

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



## **Bidder Tendering Manual**



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**List of Abbreviations & Acronyms**

e-GP	Electronic Government Procurement
AA	Approving Authority
APP	Annual Procurement Plan
GPPMD	Government Procurement and Property Management Division
BoD	Board of Directors
BoQ	Bill of Quantities
DCS	Design Contest Selection
DD	Demand Draft
Doc.	Document
DPM	Direct Procurement Method
EOI	Expression of Interest
RGoB	Royal Government of Bhutan
HOPA	Head of Procuring Agency
ICB	International Competitive Bidding
ID	Identification
IFB	Invitations For Bid
IMED	Implementation Monitoring and Evaluation Division
JVCA	Joint Venture for Consortium or Association
JV	Joint Venture
LCS	Least Cost Selection
LTM	Limited Tendering Method
NCB	National Competitive Bidding
NOA	Notification of Award
OTM	Open Tendering Method

OSTETM	One Stage Two Envelope Tendering Method
PDF	Portable Document Format
PA	Procuring Agency
PEC	Proposal Evaluation Committee
PER	Proposal Evaluation Report
PM	Project Manager
POS	Proposal Opening Sheet
PQ	Pre Qualification
QCBS	Quality and Cost Based selection
REOI	Request for Expression of Interest
RFA	Request For Application
RFP	Request for Proposal
RFQ	Request for Quotation
SBCQ	Selection based on Consultant's Qualification
SBD	Standard Bidding Document
SSS	Single Source Selection
TEC	Tender Evaluation Committee
TER	Tender Evaluation Report
TSTM	Two-stage Tendering Method
TOC	Tender Opening Committee
BOR	Bid Opening Report
BOS	Bid Opening Sheet
URL	Universal Resource Locator

## 1. Electronic Government Procurement (e-GP) System

Under **Chapter VIII of the Procurement Rules and Regulations 2009**, the GPPMD is mandated with the responsibility of setting up the website and development of advanced electronic procurement system. The e-GP project is led by Government Procurement and Property Management Division (GPPMD), Department of National Properties (DNP).

The e-GP system is a web-based system which encompasses the total procurement lifecycle and records all the procurement activities. The primary objective of this system is to maintain complete and up-to-date Public Procurement activities of all procuring agencies and to provide bidders with a single point access to information on procurement opportunities of various Procuring Agencies. The e-GP system shall be used for carrying out Public Procurement with efficiency, transparency and to secure value for money. The system shall bring about reduction in fraud and corruption and enhance transparency. The system will handle both simple as well as complex scenarios in consistent manner.

The system shall provide the Royal Government of Bhutan's procurement requirements and practices of a large number of Procuring Agencies. The system can be configured to suit the needs of every organization with proper integrations with other system without significant customization. The e-GP system of Royal Government of Bhutan shall facilitate all the Procuring Agencies to publish Tenders, Corrigendum and Award of Contract details.

### 1.1. Electronic Government Procurement (e-GP) Home Page

Electronic Government Procurement (e-GP) system is web based application and accessible from any browser and the URL is [www.egp.gov.bt](http://www.egp.gov.bt). The e-GP Home page provides login access for Procuring Agency users, other Government users and Bidders. All e-GP related information shall be available on the Homepage.

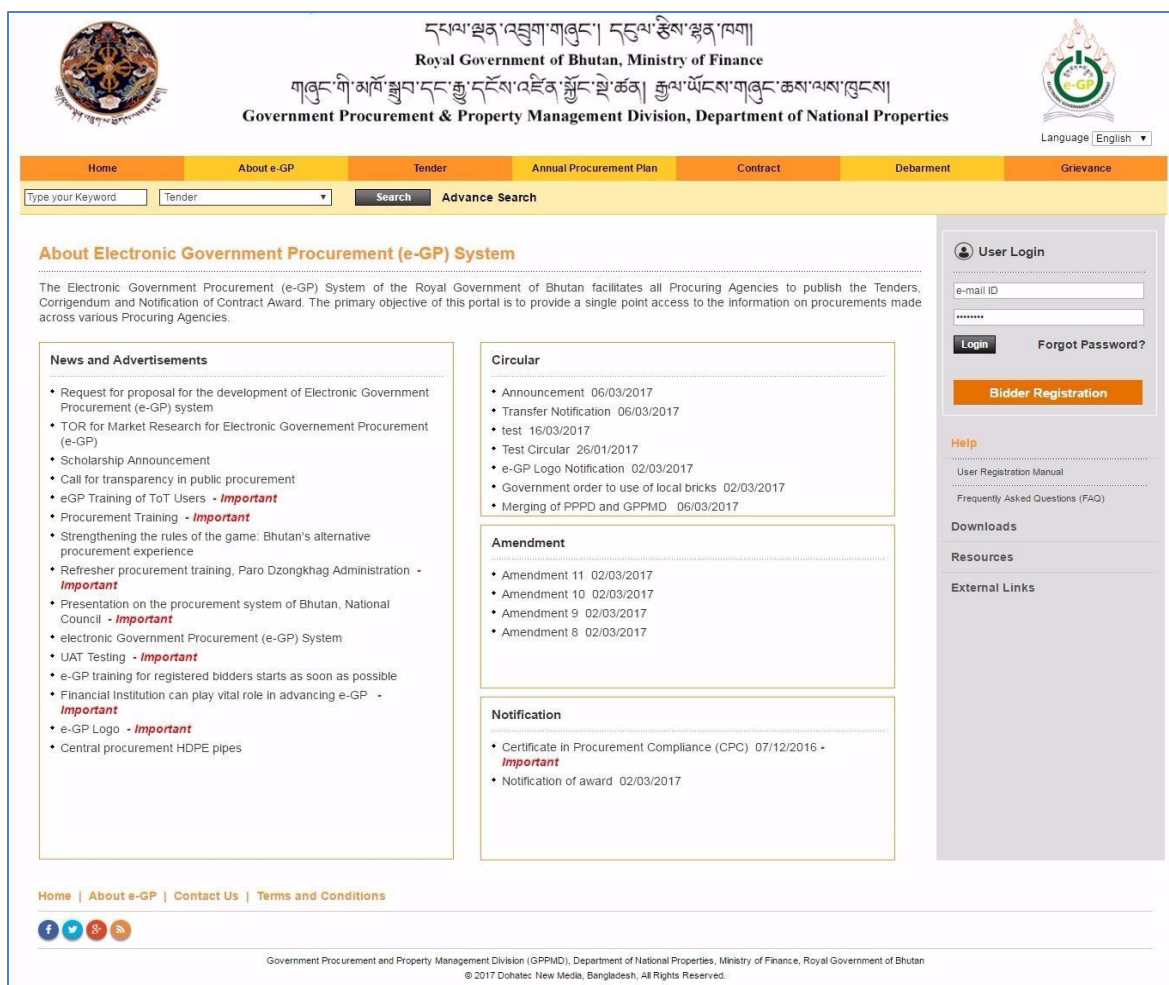


Fig: 1.1

The Home Page of the e-GP system consists of the following common functionality for all its end-users:

## 1.2. General information

### a. About Electronic Government Procurement (e-GP) System

This section describes about the Electronic Government Procurement (e-GP) System.

#### i. News and Advertisements

The News and Advertisements Section shall display the latest News and Advertisements related to public procurement issued by the RGoB, Procuring agencies and development partners. Important news shall be tagged with “*Important*” keyword and displayed so that it comes into immediate notice to the target users.

ii. **Circulars**

The Circular Section shall display the latest Circulars related to public procurement.

iii. **Amendment**

The Amendment Section shall display the latest Amendment related to public procurement.

iv. **Notifications**

The Notifications Section shall display the latest Notifications related to public procurement.

b. **Right Side, which contains the Login Section and other information**

i. **Registration and Login Section**

The user registration & login Section shall have links for “Bidder Registration”, “Login” and “Forgot password” which shall direct the users to the respective page.

ii. **Help Section**

This section shall contain User Manuals under which guide/help manual for procuring agencies and bidders for using e-GP system shall be available.

This Section shall also contain Frequently Asked Questions (FAQ) which shall include answers to common questions and problems related to e-GP.

iii. **Downloads**

The Downloads Section shall contain Standard Bidding Documents (SBD), Procurement Rules and Regulations (PRR) and other procurement related documents with download options.

iv. **Resources**

The Resources Section shall contain the below mentioned list of items:

- i. Public Procurement Related Resources
- ii. e-GP Guideline
- iii. Mandatory Registration Documents
- iv. Other related resources

v. **External Links**

This Section shall contain links to other relevant websites.



**c. Functionality at the top of the main page, which are available within all pages of e-GP**

**i. Language**

e-GP System shall provide link to switch between English and Dzongkha languages. Only Menu items are displayed according to the User's language selection in the e-GP System.

**ii. About e-GP**

The About e-GP link provides brief description of e-GP

**iii. Tender**

The Tender Section shall display the list of Tenders with Tender ID, Reference No, Public Status, Procurement Category, Title, Hierarchy Node, Procurement Type, Procurement Method, Publishing Date & Time, Closing Date & Time.

The listed item provides links to open the full details of the Tender Notice.

**iv. Annual Procurement Plans (APP)**

Annual Procurement Plan Section shall display APP based on Budget (Capital Budget, Recurrent Budget, Own Fund) with APP ID, Letter Ref. No., Procurement Category, Project Name, Package No., Package Description, Estimated Cost/Official Cost Estimate.

Provides General Public to search specific Procurement opportunities in different Procuring Agencies on e-GP Home Page

The listed item provides links to open the full details of the APP.

**v. Contract**

Contract section shall display Contracts with Hierarchy Node, Tender ID, Ref No., Title & Advertisement Date, Procuring Agency, Procurement Method, Date of Notification of Award, Contract Awarded to, Value (Million Nu.)

The listed item provides links to open the full details of the Contract.

**vi. Debarment**

The following sub-menu shall be available under this Section:

1. Chairman
2. Debarment Committee
3. Debarment Decisions
4. Debarment List - the list of debarred bidders' information such as Company Name, Dzongkhag/District, Category of the Debarment, Debarred From, Debarred To, Grounds etc.



5. Debarment Rule

vii. **Grievance**

This Section shall provide access to complaints and grievance Information. This section shall contain the following sub-menu:

- i. Complaint Process Flowchart
- ii. Decision
- iii. IRB Members
- iv. Rules and Procedure of IRB

viii. **Search and Advanced Search**

Links for Simple search and Advance Search shall be available on the home page.

Advance Search shall provide a search criteria selection with different options for Tenders, Procurement Plan and Contract.

d. **Functionality at the bottom of the main page which are available within all pages of e-GP**

i. **About e-GP**

The About e-GP link provides brief description of e-GP.

ii. **Contact Us**

This Section shall provide the contact details of GPPMD

iii. **Terms and Conditions**

This Section provides terms and conditions for use of the e-GP system. For details, click on the link.

iv. **e-Learning**

This Section shall contain Interactive Audio-visual, e-GP Guidelines, User Manuals and FAQ.

## 2. e-GP Login and Bidder Dashboard

### 2.1. Bidder Login

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

Click the “**Bidder Registration**” link to open a new page for entering the Login Account Details.

*Please ensure that the valid e-mail ID used to log in is registered in the Bidder's name, which is only used by the Bidder. All e-mail alerts will be sent by e-GP System to this e-mail ID only.*

Once the Bidder/ Consultant is created on **e-GP System**; with Bidder ID and Password, Bidder/ Consultant can start using **e-GP System**.

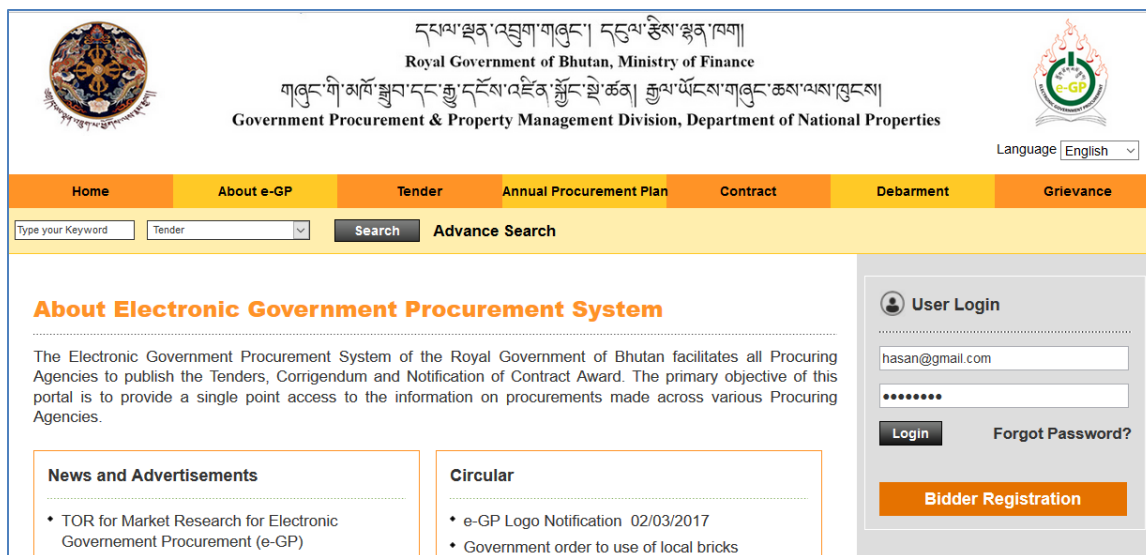
#### a. Bidder Authentication



The screenshot shows the Home Page of the e-GP System. At the top, there is a header with the Royal Government of Bhutan logo, the text "Royal Government of Bhutan, Ministry of Finance" and "Government Procurement & Property Management Division, Department of National Properties", and a language dropdown menu 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 with a "Search" button and an "Advance Search" link. The main content area is divided into two columns. The left column contains a section titled "About Electronic Government Procurement System" with a description of the system's purpose. Below this is a "News and Advertisements" section with a list of items, including "TOR for Market Research for Electronic Government Procurement (e-GP)", "Scholarship Announcement", "Call for transparency in public procurement", "eGP Training of ToT Users - Important", "Procurement Training - Important", and "Strengthening the rules of the game: Bhutan's alternative procurement experience". The right column contains a "Circular" section with a list of items, including "e-GP Logo Notification 02/03/2017", "Government order to use of local bricks 02/03/2017", "Merging of PPPD and GPPMD 06/03/2017", "Announcement 06/03/2017", "Transfer Notification 06/03/2017", and "Test Circular 26/01/2017". On the far right, there is a "User Login" section with a login form containing fields for "Email" (with the example "hasan@gmail.com") and "Password" (with a masked field "\*\*\*\*\*"). Below the login form are buttons for "Login" and "Forgot Password?". Below the login section is a "Bidder Registration" button. At the bottom of the right column, there is a "Help" section with links to "User Registration Manual" and "Frequently Asked Questions (FAQ)", and a "Downloads" section.

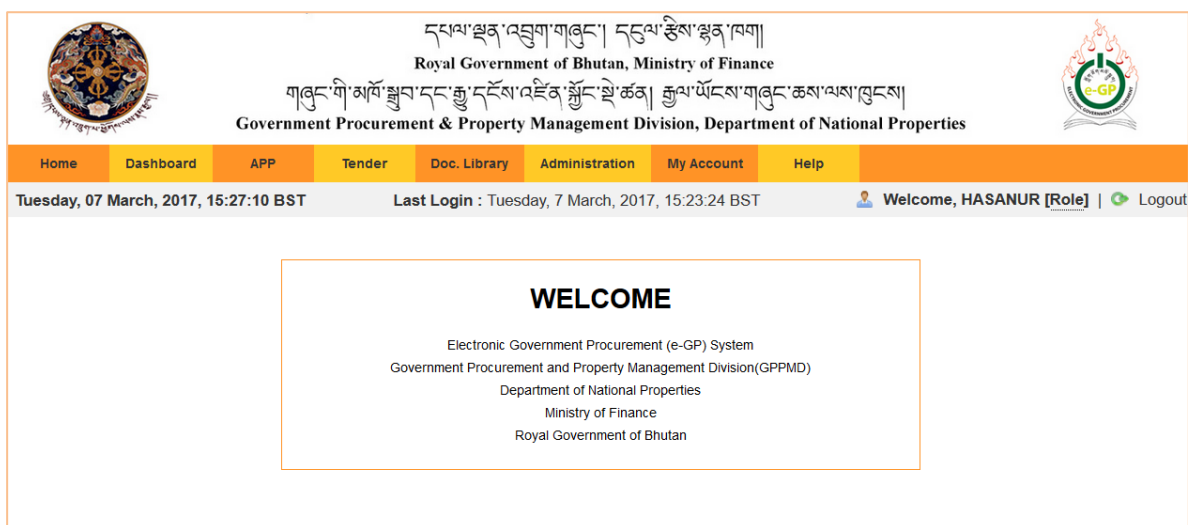
**Fig 2.1:** Login Page

Log into **e-GP System** along with Bidder email ID and Password on the right panel of the Home Page(Fig 2.1)

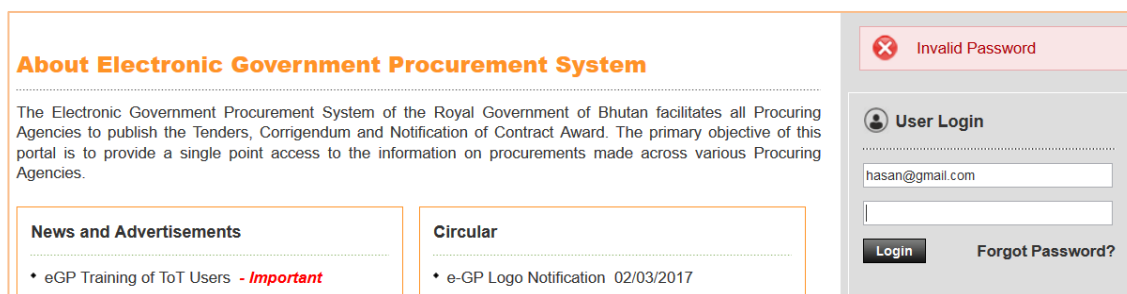


**Fig 2.2:** Bidder Login

Click '**Login**' button to log in to the e-GP System (Fig 2.2) and system will display the First page after successful login as below:



**Fig 2.3:** First Page after Successful Login



**About Electronic Government Procurement System**

The Electronic Government Procurement System of the Royal Government of Bhutan facilitates all Procuring Agencies to publish the Tenders, Corrigendum and Notification of Contract Award. The primary objective of this portal is to provide a single point access to the information on procurements made across various Procuring Agencies.

**News and Advertisements**

- eGP Training of ToT Users - **Important**

**Circular**

- e-GP Logo Notification 02/03/2017

**User Login**

hasan@gmail.com

**Login** **Forgot Password?**

**Fig 2.4:** Invalid e-mail ID, Password.

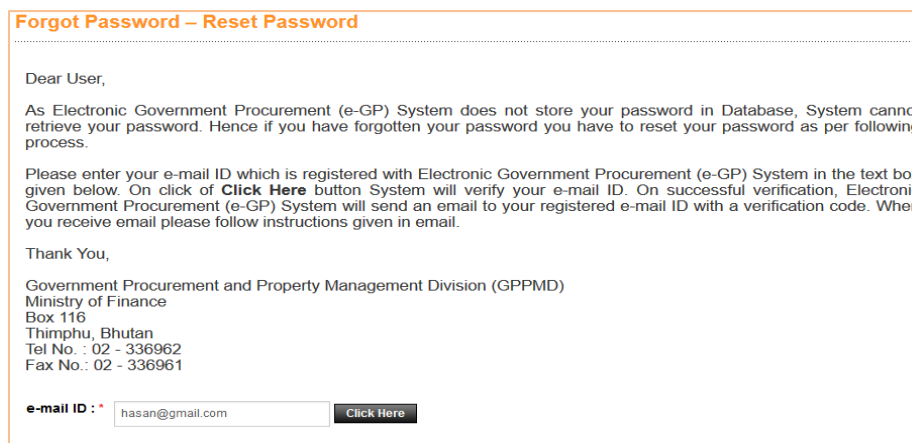
## Incorrect Login:

For any incorrect **e-mail ID** or **Password** entry, the System will prompt an error message.

Three successive wrong attempts will block the email ID and to unlock the user has to reset the password from the link sent to the email address registered.

## b. Forgot Password:

In case of forgot Password, Click ***Forgot Password*** link in the home page to set a new Password. (Fig. 2.5)



**Forgot Password – Reset Password**

Dear User,

As Electronic Government Procurement (e-GP) System does not store your password in Database, System cannot retrieve your password. Hence if you have forgotten your password you have to reset your password as per following process.

Please enter your e-mail ID which is registered with Electronic Government Procurement (e-GP) System in the text box given below. On click of **Click Here** button System will verify your e-mail ID. On successful verification, Electronic Government Procurement (e-GP) System will send an email to your registered e-mail ID with a verification code. When you receive email please follow instructions given in email.

Thank You,

Government Procurement and Property Management Division (GPPMD)  
Ministry of Finance  
Box 116  
Thimphu, Bhutan  
Tel No. : 02 - 336962  
Fax No.: 02 - 336961

e-mail ID : \* hasan@gmail.com **Click Here**

**Fig 2.5:** Forgot Password.

- Enter registered e-mail ID and submit the request.
- Enter the hint answer for the hint question selected during the registration process and click on the Submit button. (Fig. 2.6)

**Forgot Password – Reset Password**

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Please enter your e-mail ID which is registered with Electronic Government Procurement (e-GP) System in the text box given below. On click of **Click Here** button System will verify your e-mail ID. On successful verification, Electronic Government Procurement (e-GP) System will send an email to your registered e-mail ID with a verification code. When you receive email please follow instructions given in email.

Thank You,

Government Procurement and Property Management Division (GPPMD)  
Ministry of Finance  
Box 116  
Thimphu, Bhutan  
Tel No. : 02 - 336962  
Fax No.: 02 - 336961

e-mail ID : \*

Hint Question : \*

Hint Answer : \*

**Submit**

If you forget Hint Answer then [Click here](#)

If you have forgotten your hint answer then please contact e-GP Helpdesk at [helpdesk@pppd.gov.bt](mailto:helpdesk@pppd.gov.bt) for further assistance.

**Fig 2.6:** Process of setting new Password.

- iii. An E-mail containing URL to enter a new Password will be sent to the registered e-mail ID. (Fig. 2.7)

**Forgot Password – Reset Password**

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Dear User,

As Electronic Government Procurement (e-GP) System does not store your password in Database, System cannot retrieve your password. Hence if you have forgotten your password you have to reset your password as per following process.

Please enter your e-mail ID which is registered with Electronic Government Procurement (e-GP) System in the text box given below. On click of **Click Here** button System will verify your e-mail ID. On successful verification, Electronic Government Procurement (e-GP) System will send an email to your registered e-mail ID with a verification code. When you receive email please follow instructions given in email.

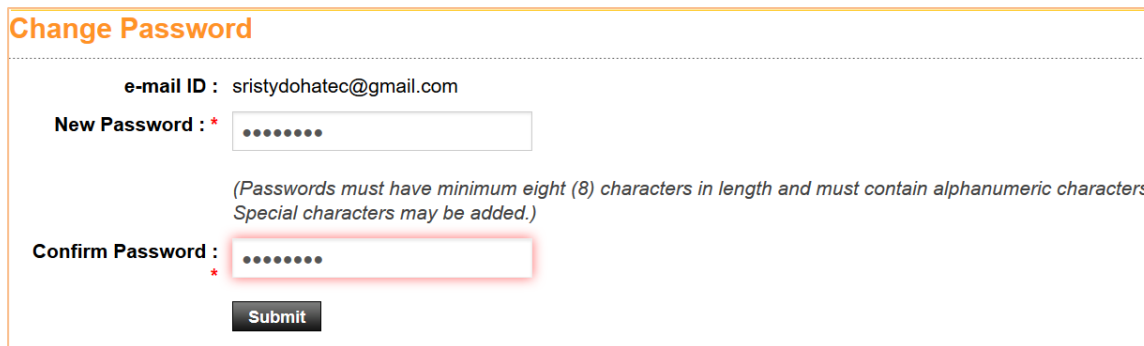
Thank You,

Government Procurement and Property Management Division (GPPMD)  
Ministry of Finance  
Box 116  
Thimphu, Bhutan  
Tel No. : 02 - 336962  
Fax No.: 02 - 336961

 An e-mail has been sent to your mail id for verification. Please verify the link (url) in the mail to change your password

**Fig 2.7:** Process of setting new Password (contd.)

- iv. Check email and click on given URL link to “change password” page (Fig. 2.8)
- v. In the change password page, enter a new password and confirm password (Fig. 2.8 and Fig 2.9).



**Change Password**

e-mail ID : sristydohatec@gmail.com

New Password : \*

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

Confirm Password : \*

**Fig 2.8:** Set new Password.



**About Electronic Government Procurement System**

The Electronic Government Procurement System of the Royal Government of Bhutan facilitates all Procuring Agencies to publish the Tenders, Corrigendum and Notification of Contract Award. The primary objective of this portal is to provide a single point access to the information on procurements made across various Procuring Agencies.

**News and Advertisements**

- Call for transparency in public procurement

**Circular**

- Test Circular 26/01/2017

**User Login**

e-mail ID

✓ Password changed successfully.

**Fig 2.9:** Password Changed Successfully.

c. The top Menu Bar will show the following module:

- i. Home
- ii. Dashboard
- iii. Annual Procurement Plan
- iv. Tender
- v. Document Library
- vi. Administration
- vii. My Account
- viii. Help

Click a menu in the menu bar to open corresponding function page.

## 2.2. Dashboard

- Log in to e-GP System using User ID & Password. Click **“Dashboard”** menu to watch pending, progress and completed tender list. (Fig.2.10)

Home

Dashboard

APP

Tender

Doc. Library


Administration


My Account

Help

Tuesday, 07 March, 2017, 15:59:54 BST


Last Login : Tuesday, 7 March, 2017, 15:52:02 BST

 Welcome, Kazi Billah [Role]

 Logout

Bidder/Consultant Registration Expiry Date :03-Nov-2017

Bidder Dashboard

 Save as PDF

+ Advanced Search

Tender Search Result

Pending

Progress

Completed

Sl. No.	Tender ID	Procurement Category, Title	Type, Method	Publishing Date	Closing Date
1	231	Goods, <a href="#">nn</a>	NCB, OTM	07.03.2017	27.04.2017
2	229	Goods, <a href="#">sd</a>	NCB, OTM	07.03.2017	11.04.2017
3	183	Services, <a href="#">w</a>	NCB, QCBS	14.02.2017	31.03.2017
4	113	Goods, <a href="#">Brief Description of Goods and Related Service</a>	NCB, OTM	30.01.2017	10.03.2017

Page 1 - 1

1

Go To Page

« First

« Previous

Next »

Last »

**Fig 2.10:** Dashboard

### b. Contents of Dashboard:

Three types of tabs are displayed under Dashboard and they are: **Pending, Progress & Completed**. Click the **“Pending”** tab to display all the pending tender information. In the same way, click **Progress & Completed** tab to find the in progress and completed tender list. (Fig. 2.11)

<b>Bidder Dashboard</b>						<a href="#">Save as PDF</a>
+ Advanced Search						
Tender Search Result						
Pending	Progress	Completed				
Sl. No.	Tender ID	Procurement Category, Title	Type, Method	Publishing Date	Closing Date	
1	231	Goods, <a href="#">nn</a>	NCB, OTM	07.03.2017	27.04.2017	
2	229	Goods, <a href="#">sd</a>	NCB, OTM	07.03.2017	11.04.2017	
3	183	Services, <a href="#">w</a>	NCB, QCBS	14.02.2017	31.03.2017	

**Fig 2.11:** Pending Tender List

- i. **Pending**→ System will display all the tenders for which the Bidders have accepted Integrity Pact (**Fig 2.11**)
- ii. **Progress**→ System will display all the tenders which are under preparation. (**Fig 2.12**)
- iii. **Completed**→ System will display all the tenders which are submitted. (**Fig 2.13**)

Bidder Dashboard					
+ Advanced Search					
Tender Search Result					
Pending	Progress	Completed			
Sl. No.	Tender ID	Procurement Category, Title	Type, Method	Publishing Date	Closing Date
1	153	Services, test	NCB, QCBS	10.02.2017	01.03.2017
Page 1 - 1					

**Fig 2.12:** Progress Tender List

Bidder Dashboard					
+ Advanced Search					
Tender Search Result					
Pending	Progress	Completed			
Sl. No.	Tender ID	Procurement Category, Title	Type, Method	Publishing Date	Closing Date
1	172	Services, ff	NCB, QCBS	12.02.2017	12.02.2017
2	151	Services, ok	NCB, QCBS	09.02.2017	09.02.2017
3	117	Services, fdgfd	NCB, QCBS	31.01.2017	31.01.2017
4	115	Services, zz	NCB, SBCQ	30.01.2017	31.01.2017
5	114	Goods, ok	NCB, OTM	30.01.2017	08.02.2017
6	109	Services, da	NCB, SBCQ	30.01.2017	30.01.2017
Page 1 - 1					

**Fig 2.13:** Completed Tender List



### 3. Annual Procurement Plan (APP)

#### 3.1. View APP

The system will display the published **Annual Procurement Plan (APP)**



**Fig 3.1:** APP Menu

a. View APP by clicking on APP Menu (Fig 3.1)

**APP Advance Search**

- Advanced Search

Select Hierarchy Node :

Procuring Agency : -- Select Procuring Agency --

Project Name : -- Select Project --

Financial Year : 2016-2017

Budget Type : - Select Budget Type -

Procurement Category : -- Select Category --

Procurement Type : -- Select Type --

APP ID :

Letter Ref. No. :

Package No. :

Package Estimated Cost : -- Select Operation --

Value :

**Annual Procurement Plan Search Results**

Sl. No.	APP ID, Letter & Ref. No.	Hierarchy Node	Procurement Category, Project Name	Package No, Description	Estimated Cost/Official Cost Estimate (in Nu.), Procurement Method
1	3124, APP-REOI	Department of Technology, Office of Technology	Services,	APP-REOI-PAK, <a href="#">Service for IT Support</a>	12000000.00, QCBS
2	3123, APP for RFP 01	Department of Technology, Office of Technology	Services,	APP for RFP 01, <a href="#">Service for data entry</a>	12000000.00, SBCQ
3	3122, RFP 1	Anti-Corruption Commission, AB Office	Services, Test	RFP 1, <a href="#">RFP 1</a>	1000000.00, SBCQ
4	3121, EOI	Anti-Corruption Commission, AB Office	Services, Test2	EOI, <a href="#">EOI</a>	1000000.00, LCS
5	3120, REOI	Anti-Corruption Commission, AB Office	Services, Test	REOI, <a href="#">REOI</a>	5000000.00, QCBS
6	3119, LTM TEST	Anti-Corruption Commission, AB Office	Goods,	123456456, <a href="#">LTM TEST</a>	10000000.00, LTM

**Fig 3.2:** All APPs

- b. Click APP to view **APP Advance Search** to select parameters like Hierarchy Node, Procuring Agency, Project Name, Financial Year, Budget Type, Procurement Category, Procurement Type, APP ID, Package No, Package Estimated Cost and Value where the required results are displayed in the grid (**Fig 3.2**)

### 3.2. APP Details

- i. To view the **APP Details** click **Description** link, and the System will display the page in which Package Details, Key field information, Lot Details, Tender Dates are provided (**Fig 3.3**)

View APP Package Details :
Save As PDF
Print

Hierarchy Node : Anti-Corruption Commission  
PA Office and Code : AB Office  
Budget Type : Own Fund  
Project Name : Not Applicable

Key Fields Information:

APP ID :	307
Letter Ref. No. :	appRef01
Financial Year :	2016-2017
Budget Type :	Own Fund
Procuring Agency :	PA User Test

Package Details:

Procurement Category	Goods
Package No	appPack001
Package Description	ok
Work Type	
Work Category	

Lot Details:

Lot No.	Lot Description	Qty	Unit	Estimated Cost (In Nu.)
1	Bricks	20000.00	nos	500000.00
2	Cement	500.00	bags	200000.00

Package Official Cost Estimate (In Nu.)
700000.00

Category
Agricultural, horticultural, hunting and related products; Crops, products of market gardening and horticulture; Cereals and other crops; Vegetables, horticultural products and nursery products; Fruit, nuts, beverage and spice crops; Live animals and animal products; Cattle and their products; Farm animals and their products; Pigs; Live poultry and eggs; Small live animals and their products; Products of mixed farming; Agricultural supplies

Approving Authority
HOPA

Procurement Method
Open Tendering Method

Procurement Type
NCB

Source of Fund
Own Fund

Development Partners
-

Tender Dates:

Expected Date of Advertisement of Tender on e-GP website	01-Mar-2017
Expected Date of submission of Tender	31-Mar-2017
Expected Date of Opening of Tender	11-Apr-2017
Expected Date of Submission of Evaluation Report	18-Apr-2017
Expected Date of Approval for Award of Contract	25-Apr-2017
Expected Date of Letter of Intent to Award	04-May-2017
Expected Date of Issuance of the Notification of Award (NOA)	15-May-2017
Expected Date of Signing of Contract	22-May-2017
Expected Date of Completion of Contract	29-May-2017
Total Time to Contract Signing	82

**Fig 3.3: View APP Details**



**a. Save as PDF**

Click on **Save as PDF** option on right side of the **APP details** page to **Save** or **Open**. Click on **save** option, for the System to save the **APP details** in PDF Format. Click the **Open option** to open the APP in PDF Format.

**b. Print**

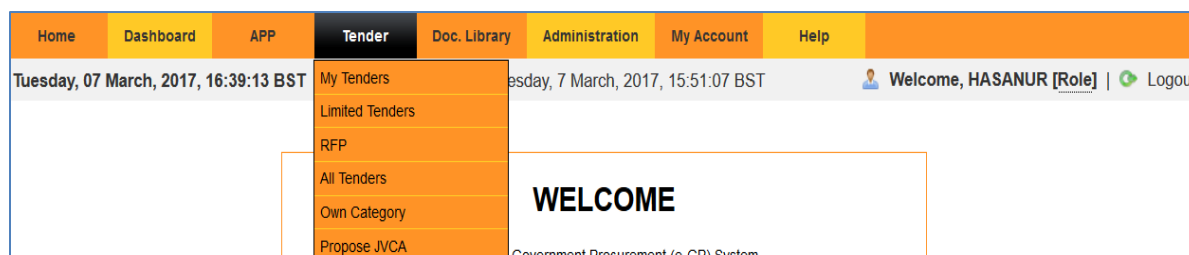
Go to **print** option on right side of the **APP detail** page to print out.

## 4. Tender

### 4.1. Tender Menu

The Tender Menu consists of following sub menu (Fig 4.1):

- a. My Tenders
- b. Limited Tenders
- c. RFP
- d. All Tenders
- e. Own Category
- f. Propose JVCA



**Fig 4.1:** Tender Home Page

#### a. My Tenders

Click on my tender submenu to view or display those tenders for which Integrity Pact has been agreed.

My Tender Sub Menu will have advance search options with parameters such as (Select Procurement Category, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To) and required results are displayed in the grid in **Live** tenders tab. System show 3 tabs – **Live**, **Archived**, **Cancelled**.

##### i. Live Tenders

The System will display all **Live Tenders** in this tab. Live Tenders are those for which tender closing date and time are not lapsed.

## ii. Archived Tenders

**Archived Tenders** will show those tenders for which Tender Closing date and time is lapsed

## iii. Cancelled Tenders

**Cancelled Tenders** will show those Tenders which are cancelled by Procuring Agencies/ Authorized User (PA / AU). To view the cancelled tender, click on the specific tender dashboard column to go to Tender Dashboard (**Fig 4.2**).

My Tenders/Proposals						
<div> <div> <div>Procurement Category :</div> <div>-- Select Category --</div> </div> <div> <div>Procurement Type :</div> <div>-- Select Type --</div> </div> <div> <div>Procurement Method :</div> <div>-- Select Procurement Method --</div> </div> <div> <div>Tender ID :</div> <div></div> </div> <div> <div>Reference No :</div> <div></div> </div> <div> <div>Publishing Date From :</div> <div></div> </div> <div> <div>Publishing Date To :</div> <div></div> </div> <div> <div>Search</div> <div>Reset</div> </div> </div>						
Tender Search Result						
<div> <div>Live</div> <div>Archived</div> <div>Canceled</div> </div>						
Sl. No.	Tender ID, Reference No., Tender/Proposal Status	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date   Closing Date	Dashboard
1	153, real2000	Services, <span>test</span>	Ministry of e-GP, Department of Technology, Office of Technology	NCB, QCBS	10-Feb-2017 13:01:00   01-Mar-2017 13:01:0001-Mar-2017 13:01:00	<div>14D 0H 28M 45S</div> <div>14D 0H 28M 45S</div>
2	140, Large Works 101	Works, <span>site</span>	Root, Autonomous Bodies, Anti-Corruption Commission, AB Office	NCB, OTM	06-Feb-2017 12:54:00   31-May-2017 16:01:0012-Jun-2017 16:01:00	<div>10SD 3H 28M 45S</div> <div>117D 3H 28M 45S</div>

**Fig 4.2: My Tender**

## b. Limited Tenders



In Limited Tenders Section, Tenders are displayed only in the dashboard of the Bidder selected by Procuring Agency (PA). To view this, click **Limited Tenders** sub-menu (**Fig 4.3**). To view the details of the tender, click **Dashboard**.

Limited Tenders/Proposals						
<div> <div> <div>+ Advanced Search</div> </div> </div>						
Tender Search Result						
Sl. No.	Tender ID, Reference No.	Procurement Category, Title	Ministry, Division, Organization, PA	Type, Method	Publishing Date & Closing Date	Dashboard
1	218, lem001	Goods, <span>ok</span>	Election Commission of Bhutan Govt., Election Commission Department, Election Commission Division, Commission Division Office	NCB, LEM	28-Feb-2017 16:04:00   30-Mar-2017 16:06:00	<div>22D 2H 15M 17S</div> <div>22D 0H 31M 17S</div>
<div> <div>Page 1 - 1</div> <div>1</div> <div>Go To Page</div> <div>« First &lt; Previous Next &gt; Last »</div> </div>						

**Fig 4.3: Limited Tenders**

### c. RFP

In RFP Section, RFPs are displayed to only those Bidders shortlisted by the Procuring Agency (PA) through REOI. To view this click **RFP** sub-menu (**Fig 4.4**). To view the details of the specific tender, click **Dashboard**.





RFP						
+ Advanced Search						
Tender Search Result						
Sl. No.	Tender ID, Reference No.	Procurement Category, Title	Ministry, Division, Organization, PA	Type, Method	Publishing Date & Closing Date	Dashboard
1	215, tstrip1	Services, <a href="#">ok</a>	Election Commission of Bhutan Govt., Election Commission Department, Election Commission Division, Election Commission Office	NCB, QCBS	28-Feb-2017 11:47:00   08-May-2017 17:38:00	 <b>61D 3H 43M 34S</b> <b>61D 3H 43M 34S</b>
2	216, tstrip2	Services, <a href="#">ok</a>	Election Commission of Bhutan Govt., Election Commission Department, Election Commission Division, Election Commission Office	NCB, QCBS	28-Feb-2017 11:47:00   05-Apr-2017 11:19:00	 <b>27D 21H 24M 34S</b> <b>27D 21H 24M 34S</b>
Page 1 - 1 <input type="text" value="1"/> Go To Page           « First » « Previous » Next » Last »						

**Fig 4.4: RFP**

### d. All Tenders

In **All Tenders** Section, all tenders published are displayed. Click on the dashboard of the specific Tender to participate.

The **All Tenders** tab, will have an advanced Search option with parameters such as (Procurement Category, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From– Publishing Date To) and required result will be displayed in the grid(**Fig 4.5**)

All Tenders/Proposals						
+ Advanced Search						
Tender Search Results						
Live	Archive	Cancelled	All			
Sl. No.	Tender/ ID, Reference No	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date & Time   Closing Date & Time	Dashboard
1	69, 07/12/2016/CS01, <b>Being processed</b>	Services, 1. To assess the geological stability / geotechnical feasibility of the area identified for the preparation of development plan and map different levels of hazard, 2. To assess the potential adverse impacts of the development project on the geological stability/geotechnical conditions and 3. To provide appropriate recommendations and mitigation measures to be adopted.	Ministry of Home and Cultural Affairs, PemaGatshel, Pemagatshel Dzongkhag Administration	NCB, QCBS	09-Dec-2016 10:00   26-Dec-2016 16:00	
2	79, fgh, <b>Being processed</b>	Services, ghghgh	Ministry of e-GP, Department of Technology, Office of Technology	NCB, SBCQ	08-Dec-2016 16:52   08-Dec-2016 17:22	
3	75, rtytryt, <b>Being processed</b>	Services, trtrtr	Ministry of e-GP, Department of Technology, Office of Technology	NCB, SBCQ	07-Dec-2016 16:20   08-Dec-2016 11:54	
4	72, REOI_001, <b>Re-Tendered</b>	Services, Testhhhhhhhhhh	Ministry of e-GP, Department of Technology, Office of Technology	NCB, QCBS	07-Dec-2016 16:00   08-Dec-2016 10:10	

**Fig 4.5:** All Tenders

#### i. Live Tenders

The system will display all **Live Tenders** in this tab. Live Tenders are those for which tender closing date and time are not lapsed.

#### ii. Archived Tenders

**Archived Tenders** will show those tenders for which Tender Closing date and time is lapsed.

#### iii. Cancelled Tenders

**Cancelled Tenders** will show those Tenders which are cancelled by Procuring Agencies (PA). To view the cancelled tender, click on the specific tender dashboard column to go to Tender Dashboard.

#### iv. All Tenders

All Tenders irrespective of Live, Archive or Cancel are displayed in this Section.

#### v. Dashboard

To view the details of the specific tender click **Dashboard**.

### View IFB /PQ / REOI / RFP Notice Details

---

**Procuring Agency :** Commission Devison Office, Election  
Commission of Bhutan Govt.,  
Samdrup Jongkhar

**Organization :** Election Comission Devison

**Procuring Agency Code :**

**Procurement Category :** Services

**Request for expression of interest for selection of** Consulting firm

**Contract Type :** Time based

**Procurement Method :** Quality Cost Based Selection (QCBS)

**Source of Funds :** Own Fund

**Procurement Type :** NCB

**REOI No. :** reoi005

**Budget Type :** Capital

**Particular Information :**

**Project Code :** Not applicable

**Package No. and Description :** pkg/conser/004  
Need procure expert

**Category :** Private households with employed persons; Services of commercial and industrial workers;Services of commercial workers;Services of industrial workers;Manpower services;Domestic services

**Publication Date and Time :** 28-Feb-2017 17:14

**EOI Closing Date and Time :** 16-Mar-2017 13:15

**Project Name :** Not applicable

**Document last selling / downloading Date and Time :** 28-Mar-2017 17:07

**EOI Opening Date and Time :** 16-Mar-2017 13:15

**Information for Bidder/Consultant :**

**Eligibility of Consultant :** ok

**Brief Description of assignment :** ok

**Experience, Resources and delivery capacity required :** ok

**Other details (if applicable) :** ok

**Association with foreign firm :** Encouraged

**Evaluation Type :** Package wise

Ref. No.	Phasing of service	Location	Indicative Contract Start Date	Indicative Contract End Date
tstref4	one	thimphu	08-May-2017	07-Jun-2017

**Procuring Agency Details:**

**Name of Official Inviting REOI :** Mrs. Jamyang

**Designation :** PA User

**Official Address :**

**Address :** Central lane

**City :** Samdrupcholing

**Gewog :**

**District :** Samdrup Jongkhar -

**Country :** Bhutan

**Contact details :**

**Phone No :** 02-3983652

**Fax No :**

The procuring Agency reserves the right to accept or reject all Tenders / Pre-Qualifications / EO

Note: Financial Institute will update the payment transactions only at the end of the day, so the tenderers should make sure the securities and other payments are made at least one day before the submission date

Documents

Save As PDF

Print

**Fig 4.6:** View Tender Notice Details



## 4.2. Process flow of Tender Preparation

Click on **All Tenders** sub-menu.

Search for specific tender and click **Dashboard** column. **Tender Dashboard** page will display(**Tender Detail** and **View Notice** button) including Dashboard Tabs such as **Docs**, **Clarification**, **Pre-Tender Meeting**, **Sub-Contracting**, **Payment**, **Tender Preparation**, **Opening**, **Evaluation**, **Letter of Intent**, **Notification of Award**, **Contract Signing** will be displayed (**Fig 4.7**).

Tender Dashboard

Tender Detail

Tender ID : 224

Closing Date and Time : 01-Mar-2017 13:58

Procuring Agency : AB Office

Brief : GML TEST

Tender Status : **Being processed**

Invitation Reference No. : GML TEST

Opening Date and Time : 01-Apr-2017 11:24

Procurement Category : Goods

View Notice

Docs.

Clarification

Sub Contracting

Payment

Tend. Preparation

Opening

Evaluation

Letter Of Intent

Notification of Award

Cont. Signing

TENDER DASHBOARD

**Fig 4.7:** Tender Preparation Process

### a. Document Tab

- i. Click **Docs** Tab to view and agree the Integrity Pact after which the bidder can access the tender documents (**Fig 4.8**)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Package. No.		Package Description				Action	
pkg002		buy laptop, printer				<a href="#">Documents</a>	
<p><b>Terms and Conditions :</b> <span style="color: green;">Integrity Pact</span></p> <p><b>1. General:</b> Whereas the Head of the Procuring Agency of the Royal Government of Bhutan, hereinafter referred to as the <b>"Employer"</b> on one part, and <b>Business</b> registered with the authority concerned, hereinafter referred to as the <b>"Bidder"</b> on the other part hereby shall execute this pact as follows:</p> <p>Whereas, the Employer and the Bidder agree to abide by the terms and conditions stated in this document, hereinafter referred to as 'IP'.</p> <p>This IP is applicable to all <b>contracts</b> related to works, goods and services.</p> <p><input checked="" type="checkbox"/> I, hereby declare that I have read and understood the clauses of this agreement and I hereby affirm that I shall stand by the above conditions. In the event that I default, I understand that I shall be dealt with as per the Anti-Corruption Act of Bhutan 2011 and/or any other Rules and Laws of the Kingdom of Bhutan.</p> <p style="text-align: center;"><b>I Agree</b></p>							

**Fig 4.8:** Integrity Pact Declaration

- ii. Click on **I Agree** button to agree the Integrity Pact and system will display a message **"Declaration completed successfully"**. Then proceed further with Tender Document Preparation. (Fig 4.9)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
<div style="display: flex; align-items: center;"> <span style="color: green; font-size: 20px; margin-right: 10px;">✓</span> <span>Declaration completed successfully</span> </div>							
Package. No.		Package Description				Action	
pkg002		buy laptop, printer				<a href="#">Documents</a>	
You have agreed with Integrity Pact							

**Fig 4.9:** Successful Declaration of Integrity Pact

- iii. To view Tender Document, click the Document link at the right side of the column. System will display a Tender Document which will contain **Tender Details, View Notice, Tender Document Sections, Forms (Technical and BoQ), Documents Uploaded** and **Download Tender Document** (Fig 4.10).

**Tender/Proposal Document View**
[Go Back](#)

**Tender Detail**

Tender ID : 8123	Invitation Reference No. : ulo1
Closing Date and Time : 28-Feb-2017 10:01	Opening Date and Time : 28-Feb-2017 10:01
Procuring Agency : AB Office	Procurement Category : Works
Brief : ulo1	

[View Notice](#)

[Download Tender/Proposal Document](#)

Package No. :	sccCheck2
Package Description :	sccCheck2

Section No.	Section Name	Action															
1	Instructions to Bidders (ITB)	<a href="#">View</a> <a href="#">Save As PDF</a>															
	<table> <tr> <th>Sl. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> <tr> <td colspan="5">No records found.</td> </tr> </table>	Sl. No.	File Name	File Description	File Size (in KB)	Action	No records found.										
Sl. No.	File Name	File Description	File Size (in KB)	Action													
No records found.																	
2	Bidding Data Sheet (BDS)	<a href="#">View</a> <a href="#">Save As PDF</a>															
	<table> <tr> <th>Sl. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> <tr> <td colspan="5">No records found.</td> </tr> </table>	Sl. No.	File Name	File Description	File Size (in KB)	Action	No records found.										
Sl. No.	File Name	File Description	File Size (in KB)	Action													
No records found.																	
3	Evaluation and Qualification Criteria																
	<table> <tr> <th>Sl. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> <tr> <td colspan="5">No records found.</td> </tr> </table>	Sl. No.	File Name	File Description	File Size (in KB)	Action	No records found.										
Sl. No.	File Name	File Description	File Size (in KB)	Action													
No records found.																	
4	e-Bidding forms	<a href="#">Save As PDF</a>															
	<table> <tr> <th>Sl. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> <tr> <td>1</td> <td>Form of e-bid (e-SW-1)_Template.docx</td> <td>Form of e-bid (e-SW-1)_Template</td> <td>13</td> <td><a href="#">Download</a></td> </tr> <tr> <td>2</td> <td>Standard Forms Template.docx</td> <td>Standard Forms Template</td> <td>19</td> <td><a href="#">Download</a></td> </tr> </table>	Sl. No.	File Name	File Description	File Size (in KB)	Action	1	Form of e-bid (e-SW-1)_Template.docx	Form of e-bid (e-SW-1)_Template	13	<a href="#">Download</a>	2	Standard Forms Template.docx	Standard Forms Template	19	<a href="#">Download</a>	
Sl. No.	File Name	File Description	File Size (in KB)	Action													
1	Form of e-bid (e-SW-1)_Template.docx	Form of e-bid (e-SW-1)_Template	13	<a href="#">Download</a>													
2	Standard Forms Template.docx	Standard Forms Template	19	<a href="#">Download</a>													
	<table> <tr> <th>Sl. No.</th> <th>Form Name</th> <th>Actions</th> </tr> <tr> <td>1</td> <td>Form of e-bid (e-SW-1)</td> <td><a href="#">View Form</a></td> </tr> <tr> <td>2</td> <td>Qualification Information (e-SW-2)</td> <td><a href="#">View Form</a></td> </tr> </table>	Sl. No.	Form Name	Actions	1	Form of e-bid (e-SW-1)	<a href="#">View Form</a>	2	Qualification Information (e-SW-2)	<a href="#">View Form</a>							
Sl. No.	Form Name	Actions															
1	Form of e-bid (e-SW-1)	<a href="#">View Form</a>															
2	Qualification Information (e-SW-2)	<a href="#">View Form</a>															
Lot No.	1																
Lot Description	sccCheck2																
Grand summary :	<a href="#">View</a>																

**Fig 4.10: Tender Document View**

- Download Tender Document**

To download, click on Download **Tender/ Proposal document**.

- Save As PDF**


Click on **Save as PDF** to download or open the file in PDF Format.

- View**

Click on **view** to view fields and format for the particular Section.

## b. Clarification Tab

- Click on the **Clarification** Tab to post Queries and view responses received from the concerned Procuring Agency.
- For any clarification Click **Post Query** link and post the Query within the Date and Time mentioned. System will display a page to post the Query with option to upload any reference document (**Fig 4.11**)

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Post Query		View Queries & Replies :				<a href="#">View</a>
 Query can be posted till 26-Jan-2017 10:06						
S.No.	Query	Status	Action			
No records found.						


**Fig 4.11:** Clarification

Click **Upload** link to upload files. After uploading the document the System will display the message "**File uploaded successfully**". (Fig. 4.12)

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Query : *		Can you allow JVCA for this tender?				
Reference Document :		<a href="#">Upload</a>				
Sl. No.	File Name	File Description	File Size (in KB)	Action		
No records found.						
<a href="#">Post Query</a>						

**Fig 4.12:** Post Query

After all the documents are uploaded, click **Close** button to close the page. (Fig. 1.43)

 **File uploaded successfully**

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

**Document : \***  No file selected.

**Description : \***

**Instructions**

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

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

A file path may contain any below given special characters: (Space, -, \_, \)



Sl. No.	File Name	File Description	File Size (in KB)	Action
1	JVCA document.docx	JVCA Clarification	20	 

Fig. 4.13 File uploaded successfully

- iii. Click **Post Query** button and System will display a message as **Query Posted Successfully**. The Status will remain as **Pending** till the PA responds (Fig 4.14)


Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><a href="#">Post Query</a></span> <span><a href="#">View Queries &amp; Replies :</a></span> <span><a href="#">View</a></span> </div>						
 Query can be posted till 26-Jan-2017 10:06						
S.No.	Query	Status	Action			
1	Can you allow JVCA for this tender?	Pending	-			

Fig. 4.14 status of the query

Once Procuring Agency gives Clarification reply to the query posted, Status will change to **Replied** and **View** link will be available under **Action** column. (Fig 4.13)

### C. Pre-Tender Meeting Tab

When Procuring Agency has scheduled **for Pre-Tender Meeting** online, queries can be posted and the same will be replied to by the Procuring Agency within the specified date and time. Under **Action** column, **Post Query** link will be enabled from Meeting Start Date and Time to End Date and Time (Fig 4.16)

Docs.	Clarification	<b>Pre Tend. Meeting</b>	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Meeting Start Date and Time :		30-Jan-2017 16:48		Meeting End Date and Time :		28-Feb-2017 08:10	
		Action :		<a href="#">Post Query</a>			
<b>My Queries</b>		<a href="#">All Queries</a>					
Sl. No.	Query				Status		Action
No records found.							

**Fig 4.15:** Pre-Tender Meeting Tab.

i. **My Queries**

1. Click on the **Post Query** link, to open a new page to Post Query and Upload Reference Document (**Fig 4.16**)
2. Click **Upload** link to upload any relevant files (if any) and after uploading the documents, the System will display the message "**File Uploaded successfully**".
3. After all the documents are uploaded, click **Close** button to close the page.

Meeting Start Date & Time :		30-Jan-2017 16:48		Meeting End Date & Time :		28-Feb-2017 08:10	
<b>Post Query</b>							
Query : *		Please extend the submission date					
Reference Document :		<a href="#">Upload</a> Please don't upload the document containing query for the tender document					
Sl. No.	File Name	File Description			File Size (in KB)	Action	
No records found.							
<a href="#">Post Query</a>							

**Fig 4.16:** Pre-Tender Post Query

4. Click **Post Query** button and System will display a message as **Query Posted Successfully**. The Status will remain as **Pending** till the PA responds

Docs.	Clarification	<b>Pre Tend. Meeting</b>	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
✔ Query posted successfully.							
Meeting Start Date and Time :		30-Jan-2017 16:48		Meeting End Date and Time :		28-Feb-2017 08:10	
		Action :		<a href="#">Post Query</a>			
<b>My Queries</b>		<a href="#">All Queries</a>					
Sl. No.	Query				Status		Action
1	Please extend the submission date				Reply		<a href="#">View</a>

**Fig 4.17:** Pre-Tender Query Posted Successfully.

5. Once Procuring Agency gives Clarification reply to the query posted, Status will change to **Replied** and **View** link will be available under **Action** column. (Fig 4.17)

## ii. All Queries

Click on **All Queries** Tab to view list of all the queries from the bidders and replies posted by Procuring Agency. The same can be viewed by clicking **View** link under **Action** column (fig 4.18)

My Queries All Queries			
Sl. No.	Query	Status	Action
1	Please extend the submission date	Reply	<a href="#">View</a>

**Fig 4.18:** All Queries by Bidder

## d. Sub-Contracting Tab

- i. Click on **Sub Contracting** tab of the particular Tender. (Fig. 4.19)

Docs.	Clarification	<b>Sub Contracting</b>	Payment	Tend. Preparation	Opening	Evaluation
-------	---------------	------------------------	---------	-------------------	---------	------------

Send Invitation Received Invitation.

Lot No.	1
Lot Description	sccCheck2

Field marked (\*) are mandatory

e-mail ID : \* feroz@dohatec.com.bd

Invitation sent to	Elements of Activity and Brief description of Activity	Last date for accepting invitation	Status
No records found			

**Fig 4.19:** Sub-contracting

- ii. Enter sub contractor's e-mail ID and click **Submit** button.
- iii. Provide Company Details, Send Invitation (i.e. Last Date of Accepting Invitation and Nature of the Supply and related Services – Comments) and click **Invite** button. (Fig. 4.20)
- iv. The status will remain as **Pending** till the sub contractor accepts the request. (Fig. 4.21)



**Fig 4.20:** Sub-Contracting Invitation.



**Invite Sub Contractor/ Consultant**
[Go Back to Dashboard](#)

✔ Invitation Sent Successfully

**Tender Detail**

Tender ID : 8123

Closing Date and Time : 28-Feb-2017 10:01

Procuring Agency : AB Office

Brief : ulo1

Invitation Reference No. : ulo1

Opening Date and Time : 28-Feb-2017 10:01

Procurement Category : Works

[View Notice](#)

Docs.

Clarification

Sub Contracting

Payment

Tend. Preparation

Opening

Evaluation

Send Invitation

Received Invitation.

Lot No.

1

Lot Description

sccCheck2

Field marked (\*) are mandatory

e-mail ID : \*

Submit

Invitation sent to	Elements of Activity and Brief description of Activity	Last date for accepting invitation	Status
FEROZ AND BROTHERS	Need goods	20-Jan-2017	Pending

**Fig 4.21:** Status after Sending Sub Contracting Invitation.

The other sub-contractor who receives Invitation will have to click on **Received Invitation** under **Sub-Contracting** Tab. The System will display the Invitation received with details and buttons to **accept** or **Reject** the proposal. Provide the comments and click on **Submit** button to accept or reject the subcontracting proposal. The System will confirm the action with a confirmation message and if accepted, the System will display a message **“Invitation Accepted successfully”** (Fig 4.22).

Once the Sub-Contractor Accepts the Invitation, the system will not allow the Subcontractor to prepare or submit the same tender. If the subcontractor tries to access the tender document by clicking on **Docs** Tab, the system will display a message in red colour **“You are already participating in this tender as a sub-contractor/ consultant. You can’t participate in this tender on your own capacity”**.

**Accept or Reject Sub Contracting / Consultancy request** [Go Back](#)

**Invitation accepted Successfully**

**Tender Detail**

Tender ID : 8123  
Closing Date and Time : 28-Feb-2017 10:01  
Procuring Agency : AB Office  
Brief : ulo1

Invitation Reference No. : ulo1  
Opening Date and Time : 28-Feb-2017 10:01  
Procurement Category : Works

[View Notice](#)

Docs. Clarification **Sub Contracting** Payment Tend. Preparation Opening Evaluation

Send Invitation **Received Invitation.**

Invitation From	Elements of Activity and Brief description of Activity	Last date for accepting invitation	Status	Comments
FEROZ AND BROTHERS	Need goods	31-Jan-2017	Accepted	ok

**Fig 4.22:** Accepting Sub Contracting Invitation.

In the Bidder dashboard, Status will change to **Accepted** or **Rejected** in **Send Invitation** Tab according to the sub-contractors reaction to the invitation sent. (Fig. 4.23)

Docs. Clarification **Sub Contracting** Payment Tend. Preparation Opening Evaluation

Send Invitation **Received Invitation.**

Field marked (\*) are mandatory

e-mail ID :  [Submit](#)

Invitation sent to	Elements of Activity and Brief description of Activity	Last date for accepting invitation	Status
APROJIT GROUP OF COMPANIES	Need goods	31-Jan-2017	Accepted
DOHATEC NEW MEDIA	Need goods	24-Jan-2017	Pending


**Fig 4.23:** Status after Accept/Reject Sub-Contracting Invitation.

## e. Payment Tab

- Click on **Payment** Tab to display Payment Information (Document Fees, Tender Security) (Fig 4.26)

Docs. Clarification Pre Tend. Meeting Sub Contracting **Payment** Tend. Preparation Opening Evaluation

**Document Fees** **Tender Security**

 Please select an appropriate tab to view the payment details.

Package No. : pkg002

Package Description : buy laptop, printer

**Fig 4.26:** Payment tab

**Bid Security Tab**—Click on bid security tab to see if bid security payment has been made through the FIs before **Final Submission** of Tender.

ii. **Print**

Click on **Print** option on right side of the page to print.

iii. **View reference document**

Click **View reference document** to view and download reference document.

f. **Bid Security Tab**

Click **Bid Security** Tab, to view the page with Lot No., Lot Description and payment option (Financial Institution Payment and Bid Securing Declaration) and status.

Process payment through Financial Institution. For Bid Securing Declaration, click **Submit Declaration** button under Bid Securing Declaration(Fig 4.28).

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Package No. :		pkg002					
Package Description :		buy laptop, printer					
<b>Financial Institution Payment</b>							
Lot. No.	Lot Description					Status	Action
No Payment Found							
<b>Bid Securing Declaration</b>							
Lot. No.	Lot Description					Declaration Status	
2	laptop					<input checked="" type="checkbox"/> Declaration	Submit Declaration

**Fig 4.28:** Tender Security tab.

After **Submit Declaration** process, System will display **Declaration Submitted Successfully**.

g. **Tender Preparation Tab**

i. In **Tender Preparation** Tab, user must fill Technical forms and BoQ's where all the Forms are displayed. Users will be given 2 hyperlinks to complete the Bid Submission – **Fill** and **Map**.

- **Fill** – click **Fill** link, to view and fill the Forms with required details (Technical/ BoQ ).

- **Map** – click **Map** link, to upload and map required related documents (Technical / BoQ).

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
<div> <div>Lot Selection :</div> <div><a href="#">Edit Lot Selection</a></div> </div>							
<div> <div>Package No. :</div> <div>pkg002</div> </div>							
<div> <div>Package Description :</div> <div>buy laptop, printer</div> </div>							
Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document							
Form Name				Action		Map the documents from your Common Document Library, if requested	
Bidder Information Form (Form e-LG-1) *				<a href="#">Fill</a>		<a href="#">Map</a>	
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)				<a href="#">Fill</a>		<a href="#">Map</a>	
e-Bid Submission Sheet (Form e-LG-3) *				<a href="#">Fill</a>		<a href="#">Map</a>	
Eligible Countries *				<a href="#">Fill</a>		<a href="#">Map</a>	
3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *				<a href="#">Fill</a>		<a href="#">Map</a>	
4. Drawings *				<a href="#">Fill</a>		<a href="#">Map</a>	
5. Inspections and Tests *				<a href="#">Fill</a>		<a href="#">Map</a>	
Lot No.		2					
Lot Description		laptop					
Grand Summary : <a href="#">View</a>							
<div> <div>Select Form :</div> <div>-- Select --</div> </div>							
Form Name				Action		Map the documents from your Common Document Library, if requested	
2. Price and Completion Schedule - Related Services (Form e-LG-4c) *				<a href="#">Fill</a>		<a href="#">Map</a>	
Discount Form				<a href="#">Fill</a>		<a href="#">Map</a>	
Please fill Mandatory forms and Map Supporting / Reference Documents as requested							

**Fig 4.31:** Tender Preparation Tab

- Click **Fill** link, to view and fill Bill of Quantities Form with valid and relevant data in the required fields. Once required data is filled click **Sign** button (Fig 4.32).

## Bidder Information Form (Form e-LG-1)

[Go Back To Dashboard](#)

Description	Response
Bidder's Legal Name :	Md. Ematz
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	
Bidder's actual or intended Country of Registration:	Bhutan
Bidder's Year of Registration:	2016
Bidder's Legal Address in Country of Registration:	Thimphu, Bhutan

Bidders Authorized Representative Information	
Description	Response
Name:	New Edge
Address:	Thimphu
Telephone/Fax numbers:	3652145
E-mail Address:	ematz@dohatec.com.bd

Please click on 'Sign' button to sign the form

Sign
Save

e-Signature /  
Hash of  
Document :

**Fig 4.32: Fill Tender Forms.**

- iii. After signing, enter password in the pop up box and click **Verify Password**. If Password provided is valid, then System will display **Sign** data.
- iv. Click **Encrypt** button to encrypt data which is already signed. Once encrypted, data will not be shown in plain text format.
- v. After **Encryption**, click **save** button to save the data. System will display a message, **Form saved successfully**. And the same **Fill** link will be replaced by 4 different hyperlinks **Edit | View | Delete | Encrypt**.

Please click on 'Save' button to encrypt & save the form

e-Signature / Hash of Document : 6c7ec8f6f7ff299fa6aeb820816b2722000fc303

**Fig 4.33:** Filled Tender Forms is Encrypted and Signed by Bidder

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation												
<p>Lot Selection : <a href="#">Edit Lot Selection</a></p> <p>Package No. : pkg002</p> <p>Package Description : buy laptop, printer</p> <p>Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document</p> <p><input checked="" type="checkbox"/> Form saved successfully</p> <table border="1"> <thead> <tr> <th>Form Name</th> <th>Action</th> <th>Map the documents from your Common Document Library, if requested</th> </tr> </thead> <tbody> <tr> <td>Bidder Information Form (Form e-LG-1) *</td> <td><a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Encrypt</a></td> <td><a href="#">Map</a></td> </tr> <tr> <td>Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)</td> <td><a href="#">Fill</a></td> <td><a href="#">Map</a></td> </tr> <tr> <td>e-Bid Submission Sheet (Form e-LG-3) *</td> <td><a href="#">Fill</a></td> <td><a href="#">Map</a></td> </tr> </tbody> </table>								Form Name	Action	Map the documents from your Common Document Library, if requested	Bidder Information Form (Form e-LG-1) *	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Encrypt</a>	<a href="#">Map</a>	Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	<a href="#">Fill</a>	<a href="#">Map</a>	e-Bid Submission Sheet (Form e-LG-3) *	<a href="#">Fill</a>	<a href="#">Map</a>
Form Name	Action	Map the documents from your Common Document Library, if requested																	
Bidder Information Form (Form e-LG-1) *	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Encrypt</a>	<a href="#">Map</a>																	
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	<a href="#">Fill</a>	<a href="#">Map</a>																	
e-Bid Submission Sheet (Form e-LG-3) *	<a href="#">Fill</a>	<a href="#">Map</a>																	

**Fig 4.34:** View after Saving Form

- vi. **Edit Form** –To verify e-Signature in Technical / BoQ forms, click **Edit** link. System will show the same Form in Encrypted format. Then click **Decrypt** button. Enter password in the pop up box and click verify password button. The system will display e-Signature verified successfully.

**Bidder Information Form (Form e-LG-1)**
[Go Back To Dashboard](#)

Bidder Information Form (Form e-LG-1)	
Description	Response
Bidder's Legal Name :	BT0z5rZ1Tg8=GfrRs3YfsNCBFm3WmGmXw=
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	Cr5zLZJ7tw=c+u11exh2hM=
Bidder's actual or intended Country of Registration:	VzmEMXhaMRU=SCUVW5HwP/0=
Bidder's Year of Registration:	cAzN28q4zKc=ZS73DKJnNa8=
Bidder's Legal Address in Country of Registration:	TFih0nT1BLw=biGOG27GzjSD3I/utkFGIA==

Bidders Authorized Representative Information	
Description	Response
Name:	L2Xr9GmBAKg=ImIRxM3As+kBMI2ejZwmdw==
Address:	VzG6iJZYndk=pj8CiAHcpI4=
Telephone/Fax numbers:	j89DHM1fdQQ=5psdUx8Jel=
E-mail Address:	vGmYr2gBFYc=z5FmC9fQbcWog+LjIMiYnV/cFngYf7J

Please click on 'Decrypt' button to decrypt the form

Verify
Decrypt
Update

**e-Signature / Hash of Document :** 6c7ec8f6f7f299fa6aeb820816b2722000fc303

**Fig 4.35:** Edit Filled and Encrypted Form

**Bidder Information Form (Form e-LG-1)**
[Go Back To Dashboard](#)

✔ Form Decrypted successfully.

Bidder Information Form (Form e-LG-1)	
Description	Response
Bidder's Legal Name :	Md. Ematz
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	N/A
Bidder's actual or intended Country of Registration:	Bhutan
Bidder's Year of Registration:	2016
Bidder's Legal Address in Country of Registration:	Thimphu, Bhutan

Bidders Authorized Representative Information	
Description	Response
Name:	New Edge
Address:	Thimphu
Telephone/Fax numbers:	3652145
E-mail Address:	emtaz@dohatec.com.bd

Please click on 'Verify' button to verify the form

Verify
Encrypt
Update

**e-Signature /** 6c7ec8f677f299fa6aeb820816b2722000fc303

**Hash of Document :**

**Fig 4.36:** Decrypted Form.

- vii. Click **Sign** button to Sign data and enter password in the popup box. The system will display the message “**form signed successfully**”. Then, click on **update** and the System will display a Message **Form updated successfully**.
- viii. **View Form**—To view the details in plain text of Technical / BoQ forms, click **View** link. System will show the Form in Encrypted format. Click **Decrypt** button and Enter password in the popup box and click on **Verify Password** button. The system will display a Message **Form Decrypted successfully** and will show the data in Original / Plain Text.



**Bidder Information Form (Form e-LG-1)**
[Go Back To Dashboard](#)

Description	Response
Bidder's Legal Name :	bwepo52j48k=gnVIEtAL+zDselfnC06nw==
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	3lv3nXv8WQQ=CTd0f9it+Go=
Bidder's actual or intended Country of Registration:	7jqgFAhXwjw=dPXWzkh9qTY=
Bidder's Year of Registration:	0c//vyqy9FM=YVDSJMbkHr4=
Bidder's Legal Address in Country of Registration:	1zaPlaK4iB4=Al40/pQxZzYme7dswdJCYg==

Bidders Authorized Representative Information	
Description	Response
Name:	wR8jIsCIIU=Xo84tIT8T2K3vAlAnCBjA==
Address:	+oV1falFSgQ=havs8R3/bTQ=
Telephone/Fax numbers:	jKw3VtfcPw=eG+EzF0V+Ag=
E-mail Address:	VV+KGW8Ue14=PcDeW+HwgWMWhanvAUDhLuQB4xWeaYC

Please note, when you click the "Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence you are requested to be sure that there will not be any further correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure that the information entered is correct.

Please click on 'Decrypt' button to decrypt the form

Decrypt

**e-Signature / Hash of Document :**

6c7ec8f67ff299fa6aeb820816b2722000fc303

**Fig 4.37: View Encrypted Form**

**Delete Form** –To delete forms, click **Delete** link and System will display a Message **“Do you want to delete this form”** with options to cancel or OK. Click **OK** and the system will display Message **Form Deleted successfully**.

**Encrypt Form** – To do the Final encrypt of Tender, click on encrypt and the system will display data in encrypted form. Click on **Decrypt link** the System will show data in original text to view the form. Click **Encrypt and save** button then the system will display a Confirmation Message (Fig 4.39). Then, click **OK** button to confirm the Form filled.

## Bidder Information Form (Form e-LG-1)

[Go Back To Dashboard](#)

✔ Form decrypted successfully

Bidder Information Form (Form e-LG-1)	
Description	Response
Bidder's Legal Name :	Md. Ematz
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	N/A
Bidder's actual or intended Country of Registration:	Bhutan
Bidder's Year of Registration:	2016
Bidder's Legal Address in Country of Registration:	Thimphu, Bhutan

Bidders Authorized Representative Information	
Description	Response
Name:	New Edge
Address:	Thimphu
Telephone/Fax numbers:	3652145
E-mail Address:	ematz@dohatec.com.bd

Please note, when you click the "Encrypt" button below, the form will be encrypted with e-GP Tender Opening Committee Security Password & hence you are requested to be sure that there will not be any further correction in this form. Click the "Encrypt" button only if you have completed filling the form, and you are sure that the information entered is correct.

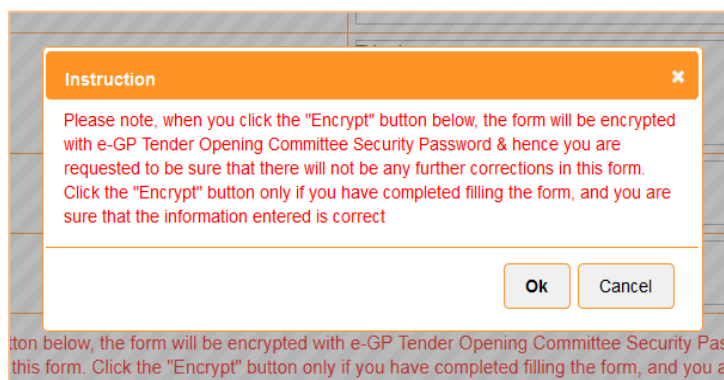
Please click on 'Encrypt And Save' button to save the form

Encrypt And Save

**e-Signature / Hash of Document :**

6c7ec8f67f299fa6aeb820816b2722000fc303

**Fig 4.38:** Final Encryption and Save of Tender Form.



**Fig 4.39:** Confirmation Message for Final Encryption and Save of Tender Form.

- iv. After second encryption of Form, System will show the form where **Edit** link is disabled and **Encrypt** link is replaced with **Encrypted** text (Fig 4.40)

Form Name	Action	Map the documents from your Common Document Library, if requested
Bidder Information Form (Form e-LG-1) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	<a href="#">Fill</a>	<a href="#">Map</a>

**Fig 4.40:** View after Final Encryption of Form.

All Forms (Technical or BoQ) should be filled by Bidder by filling the relevant and valid data. If User does not map any documents which are mandatory in any of the Forms (Technical or BoQ) then System will display Message **Please Fill All Mandatory Documents**.

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation																								
<div> <div>Lot Selection :</div> <div><a href="#">Edit Lot Selection</a></div> </div> <div> <div>Package No. :</div> <div>pkg002</div> </div> <div> <div>Package Description :</div> <div>buy laptop, printer</div> </div>																															
Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document																															
<table border="1"> <thead> <tr> <th>Form Name</th> <th>Action</th> <th>Map the documents from your Common Document Library, if requested</th> </tr> </thead> <tbody> <tr> <td>Bidder Information Form (Form e-LG-1) *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>e-Bid Submission Sheet (Form e-LG-3) *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>Eligible Countries *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>4. Drawings *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>5. Inspections and Tests *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> </tbody> </table>								Form Name	Action	Map the documents from your Common Document Library, if requested	Bidder Information Form (Form e-LG-1) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	e-Bid Submission Sheet (Form e-LG-3) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	Eligible Countries *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	4. Drawings *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	5. Inspections and Tests *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>
Form Name	Action	Map the documents from your Common Document Library, if requested																													
Bidder Information Form (Form e-LG-1) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
e-Bid Submission Sheet (Form e-LG-3) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
Eligible Countries *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
4. Drawings *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
5. Inspections and Tests *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
<div> <div>Lot No.</div> <div>2</div> </div> <div> <div>Lot Description</div> <div>laptop</div> </div>																															
<div>Grand Summary : <a href="#">View</a></div> <div> <div>Select Form : *</div> <div>-- Select --</div> </div>																															
<table border="1"> <thead> <tr> <th>Form Name</th> <th>Action</th> <th>Map the documents from your Common Document Library, if requested</th> </tr> </thead> <tbody> <tr> <td>2. Price and Completion Schedule - Related Services (Form e-LG-4c) *</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> <tr> <td>Discount Form</td> <td><a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b></td> <td><a href="#">Map</a></td> </tr> </tbody> </table>								Form Name	Action	Map the documents from your Common Document Library, if requested	2. Price and Completion Schedule - Related Services (Form e-LG-4c) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>	Discount Form	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>															
Form Name	Action	Map the documents from your Common Document Library, if requested																													
2. Price and Completion Schedule - Related Services (Form e-LG-4c) *	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
Discount Form	<a href="#">View</a>   <a href="#">Delete</a>   <b>Encrypted</b>	<a href="#">Map</a>																													
Please Fill All Mandatory Documents																															

**Fig 4.41:** View after Final Encryption of all Forms without Mapping.

i. **Map**

There are two options in mapping the documents:

- i) Bidder will have to map all documents for mandatory forms.
- ii) Bidder will have the choice to map documents for non-mandatory forms.

ii. Click **Map** link; System will show page where Bidder has two options.

a. Bidder can upload the documents and then Map

To upload the document, click **choose file** and select the file to be uploaded and Select the Mandatory Document Type and give Description and click **Upload** button. The System will display a message, **“document uploaded successfully”**.

e. Select document from Common Document Library (Bidder’s Briefcase) and click **Map** button.

To Map the document from Library, click checkbox before File Name and then select the Mandatory Document Type. Then, click **Map** button. The System will display a message, **“document mapped successfully”**

View Unmapped Files
View Folderwise Files
View Files
View Archive Files

Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
<input type="checkbox"/> 1	1.doc	Incorporate Articles	bd2072fc12fdd2dd4c903995f029ef10c67ca2a	32	31-Jan-2017 13:41	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 2	715 (2).jpg	egp12345	7478f072e3a564188b8d97af3f183ef4852dae4b	262	30-Jan-2017 17:50	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 3	716.jpg	egp12345	21f2bbb3afa064bcc24704493e3ea588cf45a08a	338	30-Jan-2017 17:49	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 4	721.jpg	egp12345	fb4e49d137ec1ca91edcb711e1ce2d455544e223	319	30-Jan-2017 17:49	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 5	719.jpg	egp12345	ccffa1d77baa0c9a6f568ba5fcd357ddf190e2a4	316	30-Jan-2017 17:49	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 6	714.jpg	egp12345	f6b37349f5b18153d66a8965b1e966b0f19598af	365	30-Jan-2017 17:49	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 7	can-stock-photo_csp27634445.jpg	DOC 2	67fdb1be4a67b0e201d59dba557b27ee04fa6ebe	28	30-Jan-2017 17:28	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 8	amma.jpg	DOC 1	476e6e10b13c6ab2d577ac11d6ed6c8b098425d	19	30-Jan-2017 17:23	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 9	15781558_1303878099668888ok		926a070e0801efdc7ac4157850b12d42d3044c7f	61	30-Jan-2017 12:25	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 10	15781231_1302474026475962ok		c4842ad7011187c085e4098c607030357a4b940d	127	30-Jan-2017 12:25	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 11	10-list.xlsx	ok	2d3271dd27597de6a8f8d535e35c3a045b479a	14	30-Jan-2017 12:25	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 12	700.png	egp12345	3662fc13824bc0c396da1846a0260b283d1fa371	292	29-Jan-2017 12:41	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 13	701.png	egp12345	810533bd536cf894e8ebb98525267e8f99351931	292	29-Jan-2017 12:41	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 14	711.jpg	egp12345	ee9254d642cf4c6aa9807d14f1e689f17a2e12d1	341	29-Jan-2017 12:41	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
<input type="checkbox"/> 15	637.jpg	egp12345	eb661b99a38773acf1a4d2a92c6eb5baef3bbe82	331	29-Jan-2017 12:38	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>

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In the case of a JV/C/A, letter of intent to form the JV/C/A, or the JV/C/A
[Map](#)

Uploaded Documents	
Pending Required Documents	3
Total Required Documents	Mapped Documents
4	1

Field marked (\*) are mandatory.

Select a file to upload : \*

Browse...
No file selected.

Document Type : \*

In the case of a JV/C/A, letter of intent to form the JV/C/A, or the JV/C/A

Description : \*

[Upload](#)

Mapped Files							
Sl. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
<input type="checkbox"/> 1	1.doc	Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB Sub-Clause 3.1.	Incorporate Articles	bd2072fc12fdd2dd4c903995f029ef10c67ca2a	32.87	31-Jan-2017 13:41	<a href="#">Download</a>

[Remove](#)

**Fig 4.42:** Mapping Required Documents.

After Mapping of files is completed, click **Go Back to Dashboard** button on right side of page to view **Map** and **View** links.

When Tender Security payment is complete, System shows message and **I Agree** checkbox, so that Bidder is agreeing to Terms and Conditions for filling this tender. Bidder clicks **Go to Final Submission** button.

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
<b>Lot Selection :</b> <a href="#">Edit Lot Selection</a>							
<b>Package No. :</b> pkg002							
<b>Package Description :</b> buy laptop, printer							
Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document							
Form Name				Action		Map the documents from your Common Document Library, if requested	
Bidder Information Form (Form e-LG-1) *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>   <a href="#">View</a>	
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>   <a href="#">View</a>	
e-Bid Submission Sheet (Form e-LG-3) *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>   <a href="#">View</a>	
Eligible Countries *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>   <a href="#">View</a>	
4. Drawings *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
5. Inspections and Tests *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
<b>Lot No.</b>		2					
<b>Lot Description</b>		laptop					
<b>Grand Summary :</b> <a href="#">View</a>							
<b>Select Form :</b> * 1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b) ▼							
Form Name				Action		Map the documents from your Common Document Library, if requested	
1a. Price and Delivery Schedule for Goods (Form e-LG-4a) *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
2. Price and Completion Schedule - Related Services (Form e-LG-4c) *				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
Discount Form				<a href="#">View</a>   <a href="#">Delete</a>   Encrypted		✓ <a href="#">Map</a>	
I hereby declare that I have read and understood all the tender documents, pre tender meeting (if applicable), amendment/ corrigendum.							
<input checked="" type="checkbox"/> I Agree							
<a href="#">Go To Final Submission</a>							

**Fig 4.43:** Agree to Terms and Conditions and Go To Final Submission of Tender.

System will display a page in which Tender/ Proposal Submission Details are shown. Click **Final Submission** button. The system will display a field to enter One Time Password (OTP) which will sent to registered mobile number (Fig 4.44)

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation	Notification of Award	Cont. Signing
<b>Tender Submission Details</b>								
Package No. :		Goods 5 Lot						
Package Description :		Goods 5 Lot						
Form Name	Filled (Yes/No)	Mandatory (Yes/No)	Encrypted with Buyer Hash					
Bidder Information Form (Form e-LG-1)	Yes	Yes	Yes					
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	Yes	No	Yes					
e-Bid Submission Sheet (Form e-LG-3)	Yes	Yes	Yes					
Eligible Countries	Yes	Yes	Yes					
3. Technical Specifications and Compliance of Goods and Related	Yes	Yes	Yes					
4. Drawings	Yes	Yes	Yes					
5. Inspections and Tests	Yes	Yes	Yes					
Lot No.	Lot 1							
Lot Description	Lot 1							
1a. Price and Delivery Schedule for Goods (Form e-LG-4a)	Yes	Yes	Yes					
1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)	Yes	No	No					
2. Price and Completion Schedule - Related Services (Form e-LG-4c)	Yes	Yes	Yes					
Discount Form	Yes	No	Yes					
Lot No.	Lot 5							
Lot Description	Lot 5							
1a. Price and Delivery Schedule for Goods (Form e-LG-4a)	Yes	Yes	Yes					
1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)	Yes	No	No					
2. Price and Completion Schedule - Related Services (Form e-LG-4c)	Yes	Yes	Yes					
Discount Form	Yes	No	Yes					
Form Name	Mapped Document's Name		File Name					
3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5)	Manufacturer's Authorization (Form e-LG-7)		720.jpg					
Bidder Information Form (Form e-LG-1)	Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB Sub-Clause 3.1.		list page after login.jpg					
	In the case of a JV/C/A, letter of intent to form the JV/C/A agreement, in accordance with ITB Sub-Clause 23.1 (c) (v).		Installation Guide_Istiak.docx					
	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3		700.png					
	Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder.		701.png					
e-Bid Submission Sheet (Form e-LG-3)	Written confirmation authorising the above signatory to commit the Bidder, in accordance with ITT Sub-Clause 26.4		718.jpg					
	Methodology of Application of the Discounts		719.jpg					
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	Articles of Incorporation or Registration of firm named in 2 above, in accordance with ITB Sub-Clause 3.1.		713.jpg					
	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3.		717.jpg					
OTP: * 0801 <input type="button" value="Final Submission"/>								

**Fig 4.44: Final Submission of Tender.**

Then enter the OTP and click on final submission button. After **Final Submission**, System will display Tender/ Proposal Submission Details and also message in red colour **“Final Submission Completed successfully”**. System will also display **Substitute/ Modification** and **Tender Withdrawal** button.

## j. Opening Tab

After all the Tender Opening Committee (TOC) Members Sign Bid Opening Report (BOR), Bid Opening Reports can be viewed by Bidder. To view BOR, click **Opening** Tab.

Result Sharing			
<b>Tender Detail</b>			
Tender ID :	114	Invitation Reference No. :	Inv002
Closing Date and Time :	08-Feb-2017 15:26	Opening Date and Time :	08-Feb-2017 15:25
Procuring Agency :	Comission Devision Office	Procurement Category :	Goods
Brief :	ok		
Tender Status :	<b>Being processed</b>		
Docs.	Clarification	Pre Tend. Meeting	Sub Contracting
Payment	Tend. Preparation	<b>Opening</b>	Evaluation
Lot No:	1		
Lot Description:	printer		
BOR	<a href="#">View</a>		
Lot No:	2		
Lot Description:	laptop		
BOR	<a href="#">View</a>		

**Fig 4.46:** Opening Tab

To view **BOR** click **View** link

The System will display a detailed **Bid Opening Report** which is signed by TOC Members.

**Print** – Click **Print** option on right side on the Bid Opening Report details page to printout.

**Save as PDF**- click on **save**, then System will save the Bid Opening Report information in PDF Format. Click **Open link**, to open the Bid Opening Report information in PDF Format.



**Bid Opening Report**

[Print](#)
[Save As PDF](#)

---

**Tender Detail**

Tender ID : 114	Invitation Reference No. : Inv002
Closing Date and Time : 08-Feb-2017 15:26	Opening Date and Time : 08-Feb-2017 15:25
Procuring Agency : Commission Devision Office	Procurement Category : Goods
Brief : ok	

---

**Bid Opening Report**

Ministry Name : Election Comission of Bhutan Govt.	Division Name : Election Comission Department
Organization/Agency Name : Election Comission Devision	Procuring Agency : Comission Devision Office
Tender Package No. and Description : pkg002 & buy laptop, printer	
Lot No. and Description : 1 & printer	

---

**Tender Document**

Documents Sold	Nos. of Submissions	Nos. Withdrawn	Nos. Substituted / Modified
3	2	1	1

---

Sl. No.	Name of Bidder / Consultant	Total Quoted Amount	Discount Amount	Bid Security Amount	Validity of Bid Security
1	ABC CONSTRUCTION	0.000	0.000	100.000	11-Jul-2017
2	NUZHAT CO.	0.000	0.000	100.000	11-Jul-2017

---

**TOC Members**

Committee Members	Mrs. Dechen	Md. Rased
Committee Role	Member	Chairperson
Designation	PA User	PA User
PA Office	Comission Devision Office	Comission Devision Office
Electronically Signed BOR On	08 Feb 2017 11:50	08 Feb 2017 11:51
Comments	ok	ok

**Fig 4.47:** Bid Opening Report (BOR)

## k. Evaluation Tab

At the time of Tender Evaluation by Tender Evaluation Committee (TEC) Members, click **Evaluation** Tab. In **Evaluation** Section, there are 4 different sub-tabs (**Clarification**, **Validity / Security Extension**, **Post Qualification**, and **Debriefing of Tender**)

Docs.

Clarification

Sub Consulting

Payment

Prop. Preparation

Opening

Evaluation

Letter Of Intent

Notification of Award

Cont. Signing

Clarification

Validity / Security Extension

Debriefing on Proposal

**Tender/Proposal Details**

Package No. :	pkgS001
Package Description :	Needs Traineer
Last Date and Time for Response :	
Remarks :	

---

Sl. No.	Form Name	Action
No forms found!		

**Fig 4.48:** Evaluation Tab

## I. Notification of Award (NOA) Tab

The Bidders will be able to view the NOA details after Procuring Agency Issues the NOA. The Bidder will get two options under Action column **View** and **Accept / Decline**.

Tender Detail							
Tender ID : 301				Invitation Reference No. : goods large ahsan 5			
Closing Date and Time : 19-Mar-2017 17:53				Opening Date and Time : 19-Mar-2017 17:52			
Procuring Agency : AB Office				Procurement Category : Goods			
Brief : sssssssss							
Tender Status : <b>Being processed</b>				<a href="#">View Notice</a>			

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Notification of Award	Cont. Signing
Package No :		goods large ahsan 5							
Package Description :		goods large ahsan 5							
Lot No :		1							
Lot Description :		goods large ahsan 5							

Consolidate Forms		
S.No	Consolidate	Action
1	Consolidate of 2. Price and Completion Schedule - Related Services (Form e-LG-4c)	<a href="#">View</a>
2	Consolidate of 1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a)	<a href="#">View</a>
3	Consolidate of 1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)	<a href="#">View</a>
4	Consolidate of Discount Form	<a href="#">View</a>

Contract No.	Contract Amount in Figure (in Nu.)	Advance Contract Amount in Figure (in Nu.)	Date of Issue of Notification of Award (NOA)	Deadline of Acceptance of Notification of Award (NOA)	Notification of Award (NOA) Acceptance Status	Accept / Decline Date and Time	Action
Contract test 001	264619.600	2646.196	20-Mar-2017	03-Apr-2017	Pending	-	<a href="#">View</a>   <a href="#">Accept / Decline</a>

**Fig 4.49: NOA Tab**

- To view the Notification of Award (NOA) details Click **View** link under action column. System will display a page wherein NOA details and if documents uploaded will be will be shown.
- To accept/ reject NOA, Click **Accept / Decline** link under action column. Give comments and select **Accept** or **Decline** from combo box and click **Submit** button.

## Notification Of Award (NOA)

[Print](#)
[Save As PDF](#)
[Go Back To Dashboard](#)

**Contract No:** contract002

**To :**

**Name:** New Book store

**Address:** 321, thimphu

**New Book store**

**Date:** 12-Mar-2017

This is to notify you that your Tender dated **27-Feb-2017** for the supply of Goods and related Services for **Please specify the Package/Lot as TENDER: if the Package/Lot will be procured using e-GP System** for the Contract Price of **Tk. 2000000.000 (Taka FOUR HUNDRED SIXTY EIGHT POINT SEVEN FIVE)** as corrected and modified in accordance with the Instructions to Tenderers/Consultants, has been approved by **AB Office**.

You are thus requested to take following actions :

- accept in writing the Notification of Award within **TEN (10)** working days of its issuance pursuant to ITB Clause
- furnish a Performance Security in the specified format and in the amount of **Tk. 32.81 (Taka THIRTY TWO POINT EIGHT ONE)**, within **(30)** days of acceptance of this Notification of Award but not later than **11-Apr-2017**, in accordance with ITB Clause
- sign the Contract within **TEN (10)** days of issuance of this Notification of Award but not later than **22-Mar-2017**, in accordance with ITB Clause

You may proceed with the execution for the supply of Goods and related Services for only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

Duly authorised to Electronically sign  
for and on behalf of

Electronically Signed  
PA User Test  
AB Office

**Fig 4.50: View Notification of Award (NOA)**

General Conditions of Contract

[View](#)
[Save As PDF](#)

Document Name	Document Description	Action
e-Bid Security (Bank Guarantee).docx	e-Bid Security (Bank Guarantee)	
Manufacturers Authorization.docx	Manufacturer's Authorization	
INTEGRITY PACT.docx	INTEGRITY PACT	
Template of Contract Forms.docx	Template of Contract Forms	

**Comment :** \* Accept tender 301 from Bidder side

**Action :** \* Accept

**Title of the Account :** \* 10000001

**Name of Branch :** \* Bhutan

**Telephone :** \* 123456

**Branch e-mail ID :** \* Bhutan

**Branch Address :** \* Bhutan

**Name of Financial Institute :** \* Bhutan bank

**Account Number :** \* 1000101010

**Fax No :** \*

**SWIFT Code :** \* 12356987

Submit

**Fig 4.51: Accept/Reject NOA**

Click **Print** and **Save As PDF** option to either print or save the NOA document to be saved as PDF format.

- iii. On Submission, System will display Notification Message **“NOA Action taken successfully”** and will display the NOA Tab and **Accept / Decline** link will be disabled, **View** link will be shown and NOA Acceptance Status will be changed from **Pending** to **Accepted**.

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation	Notification of Award	Private Forum	Cont. Signing	CMS
Package No :		package-nishith1416								
Package Description :		Sample Description								
Lot No :		1								
Lot Description :		1000 computers								
Contract No.	Contract Amount in Figure (in Nu.)	Advance Contract Amount in Figure (in Nu.)	Date of issue of Notification of Award (NOA)	Deadline of Acceptance of Notification of Award (NOA)	Notification of Award (NOA) Acceptance Status	Accept Date and Time	Action			
cntr 1	2000000.000	200000.000	22-Feb-2017	09-Mar-2017	Accepted	23-Feb-2017 16:38	<a href="#">View</a>			

**Fig 4.52:** View of NOA tab after Accept/Reject

Click **View** link to view NOA details again.



Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation																																			
<div>Save As PDF Print</div>																																										
<b>Tender Submission Details</b>																																										
Package No. :		pkg002																																								
Package Description :		buy laptop, printer																																								
<table border="1"><thead><tr><th>Form Name</th><th>Filled (Yes/No)</th><th>e-Signature / Hash</th></tr></thead><tbody><tr><td>Bidder Information Form (Form e-LG-1)</td><td>Yes</td><td>83908f704185eb612856c1c996a75a2e8e604af3</td></tr><tr><td>Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)</td><td>Yes</td><td>e89d74eab925b19f2e6bde8dd54ec916840a36a1</td></tr><tr><td>e-Bid Submission Sheet (Form e-LG-3)</td><td>Yes</td><td>f52238118c59f914d75977e13b08496dfc2d4d8</td></tr><tr><td>Eligible Countries</td><td>Yes</td><td>8008e1ee268fd7605d79d45d97c03307e060b9ca</td></tr><tr><td>3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5)</td><td>Yes</td><td>95792a45c5c2e2ce84d8dc5279b46e9ec25024e6</td></tr><tr><td>4. Drawings</td><td>Yes</td><td>4b781d3edc429481efdeaf97649e604f110655d5</td></tr><tr><td>5. Inspections and Tests</td><td>Yes</td><td>8008e1ee268fd7605d79d45d97c03307e060b9ca</td></tr></tbody></table>								Form Name	Filled (Yes/No)	e-Signature / Hash	Bidder Information Form (Form e-LG-1)	Yes	83908f704185eb612856c1c996a75a2e8e604af3	Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	Yes	e89d74eab925b19f2e6bde8dd54ec916840a36a1	e-Bid Submission Sheet (Form e-LG-3)	Yes	f52238118c59f914d75977e13b08496dfc2d4d8	Eligible Countries	Yes	8008e1ee268fd7605d79d45d97c03307e060b9ca	3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5)	Yes	95792a45c5c2e2ce84d8dc5279b46e9ec25024e6	4. Drawings	Yes	4b781d3edc429481efdeaf97649e604f110655d5	5. Inspections and Tests	Yes	8008e1ee268fd7605d79d45d97c03307e060b9ca											
Form Name	Filled (Yes/No)	e-Signature / Hash																																								
Bidder Information Form (Form e-LG-1)	Yes	83908f704185eb612856c1c996a75a2e8e604af3																																								
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	Yes	e89d74eab925b19f2e6bde8dd54ec916840a36a1																																								
e-Bid Submission Sheet (Form e-LG-3)	Yes	f52238118c59f914d75977e13b08496dfc2d4d8																																								
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4. Drawings	Yes	4b781d3edc429481efdeaf97649e604f110655d5																																								
5. Inspections and Tests	Yes	8008e1ee268fd7605d79d45d97c03307e060b9ca																																								
Lot No.		2																																								
Lot Description		laptop																																								
<table border="1"><thead><tr><th>Form Name</th><th>Filled (Yes/No)</th><th>e-Signature / Hash</th></tr></thead><tbody><tr><td>1a. Price and Delivery Schedule for Goods (Form e-LG-4a)</td><td>Yes</td><td>881d4adaa0d5d91f506749a6e0b6ac2affd3d03a</td></tr><tr><td>1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)</td><td>No</td><td>-</td></tr><tr><td>2. Price and Completion Schedule - Related Services (Form e-LG-4c)</td><td>Yes</td><td>26eed9cb57fcc22fc8eedbb2e9a2b9949999ae31</td></tr><tr><td>Discount Form</td><td>Yes</td><td>1362acfd22f7ca77a53ff00142d4294162b09dba</td></tr></tbody></table>								Form Name	Filled (Yes/No)	e-Signature / Hash	1a. Price and Delivery Schedule for Goods (Form e-LG-4a)	Yes	881d4adaa0d5d91f506749a6e0b6ac2affd3d03a	1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)	No	-	2. Price and Completion Schedule - Related Services (Form e-LG-4c)	Yes	26eed9cb57fcc22fc8eedbb2e9a2b9949999ae31	Discount Form	Yes	1362acfd22f7ca77a53ff00142d4294162b09dba																				
Form Name	Filled (Yes/No)	e-Signature / Hash																																								
1a. Price and Delivery Schedule for Goods (Form e-LG-4a)	Yes	881d4adaa0d5d91f506749a6e0b6ac2affd3d03a																																								
1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form e-LG-4b)	No	-																																								
2. Price and Completion Schedule - Related Services (Form e-LG-4c)	Yes	26eed9cb57fcc22fc8eedbb2e9a2b9949999ae31																																								
Discount Form	Yes	1362acfd22f7ca77a53ff00142d4294162b09dba																																								
<table border="1"><thead><tr><th>Form Name</th><th>Mapped Document's Name</th><th>File Name</th><th>e-Signature / Hash</th></tr></thead><tbody><tr><td>3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5)</td><td>Manufacturer's Authorization (Form e-LG-7)</td><td>6.doc</td><td>b139fa2b308d09979d00c297c185912f51f263ce</td></tr><tr><td rowspan="4">Bidder Information Form (Form e-LG-1)</td><td>Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB Sub-Clause 3.1.</td><td>1.doc</td><td>bd2072fc12fdd2dd4c903995ff029ef10c67ca2a</td></tr><tr><td>In the case of a JV/C/A, letter of intent to form the JV/C/A, or the JV/C/A agreement, in accordance with ITB Sub-Clause 23.1 (c) (v).</td><td>TRADE - Copy (3).doc</td><td>200dee28932d1ffe55187598ca9e6ab69dbe19bb</td></tr><tr><td>In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3</td><td>TRADE - Copy (4).doc</td><td>06738a55edfc900f445184a45ba7fad2b1bc07ad</td></tr><tr><td>Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder.</td><td>TRADE - Copy (5).doc</td><td>f7e47311991d6119affe7536e1fc558d3866a941</td></tr><tr><td rowspan="2">e-Bid Submission Sheet (Form e-LG-3)</td><td>Written confirmation authorising the above signatory to commit the Bidder, in accordance with ITT Sub-Clause 26.4</td><td>4.doc</td><td>c0e52529d522e8c89e3c3017820a3e0d0c536cd6</td></tr><tr><td>Methodology of Application of the Discounts</td><td>5.doc</td><td>90c5e8b5a941e25d4120ad6a3592ab61af7e7bd1</td></tr><tr><td rowspan="2">Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)</td><td>Articles of Incorporation or Registration of firm named in 2 above, in accordance with ITB Sub-Clause 3.1.</td><td>2.doc</td><td>4a5e13e349c62712e630cd4ec70d6ad95fc83d3</td></tr><tr><td>In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3.</td><td>3.doc</td><td>001b0c3432f5818de9cfc09e7d3ded52b241e1b</td></tr></tbody></table>								Form Name	Mapped Document's Name	File Name	e-Signature / Hash	3. Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5)	Manufacturer's Authorization (Form e-LG-7)	6.doc	b139fa2b308d09979d00c297c185912f51f263ce	Bidder Information Form (Form e-LG-1)	Articles of Incorporation or Registration of firm named in 1 above, in accordance with ITB Sub-Clause 3.1.	1.doc	bd2072fc12fdd2dd4c903995ff029ef10c67ca2a	In the case of a JV/C/A, letter of intent to form the JV/C/A, or the JV/C/A agreement, in accordance with ITB Sub-Clause 23.1 (c) (v).	TRADE - Copy (3).doc	200dee28932d1ffe55187598ca9e6ab69dbe19bb	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3	TRADE - Copy (4).doc	06738a55edfc900f445184a45ba7fad2b1bc07ad	Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder.	TRADE - Copy (5).doc	f7e47311991d6119affe7536e1fc558d3866a941	e-Bid Submission Sheet (Form e-LG-3)	Written confirmation authorising the above signatory to commit the Bidder, in accordance with ITT Sub-Clause 26.4	4.doc	c0e52529d522e8c89e3c3017820a3e0d0c536cd6	Methodology of Application of the Discounts	5.doc	90c5e8b5a941e25d4120ad6a3592ab61af7e7bd1	Joint Venture, Consortium or Association (JV/C/A) Partner Information Form (Form e-LG-2)	Articles of Incorporation or Registration of firm named in 2 above, in accordance with ITB Sub-Clause 3.1.	2.doc	4a5e13e349c62712e630cd4ec70d6ad95fc83d3	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 3.3.	3.doc	001b0c3432f5818de9cfc09e7d3ded52b241e1b
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	Methodology of Application of the Discounts	5.doc	90c5e8b5a941e25d4120ad6a3592ab61af7e7bd1																																							
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Your Mega Hash :		d214d0f0c1b44daeabb71f78db284a9e3c66e64																																								
Final Submission Completed Successfully at - 31/01/2017 13:56. IP Address : 0.0.0.0:0.1																																										
If you want to Substitute or Withdraw the submitted tender, click the relevant button below.																																										
<div>Substitute / Modification Tender Withdrawal</div>																																										

Fig 4.45: View after Final Submission of Tender

Before Tender Closing Date and Time, Bidder can Substitute/ Modify the Tender Bid. Click **Substitute/ Modification** button. The System will display a page in which Bidder has to give reason for Substitution / Modification.

After clicking on **Substitute/ Modification**, System will display Notification Message “**Reason entered successfully. Please proceed for modification**”.

Before Tender Closing Date and Time, the system will allow withdrawal of tender. To withdraw the Tender, click **Tender Withdrawal** button. The System will display a page in which reason for withdrawal is required. Click **Withdrawal** button. After **Withdrawal** process, System will display a confirmation Message. System will display a page showing details of **Tender Substitution/ Modification History, Withdrawal History**. Click **View** link to view Date, Time and Reason for Substitution/ Modification. After withdrawal of a tender, the system will not allow submission on the same bid again.

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	<b>Payment</b>	Tend. Preparation	Opening	Evaluation
-------	---------------	-------------------	-----------------	----------------	-------------------	---------	------------

Package No. :	pkg002
Package Description :	buy laptop, printer

**Financial Institution Payment**

Lot. No.	Lot Description	Status	Action
No Payment Found			

**Bid Securing Declaration**

Lot. No.	Lot Description	Declaration Status
2	laptop	Declaration Submitted Sucessfully

Docs.	Clarification	Sub Contracting	<b>Payment</b>	Tend. Preparation	Opening	Evaluation	Notification of Award	Cont. Signing
-------	---------------	-----------------	----------------	-------------------	---------	------------	-----------------------	---------------

Package No. :	Goods 5 Lot
Package Description :	Goods 5 Lot

**Financial Institution Payment**

Lot. No.	Lot Description	Status	Action
Lot 5	Lot 5	Paid	<a href="#">View</a>
Lot 4	Lot 4	Paid	<a href="#">View</a>

**Bid Securing Declaration**

Lot. No.	Lot Description	Declaration Status
Lot 1	Lot 1	Declaration Submitted
Lot 2	Lot 2	Declaration Submitted
Lot 3	Lot 3	Declaration Submitted

**Fig 4.29:** Declaration of Tender Security
















Click link to View payment information filled by Branch Maker (Fig 4.30).

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation	Notification of Award	Cont. Signing
<div> <div>Package No. :</div> <div>Goods 5 Lot</div> </div> <div> <div>Package Description :</div> <div>Goods 5 Lot</div> </div>								
<div> <div>Lot No. :</div> <div>Lot 5</div> </div> <div> <div>Lot Description :</div> <div>Lot 5</div> </div>								
<div> <div>Payment Status :</div> <div>Paid</div> </div> <div> <div>Email ID :</div> <div>billah@dohatec.com.bd</div> </div> <div> <div>Bank Name :</div> <div>Bhutan National Bank</div> </div> <div> <div>Branch Name :</div> <div>Thimphu</div> </div> <div> <div>Branch Maker :</div> <div>Bank Maker</div> </div> <div> <div>Payment For :</div> <div>Bid Security</div> </div> <div> <div>Currency :</div> <div>Nu.</div> </div> <div> <div>Amount :</div> <div>Nu. 3000.00</div> </div> <div> <div>Mode of Payment :</div> <div>Bank Guarantee</div> </div> <div> <div>Instrument No. :</div> <div>234</div> </div> <div> <div>Issuing Bank :</div> <div>Bank of Bhutan</div> </div> <div> <div>Issuing Bank Branch :</div> <div>Main Branch</div> </div> <div> <div>Issuance Date :</div> <div>01-Mar-2017</div> </div> <div> <div>Validity Date :</div> <div>01-Sep-2017</div> </div> <div> <div>Date and Time of Payment :</div> <div>08-Mar-2017 16:34</div> </div> <div> <div>Remarks :</div> <div>ok</div> </div>								

**Fig 4.30:** View Tender Security

#### m. Contract Signing Tab

The Bidder can view the contract details when Procuring Agency enters the contract details. To view the contract details click **View** link under action column.

Docs.	Clarification	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation	Notification of Award	Private Forum	Cont. Signing	CMS						
<p>The following documents (but for RFQ Submission Letter and Sl. a &amp; h from below only) forming the integral part of the contract shall be interpreted in the order of priority :</p> <ul style="list-style-type: none"> <li>a. The signed Form of Contract Agreement</li> <li>b. The Notification of Award</li> <li>c. The Tender/Proposal and the appendices to the Tender/Proposal</li> <li>d. Particular Conditions of Contract</li> <li>e. General Conditions of Contract</li> <li>f. Technical Specifications</li> <li>g. Price and Delivery Schedule for Goods</li> <li>h. Price and Completion Schedule for Related Services</li> <li>i. Other document including correspondences listed in the PCC forming part of the Contract</li> </ul>																
<p><b>NOA Documents</b></p>																
Section Name:										Action						
Technical and Financial Forms																
Sl. No.	Form Name	Action	Map Document List													
1	Request for e-Quotation for Supply of Goods	<a href="#">View</a>	-													
2	e-Quotation Submission Form	<a href="#">View</a>	<table border="1"> <thead> <tr> <th>Document Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>e-Bid Security (Bank Guarantee).docx</td> <td></td> </tr> <tr> <td>New Microsoft Office Word Document - Copy (2).docx</td> <td></td> </tr> </tbody> </table>								Document Name	Action	e-Bid Security (Bank Guarantee).docx		New Microsoft Office Word Document - Copy (2).docx	
Document Name	Action															
e-Bid Security (Bank Guarantee).docx																
New Microsoft Office Word Document - Copy (2).docx																
3	Terms and Conditions for the Supply of Goods and Payment	<a href="#">View</a>	-													
4	Technical Specifications of the Goods	<a href="#">View</a>	<table border="1"> <thead> <tr> <th>Document Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>New Microsoft Office Word Document - Copy (2).docx</td> <td></td> </tr> </tbody> </table>								Document Name	Action	New Microsoft Office Word Document - Copy (2).docx			
Document Name	Action															
New Microsoft Office Word Document - Copy (2).docx																
5	Bid Submission Sheet	<a href="#">View</a>	-													
6	Request for e-Quotation (e-RFQ)	<a href="#">View</a>	-													
7	Schedule of Items and Priced Quotation (Form e-SG-1)	<a href="#">View</a>	<table border="1"> <thead> <tr> <th>Document Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>New Microsoft Office Word Document - Copy (2).docx</td> <td></td> </tr> <tr> <td>e-Bid Security (Bank Guarantee).docx</td> <td></td> </tr> </tbody> </table>								Document Name	Action	New Microsoft Office Word Document - Copy (2).docx		e-Bid Security (Bank Guarantee).docx	
Document Name	Action															
New Microsoft Office Word Document - Copy (2).docx																
e-Bid Security (Bank Guarantee).docx																
8	Discount Amount	<a href="#">View</a>	-													
Contract Signing Location			Contract Signing Date and Time				Action									
thimphu			23-Feb-2017 16:38				<a href="#">View</a>									

**Fig 4.53: Contract Signing Tab**



Contract Agreement				
<b>Tender Detail</b>				
Tender ID : 147		Invitation Reference No. : IRN1416		
Closing Date and Time : 07-Feb-2017 16:25		Opening Date and Time : 07-Feb-2017 16:26		
Procuring Agency : AB Office		Procurement Category : Goods		
Brief : Sample description of goods				
Tender Status : <b>Contract Awarded</b>				<a href="#">View Notice</a>
Bidder's/Consultant's Name :		New Book store		
Procuring Agency :		PA User Test / AB Office		
Contract Amount(In Nu.) :		2000000.000		
Date of Signing of Agreement :		23-Feb-2017 16:38		
Witnesses Name & Address From PA:		<div>Witness from PA</div> <div>Witness from Bidder</div>		
Witnesses Name & Address From Bidder/Consultant:				
Place of Signing Agreement :		thimphu		
Publish Agreement on website :		Yes		
Sl. No.	File Name	File Description	File Size (in KB)	Action
No records found.				

**Fig 4.54:** Contract Agreement

**f. Propose JVCA**

- i. If Bidder wants to propose Joint Venture Contract Agreement (JVCA) then click **Propose JVCA** sub-menu link. Click **Add JVCA** button to form JVCA.

List of JVCA				
				<a href="#">Add JVCA</a> <a href="#">Save as PDF</a>
Proposed JVCA		JVCA Partner Requests		
Sl. No.	Name of JVCA	Status	Action	
1	S&N partner	Pending	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Send Invitation</a>	

**Fig 4.55:** Propose JVCA

- ii. Click **Add JVCA** button, where Bidder can create JVCA Name and Add Partner's (One Lead Partner and more than one Secondary Partner) and then click **Submit** button.

**JVCA Partner**
[Go Back to Dashboard](#)

**JVCA Name :** \* 
[Add Partner](#)

Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
SDFDSF	billah@dohatec.com.bd	Lead <input type="button" value="v"/>	<input checked="" type="radio"/>	
NUZHAT CO.	nuzhat@dohatec.com.bd	Secondary <input type="button" value="v"/>	<input type="radio"/>	<a href="#">Remove</a>

**Fig 4.56:** Add Partner

### iii. Add Partner

To add other partners, click **Add Partner** button on right side of the screen and search through email ID. Click **Add** button.

**Add Partner**
✕

**e-mail ID :** \*

Company Name	e-mail ID
NUZHAT CO.	nuzhat@dohatec.com.bd

**Fig 4.57:** Add Partner

After adding the same, if Bidder does not select JVCA Partner role (Lead or Secondary) from dropdown list and clicks **Submit** button then System will display message **Please Select JV Role for all field.**

If Bidder selects more than one Lead Partner and clicks **Submit** button, then System will display a message **Please Select only one Lead Partner**.

In JVCA grid, New JVCA created will be shown as Status **Pending** and under Action column **Edit**, **View**, **Send Invitation** links will be shown.

List of JVCA				
Proposed JVCA		JVCA Partner Requests		
St. No.	Name of JVCA	Status	Action	
1	S&N partner	Pending	Edit   View   Send Invitation	

**Fig 4.58:** List of JVCA

To **View** JVCA Name and Partners, click on **View** link.

View JVCA

[Go Back to Dashboard](#)

JVCA Name :	S&N partner			
Partners :	Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner
	SDFDSF	billah@dohatec.com.bd	Lead	Yes
	NUZHAT CO.	nuzhat@dohatec.com.bd	Secondary	No

**Fig 4.59:** View JVCA

Click **Edit** link, to edit the details and click **Submit** button.

JVCA Partner				
JVCA Name : *		S&N partner		
		Add Partner		
Company Name	e-mail ID	Lead or Secondary Partner	Nominated Partner	Action
SDFDSF	billah@dohatec.com.bd	Lead	<input checked="" type="radio"/>	
NUZHAT CO.	nuzhat@dohatec.com.bd	Secondary	<input type="radio"/>	Remove
Submit				

**Fig 4.60:** Edit JVCA

Send invitation to propose for JVCA by clicking on **Send Invitation** link. After invitation, System will display a message **JVCA invitation sent successfully**.

**View JVCA**
[Go Back to Dashboard](#)


<b>JVCA Name :</b>	S&N partner			
<b>Partners :</b>				
	<b>Company Name</b>	<b>e-mail ID</b>	<b>Lead or Secondary Partner</b>	<b>Nominated Partner</b>
	SDFDSF	billah@dohatec.com.bd	Lead	Yes
	NUZHAT CO.	nuzhat@dohatec.com.bd	Secondary	No

Send Invitation

**Fig 4.61:** Send Invitation to Selected JVCA Partners

After sending invitation to proposed partners, System will display only **View** link under action column.

**List of JVCA**
[Add JVCA](#)
[Save](#)

 JVCA invitation sent successfully

**Proposed JVCA**
**JVCA Partner Requests**

Sl. No.	Name of JVCA	Status	Action
1	S&N partner	Complete	<a href="#">View</a>

**Fig 4.62:** List of JVCA after Sending JVCA Invitation

### JVCA Partner Requests

User who has received request need to click **JVCA Partner Requests** tab and click **Process** link to process the request.

**Proposed JVCA**
**JVCA Partner Requests**

Sl. No.	Name of JVCA	Status	Action
1	S&N partner	Pending	<a href="#">Process</a>

**Fig 4.63:** JVCA Partner Request.

System will display a page wherein User agrees **Agree to Propose JVCA** or **Disagree to Propose JVCA** and click **Submit** button.

### Acceptance of JVCA Partnership

[Go Back](#)

Name Of JVCA : S&N partner

Sl. No.	Company Name	e-mail ID	JVCA Role	JVCA Request Sta
1	SDFDSF	billah@dohatec.com.bd	Lead	Agreed
2	NUZHAT CO.	nuzhat@dohatec.com.bd	Secondary	Pending

☒ I Agree to proposed JVCA
 ☐ I Disagree to proposed JVCA

[Submit](#)

**Fig 4.64:** Agree or Disagree JVCA Partner Request

If agreed, system will display a confirmation message “**JVCA invitation processed successfully**”.

## Form JVCA

After agreeing to the Propose JVCA, the Bidder who is nominated to form JVCA will get the link **Form JVCA** to register for forming JVCA.

[Proposed JVCA](#)
[JVCA Partner Requests](#)

Sl. No.	Name of JVCA	Status	Action
1	S&N partner	Accepted	<a href="#">Form JVCA</a>   <a href="#">View</a>

**Fig 4.65:** Form JVCA

The System will open a page in which Nominated Bidder will fill in the registration required details. The Nominated Bidder will fill the valid data into the field. Click **Submit** button.

### Register JVCA

[Go Back](#)

Fields marked with (\*) are mandatory.

JVCA Name : S&N partner

e-mail ID : \*

(e-mail ID should be valid. Example: xyz@example.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. You need this answer to retrieve the password in case you forgot)

Nationality : \*

Country of Business : \*

[Submit](#) [Reset](#)

**Fig 4.66:** Register JVCA

Nominated Bidder fills in required company details. Enter valid data into the field. Click **Save** button.

**JVCA - Company Details**

Company Details >> Company Contact Person Details

**JVCA Name :** S&N partner

**Office Address :**

**Country :**

**Dzongkhag / District :**

**Dungkhag / Sub-district :**

**Gewog :**

**City / Town :**

**Postcode :**

**Mobile No. :**

**Phone No. :**

(Area Code - Phone No.)

**Fax No. :**


**Save**

**Fig 4.67:** Register JVCA (contd.)

Nominated Bidder fills in required personal details. Then, enter valid data into the field. Click **Save** button.

### JVCA - Contact Person Details

[Company Details](#) >> **Company Contact Person Details**

**Title :**  

**First Name :**


**Middle Name :**


**Last Name :**


**Designation :**


**Department :**

**Address :**

**Country :**  

**Dzongkhag / District :**  

**Dungkhag / Sub-district :**  

**Gewog :**  

**City / Town :**

**Post Code :**

**Email Address :**

**Mobile No. :**

**Phone No. :**

**Fax No. :**

**Fig 4.68:** Register JVCA (contd.)

System will display **Update** and **Complete JVCA Registration Process buttons**. Click Update button to edit the details. Click on **Complete JVCA Registration Process** button to complete the registration. On **Update**, System displays message **Information Successfully Updated**.

**Company Details** >> **Company Contact Person Details**

**Title :** \*

Mr.

**First Name :** \*

NUZHAT

**Middle Name :**

**Last Name :**

**Designation :** \*

Software Engineer

**Department :**

**Address :** \*

paro

**Country :** \*

Bhutan

**Dzongkhag / District :** \*

Paro

**Dungkhag / Sub-district :**

--Select Dungkhag--

**Gewog :**

--Select Gewog--

**City / Town :**

**Post Code :**

**Email Address :** \*

nuzhat@dohatec.com.bd

**Mobile No. :** \*

+975

32145632

**Phone No. :**

+975

08

**Fax No. :**

+975

08

Update

Complete JVCA Registration Process

**Fig 4.69:** Complete JVCA Registration Process.

To view the JVCA invitation, click **View JVCA Invitation** link, System will display Invitation details, Registration details, JVCA details and Personal details.



## JVCA - Details

Go Back

---

**Invitation Details**

Company Name	JVCA Role	Nominated Partner
SDFDSE	Lead	Yes
NUZHAT CO.	Secondary	No

**Registration Details**

**e-mail ID :** sandn@gmail.com  
**Nationality :** Bhutanese  
**Country of Business :** Bhutan  
**Registration Date & Time :** 07-Feb-2017 13:31  
**Registration Type :** Bidder / Consultant

**JVCA Details**

**Company Name :** S&N partner  
**Procurement Category :** Goods  
     Services , Consulting  
     Works , Large, W1  
     Works , Large, W2  
     Works , Large, W3  
     Works , Large, W4  
     Works , Medium, W1  
     Works , Medium, W2  
     Works , Medium, W3  
     Works , Medium, W4  
     Works , Small, W2  
     Works , Small, W3  
     Works , Small, W4  
**Address :** Thimphu  
**Country :** Bhutan  
**Dzongkhag / District :** Thimphu  
**Dungkhag/ Sub-District :** Lingzhi  
**Gewog :**  
**City / Town :**  
**Post Code :**  
**Mobile No. :** +975-23654178  
**Phone No. :**  
**Fax No. :**

**Contact Person Details**

**Title :** Mr.  
**First Name :** NUZHAT  
**Middle Name :**  
**Last Name :**  
**Designation :** Software Engineer  
**Department :**  
**Address :** paro  
**Country :** Bhutan  
**Dzongkhag / District :** Paro  
**Dungkhag/ Sub-district :** --Select Dungkhag--  
**Gewog :** Doteng  
**City / Town :**  
**Post Code :**  
**Mobile No. :** +975-32145632  
**Phone No. :**  
**Fax No. :**

**Fig 4.70:** View JVCA Details.

## 5. Document Library

Click **Doc. Library** menu and upload the documents and manage the same in folder management. Bidder Doc. Library Menu has two sub-menus:

- **Upload Documents**
- **Folder Management**

Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help
Tuesday, 07 February, 2017, 13:35:28 BST				Upload Documents	ay, 7 February, 2017, 11:57:41 BST		
				Folder Management			

**Figure 5.1:** Doc Library Menu

### 5.1. Upload Documents

Bidder can upload a document which has to be attached during Tender Preparation. Click **Upload Documents** sub-menu link. System will display upload document page.

Click **Browse** button and select file to be uploaded. Once selected, file path is displayed, write Description and click **Upload** button. Follow the **Instructions** for uploading documents.

On the same page, grid will be displayed in the figure below, in which there will be four different options as **View Unmapped Files**, **View Folder wise Files**, **View Files**, and **View Archive Files**.

Common Documents Library

Save as PDF

Field marked (\*) are mandatory.

Select a file to upload : \*

Browse... No file selected.

Description : \*

Upload

Instructions

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required.

Advised to extract and verify the contents of the zipped files to avoid disqualifications.

Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the tenderer. Failure to upload authentic document may result in the violation of the Procurement Rules and the tenderer will be responsible for all consequences

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 2MB.

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

A file path may contain any below given special characters: (Space, -, \_ \)

Click on **MAP** link available in front of uploaded document to map it with a **Folder**

View Unmapped Files

View Folderwise Files

View Files

View Archive Files

Sl. No.				File Size (in KB)		
1	Rased Salary Statement 2013-14.doc	dfgfdgfd	f7155097dc2fc66b9f7ebca8ee0a0e7d092fc362	43	02-Feb-2017 12:53	Archive   Download   Map to Folder
2	Procurement Method Business Rule Configuration- Palash.xlsx	ghjgh	e7ea268ecb695b3b9fe9869bbf07579b29d9645a	26	01-Feb-2017 16:44	Archive   Download   Map to Folder
3	Time Limit-latest.docx	ghjh	e045b3ccb1424b01bf0f012f172150e20527f7cd	15	01-Feb-2017 16:44	Archive   Download   Map to Folder
4	SRFP small assignment Lump Sum.doc	jghjhjg	b43bc27dc3493b25666d5fce23eedcaf662f6e6c	662	01-Feb-2017 16:44	Archive   Download   Map to Folder
5	Eol ( Firm).docx	ghjgh	8b9af2d1dfd3ea0c8ca0bc8c606862ec2a9a1445	37	01-Feb-2017 16:44	Archive   Download   Map to Folder
6	Requirements 3 Oct 2016.xlsx	hgijj	722de708387c6bd5c832807402c6298d539039bf	1111	01-Feb-2017 16:43	Archive   Download   Map to Folder
7	Revised Integrity Pack.pdf	fgd	03c0c0bf1d649c38b512beb006c1d54ee5e3fb56	167	01-Feb-2017 16:43	Archive   Download   Map to Folder
8	01 Procurement Rules and Regulations - Modified- 2.docx	sdfds	54e4478529a299c0052f6f0392ceb25ae0c29eb3	394	01-Feb-2017 16:42	Archive   Download   Map to Folder
9	Deployment Development Status 1.xlsx	ghgf	34befddb3d2fe9a020701c24a7c45c12881b6385	186	01-Feb-2017 16:42	Archive   Download   Map to Folder
10	SQLRough.txt	werwe	6155f5d4338ef5a943504a91f06014f4f4fc8463	1	01-Feb-2017 15:27	Archive   Download   Map to Folder

**Figure 5.2:** Upload Document.

## a. View Unmapped Files Tab

By default, files uploaded for the first time and unmapped to folder files will be shown in “**View Unmapped Files**” tab, in which required actions will be mentioned with Action column:

- Delete** – Bidder can delete the uploaded document.
- Archive** – Bidder can archive the selected document.
- Download** – Bidder can download the document to recheck again.
- Map to Folder** – Bidder can move the file uploaded to specific folder.



View Unmapped Files		View Folderwise Files		View Files		View Archive Files	
Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action	
1	Rased Salary Statement 2013-14.doc	dfgdgdgd	f7155097dc2fc66b9f7ebca8ee0a0e7d092fc362	43	02-Feb-2017 12:53	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>	
2	Procurement Method Business Rule Configuration- Palash.xlsx	ghjgh	e7ea268ecb695b3b9fe9869bbf07579b2d9d9645a	26	01-Feb-2017 16:44	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>	
3	Time Limit-latest.docx	ghjh	e045b3ccb1424b01bf0f012f172150e20527f7cd	15	01-Feb-2017 16:44	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>	
4	SRFP small assignment Lump Sum.doc	jghjhg	b43bc27dc3493b25666d5fce23eedcaf662f6e6c	662	01-Feb-2017 16:44	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>	

**Figure 5.3:** View of Unmapped Files Tab

### b. View Folder wise Files Tab


- i. All folders created through **Folder Management** will be shown in this section. Click **View** link under Action column and view files which are mapped to this particular folder.

<a href="#">View Unmapped Files</a>	<a href="#">View Folderwise Files</a>	<a href="#">View Files</a>	<a href="#">View Archive Files</a>	
Sl. No.	Folder Name	Action		
1	Registration Docs	<a href="#">View</a>		
2	Procurement Rules	<a href="#">View</a>		

**Figure 5.4:** View of Folder wise Files Tab.

- ii. After **View** link, click of any particular folder where all files under this folder will be shown under **View Folder wise File** section in the grid. Under action column the same **Delete, Archive, Download, Map to Folder** option will be available.

View Unmapped Files	View Folderwise Files	View Files	View Archive Files	
---------------------	-----------------------	------------	--------------------	--



Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	232.jpg	Citizenship Identity Card	f9169bde086350ca44e4d2c7d46acf26fc1c46b9	385	03-Nov-2016 17:34	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>
2	234.jpg	Construction Development Board (CDB) Registration Certificate	41143bf310e28235b452926ab04ab9637ea72ee9	303	03-Nov-2016 17:34	<a href="#">Delete</a>   <a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>
3	230.jpg	Self Declaration	21383d22eb440df11591b7e01903542372cbc1e1	203	03-Nov-2016 17:33	<a href="#">Delete</a>   <a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>

**Figure 5.5:** View of All Files under Specific Folder.

- i. **Archive** – Bidder can archive the selected document.
- ii. **Download** – Bidder can download the document to recheck again.
- iii. **Move to Folder** – Bidder can move the file uploaded to specific folder.

### c. View Files Tab

All files will be shown under this section in the grid, under action column the same **Delete**, **Archive**, **Download**, **Map to Folder**, **Move to Folder** option will be shown.

- Delete** – Bidder can delete the uploaded document.
- Archive** – Bidder can archive the selected document.
- Download** – Bidder can download the document to recheck again.
- Map to Folder** – Bidder can move the file uploaded to specific folder.
- Move to Folder** – Bidder can move the file uploaded to specific folder.

View Unmapped Files	View Folderwise Files	View Files	View Archive Files				
Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action
1	Rased Salary Statement 2013-14.doc	dfgfdgfd	f7155097dc2fc66b9f7ebca8ee0a0e7d092fc362	43	-	02-Feb-2017 12:53	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
2	Procurement Method Business Rule Configuration-Palash.xlsx	ghjgh	e7ea268ecb695b3b9fe9869bbf07579b29d9645a	26	-	01-Feb-2017 16:44	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>
3	Time Limit-latest.docx	ghjh	e045b3ccb1424b01bf0f012f172150e20527f7cd	15	-	01-Feb-2017 16:44	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Map to Folder</a>

Figure 5.6: View Files Tab

### d. View Archive Files Tab

Once files archived from the list is shifted to **View Archive Files** section. Click on **download** option to download the file. Under action column the same can be downloaded.

View Unmapped Files

View Folderwise Files

View Files

View Archive Files

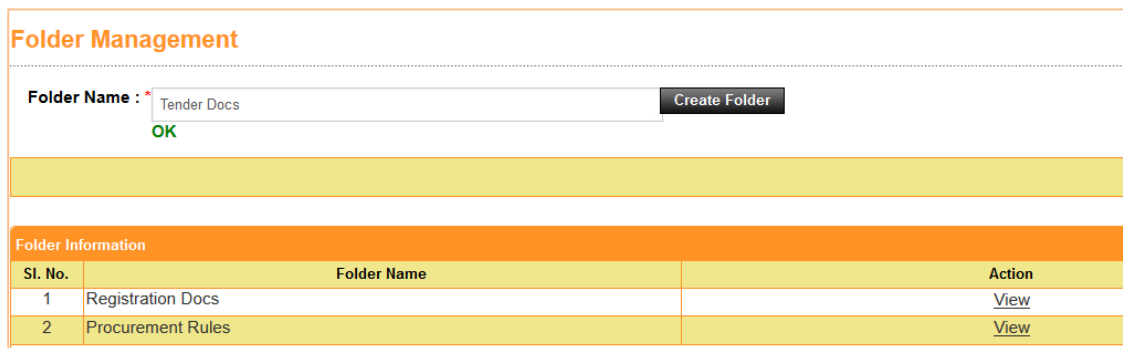
Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	UAT Issues Need to Fixed_12_01_2017.xlsx	ok	157965dfac0d380efbb549a7b577b57c40c553c3	35	30-Jan-2017 12:26	<a href="#">Download</a>

Figure 5.7: View Archive Files Tab.

- Download** – Click on **download** to recheck again.

## 5.2. Folder Management

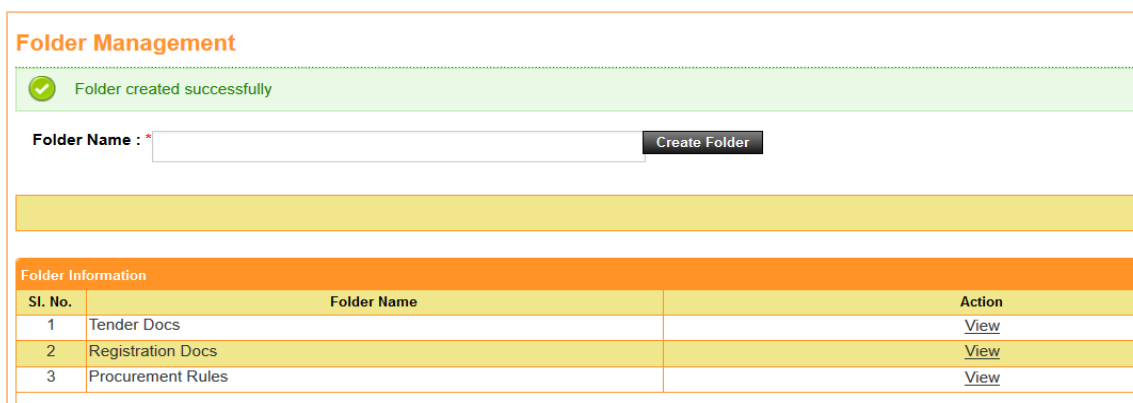
Bidder will be given the facility to create folder and manage files. Click **Folder Management** sub-menu link.



Folder Management		
Folder Name :	<input type="text" value="Tender Docs"/>	<input type="button" value="Create Folder"/>
OK		
Folder Information		
Sl. No.	Folder Name	Action
1	Registration Docs	<a href="#">View</a>
2	Procurement Rules	<a href="#">View</a>

**Figure 5.8:** Folder Management Home Page.

- Provide folder name and Click **Create Folder** button.
- System will display message “**Folder created successfully**” and same folder name can be viewed in the grid



Folder Management		
✓ Folder created successfully		
Folder Name :	<input type="text"/>	<input type="button" value="Create Folder"/>
Folder Information		
Sl. No.	Folder Name	Action
1	Tender Docs	<a href="#">View</a>
2	Registration Docs	<a href="#">View</a>
3	Procurement Rules	<a href="#">View</a>

**Figure 5.9:** Folder Created Successfully.

- Click **View** link and view the files mapped with the same folder. Under action column of the same **Delete, Archive, Download, Map to Folder** option will be shown.
  - Delete** – Bidder can delete the uploaded document.
  - Archive** – Bidder can archive the selected document.
  - Download** – Bidder can download the document to recheck again.
  - Move to Folder** – Bidder can move the file uploaded to specific folder.

Folder Name : Registration Docs						
Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and time	Action
1	232.jpg	Citizenship Identity Card	f9169bde086350ca44e4d2c7d46acf26fc1c46b9	385	03-Nov-2016 17:34	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>
2	234.jpg	Construction Development Board (CDB) Registration Certificate	41143bf310e28235b452926ab04ab9637ea72ee9	303	03-Nov-2016 17:34	<a href="#">Delete</a>   <a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>
3	230.jpg	Self Declaration	21383d22eb440df11591b7e01903542372cbc1e1	203	03-Nov-2016 17:33	<a href="#">Delete</a>   <a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>
4	231.jpg	Trade License	21383d22eb440df11591b7e01903542372cbc1e1	203	03-Nov-2016 17:33	<a href="#">Archive</a>   <a href="#">Download</a>   <a href="#">Move to Folder</a>

**Figure 5.10:** View of Specific Folder

## 6. Administration

Administration Menu is displayed only to Bidder/ Consultant. This menu is NOT shown in case of Individual Consultant. Administration Menu has two sub-menus:

- **Manage Users**
- **Tender Submission Right**

Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help
Tuesday, 07 February, 2017, 13:41:20 BST				Last Log	Manage Users	017, 11:57:41 BST	
					Tender Submission Right		

**Fig 6.1:** Administration Menu

### 6.1. Manage Users

For a single company registered with e-GP System, there may be different departments or different person who are working on Tender Preparation, so for the same, **Manage Users** link is available to create new registered Users.

- To create new User, Click **Register User** and System will show relevant page with required fields to fill in and then click **submit** button.
- After Submitting, System will display a message **Company User created successfully**.



### Register Company User

**e-mail ID :** \*   
(e-mail ID should be valid. Example: xyz@gmail.com)  
OK

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

**Confirm Password :** \*   
Password Matches

**Nationality :** \*

**Title :** \*

**First Name :** \*

**Middle Name :**

**Last Name :**

**CID No. :** \*

**Designation :** \*

**Department :**

**Address :** \*

**Country :** \*

**Dzongkhag / District :** \*

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

**Gewog :**

**City / Town :**

**Post Code :**

**Phone No. :**

**Fax No. :**

**Mobile No. :** \*

**Fig 6.2:** Register Company User

- c. Once created, Users will be displayed in grid under action column. The **Edit, View, Suspend, and Assign Role** option will available.

Approved

Suspended

Sl. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Suspend</a>
2	rased@dohatec.com.bd	MA Rased	Bhutan	Thimphu	IT	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Suspend</a>

**Fig 6.3:** View after Registration of a Company User.

#### d. Edit

On Clicking the **Edit** link, System will display page in editable mode to edit the required details and click **Update** button. On Update, System will display message “**Company User updated successfully**”.

Edit Company User Details

e-mail ID : mohsina@dohatec.net

Nationality : \* Bhutanesese

Title : \* Ms.

First Name : \* Mohsina

Middle Name :

Last Name :

CID No. : \* 12345678901

Designation : \* test

Department :

Address : \* test

Country : \* Bhutan

Dzongkhag / District : \* Thimphu

Dungkhag / Sub-district : Lingzhi

Gewog : --Select Gewog--

City / Town :

Post Code :

Phone No. : +975 02

Fax No. : +975 02

Mobile No. : \* +975 12345678

Update

**Fig 6.4:** Edit Information of a Company User

e. **View**

To view the User details, Click **View** link wherein System will display the User information in the page. Click **OK** button to confirm the details entered and click edit button to edit if required.

**View Company User**

**e-mail ID :** mohsina@dohatec.net

**Nationality :** Bhutanese

**Title :** Ms.

**First Name :** Mohsina

**Middle Name :**

**Last Name :** Nunir

**CID No. :** 12345678901

**Designation :** Team Lead

**Department :** IT

**Address :** Road no:4

**Country :** Bhutan

**Dzongkhag / District :** Thimphu

**Dungkhag / Sub-district :** Lingzhi

**Gewog :**

**City / Town :** thimphu

**Post Code :** 3652

**Phone No. :** +975-02-69811

**Fax No. :** +975-02-69651

**Mobile No. :** +975-77301895

**Fig 6.5:** View of All Files under Specific Folder

f. **Suspend**

Click **Suspend** link, to suspend the particular user. The suspended users will not be able to login into the e-GP System. User information will be displayed with Comments field. Then, click **Suspend** button.

### Suspend Company User

**e-mail ID :** mohsina@dohatec.net  
**Nationality :** Bhutanese  
**Title :** Ms.  
  
**First Name :** Mohsina  
**Middle Name :**  
**Last Name :**  
**CID No. :** 12345678901  
**Designation :** test  
**Department :**  
**Address :** test  
**Country :** Bhutan  
**Dzongkhag / District :** Thimphu  
**Dungkhag / Sub-district :** Lingzhi  
**Gewog :**  
  
**City / Town :**  
**Post Code :**  
**Phone No. :**  
**Fax No. :**  
**Mobile No. :** +975-12345678  
**Comments : \***

Leave this company

Suspend

**Fig 6.6:** Suspend Company User

On submit, the system will suspend User and the particular User will be shown in **Suspended** tab.

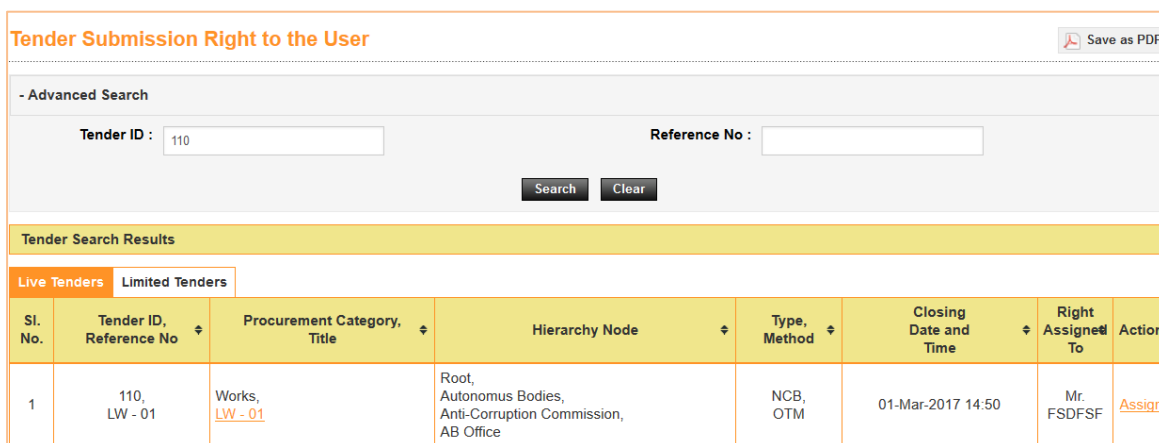
Approved		Suspended					
Sl. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Suspended	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Resume</a>
2	shimulece071@gmail.com	Shimul	Bhutan	Thimphu		Suspended	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Resume</a>

**Fig 6.7:** View Suspended Tab

To resume the user, Authorized Bidder will click **Resume** link under the action column, and the same User will be able to login into e-GP System and participate in tender preparation. User information will be displayed with Comments field. Click **Resume** button. On **Resume** User, System will show the same User again in **Approved** tab.

## 6.2. Tender Submission Rights

- The Admin can assign Tender submission rights to other Users which are created. Click **Tender Submission Rights** sub-menu link. Search Tender ID and reference no. to display the results.



**Tender Submission Right to the User** Save as PDF

- Advanced Search

Tender ID :  Reference No :

**Tender Search Results**

**Live Tenders** **Limited Tenders**

Sl. No.	Tender ID, Reference No	Procurement Category, Title	Hierarchy Node	Type, Method	Closing Date and Time	Right Assigned To	Action
1	110, LW - 01	Works, <a href="#">LW - 01</a>	Root, Autonomus Bodies, Anti-Corruption Commission, AB Office	NCB, OTM	01-Mar-2017 14:50	Mr. FSDFSF	<a href="#">Assign</a>

**Fig 6.10:** Assign Tender Submission Right

- Click **Assign** link under Action Column to show required tender information. Click **Assign To** combo box form to select the name to which the tender should be assigned and click **Submit** button.



**Assign Tender Submission Right to the User**

Tender ID : 110

Reference No. : LW

Title / Brief: LW - 01

Assign To:

**Fig 6.11:** Assign Tender Submission Right to User

On submitting, System will display a message ***“Tender Submission Right assigned successfully*** “for that specific tender ID and that particular user can prepare the Tender.

**Resume Company User**

**e-mail ID :** shimulece071@gmail.com

**Nationality :** Bhutanese

**Title :** Mr.

**First Name :** Shimul

**Middle Name :**

**Last Name :**

**CID No. :** 12345678901

**Designation :** SSE

**Department :**

**Address :** egp12345

**Country :** Bhutan

**Dzongkhag / District :** Thimphu

**Dungkhag / Sub-district :**

**Gewog :**

**City / Town :**

**Post Code :**

**Phone No. :**

**Fax No. :**

**Mobile No. :** +975-1231232412312

**Comments :** \*

**Fig 6.8:** Resume Suspended Company User

## 7. My Account

In **My Account** menu, Bidder can edit or update Profile information. This menu has six sub menus:

1. Change Hint Question and Answer
2. Change Password
3. Edit Profile
4. Request for New Procurement Category
5. View Profile

Tender	Doc. Library	Administration	My Account	Help
Last Login : Sunday, 19 February, 2017			Change Hint Question and Answer	We
Bidder/Consultant Registration Expi			Change Password	
			Edit Profile	
			Request for New Procurement Category	
			View Profile	

**Fig 7.1:** My Account Menu

### 7.1. Change Password

- a. In **Change Password** sub menu, System will allow Bidder to change Password. Enter the **Current Password**. The system will verify the Current Password, whether the password that the User has entered is correct or not. On entering the wrong Password, System will display a message as **Invalid Password**. On entering the correct Password, System will display message as **Valid Password**.

## Change Password

**Current Password :** \*  Valid password

**New Password :** \*

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

**Confirm Password :** \*

**Fig 7.2:** Change Password

- b. Enter the **New Password**, If Password doesn't contain eight character or alphabets and numbers, then System will display a message as **Password requires minimum eight characters and must contain both alphabets and numbers**. As mentioned in the informative text, If User enters correct Password then User will be allowed to move to **Confirm Password** field.

Then confirm the Password by entering the same again in **Confirm Password** text box and click **Submit** button. The System will update the New Password and redirect the User to Homepage so that User will be able to Login into the System with New Password and System will display a message "**Password changed successfully**"

## 7.2. Change Hint Question and Answer

- a. **Change Hint Question and Answer** sub menu will allow the User to change Hint Question and Answer. The system will allow the User to select Hint Question from Drop-down list. To create its own Hint Question, select **create your own Hint Question** from options given.

**Change Hint Question and Answer**

**Hint Question :** \*

**Hint Answer :** \*

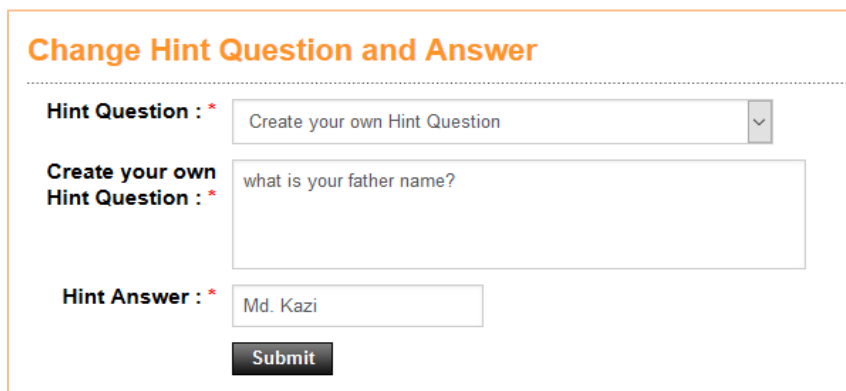
- What is your favourite color ?
- Which is your favourite song ?
- What is your mother's maiden name ?
- What is your father's middle name ?
- what is the name of your favourite childhood friend ?
- What was the name of the your elementary/primary school ?
- What is the name of your favourite childhood teacher ?
- What was your dream job as a child ?
- What is the name of the company of your first job ?
- Create your own Hint Question

[Home](#) | [About e](#)

**Fig 7.3:** Change Hint Question List



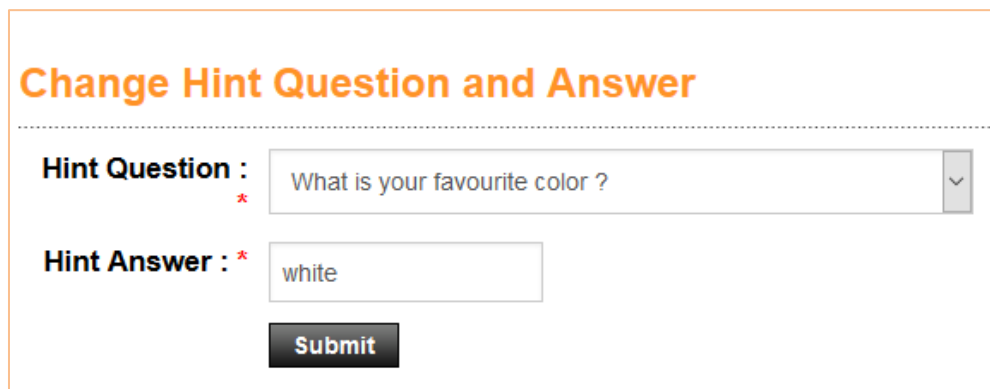
- b. After selecting **Create your own Hint Question**, then create **new Own Hint Question and** enter Hint Answer and click **“Submit”**.



The screenshot shows a web form titled "Change Hint Question and Answer". It contains three main input fields: "Hint Question : \*" with a dropdown menu showing "Create your own Hint Question", "Create your own Hint Question : \*" with a text area containing "what is your father name?", and "Hint Answer : \*" with a text box containing "Md. Kazi". A "Submit" button is located at the bottom right of the form.

**Fig 7.4:** Create Your Own Hint Question and Answer

After selecting the Hint Question from the drop-down list, enter the **Hint Answer** and click Submit Button. On submitting, System will update the information.



The screenshot shows the same "Change Hint Question and Answer" form. The "Hint Question : \*" dropdown now shows "What is your favourite color ?". The "Hint Answer : \*" text box now contains "white". The "Submit" button remains at the bottom right.

**Fig 7.5:** Change Hint Question and Answer

### 7.3. Edit Profile

In **Edit Profile** sub menu, System will allow Bidder to Edit **Company Information** and **Company Contact Person Details** information. After editing the required Profile Information/details, Click **Update** Button. The System will display a message **“Information successfully updated”**.

### Edit Company Details

Company Details

Company Contact Person Details

**Registered Office Address :** \*

321, thimphu

**Origin of Country :** \*

Bhutan

**Country :** \*

Bhutan

**Dzongkhag / District :** \*

Thimphu

**Dungkhag / Sub-district :**

--Select Dungkhag--

**Gewog :**

Dagala

**City / Town :**

Dagala

**Post Code :**

3215

**Mobile No. :** \*

+975 - 77301895

**Phone No. :**

(Area Code - Phone No.)

**Fax No :**

+975 - 02 - 3698

☐

(Tick if Registered and Corporate office details are same)

**Corporate / Head office Address :** \*

321, thimphu

**Country :** \*

Bhutan

**Dzongkhag / District :** \*

Thimphu

**Dungkhag / Sub-district :**

--Select Dungkhag--

**Gewog :**

Dagala

**City / Town :**

Dagala

**Post Code :**

3215

**Mobile No. :** \*

+975 - 77301895

**Phone No :**

+975 - 02 - 3256471

(Area Code - Phone No.)

**Fax No :**

+975 - 02 - 3698

**Company's website :**

Update

**Fig 7.6:** Edit Company Details

### Edit Company Contact Person Details

**Company Details** **Company Contact Person Details**

**Title :** \*  ▼

**First Name :** \*

**Middle Name :**

**Last Name :**

**Designation :** \*

**Department :**

**Address :** \*

**Country :** \*  ▼

**Dzongkhag / District :** \*  ▼

**Dungkhag / Sub-district :**  ▼

**Gewog :**  ▼

**City / Town :**

**Post Code :**

**Email Address :** \*

**Mobile No. :** \*

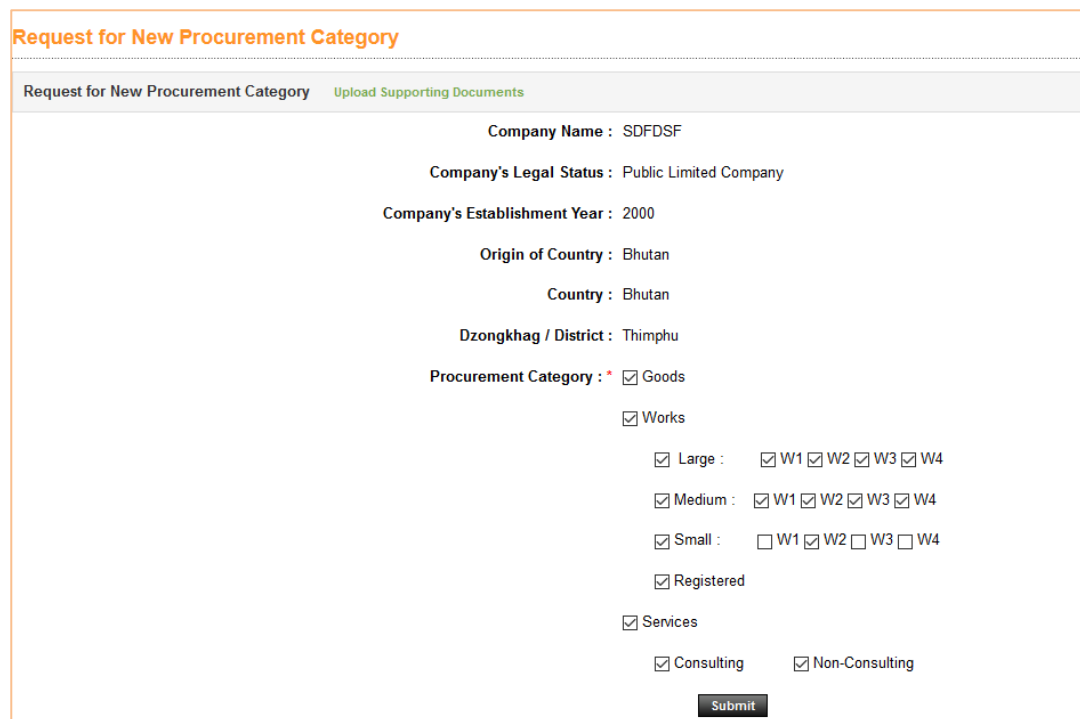
**Phone No. :**

**Fax No. :**

**Fig 7.7:** Edit Company Contact Person Details

#### 7.4. Request for New Procurement Category

**Request for New Procurement Category** sub menu will allow the User to request for new procurement category from Check-box and upload mandatory document. Click **Request for New Procurement Category** from options given to request for additional new procurement category. Select additional Procurement Category and click “**Submit**” button



**Request for New Procurement Category**

Request for New Procurement Category    Upload Supporting Documents

Company Name : SDFDSF

Company's Legal Status : Public Limited Company

Company's Establishment Year : 2000

Origin of Country : Bhutan

Country : Bhutan

Dzongkhag / District : Thimphu

Procurement Category : \* ☒ Goods

☒ Works

☒ Large : ☒ W1 ☒ W2 ☒ W3 ☒ W4

☒ Medium : ☒ W1 ☒ W2 ☒ W3 ☒ W4

☒ Small : ☐ W1 ☒ W2 ☐ W3 ☐ W4

☒ Registered

☒ Services

☒ Consulting    ☒ Non-Consulting

**Submit**

**Fig7.8:** Select Procurement Category

After submitting the required document for new procurement category request, select the Document Type, provide Document Ref. No and then select document and upload it.

## Request for New Procurement Category - Upload Document

Request for New Procurement Category Upload Supporting Documents

### 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 : \*  No file selected.

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 7.9:** List of Documents







- b. The System will display the number of uploaded and pending documents. After uploading all mandatory documents, the system will display a button ***“Click here for Re-apply”***. Click ***“Click here for Re-apply”*** button. The System will display a message ***“Bidder's Re-apply Process Submitted Successfully.”***

Total Documents Uploaded: 3

Mandatory Document Upload Status: Total: 3 | **Uploaded: 3** | **Pending: 0**


Submit button for Re-apply will appear automatically once all the mandatory documents are uploaded.

If require to upload latest documents then at first delete existing document from below table and upload latest document.

Sl. No.	Document Name	Document Description	File Size (In KB)	Action
1	TRADE.doc	Trade License	32.87	 
2	CID1.doc	Citizenship Identity Card	32.87	 
3	CDB1.doc	Construction Development Board (CDB) Registration Certificate	32.87	 

**Fig 7.10:** Mandatory Document Upload

Request for New Procurement Category
Upload Supporting Documents

 Bidder's Re-apply Process Submitted Successfully.

List of Documents
Fields marked with (\*) are mandatory.

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

**Fig 7.11:** Request Submitted Successfully

### 7.5. View Profile

In the **View Profile** sub-menu, System will display the profile of the Bidder/ Consultant. By default, it will show **Registration Details** page. Then, click **Next** button for **Company Details** followed by **Company Contact Person Details** page.

Registration Details

Registration Details
Company Details
Company Contact Person Details

e-mail ID : billah@dohatec.com.bd  
Nationality : Bhutanese  
Country of Business : Bhutan  
Registration date & time : 03/11/2016 17:34  
Registration Type : Bidder / Consultant  
Registration Approval Date : 03/11/2016 17:34  
Registration Expiry Date : 03/11/2017 17:35

Next

**Fig 7.12:** Registration Details of Bidder

Registration Details	Company Details	Company Contact Person
<b>Company Name :</b> New Book store <b>Company's Legal Status :</b> Public Limited Company <b>Procurement Category :</b> Goods Works , Large, W1 Works , Medium, W1 Works , Small, W1 Works , Large, W2 Works , Medium, W2 Works , Small, W2 Works , Large, W3 Works , Medium, W3 Works , Small, W3 Works , Large, W4 Works , Medium, W4 Works , Small, W4 Services , Consulting <b>Company's Establishment Year :</b> 2000 <b>Registered Address :</b> 321, thimphu <b>Origin of Country :</b> Bhutan <b>Country :</b> Bhutan <b>Dzongkhag / District :</b> Thimphu <b>Dungkhag / Sub-district :</b> <b>City / Town :</b> Dagala <b>Gewog :</b> Dagala <b>Post Code :</b> 3215 <b>Mobile No :</b> +975-77301895 <b>Phone No :</b> +975-02-3256471 <b>Fax No :</b> +975-02-3698 <b>Corporate / Head office Address :</b> 321, thimphu <b>Country :</b> Bhutan <b>Dzongkhag / District :</b> Thimphu <b>Dungkhag / Sub-district :</b> <b>City / Town :</b> Dagala <b>Gewog :</b> Dagala <b>Post Code :</b> 3215 <b>Mobile No :</b> +975-77301895 <b>Phone No :</b> +975-02-3256471 <b>Fax No :</b> +975-02-3698 <b>Company's website :</b> <div>Next</div>		

**Fig 7.13:** Company Details of Bidder

Registration Details	Company Details	Company Contact Person Details
<b>Title :</b> Mr.		
<b>First Name :</b> KAZI		
<b>Middle Name :</b>		
<b>Last Name :</b> BILLAH		
<b>Designation :</b> CEO		
<b>Department :</b> Finance		
<b>Address :</b> 362, thimphu		
<b>Country :</b> Bhutan		
<b>Dzongkhag / District :</b> Thimphu		
<b>Dungkhag / Sub-district :</b> Lingzhi		
<b>Gewog :</b>		
<b>City / Town :</b> thimphu		
<b>Post Code :</b> 3652		
<b>Phone No :</b> +975-02-69811		
<b>Fax No :</b> +975-02-69651		
<b>Mobile No :</b> +975-77371941		

**Fig 7.14:** Company Contact Person Details of Bidder