



GOVERNMENT PROCUREMENT AND PROPERTY MANAGEMENT DIVISION  
Department of National Properties  
Ministry of Finance

# Electronic Government Procurement (e-GP) System

**Bidder Registration  
User Manual (Version 2.0)**

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### Introduction

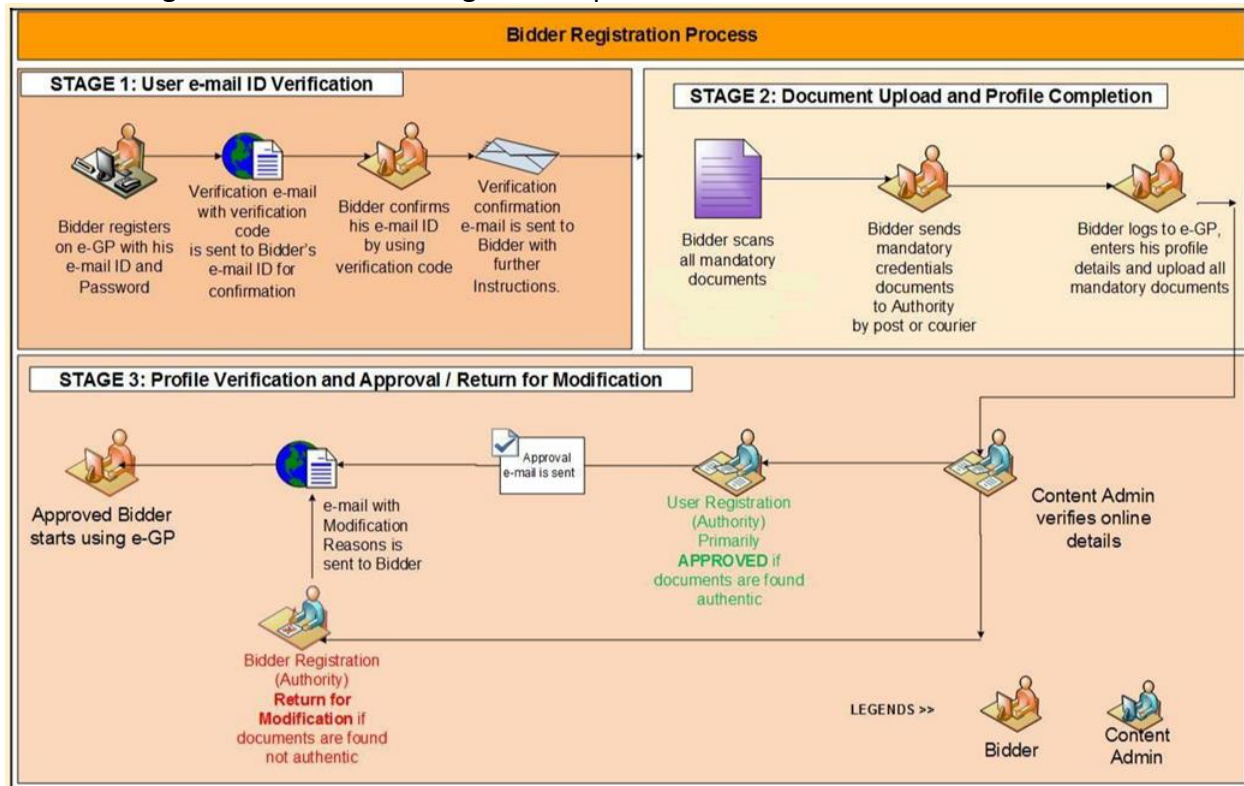
With the implementation of e-GP phase II from July, 2020, Department of National Properties (DNP), Government Procurement and Property Management Division (GPPMD) has revised this user manual for bidder registration to incorporate all the updates and enhancements carried out in e-GP phase II for bidder registration processes. This manual will guide bidders to successfully register in e-GP without any complication. The User Manual contains all essential information and step by step guide on how to register in e-GP. This manual is issued on 15<sup>th</sup> September, 2020.

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

The Bidders will have to have the following ready to create an e-GP account:

- ✓ Valid e-mail ID
- ✓ Scanned copies of all required documents based on Registration type and all required documents listed below, for upload as per requirement.

The following is the summarized Registration process:





## Section 1: Bidders Registration Process

1.1 Log on to [www.egp.gov.bt](http://www.egp.gov.bt). The following e-GP web page will be displayed. (Fig 1.1)

The screenshot shows the homepage of the Electronic Government Procurement (e-GP) System. At the top, there is a header with the Royal Government of Bhutan logo and the Ministry of Finance. Below the header is a navigation menu with options like Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. The main content area includes a search bar, a 'User Login' section with fields for e-mail ID and password, and a 'Bidder Registration' button. There are also sections for 'News and Advertisements', 'Circular', 'Amendment', and 'Notification'. The footer contains social media icons and the text 'Government Procurement and Property Management Division (GPPMD), Department of National Properties, Ministry of Finance, Royal Government of Bhutan'.

Fig 1.1: *Electronic Government Procurement (e-GP) System*

1.2 Click on the “*Bidder Registration*” button (Fig 1.2)

The close-up screenshot shows the 'Bidder Registration' button, which is orange and labeled 'Bidder Registration'. Above it is the 'User Login' section with fields for e-mail ID and password, and a 'Login' button. Below the 'Bidder Registration' button is an 'e-Learning' button. At the bottom of the section is a 'Help' link.

Fig 1.2: *Bidder Registration*



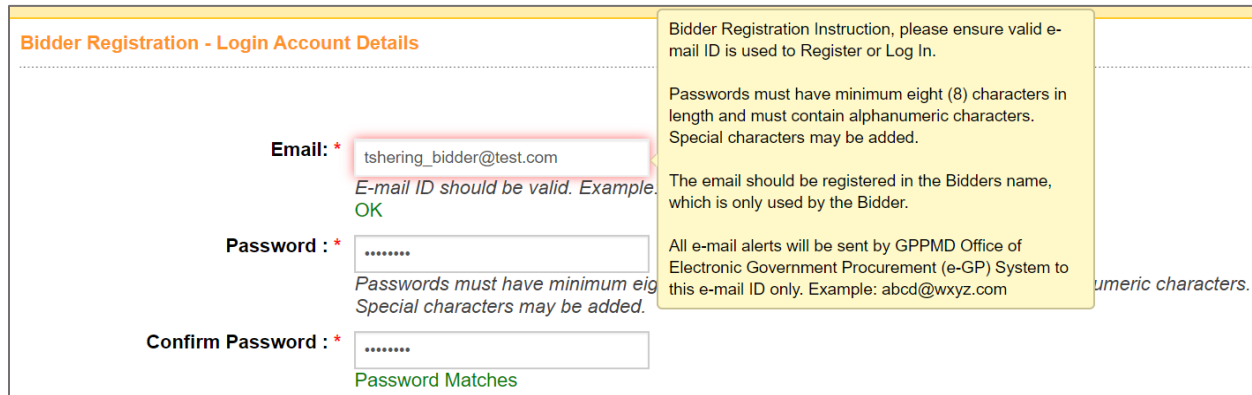
1.3 The following Bidder registration form will be displayed. Fill the form with required information and without leaving any of the mandatory fields marked with \* sign. (Fig 1.3)

Fig 1.3: Bidder Registration Form

1.4 Enter Unique/Valid email ID and password as shown below. (Fig 1.4)

Fig 1.4: Tooltip for Email

1.5 Re-enter the same password and confirm the Password which was provided above to make sure that the same password was provided by the Bidder. (Fig 1.5)



**Bidder Registration - Login Account Details**

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

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

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

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

**Email :** \* tshering\_bidder@test.com  
*E-mail ID should be valid. Example: OK*

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

**Confirm Password :** \* .....  
*Password Matches*

Fig 1.5: **Tooltip for Password**

**\*\*\*Important Note:**

*The email ID used in the above form will be user ID (Log in ID) in eGP system.*

*It is recommended to note both email ID and password and keep it in safe custody for reference.*

1.6 Please note the following points when you fill in the bidder registration form:

- Select the Hint Question from the drop-down list or select **“Create your own Question”** if you want to create your own Hint Question. (***Hint Question is required to reset the password, if the Bidder wishes to or has forgotten the password in future.***)
- Enter the **Hint Answer** to the Question selected or created.
- Select the **Nationality** from the drop-down list. (***Please note that only one country can be selected.***)
- Select the Registration type from the drop-down list from the following options:
  - ✓ Select **Bidder/Consultant**, if the Bidder is a Contractor or a Consultant or registered as an individual proprietor;
  - ✓ Select **Individual Consultant**, if the Bidder is a Consultant working independently;
- Select the **Country of Business**.
- Enter the **Verification Code** which is generated on the screen in the given box. Captcha code is a garbled graphical text used to prevent unsolicited automated registration on e-GP System.
- If the Captcha text is not readable, click the **“Refresh”** button. This generates a new text. The Bidder can enter this text & proceed further.



- Read the **Terms and Conditions** to proceed further and click the check box containing the text **“I have read, understood and accepted the Terms & Conditions.”**

1.7 To edit, click on the **“Reset”** button if required. Then click the **‘Submit’** button.  
(Refer Fig 1.3)

1.8 The following message will be displayed to verify the email within 72 hours from the date of registration otherwise the profile created will be removed. (Fig 1.6 (a))

The screenshot displays the e-GP portal interface. At the top, there is a header with the Royal Government of Bhutan logo and the text 'Royal Government of Bhutan, Ministry of Finance' and 'Government Procurement & Property Management Division, Department of National Properties'. Below the header is a navigation menu with tabs for Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. A search bar is located below the navigation menu. The main content area features a green notification box with the message: 'An e-mail has been sent to your registered e-mail ID for verification. Bidder will have to verify the e-mail ID within 72 hours from the Date of Registration otherwise the profile will be removed.' Below the notification box, there is a section titled 'About Electronic Government Procurement (e-GP) System' with a brief description. To the right of the main content area, there is a sidebar with a 'User Login' section containing fields for e-mail ID and password, and buttons for 'Login' and 'Forgot Password?'. Below the login section, there are buttons for 'Bidder Registration' and 'e-Learning'. The footer of the page includes social media icons and the text 'Government Procurement and Property Management Division (GPPMD), Department of National Properties, Ministry of Finance, Royal Government of Bhutan. Designed & Developed by Dohatec New Media, Bangladesh. Version: 2.0.0'.

Fig. 1.6 (a): **Email Verification Message**

1.9 Log in your email account (**email address used in the eGP registration**). The email verification code is sent to your registered email ID. (Fig. 1.6 (b))

1.10 Click on the link of **“Email Verification”** provided in the email which will display the email Verification page. (Fig 1.6 (b))



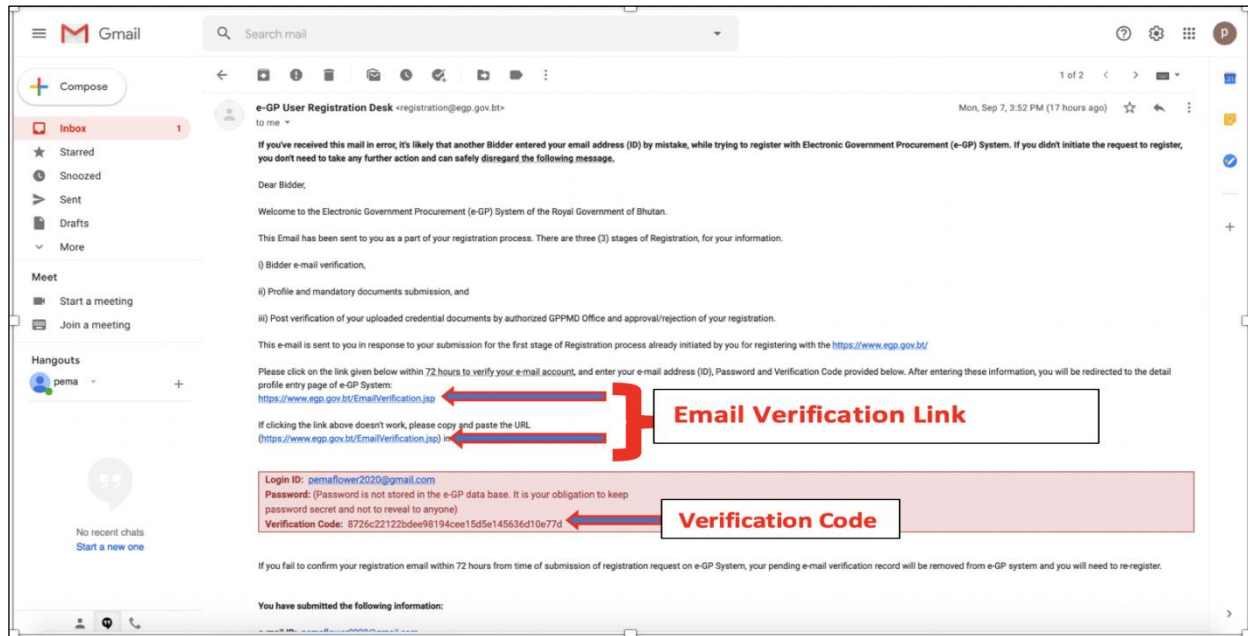


Fig 1.6 (b): **Email Verification Link and Code**

1.11 When you click on the email verification link it will take you to the Email Verification page in the eGP System. Enter email ID, password and verification code received in the email and click the **“Submit”** button. (Fig 1.7)

### Email Verification

Fields marked with (\*) are mandatory.

**e-mail ID :** \*

**Password :** \*

**Verification Code :** \*

Fig 1.7: **Email Verification Page**

1.12 Click on **“Proceed to Profile Submission”** to continue with the registration process. If you wish to complete the registration processes later, click on **“No Thanks, i will register later on”**. (Fig 1.8)

### Email Verification

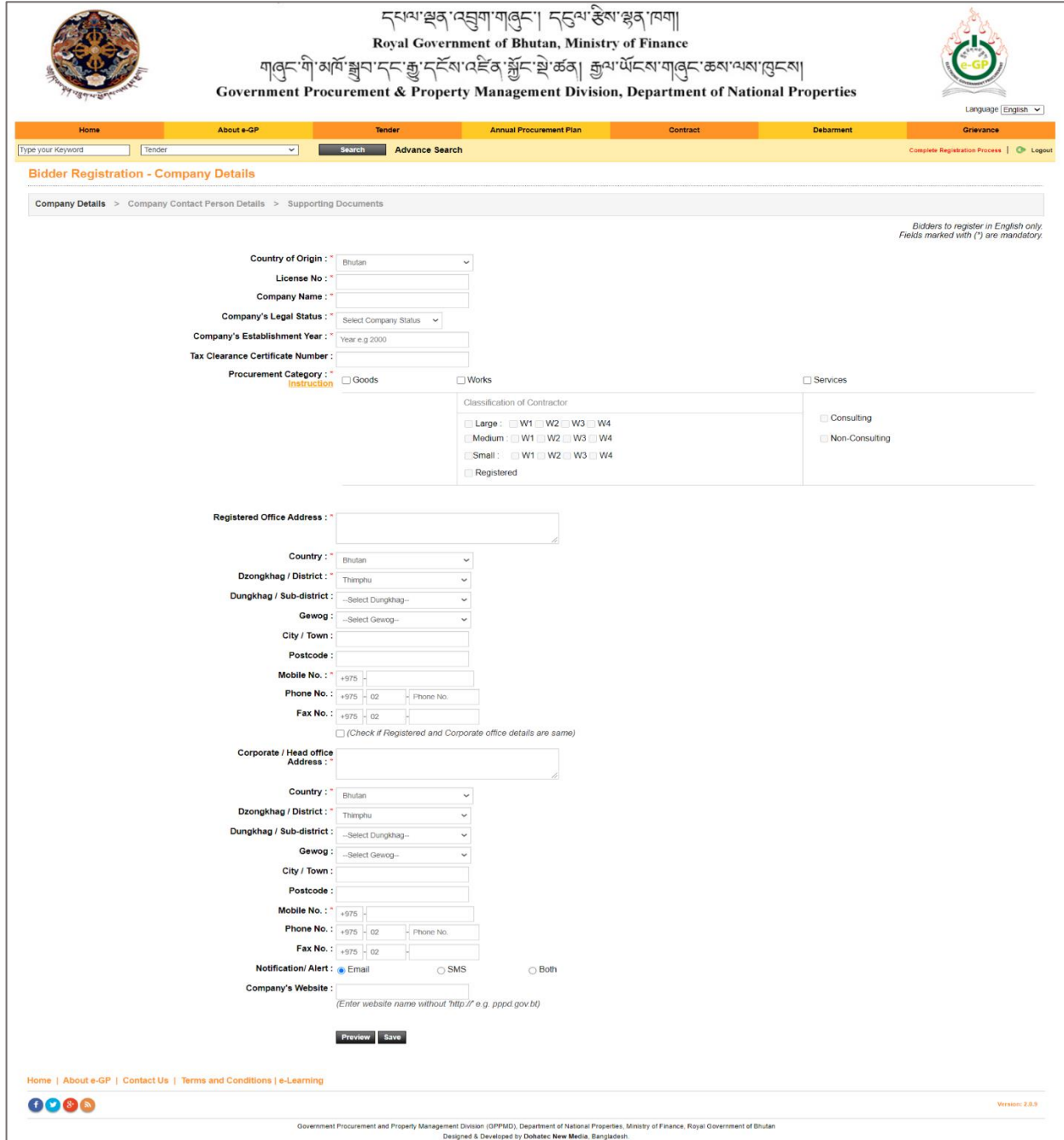
Dear User,

Your e-mail ID has been successfully verified.

Fig 1.8: **Profile Submission Link**

## Section 2: Company Details

2.1 After clicking on “**Proceed to Profile Submission**”, the following company details form is displayed. (Fig 2.1)



The screenshot shows the 'Bidder Registration - Company Details' form on the e-GP portal. The form is titled 'Bidder Registration - Company Details' and includes a breadcrumb trail: 'Company Details > Company Contact Person Details > Supporting Documents'. The form is divided into several sections:

- Header:** Royal Government of Bhutan, Ministry of Finance, Government Procurement & Property Management Division, Department of National Properties.
- Navigation:** Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, Grievance.
- Search:** Type your Keyword, Tender, Search, Advance Search.
- Form Fields:**
  - Country of Origin: \* Bhutan
  - License No. \*
  - Company Name \*
  - Company's Legal Status: \* Select Company Status
  - Company's Establishment Year: \* Year e.g 2000
  - Tax Clearance Certificate Number: \*
  - Procurement Category: \*
    - Goods
    - Works
    - Services
  - Classification of Contractor:
    - Large:  W1  W2  W3  W4
    - Medium:  W1  W2  W3  W4
    - Small:  W1  W2  W3  W4
    - Registered:
    - Consulting:
    - Non-Consulting:
  - Registered Office Address: \*
  - Country: \* Bhutan
  - Dzongkhag / District: \* Thimphu
  - Dungkhag / Sub-district: \* --Select Dungkhag--
  - Gewog: \* --Select Gewog--
  - City / Town: \*
  - Postcode: \*
  - Mobile No. \*: +975 - -
  - Phone No. \*: +975 - 02 - Phone No.
  - Fax No. \*: +975 - 02 -
  - (Check if Registered and Corporate office details are same)
  - Corporate / Head office Address: \*
  - Country: \* Bhutan
  - Dzongkhag / District: \* Thimphu
  - Dungkhag / Sub-district: \* --Select Dungkhag--
  - Gewog: \* --Select Gewog--
  - City / Town: \*
  - Postcode: \*
  - Mobile No. \*: +975 - -
  - Phone No. \*: +975 - 02 - Phone No.
  - Fax No. \*: +975 - 02 -
  - Notification/Alert:  Email  SMS  Both
  - Company's Website: \* (Enter website name without 'http://' e.g. pppd.gov.bt)
- Buttons:** Preview, Save
- Footer:** Home | About e-GP | Contact Us | Terms and Conditions | e-Learning, Version: 2.0.0, Government Procurement and Property Management Division (GPPMD), Department of National Properties, Ministry of Finance, Royal Government of Bhutan. Designed & Developed by Dohatec New Media, Bangladesh.

Fig 2.1: Company Detail



### 2.2 Enter the following details: (Fig 2.2)

- **Country of Origin**- Choose your country of registration from a drop down list.
- **License No** – Enter the valid license Trade License no. issued by DoT, MoEA correctly (For national companies/bidders). For international companies/bidders, enter the **License No.** manually.
- **Company Name** - Company name will come automatically (For national companies/bidders). For international companies/bidders, enter the **company name** manually.
- **Company Legal Status** – Select any of the options as applicable from the list. The explanation on the type of company is given below in the tooltip.
- **Company's Year of Establishment** – Enter the year in YYYY format (e.g. 2020)

**Country of Origin :** \* Bhutan

**License No :** \* 1000141 Enter License Number

**Company Name :** \* MASAGANG TOURS AND TRAVEL OK

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

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

**Tax Clearance Certificate Number :**

**Country of Origin :** \* Bhutan

**License No :** \* 1000084

**Company Name :** \* WANGCHUK NORPHEL CONS

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

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

**Tax Clearance Certificate Number :**

**Procurement Category :** \* Instruction  Goods

**Company Details:**

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

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

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

Classification of Contractor

Fig 2.2: **Company Details**



2.3 Procurement Category – Tick the Procurement category as applicable (Works, Goods or Services). (Fig 2.3)

Procurement Category : * <b>Instruction</b>		
<input checked="" type="checkbox"/> Goods	<input checked="" type="checkbox"/> Works	<input checked="" type="checkbox"/> Services
Classification of Contractor		<input type="checkbox"/> Consulting
<input type="checkbox"/> Large : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		<input type="checkbox"/> Non-Consulting
<input type="checkbox"/> Medium : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		
<input type="checkbox"/> Small : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		
<input type="checkbox"/> Registered		
CDB NO : * <input type="text"/>		

Fig 2.3: Company Details

\*\*\*Important Notes:

- Tick Goods Category if business deals with supplies of goods.
- Tick Works Category if business deals with construction works. Tick Services Category with sub-category as Consulting for consultancy firms and individual consultants.
- Tick both Goods and Services Category with sub-category as Non-Consulting for non-consulting firms such as catering services, hiring services, trading services etc.

2.4 CDB No (Construction Development Board): If you select “Works” procurement category, “CDB No” input field is displayed. The data is integrated from the CDB database, for works procurement category, enter valid CDB no. (Fig 2.4)

Procurement Category : * <b>Instruction</b>		
<input type="checkbox"/> Goods	<input checked="" type="checkbox"/> Works	
Classification of Contractor		
<input type="checkbox"/> Large : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		
<input type="checkbox"/> Medium : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		
<input type="checkbox"/> Small : <input type="checkbox"/> W1 <input type="checkbox"/> W2 <input type="checkbox"/> W3 <input type="checkbox"/> W4		
<input type="checkbox"/> Registered		
CDB NO : * <input type="text"/>		<input type="button" value="Enter CDB Number"/>

Fig 2.4: Company Detail



2.5 When you enter a valid CDB number, Classification of Contractor is activated and your specific classifications (**Large, Medium, Small- W1, W2, W3, W4**) are selected automatically as per the CDB certificate. When a valid CDB number is entered, “Ok” is displayed. (Fig 2.5)

The screenshot shows a form with the following elements:

- Procurement Category :** \* **Instruction**  Goods  Works
- Classification of Contractor**
  - Large :  W1  W2  W3  W4
  - Medium :  W1  W2  W3  W4
  - Small :  W1  W2  W3  W4
  - Registered
- CDB NO :** \*

Fig 2.5: **Company Detail**

2.6 Enter the **Registered Office Address** as follows: (Fig 2.6)

- **Country** – Select from the dropdown box. (Auto selected when put license no.)
- **Dzongkhag/District, Dungkhag /Sub-district, Gewog**– Select from the dropdown box.
- **City/Town**– Enter if applicable.
- **Post Code** – Enter if applicable.
- **Mobile No., Phone & Fax No.** – Enter as applicable.

The screenshot shows a form with the following fields:

- Registered Office Address :** \*
- Country :** \*
- Dzongkhag / District :** \*
- Dungkhag / Sub-district :**
- Gewog :**
- City / Town :**
- Postcode :**
- Mobile No. :** \*
- Phone No. :**
- Fax No. :**
- (Check if Registered and Corporate office details are same)

Fig 2.6: **Company Details**



2.7 Enter the **Corporate/Head Office Address**. If the Corporate Office Address is the same as that of a Registered Office Address, tick the '**Check-box**' to auto fill the addresses as same. (Fig 2.7)

2.8 Select **Notification/ Alert option** as desired (**email, SMS or both**). (Fig 2.7)

2.9 **Company's Website** – Enter company's website address if available (Optional). (Fig 2.7)

(Check if Registered and Corporate office details are same)

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

**Country :** \*

**Dzongkhag / District :** \*

**Dungkhag / Sub-district :**

**Gewog :**

**City / Town :**

**Postcode :**

**Mobile No. :** \*

**Phone No. :**

**Fax No. :**

**Notification/ Alert :**  Email  SMS  Both

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

Fig 2.7: **Company Details**



2.10 To View and confirm the Company Details, click on the “**Preview**” button. (Fig 2.8). Click ‘**Save**’ button. The System will display a page to enter “Company Contact Person Details”. (Fig 3.1)

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

### Company Details Preview

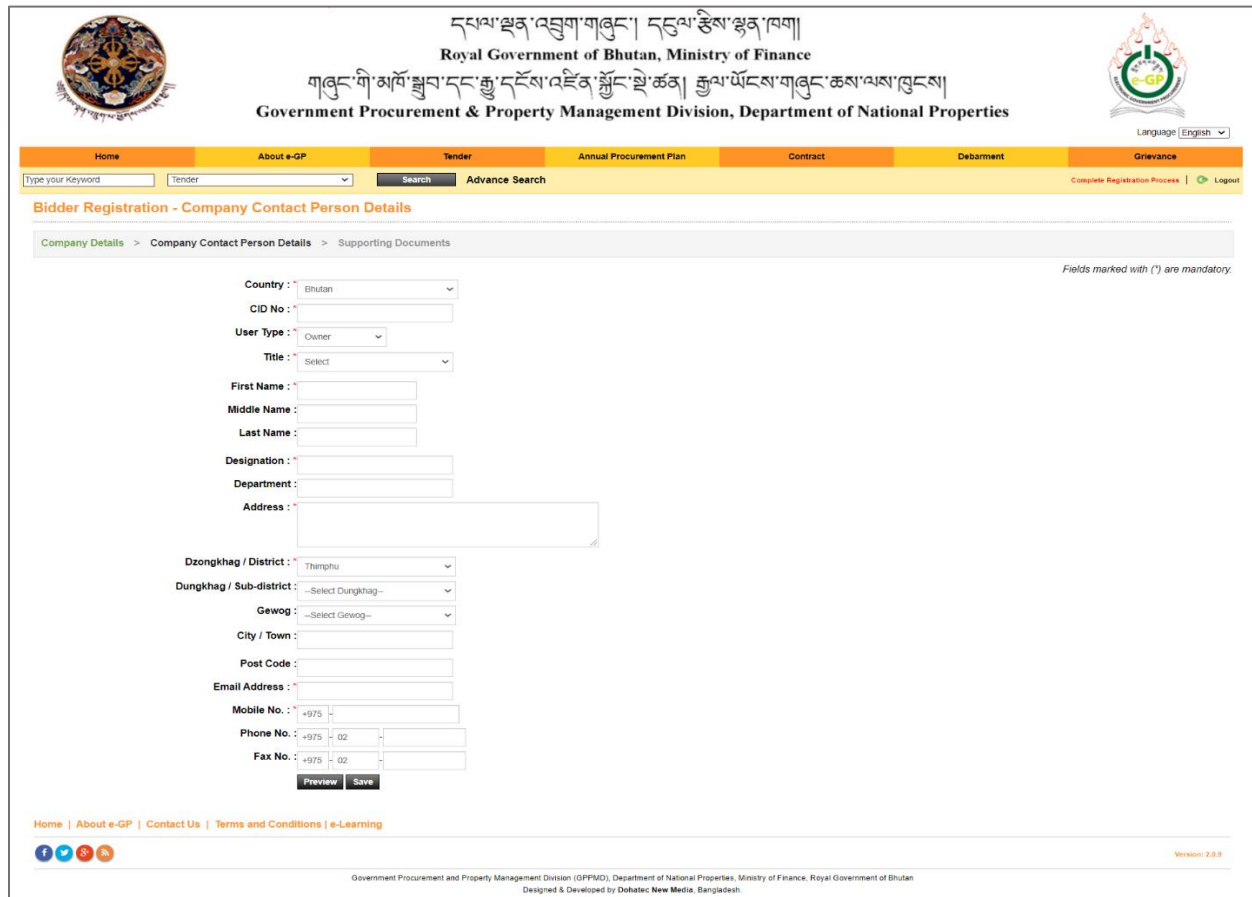
**License Number** :1000084  
**Company Name** :WANGCHUK NORPHEL CONSTRUCTION  
**Company's Legal Status** :Public Limited Company  
**Company's Establishment Year** :2001  
**Procurement Category** :Goods,Works: Large-, W2, Medium-, W2, Small- W1, W2, W3, W4, Registered, Service: Consulting  
**CDB Number** :1024  
**Country of Origin** :Bhutan  
**Address** :Thimphu  
**Country** :Bhutan  
**Dzongkhag / District** :Thimphu  
**Dungkhag / Sub-District** :N/A  
**Gewog** :Thim Throm  
**City / Town** :N/A  
**Postcode** :N/A  
**Mobile No.** :17110263  
**Phone No.** :N/A  
**Fax No.** :N/A  
**Corporate / Head Office Address** :Thimphu  
**Country** :Bhutan  
**Dzongkhag / District** :Thimphu  
**Dungkhag / Sub-District** :N/A  
**Gewog** :Thim Throm

Fig 2.8: *Company Detail Preview*

### Section 3: Company Contact Person Details

3.1 After saving the company details enter the company contact person details of the key employee who will participate and perform the activities on the e-GP system on behalf of the company. (Fig 3.1)

- For Bhutanese personnel, some fields will be filled automatically as the bidder enters CID number.
- For non-Bhutanese personnel, all fields will have to be filled manually.



The screenshot shows the 'Bidder Registration - Company Contact Person Details' form. At the top, there is a navigation bar with links for Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. Below the navigation bar is a search bar and a 'Complete Registration Process' button. The main content area contains the form with the following fields: Country (Bhutan), CID No, User Type (Owner), Title (Select), First Name, Middle Name, Last Name, Designation, Department, Address, Dzungkhag / District (Thimphu), Dungkhang / Sub-district (--Select Dungkhang--), Gewog (--Select Gewog--), City / Town, Post Code, Email Address, Mobile No. (+975), Phone No. (+975 02), and Fax No. (+975 02). There are 'Preview' and 'Save' buttons at the bottom of the form. The footer contains social media icons, a version number (Version 2.0.3), and the text 'Government Procurement and Property Management Division (GPPMD), Department of National Properties, Ministry of Finance, Royal Government of Bhutan. Designed & Developed by Dohatec New Media, Bangladesh.'

Fig 3.1: Company Contact Person Details



3.2 When you enter a CID number, the system auto fills the data field with necessary information with the data returned from the Department of Civil Registration and Census (DCRC) database. (Fig 3.2)

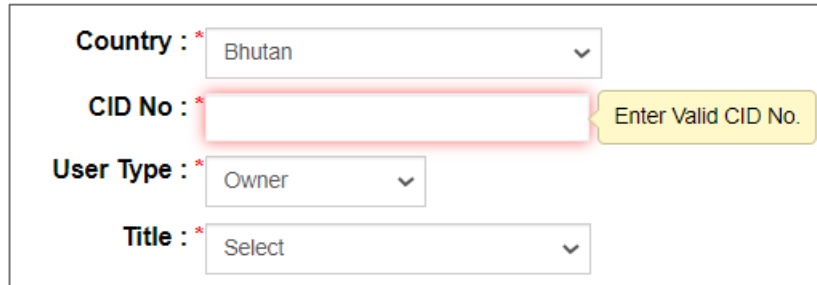


Fig 3.2: **Company Contact Person Details**

3.3 Following screen is displayed when data is not found in the Department of Civil Registration and Census (DCRC) database. (Fig 3.3)



Fig 3.3: **Company Contact Person Details**

3.4 When you insert the correct CID no, the following screen is displayed. (Fig 3.4)

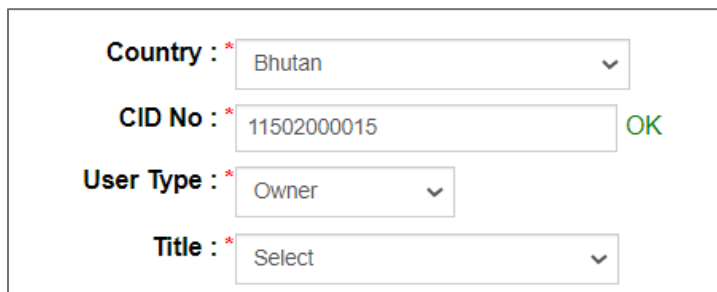
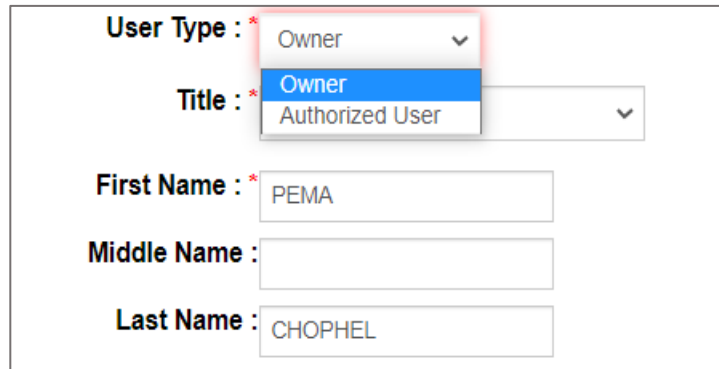


Fig 3.4: **Company Contact Person Details**

3.5 **User Type** – Select user type ‘Owner’ or ‘Authorized User’ from dropdown list. (Fig 3.5)

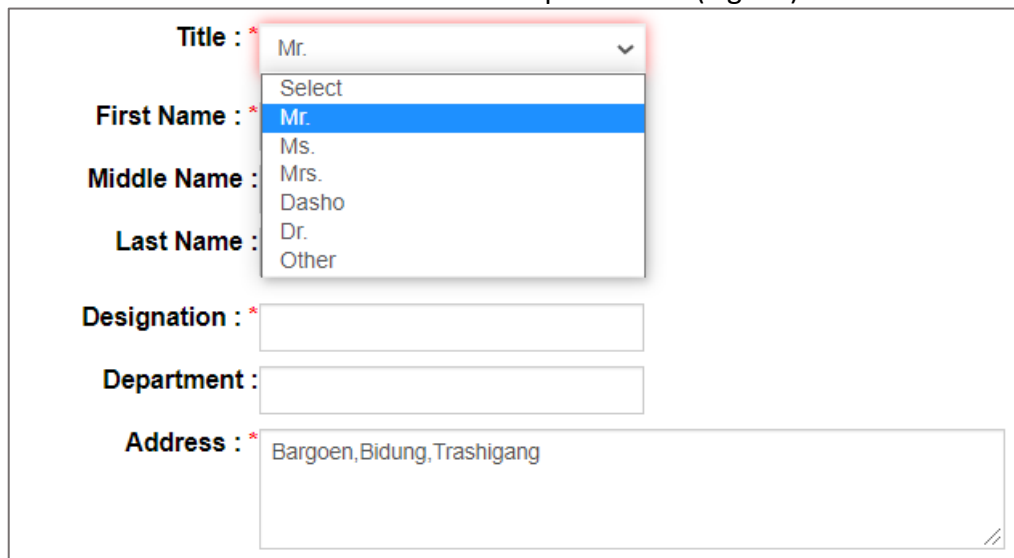


The screenshot shows a registration form with the following fields:

- User Type :** \* Owner (dropdown menu)
- Title :** \* Owner (dropdown menu, with 'Authorized User' also visible)
- First Name :** \* PEMA
- Middle Name :**
- Last Name :** CHOPHEL

Fig 3.5: *Company Contact Person Details*

3.6 **Title** – Select the title of the user from the dropdown list. (Fig 3.6)



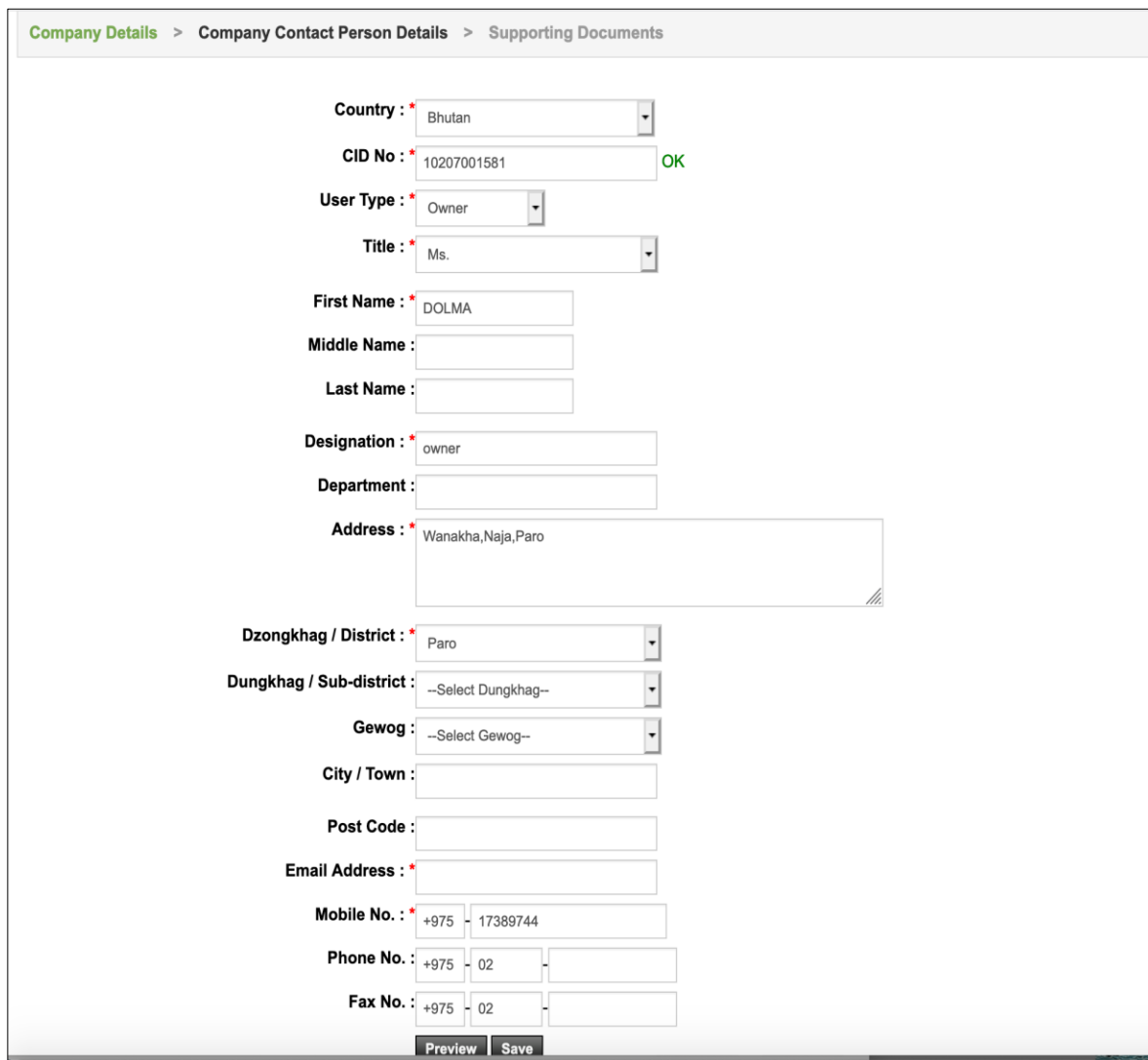
The screenshot shows a registration form with the following fields:

- Title :** \* Mr. (dropdown menu, with 'Select', 'Ms.', 'Mrs.', 'Dasho', 'Dr.', and 'Other' also visible)
- First Name :** \*
- Middle Name :**
- Last Name :**
- Designation :** \*
- Department :**
- Address :** \* Bargoen,Bidung,Trashigang

Fig 3.6: *Company Contact Person Details*

3.7 Enter the Following Details:

- **Name** – Name will come automatically after inserting the CID number for Bhutanese personnel. For Non-Bhutanese personnel, enter the name manually.
- Other relevant information - **Middle Name, Last Name, Designation, Department, Address, Country, Dzongkhag/District, Dungkhag/Sub-district, Gewog, City/Town, Post Code, Phone No., Fax No., Mobile No, Email Address.**
- Click the **“Preview”** button to view and confirm Company Contact Person Details. (Fig 3.7).
- Click the **“Save”** button. Then the system will display a page to upload supporting documents. (Fig 4.1)



Company Details > Company Contact Person Details > Supporting Documents

Country : \* Bhutan

CID No : \* 10207001581 OK

User Type : \* Owner

Title : \* Ms.

First Name : \* DOLMA

Middle Name :

Last Name :

Designation : \* owner

Department :

Address : \* Wanakha, Naja, Paro

Dzongkhag / District : \* Paro

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

Gewog : --Select Gewog--

City / Town :

Post Code :

Email Address : \*

Mobile No. : \* +975 17389744

Phone No. : \* +975 02

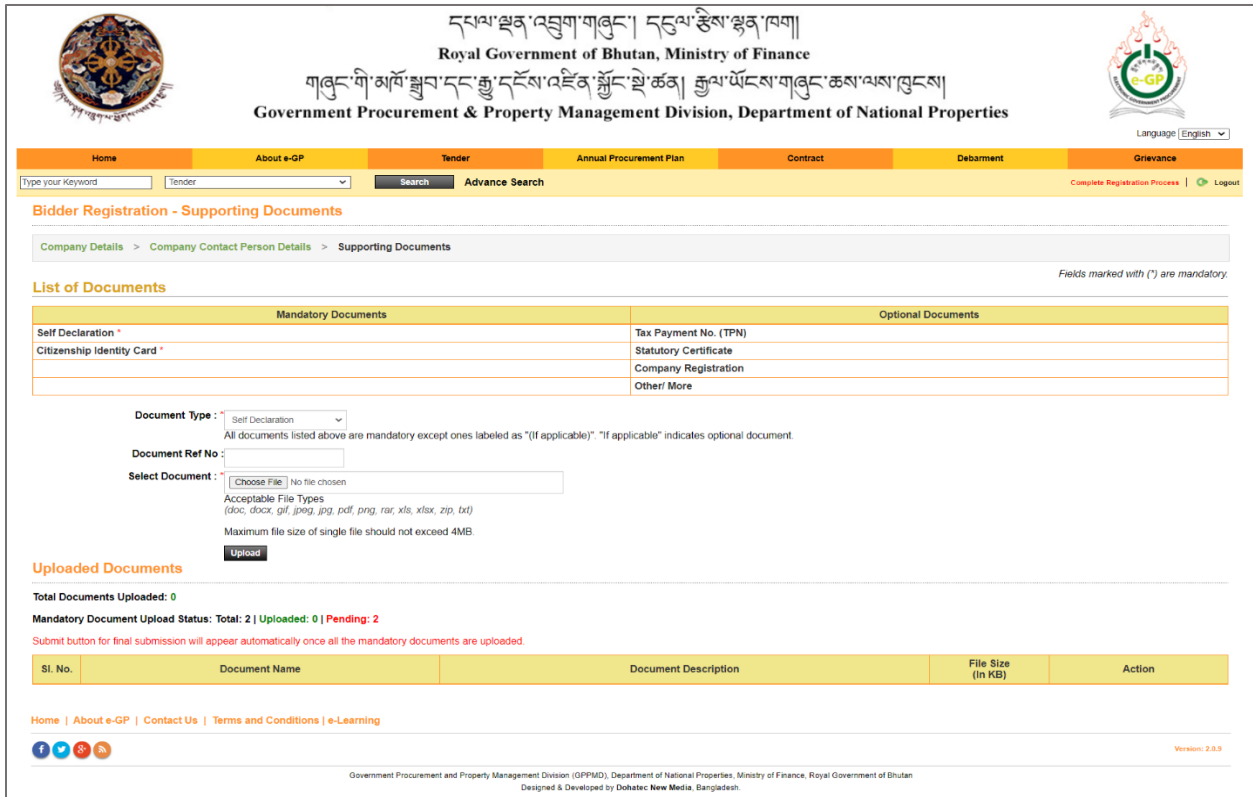
Fax No. : \* +975 02

Preview Save

Fig 3.7: Company Contact Person Details Preview

## Section 4: Upload Supporting Documents

- 4.1 To complete the Bidder Registration process, you are required to upload necessary supporting documents. The Mandatory documents are indicated and you can select documents from the drop down list.
- 4.2 Upload mandatory documents by selecting ‘Document Type’ from the dropdown list. Browse the file from your computer/Laptop (‘Document Ref. No.’ is not mandatory) and then click on the ‘Upload’ button. (Fig 4.1 (a))



The screenshot displays the 'Bidder Registration - Supporting Documents' page. At the top, there is a navigation menu with options: Home, About e-GP, Tender, Annual Procurement Plan, Contract, Debarment, and Grievance. Below the menu is a search bar and a 'Search' button. The main content area is titled 'Bidder Registration - Supporting Documents' and includes a breadcrumb trail: 'Company Details > Company Contact Person Details > Supporting Documents'. A note states 'Fields marked with (\*) are mandatory.' Below this is a table with two columns: 'Mandatory Documents' and 'Optional Documents'. The 'Mandatory Documents' column lists 'Self Declaration \*' and 'Citizenship Identity Card \*'. The 'Optional Documents' column lists 'Tax Payment No. (TPN)', 'Statutory Certificate', 'Company Registration', and 'Other/ More'. Below the table, there is a 'Document Type' dropdown menu set to 'Self Declaration'. A text box for 'Document Ref No.' is present but empty. The 'Select Document' section shows a file selection interface with a 'Choose File' button and a note 'No file chosen'. Below this, it lists 'Acceptable File Types' (doc, docx, gif, jpeg, jpg, pdf, png, rar, xls, xlsx, zip, txt) and a note 'Maximum file size of single file should not exceed 4MB'. An 'Upload' button is located below the file selection area. At the bottom, there is a section for 'Uploaded Documents' showing 'Total Documents Uploaded: 0' and 'Mandatory Document Upload Status: Total: 2 | Uploaded: 0 | Pending: 2'. A table below this shows the status of the documents. The footer contains navigation links, social media icons, and the version number '2.0.0'.

Fig 4.1 (a): Supporting Document

**4.3 Mandatory Documents to be uploaded:**

- If registration is carried out in the name of owner: (Fig 4.1 (b))
  1. Self Declaration
  2. Citizenship Identity Card

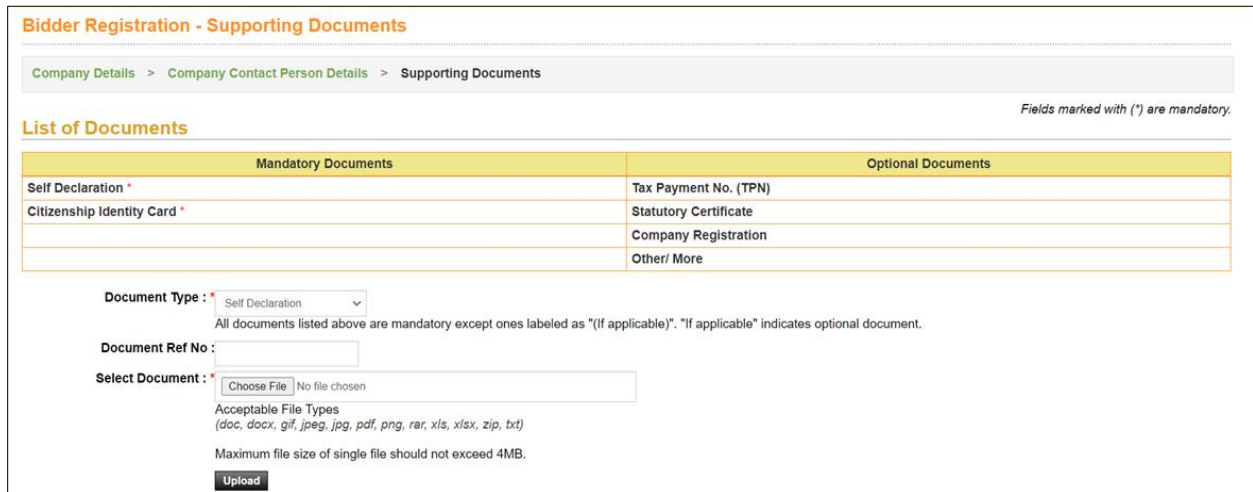


Fig 4.1 (b): **Mandatory Documents**

- If registration is carried out in the name of authorized user authorized by owner: (Fig 4.1 (c))
  1. Power of Attorney
  2. Citizenship Identity Card

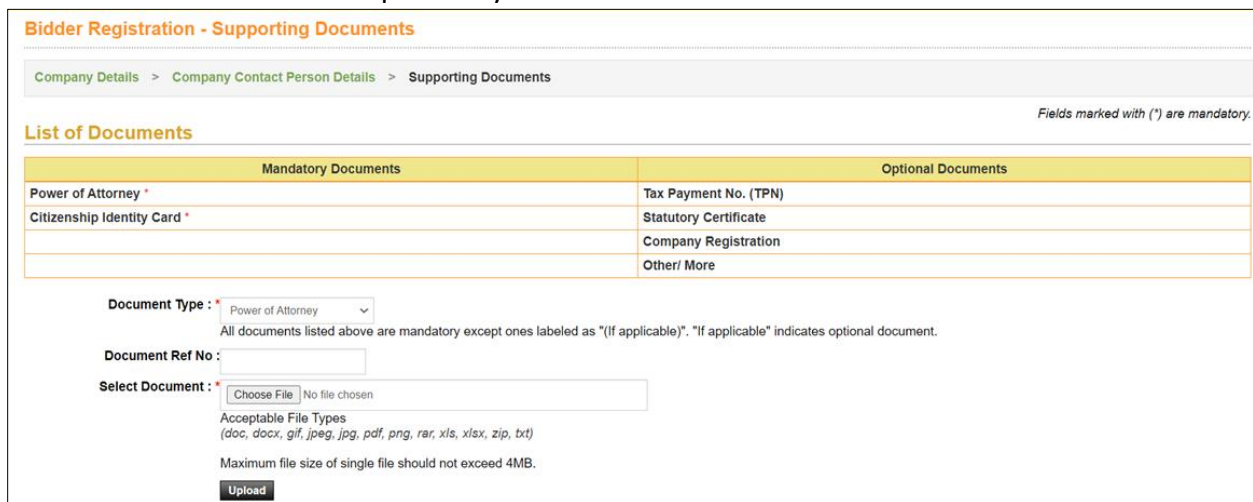


Fig 4.1 (c): **Mandatory Documents**

**\*\*\* Important Notes:**

- **Self Declaration form** will be available for download on the e-GP Home Page under Notification. The form shall be duly filled in and signed.
- **Power of Attorney form** is not prescribed. Bidders can upload any appropriate format.





4.4 After uploading all mandatory supporting documents, if you require to remove the document and replace it, click on ‘X’ under Action column. Then, click on the button **“Click here to proceed for final profile submission”** (Fig 4.2).

**Uploaded Documents**

Total Documents Uploaded: 2

Mandatory Document Upload Status: Total: 2 | Uploaded: 2 | Pending: 0


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

Sl. No.	Document Name	Document Description	File Size (In KB)	Action
1	Biddere Registration Doc (1).docx	Self Declaration	0.02	 
2	Biddere Registration Doc (2).docx	Citizenship Identity Card	0.02	 

Click here to proceed for final profile submission

**Fig 4.2: Upload Documents**

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




འབྲུག་རྒྱལ་ཁབ་འབྲུག་གཞུང་། དངུལ་རྩིས་སྐྱོན་ལག།

Royal Government of Bhutan, Ministry of Finance

གཞུང་གི་མཐོ་སྐོར་དང་རྒྱ་དངོས་འཛིན་སྐྱོང་ལེ་ཚན། རྒྱལ་ཡོངས་གཞུང་ཆས་ལས་ཁུངས།

Government Procurement & Property Management Division, Department of National Properties



Home

About e-GP

Tender

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Contract

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Grievance

Dear Mr. Pema,

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

Click here for Final Submission

**Help**

- User Registration Manual
- Frequently Asked Questions (FAQ)

**Downloads**

**Resources**

**External Links**

Home | About e-GP | Contact Us | Terms and Conditions | e-Learning

Government Procurement and Property Management Division (GPPMD), Department of National Properties, Ministry of Finance, Royal Government of Bhutan  
Designed & Developed by Dohatec New Media, Bangladesh.

**Fig 4.3: Final Submission**

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



Fig 4.4: **Submission Notification**

4.7 Once the registration process is completed, your data is updated in the e-GP system. The **Content Admin** of e-GP System shall verify the details submitted to approve/return for modification. In either case, the Bidder receives an automated email and SMS about approval or modification.

4.8 If the Content Admin has sent it back as “**Return for Modification**”, you will have to log into your registered email account to view the reasons for return for modification. (Fig 4.5). After you are aware of the reasons, you have to log in to e-GP, update your registration details as instructed by content Admin and follow the procedure of Final Submission described above.

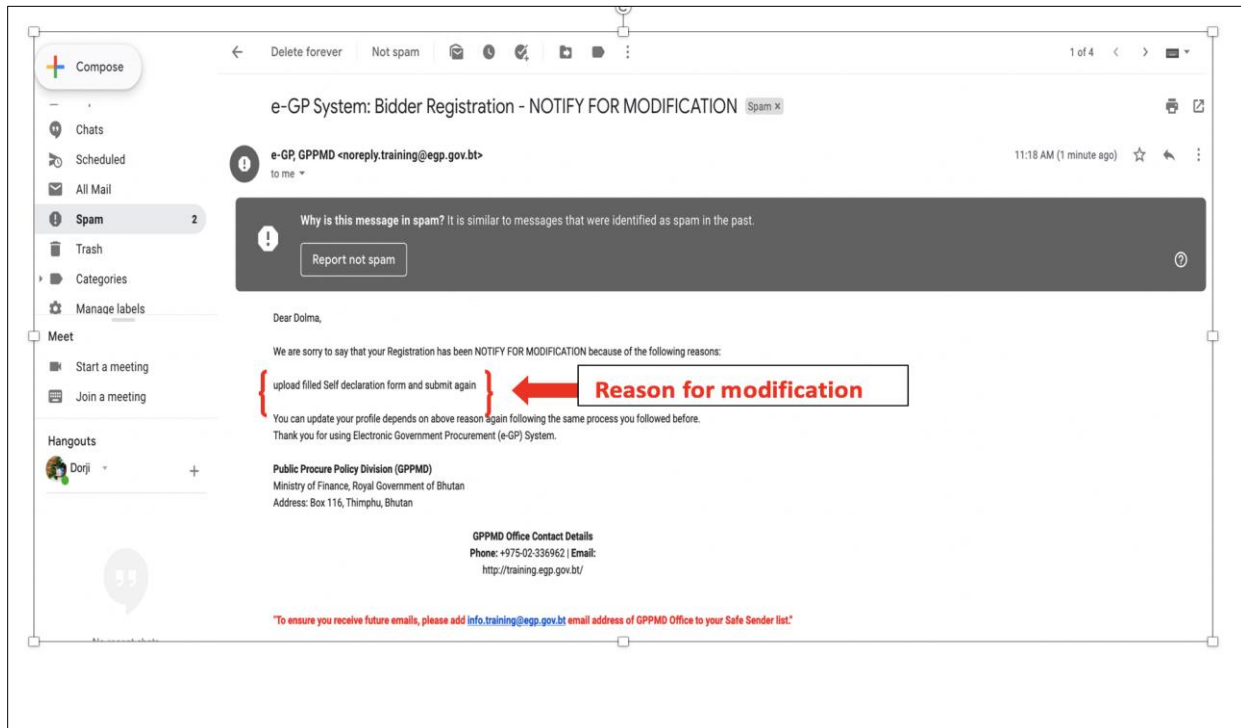


Fig 4.5: *Email Notification on Modification*

4.9 If approved, you will receive the confirmation email on approval of your registration. (Fig 4.6)

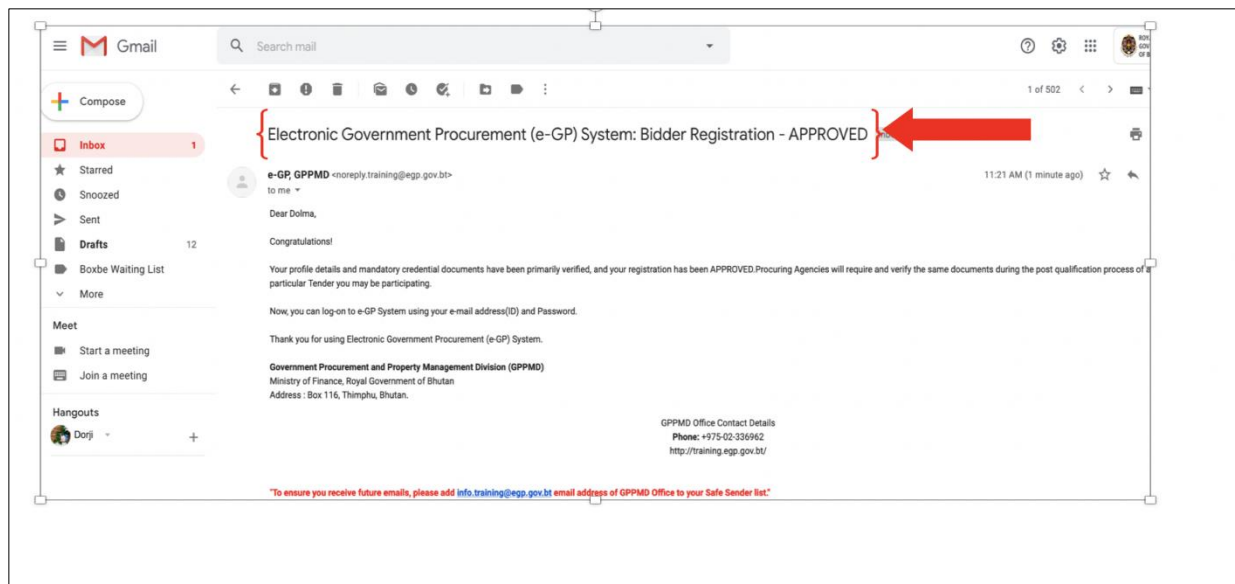


Fig 4.6: *Email Notification on approval of registration*





4.10 Log in to e-GP with your registered email ID and password. . You shall have access to the e-GP system and can use the system for tendering purposes. (Fig 4.7)

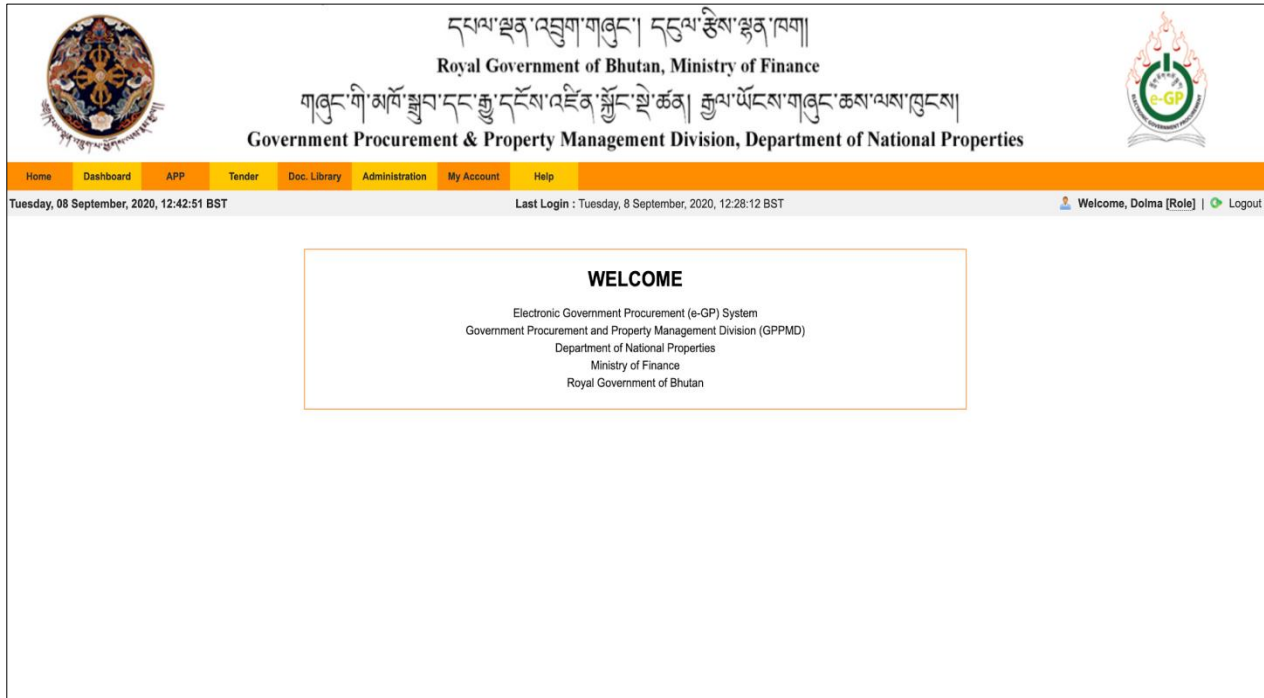


Fig 4.7: **Successfully Registered**

**\*\*\*Thank You\*\*\***