



Tel: 042-99205593  
Tel: 042-99204572  
Tel: 042-36284773  
Exc: 042-36284774  
Fax: 042-36284776

**No. L&M(PPRA)10-01/2011.**  
**GOVERNMENT OF THE PUNJAB**  
**PUNJAB PROCUREMENT REGULATORY AUTHORITY**  
**SERVICES AND GENERAL ADMINISTRATION**  
**DEPARTMENT**

304-T, 3<sup>rd</sup> Floor Al-Falah Building, The Mall Lahore.

Dated Lahore, the 06<sup>th</sup> August, 2021

**CIRCULAR**

Subject:- **INSTRUCTIONS FOR UPLOADING OF PROCUREMENT RELATED DOCUMENTS.**

During the monitoring exercise, it has been observed that most of the procuring agencies do not upload the required documents related to procurement transactions on the website of the Punjab Procurement Regulatory Authority (PPRA). Punjab Procurement Rules-2014 (PPR-14) envisages mandatory uploading of different documents; while certain other documents are also required to be uploaded in order to improve governance, management, transparency, accountability and quality of public procurement. Hence, under Section-5(1) and 5(2)(f) of PPRA Act-2009, following instructions regarding uploading of procurement related documents are being issued after the approval of PPRA Board of Management:-

Sr. No	Document Name	Relevant Provision of PPRA Act-2009/PPR-14	Mandatory/Optional
1	Annual Procurement Plan	Section-5(1), 5(2)(f) & Rule-8	Mandatory
2	Approval Mechanism	Rule-9	Mandatory
3	Tender Notice	Rule-12	Mandatory
4	Expression of Interest	Rule-47	Mandatory

5	Prequalification Notice	Rule-12	Mandatory
6	Request for Proposal (RFP)	Section-5(1), 5(2)(f) & Rule-48	Mandatory
7	Auction /Sales/Disposal	-	Optional
8	Corrigendum/ Addendum	Rule-29 Rule-25(4)	Mandatory
9	Bidding Documents (RFT)	Rule-25(1)	Mandatory
11	Prequalification Document (PQD)	Rule-25(1)	Mandatory
12	Deposit Slips	PPRA Circular	Mandatory
13	Evaluation Report	Rule-37	Mandatory
14	Contract Award Letter (Agreement Copy)	Section-5(1) & 5(2)(f)	Mandatory
15	P&D Prequalified Firms	Rule-16	Mandatory
16	Enrollment of Suppliers (for availing PPRA online alerts)	-	Voluntary
17	Public Sector Organizations Enlistment	Rule-59(e) & Rule-61	Mandatory
18	Blacklisting Order	Rule-21(2)(a) & para-12 of the schedule providing blacklisting mechanism or process appended to PPR-14.	Mandatory
19	Blacklisting Removal Order	Para-16 of the schedule providing blacklisting mechanism or process appended to PPR-14.	Mandatory

2. It is, therefore, advised that all the procuring agencies across the province of Punjab shall ensure uploading of required documents as per aforementioned

list/detail. It is further apprised that cut of date after which action shall be taken against the delinquents is **30<sup>th</sup> September, 2021.**

**WITH THE APPROVAL OF  
PPRA BOARD OF MANAGEMENT**



**(BABAR AMAN BABAR (PAS))**  
Managing Director, PPRA S&GAD

*6<sup>th</sup> August, 2021.*

**No. & Date even.**

A copy is forwarded for information and necessary action to:-

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board.
3. The Inspector General of Police, Punjab.
4. The Accountant General, Punjab.
5. All the Administrative Secretaries, Govt. of the Punjab.
6. All the Divisional Commissioners in Punjab.
7. All the Heads of Attached Departments, Punjab.
8. All the Heads of Autonomous Bodies, Punjab.
9. The Director General Anti-Corruption Punjab.
10. All the Deputy Commissioners in Punjab.
11. PSO to the Chairman PPRA/Chief Secretary, Punjab.
12. PSO to the Additional Chief Secretary, Punjab.
13. Web-Developer/Data Administrator, PPRA with the direction to immediately upload the same on the website of the PPRA.
14. PS to MD, PPRA.



**SENIOR LAW OFFICER**  
PPRA S&GAD

*8/8/21*

**CC:**

1. The Registrar, Lahore High Court Lahore.
2. The Director General NAB, Lahore.
3. The Ombudsman, Punjab.