



KHYBER PAKHTUNKHWA  
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KHYBER PAKHTUNKHWA, \_\_\_\_\_, \_\_\_\_\_, 2025

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**Statutory Notifications (S.R.O)**  
GOVERNMENT OF KHYBER PAKHTUNKHWA  
**PUBLIC PROCUREMENT REGULATORY AUTHORITY**

NOTIFICATION

*Peshawar, the \_\_\_\_\_, 2025*

**S.R.O. \_\_ (I)/2025.**— In exercise of the powers conferred by Section 35-A of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012 (XI of 2012) read with Section 14 sub-section (3) of the Act *ibid*, the Public Procurement Regulatory Authority is pleased to make the following Regulations, namely: —

**1. Short title, Extent and Commencement.**— (1) These Regulations may be called the "e-PADS Regulations, 2025" and shall deal with the Public Procurements carried-out through e-Pak Acquisition and Disposal System.

- (2) These Regulations shall extend to the whole of Khyber Pakhtunkhwa.
- (3) These shall come into force at once.

**Definitions.**— (1) In these Regulations unless, the subject or context requires otherwise:

- (a) "Act" means the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act 2012
- (b) "Dynamic Form" means an online interactive form in e-PADS that captures structured data during procurement;
- (c) "e-PADS" means the E-Pak Acquisition and Disposal System developed by the Federal Public Procurement Regulatory Authority (PPRA) in consultation with provincial PPRA's and adopted by the Government of Khyber Pakhtunkhwa, designed to facilitate the procurement of goods, works, and services by procuring entities through digital means;
- (d) "e-bid or proposal" means electronic bid or proposal;
- (e) "e-submission" means submission of a bid or proposal either by uploading PDF file or submission by using dynamic forms;
- (f) "Submission Deadline" means the time and date specified in bid solicitation documents beyond which the system will no longer accept submissions.
- (g) "registration system" means a single place available on the e-PADS for all users to register and provide details of credentials for verification and authentication to conduct different activities; and
- (h) "rules" means the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules 2014.

(2) A word or expression used but not defined in these regulations shall have the same meaning as assigned to it in the Act, rules and regulations made thereunder.

**3. Scope of e-Procurement process.-** (1) All Public Procurements shall be conducted through the e-PADS.

(2) The e-PADS may involve the whole or a meaningful part or module of e-Procurement process,

(3) In procurements conducted via e-PADS:

- (a) Procuring entities shall not require hard copies of bids, proposals, or related documents other than bid /additional/performance security/guarantee instruments, unless explicitly specified. Where hard copies are required, this shall be clearly stated in the bid solicitation documents, including the type of documents and mode of submission. and

(b) All bidders, including persons, firms, contractors, companies, and consultants, shall submit their bids or proposals exclusively via e-PADS using valid registration credentials.

(4) e-PADS includes, but not limited to, the following components:

- (a) Online registration and profile management for bidders including persons, firms, contractors, companies, consultants and other organizations;
- (b) Uploading and/or generation of bid solicitation documents through dynamic forms (e-submission);
- (c) facility for registered persons, firms, contractors, companies, consultants and other organizations to submit bids electronically either by uploading file or through dynamic forms using authorized credentials;
- (d) digitally secured system to ensure that an e-bid or proposal offered by one registered person, firm, contractor, company, consultant or other organizations is not accessible to other persons, firms, contractors, companies, consultants and organizations as well as the procuring entity till the date and time specified for opening of e-bid or proposal under the rules;
- (e) a system ensuring that no e-bid or proposal may be altered or modified after the deadline for submission of e-bid;
- (f) inbuilt mechanism for creating/management of procurement committees;
- (g) a mechanism for clarifications, redressal of grievances and award of contract;
- (h) modules for e-payments (when activated);
- (i) inbuilt checks and remedies to resolve issues arising from dis-connectivity of Internet;
- (j) an interface or backend integration with databases of PEC, FBR, KPRA, SECP, PIFRA, DRAP, NADRA, PCFMS, PWMIS, Banks, Federal Ministries, Provincial Departments, Directorate General Information and Public Relations office and other relevant entities for real-time data validation and information exchange;
- (k) any additional features or modules that support secure and efficient e-Procurement consistent with the Act, rules, and regulations.

(5) In case of failure on part of any person, firm, contractor, company, consultant or any other organization to submit an e-bid or proposal and e-application on account of any technical issue

or internet failure, not attributable to the procuring entity, may not constitute mis-procurement or otherwise affect the integrity of procurement process.

(6) The Authority's website and e-PADS shall operate concurrently.

**4. Annual procurement plan.-** (1) In addition to the uploading of annual procurement plan on website of the Authority as provided in rule 31 of the rules, an activity wise plan shall also be uploaded on the e-PADS.

(2) Each procurement activity shall be assigned to the appropriate, notified procurement committee and Grievance Redressal Committee/Officer through e-PADS.

**5. Publication of tender.-** (1) All procurement opportunities shall be advertised on e-PADS, procuring entity's website, the Authority's website, and in print media in accordance with the Rules.

(2) The advertisement shall prominently indicate that bids must be submitted through e-PADS.

(3) Procuring entities may carry out their procurements through creation of lots, packages, or as item-wise, based on their requirements in accordance with the Rules.

(4) One of the following methods shall be specified by the procuring entity for bid/proposal submission:

(a) Uploading PDF files; or

(b) Submission through dynamic forms (e-submission).

Provided that bid solicitation documents must conform to the standard bidding documents (SBDs) issued by the Authority, with necessary customizations by the procuring entity.

(6) Where PDF files uploads are used, documents must be clear, unambiguous, and uploaded concurrently on e-PADS and the Authority's website at the time of advertisement.

(7) In the event of inconsistency between bids solicitation documents and standard bidding documents, the later shall prevail.

**6. Eligibility via Registration.-** (1) Notwithstanding anything contained in the regulations, no person, firm, contractor, company, consultant or any organization shall be eligible to participate in e-Procurement by using the e-PADS unless that person, firm, contractor, company, consultant or any organization is registered with the registration system available on the e-PADS.

(2) The registration on e-PADS shall grant users secure login credentials

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(3) Registration shall be valid for one year and subject to the user's valid registration with relevant authorities (e.g., PEC, KPRA, SECP, FBR, DRAP etc).

(4) Registration under sub-regulation 3 shall be subject to such fee as may be prescribed.

(5) Bidders/Contractors shall also be required to be enlisted with the relevant authority as required under section 26 of the KPPRA Act.

**7. E-Submission of Bids and Applications.-** (1) Bids or proposals shall be submitted via e-PADS in the manner specified in the advertisement before the deadline

(2) Bid modifications /withdrawal shall be permissible before the deadline in accordance with the rules.

(3) The bidder shall complete and authenticate his e-bid or proposal and submit it within time.

(4) Corrupt, unreadable, or virus-infected files shall be automatically rejected.

(5) Prequalification applications shall be submitted in the manner as provided for bid submission in the procurement Act/Rules.

(6) In addition to uploading a digital copy, the original financial instrument pertaining to securities of any shape shall be submitted in hard form by the bidders. The release of such security shall be contingent upon receipt of the hard copy.

**Explanation:** "Envelope" or "package" as used in the rules includes encrypted digital submissions.

**8. E-Opening of Bids and Applications.-** (1) The e-bid or proposal and e-application for pre-qualification, as the case may be, shall be opened on the e-PADS at the time and place as specified in the bid solicitation documents.

(2) For opening of an e-bid or proposal and e-application for pre-qualification, as the case may be, the e-PADS shall, at the time of opening, provide one time password to all the members of concerned committee on their registered numbers/emails.

(3) All members shall enter the OTP for the system to allow access.

**Explanation:** "Opening" or "decryption" of bids includes system-based unlocking of encrypted files.

**9. Evaluation on EPADS.-** (1) where PDF bids are submitted, the procurement committee shall assess and prepare evaluation reports manually.

(2) Where dynamic forms are used, the system shall auto-generate evaluation reports for committee review and finalization.

(3) Final reports shall be uploaded on e-PADS and the Authority's website.

**10. Uploading of evaluation reports.-** (1) In case of single stage one envelope bidding procedure, complete bid evaluation report shall be uploaded on the e-PADS and website of the Authority at least ten days prior to the award of contract in accordance with rule 46 of the rules.

(2) In case of other than single stage one envelope bidding procedure, procuring entity shall upload the technical evaluation report prior to the opening of financial bids on the e-PADS and website of the Authority: Provided that the financial bid of the technically nonresponsive bidders shall remain unopened in the e-PADS.

(3) The final results of bid evaluation shall be uploaded at least ten days prior to the award of procurement contract on the e-PADS and website of the Authority in accordance with rule 45 of the rules.

**Explanation.-** In this regulation, uploading shall be deemed communication as mentioned in the rules.

**11. E-contract award.-** (1) The procuring entity shall upload letter of acceptance or purchase order, as the case may be, on the e-PADS and original copy of the same shall be sent to the successful bidder.

(2) The procuring entity and successful bidder shall sign the contract manually. A signed copy of the contract agreement, where applicable, shall also be uploaded on the e-PADS.

(3) Performance guarantees shall be submitted in hard form to the procuring entity in addition to uploading digital copies.

**12. E-payment system.-** Payments shall be processed through e-PADS once the payment module is activated. Until then, manual payment procedures shall continue in accordance with applicable rules.

**13. Disqualification, debarment and blacklisting.-** (1) The disqualification, debarment and blacklisting proceedings shall be conducted in accordance with KPPRA Act and Rules.

(2) The procuring entity shall forward the decision of blacklisting to the Authority for uploading the same on the website of the Authority in accordance with provisions provided in the rules. The original copy of the same shall be sent to the concerned bidder or contractor.

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14. **E-grievances redressal system.**- (1) The bidder shall file a grievance redressal application before the grievances redressal committee through the e-PADS. The bidder shall also submit a hard copy of the same to the grievances redressal committee in accordance with rule 3 of Grievance Redressal Rules, 2017.

(2) All the grievances redressal applications filed by the bidders or contractors shall be redressed efficiently, as soon as possible, in accordance with the rule 5 and 6 of the Grievance Redressal Rules. The procuring entity shall inform the decision on the grievance to the bidder on the e-PADS or in the form of letter, as the case may be.

15. **Application of Act/Rules/Regulations.**- (1) Unless otherwise provided for in these regulations, all provisions of the KPPRA Act and the Rules/Regulations made thereunder shall be applicable to procurements conducted through e-PADS.



MANAGING DIRECTOR  
KHYBER PAKHTUNKHWA  
PUBLIC PROCUREMENT REGULATORY AUTHORITY

