



Government of Khyber Pakhtunkhwa
Local Government, Elections & Rural Development
Department
LOCAL COUNCIL BOARD PESHAWAR

Dated Peshawar the 07th May, 2026

NOTIFICATION.

No. AOII/LCB/6-11/2026. The Chairman, Local Council Board, Khyber Pakhtunkhwa, is pleased to approve the following **Terms of Reference for the E-Auction of Revenue Contracts of all Local Councils** in Khyber Pakhtunkhwa for the Financial Year 2026-2027 (from 01.07.2026 to 30.06.2027).

2- All Local Councils are hereby directed to strictly adhere to the following TORs: -

TERMS OF REFERENCE/CONDITIONS FOR E-AUCTION OF REVENUE CONTRACTS (FY 2026-27):

1. The e-auction process for the e-auction of revenue contracts shall commence from **07th May, 2026** for the financial year 2026-27, across all Local Councils through the **E-Baldia/e-auction System**, after open advertisement published through the Information Department.
2. All Local Councils shall follow a **uniform e-auction schedule**. The auction process shall be conducted for **three (03) consecutive working days, from Monday to Wednesday, between 09:00 AM and 04:00 PM**.
3. Only duly registered contractors with the Local Council Board, Peshawar, as per prescribed category shall be eligible to participate in the e-auction process.
4. The contractor shall upload their **eligible CDRs two(02) days prior to last date of the auction date** scheduled for auction, of the said contract.
5. Where a reasonable highest bid is received, reflecting a substantial increase i.e **Ten percent (10%)** over the last year revenue/bid, the highest bidder shall deposit **15% advance and 5% security** within **three (03) days** into the account of the Local Council concerned.
6. In case no bid is received during the first attempt, a fresh advertisement shall be issued. The process shall continue until an increase as mentioned at s#5 above, over the previous year's approved bid/income is achieved.
7. The concerned Administrator/Chairman shall ensure **fair and transparent competition** among bidders.
8. Each contractor/firm intending to participate shall deposit **earnest money equivalent to 5%** of the previous year's total income in favor of the concerned Local Council prior to participation. Earnest money of unsuccessful bidders shall be released upon completion of the auction process within **07(seven) days**.
9. Upon conclusion of the e-auction, the successful bidder shall be considered the **provisional awardee**. The concerned Tehsil Municipal Administration (TMA)/CMPG shall complete all formalities, including execution of the agreement deed, within **seven (07) days** accordingly.
10. The successful bidder shall furnish **two guarantors** possessing immovable property equivalent to the contract amount, duly attested by a First-Class Magistrate.
11. Failure to deposit the advance amount or execute the agreement within the stipulated time shall result in **automatic cancellation of the bid and forfeiture of earnest money** in favor of the concerned Local Council. The contract may then be offered to the second-highest bidder at the rate of bid offered by the highest/successful bidder.

TOR/T-3
Please check & follow the instructions
Sincerely
[Signature]
07/5/2026

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12. For contracts involving annual collection of fees/taxes, the contractor shall deposit **50% of the contract amount in advance**, while the remaining 50% shall be paid in **three equal installments** within the financial year.
13. Monthly installments must be deposited on or before the **5th day of each month**. Delay shall result a **2% penalty up to the 10th day**, after which 03(three) consecutive notices shall be issued. Non-compliance may lead to cancellation of the contract by the **15th day** of the same month.
14. All applicable **Federal and Provincial taxes, duties, and levies** shall be borne by the contractor.
15. The approved **Schedule of Rates** shall be prominently displayed at all collection points to ensure public awareness and transparency in the public interest.
16. In case of violation of any term or condition, the Local Council shall issue 3(three) consecutive notices on weekly basis for rectification. Failure to comply may result in **cancellation of the contract**, forfeiture of deposits, and recommendation for **blacklisting**.
17. If excess fees/taxes are charged or the approved schedule is violated, the contractor/firm and responsible staff shall be liable to a penalty of up to **eleven(11) times** the amount overcharged.
18. A **Complaint/Suggestion Box** shall be installed at prominent locations (e.g., GBS, Cattle Fairs) by the concerned local councils/CMG, Peshawar, and a proper record of complaints shall be also maintained and addressed by concerned TMA/CMG, Peshawar accordingly.
19. No remission, relaxation, or reduction in the contract amount shall be allowed under any circumstances.
20. The contract shall **not be sublet, transferred, or assigned**. In case of withdrawal or failure to continue, the contract shall be cancelled at the contractor's **risk and cost @ not less than 10% of the contractual amount**.
21. In case of any dispute between the contractor and the Local Council regarding contract or any other matter, the respective **Regional Municipal Officer (RMO)** will do arbitration and whose decision will be **final and binding**.
22. Contracts shall be awarded for **one financial year (2026-2027)** with a minimum increase of **ten percent (10%)** over the previous year's income.
23. If contracts cannot be auctioned despite repeated advertisements, the concerned TMO/DG CMG, shall submit a justified case to the respective RMO. A committee comprising of **RMO (Chairman), TMO/DG, CMG, TO(R), TO(F), and ATOR** shall determine the reserve bid on the basis of last three(03) year's income or bid amount of said source, which shall be advertised by the TMO/DG, CMG, after due process.
24. Any violation of these instructions by Local Council officials shall be treated as **misconduct and inefficiency**, and action shall be taken under the **LCS-PUGF Service (E&D) Rules, 1980**.
25. Participation in the e-auction process through the **E-Baldia/e-auction system** shall constitute **acceptance** of all above mentioned terms and conditions and abided by contractors.
26. Any attempt to **collude with bidders, manipulate bids, or influence officials** shall result in strict legal action, including **disqualification and blacklisting**.

Sd/....
CHAIRMAN,
LOCAL COUNCIL BOARD,
KHYBER PAKHTUNKHWA.

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**Government Of Khyber Pakhtunkhwa
Local Government, Elections & Rural Development
Department
LOCAL COUNCIL BOARD**

Dated Peshawar the 07th May, 2026

NOTIFICATION.

No.AOII/LCB/6-11/2026. The Chairman, Local Council Board, Khyber Pakhtunkhwa, is pleased to approve the following **Terms of Reference** for registration of contractors for the contracts of the Capital Metropolitan Government, Peshawar and all Tehsil Municipal Administrations in Khyber Pakhtunkhwa, for the **financial year 2026-2027 (1/7/2026 till 30/6/2027)**. -

TERMS OF REFERENCE/CONDITIONS FOR REGISTRATION OF CONTRACTORS OF REVENUE CONTRACTS (FY 2026-2027):

- (1) Registration of contractors/firm for local council's own source revenue contracts will be made by the LCB for one financial year with effect from 01.07.2026 till 30.06.2027.
- (2) The contractor shall be a Pakistani Citizen having CNIC and shall not be defaulter from any of the Local Council or convicted from any court of law.
- (3) There shall be 04(four) categories of the contractors i.e A, B, C & D. The prescribed registration fee for the contract limit shall be as follows which shall be deposited in the designated Bank account of LCB and original Bank Receipt shall be provided to the regulation branch of LCB. No Cash Fee will be accepted: -

S#	Category	Registration Fee.	Contract limit.
1	A	Rs:4,00,000/-	Unlimited
2	B	Rs:3,00,000/-	Rs:30 Million
3	C	Rs:2,50,000/-	Rs:20 Million
4	D	Rs:2,00,000/-	Rs:10 Million

- (4) The enlisted contractors/firms will be eligible to participate in any type of revenue collection contracts of Local Councils in Khyber Pakhtunkhwa as per category of their registration.
- (5) Category-A to Category-D firms for registration shall provide the following information/documents; -
 - (i) Name of Managing Partner/Director alongwith partnership deed with attested copy of CNIC and on a stamp-paper of Rs:100/- duly attested by the Notary Public.
 - (ii) The name of each partner may also be shown with full particulars and CNIC number.
 - (iii) Only the Managing Partner/Director will be eligible for execution of agreement deed with the concerned Local Council and will also be held responsible for all liabilities. In case of death of the Managing Partner his legal heirs and partners will share the liability.
 - (iv) The value of the immoveable property for retention as security from participated bidder shall be as follows: -
 1. Category-A ...Rs:5.00 Million.
 2. Category-B ...Rs:3.50 Million.
 3. Category-C ...Rs:2.50 Million.
 4. Category-D ...Rs:1.50 Million.

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- (v) The property documents only in the name of Managing Partner/Director will be accepted, because all the contracts will be awarded in the name of Managing Partner/Director of the firm.
- (vi) A part from firm individuals may also apply for any category subject to fulfillment of codal formalities.
- (6) The defaulting contractors and their partners will not be registered and they will be black listed who willfully fail to clear the dues of the councils concerned.
- (7) Those contractors & firms who have already been registered for the year 2025-2026 shall get renewal of their registration for the next financial year after paying the prescribed registration fee provided they have not been black listed or they fall under clause No.(6) above, subject to the production of the latest property certificates and surety.
- (8) LCB will collect the details of the defaulters and black listed contractors/firms and their registration will not be renewed.
- (9) The contractor is bound to present his E.MAIL address & National Tax Number (FBR filer certificate).

Sd/....
CHAIRMAN,
LOCAL COUNCIL BOARD,
KHYBER PAKHTUNKHWA.

Endst: Of even number & date.

Copy of the above is forwarded to the: -

- 1- Director, Local Fund Audit Khyber Pakhtunkhwa, Peshawar.
- 2- All Deputy Secretaries, LCB, Khyber Pakhtunkhwa.
- 3- All Regional Municipal Officers in Khyber Pakhtunkhwa.
- 4- Director General, Capital Metropolitan Corporation, Peshawar.
- 5- All Administrators/TMOs, TMAs in Khyber Pakhtunkhwa.
- 6- Accounts Officer, LCB, Khyber Pakhtunkhwa.
- 7- Resident Assistant Director (Audit), LCB Khyber Pakhtunkhwa.
- 8- Director, I.T, LGE&RDD, KP, Peshawar.
- 9- Computer Programmer, IT Cell, LCB, KP, Peshawar.
- 10- PS to Minister for LGE&RDD Khyber Pakhtunkhwa, Peshawar.
- 11- PS to Secretary, LG&RDD Khyber Pakhtunkhwa, Peshawar.
- 12- PS to Special Secretary(Dev.), LG&RDD, KP, Peshawar.
- 13- PS to Addl.Secretary(Dev.), LG&RDD, KP, Peshawar.
- 14- PS to Secretary, Local Council Board Khyber Pakhtunkhwa.

For information please.

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SECRETARY,
LOCAL COUNCIL BOARD,
KHYBER PAKHTUNKHWA.
