

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.**

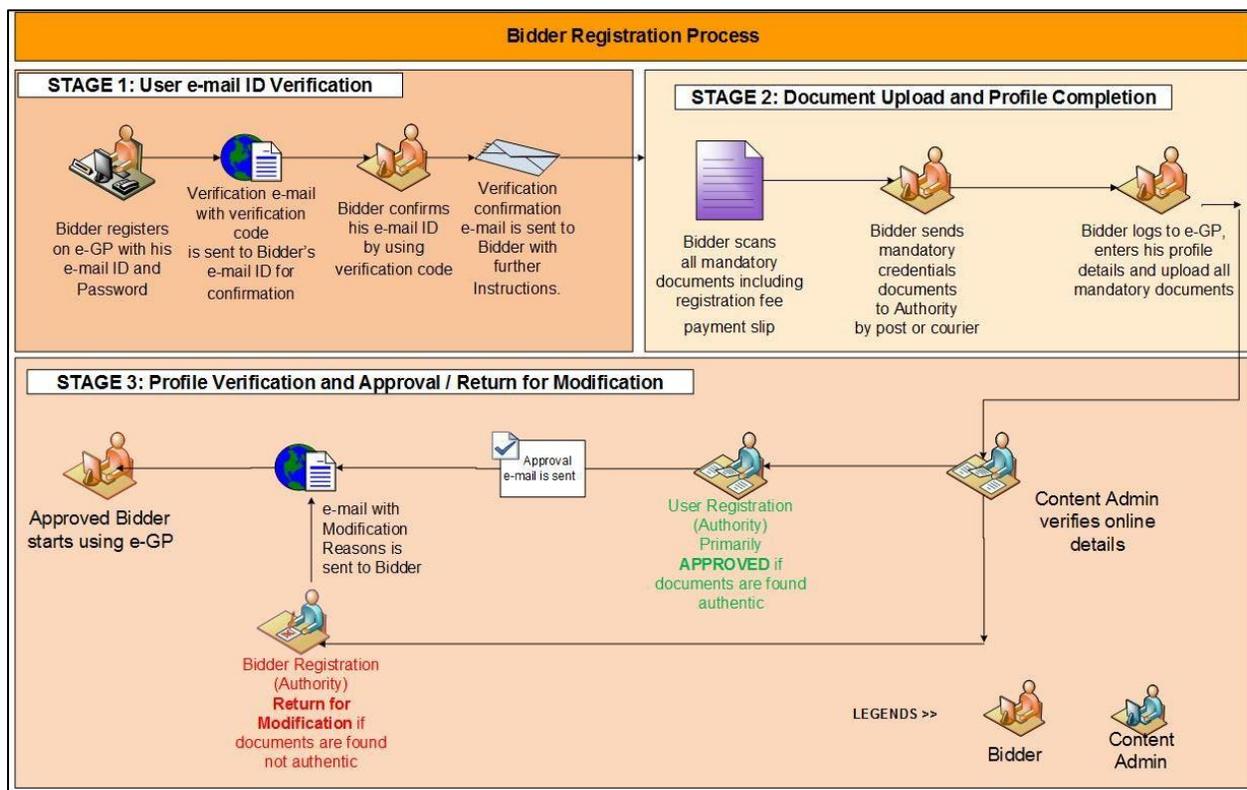




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1. Bidders Registration Process

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

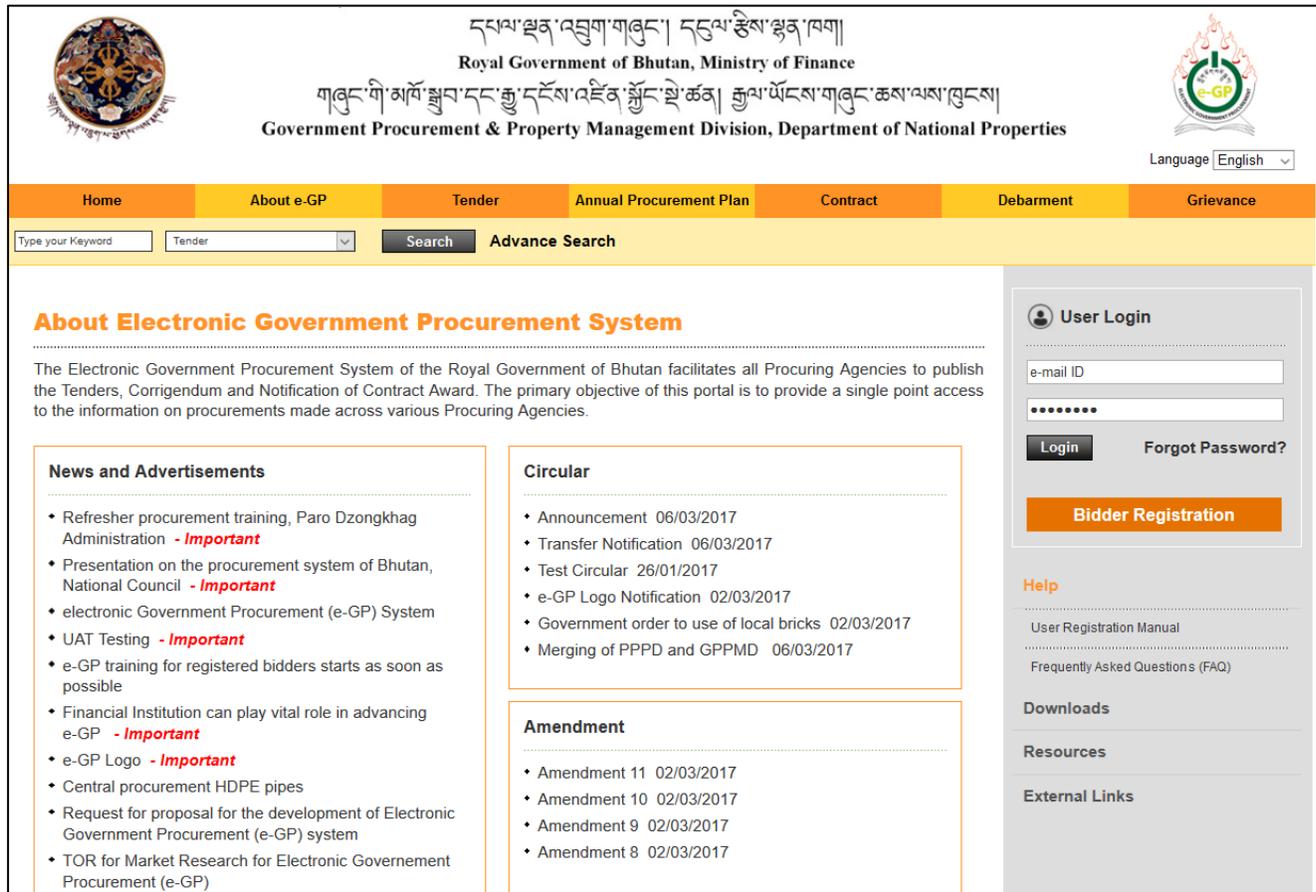


Fig1.1: Homepage of Electronic Government Procurement (e-GP) System

- 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 : *
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan

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.

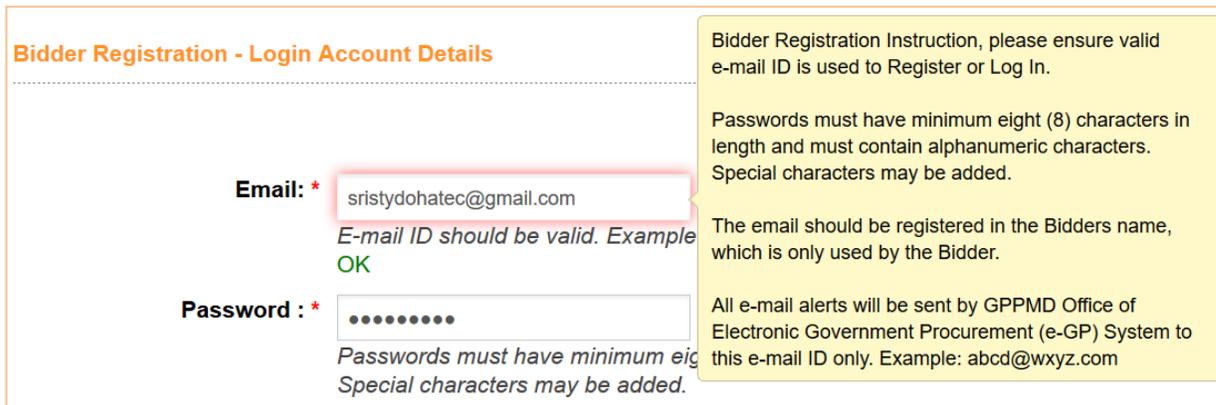
For carrying out the real procurement transactions, users must use the e-GP system at <https://www.egp.gov.bt/>.

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

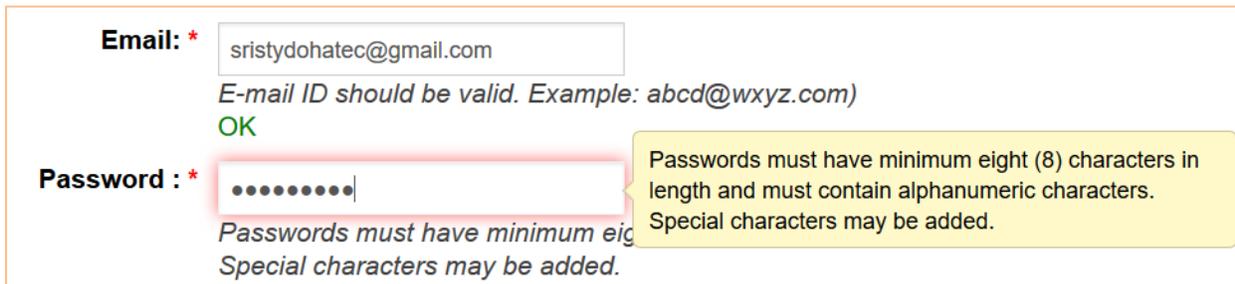
Email: *
E-mail ID should be valid. Example OK

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

Tooltip: 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 eight (8) characters in length and must contain alphanumeric characters. Special characters may be added.

Tooltip: 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.

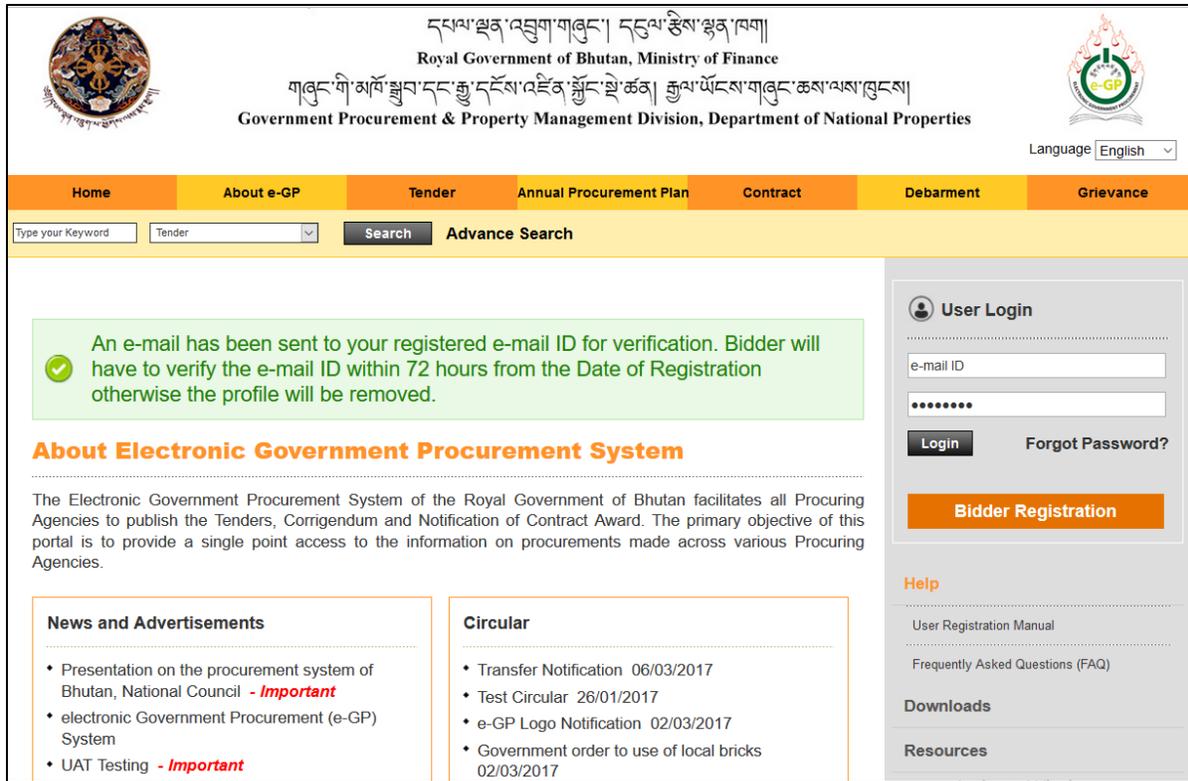


Fig 1.3: Send Verification Code

- 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

<p>Classification of Contractor</p> <p><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</p> <p><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</p> <p><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</p> <p><input checked="" type="checkbox"/> Registered</p>	<p><input type="checkbox"/> Consulting</p> <p><input type="checkbox"/> Non-Consulting</p>
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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)

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

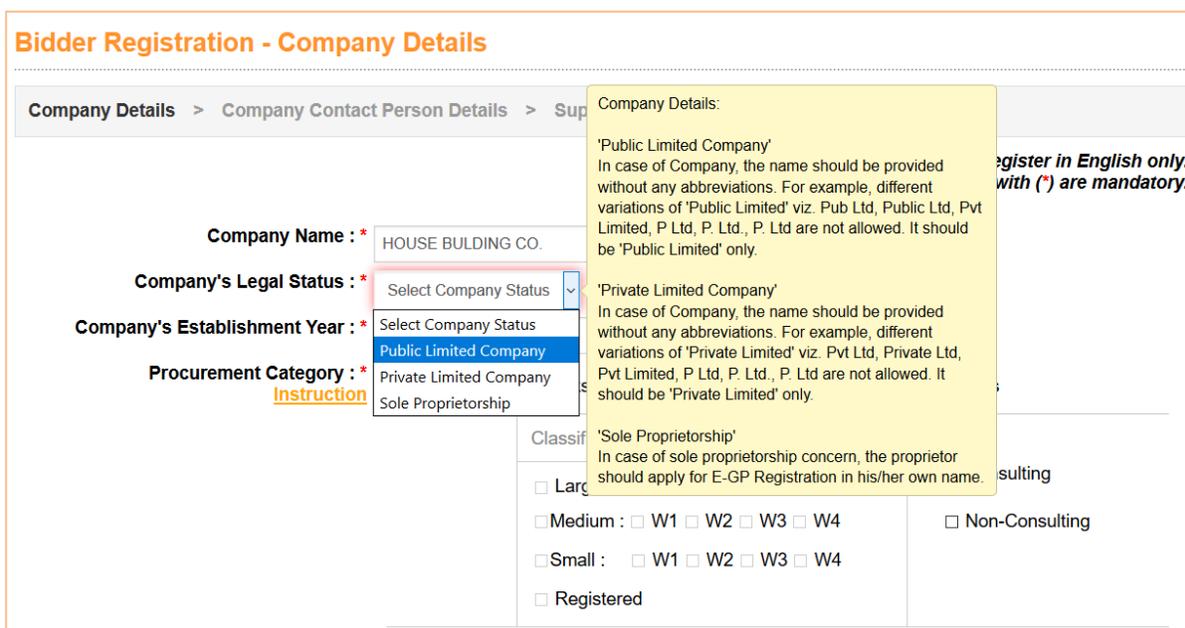
Instruction to Bidders:
 During registration, Bidders need to provide the following information:
 * Company Name (English - No Abbreviations- All Block Letters)
 * Documents to be uploaded
 Mandatory Documents: Self Declaration (For Company Owner), Power Of Attorney (For Company's Authorized User), Citizenship 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 > Sup

Company Name : * HOUSE BUILDING CO.

Company's Legal Status : * Select Company Status

Company's Establishment Year : * Select Company Status

Procurement Category : * Private Limited Company

[Instruction](#)

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

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

<p>Company Name : *</p> <p>Company's Legal Status : *</p> <p>Company's Establishment Year : *</p> <p>Procurement Category : * Instruction</p> <p>Country of Origin : *</p>	<p>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</p> <p>Select Procurement Category For Goods select Goods and complete the Form. Submit Documents as required</p> <p>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)</p> <p>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</p>	<p><input type="checkbox"/> Services</p> <hr/> <p><input type="checkbox"/> Consulting</p> <p><input type="checkbox"/> Non-Consulting</p>
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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)

Electronic Procurement System (e-GP) Bidder Registration - Company

Company Details Preview

Company Name :HOUSE BULDING CO.
Company's Legal Status :N/A
Establishment Year :2001
Procurement Category :Goods, Works: Large- Registered, Medium- Small- W1, W3, W4, W4 W3, W3, W1, W1,
Country of Origin :Bhutan
Address :325, Thimphu
Country :Bhutan
Dzongkhag / District:Thimphu
Sub-District :N/A
Gewog :Dagala
City / Town :N/A
Postcode :3215
Mobile No. :23654178
Phone No. :3256471
Fax No. :N/A
Corporate / Head Office:325, Thimphu

Postcode : 3215

Fig 1.6: Company Detail¹ Preview

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

¹ 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

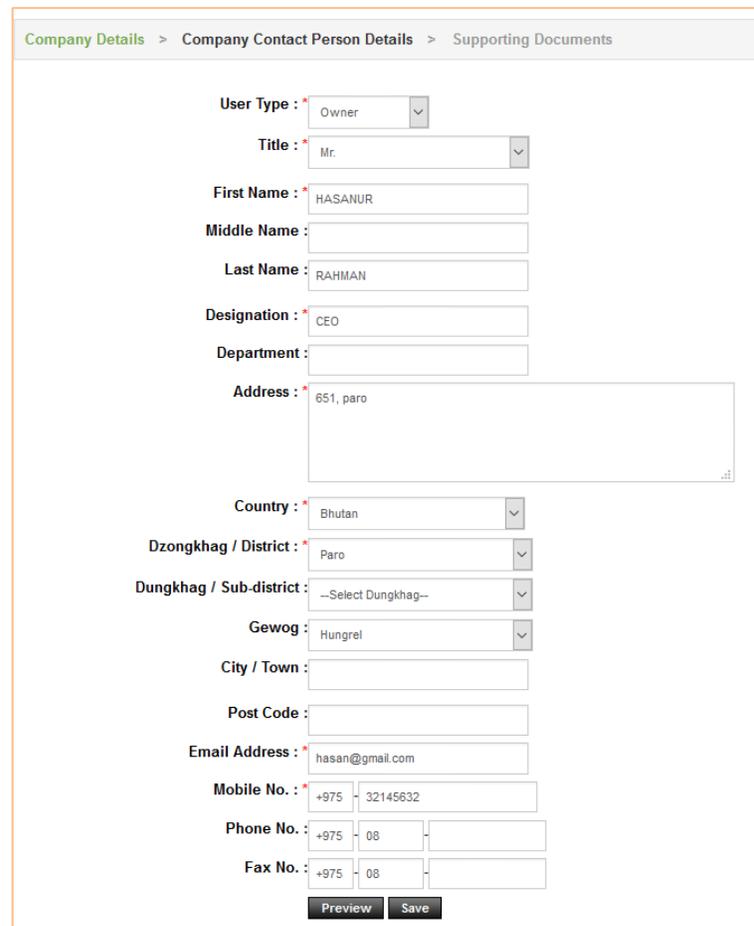


Fig1.7: Company Contact Person Details

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

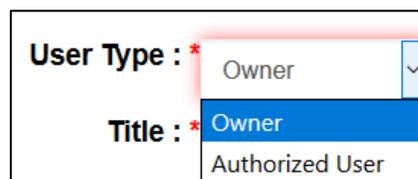


Fig 1.7.1: Select User Type

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

The screenshot shows a form with the following fields and values:

- 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 a form with the following fields and values:

- User Type :** * Owner (dropdown)
- Title :** * Mr. (dropdown)
- First Name :** * Hasanur Rahman
- 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)

Electronic Procurement System (e-GP) - Personal Information

Company Contact Person Details Preview

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
Dungkhaag /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 : *

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

Document Ref No :

Select Document : *

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.

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

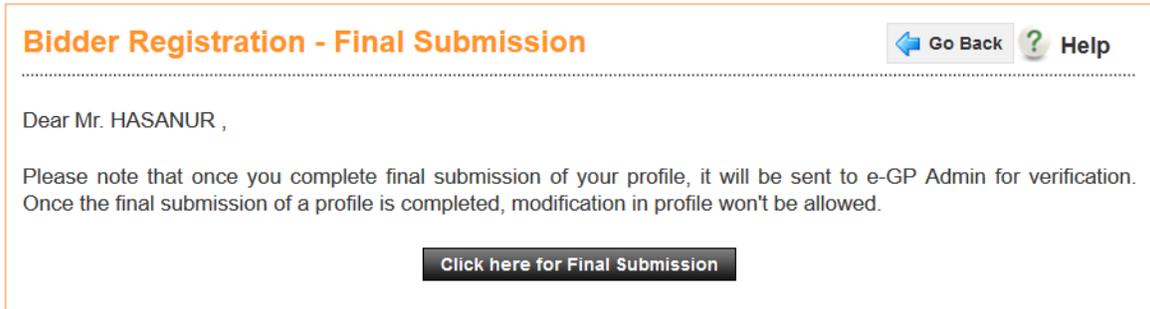
Mandatory Document Upload Status: Total: 4 | Uploaded: 4 | Pending: 0

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	

Fig 1.11: Upload Documents

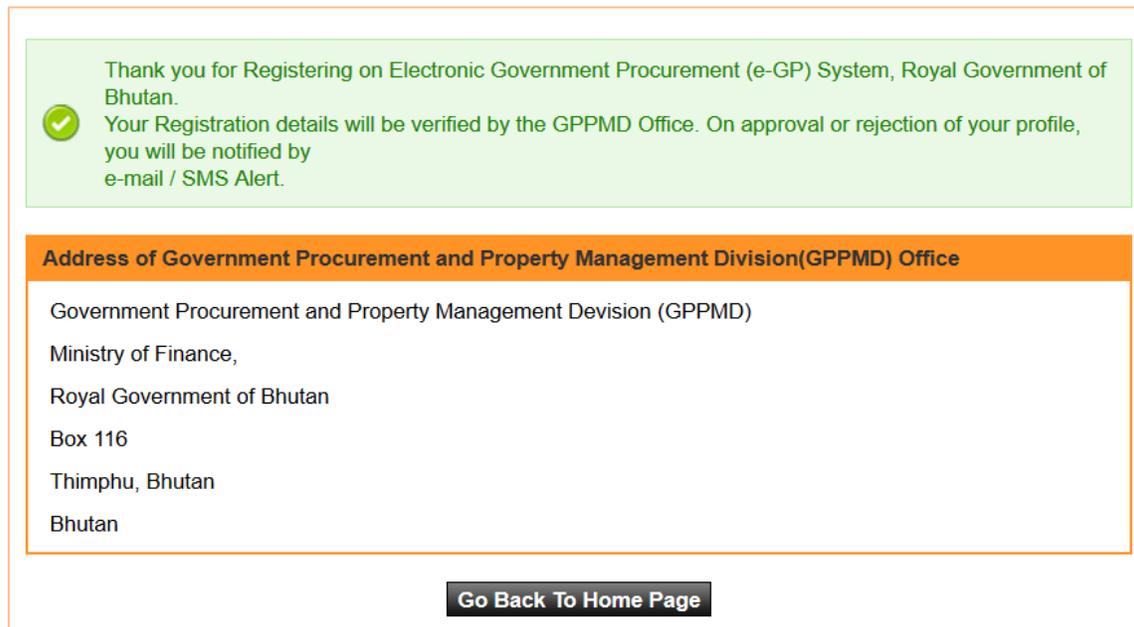
- 4.3. The System will display a final message before submitting the bidder’s profile. Then for final submission, click on **“Click here for final submission”** (Fig 1.12).



The screenshot shows a web page titled "Bidder Registration - Final Submission". At the top right, there are two buttons: "Go Back" with a left arrow icon and "Help" with a question mark icon. The main content area starts with "Dear Mr. HASANUR ,". Below this, a paragraph states: "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." At the bottom center, there is a dark button with the text "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)



The screenshot shows a confirmation message in a green box: "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." Below this is a section titled "Address of Government Procurement and Property Management Division(GPPMD) Office" with the following text: "Government Procurement and Property Management Devision (GPPMD), Ministry of Finance, Royal Government of Bhutan, Box 116, Thimphu, Bhutan, Bhutan". At the bottom center, there is a dark button with the text "Go Back To Home Page".

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.*