

# **Electronic Government Procurement (e-GP) System Development**

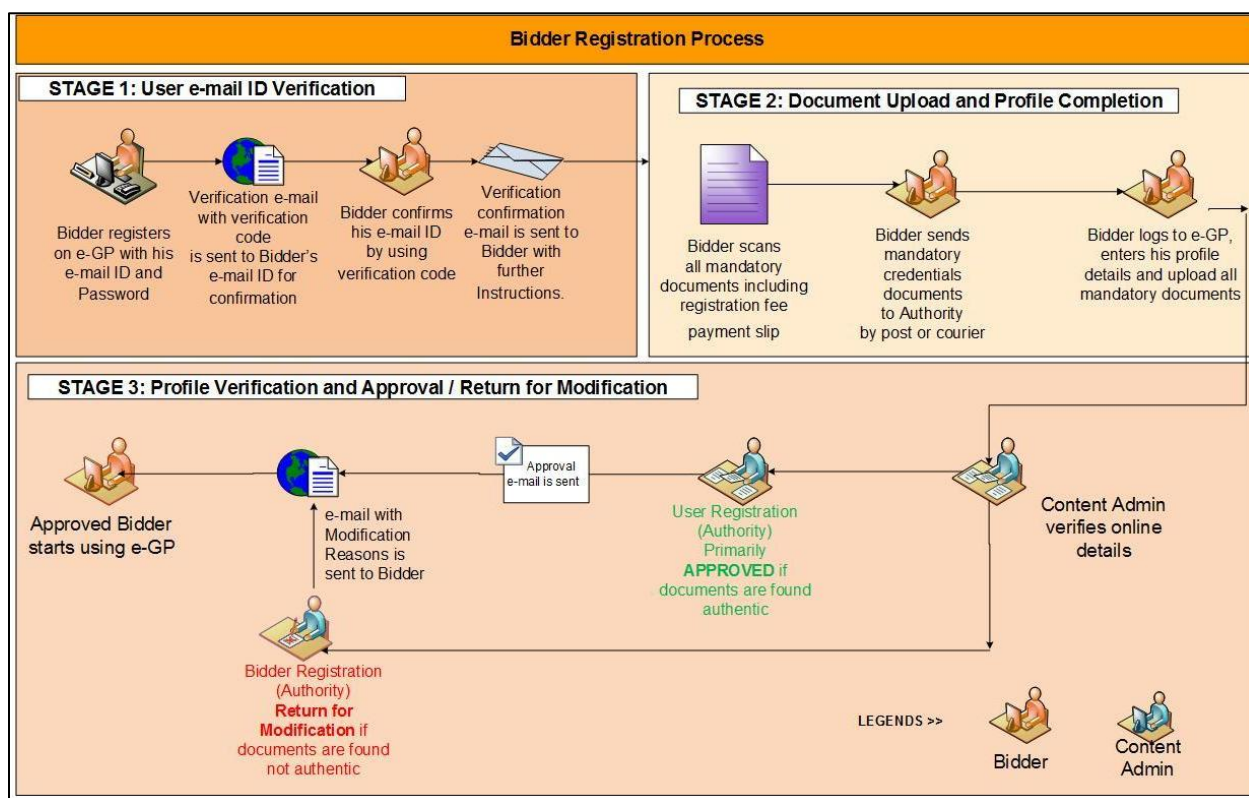


## **Bidder Registration User Manual**

## Important Note for Bidder Registration in e-GP System

Bidders, Consultants, and other potential users of the e-GP system are requested to note the following points before creating login account by using 'Bidder Registration' on to the e-GP System.

- ✓ **Ensure that you have a valid e-mail ID before initiating the process of registration on the e-GP System.**
- ✓ **Ensure that you have scanned copies of all required documents (as per the Registration type opted) mentioned below, to be uploaded during registration.**



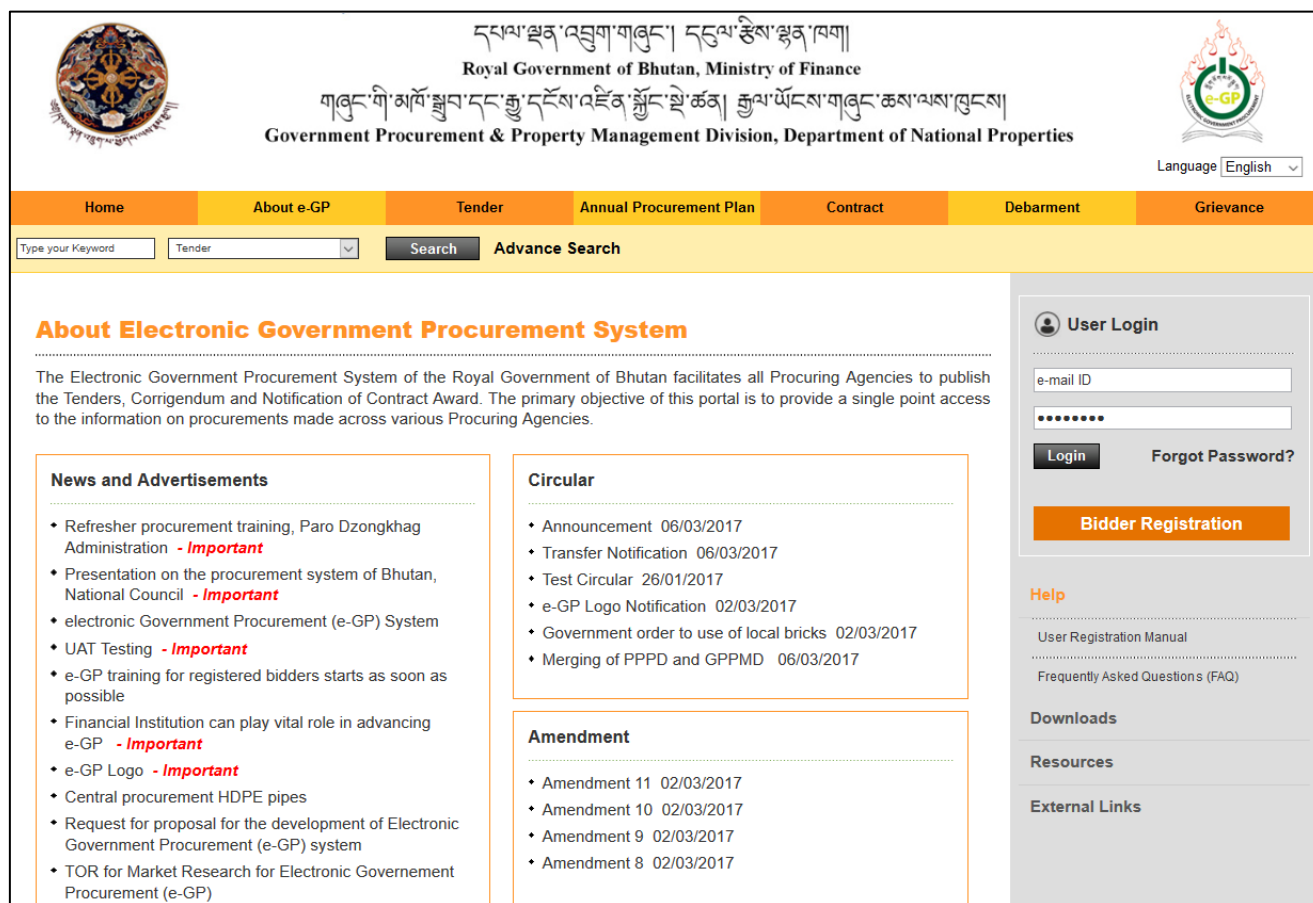


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## 1. Bidders Registration Process

- 1.1. Open the Electronic Government Procurement (e-GP) System by typing the URL [www.egp.gov.bt](http://www.egp.gov.bt)



The screenshot shows the homepage of the Electronic Government Procurement (e-GP) System. At the top, there is a header with the Royal Government of Bhutan logo and text in Dzongkha and English: "Royal Government of Bhutan, Ministry of Finance" and "Government Procurement & Property Management Division, Department of National Properties". A language dropdown menu is set to "English". Below the header is a navigation bar with links: Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. A search bar is located below the navigation bar. The main content area is titled "About Electronic Government Procurement System" and contains a paragraph describing the system. Below this are three columns: "News and Advertisements", "Circular", and "Amendment". The "News and Advertisements" column lists several items, including "Refresher procurement training, Paro Dzongkhag Administration - Important", "Presentation on the procurement system of Bhutan, National Council - Important", "electronic Government Procurement (e-GP) System", "UAT Testing - Important", "e-GP training for registered bidders starts as soon as possible", "Financial Institution can play vital role in advancing e-GP - Important", "e-GP Logo - Important", "Central procurement HDPE pipes", "Request for proposal for the development of Electronic Government Procurement (e-GP) system", and "TOR for Market Research for Electronic Government Procurement (e-GP)". The "Circular" column lists "Announcement 06/03/2017", "Transfer Notification 06/03/2017", "Test Circular 26/01/2017", "e-GP Logo Notification 02/03/2017", "Government order to use of local bricks 02/03/2017", and "Merging of PPPD and GPPMD 06/03/2017". The "Amendment" column lists "Amendment 11 02/03/2017", "Amendment 10 02/03/2017", "Amendment 9 02/03/2017", and "Amendment 8 02/03/2017". On the right side, there is a sidebar with a "User Login" section, a "Bidder Registration" button, and a "Help" section with links to "User Registration Manual", "Frequently Asked Questions (FAQ)", "Downloads", "Resources", and "External Links".

Fig1.1: Homepage of Electronic Government Procurement (e-GP) System

- 1.2. Click the “**Bidder Registration**” (Fig 1.1) link to open a new page of ‘**Bidder Registration - Login Account Details**’. (Fig 1.2)

### 1.3. Fill-up all mandatory information of Bidder Registration page. (Fig 1.2)

**Bidder Registration - Login Account Details**

*Bidders to register in English only.  
Fields marked with (\*) are mandatory.*

**Email: \***   
*E-mail ID should be valid. Example: abcd@wxyz.com)*  
OK

**Password: \***   
*Passwords must have minimum eight (8) characters in length and must contain alphanumeric characters.  
Special characters may be added.*

**Confirm Password: \***   
Password Matches




**Hint Question: \***

**Hint Answer: \***   
*Please remember the answer of the Hint Questions. This is Mandatory during Change Password phase only,  
until SMS alert is active*

**Nationality: \***

**Registration Type: \***   
*Please select correct Registration Type*

**Country of Business: \***

**Verification Code: \***   
*If you cannot read the text, you may get new Verification Code by clicking .*  
*and if you want to hear the Verification Code, please click .*  
OK

**Terms and Conditions: \*** **Terms and Conditions for e-GP System User Agreement**  
 Electronic Government Procurement (e-GP) system (i.e. <https://www.egp.gov.bt/>) of the Royal Government of Bhutan is developed, owned and operated by Government Procurement and Property Management Division(GPPMD), Ministry of Finance, Royal Government of Bhutan (RGOB) for carrying out the procurement activities of the Procuring Agencies of the RGOB.  
 GPPMD of the RGoB also runs a training server (<http://egptraining.egp.gov.bt/>) to allow the users to try and learn by themselves all the functionalities of e-GP system through an online mock-up of real transactional e-GP system. Users may try all activities, which is available in real transaction system. None of the activities done in training servers will be taken as real transactions.  
 For carrying out the real procurement transactions, users must use the e-GP system at <https://www.egp.gov.bt/>.  
☒ I have read, understood and accepted the Terms and Conditions

Fig 1.2: Bidder Registration

- a. Enter **Unique e-mail ID**. This e-mail ID is the User-ID (Login-ID) for the Bidder on the e-GP system. **(Please note that the verification code is sent to this e-mail ID only).**
  - **Tooltip Information:** Bidder Registration Instruction: ensure valid e-mail ID is used to register or log In. Password must have minimum eight (8) characters in length and must contain alphanumeric characters. Special characters may be added. The email should be registered in the Bidder's name, which is only used by the Bidder. All e-mail alerts are sent by e-GP System to this e-mail ID only. Example: abcd@wxyz.com (Fig 1.2.1)

**Bidder Registration - Login Account Details**

---

**Email: \***

*E-mail ID should be valid. Example OK*

**Password : \***

*Passwords must have minimum eig Special characters may be added.*

Bidder Registration Instruction, please ensure valid e-mail ID is used to Register or Log In.

Passwords must have minimum eight (8) characters in length and must contain alphanumeric characters. Special characters may be added.

The email should be registered in the Bidders name, which is only used by the Bidder.

All e-mail alerts will be sent by GPPMD Office of Electronic Government Procurement (e-GP) System to this e-mail ID only. Example: abcd@wxyz.com

Fig 1.2.1: Tooltip for Email

- b. Enter the **Password**.

**Email: \***

*E-mail ID should be valid. Example: abcd@wxyz.com) OK*

**Password : \***

*Passwords must have minimum eig Special characters may be added.*

Passwords must have minimum eight (8) characters in length and must contain alphanumeric characters. Special characters may be added.

Fig 1.2.1: Tooltip for Password

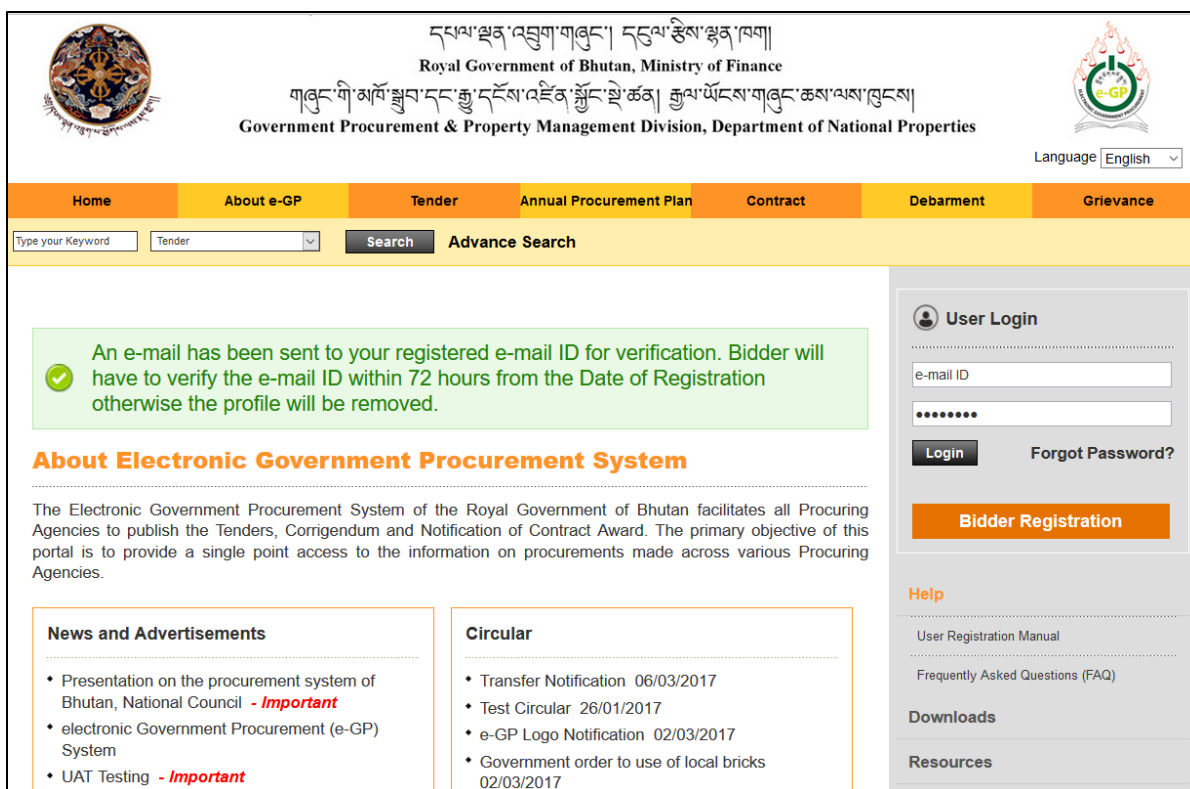
Re-enter the same password and confirm the Password which has been entered above to make sure that you have entered the same password.

- c. Select the Hint Question from the drop-down list or select **"Create your own Question"** if you want to create your own Hint Question. **(Hint Question is used to reset the password, if the Bidder has forgotten the password.)**



Enter the **Hint Answer** to the Question selected or created.

- d. Select the **Nationality** from the drop-down list. *(Please note that only one country can be selected.)*
- e. Select the Registration type from the drop-down list from the following options:
- f. **Bidder/Consultant**, if the Bidder is a Contractor or a Consultant or registered as the Individual proprietor;
- g. **Individual Consultant**, if the Bidder is a Consultant working independently;
- h. Select the **Country of Business**.
- i. Enter the **Verification Code** which is generated on the screen in the given box. Captcha code is a garbled graphical text used to prevent from unsolicited automated registration on e-GP System.  
  
If the Captcha text is not readable, click “**Refresh**” button. This generates a new text. The Bidder can enter this text & proceed further.
- j. Read the **Terms and Conditions** to proceed further and click the check box containing the text “***I have read, understood and accepted the Terms & Conditions***”.
- k. For editing click the “**Reset**” button if required. Then click the ‘**Submit**’ button.



The screenshot shows the e-GP portal interface. At the top, there is a header with the Royal Government of Bhutan logo, the Ministry of Finance name in Dzongkha and English, and the Government Procurement & Property Management Division. A language dropdown menu is set to 'English'. Below the header is a navigation bar with links: Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. A search bar is present with a 'Search' button and an 'Advance Search' link. A green notification box states: 'An e-mail has been sent to your registered e-mail ID for verification. Bidder will have to verify the e-mail ID within 72 hours from the Date of Registration otherwise the profile will be removed.' Below this is a section titled 'About Electronic Government Procurement System' with a paragraph explaining the system's purpose. To the right is a 'User Login' section with fields for 'e-mail ID' and password, and buttons for 'Login' and 'Forgot Password?'. Below the login section is a 'Bidder Registration' button. At the bottom, there are two columns: 'News and Advertisements' listing recent updates and 'Circular' listing official notices. A 'Help' section on the right includes links to the 'User Registration Manual' and 'Frequently Asked Questions (FAQ)'. Below that are 'Downloads' and 'Resources' sections.

Fig 1.3: Send Verification Code

- 1.4. After submission, email verification code is sent to the Bidder's email ID( Fig. 1.3) Go go inbox and click on the link of ***"Email Verification" provided in the email which will display email verification page ( Fig 1.4 (A))***. The verification code shall be used within 72 hours from registration time, after which the account created will be removed automatically by the system.
- 1.5. Enter email ID, password and verification code received in the email and click ***"Submit"*** button. (Fig 1.4 (A)). Then click on "Proceed to Profile Submission. (Fig. 1.4 (B))



## Email Verification

**Fields marked with (\*) are mandatory.**

**e-mail ID :** \*

**Password :** \*

**Verification Code :** \*

**Submit**

Fig 1.4 (A): Email Verification

## Email Verification

Dear User,

Your e-mail ID has been successfully verified.

**Proceed To Profile Submission**

**No Thanks. I will register later on**

Fig 1.4 (B): Email Verification

## 2. Company's Detail Information

2.1. After e-mail ID verification, provide the following information of the company.  
(Fig 1.5)

### Bidder Registration - Company Details

[Company Details](#) > [Company Contact Person Details](#) > [Supporting Documents](#)

**Bidders to register in English only.  
Fields marked with (\*) are mandatory.**

**Company Name :** \*  OK

**Company's Legal Status :** \*

**Company's Establishment Year :** \*

**Procurement Category :** \* Instruction

☒ Goods    ☒ Works    ☐ Services

Classification of Contractor	
<input checked="" type="checkbox"/> Large :	<input checked="" type="checkbox"/> W1 <input checked="" type="checkbox"/> W2 <input checked="" type="checkbox"/> W3 <input checked="" type="checkbox"/> W4
<input checked="" type="checkbox"/> Medium :	<input checked="" type="checkbox"/> W1 <input checked="" type="checkbox"/> W2 <input checked="" type="checkbox"/> W3 <input checked="" type="checkbox"/> W4
<input checked="" type="checkbox"/> Small :	<input checked="" type="checkbox"/> W1 <input checked="" type="checkbox"/> W2 <input checked="" type="checkbox"/> W3 <input checked="" type="checkbox"/> W4
<input checked="" type="checkbox"/> Registered	

☐ Consulting

☐ Non-Consulting

**Country of Origin :** \*

**Registered Office Address :** \*

**Country :** \*

**Dzongkhag / District :** \*

**Dungkhag / Sub-district :** \*

**Gewog :**

**City / Town :**

**Postcode :**

**Mobile No. :** \*

**Phone No. :**

**Fax No. :**

Fig 1.5: Company Detail (Continued)

☒ (Check if Registered and Corporate office details are same)

**Corporate / Head office Address :** \* 325, Thimphu

**Country :** \* Bhutan

**Dzongkhag / District :** \* Thimphu

**Dungkhag / Sub-district :** --Select Dungkhag--

**Gewog :** Dagala

**City / Town :**

**Postcode :** 3215

**Mobile No. :** \* +975 - 23654178

**Phone No. :** +975 - 02 - 3256471

**Fax No. :** +975 - 02 -

**Notification/ Alert :** ☒ Email ☐ SMS ☐ Both

**Company's Website :** www.housebuilding.com  
(Enter website name without "http://" e.g. pppd.gov.bt)

**Preview** **Save**

Fig 1.5: Company Detail

- a. **Company Name**– Enter the Company Name as mentioned in your Registration Certificate. (Fig 1.5.1)

Company Details > Company Contact Person Details > Supporting

**Company Name :** \* HOUSE BUILDING CO.]

**Company's Legal Status :** \* Select Company Status

**Company's Establishment Year :** \* Year e.g 2000

**Procurement Category :** \* [Instruction](#) ☐ Goods ☐ Works

Classification of Contractor

**Instruction to Bidders:**  
During registration, Bidders need to provide the following information:  
\* Company Name (English - No Abbreviations- All Block Letters)  
\* Documents to be uploaded  
Mandatory Documents: Self Declaration (For Company Owner), Power Of Attorney (For Company's Authorized User), Citizenship Identity Card, Trade License (All), Construction Development Board Certificate (Works only).  
Optional Documents: Company Registration No., Tax Payment No. (TPN), Statutory Certificate No, Others/More  
\* Organization Year of Establishment (YYYY)  
\* Company URL  
\* Name and address of Company Contact Person

**English only. are mandatory.**

Fig 1.5.1: Tooltip Information about Company Name

**Tooltip Information:** during registration, Bidders need to provide the following information: Company Name, Documents to be uploaded- Mandatory Documents: Self Declaration (For Company Owner), Power of Attorney (For Company's Authorized User), Citizenship Identity Card, Trade License (All), Construction Development Board Certificate (Works only). Optional Documents: Company Registration No., Tax Payment No. (TPN), Statutory Certificate No, Others/More- Organization Year of Establishment (YYYY), Company URL, Name and address of Company Contact Person

b. **Company Legal Status** – Select any of the options as applicable from the list (Fig 1.5.2). The options available are as given below:

1. Public Limited Company - If the Bidder's Company is Publicly Registered Company.
2. Private Limited Company - If the Bidder's Company is privately held Company.
3. Sole Proprietorship - If the Bidder's firm is a Proprietorship firm.

**Bidder Registration - Company Details**

Company Details > Company Contact Person Details > Supplier Details

**Company Name :** \* HOUSE BUILDING CO.

**Company's Legal Status :** \* Select Company Status

**Company's Establishment Year :** \* Select Company Status

**Procurement Category :** \* Private Limited Company  
Sole Proprietorship

**Classification :**

☐ Large

☐ Medium : ☐ W1 ☐ W2 ☐ W3 ☐ W4

☐ Small : ☐ W1 ☐ W2 ☐ W3 ☐ W4

☐ Registered

☐ Non-Consulting

**Company Details:**

'Public Limited Company'  
In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Public Limited' viz. Pub Ltd, Public Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Public Limited' only.

'Private Limited Company'  
In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only.

'Sole Proprietorship'  
In case of sole proprietorship concern, the proprietor should apply for E-GP Registration in his/her own name.

**Register in English only. with (\*) are mandatory.**

Fig 1.5.2: Tooltip Information about Company's legal Status

**Tooltip Information:** Company Details: 'Public Limited Company', In case of Company, the name should be provided without any abbreviations. For example, different variations of 'Public Limited' viz. Pub Ltd, Public Ltd, Pvt. Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Public Limited' only. 'Private Limited Company', In case of Company, the name should be provided without any abbreviations. For example,

different variations of 'Private Limited' viz. Pvt. Ltd, Private Ltd, Pvt. Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only. 'Sole Proprietorship', In case of sole proprietorship concern, the proprietor should apply for E-GP Registration in his/her own name.

- c. **Company's Year of Establishment** – Enter the year in YYYY format (e.g. 2011)
- d. **Procurement Category** – If applicable, select multiple Procurement Category during registration by following all processes. (Fig 1.5.3)
  - **Tooltip Information:** During the Registration Process Bidder may apply for Single or Multiple Procurement Categories. However, Bidder may request for additional Procurement Categories at a later date by clicking on “Request for New Procurement Category” from Bidders dashboard. Select Procurement Category: select Goods and complete the Form. Submit Documents as required. For Works, select Classification of Contractors and accordingly select Works categories. Large (w1, w2, w3, w4), Medium (w1, w2, w3, w4), Small (w1, w2, w3, w4) or Registered: if selected the all Large (W2), Medium (W2), Small (W2) are auto selected. User can also select other options under Large, Medium, Small category and Submit Documents as required. For Services select Consulting or Non-consulting.

**Bidder Registration - Company Details**

Company Details > Company Contact Person Details > Supporting Documents

**Company Name :** \*

**Company's Legal Status :** \*

**Company's Establishment Year :** \*

**Procurement Category :** \*  
Instruction

**Country of Origin :** \*

Bidders to register in English only. Fields marked with (\*) are mandatory.

During E-GP Registration Process Bidder can apply for Single or Multiple Procurement Categories. Bidder may register for Multiple Procurement Category during Registration by following all processes. However, Bidder can apply for additional Procurement Categories at a later date by following all processes using the same Email ID

**Select Procurement Category**  
For Goods select **Goods** and complete the Form. Submit Documents as required

For Works select **Works** and select **Classification of Contractors**. Accordingly select Works categories.

Large (w1, w2, w3, w4)  
Medium (w1, w2, w3, w4)  
Small (w1, w2, w3, w4)

or **Registered**: if selected the all Large (W2), Medium (W2), Small (W2) will be auto selected. User can also select other options under Large, Medium, Small category Submit Documents as required

For **Services** select **Consulting** or **Non consulting**

☐ W4

☐ W4

☐ W4

☐ Services

☐ Consulting

☐ Non-Consulting

Fig 1.5.3: Tooltip Information about Procurement Category

- e. **Registered Office Address**– Enter the details as mentioned below:
  - Country – Select from the dropdown box.
  - Dzongkhag/District, Dungkhag /Sub-district, Gewog– Select from the dropdown box.
  - City/Town– Enter as applicable.
  - Post Code – Enter as applicable.
  - Mobile No., Phone & Fax No. – Enter as applicable.
- f. **Corporate/Head Office Address** – If the Corporate Office Address is same as that of Registered Office Address, tick the Check-box to indicate that both the addresses are same. If not, enter the relevant details.
- g. **Notification/ Alert** – Select notification/ alert options – email, SMS or both.
- h. **Company's Website** – Enter company's website address if available (Optional).

2.2. To View and confirm the Company Details, click “**Preview**” button. (Fig1.6)

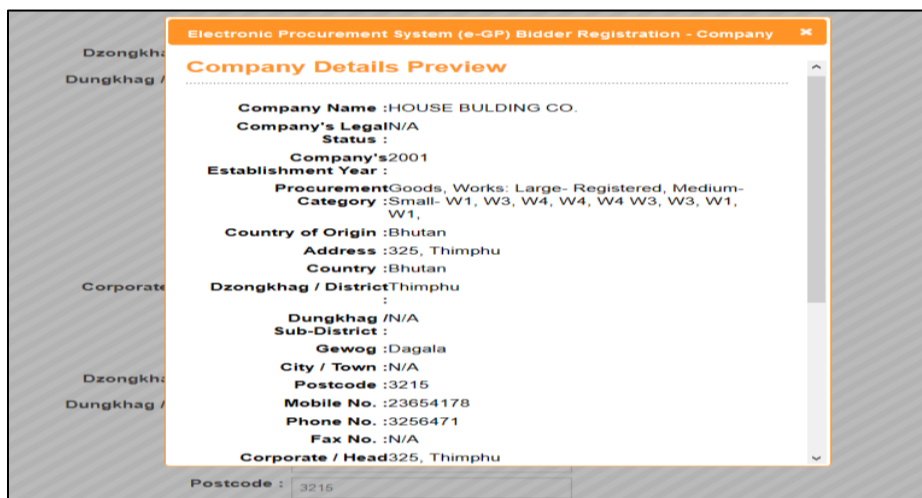


Fig 1.6: Company Detail<sup>1</sup> Preview

- 2.3. Click ‘**Save**’ button. The System will display a page to enter “Company Contact Person Details”.

<sup>1</sup> The option of entering “Company Details” is not available in case the Bidder is an ‘**Individual Consultant**’.

### 3. Company Contact Person Details

Enter the following information of the key employee who will participate and perform the activities on the e-GP system on behalf of the company. (Fig1.7)

- 3.1. User Type, Title, First Name, Middle Name, Last Name, Designation, Department, Address, Country, Dzongkhag/ District, Dungkhag/ Sub-district, Gewog, City/Town, Post Code, Phone No., Fax No., Mobile No, Email Address

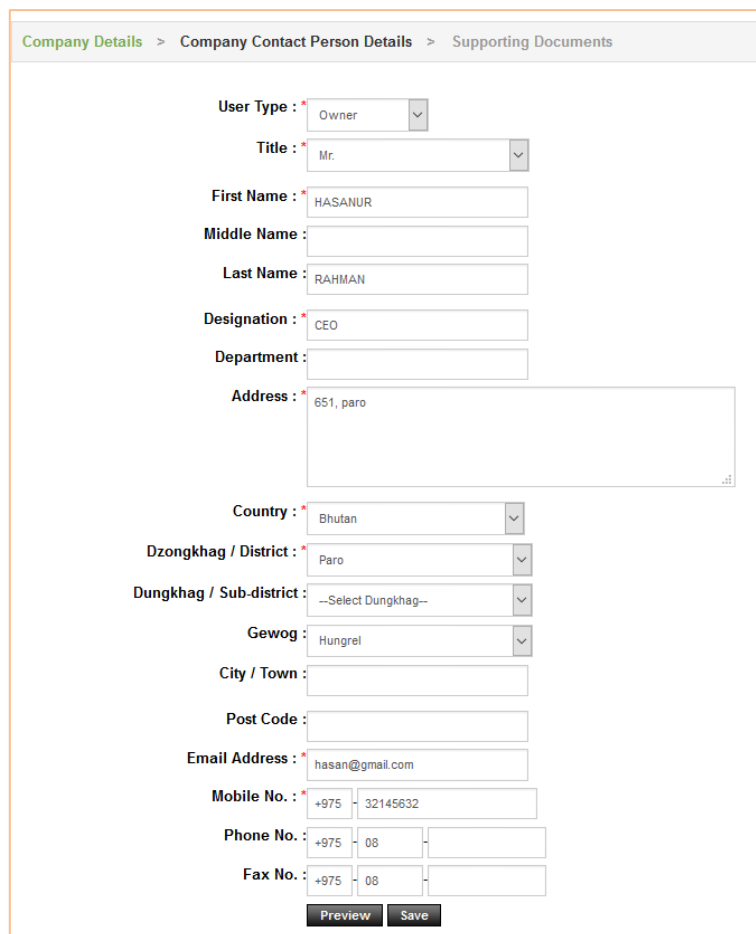


Fig1.7: Company Contact Person Details

- a. **User Type**—Select user type 'Owner' or 'Authorized User' from dropdown list. (Fig 1.7.1)

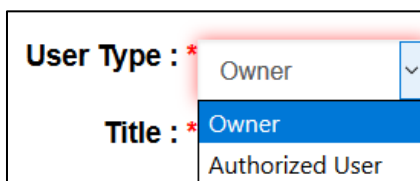
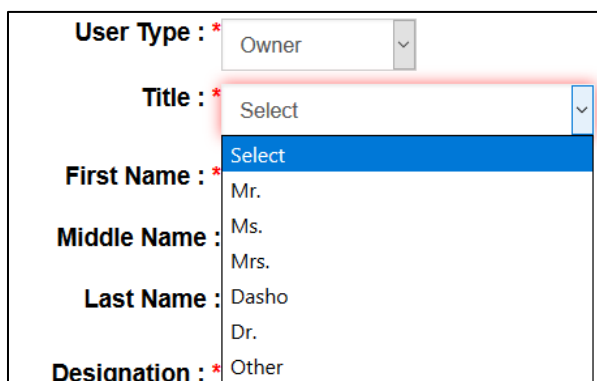


Fig 1.7.1: Select User Type

- b. **Title** – Select title from dropdown list. ( Fig 1.7.2)

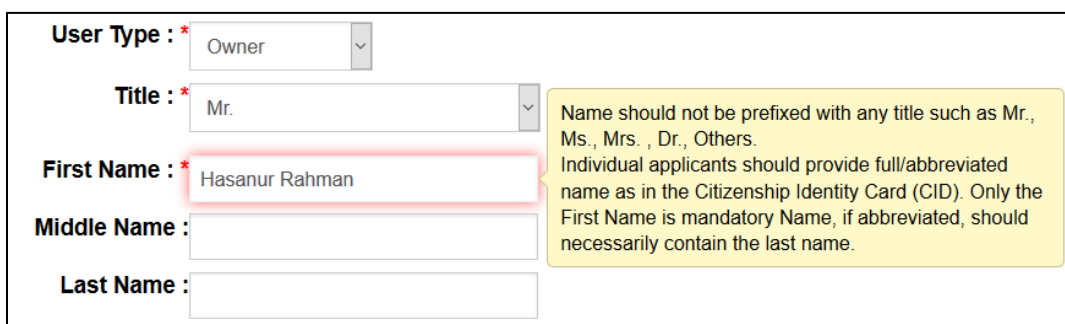


The screenshot shows a registration form with the following fields and options:

- User Type :** \* Owner (dropdown)
- Title :** \* Select (dropdown menu is open showing options: Select, Mr., Ms., Mrs., DASHO, Dr., Other)
- First Name :** \*
- Middle Name :**
- Last Name :**
- Designation :** \* Other

Fig 1.7.2: Select Title

- c. **First Name** – Enter the First Name as mentioned in Citizenship Identity Card. (Fig 1.7.3)



The screenshot shows the registration form with the following fields and a tooltip:

- User Type :** \* Owner (dropdown)
- Title :** \* Mr. (dropdown)
- First Name :** \* Hasanur Rahman (highlighted with a red box)
- Middle Name :**
- Last Name :**

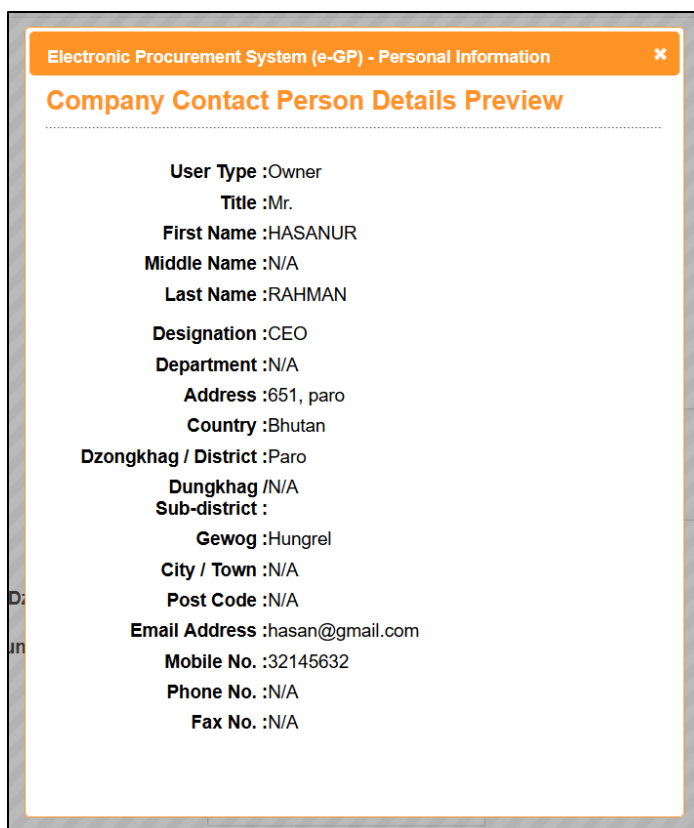
**Tooltip:** Name should not be prefixed with any title such as Mr., Ms., Mrs., Dr., Others. Individual applicants should provide full/abbreviated name as in the Citizenship Identity Card (CID). Only the First Name is mandatory Name, if abbreviated, should necessarily contain the last name.

Fig 1.7.3: Tooltip Information about Company Contact Person's First name

- d. Enter other relevant information - Middle Name, Last Name, Designation, Department, Address, Country, Dzongkhag/District, Dungkhag/Sub-district, Gewog, City/Town, Post Code, Phone No., Fax No., Mobile No, Email Address

- 3.2. Click "Preview" button to view and confirm Company Contact Person Details. (Fig 1.8)



The screenshot shows a web application window titled 'Electronic Procurement System (e-GP) - Personal Information'. Inside, there is a section titled 'Company Contact Person Details Preview'. The details are as follows:

User Type	:Owner
Title	:Mr.
First Name	:HASANUR
Middle Name	:N/A
Last Name	:RAHMAN
Designation	:CEO
Department	:N/A
Address	:651, paro
Country	:Bhutan
Dzongkhag / District	:Paro
Dungkhag	:N/A
Sub-district	:
Gewog	:Hungrel
City / Town	:N/A
Post Code	:N/A
Email Address	:hasan@gmail.com
Mobile No.	:32145632
Phone No.	:N/A
Fax No.	:N/A

Fig 1.8: Company Contact Person Details Preview

- 3.3. Click **“Save”** button. Then the system will display a page to upload supporting documents. (Fig.1.9)

## 4. Supporting Documents

Bidder shall upload all the supporting documents required as per the Registration Type opted to complete the registration process.

- 4.1. Upload mandatory documents of Company by selecting 'Document Type' from the dropdown list and browse the file from Bidder's computer, ('Document Ref. No.' is not mandatory) and then click on '**Upload**' button.

### Bidder Registration - Supporting Documents

[Company Details](#) > [Company Contact Person Details](#) > [Supporting Documents](#)

Fields marked with (\*) are mandatory.

#### List of Documents

Mandatory Documents	Optional Documents
Self Declaration * (For Company Owner)	Company Registration No
Citizenship Identity Card * (For Company Contact Person)	Tax Payment No. (TPN)
Power Of Attorney* (For Company's Authorized User)	Statutory Certificate No
Trade License* (For Goods, Works and Service)	Others/More
Construction Development Board (CDB) Registration Certificate* (For Works Only)	

Document Type : Self Declaration

All documents listed above are mandatory except ones labeled as "(If applicable)". "If applicable" indicates optional document.

Document Ref No : SD

Select Document : Browse... SD1.doc

Acceptable File Types  
(bmp, doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt)

Maximum file size of single file should not exceed 2MB.

**Upload**

Fig 1.10: Supporting Document









- 4.2. After uploading all mandatory supporting documents, click on the button "**Click here to proceed for final profile submission.**" (Fig 1.11).

### Uploaded Documents

Total Documents Uploaded: **4**

Mandatory Document Upload Status: Total: **4** | **Uploaded: 4** | **Pending: 0**

Submit button for final submission will appear automatically once all the mandatory documents are uploaded.



Sl. No.	Document Name	Document Description	File Size (In KB)	Action
1	SD1.doc	Self Declaration	32.87	 
2	TRADE.doc	Trade License	32.87	 
3	CID.doc	Citizenship Identity Card	32.87	 
4	CDB1.doc	Construction Development Board (CDB) Registration Certificate	32.87	 

**Click here to proceed for final profile submission**

Fig 1.11: Upload Documents

- 4.3. The System will display a final message before submitting the bidder's profile. Then for final submission, click on **"Click here for final submission"** (Fig 1.12).

**Bidder Registration - Final Submission**




Dear Mr. HASANUR ,

Please note that once you complete final submission of your profile, it will be sent to e-GP Admin for verification. Once the final submission of a profile is completed, modification in profile won't be allowed.

[Click here for Final Submission](#)

Fig 1.12: Final Submission

- 4.4. The system will display a message of acknowledgement to the bidder for completing the registration process successfully. (Fig. 1.13)



Thank you for Registering on Electronic Government Procurement (e-GP) System, Royal Government of Bhutan.  
Your Registration details will be verified by the GPPMD Office. On approval or rejection of your profile, you will be notified by e-mail / SMS Alert.

**Address of Government Procurement and Property Management Division(GPPMD) Office**

Government Procurement and Property Management Division (GPPMD)  
Ministry of Finance,  
Royal Government of Bhutan  
Box 116  
Thimphu, Bhutan  
Bhutan

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Fig. 1.13: Submission Notification



**\*Note:**

- *Once the registration process is completed, the data is updated in the e-GP system. The Content Admin of e-GP System shall verify the details submitted to approve / return for modification. In either case, the Bidder receives an automated email about approval or modification.*
- *If approved, the Bidder/consultant shall have an access to the e-GP system and can use the system for tendering purposes. Otherwise, Bidder will get “Return for Modification” mail. The Bidder shall have to update their information and supporting documents and follow the procedure of Final Submission same as described in Step 11.*