



Punjab Land Records Authority,
Government of the Punjab

Lahore, Dated the February 6, 2023

NOTIFICATION

No. PLRA/BN/1496 :- In exercise of powers conferred upon it under Section-30 of the Punjab Land Records Authority Act, 2017, the Authority is pleased to make the following Regulations:

1. **SHORT TITLE AND COMMENCEMENT**

- a) These regulations may be called "Punjab Land Records Authority Procurement Regulations, 2023".
- b) These regulations shall come into force at once.

2. **DEFINITIONS**

- 1) In these delegations, unless the context otherwise requires:
 - a) "Act" means Punjab Land Records Authority Act 2017;
 - b) "Additional Director General (Admin)" means Additional Director General (Admin) of the Authority;
 - c) "Additional Director General (Technical)" means Additional Director General (Technical) of the Authority;
 - d) "Additional Director (Audit & Expenditure)" means Additional Director (Audit & Expenditure) of the Authority;
 - e) "Additional Director (Finance & Receipts)" means Additional Director (Finance & Receipts) of the Authority;
 - f) "Additional Director (Internal audit)" means Additional Director (Internal Audit) of the Authority;
 - g) "Additional Director (Procurement)" means Additional Director (Procurement) of the Authority;
 - h) "Additional Director (Legal)" means Additional Director Legal of the Authority;
 - i) "Additional Director (Public Relations)" means Additional Director (Public Relations) of the Authority;
 - j) "Additional Director (Research, Planning & Projects)" means Additional Director (Research, Planning & Projects) of the Authority;

- k) "Authority" means Punjab Land Records Authority established under the PLRA Act 2017;
- l) "Board" means Board of the Authority in terms of Section-6 of the Act;
- m) "Chief Financial Officer" means Chief Financial Officer of the Authority;
- n) "Competent Authority" means an Authority to whom certain powers have been delegated through these Regulations;
- o) "Concerned Director" means the Director of concerned wing on whose requisition the Goods/works/services are being procured;
- p) "Director General" means Director General of the Authority in terms of section 9 of the Act;
- q) "Director (HR & Admin)" means Director (HR & Admin) of the Authority;
- r) "Director (Information Technology)" means Director (Information Technology) of the Authority;
- s) "Director (Monitoring & Quality Assurance)" means Director (Monitoring & Quality Assurance) of the Authority;
- t) "Director (Operations & Coordination)" means Director (Operations & Coordination) of the Authority;
- u) "Director (Procurement, Planning & Development)" means Director (Procurement, Planning & Development) of the Authority;
- v) "Officer" means any Assistant Director, Deputy Director, Additional Director, Director, CFO, ADG or DG of the Authority.
- w) "Technical Sanction" means the sanction of the competent authority to a properly detailed estimate for a work to be done and goods & services to be procured;
- x) "Wing" means a group of posts in Authority pertaining to one particular areas of work like HR, Finance or Procurement etc.
- 2) An expression used but not defined in these Regulations, shall have the same meaning as assigned to it in the Punjab Land Records Authority Act, 2017.

3. PPRA TO BE FOLLOWED

- I. Subject to these regulations, PUNJAB PROCUREMENT REGULATORY AUTHORITY ACT (PPRA), 2009 and PUNJAB PROCUREMENT RULES (PPR), 2014 as amended from time to time will be followed.

- II. If any provision of these regulations is in conflict with any provisions of PPRA or PPR, the provisions of PPRA and PPR shall prevail.

4. **COMMITTEES OF PLRA:**

I. **Procurement committee-I:**

Procurement committee-I shall consist of following members:

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| i. Additional Director General (Admin) | Chairperson |
| ii. Additional Director (Finance & Receipts) | Member |
| iii. Director of concerned wing | Member |
| iv. Director (Proc., Planning and Dev.) | Member |
| v. Additional Director (Operations South) | Member |
| vi. Additional Director (Procurement) | Member/Secretary |
| vii. Any other member co-opted by the Chairperson. | |

Terms of Reference of Procurement Committee-I:

Procurement committee-I shall perform following functions for procurements costing more than Rupees fifty million:

- i. Procurement Committee-I shall review, finalize and approve bidding documents prepared by the procurement wing in consultation with Director of the concerned wing.
- ii. Procurement Committee-I shall review, finalize and approve draft contract documents.
- iii. Procurement Committee-I shall supervise all stages of tendering process till award of work.
- iv. Procurement committee-I shall open the bids (Technical & Financial).
- v. Director Procurement, Planning and Development shall forward the case to Technical Committee for technical evaluation of bids (If required) with the bid opening report of procurement committee-I.
- vi. Procurement committee-I shall review and approve the bid evaluation report and comparative statement.
- vii. Procurement committee-I shall recommend the bidder(s) for acceptance of bid and award of contract to the relevant competent Authority.
- viii. The Procurement committee-I shall approve the recommendations of procurement only subject to availability of approved budget under that specific object head.

II. Procurement committee-II:

Procurement committee-II shall consist of following members:

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|------|---|------------------|
| i. | Director (Proc., Planning and Dev.) | Chairperson |
| ii. | Additional Director (Audit & Expenditure) | Member |
| iii. | Director of concerned wing | Member |
| iv. | Additional Director (Operations South) | Member |
| v. | Additional Director (Procurement) | Member/Secretary |
| vi. | Any other member co-opted by the Chairperson. | |

Terms of Reference of Procurement Committee-II:

Procurement committee-II shall perform following functions for procurements costing Rupees fifty million and below:

- i. Procurement Committee-II shall review, finalize and approve bidding documents prepared by the procurement wing in consultation with Director of the concerned wing.
- ii. Procurement Committee-II shall review, finalize and approve draft contract documents.
- iii. Procurement Committee-II shall supervise all stages of tendering process till award of work.
- iv. Procurement committee-II shall open the bids (Technical & Financial).
- v. Director Proc., Planning and Dev. shall forward the case to Technical Committee for technical evaluation of bids (If required) with the bid opening report of procurement committee-II.
- vi. Procurement committee-II shall review and approve the bid evaluation report and comparative statement.
- vii. Procurement committee-II shall recommend the bidder(s) for acceptance of bid and award of contract to the relevant competent Authority.
- viii. The Procurement committee-II shall approve the recommendations of procurement only subject to availability of approved budget under that specific object head.

III. Technical committee:

Technical committee shall consist of following members:

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| i. | Director Information Technology | Chairperson |
| ii. | Director of the concerned wing | Member |
| iii. | Additional Director (Operations North) | Member |

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|------|---|------------------|
| iv. | Additional Director (Audit & Expenditure) | Member |
| v. | Representative of PITB
<u>(Only for IT related procurements having
estimated cost more than Rs. 5 million)</u> | Member |
| vi. | Additional Director (Procurement) | Member/Secretary |
| vii. | Any other member co-opted by the Chairperson. | |

Terms of Reference of Technical Committee:

Technical committee shall perform following functions:

- i. Technical committee shall review & approve technical specifications and technical evaluation criteria of the goods, works & services prepared by the concerned wing.
- ii. Technical committee shall evaluate and approve reference cost estimates to ensure value for money.
- iii. Technical committee shall grant Technical Sanction (TS) wherever required.
- iv. Technical committee shall review and approve technical evaluation report of bids prepared by concerned wing and recommend its report to the relevant procurement committee through Director Procurement, Planning and Development.

IV. Grievance Redressal Committee:

Grievance Redressal Committee shall consist of following members:

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|------|---|------------------|
| i. | Additional Director General (Technical) | Chairperson |
| ii. | Director (Monitoring & Quality Assurance) | Member |
| iii. | Additional/Deputy Director (Legal) | Member |
| iv. | Additional Director (Internal Audit) | Member |
| v. | Additional Director (Public Relations) | Member/Secretary |
| vi. | Any other member co-opted by the Chairperson. | |

Terms of Reference of Grievance Redressal Committee:

Grievance Redressal Committee shall review the complaints of bidders pertaining to all procurements made by PLRA and redress those complaints as per the timelines given in Punjab Procurement Rules 2014. Grievance Redressal Committee shall forward its recommendations to Director General, PLRA for decision on said grievance.

V. Development Committee:

Development committee shall consist of following members:

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| i. Additional Director General (Technical) | Chairperson |
| ii. Chief Financial Officer | Member |
| iii. Director (Information Technology) | Member |
| iv. Director (Proc., Planning and Dev.) | Member |
| v. Additional Director (Research, Planning & Projects) | Member/Secretary |
| vi. Any other member Co-opted by the Chairperson. | |

Terms of Reference of Development Committee:

Development committee shall perform following functions:

- i. Development committee shall review & approve all new concept papers.
- ii. Development committee shall review & recommend the approval of new PC-Is to the relevant competent Authority.
- iii. Development committee shall review & recommend the approval of PC-II to the relevant competent Authority.
- iv. Development committee shall approve the PC-IV of Projects.

5. PROCUREMENT PROCESS

Following procurement process will be followed for procurement of goods, works or services except procurements through shopping or quotations as per provisions available in Punjab Procurement Rules:

- i. The concerned wing shall identify and justify the need and scope of the procurement of the goods, works or services.
- ii. The concerned wing shall take administrative approval as per PLRA - DELEGATION OF FINANCIAL POWERS REGULATIONS invoke based on specifications, evaluation criteria and estimated cost.
- iii. After administrative approval, the director of the concerned wing shall forward the file/case for further processing to the procurement wing.
- iv. The procurement wing shall coordinate the activities of Technical and Procurement committees.

- v. Concerned wing shall prepare and present the respective technical sanctions, reports and other relevant documents in Technical and Procurement Committees.
- vi. The Technical and Procurement Committees of PLRA shall carry out the detailed procurement process as per PPRA rules and the TORs laid down under these regulations.
- vii. After approval of award of contract, the procurement wing will forward the case/file to the concerned director for signing, execution and enforcement of the contract.

6. PROCEDURE FOR EQUAL FINANCIAL BIDS:

Only in case of procurement of services, when two or more evaluated bidders quote equal lowest financial bids, the successful bidder will be decided by holding a ballot among all such bidders and contract shall be awarded accordingly.

7. AWARD OF CONTRACT:

All procurement contracts will be awarded as per PLRA DELEGATION OF FINANCIAL POWERS REGULATIONS invoke.

8. REFERENCE COST ESTIMATES:

- I. In case where reference cost estimates of goods, works or services approved by technical committee is more than 10% of administrative approval, a fresh administrative approval will be taken from the competent authority by the concerned department as defined under PLRA DELEGATION OF FINANCIAL POWERS REGULATIONS invoke. The proceedings of procurement will not be affected merely by the fact of taking revised administrative approval.
- II. Where reference cost estimates of goods, services or works approved by technical committee is less than 90% of administrative approval sanctioned by the competent authority, the technical committee will record reasons in writing in its decision for such a decrease.

9. EXTENSION IN TIME OF CONTRACT

All extensions in time of contract shall be made according to the clauses of the contract/agreement.

10. REVISED TECHNICAL SANCTION FOR REBIDDING

Where a tender for procurement of goods, works or services is rebid and there are no changes in technical specifications, cost estimates (cost estimates within 15% of already floated tender) and evaluation criteria, the technical committee needs not to be held again.

11. QUORUM

Three members, including the chairman, shall form quorum for conducting the business of the Committees of PLRA.

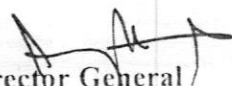
12. DECISION BY SIMPLE MAJORITY

All decision of the Committees of PLRA shall be made by majority of the members present and voting.

13. ADDITIONAL PERFORMANCE GUARANTEE

The procurement committee (I & II) may decide to obtain five percent (5%) of additional performance guarantee over and above the normal performance security in following cases;

- i. Where the rates offered by the lowest bidder is less than 10% of estimated cost.
- ii. Any other reason deemed appropriate by the procurement committee.

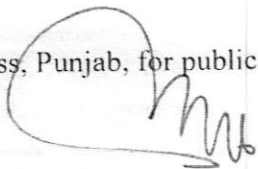

Director General

Secretary to the Board of PLRA

No. & date even

A copy is forwarded for information to:

1. The Senior Member, Board of Revenue, Punjab.
2. All PLRA Board Members.
3. The Secretary Finance Department.
4. The Secretary (Regulations) S&GAD.
5. All ADGs & Directors, PLRA
6. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.


Chief Financial Officer
Punjab Land Records Authority