



No. F.20 (12)/2026-Admn
Office of the
Provincial Election Commissioner
Punjab

10-Court Street,
Lahore, the 2nd September, 2026.

To

M/s. Malik & Co,
Joint Venture of Sadiq Papers Products, Private Limited,
(Unit-I) situated at 10-KM from Lahore to Mureedky Road.
(Unit-II) located at Sheikhupura Road.

CNIC # 35202-1605790-1
CELL # 0323-4000077

Subject:- LIFTING OF WASTE PAPERS/ELECTION RECORD AND ELECTORAL ROLLS OF GENERAL ELECTIONS-2008, 2013, 2018 & 2024 (BYE-ELECTIONS), LOCAL GOVERNMENT ELECTION UPTO 2022 AND CANTONMENT BOARD ELECTIONS HELD TILL THE YEAR-2021 FROM FIELD OFFICES OF ECP IN THE PUNJAB PROVINCE.

Dear Sir,

Reference your "Tender Form/Rate" for the purchase/lifting of "**Waste Papers/ Obsolete Election Record & Electoral Rolls**" from various districts of the Punjab Province.

2. It is to inform you that the Competent Authority has accepted your rates of **Rs.73.10/-** per Kg waste paper (Excluding all Taxes). In addition to the Sale Proceeds, amount of Income Tax/General Sales Tax or any other Tax at the prescribed rates will also be deposited by you into the Govt. Treasury.

3. You are, hereby, authorized to lift the "Waste Papers/Obsolete Election Record and Electoral Rolls" (by deputing authorized representatives) lying in offices of Regional Election Commissioners and District Election Commissioners/Treasuries/ Sub-treasuries from the Punjab Province on the following terms & conditions:

- i. Firm shall use the waste paper/polling record only for pulp making at mill/factory and cannot be sold in any way in the open market.
- ii. Firm will be responsible to lift the election record / waste paper from those constituencies, where election petitions were filed either in Election Tribunals or appeals against decision of the Tribunal in Supreme Court are pending, after six months of final decision of the said constituencies announced by the concerned court.
- iii. Bid security will be forfeited / confiscated, in the case of firm:
 - a) If it fails to furnish the required performance guarantee or failure to sign the contract agreement.
 - b) In case provided information turns out to be fake or misleading.
 - c) If the firm fails to fulfill any contractual obligation or comply with terms and conditions of the Tender Documents.



Firm will furnish the Performance Guarantee of **Rs.2,500,000/-** in the shape of CDR/Pay Order issued by a schedule bank (in favour of Provincial Election Commissioner, Punjab) **in addition to the 10% of bid-security** before the lifting of material along with sale proceed.

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- v. Firm will lift the polling record / waste paper from all districts at its own arrangements as per existing condition or status (where is as based on, جہاں ہے جیسا ہے کی بنیاد پر) within a period of 06 months.
- vi. The lifting of waste paper/election record shall have to be completed in all respect without fail on or before 28.02.2027 by the successful firm/bidder.
- vii. The representative of the firm (by engaging laborers) will assist the field offices in de-sealing/segregation of election material/stationery items sealed in polling bags.
- viii. Any damage caused during lifting of waste paper will be recovered from the firm/contractor.
- ix. The firm will be responsible to lift the (One fourth $\frac{1}{4}$) quantity of waste paper from the total weightages lying in field offices of the Punjab province within the months of September & October, 2026 and (Two third $\frac{2}{3}$) within next two months i.e. November & December, 2026 and rest of remaining waste paper in the months of January & February, 2027.
- x. If the firm fails to lift the (One fourth $\frac{1}{4}$) of waste paper from the total weightages or fails to proceed expeditiously and without delay or in breach of contract, the Provincial Election Commissioner, Punjab has the authority to review the performance of the firm within the first two months, and can issue notice stating the firm default and will take legal action against the firm as per PPRA Rules-2004.
- xi. If the firm has not taken practicable steps/measures to remedy the default within 07 days after the receipt of Provincial Election Commissioner, Punjab notice, the Provincial Election Commissioner, Punjab may by a "second notice" given within a further 14 days, terminate the contract.
- xii. Moreover, if he fails to lift the waste paper within the stipulated time, then he will liable to Provincial Election Commissioner, Punjab for such failure shall be pay an amount equivalent to **0.2 % per day** and **6% per month** and maximum **10%** of value of contract after the expiry of contract period.
- xiii. The firm must ensure complete confidentiality of the election material and it must not be resold, reproduced or circulated in any form. Violation of privacy/terms & conditions and non-performance of contract will result in termination of contract, forfeiture of CDR/Performance Guarantee and in addition to Performance Guarantee imposition of fine upto **Rs.2,000,000/-** in shape of CDR/Pay Order as well as any other legal action under the relevant rules & regulations.
- xiv. **10 % Income Tax or any other applicable tax(s)** will be charged at the prescribed Government rates, over and above the total amount on account of sale of waste paper & E/Rolls before lifting the said material and shall be deposited into concerned Government Treasury on the spot at Divisional or District level.



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- xv. The amount received from the sale/auction of waste paper will be deposited to the concerned REC/DEC/DDO in shape of cash. Cheque and pay orders will not be accepted under any circumstances. Moreover, the firm will be allowed to lift the waste paper, if it deposits all the applicable taxes separately along-with the concerned REC/DEC/DDO on the prescribed proforma of FBR.
- xvi. The firm shall be required to provide the Stamp Duty of Rs. 58,757/- @ 0.25% of the estimated contract amount i.e. $321,520 \times 73.10 = 23,503,112/-$ as per para 22 (A) of Schedule-I of Stamp Duty Act 1899. However, difference of Stamp Duty will be paid after lifting of complete waste paper.
- xvii. In case of any dispute, the decision of Provincial Election Commissioner, Punjab shall be final.
- xviii. **Settlement of Dispute.**
- a) Both the parties to this agreement shall use their best efforts to settle amicably all conflicts, arising out or in connection with this agreement or the interpretation, therefore, according to PPRA Rules-2004 in vogue.
- b) In case of any dispute between the parties, the matter shall be decided by the Election Commission of Pakistan.
- xix. **Amendment in Agreement.**
- Amendments, additions, alternations, and supplements to this contract will be made in writing subject to acceptance of this agreement by both the parties.
- xx. **Governing Law.**
- The contract shall be governed by and controlled in accordance with the laws of Islamic Republic of Pakistan.

4. It is, therefore; requested to ensure the completion of lifting of above cited waste paper/obsolete election record **within six (6)** months from the date of issuance of this "Work Order" failing which action under the rules will be taken against the defaulter firm.

Yours Sincerely,


(Syed Shahid Abbas)
Deputy Director (Admn)
Ph #: 042-99211025



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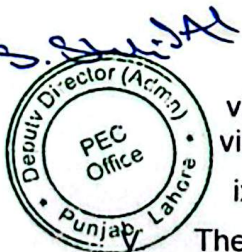
1. Copy forwarded for information and necessary action to all Regional Election Commissioners / District Election Commissioners in the Punjab including DEC, Islamabad with the request to hand-over the "Waste Paper/Obsolete Election Record & Electoral Rolls" of (General Election-2008, 2013, 2018 & 2024 (Bye-elections), Local Government Elections upto 2022 and Cantonment Board Elections held till the Year 2021 only) lying in the Strong Rooms/Treasuries/Sub-Treasuries/Cantonment Board Treasuries to the authorized representative of the Firm. All Field Offices will intimate the total weight of the waste paper & E/Rolls handed-over to the firm to this office on the prescribed proforma and ensure the deposit of Sale Proceeds, 10 % Income Tax (for filer) or any other applicable tax(s) (on the total amount of Sale proceeds at the new rates).

- I. While handing-over the waste paper instructions contained in the ECP letter bearing No.F.14(6)/2024-Elec-II dated 05-06-2025 be strictly followed in letter and spirit.
- II. Electoral Rolls shall be disposed of in compliance of ECP, Islamabad letter bearing No. F.10 (1)/2023-E/Rolls dated 17th July, 2025.
- III. Polling Record of those constituencies where Election Petitions/Writ Petitions were filed and are pending adjudication in the Election Commission/Hon'ble Courts shall not be handed over to the approved contractor.
- IV. The sensitive record required to be destroyed is as follows:
 - a. Packets containing the ballot papers namely:
 - i. Packet-3 (Principal packet) containing:
 - a. Packet-1 (Valid ballot papers) &
 - b. Packet-2 (ballot papers excluded from the count);
 - ii. Packet-5 & Packet-6 (valid tendered ballot papers & Tendered ballot papers excluded from the count);
 - iii. Packet-8 & Packet-9 (valid challenged ballot papers & challenged ballot papers excluded from the count);
 - iv. Packet-10 (Spoilt ballot papers);
 - v. Packet-11 (unissued ballot papers);
 - vi. Packets prepared by Returning Officer separately with regard to postal ballots under:
 - a) Rule 71(2) of the Election Rules, 2017;
 - b) Rule 85(10)(e) of the Election Rules, 2017;
 - c) Rule 85(10)(f) of the Election Rules, 2017; and
 - d) Rule 85(10)(i) of the Election Rules, 2017.
 - e. Packet-12 (Counterfoils of used ballot papers);
 - f. Packet-13 (Marked copies of the electoral rolls);
 - g. Packet-14 (Tendered votes list);
 - h. Packet-15 (Challenged votes list);
 - i. PK TEB-I containing:
 - vii. Packet-16 (Result of the Count); &
 - viii. Packet-17 (ballot Paper account)
 - ix. **Packet-18 (Miscellaneous papers).**

The complete books of unused postal ballot papers deposited in the Strong Room/Office of RECs/DECs shall be sent to the PEC office as per format given at Annex-C for future use. The used postal ballot leaves will be disposed of along-with the election material.

- VI. The aforesaid sensitive record shall in no case be burnt;

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- VII. **The Committee consisting of following officers shall be constituted in respect of each district for disposal of election record:**
- Regional Election Commissioner concerned;**
 - District Election Commissioner concerned;**
 - Assistant Election Commissioner (Storage in-charge); and**
 - Concerned treasury/Sub-treasury officer (in case the record is preserved in District/Tehsil treasury/Sub treasury).**
- VIII. After the record is disposed of, a Certificate (in triplicate) shall be issued by the Committee to the effect that disposal of record was carried out in the prescribed manner in presence of its all members.
- IX. The Certificate, referred to at clause-20, shall bear signatures of all officers who are members of the Committee and in whose presence the record was disposed of and a copy of this certificate shall be forwarded by the Regional Election Commissioner to the Provincial Election Commissioner for record;
- X. Some of the polling bags may contain election material such as self-inked stamp pads, stamp bearing official code mark, marking aid stamps, brass sealed, sealing wax etc. The Committee shall retrieve such election material from the bags and hand them over along with empty bags to the District Election Commissioner concerned;
- XI. Three copies of the inventory of the election material taken out from the bags shall be prepared and signed jointly by all members of the Committee and:
- One copy of the inventory shall be retained for record by the District Election Commissioner along with the material in the empty bags.
 - Second copy shall be sent to the Provincial Election Commissioner for his record.
 - Third copy shall be retained by the Regional Election Commissioner.
- XII. Each District Election Commissioner shall maintain proper record of election material retrieved from the polling bags in their stock registers;
- XIII. The existing master copy of **Electoral Rolls** alongwith copies of electoral rolls used in General Elections-2024 (including bye-elections) and last Local Government Elections (including bye-elections) may be retained by each District Election Commissioner.
- XIV. As per past practice, one set of **Electoral Rolls** prepared in 1987 to 2012 may be continued to be preserved in Filed Offices.
- XV. The amount of sale proceed shall be deposited by the DEC's in the "receipt head of Account (C02166-Receipt of ECP under the Elections Act, 2017)" of the Commission in the Government treasury and a certified copy of the Challan with necessary verification from **Treasury Officer** shall be sent to the PEC.
- XVI. Each REC & DEC will send the information of disposal of "Waste Paper and Electoral Rolls" as per format given at Annex-A, B & C of ECP letter bearing No.F.14(6)/2024-Elec-II dated 05-06-2025.
- XVII. If any difficulty or hindrance arises for, or during, disposing of the record, the same shall be intimated forthwith by the Committee to the Provincial Election Commissioner, Punjab for its resolution;
- XVIII. A Copy of Tender Notice appeared in "**The News, Daily Express and Daily Bakhbar**" **Lahore dated 19.07.2026**" are also enclosed.

2. Copy also forwarded for information to:

1. The Secretary, Election Commission of Pakistan, Islamabad with reference to ECP letter baring No. F.14(6)/2024-Elec-II dated 05.06.2025.
2. The Additional Director General (Elections) ECP, Islamabad.
3. The Director (Elections) PEC (HQ-Office), Lahore.
4. The Director (Law) PEC (HQ-Office), Lahore.
5. Mr. Saeed Ahmed Anjum, Procurement Specialist ECP, Islamabad.
6. The Deputy Director (Admn) ECP, Islamabad.
7. The Deputy Director (E/Roll) of this office.
8. The Assistant Director (GSC) of this office.



(Syed Shahid Abbas)
Deputy Director (Admn)