

# TRAINING MANUAL FOR NATIONAL E-GOVERNMENT PROCUREMENT SYSTEM OF NEPAL

**CONSULTANT'S GROUP**

[www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp)

Organized By:



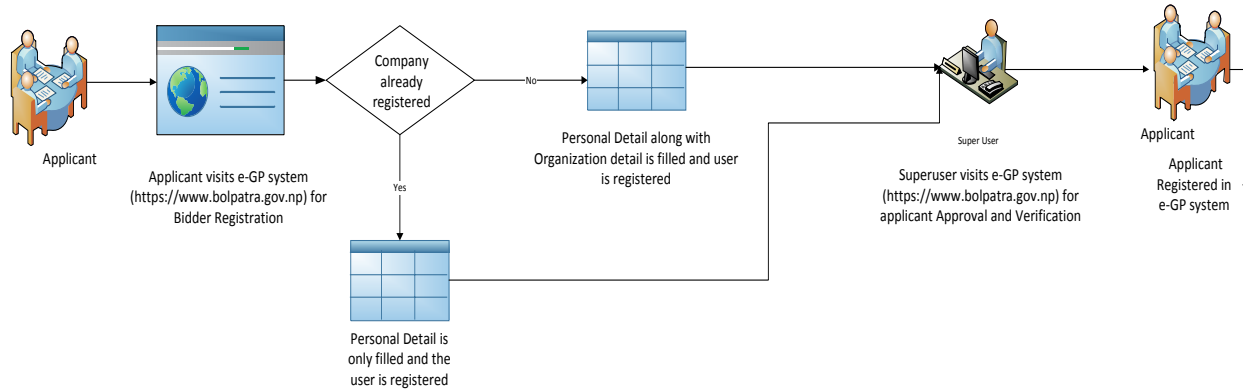
Government of Nepal  
Public Procurement Monitoring Office,  
Tahachal, Kathmandu

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# Module: Applicant Registration

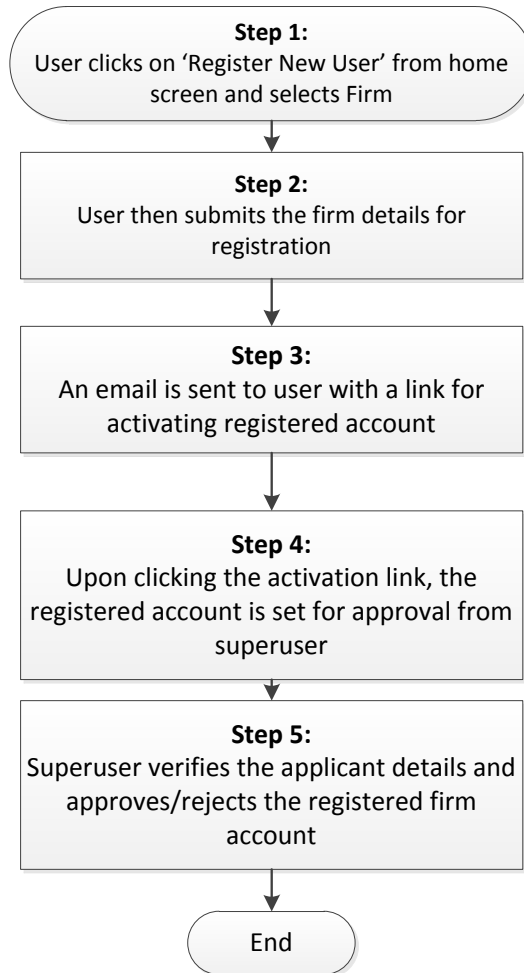
## Business Flow Diagram



To initiate the registration process, applicant visits the e-GP System ([www.bolpatra.gov.np](https://www.bolpatra.gov.np)) and fills in the personal and organizational detail. The registration request is verified and approved by super user. Once approved the applicant account will be activated and applicant can successfully logs into the e-GP system.

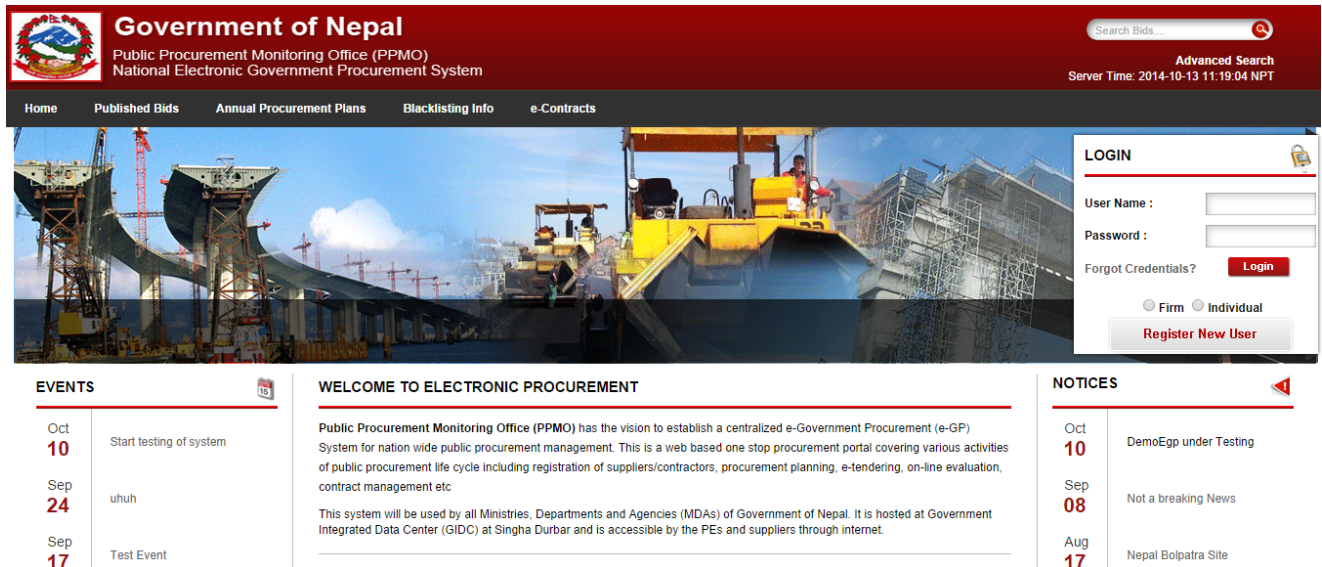
Registration Steps

**Bidder Registration**



Step 1:

To initialize this process the user selects *Register New User* and then selects the radio button *Firm* on the Home Page of National e-GP system.



*Fig: Applicant Registration Step 1*

Step 2:

The user is directed to a page where three forms have to be filled regarding the registration details. The user needs to enter organizational detail, personal detail and document detail including a username and password which will be used for future login and all supporting documents regarding the organization needs to be uploaded.

The three forms that need to be filled are mentioned below:

- Organization Details
- Personal Details
- Document Details

**Step 2A:** Organization Details basically includes company registration information, type of organization, VAT/PAN information, Office address and contact details.

Fields marked with (\*) are mandatory.

**Organization Details**

Country Of Registration \* : Nepal

Company Registration No. \* : 45789699894

Registration Date \* : 12-06-2012

Organization Name \* : ABC Nepal Pvt. Ltd.

Organization Type \* : Private

Acronym : ABC

Description \* : This is Consulting Office situated at Babarmahal, Kathmandu, Nepal

No. of Employees \* : 9

Category of Interest \* : Consulting Services

VAT/PAN NO. \* : 53568/044

Website : www.abcnepal.com.np

**Office Address**

Country \* : Nepal

Address Line 1 \* : Babarmahal Kathmandu

Address Line 2 :

Address Line 3 :

District \* : Kathmandu

Municipality \* : Kathmandu

VDC \* : --Select VDC--

Fax No. 1 : 014472167

Fax No. 2 :

Contact No.1 \* : 014471168

Contact No.2 :

Next Cancel

Public Procurement Monitoring Office (PPMO) Red Cross Marg, Tahachal, Kathmandu, Nepal

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*Fig: Applicant Registration Step 2A: Organization Details*

The fields marked with (\*) are mandatory to be filled. After entering the necessary details the user will have to click on *Next* at the bottom of the page to navigate to personal detail page.

## Training Manual: National e-Government Procurement System

**Step 2B:** Personal details basically includes personal information of user trying to register with his/her name, contact detail, email address, username for future login, password and secret question answer.

The screenshot shows the registration interface for the Government of Nepal's Public Procurement Monitoring Office (PPMO). The page is titled "Government of Nepal" and includes a search bar and navigation menu. The "Personal Details" tab is active, showing a form with the following fields:

- Salutation Title \*: Mr
- First Name \*: Ramesh
- Middle Name : (empty)
- Last Name \*: Devkota
- Designation \*: Executive Director
- Contact No.1 \*: 9841998845
- Contact No.2 : (empty)
- Email 1 \*: image.ghimire@cscpl.com.np
- Email 2 : (empty)
- Username \*: rameshbiddler
- Password \*: (masked)
- Confirm Password \*: (masked)
- Secret Question \*: What is your pet name?
- Secret Answer \*: 123

Fields marked with (\*) are mandatory. A green message states: "User is available for Registration: rameshbiddler". A CAPTCHA image shows the number 8847. A checkbox is checked: "I have read, understood and agree to the terms and conditions mentioned here". Buttons for "Next" and "Cancel" are at the bottom.

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Nepal Standard Time (NPT) is 5 hour and 45 minute ahead of UTC/GMT

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*Fig: Applicant Registration Step 2B: Personal Details*

The fields marked with (\*) are mandatory to be filled. After entering the necessary details the user will have to click on *Next* at the bottom of the page to navigate to document detail page.

**Step 2C:** Document Detail contains company registration and PAN/VAT registration certificate to be uploaded.

The screenshot displays the 'Government of Nepal' National Electronic Government Procurement System interface. The header includes the logo, the text 'Government of Nepal', 'Public Procurement Monitoring Office (PPMO)', and 'National Electronic Government Procurement System'. A search bar and 'Advanced Search' link are also present. The main navigation bar contains links for 'Home', 'Published Bids', 'Annual Procurement Plans', 'Blacklisting Info', and 'e-Contracts'. The 'Document Details' tab is selected, showing a form with two mandatory fields: 'Registration Certificate' and 'Tax Registration Certificate (PAN, VAT)'. Each field has a 'Choose File' button and a text input area. Below the fields are 'Register' and 'Cancel' buttons. A footer section contains contact information for the PPMO, browser compatibility instructions, and a list of links including 'About US', 'Terms & Conditions', 'Disclaimer', 'FAQ', 'Help', and 'Date Converter'.

*Fig: Applicant Registration Step 2C: Document Details*

User clicks the *Browse* button to upload required documents for completing the applicant registration process. All files to be uploaded should be in the pdf format and the size of the attachment should not be greater than 5 MB in size. If file is other than pdf format the system will generate the error message. Then finally the user should click on *Register* to complete the registration process.



# Training Manual: National e-Government Procurement System

## Step 3:

The screenshot displays the Government of Nepal's National Electronic Government Procurement System. The header includes the logo, the text "Government of Nepal", "Public Procurement Monitoring Office (PPMO)", and "National Electronic Government Procurement System". A search bar and "Advanced Search" link are also present. The main content area shows a green checkmark and the message: "User Successfully Registered with User LoginId: rameshbider" and "An email has been sent to your registered email-id. Please follow the instruction outlined there". A link "click here to go to home page" is provided below the message. The footer contains contact information for the PPMO, browser compatibility instructions, and a list of links including "About US", "Terms & Conditions", "Disclaimer", "FAQ", "Help", and "Date Converter".

*Fig: Applicant Registration Step 3: User Successfully Registered acknowledgement*

After pressing register button in document detail page, an e-mail is sent to the registered user's e-mail id with an activation link. The user has to login into their e-mail account to retrieve that e-mail.

Step 4:

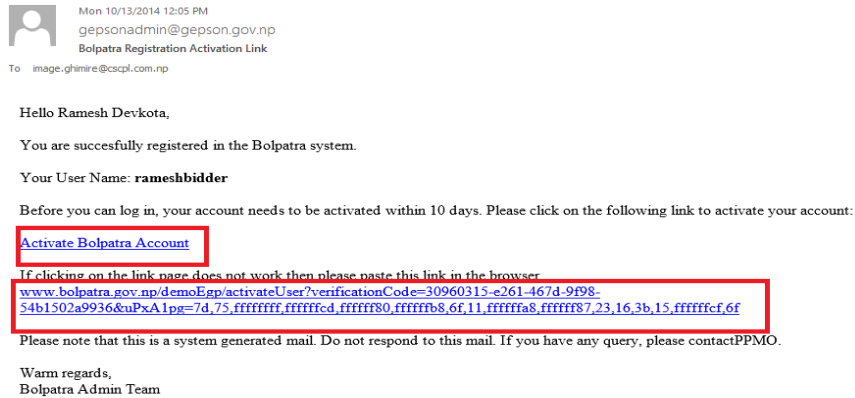


Fig: Applicant Registration Step 4: Activation Link received at email

User will click on that activation link. This will confirm that the e-mail id provided by user with e-GP system is valid.

Step 5:

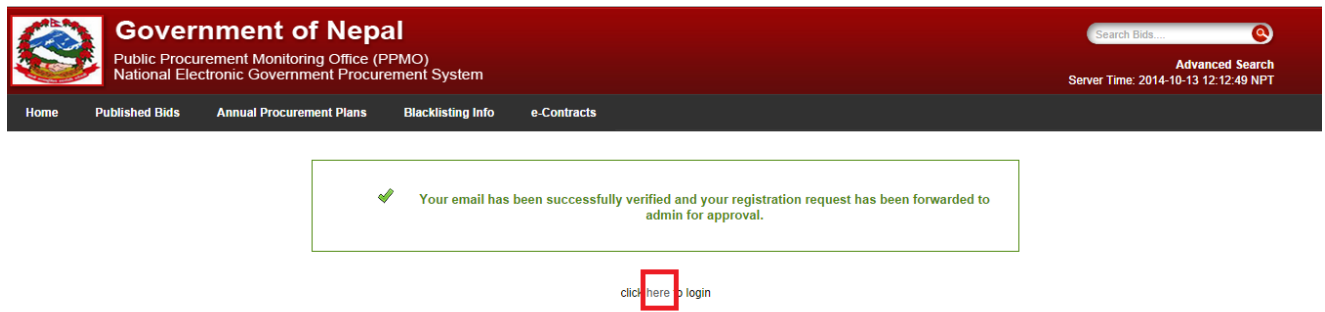


Fig: Applicant Registration Step 5: User Successfully Verified

Upon Clicking on highlighted link, the system Navigates to the Home Page and the approval task will be allocated to the Super User in super user pending task list. Upon approval from the Super User the user will receive the e-mail containing the message of Successful registration including Bolpatra ID.

# Training Manual: National e-Government Procurement System



Mon 10/13/2014 12:22 PM  
gepsonadmin@gepson.gov.np  
Bolpatra Registration Update

To image.ghimire@csqpl.com.np

Hello Ramesh Devkota,

This is to inform you that your GEPSON account has been approved by GEPSON administrator.

your username is :rameshbider

your Bolpatra id is :BDNE27302014

your Organization's Bolpatra id is :BORGNE88852014

Now you can log into GEPSON system with your user name and password.

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact PPMO.

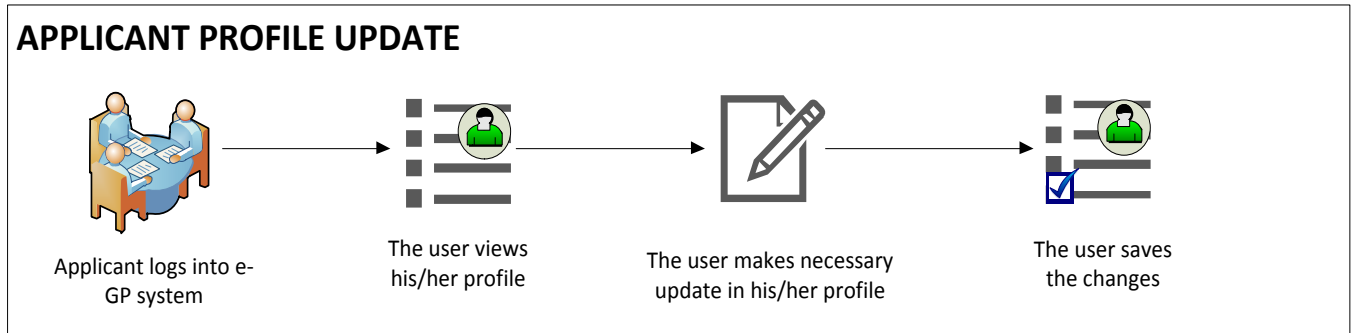
Warm regards,  
GEPSON Admin Team

*Fig: Applicant Registration: User Approved Successfully*

Applicant can then successfully log in to the system with username and password.

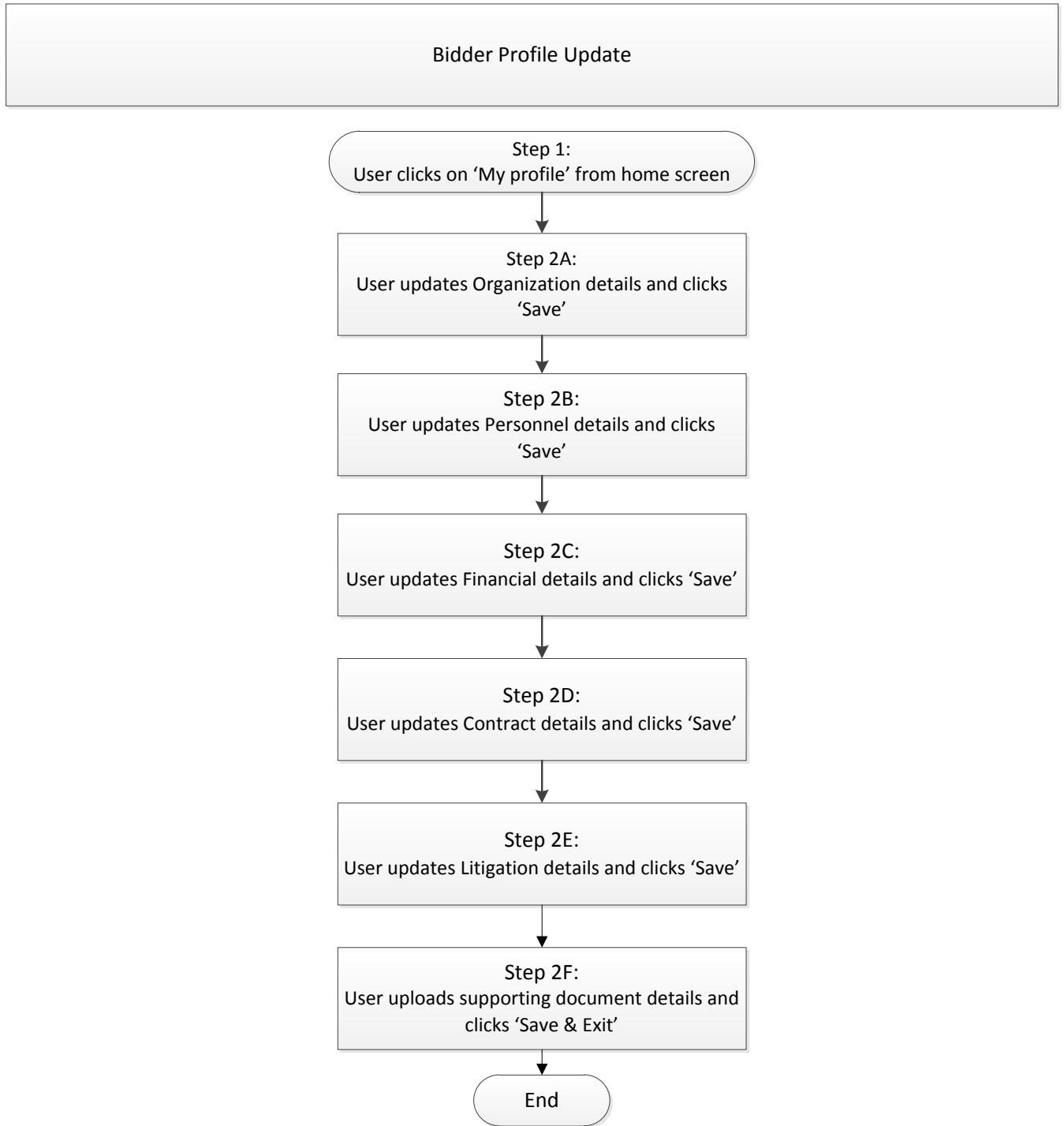
## Module: Consultant Profile Management

### Business Flow Diagram



Applicant logs into the e-GP system and opens his/her profile. The user will then make necessary update in details. Finally, after making the desired changes, the user saves them.

Steps



# Training Manual: National e-Government Procurement System

## Step 1

Applicant logs into the e-GP system and selects 'My profile'.

The screenshot shows the Government of Nepal e-GP system interface. At the top, there is a header with the Government of Nepal logo, the Public Procurement Monitoring Office (PPMO) name, and a search bar. Below the header is a navigation menu with options like Home, Procurement Execution, Opportunities, and Notification. The main content area is titled 'Search Opportunities' and contains a search form with fields for Name Of Procurement, Procurement Category, Public Entity, IFB/RFP/EOI/PQ No., Procurement Method, and Last Date of Bid Submission. A 'Reset' and 'Search' button are located below the form. On the right side, there is a user profile section with a 'My profile' button highlighted in a red box, and a 'Log Out' button below it. Below the search form is a table listing procurement opportunities with columns for Sl. No., IFB / RFP / EOI / PQ No., Name of Procurement, Public Entity Name, Procurement Category, Procurement Method, Notice Published Date, Last Date of Bid Submission, No of Days Left, and Action.

Sl. No.	IFB / RFP / EOI / PQ No.	Name of Procurement	Public Entity Name	Procurement Category	Procurement Method	Notice Published Date	Last Date of Bid Submission	No of Days Left	Action
1	IT-01-2071-72	the IT Equipments. (SERVER AND DESKTOP COMPUTER)	Ministry of Science, Technology and Environment	Goods	NCB	11-12-2014 12:45	11-12-2014 13:35	Expired	
2	Notice 08	Proj Works Test	PE 12	Works	NCB	11-12-2014 00:00	13-12-2014 00:02	1 day	
3	PallWorks_NoLot 003	PallWorks_NoLot 003	Pallitest2	Works	NCB	10-12-2014 16:12	10-12-2014 17:07	Expired	
4	Not 2073/74 001	Supply and Installation of Network Equipment	Department of electronic art.	Goods	NCB	10-12-2014 10:41	17-12-2014 16:40	5 days	
5	DOCPR BID DOC CREATION GOODS	DOCPR BID DOC CREATION GOODS	Department of Civil Personnel Records	Goods	NCB	10-12-2014 01:00	10-12-2014 15:59	Expired	
6	DOCPR BID DOC CREATION WORKS	DOCPR BID DOC CREATION WORKS	Department of Civil Personnel Records	Works	NCB	10-12-2014 00:00	10-12-2014 15:59	Expired	
7	PallGoods_NoLot_2072/73_002	PallGoods_NoLot_2072/73_002	Pallitest2	Goods	NCB	10-12-2014 00:00	10-12-2014 17:20	Expired	
8	NOTE-001	PROCUREMENT OF IT Equipments	Department of electronic art.	Goods	NCB	08-12-2014 00:00	10-12-2014 11:00	Expired	
9	N001980	Construction of Child Care Center at Kathmandu	Department of electronic art.	Works	NCB	08-12-2014 00:00	08-12-2014 12:00	Expired	
10	Notive 07	Name	PE 12	Works	NCB	07-12-2014 00:00	07-12-2014 02:56	Expired	

Fig. Applicant profile update: Step 1

Step 2A

The user then updates organizational details and clicks on 'Save'

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2014-12-12 11:57:40 NPT  
Welcome : Penny Lane  
Managing Director

Home Procurement Execution Opportunities Notification

Organization Details Personnel Financial Details Contract Details Litigations Documents

**Organization Details**

Organization Bolpatra Id : BORGNE80092014

Country Of Registration : Nepal

Company Registration No. : COMP123

Registration Date : 01-08-2014

Organization Name : Newbie House Distributor

Organization Type : --Select Organization Type--

Acronym : NHD

Description \* : trial desc

No. of Employees \* : 25

Category of Interest \* : --Select One or More Category Of Interest--  
Civil Works  
Consulting Services  
Goods  
Other Services

VAT/PAN NO. : VAT123

Website : www.nhd.com.np

**Office Address**

Country : Nepal

Address Line 1 : Kathmandu

Address Line 2 :

Address Line 3 :

District : Kathmandu

Municipality : Kathmandu

VDC : Thankot

Fax No. 1 :

Fax No. 2 :

Contact No.1 : 5051525

Contact No.2 :

Save

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Fig. Applicant profile update: Step 2A

Step 2B

Thereafter, the user updates personnel details of organization if necessary.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2014-12-12 11:58:10 NPT

Home Procurement Execution Opportunities Notification  
Welcome : Penny Lane  
Managing Director

Organization Details **Personnel** Financial Details Contract Details Litigations Documents

User Bolpatra Id : BDNE97512014

Salutation Title \* : Ms

First Name \* : Penny

Middle Name :

Last Name \* : Lane

Designation \* : Managing Director

Highest Qualification Obtained \* : Doctorate/Fellowship

Work Experience \* : Years: 5 Months: 0

Contact No.1 \* : 9091929394

Contact No.2 :

Email 1 \* : brijan.shrestha@cscpl.com.np

Email 2 :

[e-mail ID should be valid. Example:abc@xyz.com]

Username \* : newbie

Password \* :

[Password should be minimum 6 character long and contain at least one number, letter and special symbol (#,@,\$)]

Confirm Password \* :

[Retype the password to confirm]

Secret Question \* : What is your pet name?

[Security question is used to retrieve password in case you forgot]

Secret Answer \* : kitty

**Save**

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Fig. Applicant profile update: Step 2B



## Training Manual: National e-Government Procurement System


Organization Details	<b>Personnel</b>	Financial Details	Contract Details	Litigations	Documents
----------------------	------------------	-------------------	------------------	-------------	-----------

### Officer Details

SI No.	Salutation Title	First Name	Middle Name	Last Name	Designation	Contact No.	Email	Highest Qualification	Total Work Experience	Year With Firm	Action
1	Mr	Kymani		Marley	Chairman	82375532899	brijan.shrestha@cscpl.com.np	Intermediate		30 YEARS 0 MONTHS	

[Invite Other Officers](#)

### Staff Details

SI No.	Salutation Title	First Name	Middle Name	Last Name	Designation	Contact No.	Email	Highest Qualification	Total Work Experience	Year With Firm	Action
1	Mr	Staff		One	Staff	9023758989	brijan.shrestha@cscpl.com.np				

[Invite Staff](#)

[Save](#) [Save & Next](#)

*Fig. Resource personnel Invitation*

Step 2C

The user then updates the financial details and clicks ‘Save’

Organization Details   Personnel   **Financial Details**   Contract Details   Litigations   Documents

**1.1 Balance Sheet**

Sr No.	Year	Total Assets(in Mta)	Total Liability(in Mta)	Net Worth(in Mta)	Current Assets(in Mta)	Current Liabilities(in Mta)	Delete
1	2017/172	2900000000	3000000	1897000000	2900000000	34800000	X
2	2019/171	3000000000	5000000	2995000000	3429000000	35000000	X
3	2009/170	4000000000	4000000	3996000000	8542219990	3452920	X

+Add Item

**1.2 Income Statement**

Sr No.	Year	Total Revenue(in Mta)	Profit before Taxes(in Mta)	Profit after Taxes(in Mta)	Delete
1	2017/172	34529000000	4210574890	3436410	X
2	2019/171	41328000000	3587320000	488921	X
3	2009/170	50340000000	780000000	3200000	X

+Add Item

**2. Average Annual Turnover**

Sr No.	Year	Amount(in Mta)	Delete
1	2017/172	3450000000	X
2	2009/170	5200000000	X
3	2005/09	4100000000	X

Fig. Applicant profile update: Step 2C

Step 2D

Henceforth, the user updates contract details including Bolpatra and Non-Bolpatra contracts.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2014-12-12 12:00:17 NPT

Home Procurement Execution Opportunities Notification  
Welcome : Penny Lane  
Managing Director

Organization Details Personnel Financial Details **Contract Details** Litigations Documents

Bolpatra Contracts

Sl No.	Name of the Contract	Start Date	End Date	Client Name	Details
No Result Found					

Non Bolpatra Contracts

**Add Contract**

Sl No.	Name of the Contract	Start Date	End Date	Client Name	Details	Delete
1	abc	02-12-2014	02-12-2014	Newbie House Distributor		

**Save**

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Fig. Applicant profile update: Step 2D

Step 2E

The user then enters litigations if any and clicks on 'Save'

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2014-12-12 12:02:54 NPT

Home Procurement Execution Opportunities Notification  
Welcome : Penny Lane  
Managing Director

Organization Details Personnel Financial Details Contract Details **Litigations** Documents

National eGP System Litigations

Year	Matter in Dispute	Value of Pending Claim in NRs
No Result Found		

External Litigation

Year	Matter in Dispute	Value of Pending Claim in NRs	Action
2010	Worker's association intervention	5000000.00	X

+Add Item

Value of Pending Claim as a Percentage on Net Worth for External Litigation: 33.3333

**Save**

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Fig. Applicant profile update: Step 2E

Step 2F

Finally, the user uploads documents such as Registration certificate, Tax registration certificate, etc. and clicks 'Save & Exit'

The screenshot displays the 'Government of Nepal' Public Procurement Monitoring Office (PPMO) National Electronic Government Procurement System interface. The top navigation bar includes 'Home', 'Procurement Execution', 'Opportunities', and 'Notification'. The 'Documents' tab is active, showing a list of uploaded documents:

Document Name	File Name
Board Resolution	note - 2.pdf
Historical Financial Statement	note - 8.pdf
Income Statement of Last 3 Year	note - 5.pdf
Balance Sheet of Last 3 Years	note - 3.pdf
Tax Registration Certificate (PAN, VAT)	note - 1.pdf
Registration Certificate	note.pdf

Fields marked with (\*) are mandatory.

**Update Document**

[Each attachment should not be more than 5 MB in size]

Registration Certificate *	<input type="button" value="Choose File"/> No file chosen
Tax Registration Certificate (PAN, VAT) *	<input type="button" value="Choose File"/> No file chosen
Board Resolution or Similar Authorization *	<input type="button" value="Choose File"/> No file chosen
Audited Balance Sheet *	<input type="button" value="Choose File"/> No file chosen
Income Statement *	<input type="button" value="Choose File"/> No file chosen
Historical Financial Statement *	<input type="button" value="Choose File"/> No file chosen

**Save & Exit**

Fig. Applicant profile update: Step 2F

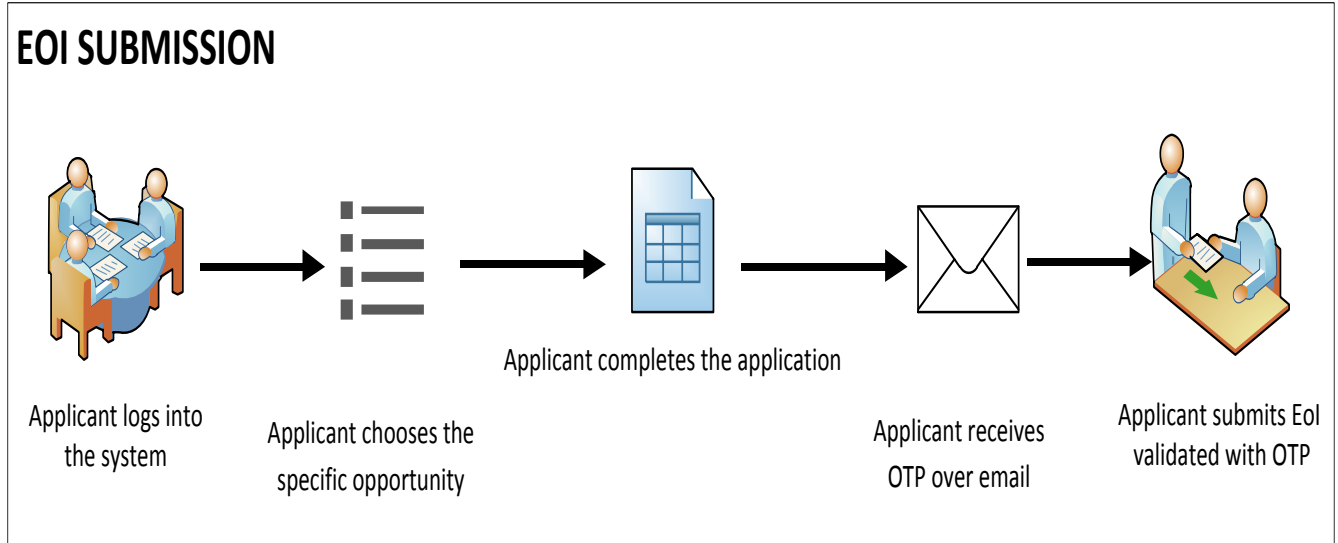
In this way, an applicant can update his/her user profile in e-GP system.



[Click here to go to home page](#)

## Module: EOI submission

### Business Flow Diagram



Applicant logs into the e-GP system and selects specific opportunity. The user fills the EoI submission form and submits the EoI validated with OTP.

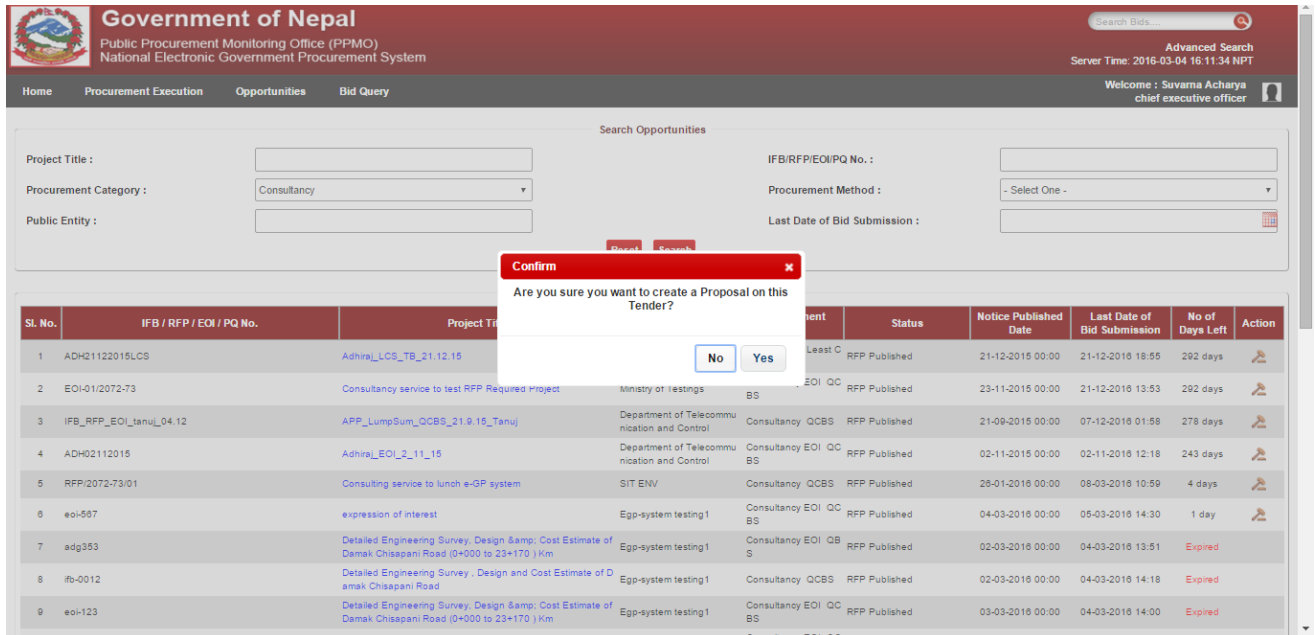


Fig. Opportunity Selection Confirmation

# Training Manual: National e-Government Procurement System

The user can go for single or JV approach for EoI submission.

The screenshot shows the 'EOI Details' page in the Government of Nepal's National Electronic Government Procurement System. The header includes the logo, 'Government of Nepal', 'Public Procurement Monitoring Office (PPMO)', and 'National Electronic Government Procurement System'. A search bar and 'Advanced Search' button are on the right. The user is identified as 'Suvama Acharya, chief executive officer'. The main content area displays EOI details in a table:

Invitation No. :	eoi-567	Project Title :	expression of interest
Procurement Category :	Consultancy EOI	Procurement Method :	OCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Open
Submission Deadline :	05-03-2016 14:30	EOI-Opening Date :	05-03-2016 14:31

Below the table are tabs for 'General Info', 'Application Form', 'Technical & Geographical Competence', 'Managerial Competence', 'Documents', and 'Summary'. The 'General Info' tab is active, showing two questions with radio button options:

Do you want to participate in the EOI as Joint Venture  Yes  No

Do you want to nominate another person as Authorised Representative  Yes  No  
[Your name will appear as authorised representative if you select No]

A red 'Save And Next' button is located at the bottom right of the form.

*Fig. Single vs JV approach*

The screenshot shows the 'EOI Details' page with a success message: 'General Information has been saved successfully'. Below this, the 'Application Form' tab is active, displaying a 'Letter of EOI' section. There is an 'Upload Application Form' button and a note: '\* [Attachment should not be more than 5MB in size]'. A table below lists the uploaded documents:

Sl.No	Document Title	Action
1	abbreviation	

A red 'Save And Next' button is located at the bottom center of the page.

*Fig. Application form upload*

## Training Manual: National e-Government Procurement System

The user can upload documents proving technical competence involving details of similar assignments undertaken in the previous years and also documents showing acquaintance with similar geographic region or country from past projects.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query

Welcome : Suvama Acharya  
chief executive officer

EOI Details

Invitation No. : eoi-567  
Procurement Category : Consultancy EOI  
Bidding Procedure : EOI Not Needed  
Submission Deadline : 05-03-2016 14:30

Project Title : expression of interest  
Procurement Method : QCBS  
Bidding Type : Open  
EOI-Opening Date : 05-03-2016 14:31

General Info Application Form **Technical & Geographical Competence** Managerial Competence Documents Summary

**Technical Competence**

**Add Technical Competence** [Details of similar assignments undertaken in the previous five years [Each member of a joint venture must fill their details]]

Sl No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
No Result Found							

**Geographical Competence**

**Add Geographical Competence** [Experience of working in similar geographic region or country [Each member of a joint venture must fill in this form]]

Sl No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
No Result Found							

*Fig. Technical and geographical competence*

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query

Welcome : Suvama Acharya  
chief executive officer

EOI Details

Invitation No. : eoi-567  
Procurement Category : Consultancy EOI Not Needed  
Bidding Procedure : EOI Not Needed  
Submission Deadline : 05-03-2016 14:30

General Info Application Form **Technical Competence** Managerial Competence Documents Summary

**Technical Competence**

**Add Technical Competence** [Details of similar assignments undertaken in the previous five years [Each member of a joint venture must fill their details]]

**Add Geographical Competence** [Experience of working in similar geographic region or country [Each member of a joint venture must fill in this form]]

**Technical Competence**

**Search Contract**

Name of the Contract:  Client Name:

Start Date:  End Date:

Employer Name:  Contract Type: --Select Contract Type--

**Reset Search**

Sl No.	Select	Name of the Contract	Client	Start Date	End Date	Contractor's Name
1	<input checked="" type="checkbox"/>	construction of water tank	Egp-system testing 1	08-09-2015		ABC-Construction
2	<input type="checkbox"/>	buying of goods	Egp-system testing 1	29-10-2015		ABC-Construction
3	<input type="checkbox"/>	system testing for goods icb 2016	Egp-system testing 1	21-12-2015		ABC-Construction
4	<input type="checkbox"/>	goods procurement for upcoming year 2016	Egp-system testing 1	21-12-2015		ABC-Construction

**Cancel Add**

Sl No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
No Result Found							

*Fig. Technical Competence Details Entry Form*



# Training Manual: National e-Government Procurement System

Invitation No. :	eoi-567	Project Title :	expression of interest
Procurement Category :	Consultancy EOI	Procurement Method :	OCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Open
Submission Deadline :	05-03-2016 14:30	EOI-Opening Date :	05-03-2016 14:31

General Info	Application Form	<b>Technical &amp; Geographical Competence</b>	Managerial Competence	Documents	Summary
--------------	------------------	--	-----------------------	-----------	---------

**Technical Competence**

**Add Technical Competence** [Details of similar assignments undertaken in the previous five years [Each member of a joint venture must fill their details]]

Sl No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
1	construction of water tank	Egg-system testing1	08-09-2015		ABC-Construction	X	

**Geographical Competence**

**Add Geographical Competence** [Experience of working in similar geographic region or country [Each member of a joint venture must fill in this form]]

Sl No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
1	construction of water tank	Egg-system testing1	08-09-2015		ABC-Construction	X	

**Save & Next**

*Fig. Files upload for Technical and Geographical Competence*

Depending on specific requirement of the opportunity, the user may need to enter details showing managerial competence as sought by the PE.

General Info	Application Form	Technical & Geographical Competence	<b>Managerial Competence</b>	Documents	Summary
--------------	------------------	-------------------------------------	------------------------------	-----------	---------

**Managerial Competence**

- Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.
- How will your firm/consortium handles complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?
- How will you ensure the quality of your firm's /consortium's performance over the life of this assignment?
- Describe standard policies, procedures and practices that your firm has put in place to avoid changes/ replacement of personnel and to ensure the continuity of professional services once contracted.

*Fig. Managerial competence*

# Training Manual: National e-Government Procurement System

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query

Advanced Search  
Server Time: 2016-03-04 16:13:03 NPT  
Welcome : Suvarna Acharya  
chief executive officer

EOI Details

Invitation No. :	eoi-567	Project Title :	expression of interest
Procurement Category :	Consultancy EOI	Procurement Method :	QCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Open
Submission Deadline :	05-03-2016 14:30	EOI-Opening Date :	05-03-2016 14:31

General Info Application Form Technical & Geographical Competence Managerial Competence **Documents** Summary

Please upload document(s) specific to this EOI **Additional Document** \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
-------	----------------	--------

Do you want to share additional information useful for EOI ?  Yes  No

**Save And Next**

*Fig. Additional Document upload*

The user can view and download summary of the filled up details in EoI before submission. An OTP generation is necessary before final submission. *Fig. Applicant profile update*

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query

Advanced Search  
Server Time: 2016-03-04 16:13:09 NPT  
Welcome : Suvarna Acharya  
chief executive officer

EOI Details

Invitation No. :	eoi-567	Project Title :	expression of interest
Procurement Category :	Consultancy EOI	Procurement Method :	QCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Open
Submission Deadline :	05-03-2016 14:30	EOI-Opening Date :	05-03-2016 14:31

General Info Application Form Technical & Geographical Competence Managerial Competence Documents **Summary**

**EOI Information Section**

IFB/RFP/EOI/PQ No. :	eoi-567	Notice Title :	expression of interest
Bidding Organization :	ABC-Construction	Last Date Of EOI Submission :	05-03-2016 14:30

**EOI Response Document**

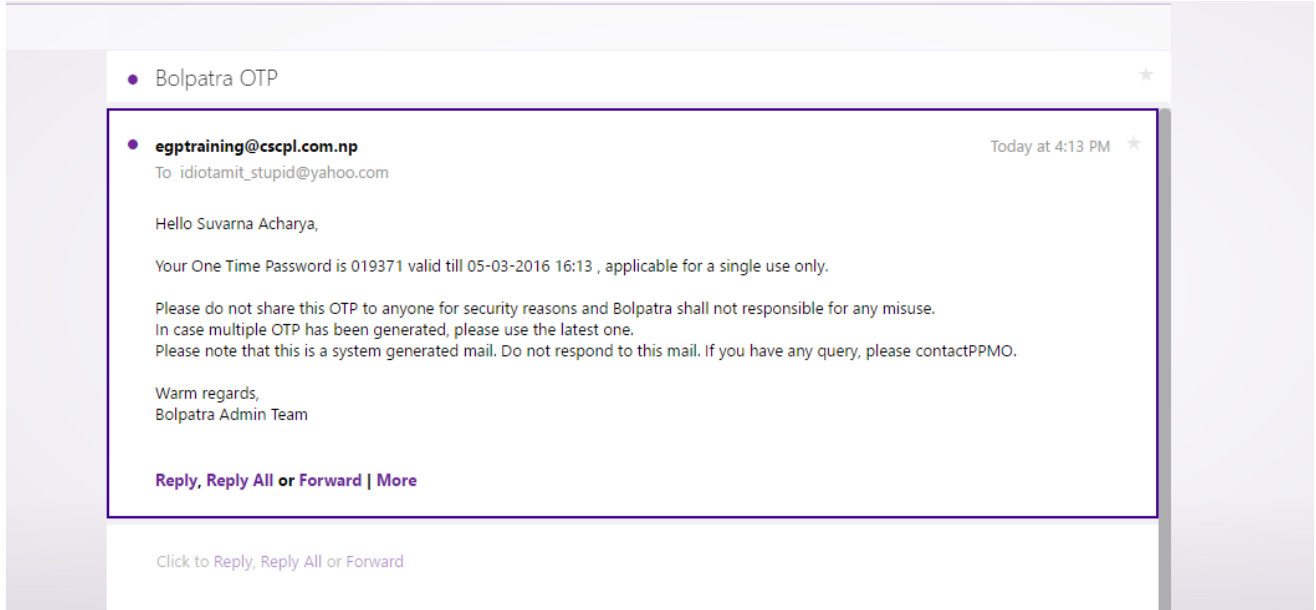
Download EOI Response

General Info ✓ Application Form ✓ Technical & Geographical Competence ✓  
Managerial Competence ✓ Documents ✓

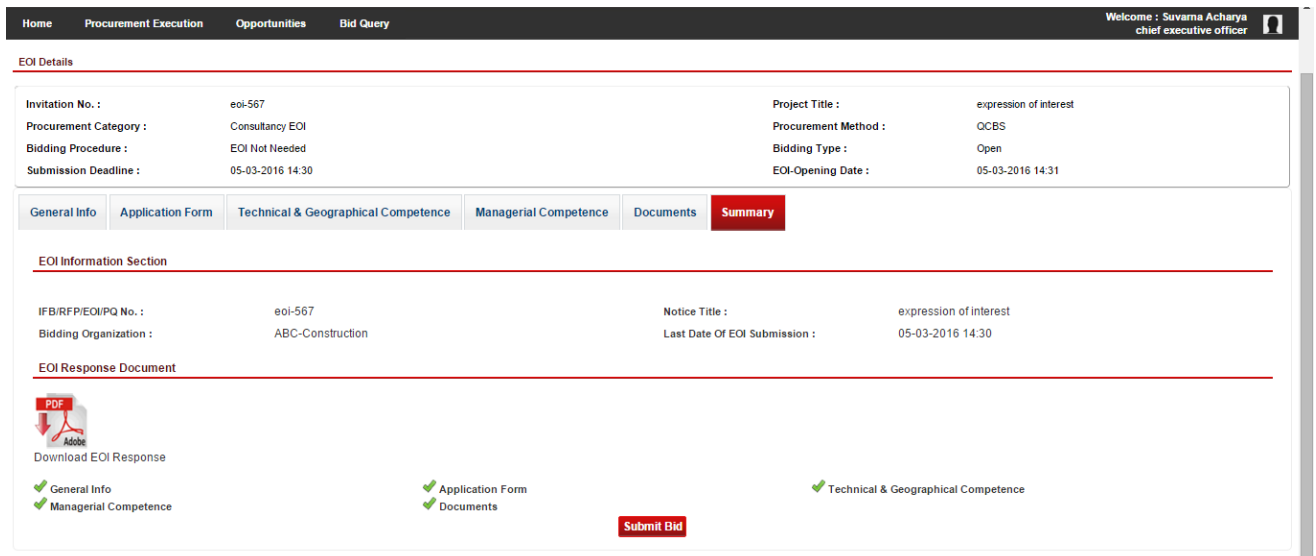
**Generate OTP**

*Fig: EoI summary*

# Training Manual: National e-Government Procurement System

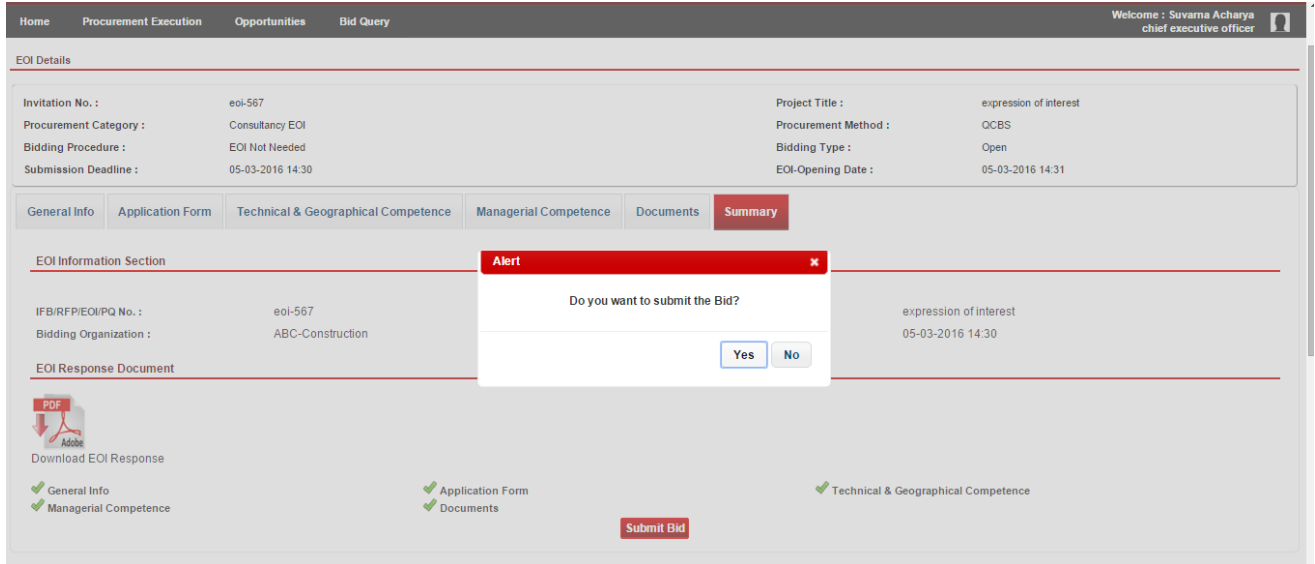


*Fig. OTP over email*

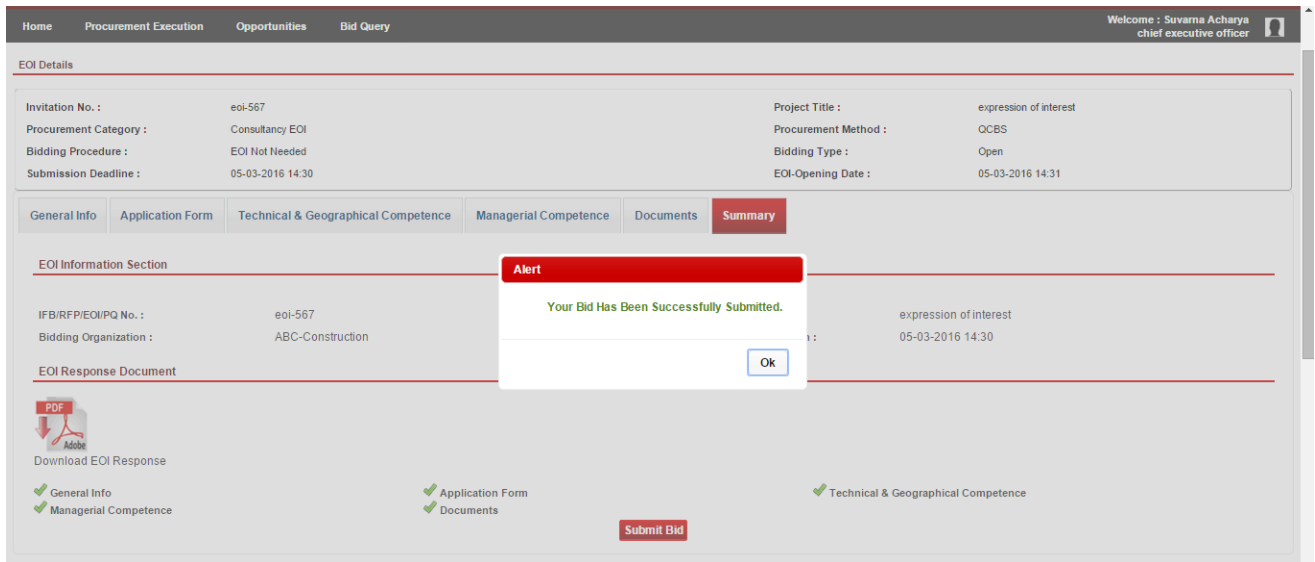


*Fig. Final submission after OTP validation*

# Training Manual: National e-Government Procurement System



*Fig. Submission Confirmation*



*Fig. Submission Complete*

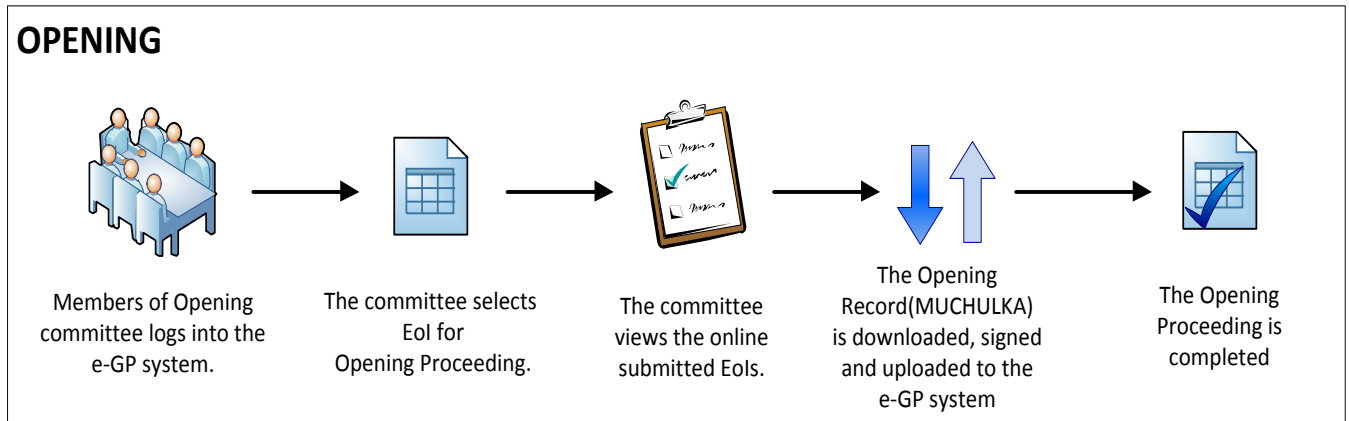
After submission, the user can view the opportunity under **Submitted Proposal** tab.

Project Title	IFB/RFPI/EOI/PQ No	Procurement Type	Last Date of Bid Submission	Bid Submitted On	Download Report	Modify	Withdraw
expression of interest	eoi-567	Consultancy EOI QCBS	05-03-2016 14:30	04-03-2016 16:14	Download	Modify	Withdraw
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec	rfp-qcbs-4	Consultancy QCBS	03-03-2016 14:00	03-03-2016 13:55	Download	Modify	Withdraw
Detailed Engineering Survey, Design & Cost Estimate	eoi0011	Consultancy EOI QCBS	03-03-2016 13:02	03-03-2016 12:57	Download	Modify	Withdraw
Detailed Engineering Survey, Design and Cost Estimate of Damak Chisapani Road	rfp-12	Consultancy QBS	04-03-2016 14:30	03-03-2016 12:20	Download	Modify	Withdraw
Detailed Engineering Survey, Design & Cost Estimate of Damak Chisapani Road (0+000 to 23+170 ) Km	eoi-123	Consultancy EOI QCBS	04-03-2016 14:00	03-03-2016 11:43	Download	Modify	Withdraw
Detailed Engineering Survey, Design and Cost Estimate of Damak Chisapani Road	rfp-0012	Consultancy QCBS	04-03-2016 14:18	02-03-2016 17:45	Download	Modify	Withdraw
Detailed Engineering Survey, Design & Cost Estimate of Damak Chisapani Road (0+000 to 23+170 ) Km	adg353	Consultancy EOI QBS	04-03-2016 13:51	02-03-2016 16:10	Download	Modify	Withdraw
consultancy	eoi-1-2-3	Consultancy EOI QBS	02-03-2016 16:00	02-03-2016 14:13	Download	Modify	Withdraw
3034saasg	4nwt15	Goods ICB	25-02-2016 11:13	17-02-2016 16:49	Download	Modify	Withdraw
procurement of goods ICB	rfb/073/074	Goods ICB	25-12-2015 10:55		Download	Modify	Withdraw

Fig. Submitted Proposal list

## Module: EOI opening

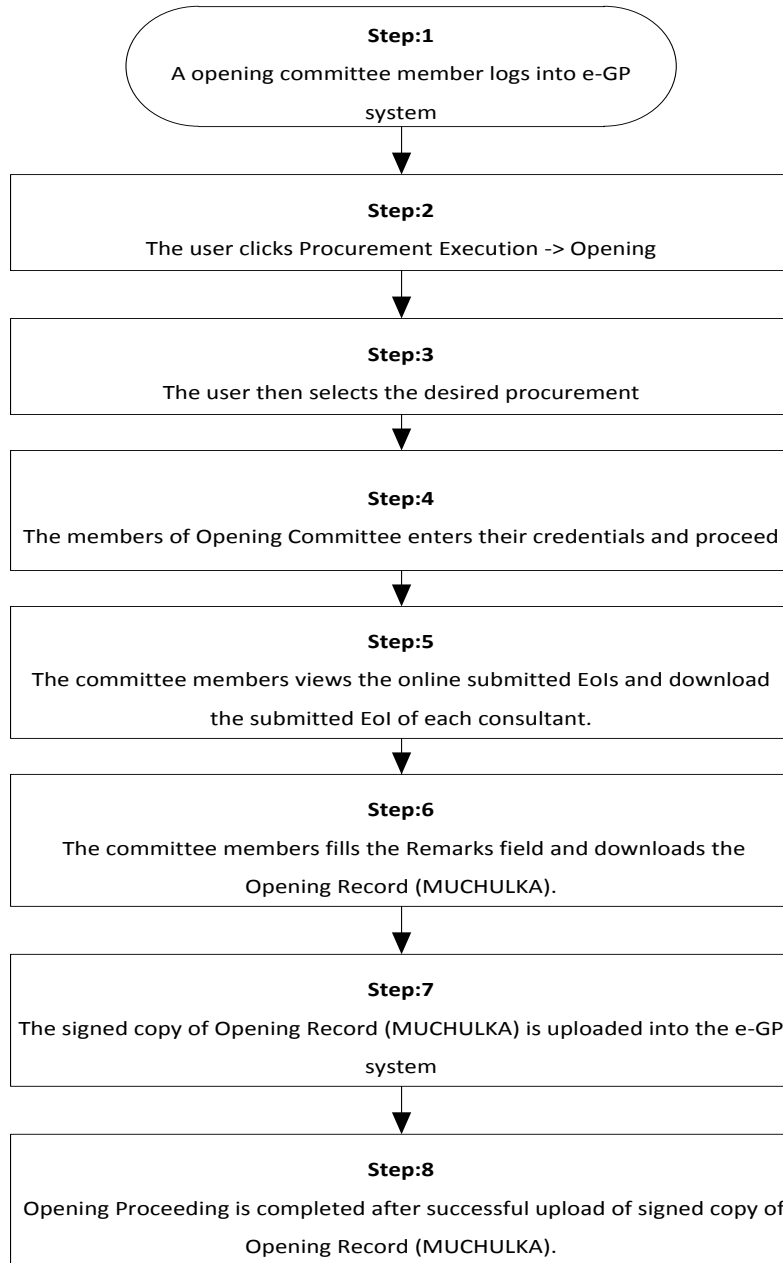
### Business Flow Diagram



The Opening Committee selects assigned procurement from the e-GP system. The committee views the submitted Eois. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the EOI Opening Proceeding.

Steps

**Eol Opening**



# Training Manual: National e-Government Procurement System

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-03-02 18:04:28 NPT

Welcome : Approver Testing Secretary

Home Procurement Preparation Procurement Execution Committee Formation Reports Published bids

**EOI Opening Committee Member 1 - Sign In**

Username: testapprover  
Password: [Masked]

**EOI Opening Committee Member 2 - Sign In**

Username: testcreator  
Password: [Masked]

Cancel Sign In

*Fig. Common login window for opening committee members*

Project Title :  IFB/RFP/EOI/PQ No. :

Procurement Category : - Select One - Procurement Method : - Select One -

Public Entity :  Last Date of Bid Submission :

Reset Search

**Bid Opening Search Result**

Sl. No.	IFB / RFP / EOI / PQ No.	Project Title	Public Entity Name	Procurement Type	Notice Published Date	Last Date of Bid Submission	Action
1	DRODMK/337124/070/71/S2	Detailed Engineering Survey, Design Samp. Cost Estimate of Damak Chisapani Road (0+000 to 23+170 ) Km	Ministry of Testings	Consultancy QCBS	02-03-2016 00:00	02-03-2016 16:20	
2	PQ-Wrks/072-73/001	Construction of Building using PQ method	Ministry of Testings	Works Pre qualification ICB	05-11-2015 12:00	06-11-2015 11:52	
3	SQ-Goods-002/72-73	Purchase of branded computer for the office purpose	Ministry of Testings	Goods Sealed Quotation	05-10-2015 11:11	07-10-2015 11:42	
4	RFP-08-2015	RFP Document not required	Ministry of Testings	Consultancy QCBS	07-12-2015 15:00	08-12-2015 16:30	
5	EOI-006/2072-73	EOI testing	Ministry of Testings	Consultancy EOI QCBS	08-02-2016 00:00	11-02-2016 11:24	
6	GSO-001-072-73	Purchase of stationary items for the office	Ministry of Testings	Goods Sealed Quotation	21-12-2015 00:00	21-12-2015 10:00	
7	Test_PO_001	Construction of Building using PQ method	Ministry of Testings	Works Pre qualification ICB	23-11-2015 00:00	23-11-2015 16:16	
8	WSQ-072/73-003	Testing of Phase I- internal and external	Ministry of Testings	Works Sealed Quotation	17-02-2016 00:00	23-02-2016 00:03	
9	EOI-007/2072-73	Development of the Payroll system for the Nepal Government	Ministry of Testings	Consultancy EOI QCBS	26-02-2016 00:00	26-02-2016 13:00	
10	EOI-002/2072-73	Consultancy service for the running of help desk in PPMO office RFP Document	Ministry of Testings	Consultancy EOI QCBS	25-12-2015 00:00	27-12-2015 11:05	

*Fig. Proposal list (selection result)*

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-03-02 18:05:24 NPT  
Welcome : Approver Testing Secretary

Home Procurement Preparation Procurement Execution Committee Formation Reports Published bids

**EOI Details**

IFB/RFP/EOI/PQ No. :	EOI-007/2072-73	Project Title :	Development of the Payroll system for the Nepal...
Procurement Category :	Consultancy EOI	Procurement Method :	QCBS
Publication Date :	26-02-2016 00:00	Estimated Cost (NRs) :	934323456
Submission Deadline :	26-02-2016 13:00	EOI-Opening Date :	26-02-2016 14:00

**Online Applicants List**

Sl No.	Applicant's Organization And Address	Remarks	Download
1	Builders Nepal Pvt Ltd Address : jorpati		
2	Nepal Bidder Association Address : Kathmandu		
3	SKE Associates Address : Kathmandu Nepal		

Fig. List of online submitted EoIs

The opening record (Muchulka) is generated.

Muchulka (1).pdf 1 / 2

**EOI Opening Record (Muchulka)**  
Generated On: Wed Mar 02 18:05:52 NPT 2016

**Bid Details**

IFB/RFP/EOI/PQ No. :	EOI-007/2072-73	Procurement Title:	Development of the Payroll system for the Nepal Government
Procurement Category:	Consultancy EOI	Procurement Method:	QCBS

**Withdrawn Bid Response**

Sl No.	Bidder Name	Bidder Address	Submitted On	Withdrawn On
1	New Builder Association	Jorpati	26-02-2016 14:39	26-02-2016 14:51

**Modified Bid Response**

Sl No.	Bidder Name	Bidder Address	Submitted On	Modified On
1	Builders Nepal Pvt Ltd	jorpati		26-02-2016 14:22

**Submitted Bid Reponse**

Sl No.	Bidder Name	Bidder Address	Submitted On	Remarks

Fig. EoI Opening Record (Muchulka)

The signed copy of the opening record (Muchulka) is uploaded in the e-GP system.

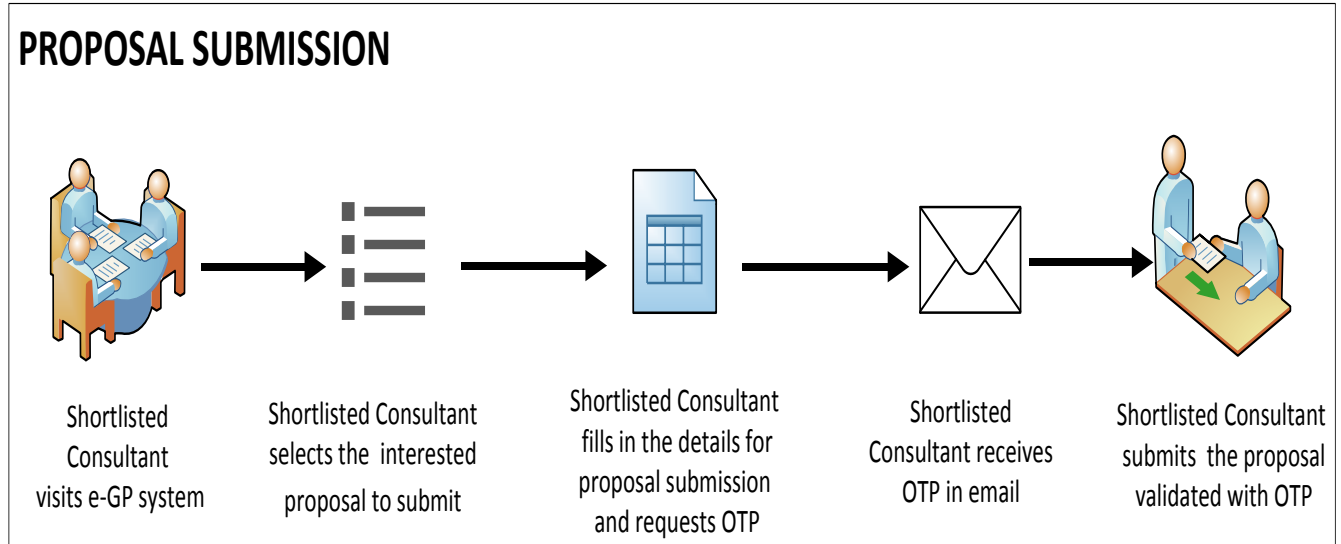




## Module: RFP submission

### RFP Proposal Submission

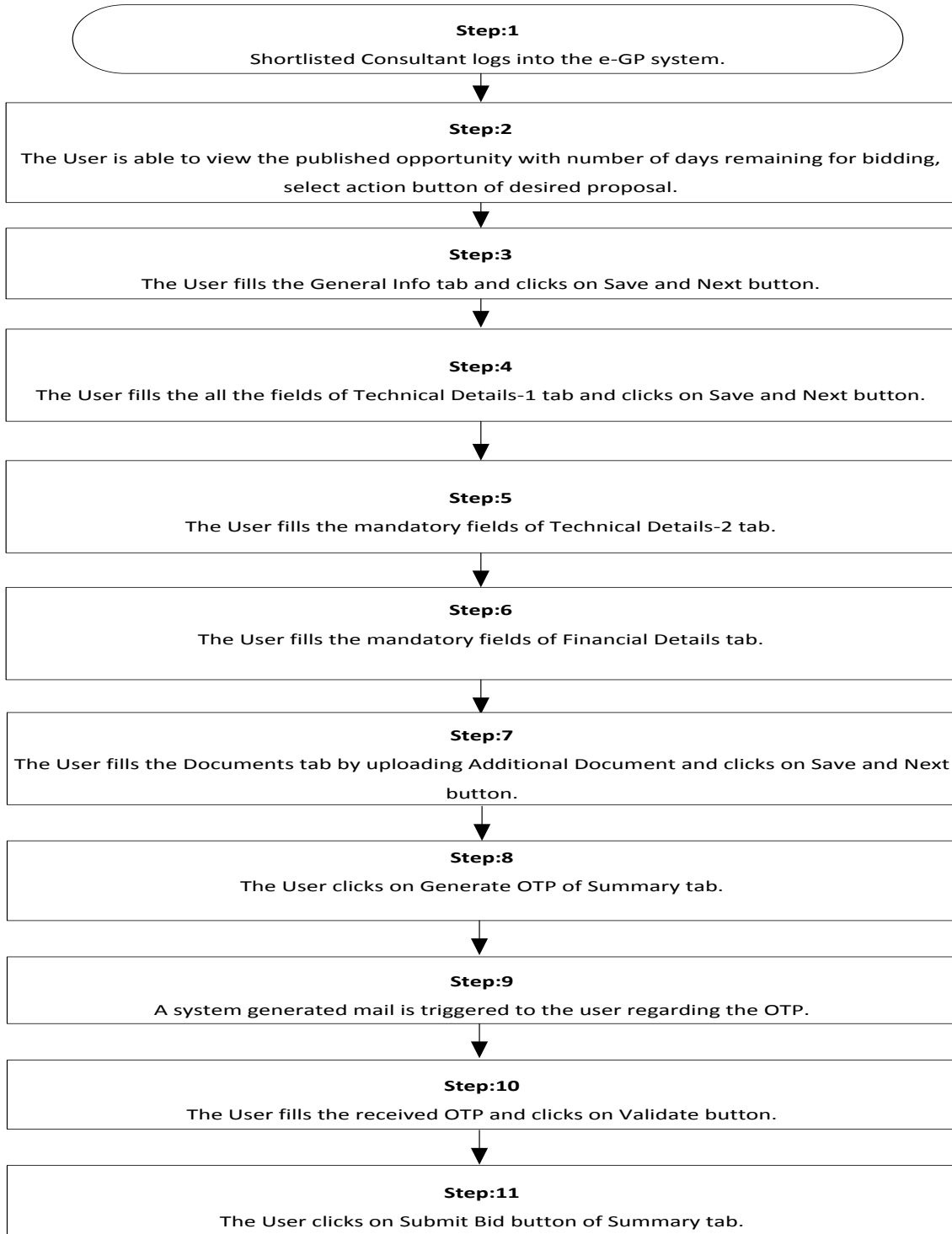
#### Business Flow Diagram



EOI Shortlisted Consultant logs into the e-GP system. The user selects the interested proposal, fills the proposal submission forms and submits the proposal validated with OTP.

**Steps**

**Proposal Submission**



**Step 1**

Shortlisted Consultant logs into the e-GP system.


The screenshot displays the Government of Nepal's e-GP system interface. At the top, there is a header with the Government of Nepal logo, the Public Procurement Monitoring Office (PPMO) name, and a search bar. Below the header is a navigation menu with options like Home, Procurement Execution, Opportunities, and Bid Query. The main content area is titled 'Search Opportunities' and contains a search form with fields for Project Title, Procurement Category, Public Entity, IFB/RFP/EOI/PQ No., Procurement Method, and Last Date of Bid Submission. Below the search form are 'Reset' and 'Search' buttons. The search results are displayed in a table titled 'Search Opportunities Result'.

Sl. No.	IFB / RFP / EOI / PQ No.	Project Title	Public Entity Name	Procurement Type	Status	Notice Published Date	Last Date of Bid Submission	No of Days Left	Action
1	ADH29102015	<a href="#">Adhiraj_Works_ICB_7.1.15</a>	Department of Telecommunication and Control	Works ICB	Bid Published	07-01-2016 00:00	07-01-2017 11:18	340 days	
2	ADH21122015LCS	<a href="#">Adhiraj_LCS_TB_21.12.15</a>	Department of Telecommunication and Control	Consultancy Least Cost selection	RFP Published	21-12-2015 00:00	21-12-2016 18:55	323 days	
3	EOI-01/2072-73	<a href="#">Consultancy service to test RFP Required Project</a>	Ministry of Testings	Consultancy EOI QC BS	RFP Published	23-11-2015 00:00	21-12-2016 13:53	323 days	
4	ADH11122015WorksICB	<a href="#">Adhiraj_Works_ICB_15.12.15</a>	Department of Telecommunication and Control	Works ICB	Bid Published	11-12-2015 00:00	15-12-2016 12:43	317 days	
5	IFB_RFP_EOI_tanuj_04.12	<a href="#">APP_LumpSum_QCBS_21.9.15_Tanuj</a>	Department of Telecommunication and Control	Consultancy QCBS	RFP Published	21-09-2015 00:00	07-12-2016 01:58	309 days	
6	works-2072-73-05	<a href="#">Construction of Building</a>	Ministry of Testings	Works ICB	Bid Published	16-11-2015 00:00	02-12-2016 05:20	304 days	
7	ADH02112015	<a href="#">Adhiraj_EOI_2_11_15</a>	Department of Telecommunication and Control	Consultancy EOI QC BS	RFP Published	02-11-2015 00:00	02-11-2016 12:18	274 days	
8	WSQ-072/73-002	<a href="#">maintenance of cracked section in the building</a>	Ministry of Testings	Works Sealed Quotation	Bid Published	17-11-2015 00:00	01-11-2016 10:07	273 days	
9	BKT072/73/001	<a href="#">construction of 5000m3 RCC Overhead Tank.</a>	WSSDO_BHAKTAPUR	Works NCB	LOA Issued	16-09-2015 00:00	17-09-2016 19:00	228 days	
10	DRODMK/3371484/072-73/002	<a href="#">Purchase of Computer System</a>	Ministry of Testings	Goods NCB	Bid Published	30-09-2015 00:00	01-09-2016 13:00	212 days	

Fig: Proposal submission fig 1

**Step 2**


The User is able to view the published opportunity with number of days remain for submitting proposal, selects the Action button of desired opportunity.



**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

[Home](#) | [Procurement Execution](#) | [Opportunities](#) | [Bid Query](#)

Advanced Search  
Server Time: 2016-02-02 11:38:06 NPT

Welcome : Bidder Sit Bidder 

Search Opportunities

Project Title :

Procurement Category :


Public Entity :

IFB/RFP/EOI/PQ No. :

Procurement Method :















Last Date of Bid Submission :

Search Opportunities Result

Sl. No.	IFB / RFP / EOI / PQ No.	Project Title	Public Entity Name	Procurement Type	Status	Notice Published Date	Last Date of Bid Submission	No of Days Left	Action
1	ifbrfpdm	RFP document for TM	SIT ENV	Consultancy QCBS	RFP Published	01-02-2016 00:00	03-02-2016 12:00	1 day	
2	ifbrfp	RFP document	SIT ENV	Consultancy QCBS	RFP Published	26-01-2016 00:00	28-01-2016 09:52	Expired	
3	ifbrfpbfirst	RFP time based document for first selection process.	SIT ENV	Consultancy QCBS	Contract Awarded	07-01-2016 00:00	08-01-2016 11:00	Expired	
4	ifbrfpbod	RFP Time based proposal for Christmas day	SIT ENV	Consultancy QCBS	Evaluation Pending	25-12-2015 00:00	25-12-2015 14:00	Expired	
5	ifbrfpb	RFP timebased doc creation	SIT ENV	Consultancy QCBS	Evaluation Pending	22-12-2015 00:00	22-12-2015 15:00	Expired	
6	ifbrfp02dec	RFP 02 dec procurement details	SIT	Consultancy QBS	Contract Awarded	02-12-2015 00:00	03-12-2015 11:00	Expired	

My Bid

In Progress Bids
Submitted Bids
Withdrawn Bids
Joint Venture Bids

Project Title	IFB/RFP/EOI/PQ No	Procurement Type	Created On	Created By	Last Date of Bid Submission	View	Delete
works icb test	works-icb-01	Works ICB	23-12-2015 15:35	Bidder Sit	24-12-2015 16:30		
RFP timebased doc creation	ifbrfpb	Consultancy QCBS	22-12-2015 10:45	Bidder Sit	22-12-2015 15:00		
construction of fiber room in the different section of office premises	WSQ/72-73/01	Works Sealed Quotation	28-10-2015 14:55	Bidder Sit	28-10-2015 15:00		
Supply, Delivery, Installation and Commissioning of Computer to Plate	DOP/G/NCB/2071-72/02	Goods NCB	02-10-2015 12:17	Bidder Sit	31-07-2016 10:00		
EOI for the maintenance of bolpatra system	EOI-CONST-001	Consultancy EOI QCBS	30-09-2015 11:20	Bidder Sit	21-11-2015 12:00		
Purchase of stationary items for the office	SQ-Goods-001/72-73	Goods Sealed Quotation	30-09-2015 11:14	Bidder Sit	28-10-2015 13:15		
maintenance of the meeting hall in office	SQ-Works-072/73-001	Works Sealed Quotation	30-09-2015 11:10	Bidder Sit	19-11-2015 15:15		

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 This website is best viewed in IE8+, Firefox 3.5+, Chrome 3+, Safari 5.0+ with a resolution of 1024\*768 pixels

*Fig: Proposal submission fig 2*

### Step 3

The user fills in the General Info tab and clicks on Save and Next Button.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-02-02 11:40:39 NPT  
Welcome : Bidder Sit Bidder

Home Procurement Execution Opportunities Bid Query

Proposal Details

Invitation No. :	ifbrfptm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	OCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

**General Info** Technical Details-1 Technical Details-2 Financial Details Documents Summary

Do you want to Bid as Joint Venture  Yes  No

Do you want to nominate another person as Authorised Representative  Yes  No  
[Your name will appear as authorised representative if you select No]

Please select currencies  
[Please select the currencies on which you want to submit bid.  
Please note you can select 4 currency at max. Once you submit Technical or Financial tab you will not be allowed to change the selected currencies]

NPR  
USD  
EUR  
GBP  
INR

**Save And Next**


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Fig: Proposal Submission fig 3

Step 4

The user fills the mandatory fields of Technical Details-1 tab and clicks on Save and Next button.



**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Advanced Search  
Server Time: 2016-02-02 11:48:26 NPT

Home Procurement Execution Opportunities Bid Query
Welcome : Bidder Sit Bidder

---

Proposal Details

Invitation No. :	#brfp1m	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	OCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

General Info
Technical Details-1
Technical Details-2
Financial Details
Documents
Summary

---

**TECH-1**

TECHNICAL PROPOSAL SUBMISSION FORM [Upload Technical Proposal](#) \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	TECHNICAL PROPOSAL SUBMISSION FORM	<a href="#">✖</a>

---

**TECH-2**

CONSULTANT'S ORGANIZATION [Upload Consultant's Organization](#) \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	CONSULTANTS ORGANIZATION	<a href="#">✖</a>

---

Consultant's Experience

[Add Consultant's Experience](#) [Please select most relevant projects from your Organization Profile to demonstrate the firm's specific technical qualifications and geographical experience.]

Sl.No.	Name of the Contract	Client	Start Date	End Date	Contractor's Name	Delete	Details
1	Test procurement details for consultancy	SIT	14-10-2015		Sit Skc Firm	<a href="#">✖</a>	<a href="#">🔍</a>
2	RFP TIME BASED PROCUREMENT DETAILS 75	SIT	10-11-2015		Sit Skc Firm	<a href="#">✖</a>	<a href="#">🔍</a>

---

**TECH-3**

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

ON THE TERMS OF REFERENCE [Upload Document](#) [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Terms of Reference	<a href="#">✖</a>

ON COUNTERPART STAFF AND FACILITIES [Upload Document](#) [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Counterpart Staff and Facilities	<a href="#">✖</a>

---

**TECH-4**

Description and Methodology [Upload Document](#) \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Description and Methodology	<a href="#">✖</a>

Work Plan [Upload Document](#) \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	WBS Document	<a href="#">✖</a>

ORGANIZATION AND STAFFING [Upload Document](#) \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	WBS Document	<a href="#">✖</a>

Save And Next


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Fig: Proposal submission fig 4

**Step 5**

The user fills all the mandatory fields of Technical Details-2 tab.



**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query
Advanced Search  
Server Time: 2016-02-02 11:51:56 NPT
Welcome: Bidder Sit Bidder

---

Proposal Details

Invitation No. : ifbrfptm	Project Title : RPF document for TM
Procurement Category : Consultancy	Selection Method : OCBS
Consultancy Procedure : EOI Not Needed	Consultancy Type : Shortlisted
Contract Type : Time-based	Project Type : National
Submission Deadline : 03-02-2016 12:00	Proposal Opening Date : 03-02-2016 12:05

General Info
Technical Details-1
Technical Details-2
Financial Details
Documents
Summary

**Tech-5**

WORK SCHEDULE AND PLANNING FOR DELIVERABLES Upload Document \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	WORK SCHEDULE AND PLANNING	✘

**FORM TECH-6**

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERT'S INPUTS

Sl No.	Content
1	1.Key Experts
2	2.Non-Key Experts
3	3.Other Resources

**1. Key Experts**

Sl No.	Bolpatra Id	Expert's input (in person/month) per each Deliverable (listed in TECH-5)			Total time-input (in Months)	
		Position	Home/Field	D 1	Home/Field Total	Total
1	BDNE76892015 Bidder Sit Bidder Nepal Sit Skc Firm	All [NATIONAL]	Home	<input type="text" value="44.0"/>	<input type="text" value="44.0"/>	<input type="text" value="88.0"/>
			Field	<input type="text" value="44.0"/>	<input type="text" value="44.0"/>	
2	BDAF46972015 Bidder Nabi bidder Afghanistan Afghanistan Firm	All [INTERNATIONAL]	Home	<input type="text" value="44.0"/>	<input type="text" value="44.0"/>	<input type="text" value="88.0"/>
			Field	<input type="text" value="44.0"/>	<input type="text" value="44.0"/>	

Cancel
Next
Submit

**Tech-7**

CURRICULUM VITAE (CV) Upload Document \* [Attachment should not be more than 5MB in size]


Sl.No	Document Title	Action
1	CURRICULUM VITAE	✘

Fig: Proposal submission fig 5



**Step 6**

The user fills all the mandatory fields of Financial Details tab.



**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Advanced Search  
Server Time: 2016-02-02 11:55:38 NPT

Home Procurement Execution Opportunities Bid Query
Welcome : Bidder Sit Bidder

---

**Proposal Details**

Invitation No. :	ifbrfplm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	OCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

General Info
Technical Details-1
Technical Details-2
Financial Details
Documents
Summary

---

**FINANCIAL PROPOSAL LETTER**

Upload Letter of Proposal \* Upload \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Letter of proposal	✖

Financial

---

Financial Proposal Upload Financial proposal \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Financial Proposal	✖

Consultant's Representations Upload Consultant Representation \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Consultant Representations	✖

Sl No.	Content
1	FORM FIN-3 BREAKDOWN OF REMUNERATION
2	FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY
3	FORM FIN-2 SUMMARY OF COSTS

**FORM FIN-3 BREAKDOWN OF REMUNERATION**

Name	Position	Currency	Person-month Remuneration Rate (Home)	Time Input in Person/Month(from TECH-6) (Home)	Amount
			Person-month Remuneration Rate (Field)	Time Input in Person/Month(from TECH-6) (Field)	
Bidder Sit	All	NPR	23.0	44.0	1012 <sup>NPR</sup>
			33.0	44.0	1452 <sup>NPR</sup>
Bidder Nabi	All	NPR	32.0	44.0	1408 <sup>NPR</sup>
			35.0	44.0	1540 <sup>NPR</sup>
Resource A	All	NPR	33.0	44.0	1452 <sup>NPR</sup>
			43.0	44.0	1892 <sup>NPR</sup>

Cancel
Next
Submit

Fig: Proposal submission fig 6

**Step 7**

The user fills in Additional Document by uploading additional documents and clicks on Save and Next button.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-02-02 11:56:50 NPT

Home Procurement Execution Opportunities Bid Query Welcome : Bidder Sit Bidder

Proposal Details

Invitation No. :	ifbrjplm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	OCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

General Info Technical Details-1 Technical Details-2 Financial Details **Documents** Summary

Please upload document(s) specific to this Proposal **Additional Document** \* [Attachment should not be more than 5MB in size]

Sl.No	Document Title	Action
1	Additional documents	X

Do you want to share additional information useful for Proposal ?  Yes  No

**Save And Next**

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*Fig: Proposal submission fig 7*

### Step 8

The user clicks on Generate OTP tab to receive one time password in his/her mailing id.

The screenshot displays the Government of Nepal Public Procurement Monitoring Office (PPMO) National Electronic Government Procurement System. The page title is "Proposal Details".

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-02-02 11:57:50 NPT

Home Procurement Execution Opportunities Bid Query Welcome : Bidder Sit Bidder

**Proposal Details**

Invitation No. :	ifbrfptm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	OCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

General Info Technical Details-1 Technical Details-2 Financial Details Documents **Summary**

**Proposal Information Section**

IFB/RFP/EOI/PQ No. :	ifbrfptm	Notice Title :	RPF document for TM
Consulting Organization :	Sit Skc Firm	Last Date Of Proposal Submission :	03-02-2016 12:00

**Proposal Information Section**

Download Technical Proposal Download Financial Proposal

✓ General Info ✓ Financial Situation ✓ Technical Details-1 ✓ Documents ✓ Technical Details-2

**Generate OTP**

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Fig: Proposal submission fig 8

## Step 9

A system generated mail regarding OTP is received by the user.



*Fig: Proposal Submission fig 9*

**Step 10**

The user fills the OTP received in mail and clicks on the Validate button.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-02-02 12:01:20 NPT  
Welcome : Bidder Sit Bidder

Home Procurement Execution Opportunities Bid Query

Proposal Details

Invitation No. :	ifbrfptm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	QCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

General Info Technical Details-1 Technical Details-2 Financial Details Documents **Summary**

Proposals Information Section

IFB/RFP/EOI/PQ No. :	ifbrfptm	Notice Title :	RPF document for TM
Consulting Organization :	Sit Skc Firm	Last Date Of Proposal Submission :	03-02-2016 12:00

Proposals Information Section

Download Technical Proposal Download Financial Proposal

General Info Technical Details-1 Technical Details-2  
Financial Situation Documents

OTP Sent Successfully

Please Enter OTP

Not received OTP?

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Fig: Proposal submission fig 10

**Step 11**

The user clicks on Submit Proposal button to submit the proposal.

The screenshot displays the Government of Nepal's National Electronic Government Procurement System interface. At the top, the header includes the Government of Nepal logo, the Public Procurement Monitoring Office (PPMO) name, and a search bar. The navigation menu contains 'Home', 'Procurement Execution', 'Opportunities', and 'Bid Query'. The user is logged in as 'Bidder Sit Bidder'. The main content area is titled 'Proposal Details' and shows the following information:

Invitation No. :	ifbrfptm	Project Title :	RPF document for TM
Procurement Category :	Consultancy	Selection Method :	QCBS
Consultancy Procedure :	EOI Not Needed	Consultancy Type :	Shortlisted
Contract Type :	Time-based	Project Type :	National
Submission Deadline :	03-02-2016 12:00	Proposal Opening Date :	03-02-2016 12:05

Below the details is a tabbed interface with 'Summary' selected. The 'Proposal Information Section' is repeated twice, showing:

IFB/RFP/EOI/PQ No. :	ifbrfptm	Notice Title :	RPF document for TM
Consulting Organization :	Sit Skc Firm	Last Date Of Proposal Submission :	03-02-2016 12:00

There are two PDF download links: 'Download Technical Proposal' and 'Download Financial Proposal'. A progress indicator shows 'General Info' and 'Financial Situation' as completed (checked), while 'Technical Details-1', 'Documents', and 'Technical Details-2' are pending. A red-bordered 'Submit Bid' button is highlighted.

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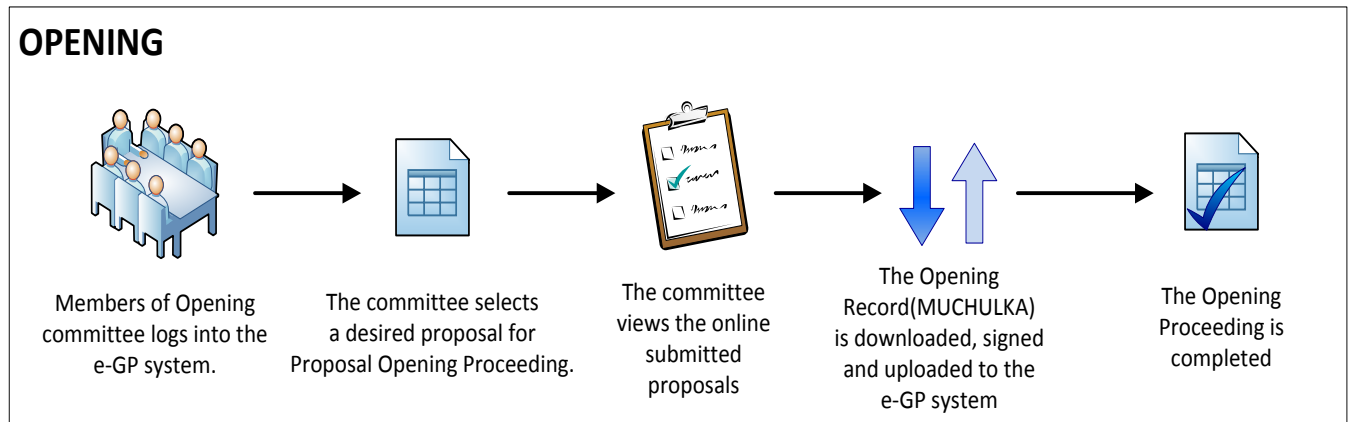
*Fig: Proposal submission fig 11*

In this way, following these steps proposal submission is done successfully.

## Module: RFP opening (Technical)

### RFP TECHNICAL OPENING

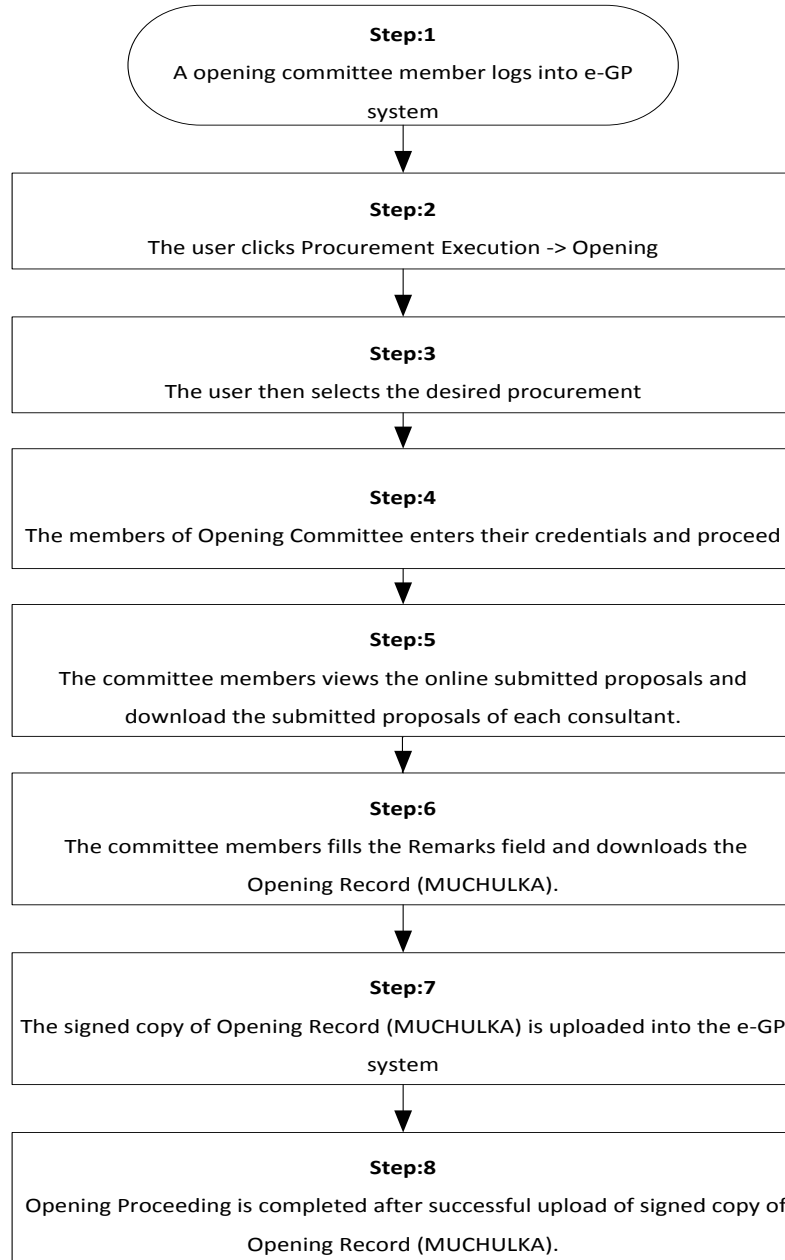
#### Business Flow Diagram



The Opening Committee selects assigned procurement from the e-GP system. The committee views the submitted online proposals. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the Proposal Opening Proceeding.

**Steps**

**Technical Opening**



**Step 1**



# Training Manual: National e-Government Procurement System

A member of Opening Committee logs into the e-GP system.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-01 15:11:45 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv  
Creator

### MY PENDING TASKS

MASTER PROCUREMENT PLAN 1

**My Recent Tasks**

**My Task History**

### RECENT TASKS

SL No.	Task Name	Assigned By	Assigned On	Current Status
1	MASTER PROCUREMENT PLAN Modification	Approver Sitenv	23-12-2015	Modification Pending

### USEFUL LINKS

- Public Procurement Monitoring Office
- National Portal of Nepal
- Office of Prime Minister

### DOWNLOADS

- Public Procurement Act
- Public Procurement Regulation
- Electronic Transaction Act

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*Fig. Proposal Opening: Step 1*

# Training Manual: National e-Government Procurement System

## Step 2

The user selects Procurement Execution -> Proposal Opening as follows:

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-01 15:12:33 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv  
Creator

**MY PENDING TASKS**

MASTER PROCUREMENT PLAN 1

**My Recent Tasks**

**My Task History**

**USEFUL LINKS**

- Public Procurement Monitoring Office
- National Portal of Nepal
- Office of Prime Minister

**DOWNLOADS**

- Public Procurement Act
- Public Procurement Regulation
- Electronic Transaction Act

Task Name	Assigned By	Assigned On	Current Status
R PROCUREMENT PLAN Modification	Approver Sitenv	23-12-2015	Modification Pending

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*Fig. Proposal Opening: Step 2*

**Step 3**

User then searches and selects a desired procurement:

The screenshot displays the Government of Nepal's National Electronic Government Procurement System interface. At the top, there is a header with the Government of Nepal logo, the name of the Public Procurement Monitoring Office (PPMO), and a search bar. Below the header is a navigation menu with options like Home, Procurement Preparation, Procurement Execution, Committee Formation, and Published bids. The main content area is titled "Search Opportunities" and contains a search form with fields for Project Title, Procurement Category, Public Entity, IFB/RFP/EOI/PQ No., Procurement Method, and Last Date of Bid Submission. There are "Reset" and "Search" buttons. Below the search form is a table titled "Bid Opening Search Result" with columns for Sl. No., IFB / RFP / EOI / PQ No., Project Title, Public Entity Name, Procurement Type, Notice Published Date, Last Date of Bid Submission, and Action. The table contains two rows of data. The first row is highlighted, and the "Action" column for the first row contains a red icon. At the bottom of the page, there is a footer with links for About Us, Terms & Conditions, Disclaimer, FAQ, Help, and Date Converter, along with copyright information and a note about browser compatibility.

Sl. No.	IFB / RFP / EOI / PQ No.	Project Title	Public Entity Name	Procurement Type	Notice Published Date	Last Date of Bid Submission	Action
1	ifbrfp 1march	RFP consultancy timebased proposal first march	SIT/EN/	Consultancy QCBS	01-03-2018 00:00	01-03-2018 15:00	
2	ifb17feb	17th feb rfp document	SIT/EN/	Consultancy QCBS	17-02-2018 00:00	17-02-2018 17:00	

*Fig. Proposal Opening: Step 3*

**Step 4**

Thereafter, the members of the Proposal Opening committee enter their credentials:

The screenshot displays the Government of Nepal National Electronic Government Procurement System interface. The header includes the Government of Nepal logo, the Public Procurement Monitoring Office (PPMO) name, and a search bar. The navigation menu contains links for Home, Procurement Preparation, Procurement Execution, Committee Formation, and Published bids. The user is logged in as 'Creator Sitenv Creator'. The main content area shows two sign-in forms for 'Technical Opening Committee Member 1' and 'Technical Opening Committee Member 2'. The first form has 'sitenvcreator' as the username and a masked password. The second form has 'sitenvreviewer' as the username and a masked password. Below the forms are 'Cancel' and 'Sign In' buttons, with the 'Sign In' button highlighted by a red box. The footer contains links for About Us, Terms & Conditions, Disclaimer, FAQ, Help, and Date Converter, along with copyright information and browser compatibility details.

*Fig. Proposal Opening: Step 4*

**Step 5**

The members see the online proposal submitted and download that submitted proposal.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-01 15:14:30 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv Creator

**Bid Details**

IFB/RFP/EOI/PQ No. :	ifbrfp1march	Project Title :	RFP consultancy timebased proposal first march
Procurement Category :	Consultancy	Procurement Method :	OCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Shortlisted
Publication Date :	01-03-2016 00:00	Estimated Cost (NRs) :	950001
Submission Deadline :	01-03-2016 15:00	Bid-Opening Date :	01-03-2016 15:03

**Online Bidders List**

Sl No.	Bidder's Organization And Address	Remarks	Download
1	Sit Ska Firm Reloaded Address : Bhaktapur		
2	Afgan JV Address : kabul street 12 road 55 kabul		

Generate Bid Opening Record (MUCHULKA)  
Upload Signed Bid Opening Record (MUCHULKA)  
Complete Bid Opening Proceeding

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*Fig. Proposal Opening: Step 5*

**Step 6**

The committee member adds the remarks offered in the downloaded proposal and download the Opening Record (Muchulka).

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...

Advanced Search  
Server Time: 2016-03-01 15:15:22 NPT

Welcome : Creator Sitenv   
Creator

Home Procurement Preparation Procurement Execution Committee Formation Published bids

---

Bid Details

IFB/RFP/EOI/PQ No. :	ifbrfp1march	Project Title :	RFP consultancy timebased proposal first march
Procurement Category :	Consultancy	Procurement Method :	OCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Shortlisted
Publication Date :	01-03-2016 00:00	Estimated Cost (NRs) :	950001
Submission Deadline :	01-03-2016 15:00	Bid-Opening Date :	01-03-2016 15:03

Online Bidders List

Sl No.	Bidder's Organization And Address	Remarks	Download
1	Sit. Siko Firm Reloaded Address : Bhaktapur	NA	
2	Afgan JV Address : kabul street 12 road 55 kabul	NA	

[Generate Bid Opening Record \(MUCHULKA\)](#)

[Upload Signed Bid Opening Record \(MUCHULKA\)](#)

[Complete Bid Opening Proceeding](#)

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*Fig. Proposal Opening: Step 6*

**Step 7**

Committee members uploads the signed Opening Record and completes the process by clicking on Complete Proposal Opening Proceeding tab.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-03-01 15:16:59 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids Welcome : Creator Sitenv Creator

---

**Bid Details**

IFB/RFP/EOI/PQ No. :	ifrbp1march	Project Title :	RFP consultancy timebased proposal first march
Procurement Category :	Consultancy	Procurement Method :	QCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Shortlisted
Publication Date :	01-03-2016 00:00	Estimated Cost (NRs) :	950001
Submission Deadline :	01-03-2016 15:00	Bid-Opening Date :	01-03-2016 15:03

---

**Online Bidders List**

Sl No.	Bidder's Organization And Address	Remarks	Download
1	Sit Siko Firm Reloaded Address : Bhaktapur	NA	
2	Afgan JV Address : kabul street 12 road 55 kabul	NA	

---

**Generate Bid Opening Record (MUCHULKA)**

**Upload Signed Bid Opening Record (MUCHULKA)**

Sl.No	Document Title	Action
1	Muchulka (60)	

**Complete Bid Opening Proceeding**

---

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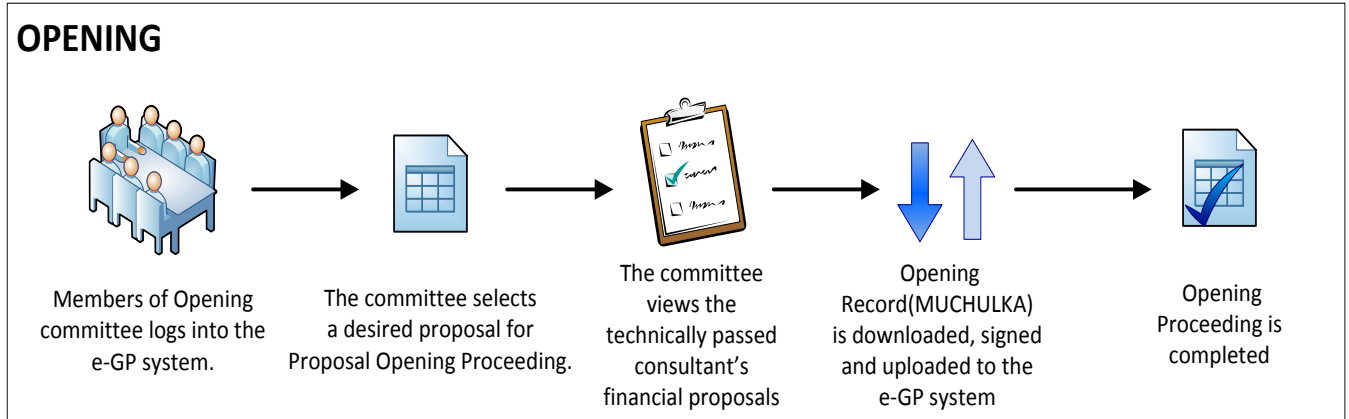
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*Fig. Proposal Opening: Step 8*

The submitted Proposal opening detail appears on PE Chief's dashboard under "My Pending Tasks" as "Muchulka". PE Chief then views the Muchulka details, adds the Evaluation Committee and sends to the added Evaluation Committee.

## Module: RFP opening (Financial)

### Business Flow Diagram

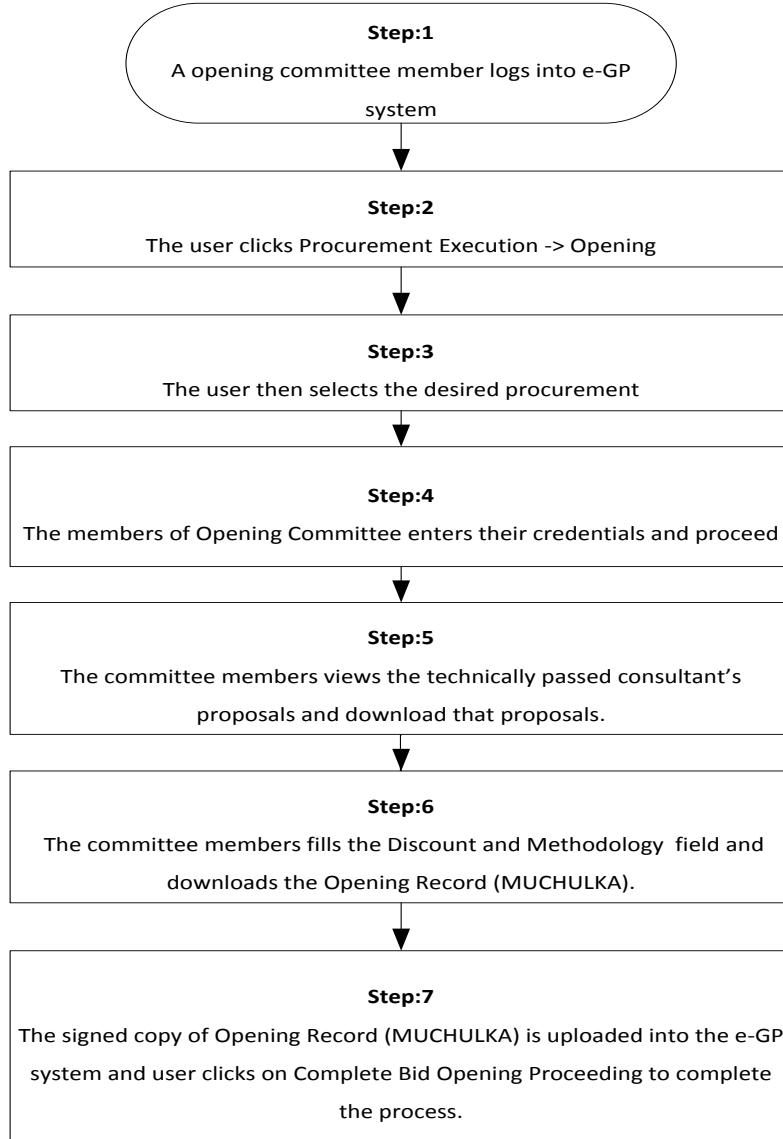


The Opening Committee selects assigned procurement from the e-GP system. The committee views the technically passed consultant's financial proposals. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the Proposal Opening Proceeding.



**Steps**

**Financial Opening**



**Step 1**

# Training Manual: National e-Government Procurement System

A member of Opening Committee logs into the e-GP system.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-01 15:11:45 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv  
Creator

### MY PENDING TASKS

MASTER PROCUREMENT PLAN 1

**My Recent Tasks**

**My Task History**

### RECENT TASKS

SL No.	Task Name	Assigned By	Assigned On	Current Status
1	MASTER PROCUREMENT PLAN Modification	Approver Sitenv	23-12-2015	Modification Pending

### USEFUL LINKS

- Public Procurement Monitoring Office
- National Portal of Nepal
- Office of Prime Minister

### DOWNLOADS

- Public Procurement Act
- Public Procurement Regulation
- Electronic Transaction Act

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*Fig. Financial Opening: Step 1*

**Step 2**

The user selects Procurement Execution ->Proposal Opening as follows:

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-04 17:20:09 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv  
Creator

**MY PENDING TASKS**

MASTER PROCUREMENT PLAN 1

**My Recent Tasks**

**My Task History**

**Opening**  
Contract Awarding  
Contract Management  
Complaint Management

Task Name	Assigned By	Assigned On	Current Status
R PROCUREMENT PLAN Modification	Approver Sitenv	23-12-2015	Modification Pending

**USEFUL LINKS**

- Public Procurement Monitoring Office
- National Portal of Nepal
- Office of Prime Minister

**DOWNLOADS**

- Public Procurement Act
- Public Procurement Regulation
- Electronic Transaction Act

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*Fig. Financial Opening: Step 2*

**Step 3**

User then searches and selects a desired procurement:

The screenshot displays the Government of Nepal's National Electronic Government Procurement System. The header includes the logo, name, and contact information of the Public Procurement Monitoring Office (PPMO). A search bar is located in the top right corner. Below the header is a navigation menu with options: Home, Procurement Preparation, Procurement Execution, Committee Formation, and Published bids. A user login area shows 'Welcome : Creator Sitenv' and 'Creator'.

The main content area is titled 'Search Opportunities' and contains a search form with the following fields:

- Project Title:
- Procurement Category:
- Public Entity:
- IFB/RFP/EOI/PQ No.:
- Procurement Method:
- Last Date of Bid Submission:

Buttons for 'Reset' and 'Search' are located below the form.

Below the search form is a table titled 'Bid Opening Search Result' with the following data:

Sl. No.	IFB / RFP / EOI / PQ No.	Project Title	Public Entity Name	Procurement Type	Notice Published Date	Last Date of Bid Submission	Action
1	ifbrfp1march	RFP consultancy timebased proposal first march	SITENV	Consultancy QCBS	01-03-2016 00:00	01-03-2016 15:00	
2	ifb17feb	17th feb rfp document	SITENV	Consultancy QCBS	17-02-2016 00:00	17-02-2016 17:00	
3	ADH18082015	Works_ICB_Adhiraj_18_8_15	Department of Telecommunication and Control	Works ICB	17-08-2015 00:00	24-08-2015 10:52	

At the bottom of the page, there is a footer with navigation links: About Us | Terms & Conditions | Disclaimer | FAQ | Help | Date Converter. Copyright information is provided: Copyright © 2014 Public Procurement Monitoring Office, Government of Nepal, All rights reserved. A note states: This website is best viewed in IE8+, Firefox 3.5+, Chrome 3+, Safari 5.0+ with a resolution of 1024\*768 pixels.

*Fig. Financial Opening: Step 3*

**Step 4**

Thereafter, the members of the Proposal Opening committee enter their credentials:

The screenshot displays the Government of Nepal National Electronic Government Procurement System interface. At the top, there is a header with the Government of Nepal logo, the text "Government of Nepal", "Public Procurement Monitoring Office (PPMO)", and "National Electronic Government Procurement System". A search bar is located on the right side of the header. Below the header is a navigation menu with links for "Home", "Procurement Preparation", "Procurement Execution", "Committee Formation", and "Published bids". A user greeting "Welcome : Creator Sitenv Creator" is visible on the right. The main content area shows two sign-in forms for "Financial Opening Committee Member 1" and "Financial Opening Committee Member 2". Each form has a "Username" field and a "Password" field. The "Sign In" button in the second form is highlighted with a red box. At the bottom of the page, there is a footer with links for "About Us", "Terms & Conditions", "Disclaimer", "FAQ", "Help", and "Date Converter". Copyright information and browser compatibility details are also present in the footer.

*Fig. Financial Opening: Step 4*

**Step 5**

The members sees the technically passed consultant’s financial proposal and download that submitted proposal.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids... Advanced Search  
Server Time: 2016-03-04 17:22:24 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids Welcome : Creator Siteny Creator

**Bid Details**

IFB/RFP/EOI/PQ No. :	ifbrfp1march	Project Title :	RFP consultancy timebased proposal first march
Procurement Category :	Consultancy	Procurement Method :	QCBS
Bidding Procedure :	EOI Not Needed	Bidding Type :	Shortlisted
Publication Date :	01-03-2016 00:00	Estimated Cost (NRs) :	950001
Submission Deadline :	01-03-2016 15:00	Bid-Opening Date :	01-03-2016 15:03

**Online Bidders List**

Sl No.	Bidder's Organization And Address	Bid Price	Technical Score	Discount and Methodology	Remarks	Download
1	Sit Sko Firm Reloaded Address : Bhaktapur	0.00 EUR,0.00 GBP,16406077.00 NPR,64 698.00 USD	88.00		NA	
2	Afganistan Firm Address : kabul street 12 road 55 kabul	43928.00 EUR,48835.00 GBP,0.00 NPR,0. 00 USD	83.00		NA	

[Generate Bid Opening Record \(MUCHULKA\)](#)

[Upload Signed Bid Opening Record \(MUCHULKA\)](#)

[Complete Bid Opening Proceeding](#)

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*Fig. Proposal Opening: Step 5*

**Step 6**

The committee member adds the Discount and Methodology offered in the downloaded proposal and download the Opening Record (Muchulka).

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-04 17:23:42 NPT

Home Procurement Preparation Procurement Execution Committee Formation Published bids  
Welcome : Creator Sitenv Creator

**Bid Details**

IFB/RFP/EOI/PQ No. : ifbrfp1march Project Title : RFP consultancy timebased proposal first march  
Procurement Category : Consultancy Procurement Method : QCBS  
Bidding Procedure : EOI Not Needed Bidding Type : Shortlisted  
Publication Date : 01-03-2016 00:00 Estimated Cost (NRs) : 950001  
Submission Deadline : 01-03-2016 15:00 Bid-Opening Date : 01-03-2016 15:03

**Online Bidders List**

SI No.	Bidder's Organization And Address	Bid Price	Technical Score	Discount and Methodology	Remarks	Download
1	Sit Siko Firm Reloaded Address : Bhaktapur	0.00 EUR,0.00 GBP,18406077.00 NPR,84 898.00 USD	88.00	NA	NA	
2	Afganistan Firm Address : kabul street 12 road 55 kabul	43928.00 EUR,46835.00 GBP,0.00 NPR,0. 00 USD	83.00	NA	NA	

**Generate Bid Opening Record (MUCHULKA)**

**Upload Signed Bid Opening Record (MUCHULKA)**

**Complete Bid Opening Proceeding**

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*Fig. Proposal Opening: Step 6*

**Step 7**

Committee member uploads the signed Opening Record and completes the process by clicking on Complete Proposal Opening Proceeding tab.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2016-03-04 17:24:25 NPT  
Welcome : Creator Siteny Creator

Home Procurement Preparation Procurement Execution Committee Formation Published bids

**Bid Details**

IFB/RFP/EOI/PQ No. : ifbrfp1march Project Title : RFP consultancy timebased proposal first march  
Procurement Category : Consultancy Procurement Method : QCBS  
Bidding Procedure : EOI Not Needed Bidding Type : Shortlisted  
Publication Date : 01-03-2016 00:00 Estimated Cost (NRs) : 950001  
Submission Deadline : 01-03-2016 15:00 Bid-Opening Date : 01-03-2016 15:03

**Online Bidders List**

Sl No.	Bidder's Organization And Address	Bid Price	Technical Score	Discount and Methodology	Remarks	Download
1	Sit Siko Firm Reloaded Address : Bhaktapur	0.00 EUR,0.00 GBP,16405077.00 NPR,64 698.00 USD	88.00	NA	NA	Download
2	Afghanistan Firm Address : kabul street 12 road 55 kabul	43928.00 EUR,46835.00 GBP,0.00 NPR,0. 00 USD	83.00	NA	NA	Download

Generate Bid Opening Record (MUCHULKA)  
Upload Signed Bid Opening Record (MUCHULKA)

Sl.No	Document Title	Action
1	Muchulka (61)	X

Complete Bid Opening Proceeding

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*Fig. Proposal Opening: Step 7*


The submitted Proposal opening detail appears on PE Chief's dashboard under "My Pending Tasks" as "Muchulka". PE Chief then views the Muchulka details and sends it to the Evaluation Committee for Financial Evaluation process.



## Module: Contract Negotiation

Once the final evaluation report is submitted to PE Chief, PE Chief will decide to conduct the contract negotiation with L1 consultant. If L1 Consultant agrees for contract negotiation, cost for Form Fin-4 and other negotiated items will be entered in the system and minute will prepared by PE. If contract negotiation fails with L1 consultant, PE will proceed with L2 Consultant.

Finally PE Chief will upload the minute and complete the contract negotiation process.



**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Advanced Search  
Server Time: 2016-03-04 18:11:13 NPT

Home Procurement Preparation Procurement Execution Committee Formation Reports Published bids
Welcome : Approver Siteniv Approver

**CONTRACT NEGOTIATE**

PROCUREMENT DETAILS

RFP Number	Project Title	Winning Consultant	Expected Start Date	Expected End Date
#brfp1march	RFP consultancy timebased proposal first march	Alganistan Firm	2016-03-01	2016-03-01

Is negotiation successful ?  Yes  No

Sl No.	Content
1	<a href="#">FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY</a>
2	<a href="#">FORM FIN-2 SUMMARY OF COSTS</a>

**FORM FIN-4 BREAKDOWN OF OTHER EXPENSES, PROVISIONAL SUMS AND CONTINGENCY**

Sl. No.	Type of Expenses, Provisional Sums	Quantity	Unit	Currency	Unit Price	Amount	Action
1	Items A	3434	m3	USD	2132	7321288.00	USD ✕

Add Row

Provisional Sum:

Sl. No.	Type of Expenses, Provisional Sums	Amount
1	Item A	500000 NPR
2	Item B	500000 NPR

Submit

FINAL NEGOTIATED DETAILS

Offered Quote (NPR)	Negotiated Cost (NPR)	Change %	Discount %	Final Cost (NPR)
12396423.46	12396423.460	0.0000000	0.00	12396423.4600000

Negotiation Document Upload  Additional documents.pdf

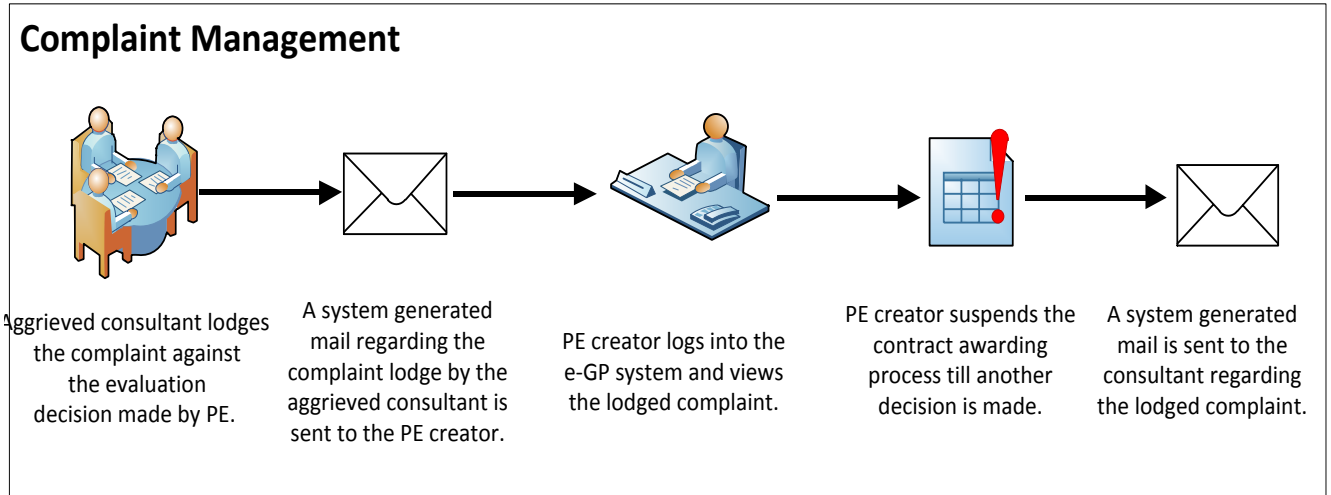
COMPLETE NEGOTIATION

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## Module: Complaint Management

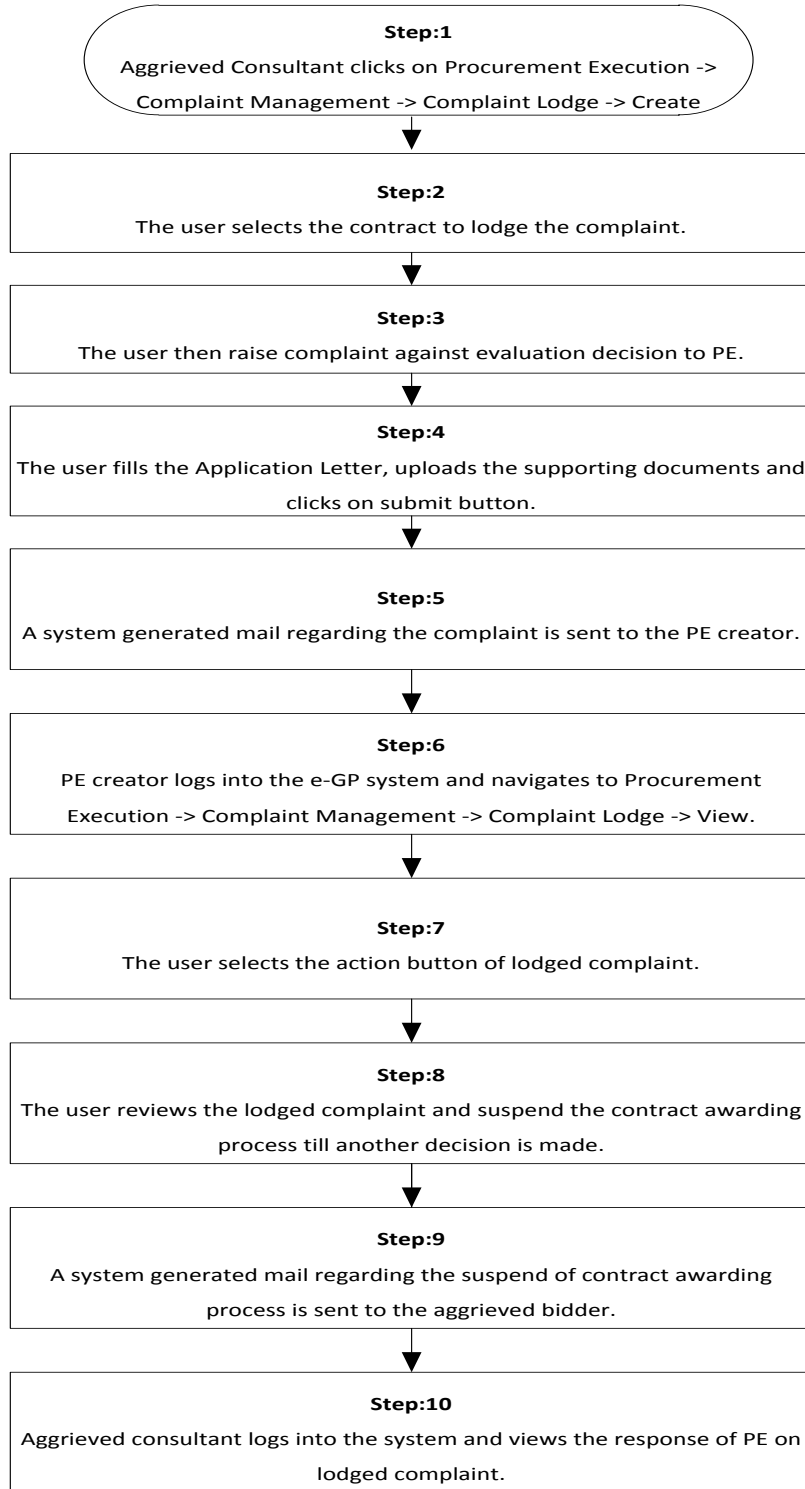
### Business Flow Diagram



After LOI is issued by PE during contract awarding process, an aggrieved consultant can lodge complaint to PE within 7 days of LOI Issuance. Thereafter, PE creator receives a system generated mail notifying the lodged complaint in e-GP system by Aggrieved Applicant. PE creator then views the complaint and decides whether to reject the complaint or suspends the further contract awarding process.

Steps

**Complaint Management**



# Training Manual: National e-Government Procurement System

## Step 1

Aggrieved consultant logs into the e-GP system and navigates to Procurement Execution -> Complaint Management -> Complaint Lodge -> Create.

The screenshot displays the Government of Nepal Public Procurement Monitoring Office (PPMO) National Electronic Government Procurement System. The header includes the logo, navigation menu (Home, Procurement Execution, Opportunities, Bid Query), and user information (Welcome: Ram Bhattra MD). A search bar is visible in the top right.

The main content area shows a sidebar menu with options: Contract Awarding, Contract Management, Complaint Management, Bank Transaction, and Fee/Security. The 'Complaint Management' menu is expanded, showing 'Complaint Lodge' and 'Grievance'. Under 'Complaint Lodge', there are buttons for 'Create', 'View', and 'Update'. The 'Create' button is highlighted in red.

Below the menu, there are input fields for 'Notice No.', 'Project Title', 'Procurement Category', and 'Lot Name'. The 'Lot Name' field contains 'NA'. There are 'Clear' and 'Search' buttons at the bottom of the form.

A 'Search Results' table is shown below the form, with the following columns: Sl. No., Notice No., Project Title, Procurement Type, Lot Name, Process Status, and Action.

At the bottom of the page, there is a footer with links: About Us | Terms & Conditions | Disclaimer | FAQ | Help | Date Converter. Copyright information is provided: Copyright © 2014 Public Procurement Monitoring Office, Government of Nepal, All rights reserved. The footer also states: This website is best viewed in IE8+, Firefox 3.5+, Chrome 3+, Safari 5.0+ with a resolution of 1024\*768 pixels.

Fig. Complaint Management fig 1

Step 2

The User selects the action button of desired contract to lodge the complaint.

**Government of Nepal**  
Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Search Bids...  
Advanced Search  
Server Time: 2015-07-31 7:18:54 NPT  
Welcome : Ram Bhattarai MD

Home Procurement Execution Opportunities Bid Query

**Search Opportunities**

Notice No:   
Lot Name:   
Bid Title:

Procurement Category:   
Procurement Method:

**Search**

**Search Opportunities Result**

Sl No	Notice No	Title	Lot Name	Procurement Category	Procurement Method	Status	Action
1	moio001/72-73/100	Supply, Delivery, Installation and Commissioning of Computer Equipments	NA	Goods	NCB	Contract Document Issued	

1/1 1/1 Create

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Fig. Complaint Management fig 2

Step 3

The user raises the complaint against evaluation decision into the system.

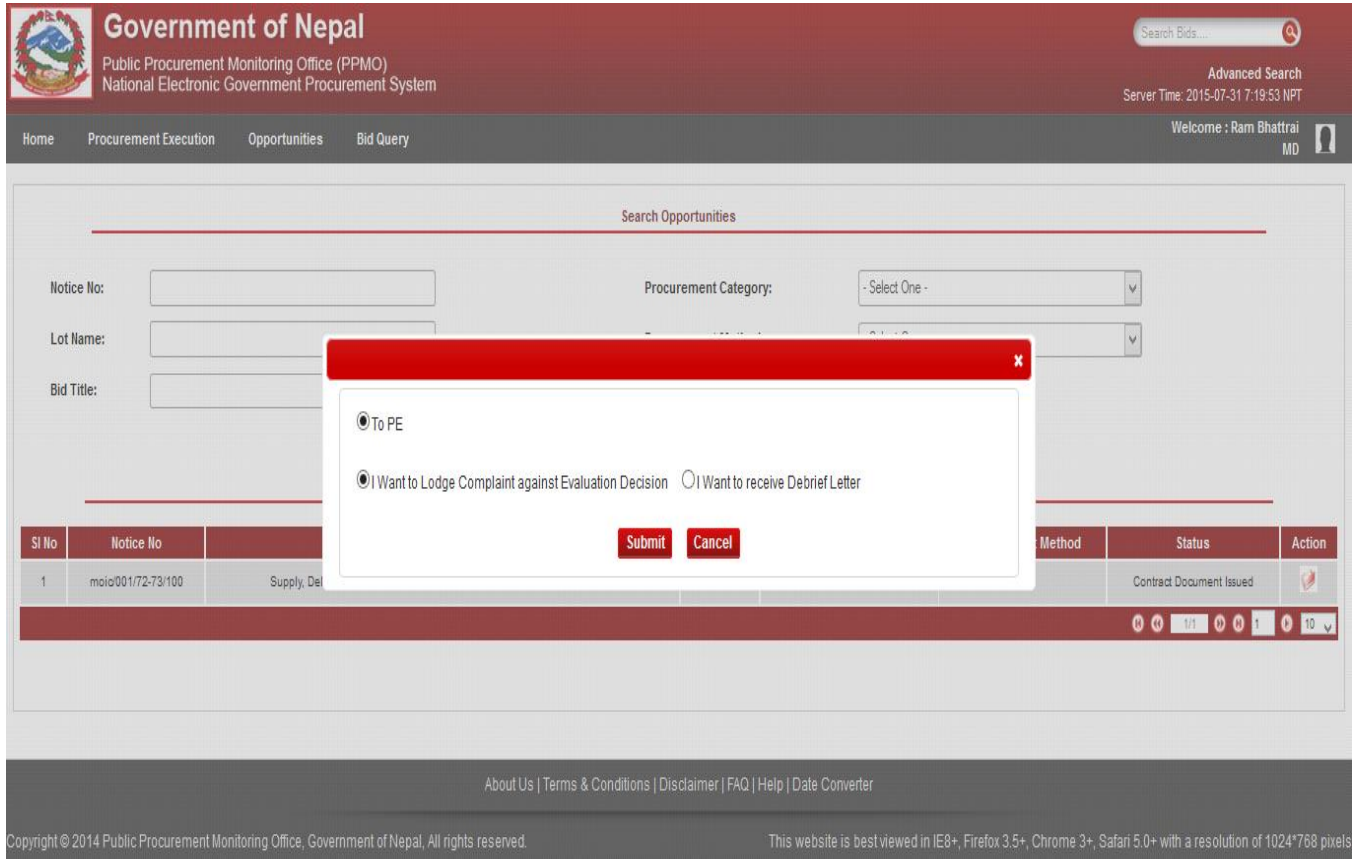


Fig: Complaint Management fig 3

Step 4

The user fills the Application Letter field, uploads the supporting documents and clicks on the submit button.

Home Procurement Execution Opportunities Bid Query Welcome : Ram Bhattra MD

Bid Summary

Notice No: moic/001/72-73/100 Procurement Category: Goods

Lot Name: NA Procurement Method: NCB

Title: Supply, Delivery, Installation and Commissioning of Computer PE Name: Ministry of Information and Communication

BidderDetails

Name: Ram Bhattra City: Email: sandeep.dhungana@cscpl.com.np

Alert: Do you want to Lodge Complaint? Yes No

Authorization Letter : Browse

Application Letter : \* I want to lodge complaint against Evaluation Decision. I was supposed to be Substantially Responsive Lowest Quoted Supplier. Please do necessary correction.

Supporting docs: Upload File

Sl No.	Title	Type	Action
1	LOI(1).pdf	Supporting Document	-

Save as Draft Submit Cancel

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Fig: Complaint Management fig 4

Step 5

A system generated mail is sent to the PE creator regarding the complaint lodged by the aggrieved consultant.



Fig. Complaint Management fig 5



Step 6

A system generated mail is received by the aggrieved consultant regarding the response of PE on his/her complaint.



*Fig: Complaint Management fig 9*

Step 7

The Aggrieved consultant logs into the e-GP system and views the response made by PE.

**Bid Summary**

---

<b>Notice No:</b> moic/001/72-73/100	<b>Procurement Category:</b> Goods
<b>Lot Name:</b> NA	<b>Procurement Method:</b> NCB
<b>Title:</b> Supply, Delivery, Installation and Commissioning of Computer	<b>PE Name:</b> Ministry of Information and Communication

**BidderDetails**

---

<b>Name:</b> Ram Bhatrai	<b>Address:</b> Boudha###
<b>City:</b>	<b>Fax:</b>
<b>Email:</b> sandeep.dhungana@cscpl.com.np	<b>ContactNo:</b> 32323234

---

**Authorization Letter:** [Complaint Letter.pdf](#)

**Application**

---

**Application Letter:**

I want to lodge complaint against Evaluation Decision. I was supposed to be Substantially Responsive Lowest Quoted Supplier. Please do necessary correction.

**Supporting docs:**

SI No.	Title	Type
1	<a href="#">LOI(1).pdf</a>	Supporting Document

**Decision**

---

Suspend the contract awarding process

**Reason:**

Some discrepancy was observed in evaluation process so bid will be reevaluated and contract awarding process will be suspended till another decision will be made.

**Supporting docs:** [EvaluationReport\(3\).pdf](#)

*Fig: Complaint Management fig 10*

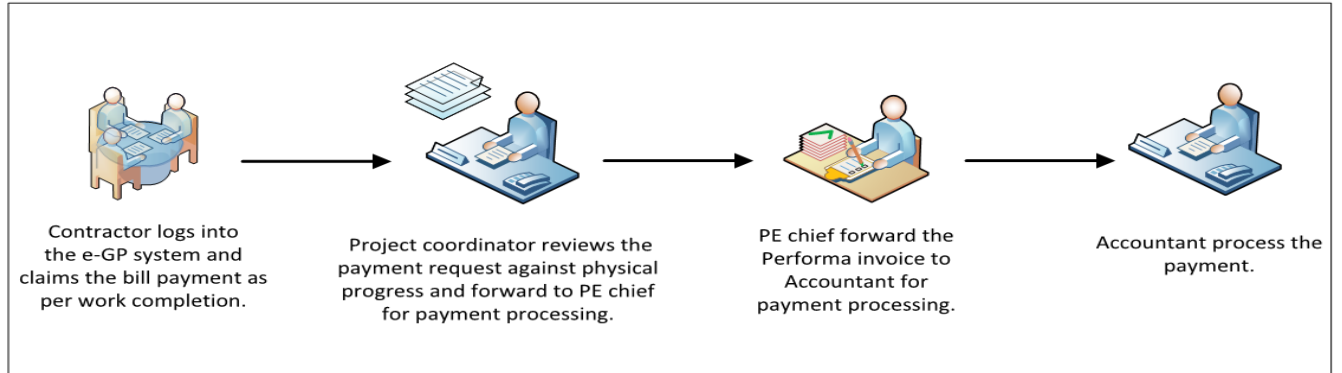
In this way, following the above mentioned steps Complaint Management can be handled.

## Module: Payment Management

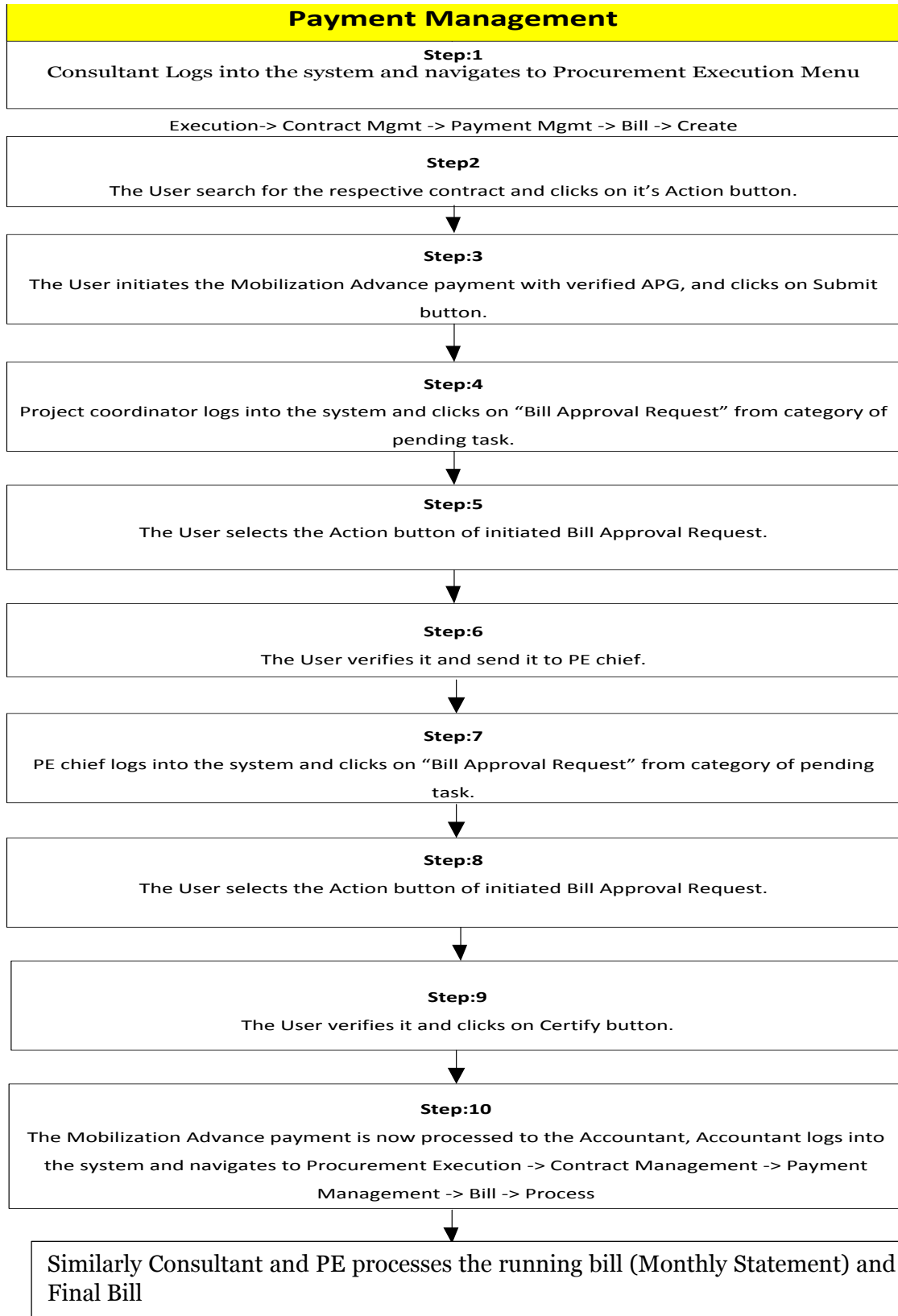
Business

Flow

Diagram



Project coordinator updates work schedule submitted by consultant, tracks the physical progress claimed by consultant, process the payment requested by the consultant and request PE chief to certify the payment certificate after reviewing the physical progress. After that Consultants submits the Performa invoice to Accountant for further processing. Finally accountant process the payment.



Step1

Consultant Logs into the system and navigates to Procurement Execution Menu

Execution-> Contract Mgmt -> Payment Mgmt -> Bill -> Create

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Public Procurement Monitoring Office (PPMO)  
National Electronic Government Procurement System

Home Procurement Execution Opportunities Bid Query

Search Opportunities Result

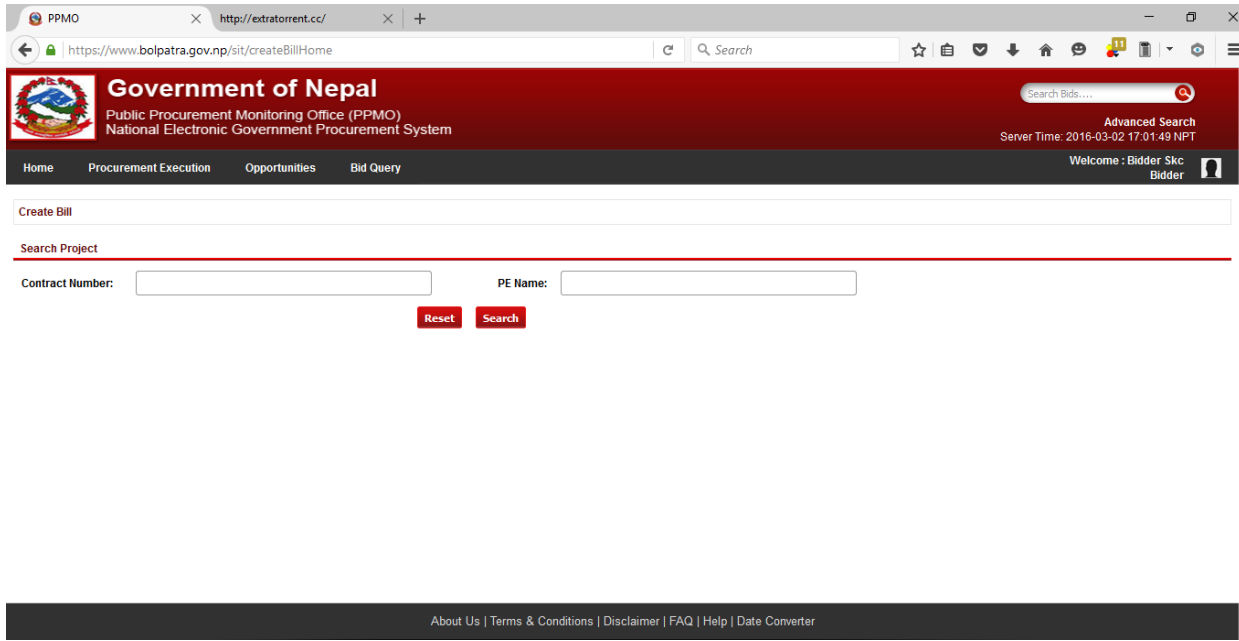
Sl. No.	IFB / RFP / EO / PQ No.	Project Title	Public Entity Name	Procurement Type	Status	Notice Published Date	Last Date of Bid Submission	No of Days Left	Action
1	GSO-002-072/73	GOODS SO TESTING	Ministry of Testings	Goods Sealed Quotation	Bid Published	09-02-2016 00:00	09-02-2016 03:20	709 days	
2	ADH29102015	Adhira_Works_ICB_7.1.15	Department of Telecommunication and Control	Works ICB	Bid Published	07-01-2016 00:00	07-01-2017 11:18	311 days	
3	ADH21122015LCS	Adhira_LCS_TB_21.12.15	Department of Telecommunication and Control	Consultancy Least Cost selection	RFP Published	21-12-2015 00:00	21-12-2016 18:55	294 days	
4	EOI-01/2072-73	Consultancy service to test RFP Required Project	Ministry of Testings	Consultancy EOI QCBS	RFP Published	23-11-2015 00:00	21-12-2016 13:53	294 days	
5	ADH11122015WorksICB	Adhira_Works_ICB_15.12.15	Department of Telecommunication and Control	Works ICB	Bid Published	11-12-2015 00:00	15-12-2016 12:43	288 days	
		APP_LumpSum_QCBS_21.9.15_Tanuj	Department of Telecommunication and Control	Consultancy QCBS	RFP Published	21-09-2015 00:00	07-12-2016 01:58	280 days	

Fig. Bill Creation by Consultant

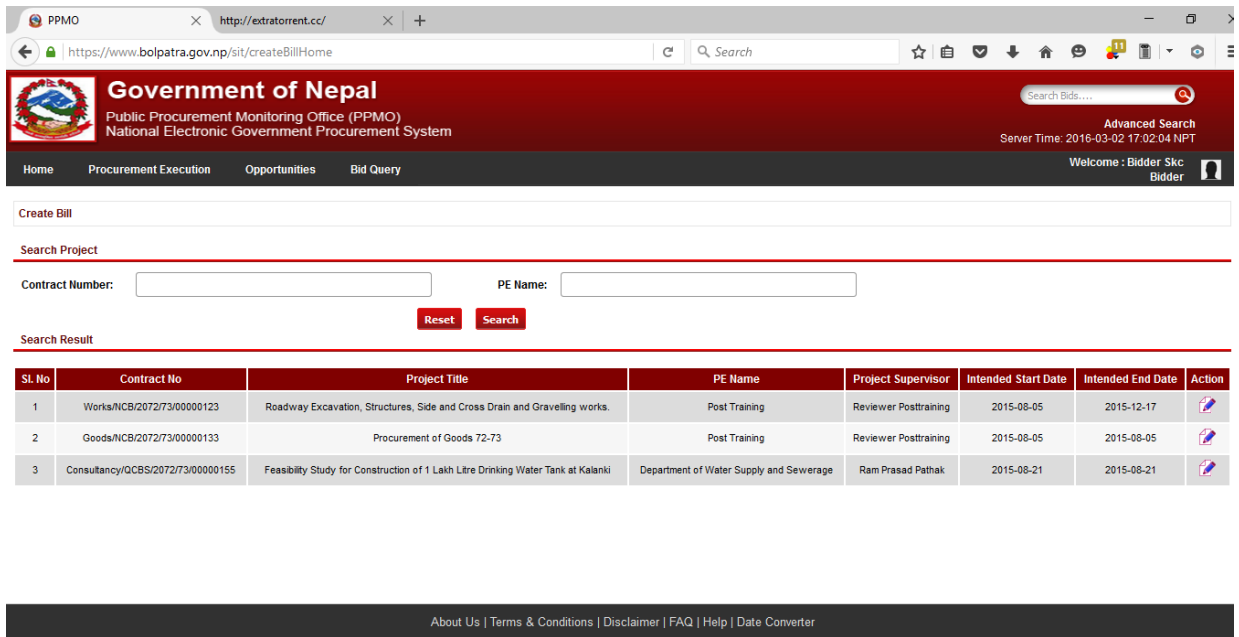
Step2

The User searches for the respective contract and clicks on Action button.

# Training Manual: National e-Government Procurement System



*Fig. Proposal Search by Consultant*



*Fig. List of Proposals*

Step:3

The User initiates the Mobilization Advance payment with verified APG, and clicks on Submit button.

**Project Details**

Contract Number :	Consultancy/QCBS/2072/73/00000155	Project Name :	Feasibility Study for Construction of 1 Lakh Litre Drain
PE Name :	Department of Water Supply and Sewerage	Project Supervisor :	Ram Prasad Pathak
Intended Start Date :	2015-08-21	Intended End Date :	2015-08-21
Procurement Category :	Consultancy	Procurement Method :	QCBS

Payment Type:  Progress Payment  Final Payment

Time Period \* :

Description of Services provided \* :

Comments \* :

Time Sheet \* :

Document Name \* :  Browse... No file selected. (Choose Pdf only)

[Download Sample Timesheet](#)

**Payment History**

SI No.	Currency	Contract Amount	Available Amount
1	NRs	5853997	5853997

**Claim Details**

SI No.	Claim Type	Currency	Claimed Amount	Delete
1	--Select Claim Type--	NRs	<input type="text"/>	<input type="button" value="X"/>

+Add Item

**Compensation Payment Details**

Serial No.	Compensation Type	Currency	Description	Amount	Approval Date	Delete
1	--Select Compensation Type--	NRs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

+Add Item

Fig. Progress Payment by Consultant

**Project Details**

Contract Number :	Consultancy/QCBS/2072/73/00000155	Project Name :	Feasibility Study for Construction of 1 Lakh Litre Drain
PE Name :	Department of Water Supply and Sewerage	Project Supervisor :	Ram Prasad Pathak
Intended Start Date :	2015-08-21	Intended End Date :	2015-08-21
Procurement Category :	Consultancy	Procurement Method :	QCBS

Payment Type:  Progress Payment  Final Payment

Time Period \* :

Description of Services provided \* :

Comments \* :

Time Sheet \* :

Document Name \* :  Browse... Time Sheet.pdf (Choose Pdf only)

[Download Sample Timesheet](#)

**Payment History**

SI No.	Currency	Contract Amount	Available Amount
1	NRs	5853997	5853997

**Claim Details**

SI No.	Claim Type	Currency	Claimed Amount	Delete
1	Provisional Sum	NRs	90000	<input type="button" value="X"/>

+Add Item

**Compensation Payment Details**

Serial No.	Compensation Type	Currency	Description	Amount	Approval Date	Delete
1	Consultant Claim	NRs	consultant claim	23434	02-03-2016	<input type="button" value="X"/>

+Add Item

Fig. Submit bill by Consultant

In this way the invoice processing for progress payment and final payment is done from consultant's perspective.

