

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

Electronic Government Procurement (e-GP) System

Bidder Tendering User Manual (Version 2.0)

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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

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TER	Tender Evaluation Report
TSTM	Two-stage Tendering Method
тос	Tender Opening Committee
BOR	Bid Opening Report
BOS	Bid Opening Sheet
URL	Universal Resource Locator



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 tendering to incorporate all the updates and enhancements carried out in e-GP phase II for bidder tendering processes. This manual will guide bidders to successfully prepare and submit the bids in e-GP without any complication. The User Manual contains all essential information and step by step guide on how to prepare and submit the bids in e-GP. This manual is issued on 15th September, 2020.



Section 1: Electronic Government Procurement (e-GP) Home Page

The Electronic Government Procurement (e-GP) system is a web-based application and accessible from any browser using URL <u>www.egp.gov.bt</u>. The home page same to Fig 1.1 will be displayed.

Home About +GP Tender	Property Management Division, Department of National P	roperties Language English Debarment Grievance
nur Keyward Tender V Search Ad	vance Search	
Dout Electronic Government Procurement (e-GP) System	utan facilitates all Procuring Agencies to publish the Tenders, Corrigendum and Notificati	User Login on of Contract e mul ID
ard. The primary objective of this portal is to provide a single point access to the inform	ation on procurements made across various Procuring Agencies.	Login Forgot Passwort
Electronic Government Procurement (e-GP) System Launching - Important Notification on Force Majeure (COVID-19) - Important Simplified Government Procurement Rules for Procurement of Works under COVID-19 Situation - Important Phase - II Role-out Notice - Important	HDPE Pipe circular - Druk Pipe 07/08/2019 HDPE Pipe Circular - Rabten pipe 07/08/2019 Notification on Procurement of HDPE Pipe 07/08/2019 test 1 3/07/2020 test 1 3/07/2020 test of different suppliers for Central Procurement 02/08/2019 Contact Addresses for Central procurement 02/08/2019 Cement Circular (15-11-2010) 07/08/2019	Bidder Registration e-Learning Hallp.
	Amendment	User Registration Manual Prequently Asked Guestions (PAQ) Downloads
		Resources External Links
	Notification • Pictorial presentation to Validate Genuine Toner 24/06/2020 • Test Notification 17/07/2020 • Important • test notification 17/07/2020 • Important • Notification 17/07/2020 • Important • Notification 0 • Core System Phase II - Interim Measure for Procurement activity where the estimates exceed the approved budget 17/07/2020 • Important • Revised Notification of Procurement Rules and Regulation and Standard Biddt Document 2019 2/706/2010 • Important	Ses .

Fig 1.1: Home page of e-GP



General information

A. The Home Page consists of the following common functionality for users:

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

• News and Advertisements

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

• Circulars

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

• Amendment

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

• Notifications

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

B. Login Section and other information (right side on the home page)

• 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.

• Help Section

This section shall contain User Manuals to guide/help procuring agencies and bidders for using e-GP System.

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

• Downloads

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



Resources

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

- a. Public Procurement Related Resources
- b. e-GP Guideline
- c. Mandatory Registration Documents
- d. Other related resources

• 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

Language

e-GP System shall provide a 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.

• About e-GP

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

• 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, and Closing Date & Time. The listed item provides links to open the full details of the Tender Notice.

• 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.

• 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.



• Debarment:

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

- a. Chairman
- b. Debarment Committee
- c. Debarment Decisions
- d. Debarment List the list of debarred bidders' information such as:
- e. Company Name, Dzongkhag/District, Category of the Debarment, Debarred From, Debarred To, Grounds, Debarment Rule

• Grievance

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

- a. Complaint Process Flowchart
- b. Decision
- c. IRB Members
- d. Rules and Procedure of IRB

• 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, Annual Procurement Plan and Contract.

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

• About e-GP

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

• Contact Us

This Section shall provide the contact details of GPPMD

• Terms and Conditions

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

• e-Learning

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



Section 2: Bidder Login Dashboard

2.1 Bidder Login Process

2.1.1 Access Electronic Government Procurement (e-GP) System home page by typing the URL http://www.egp.gov.bt in any of the browsers. It will take you to the page shown below in the figure 2.1.1.

	यालुरू:वे Government I	বর্ণনা Royal C বিশ্বেশিশ্রুব বিশেষ্ট Procurement & P	''జిశ' నిశ్రిల]'లెడ్రిన్', రాయ్ Government of Bhutan, Ministry స్ట్రిన్ ని స్టర్లెన్ స్టిన్ లి సిలి Property Management Division	'ક્ષેત્ર 'વિવા 'of Finance ਘેંદ્રહા-વુલુદ્ર-'ಹરૂષ'બહ્ , Department of Nati	이징드리 ional Properties	Linguage (Ergish v)
Home Tender	About e-GP	Tender Artvi	Annual Procurement Plan	Contract	Debarment	Grievance
About Electronic Govern The Electronic Government Procurer Award. The primary objective of this	nment Procuremen ment (e-GP) System of the i portal is to provide a single p	It (e-GP) System Royal Government of Bhur soint access to the informa	utan facilitates all Procuring Agencies to publish ation on procurements made across various Prr	the Tenders, Corrigendum and curing Agencies.	i Notification of Contract	User Login
News and Advertisements			Circular			Login Forgot Password?
Electronic Government Procurem Notification on Force Majeure (CC) Simplified dovernment Procurem CCVID-19 Situation - Important Phase - II Role-out Notice - Import	ent (e-GP) System Launchir DVID-19) - important entRules for Procurement o orfant	ig - Important if Works under	HDPE Pipe circular - Druk Pipe 07:00 HDPE Pipe Circular-Raters pipe 01 Notification on Procurement of HDPI test 1 13/07/2020 Items awarded to offerent suppliers Contact Addresses for Central procu Cernet Circular (15-11-2010) 07/08 Amendment	8/2019 108/2019 File 07/08/2019 for Central Procurement 02/08/2 rement 02/08/2019 2/2019	2019	Elidder Registration e-Learning User Registration Manual Peoperty Added Questions (FAQ) Downloads Resources External Links
Home About e-GP Contact Us	I Terms and Conditions	e-Learning	Notification Pictorial presentation to Validate Ger Teal Notification 17/07/2020 - Impor teal notification 17/07/2020 - Impor Notification on e-GP System Phase I where the estimates exceed the app Previaed Notification of Procurement Document 2019 27/08/2019 - Impor	uline Toner 24/06/2020 fand and i - Interim Measure for Procuren oved budget 17/07/2020 - Amp Ruses and Regulation and Stans fand	nent activities orfant dard Bidding	
0000						Westion: 2.0.3
	Governmen	tt Procurement and Property Man	Inagement Division (GPPIMD), Department of National Prope Designed & Developed by Dohatec New Nedla, Band	rties, Ministry of Finance, Royal Governr adexh.	ment of Bhutan	

Fig 2.1.1: Login Page

2.1.2 Enter registered **email ID and password** as shown below. Click on the '**Login'** button. (Fig 2.1.2)

(User Login	
tshering_bidder@test.com	User name
	Password
Bidder Registration	
e-Learning	

Fig 2.1.2: Bidder Login



***Important Notes:

- Please ensure that the valid e-mail ID used to log in is registered in the e-GP.
- All email alerts from e-GP will be sent to this email ID only.

2.1.3 This page will be displayed up on successful login. (Fig 2.1.3)

	નિયંગ લેવ 'વસુવા'વાલુન્'। નિન્ય સ્વેશ' જ્વે 'વચા Royal Government of Bhutan, Ministry of Finance बालुन्'गे'ઑર્ય સुच'न्- 'कु' ને ન્ટેંશ'લે देव 'સુન્ 'છે' केव। कुभ' ਘેંદ્ર શ'ગલુન્' कल' બળ'લુન્જ Government Procurement & Property Management Division, Department of National Properties	
Home Dashboard APP	Tender Doc. Library Administration My Account Help	
nursoay, so July, zozo, z1:47:21 BS I	WELCOME Electronic Government Procurement (e-GP) System Government Procurement (e-GP) System Government Procurement of National Properties Ministry of Finance Royal Government of Bhutan	🗴 welcome, Pema <u>Koej</u> 🕩 Logou
Home About e-GP Contact Us	Terms and Conditions e-Learning Oovernment Procurement and Property Management Division (OPPRID), Department of Valional Properties, Maratry of Finance, Reyal Oovernment of Bruden Dovernment Procurement and Property Management Division (OPPRID), Department of Valional Properties, Maratry of Finance, Reyal Oovernment of Bruden	Verson: 2.0.3

Fig: 2.1.3: First Page after Successful Login

2.2 Incorrect Password or email Address Issues

2.2.1 The error message will be displayed as "Invalid email ID or Password" if you enter incorrect email ID or passwords. (Fig 2.2.1)

Minia e-mail ID or password
(a) User Login
e-mail ID
Login Forgot Password?
Bidder Registration
e-Learning
Help

Fig 2.2.1: Invalid email ID or Password

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2.2.2 Maximum of ten (10) attempts will be allowed for the user to try and login with incorrect email ID and password. Ten unsuccessful attempts will block the User. (Fig 2.2.2)

8	Your account has been locked due to subsequent failed login attempts. Please provide your correct password
<u>ی</u> ۵	ser Login
e-mail	
Login	Forgot Password?
	Bidder Registration

Fig 2.2.2: Account Locked

2.3 Forgot Password

2.3.1 In case of forgot Password, Click on **"Forgot Password"** link in the home page to set a new Password. (Fig. 2.3.1)

8	Your account has been locked due to subsequent failed login attempts. Please provide your correct password
۵ ن	lser Login
e-mail	ID
•••••	8
Logi	Forgot Password?
-	Bidder Registration
_	Bidder Registration

Fig 2.3.1: Forgot Password Link



2.3.2 When you click on "Forgot Password" link the following page will be displayed. (Fig 2.3.2)

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 : " Click Here

Fig 2.3.2: Forgot Password – Reset Password

2.3.3 Enter registered e-mail ID, enter the hint **answer** for the hint question selected during the registration process and click on the **"Submit**" button. (Fig. 2.3.3)

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 - 338961
e-mail ID: * Istering_bidder@test.com
Hint Question: " What is your favourite color?
Hint Answer : " If you forget Hint Answer then <u>Click here</u>
Submit
If you have forgotten your hint answer then please contact e-GP Helpdesk at helpdesk@ppd.pov.bt for further assistance.

Fig 2.3.3: Setting New Password



2.3.4 An E-mail containing URL link will be sent to the registered email ID. (Fig 2.3.4)

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
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 2.3.4: Setting New Password

2.3.5 Log in to your registered email inbox and click on the given URL link to will lead to "Change password" page. (Fig. 2.3.5)

	4	÷	0 0 î û 0 % b • :	1 of 931	<	>		1 -
	[2		e-GP: Reset your password Inbox ×				ē	Z
	*	*	e-GP System <noreply@egp.gov.bt> to me * Dear User,</noreply@egp.gov.bt>	7:24 PM (4 minutes ago)	☆	•	7	:
¢	•		Please perform below mentioned steps to reset your password: 1. To reset your password, click on the below link URL: Click on this URL link https://www.egp.gov.bt/VerifyCode.jsp Click on this URL link 2. You will be redirected to a page, enter the secret code mentioned below and click Verification Code Verification Code : BNWCUFT Verification Code 3. On successful verification of secret code, you will be redirected to the "Change Password Screen". 4. Fill up the mandatory details and click on submit to proceed further.					
	0		Warm Regards, Government Procurement and Property Management Division (GPPMD) Department of National Properties Ministry of Finance . "To ensure you receive future emails, please add <u>noreply@egp.gov.bt</u> email address of of GPPMD Office to your Safe Sender list."					

Fig. 2.3.5: *Reset password*



2.3.6 If you forgot the hint answer, click on "**If you forgot hint answer, Click here"** link. (Fig 2.3.6). Log in your email inbox and provide verification code.

Home	About e-GP	Ten	der	Annual Procurement Plan
ype your Keyword Ter	nder 🗸	Search	Advance	Search
/erify Code				
Verification Cod	de has been sent to your	email		
e-mail ID : *	phurpapit@gmail.com			
Verification Code : *			Resend Code	
	Submit			
Home About e-GP	Contact Us Terms	and Conditio	ons e-Learr	ning

Fig. 2.3.6: Forgot Hint answer

2.3.7 When you click on the URL link, you will be directed to change password page, enter a new password, confirm password and click on "**submit**" button. (Fig 2.3.7)

Change Password		
Current Password : *		Valid password
New Password : *	•••••	
	Passwords must have min Special characters may be New Password and Currer	imum eight (8) characters in length and must contain alphanumeric characters. added. It Password should not be the same
Confirm Password : *		
	Submit	

Fig 2.3.7: Change Password



2.3.8 The following message "Password changed successfully" will be displayed. (Fig 2.3.8)

Password changed successfully								
User Login								
e-mail ID								
Login Forgot Password?								
Bidder Registration								
e-Learning								
Help								

Fig 2.3.8: *Password changed successfully*

Section 3: Annual Procurement Plan (APP)

3.1 View APP

3.1.1 To view published APP, hover on APP menu and click on "All APPs" sub-menu.(Fig 3.1.1)



Fig 3.1.1: All APPs Sub-Menu

3.1.2 To search the APP click on "Advance Search". Select ANY parameters like Hierarchy Node, Procuring Agency, Project Name, Financial Year, Budget Type, Procurement Category, Procurement Type, APP ID, Package No, and Package Estimated Cost. The search result will be displayed in the grid. Click on "Description" link under "Package No, Description" Column. (Fig 3.1.2)

APP Advance Search								
- Advanced Search								
Select Hierarchy Node :	National Environment Commission	<u> </u>						
Procuring Agency :	Procurement Unit 🗸							
Project Name :	Select Project 🗸 🗸							
Financial Year :	2020-2021 🗸		Budget Type :	- Select Budget Type - 🗸 🗸				
Procurement Category :	Select Category 🗸		Procurement Type:	Select Type 🗸 🗸				
APP ID :	6278		Letter Ref. No. :					
Package No. :								
Package Estimated Cost :	Select Operation 🗸 🗸		Value :					
	Search Reset							
Annual Procurement Plan Search Results	\$				E Save as PDF			
SL APP ID, No. Letter Ref. No.	Hierarchy Node	Procurement Category, Project Name	Packa Descr	ge No, ¢ ption	Estimated Cost/Official Cost Estimate (In Nu.), Procurement Method			
1 6278, National Environme NEC/BLD/01/2020 Procurement Unit	nt Commission,	Services, Analysis of legislations_nolicies and nules(guidelines and institutional mechanisms related to biodiversity and lend use.			440000.00, QCBS			
Page 1 of 1		1	Go To Page		«First «Previous Next» Last»			

Fig 3.1.2: All APPs

3.2 APP Details

3.2.1 The following details will be displayed. Click on "Save As PDF" and "Print" to save and print the APP details. (Fig 3.2.1)

View APP Package Details : Add to WatchList				Save As PDF	🚔 Print				
Hierarchy Node: test2									
PA Office and Code : sdz office (valid email)									
Budget Type : Own Fund	Project Name : Not Applicable								
Key Fields Information:									
APP ID :	5736								
Letter Ref. No. :	refReval1								
Financial Year :	2019-2020								
Budget Type :	Own Fund								
Procuring Agency :	sdz office (valid email)								
Package Details:									
Procurement Category	Goods								
Package No	pkgReval1								
Package Description	Package Des								
Work Type									
Work Category									
Lot Details:									
Lot No	Lot Description	Otv	Unit	Estimated Cost (In Nu.)					
Lot Des	Lot beschpion	500.00	00	200000.00					
Package Official Cost Estimate (In Nu.)	200000.00	000.00	10	200000.00					
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 poulity and eggs, Small live animals and their products, Cattle and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and eggs, Small live animals and their products, Pigs, Live poulty and Pigs,								
Approving Authority	НОРА								
Procurement Method	Open Tendering Method								
Procurement Type	NCB								
Source of Fund	Own Fund								

Fig 3.2.1: View, Save and Print APP Details



Section 4: Tender

The Tender Menu consists of following sub-menu (Fig 4.1.1):

- i. My Tenders
- ii. Limited Tenders
- iii. RFP
- iv. All Tenders
- v. Own Category
- vi. Propose JVCA

Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help				
Thursday, 30	July, 2020, 22	2:30:10 BST	My Tenders				Last Login :	Thur	rsday, 30 July, 2020, 22:00:13 BST	2	Welcome, Pema [Role] 📀 Logout
			Limited Tenders	;							
My Tend	My Tenders/Proposals		All Tenders								💫 Save as PDF
			Own Category	-							
+ Advanced Search			Propose JVCA								

Fig 4.1.1: Tender Home Page

4.1 My Tenders

4.1.1 Click on "**My Tender**s" sub-menu to view or display those tenders for which **Integrity Pact** has been agreed. (Fig 4.1.1)

				_			
Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help
Thursday, 30) July, 2020, 2	2:30:10 BST	My Tenders				Last Login :
			Limited Tender	S			
			RFP				
My Tend	lers/Propo	osals	All Tenders				
			Own Category	-			
+ Advanced	+ Advanced Search		Propose JVCA				

Fig 4.1.1: My Tenders



4.1.2 Click advance search options to find tender using Procurement Category, Procurement Type, Procurement Method, Tender ID, Reference No., Publishing Date From – Publishing Date To and the required results are displayed in the grid in the Live tenders tab. System shows three (3) tabs – Live, Archived, Cancelled. (Fig 4.1.2)

Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help							
fonday, 14 S	September, 202	20, 15:16:56	BST			L	ast Login :	Monday, 14 Septembe	r, 2020,	15:13:52 BST			Welcome, KARMA [Role	e] 💽 Logou
My Tend	lers/Propo	sals											R	Save as PDF
- Advanced	Search													
	Procurem	ent Categor	y: Works		~									
	Procu	urement Typ	NCB		~									
	Procure	ment Metho	d: OTM		~									
		Tender I	D :							Reference	No	:		
	Publishir	ng Date Fror	m :							Publishing Date	вТо			
								Search Reset						
Tender Se	arch Result													
Live Archi	ived Cancelled	i												
SI. No.	Ter Refei Tender/Pr	nder ID, rence No., roposal Stat	¢ tus	Procu	irement Categoi Title	у,	٠	Hierarchy Node	٠	Type, Method	٠	Publishing Date Closing Date	Dashboard	
1	DoR/RO 202	5719, -Tingtibi/2020 21/W006	D- Resur Gomp Packa 4-15 k	acing and Corre nu - Panbang - N ge 2: Panbang - I m)	ction of Undulat ganglam_PNH Iganglam PNH (ions along In stretches at Ch	Ministry Settlerr Departe Region Region	y of Works and Human hent, ment of Roads, al Office DOR Tingtibi, al Office Tingtibi		NCB, OTM		09-Sep-2020 20:00:00 15-Oct-2020 10:30:00	30D 19H 13M 4 31D 19H 13M 4	s s
2	DoR/RO 202	5718, -Tingtibi/2020 21/W005	0- Resur - Panb	acing and Corre ang - Nganglam	ction of Undulat PNH	ion along Gomph	Ministry Settlerr Departr	y of Works and Human hent, ment of Roads,		NCB, OTM		09-Sep-2020 17:00:00 15-Oct-2020 10:30:00	30D 19H 13M 4	S

Fig 4.1.2: Advance search

4.1.3 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. (Fig 4.1.3)

Home	Dashboard AF	PP 1	Tender Doc. Library	Administration	My Account	Help						
londay, 14 S	eptember, 2020, 15:2	28:13 BST			L	ast Login : Mo	onday, 14 Septemb	er, 2020	, 15:13:52 BST			🤽 Welcome, KARMA [Role] 👁 Log
My Tend	y Tenders/Proposals											
+ Auvanceu	* Advanced Sexrch											
Tender Sea	arch Result											
Live Archi	ved Cancelled											
SI. No.	Tender II Reference I Tender/Proposa), No., ≑ al Status	Procu	urement Categor Title	у,	•	Hierarchy Node	٠	Type, Method	٠	Publishing Date Closing Date	 Dashboard
1	5719, DoR/RO-Tingtik 2021/W00	bi/2020- 06	Works, Resurfacing and Corre Gomphu - Panbang - N Package 2: Panbang - N 4-15 km)	ction of Undulati ganglam_PNH Nganglam PNH (I	ions along In stretches at Ch	Ministry of Settlement Departmer Regional C Regional C	Works and Human t, nt of Roads, Office DOR Tingtibi, Office Tingtibi		NCB, OTM		09-Sep-2020 20:00:00 15-Oct-2020 10:30:00	30D 18H 59M 47S 31D 18H 59M 47S
2	5718, DoR/RO-Tingtit 2021/W00	5718, DoR/RO-Tingtbi/2020- 2021/W005 Panbang - Nganglam PNH Package 1: Gomphu - Panbang PNH (Ch. 35 - 39 km)		; rfacing and Correction of Undulation along Gomph bang - Nganglam PNH age 1: Gomphu - Panbang PNH (Ch. 35 - 39 km)			Works and Human t, nt of Roads, Office DOR Tingtibi, Office Tingtibi		NCB, OTM		09-Sep-2020 17:00:00 15-Oct-2020 10:30:00	30D 18H 59M 47S 31D 18H 59M 47S
3	5554, DoR/RO-S/Pang/2020- 2021/works(02) 66.4 km)		Ministry of Settlement Departmer Regional of Regional of	Works and Human t, nt of Roads, Office DOR Sarpang office Sarpang	3,	NCB, OTM		24-Aug-2020 16:00:00 24-Sep-2020 10:00:00	9D 18H 29M 47S 10D 18H 29M 47S			
4	5552, DoR/RO-S/pan 2021/Works	g/2020- (01)	Works, Resurfacing work on G 19-19.6km & 17.6-18.3k under Batasey Section.	elephu-Trongsa <u>m)</u> , Jigmeling Sub-	PNH, ≈(22-24.9k) Division.	Ministry of Settlement Departmer Regional C Regional o	Works and Human t, nt of Roads, Office DOR Sarpang office Sarpang	a,	NCB, OTM		24-Aug-2020 15:30:00 24-Sep-2020 10:30:00	9D 18H 59M 47S 10D 18H 59M 47S

Fig 4.1.3: Live Tenders



4.1.4 Archived Tenders:

Archived Tenders displays those tenders for which Tender Closing date and has lapsed. The System will display all Archived Tenders in this tab. (Fig 4.1.4)

Home	Dashboard APP	Tender Doc. Library	Administration	My Account	Help								
Monday, 14 Se	eptember, 2020, 15:37:36	BST			Last Login : Monday, 14 September, 20	020, 15:13:52 BST		🧏 Welcome, KARMA [Role] 👁 Logou					
My Tende	Ily Tenders/Proposals *Advanced Search												
Tender Sea	rch Result												
Live Archiv	ed Cancelled												
SI. No.	Tender ID, Reference No., Tender/Proposal Status	Procurer	ment Category, Title	4	Hierarchy Node	Type, e Method	Publishing Date Closing Date	Dashboard					
1	5506, ZD/DES-02/2020- 2021/100 Re-Tendered	Works, BLACKTOPPING OF DZON OF INTERNAL ROAD AT ZH	IG PARKING AND I HEMGANG.	RESURFACING	Ministry of Home and Cultural Affairs, Zhemgang, Dzongkhag Administration Zhemgang	NCB, OTM	31-Jul-2020 14:00:00 19-Aug-2020 15:35:00	Time Elapsed					
2	4548, ZD/DES-08/2019- 2020/8487 Being processed	Works, Blacktopping of Bjoka GC I to Chakchawa B/bridge.(Ba Drain),Bjokha Geog-Panba Dzongkhag,	<u>Road from existin</u> ase course, Blackt ng Dungkhag,Zhe	g <u>blacktopped</u> opping and mgang	Ministry of Home and Cultural Affairs, Zhemgang, Dzongkhag Administration Zhemganç	NCB, OTM	19-May-2020 16:00:00 03-Jun-2020 15:00:00	Time Elapsed					
3	4513, GT/IDD-27/209- 2020/3794 Being processed	Works, Construction of Service Duct	at LAP III		Root, Autonomus Bodies, Gelephu Thromde, Gelephu Thromde	NCB, OTM	17-Apr-2020 14:00:00 19-May-2020 10:30:00	Time Elapsed					
4	4578, Yeb02 Contract Awarded	Works, Construction of Six Unit Class School, Zhmegang	sroom at Yebilabtst	na Central	Ministry of Home and Cultural Affairs, Zhemgang, Dzongkhag Administration Zhemgang	NCB, OTM	13-Apr-2020 18:00:00 18-May-2020 10:30:00	Time Elapsed					

Fig 4.1.4: Archive Tender

4.1.5 **Cancelled Tenders:**

Cancelled Tenders displays those Tenders that are cancelled by Procuring Agencies/Authorized User (PA / AU). To view the cancelled tender, click on the cancelled tab and click on the specific dashboard. (Fig 4.1.5)

+ Adv	+ Advanced Search													
Tender Search Results														
Live	Archive Cancelled All													
SI. No.	Tender/ ID, ≑ Reference No	Procurement Category, Title	Hierarchy Node 🗢	Type, Method 🕈	Publishing Date & Time Closing Date & Time									
1	5751, LD/DES-12/2020-2021/367, Cancelled	Works, 1.Construction of permanent structures for Barchu-Chowa Farm Road under Tsaenkhar Gewog 2.Construction of permanent structures for Ladichu-Bamdhir Farm Road under Maedtsho Gewog 3.Construction of permanent structures for Jarey Artobi Farm Road under Jarey Gewog	Ministry of Home and Cultural Affairs, Lhuentse, Dzongkhag Administration Lhuentse	NCB, OTM	14-Sep-2020 11:00 14-Oct-2020 16:30									
2	5759, 6(2)NCAH/DVEU-2020- 2021/74, Cancelled	Goods, Supply of Veterinary Equipment and Non- drug items	Ministry of Agriculture and Forests, Department of Live Stock, National Centre for Animal Health, National Centre for Animal Health	NCB, OTM	11-Sep-2020 10:15 06-Oct-2020 11:30									
3	5722, VSP01, Cancelled	Goods, Maintenance of Vehicle Spare Parts, Tyre, Dzongkhag Administration, Pema Gatshel	Ministry of Home and Cultural Affairs, PemaGatshel, Dzongkhag Administration Pama Catebol	NCB, OTM	02-Sep-2020 15:55 14-Sep-2020 09:30									

Fig 4.1.5: Cancelled Tender



4.2 Limited Tenders

4.2.1 In the Limited Tenders menu, Tenders that are carried out using limited tendering method, Limited Enquiry method and Direct Contracting method in which Procuring Agency has invited/selected for are displayed. Click on "Limited Tenders" sub-menu. To view the details of the tender and initiate tender preparation, click on the Dashboard. (Fig 4.2.1)

Limited 1	Limited Tenders/Proposals													
+ Advanced S	+ Advanced Search													
Tender Sea	Tender Search Result													
SI. No.	Tender ID, Reference No.	Procurement Category, ¢	Hierarchy Node +	Type, Method ♥	Publishing Date & + Closing Date	Dashboard								
1	4225, DAT/DES-31/2019- 2020/5281(IV) Being processed	Works, Construction of Academic boys and girls toilet at Udzorong Central School under Udzorong Gewog, Trashigang	Ministry of Home and Cultural Affairs, Trashigang, Dzongkhag Administration Trashigang	NCB, LTM	04-Jul-2020 01:16:00 04-Jul-2020 14:53:00	Time Elapsed Time Elapsed								
2	5208, ghjhjihhj	Works, Vanous iyoes of nulti- paper and paper products: Public utilities: Sewape, and refine-discostal services, santitation and environmental services. Full, pager and paperbased Public Paper and paperbased Paper or possibilities and paperbased Public Paper evolutioners and other lensity Wallpaper and other covertops, Generalite paper and filter paper. Where distribution and failed services, Water sisteribution, of water superiors. Generalities and services and filter patients and setting water sisteribution and related installated services, and setting the superiors. Sea distribution installated services, and setting the filter superiors and related installations. Cher sources of energy-superiors and distribution. Cherolism of a nover superiors and	Roct, Autonomus Bodies, test_not_valid, SZD office_not valid email	NCB, LTM	01-Juli-2020 22:38:00 08-Oct-2020 16:39:00	69D 18H 3M 48S 70D 18H 3M 48S								
3	5268, 1000.020.0002 Contract Awarded	Goods, Leather, leather, products, and footwear Leather. Chamois leather: Leather, of Dovine, or exuine animals. Leather, of sheep, onds or yops Leather of other annuals. Scindoste leather and other leather Leather watch Leather, articlas. Juoyape and other leather leather watch champed and the scindoster machinery or merchanical apolances. Ecoloser, Ecoloser, Cohroser, Charto Iban, Sorts, and Lordscher, Bohrwar. Storts, footwear. Chartone Iban, sorts, and Lordscher, Bohrwar. Storts, footwear. Chartone Chartoner, Charto, Storts, Storts, Sottwear, Chartone Robinser, Charto, Storts, Storts, Sottwear, Chartone Leather, Storts, Sottwear, Chartone, Storts, Sottwear, Chartone Leather, Storts, Storts, Sottwear, Storts, Sottwear, Chartone Leather, Storts, Storts, Storts, Sottwear, Chartone Leather, Storts, Sottwear, Chartone, Storts, Sottwear, Chartone Leather, Storts, Storts, Sottwear, St	Root, Autonomus Bodies, tiest2, sdz office (valid email)	NCB, LTM	30Jun-2020 12 26 00 02Jul-2020 00:59:00	ime Elapsed								
Page 1 - 1			1	Go To Page		«First (Previous Next) Last»								

Fig 4.2.1: Limited Tenders

4.3 RFP

4.3.1 In RFP menu, RFPs are displayed to only those Bidders shortlisted by the Procuring Agency (PA) through REOI. To view this click **RFP** sub-menu (Fig 4.3.1). To view the details of the specific tender, click on **"Dashboard"**.

RFP) Save as PDF							
+ Advar	+ Advanced Search Tender Search Result												
SI. No.	Tender ID, Reference ≑ No.	Procurement Category, Title	Ministry, Division, _♦ Organization, PA	Type, Method ^{\$}	Publishing Date & . Closing Date	Dashboard							
1	215, tstrfp1	Services, <u>ok</u>	Election Comission of Bhutan Govt., Election Comission Department, Election Comission Devision, Comission Devision Office	NCB, QCBS	28-Feb-2017 11:47:00 08-May-2017 17:38:00	61D 3H 43M 34S 61D 3H 43M 34S							
2	216, tstrfp2	Services, <u>ok</u>	Election Comission of Bhutan Govt., Election Comission Department, Election Comission Devision, Comission Devision Office	NCB, QCBS	28-Feb-2017 11:47:00 05-Apr-2017 11:19:00	27D 21H 24M 34S 27D 21H 24M 34S							
Page 1	- 1		1 Со то Р	age	« First «	Previous Next > Last »							

Fig 4.3.1*: RFP*

Government Procurement and Property Management Division (GPPMD), DNP, MoF



4.4 All Tenders

4.4.1 In *All Tenders* menu, all tenders published are displayed. Click on the dashboard of the specific Tender to participate. (Fig 4.4.1)

Home	Dashboard	APP	Tender	Doc. Library	Administration	My Account	Help		
Tuesday, 1	5 September, 20	20, 10:17:18	My Tenders					Last Login : Monday, 14 September, 2020, 12:06:17 BST	🤽 Welcome, DHAN [Role] 👁 Logout
			Limited Tenders	5					
			RFP						
			All Tenders						
			Own Category					WELCOME	
			Propose JVCA					Electronic Ocumental Descentant (c. OD) Ocuter	
							Gave	Electionic Government Procurement (e-GP) System proment Procurement and Property Management Division (GPDMD)	
							001	Department of National Properties	
								Ministry of Finance	
								Royal Government of Bhutan	

Fig 4.4.1: All Tenders

4.4.2 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 4.4.2)

All Tend	lers/Proposals						Note that Save as PDF
- Advance	ed Search						
	Hierarchy No	de: National Environment Commission	<u>^</u>				
	Procuring Agene	cy : Procurement Unit 🗸					
	Procurement Catego	ry: Goods 🗸					
	Procurement Typ	pe :			Procurement Method :	- Select Procurement Method -	¥
	Tender	ID :			Reference No :		
	From Publishing Da	te: 🗷			To Publishing Date :		
	From Closing Da	te : 🗷			To Closing Date :		
			Search Reset				
Transform Day							
line Are	him Concelled All						
SI. No.	Tender/ ID, ¢ Reference No	Procurement Category, Title	Hierarchy Node	Type, ∳ Method	Publishing Closing [Date & Time ϕ	Dashboard
1	5097. NEC/ADM/EGP-Catering/2020-Cat, Being processed	xds, ual Tender for Catering Services FY2020-2021	Root, Autonomus Bodies, National Environment Commission, Procurement Unit	NCB, OTM	04-Jun-2 08-Jul-2	020 08:30 020 11:52	Time Elapsed Time Elapsed
2	5038. NEC/ADM/Annul-stati/2020, Stat Being processed	ds, ioneries. Electrical items and Furnitures	Root, Autonomus Bodies, National Environment Commission, Procurement Unit	NCB, OTM	29-May-2 06-Jul-2	2020 10:31 2020 10:34	Time Elapsed Time Elapsed

Fig 4.4.2: Advance Search (All Tenders)

4.4.3 Dashboard:

To view the details of the particular/intended tender, click **Dashboard**. (Fig 4.4.3)

All Tend	ders/Proposals						🔎 Save as PDF					
+ Advanc	ed Search							_ogout				
Tender Se	earch Results											
Live Arc	Live Archive Cancelled All											
SI. No.	Tender/ ID, Reference No	Procurement Category, Title	٠	Hierarchy Node	• Type, • Method •	Publishing Date & Time + Closing Date & Time	Dashboard					
1	5780. JKD/DES-03/2020-2021,	weeks, Construction of Forestry Office at Chumig Gewog	>	Ministry of Home and Cultural Affairs, Bumthang, Dzongkhag Administration Bumthang	NCB, OTM	15-Sep-2020 10:00 30-Sep-2020 14:00	15D 3H 26M 44 S 16D 3H 26M 44 S					

Fig 4.4.3: Dashboard



4.4.4 Tender details will be displayed. (Fig 4.4.4)

	IFB /PQ / REOL	RFP	Notice Details						
	Procuring Age	ency :	Dzongkhag Administration Bumthang, Ministry of Home and Cultural Affairs, Bumthang						
	Organizat	tion :	Bumthang						
	Procuring Agency C	ode :							
	Procurement Categ	ory :	Works		Procurement Type : NCB				
	- Work T	Vpe:	Small						
	Work Cated	iorv :	W3						
	Invitation	for	Tender - Single Lot						
	Invitation Reference	No :	IKD/DES 03/2020 2021						
	invitation Reference	NO	3RD/DE3-03/2020-2021						
	Procurement Met	hod :	Open Tendering Method (OTM)		Budget Type : Own Fu	ind			
	Source of Fu	nds:	Own Fund						
Particu	lar Information :								
	Project C	ode :	Not applicable		Project Name : Not app	licable			
Tend	er/Proposal Package No	and	AO						
	Descript	tion :	Construction of Forestry office at Chum	ig Gewog					
	Categ	jory :	Construction work, site preparation worh boring work/Works for complete or part works and construction works;Construc airfields and railways; flatwork;Construc manufacturing and for buildings relating works;Building installation work;Electric and safety equipment installation work;Coro and w of construction and civil engineering ma earthmoving equipment with operator	K Building demoi construction and tion work for pip tion work for way to the oil and gi al installation wo Mechanical insta all covering work achinery and equ	ition and wrecking work and earth d civil engineering work, Building c elines, communication and power ter projects; Construction works for as industry; Roof works and other s rrk; Insulation work; Plumbing and s illations; Building completion work; ;Painting and glazing work; Other t ipment with operator; Hire of crane ipment with operator; Hire of crane ipment with operator; Hire of crane interval and sector; Hire of crane inte	imoving work; le construction worf lines, for highw or plants, mining special trade co sanitary works; Plastering work building comple es with operator	est omling and k;Engineering (ays, roads, and onstruction Fencing, railing c;Joinery and tion work;Hire r;Hire of		
	Public Date and T	ation Time :	15-Sep-2020 10:00	-Sep-2020 10:00 Tender Document last selling / 25-Sep-2020 11:00 downloading Date and Time :					
Last Date and Time for bid Security Submission :			-Sep-2020 10:00						
	Tender/Proposal Cic Date and T	osing Time :	-Sep-2020 14:00 Tender/Proposal Opening 01-Oct-2020 14:00 Date and Time :						
Informa	ation for Bidder/Consulta	ant :							
			3. Valid Trade Licence If any of the above document is missin	g or not valid the	bidders will considered as Non-re				
	Brief Description of W	orks : lable :	should be properly mapped Construction of Forestry Office at Chur Package wise	nig Gewog	Bidders will considered as Norme	esponsive. the o	document		
	Brief Description of W Document Avail	'orks : lable :	should be properly mapped Construction of Forestry Office at Chur Package wise	nig Gewog		esponsive. the o	document		
	Brief Description of W Document Avail Document F	orks : lable : Fees :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise	nig Gewog		esponsive. the o	document		
Tender	Brief Description of W Document Avail Document F r/Proposal Document Pri	orks : lable : Fees : ice (In Nu.) :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0	nig Gewog		esponsive, the o	document		
Tender	Brief Description of W Document Avail Document F r/Proposal Document Pri	orks : lable : Fees : ice (In Nu.) :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank	nig Gewog		esponsive. the o	document		
Tender	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr	orks : lable : Fees : ice (In Nu.) : ment :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank	nig Gewog		esponsive. the o	document		
Tender Tender/	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid	/orks : lable : Fees : ice (In Nu.) : ment : Up to :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020	nig Gewog		esponsive. the o	document		
Tender Tender/	Brief Description of W Document Avail Document F r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U	Yorks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020	nig Gewog		esponsive. the d	document		
Tender Tender/ Lot No.	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U	lorks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot	nig Gewog	Bid security (Amount in Nu.) and Type	Contract Start Date	Contract Er Date		
Tender Tender/ Lot No. 1	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	Vorks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200	Contract Start Date 15-Oct-2020	Contract Er Date 15-May-202		
Tender Tender/ Lot No. 1	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	Vorks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration	Contract Start Date 15-Oct-2020	Contract E Date 15-May-202		
Tender/ Tender/ Lot No. 1	Brief Description of W Document Avail Document F r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	Vorks : lable : Fees : ice (In Nu.) : Ment : Up to : Jp to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration	Contract Start Date 15-Oct-2020	Contract El Date 15-May-202		
Tender/ Tender/ Lot No. 1	Brief Description of W Document Avail Document F r/Proposal Document Pri Mode of Payn /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	forks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration	Contract Start Date 15-Oct-2020	Contract E Date 15-May-202		
Tender/ Tender/ Lot No. 1 Procuri	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payn (Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	forks : lable : Fees : ice (In Nu.) : ment : Up to : Jp to : Identifi office :	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration	Contract Start Date 15-Oct-2020	document Contract E Date 15-May-20;		
Tender/ Tender/ Lot No. 1 Procuri Na	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payn (Proposal Security Valid Tender/Proposal Valid U Construction of Forestry	iorks : lable : Fees : lice (In Nu.) : Up to : Up to : Up to : Identif	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin	Contract Start Date 15-Oct-2020 Heer	Contract E Date 15-May-202		
Tender/ Tender/ 1 <u>Procuri</u> Na	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: ame of Official Inviting T Tender : Official Address : 4	lorks : lable : lable : loce (In ment : Up to jp to : ldentif office : rsherin Address City Gewog Distric Geumor	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Burnthang, Bhutan ; : t : Burnthang - y : Bhutan	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin contact details : Phone No : Fax No :	Contract Start Date 15-Oct-2020 eeer 03-631605	document Contract Er Date 15-May-202		
Tender Tender/ 1 Procuri Na	Brief Description of W Document Avail Document F r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: time of Official Inviting T Tender : Official Address : 4	lorks : lable : lce (In Nu.) : What is the set of the s	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : t : Bumthang - y : Bhutan	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin :ontact details : Phone No : Fax No :	Contract Start Date 15-Oct-2020 leer 03-631605	Contract Er Date 15-May-202		
Tender/ Tender/ 1 Procuri Na	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payn /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: mme of Official Inviting T Tender : Official Address : C The p	lorks : lable : Fees : ice (In Nu.) : Up to : Up to : ldentif office : Identif office : City Gewog Distric Countr	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : t : Bumthang - y : Bhutan ing Agency reserves the right to acce	Location Bumthang	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin contact details : Phone No : Fax No : Tenders / Pre-Qualifications / EQ	Contract Start Date 15-Oct-2020 eeer 03-631605 DIs	Contract Er Date 15-May-202		
Tender/ Lot No. 1 Procuri Na Note:	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: me of Official Inviting T Tender : Official Address : 4 C The p Financial Institute will u	lorks : lable : Fees : ice (In Nu.) : Up to : Jp to : Jp to : Identif office : Identif Gewog Distric Countr orocuri Ipdate	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : : : : : : : : : : : : :	Location Bumthang C pt or reject all	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin Contact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC so the bidders should make st submission date	Contract Start Date 15-Oct-2020 leer 03-631605 Dis ure the securiti	Contract El Date 15-May-202		
Tender Tender/ 1 Procuri Na Note:	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payr /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: une of Official Inviting T Tender : Official Address : Official Address : The p	lorks : : : : : : : : : : : : : : : : : : :	shouid be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : : : : : : : : : : : : : : : : : : :	Location Bumthang Pt or reject all end of the day day before the	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin contact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC , so the bidders should make su submission date.	Contract Start Date 15-Oct-2020 leer 03-631605 Dis ure the securiti	Contract El Date 15-May-202		
Tender Tender/ 1 Procuri Na Note:	Brief Description of W Document Avail Document F Proposal Document Pri Mode of Payr (Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: me of Official Inviting T Tender : Official Address : Official Address : The p Financial Institute will u	lorks : lable : Fees : loc (In Nu.) : Jp to : Jp to : Identif office : Gewog Distric Gewog Distric Countr	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan :: j :: t :: Bumthang - y :: Bhutan ing Agency reserves the right to accee the payment transactions only at the payments are made at least one	Location Bumthang C pt or reject all end of the day day before the	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin contact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC , so the bidders should make su submission date.	Contract Start Date 15-Oct-2020 leer 03-631605 DIs ure the securiti	document Contract Er Date 15-May-202		
Tender/ Tender/ 1 Procuri Na Note:	Brief Description of W Document Avail Document F Proposal Document Pri Mode of Payr (Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: Tender : Official Inviting T Tender : Official Address : (C The p Financial Institute will u	lorks : lable : Fees : loc (In Nu.) : Up to Jp to : Identif office a distric Gewog Distric Countr i procuri i pdate	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : : t : Bumthang - y : Bhutan ing Agency reserves the right to acce the payment transactions only at the payments are made at least one	Location Bumthang C pt or reject all 1 end of the day day before the	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin contact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC , so the bidders should make su submission date.	Contract Start Date 15-Oct-2020 eeer 03-631605 Dis ure the securiti	Contract El Date 15-May-202		
Tender/ Tender/ 1 Procuri Na Note:	Brief Description of W Document Avail Document F Proposal Document Pri Mode of Payr (Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: ame of Official Inviting T Tender : Official Address : / C The p Financial Institute will u	lorks : lable : Fees : ice (In Nu.) : Up to Jp to : Identif office : Identif office : Gewog Distric Countr orocurf ippdate	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss : Bumthang, Bhutan : t : Bumthang - y : Bhutan ing Agency reserves the right to acce the payment transactions only at the payments are made at least one	Location Bumthang C pt or reject all end of the day day before the eAs PDF	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin :ontact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC , so the bidders should make su submission date.	Contract Start Date 15-Oct-2020 leer 03-631605 Dis ure the securiti	document Contract Er Date 15-May-202		
Tender/ Lot No. 1 Procuri Na Note:	Brief Description of W Document Avail Document f r/Proposal Document Pri Mode of Payn /Proposal Security Valid Tender/Proposal Valid U Construction of Forestry ing Agency Details: me of Official Inviting T Tender : Official Address : Official Address : The p Financial Institute will u cuments	lorks : lable : Fees : loc (In Nu.) : Up to Up to Up to Cuty Gewog Distric Countr Forcuri Ipdate	should be properly mapped Construction of Forestry Office at Chur Package wise Package wise 0 Payment through Bank 29-Dec-2020 29-Nov-2020 fication of Lot at Chumig Gewog g Tashi ss :: Bumthang, Bhutan :: t :: Bumthang - y :: Bhutan ing Agency reserves the right to acce the payment transactions only at the payments are made at least one	Location Bumthang Pt or reject all end of the day day before the e As PDF	Bid security (Amount in Nu.) and Type 99200 Bid Securing Declaration Designation : Assistant Engin :ontact details : Phone No : Fax No : Tenders / Pre-Qualifications / EC , so the bidders should make su submission date.	Contract Start Date 15-Oct-2020 eeer 03-631605 Dis ure the securiti	Contract Er Date 15-May-202		



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4.5 **Process to Prepare Tender**

4.5.1 Click on **All Tenders** sub-menu. Search for a specific tender and click on **"Dashboard"** column. (Figure 4.5.1)

All Tend	lers/Proposals					Note that the second se							
+ Advanc	+ Advanced Search												
Tender Se	Tender Search Results												
Live Arc	Leve Archive Cancelled All												
SI. No.	Tender/ ID, ≎ Reference No	Procurement Category, ¢ Title	Hierarchy Node +	Type, ÷ Method	Publishing Date & Time Closing Date & Time ¢	Dashboard							
1	5773, LD/DES-19/2020-2021/11,	Works, Construction of Transit Camp at Tsikang under Khoma gewog. Lhuentse.	Ministry of Home and Cultural Affairs, Lhuentse, Dzongkhag Administration Lhuentse	NCB, OTM	15-Sep-2020 11:30 15-Oct-2020 11:40	29D 23H 45M 255 30D 23H 45M 255							



4.5.2 **Tender Dashboard** will be displayed. (Fig 4.5.2)

er Dashbo	oard						
er Detail							
	т	ender ID: 5332				Invitation Reference No.: z	
Clos	ing Date a	nd Time: 25-Aug-	2020 14:54	4		Opening Date and Time: 26-Aug-2020 14:54	
	Procuring	Agency : sdz offic	e (valid en	nail)		Procurement Category : Goods	
		Brief: Brief De	scription of	f Goods and	Related Service		
							📓 View Notice
Bid Submissio	n Closing Da	ate is one (1) day prio	r to Bid Ope	ning Date. Fo	r Tender Id: 5332 the Clos	sing Date is 25-Aug-2020 14:54 and Bid Opening Date is 26-Aug-2020 14:54	
Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance		
					TENDE	ER DASHBOARD	
	er Dashb r Detail Clos Bid Submissio Clarification	er Dashboard	er Dashboard r Detail Closing Date and Time : 25-Aug- Procuring Agency : sdz offic Brief : Brief De Bid Submission Closing Date is one (1) day prio Clarification Payment Tend. Preparation	er Dashboard r Detail Tender ID : 5332 Closing Date and Time : 25-Aug-2020 14:5 Procuring Agency : sdz office (valid en Brief : Brief Description o Bid Submission Closing Date is one (1) day prior to Bid Open Clarification Payment Tend. Preparation Opening	er Dashboard r Detail Tender ID : 5332 Closing Date and Time : 25-Aug-2020 14:54 Procuring Agency : sdz office (valid email) Brief : Brief Description of Goods and Bid Submission Closing Date is one (1) day prior to Bid Opening Date. For Clarification Payment Tend. Preparation Opening Evaluation	er Dashboard r Detail Tender ID : 5332 Closing Date and Time : 25-Aug-2020 14:54 Procuring Agency : sdz office (valid email) Brief : Brief Description of Goods and Related Service Bid Submission Closing Date is one (1) day prior to Bid Opening Date. For Tender Id: 5332 the Closic Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance TENDE	er Dashboard r Detail Tender ID: 5332 Tender ID: 5332 Tend

Fig 4.5.2: Tender Preparation Process (Tender Dashboard)

4.6 Document Tab

4.6.1 Click "**Docs**" Tab to view and click on the "**I Agree**" button to agree the Integrity Pact after which the bidder can access the tender documents. (Fig 4.6.1)



Fig 4.6.1: Integrity Pact Declaration

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4.6.2 System will display a message "**Declaration completed successfully**". Then proceed further with Tender Document Preparation. To view Tender Document, click on the "**Documents**" link at the right side of the column. (Fig 4.6.2)

)ocs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation					
Occlaration completed successfully												
F	ackage. No.		Pacl	kage Desc	ription			Action				
pkg002 buy laptop, printer Documents												
You have agreed with Integrity Pack												

Fig 4.6.2: Successful Declaration of Integrity Pact

4.6.3 System will display a Tender Document which will contain **Tender Details**, **View Notice**, **Tender Document Sections**, **Forms (Technical BoQ)**, **Documents Uploaded** and **Download Tender Document.** (Fig 4.6.3)

Package No. :	ppff												
Package Description :	Package	ge Description											
Section No.				Section Name			Action						
1	Genera	I											
	SI. No.		File Name	File Description		File Size (in KB)	Action						
				No records found.									
2	Technica	and Financial Forms					🔎 Save As PDF						
	SI. No.		File Name	File Description		File Size (in KB)	Action						
	1	Bid-Securing Declaration	.pdf	Bid-Securing Declaration		77	<u>*</u>						
	2 Performance Security.pdf			Performance Security		98	<u>*</u>						
	3 Contract Agreement.docx		x	Contract Agreement		17	<u>*</u>						
	4	Bank Guarantee for Adva	ance Payment.docx		24	<u>*</u>							
	5	Purchase order for the se	upply of goods.docx	Purchase order for the supply of goods		39	*						
	SI. No.		Form Nam	ne		Actions							
	1	Invitation for Quotation (I	FQ)	View Form									
	2	e-Quotation Submission	Form		View Form								
	3	Terms and Conditions for	r the Supply of Goods and Payment		View Form								
	4	Technical Specifications	of the Goods		View Form								
	Lot No.		Lot1										
	Lot Des	cription	Lot Description										
	Grand s	summary :	View										
	SI. No.			ne		Actions							
	1	Schedule of Items and P	riced Quotation		View Form								
	2 Discount Form View Form												
							🛃 Download Tender/Proposal Document						

Fig 4.6.3: Tender Document View

- 4.6.4 To download, click on **"Download Tender/Proposal document".** (Fig 4.6.3)
- 4.6.5 Click on **"Save as PDF"** to download or open the file in PDF Format. (Fig 4.6.3)
- 4.6.6 Click on "View" to view fields and format for the particular Section. (Fig 4.6.3)



4.7 Clarification Tab

4.7.1 Click on the "Clarification" Tab to Post Queries if required and view responses received from the concerned Procuring Agency if responded. The query should be posted on the given timeline. (Fig 4.7.1)

ocs.	Clarification	Payment	Tend. Preparation	Open	ning Evaluation	Letter of Acceptance					
Post Query. View Queries & Replies : View											
1	Query can I	be posted ti	II 13-Oct-2020 16:5	8							
S.No						Query			Status	Action	

Fig 4.7.1: Clarification

4.7.2 Click the Upload link to upload query related files. After uploading the document, the System will display the message "**File uploaded successfully**". (Fig. 4.7.2)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance			
Quer	ry : *		JVCA allowed ?						
Refe	rence Docum	ent :	Upload						
SI. I	No.		File Name			File Des	cription	File Size (in KB)	Action
						No records	found.		
						Post Qu	ery		

Fig 4.7.2: Post Query

4.7.3 After all the documents are uploaded if applicable, click on the "**Close**" button to close the page. (Fig 4.7.3)

\bigcirc	File uploaded sucessfully			
Doc	scription : Upload Close	1.	Fields mari	ked with (*) are mandatory.
		Instructions		
Any N	Number of files can be uploaded. Maxin	mum Size of a Single File should not Exceed 2MB.		
Accep	ptable File Types bmp, doc, docx, gif, j	peg, jpg, pdf, png, rar, xls, xlsx, zip, txt		
A file	path may contain any below given spe	ecial characters: (Space, -, _, \)		
SI. No.	File Name	File Description	File Size (in KB)	Action
1	JVCA document.docx	JVCA Clarification	20	📩 🗙

Fig. 4.7.3: File uploaded successfully



4.7.4 Click on the "**Post Query**" button and System will display a message as **Query Posted Successfully.** The Status will remain as **Pending** till the PA responds. (Fig 4.7.4)

Clarificatio	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance								
<u>t Query</u>			View (Queries & Re	eplies :		View						
Query car	be posted ti	ill 13-Oct-2020 16:5	8										
S.No.					Query			Status	Action				
1 J\	CA allowed	?						Pending	-				
	Clarification	Clarification Payment et Query: Query can be posted to the posted to th	Clarification Payment Tend. Preparation it Query Query can be posted till 13-Oct-2020 16:56 S.No. Image: Colspan="2">Image: Colspan="2" (Colspan="2") Image: Colspan="2" (Colspan="2") <	Clarification Payment Tend. Preparation Opening et Query. View 0 Query can be posted till 13-Oct-2020 16:58 S.No. 1 JVCA allowed ?	Clarification Payment Tend. Preparation Opening Evaluation td Query. Query can be posted till 13-Oct-2020 16:58 S.No. Image: Colspan="3">Image: Colspan="3" Image: Co	Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance View Queries & Replies : Query colspan="4">Query colspan="4" 1 JVCA allowed ?	Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance Autric Cuery: View Queries & Replies : Query can be posted till 13-Oct-2020 16:58 S.No. Query 1 JVCA allowed ?	Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance dt Query. View View Queries & Replies : View auge: value be posted till 13-Oct-2020 16:58 View View S.No. Query Query Query Query View 1 JVCA allowed ? View View	Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance dt Query. View Queries & Replies : View View				

Fig. 4.7.4: Status of the query

4.7.5 Once the Procuring Agency gives a Clarification reply to the query posted, Status will change to **Replied** and **View** link will be available under the "**Action**" column. (Fig 4.7.4)

4.8 Pre-Tender Meeting Tab

4.8.1 When the 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 4.8.1)

Docs.	Clarification	Pre Tend. Meeting	Payment	Tend. Preparati	on Opening	Evaluation	Letter of	Acceptance				
Meeti	Meeting Start Date and Time : 24-Jul-2020 14:26 Meeting End Date and Time : 31-Jul-2020 14:23 Action : Post Query											
<u>My Q</u>	Jeries All Qu	eries										
SI. No.				Query	,					Status	Action	
						No reco	ords found.					
Hon	ne ∣Aboute-	GP Contact Us	Terms ar	d Conditions I (e-Learning							

Fig 4.8.1: Pre-Tender Meeting Tab



4.9 My Queries

4.9.1 Click on the **Post Query** link, to open a new page to Post Query and Upload Reference Document. (Fig 4.8.1) Click **Upload** link to upload any relevant files (if any) and after uploading the documents, the System will display the message "File Uploaded successfully". After all the documents are uploaded, click the Close button to close the page. (Fig 4.9.1)

Docs. Clarification Pre Tend	d. Meeting Payment Tend	d. Preparation Opening	Evaluation	Letter of Acceptance							
Meeting Start Date & Time	: 24-Jul-20	020 14:26		Meeting End Date & Tim	ne :	31-Jul-2020 14:23					
Post Query											
Query : *	Query : * please extend the closing date										
Reference Document :	Upload Please do	on't upload the documen	t containing q	ery for the tender docume	nt						
SI. No.	File Name		File [escription	File Siz (in KB	ze Action					
			No reco	rds found.							
	No records found. Post Query										

Fig 4.9.1: Pre-Tender Post Query

4.9.2 Click on the **"Post Query"** button and System will display a message as **Query Posted Successfully.** The Status will remain as **Pending** till the PA responds. (Fig 4.9.2)

Docs.	Clarificat	on Pre Tend. Meetin	g Payment	Tend. Preparation	n Opening	Evaluation	Letter of	Acceptance				
	Query posted successfully.											
Meeti	ng Start E	ate and Time :	24-Jul-2020	14:26 M	eeting End	Date and Ti	me :	31-Jul-2020	0 14:23	Action :	Post	Query
<u>My Qu</u>	<u>ieries</u> <u>Al</u>	Queries										
SI	l. No.				Query					Status		Action
	1	please extend the su	omission date							Pending		<u>View</u>

Fig 4.9.2: **Pre-Tender Query Posted Successfully**

4.9.3 Once the Procuring Agency gives a Clarification reply to the query posted, Status will change to **Replied** and **View** link will be available under **Action** column. (Fig 4.9.3)

My Queries	All Queries		
SI. No.	Query	Status	Action
1	Please extend the submission date	Reply	<u>View</u>

Fig 4.9.3: Procuring Agency's Clarification



4.10 All Queries

4.10.1 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 4.10.1)

<u>My Queries</u>	All Queries		
SI. No.	Query	Status	Action
1	Please extend the submission date	Reply	View

Fig 4.10.1: All Queries by Bidder

4.11 Payment Tab

4.11.1 Click on "Payment" Tab to display Payment Information (Tender Security). The message "Please select an appropriate tab to view the payment details" will be displayed. (Fig 4.11.1)

s. Clarification P	Pre Tend. Meeting	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance						
Tender Security												
Tender Security												
		Please select an appropriate tab to view the payment details.										
Please select	t an appropriate tab to	o view the pay	yment details.									
Please select	t an appropriate tab to	o view the pay	yment details.									
Please select Package No. :	t an appropriate tab to	view the pay	yment details.									
Please select Package No. : Package Descripti	t an appropriate tab to	vhjkhjl ghjkghjk	yment details.									

Fig 4.11.1: Payment Tab

4.12 Tender Security Tab

4.12.1 Click on **"Tender Security"** Tab to view the page with Lot No., Lot Description and payment options. (Fig 4.12.1)

s. Clarification	Pre Tend. Meeting	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance					
Tandar Sequrity											
lender Security											
A Please sele	ect an appropriate tab	to view the pa	yment details.								
A Please sele	ect an appropriate tab	to view the pa	yment details.								
Please sele	ect an appropriate tab	to view the participation to view the particular to view the particu	yment details.								
Please sele Package No. : Package Descri	ect an appropriate tab	to view the pay vhjkhjl ghjkghjk	yment details.								

Fig 4.12.1: Tender Security Tab



4.12.2 After clicking on **"Tender Security"** Tab the page with Lot No., Lot Description and payment option (**Financial Institution Payment**) and status. You must visit preferred financial institution to update you bid security. (Fig 4.17.2)

Docs.	Clarification	Payment	Tend. Prepa	ration	Opening	Evaluation	Letter of Acceptance					
Pac	Package No.: yangdzong/khodup(04)/123											
Pac	kage Descript	ion :		Procu	rement of I	_aptops						
							Finan	cial Institution Payment				
	Lot. No.						Lot Descrip	tion	Status	Action		
								No Payment Found				

Fig 4.17.2: Tender Security Status (Not Paid)

4.12.3 If the payment has been updated from the Financial Institution, the status will be shown as "Paid" and you can view the details by clicking on "View Details" under Action Column. (Fig 4.12.3)

Docs. Clarification	Payment Tend. Prepa	ration Opening	Evaluation	Letter of Acceptance								
Package No.: MUN0000												
Package Descri	Package Description : mm											
Financial Institution Payment												
Lot. No.				Lot Descrip	tion	Status	Action					
1	1 mm Paid <u>View Details</u>											

Fig 4.12.3: Tender Security Status (Paid)

4.12.4 After clicking on **"Tender Security"** Tab to view the page with Lot No., Lot Description and payment option (**Bid Securing Declaration**) and status. For Bid Securing Declaration, click the **"Submit Declaration"** button under Bid Securing Declaration. (Fig 4.12.4)

Doc	s. Clarificatio	Payment	Tend. Preparatio	Opening	Evaluation	Letter of Acceptance				
P	Package No.: 66677vy									
P	Package Description : 66677yy									
	Bid Securing Declaration									
	Lot. No. Lot Description Declaration Status									
	reportType 66677yy Declaration Submit Declaration							Submit Declaration		

Fig 4.12.4: Bid Securing Declaration Tab



4.12.5 After clicking on the **"Submit Declaration"** button, the System will display the Declaration **Submitted Successfully.** (Fig 4.12.5)

ocs. Clarificatio	Payment Tend. Preparat	ion Opening	Evaluation	Letter of Acceptance		
Package No. :	W	orks123				
Package Description : Installation of compound street light at Yangtse Throm.						
				Bid Securing Declaration		
Lot. No.				Lot Description	Declaration Status	
1	Installation of compound s	Declaration Submitted				

Fig 4.12.5: Declaration Submitted Successfully

***Important Notes:

- For large tender documents, you need to process tender/bid security through financial institution.
 - Goods above 0.5 Million
 - Works above 5 Million
- For small tender documents, you need to declare bid securing declaration.
 - Goods upto 0.5 Million
 - Works upto 5 Million
- The Financial Institution Payment and Bid Securing Declaration must be updated before the last date for bid security submission is lapsed. Otherwise you cannot submit the bids.
- View notice to check the date and time of the bid security submission.
- You are not recommended to change your password during the bid preparation. If you wish to change the password, you have to delete the tender forms encrypted with your old password and encrypt with new password. All the forms should be encrypted with same password; otherwise you can't submit your bid.



4.13 Tender Preparation Tab

- 4.13.1 Click on **"Tend. Preparation"** Tab to prepare the tender. You must fill Technical forms and BoQ's where all the forms are displayed. (Fig 4.13.1)
 - Click on "Fill" link to view and fill the forms with required details. (Technical/BoQ).
 - Click on "Map" link to upload and map required related documents (Technical).

Docs	. Clarification	Paymen	t Tend. Preparation	Opening	Evaluation	Letter of Acceptance				
Pa	Package No. : 66677vy									
Pa	Package Description : 66677yy									
Plea	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									
Inv	itation for Quota	ition (IFQ)*					<u>Fill</u>	√ <u>Map</u>	
e-0	uotation Submi	ssion For	m *					<u>Fill</u>	<u>⊙Мар</u>	
Ter	ms and Condition	ons for th	e Supply of Goods and	d Payment	*			<u>Fill</u>	√ <u>Map</u>	
Teo	hnical Specifica	ations of t	he Goods *					<u>Fill</u>	✓ <u>Map</u>	
L	ot No.		reportType							
L	t Description		66677yy							
Gr	and Summary	: <u>View</u>								
	Form Name						Action	Map the documents from your Common Document Library, if requested		
Sc	nedule of Items	and Price	ed Quotation *					Fill	✓ <u>Map</u>	
Dis	Discount Form *							Fill	✓ <u>Мар</u>	

Fig 4.13.1: Tender Preparation Tab



4.13.2 Click *Fill* link, to view and fill **Bidder Information form** with valid and relevant data in the required fields. Once required data is filled, click the **Sign** button. (Fig 4.13.2)

Bidder Information Form		👍 Go Back To Dashboard
Bidder Information Form		
Description		Response
Bidder's Legal Name :	Mr. Perna Chophel	
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:	NA	
Bidder's actual or intended Country of Registration:	Bhutan	
Bidder's Year of Registration:	2020	
Bidder's Legal Address in Country of Registration:		Bargoen, Bidung, Trashigang
Bidders Authorized Representative Information		
Description	Response	
Name:	Mr. Sonam Sangay	
Address:	Bargoen Bidung Trashigang	
Telephone/Fax numbers:	NA	
E-mail Address.	sonam_au@test.com	
Please click on 'Sign' button to sign the form		
Sign Sare		

Fig 4.13.2: Fill Tender Forms

4.13.3 After clicking on "**Sign**" button (Fig 4.13.2), enter the valid password in the pop up box and click on "**Verify Password**". (Fig 4.13.3)

Bidder Information Form				Go Back To Dashboard
Bidder Information Form				
Description	n			Response
Bidder's Legal Name :				Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party.				Not Applicable
Bidder's actual or intended Country of Registration:				Bhutan
Bidder's Year of Registration:				2014
Bidder's Legal Address in Country of Registration:				Olakha, Thimphu, Bhutan
Bidders Authorized Representative Information				
Description			Response	
Namo:		Chimi Dorii		
Address:	Enter Password Password :	×		
Telephone/Fax numbers:				
E-mail Address.		Verify Password		
Please click on 'Sign' button to sign the form				

Fig 4.13.3: Sign and Verify Password



4.13.4 If the password entered is valid, then the system will display the message "Please click on 'Save' button to encrypt & save the form" and click on "Save" button to encrypt and save the form. (Fig 4.13.4)

	Please click on 'Save' button to encrypt & save the form
	Sign Save
e-Signature / Hash of Document :	04047fc8275d10132b62d91f8516e6601ca796fd
Bocument.	

Fig 4.13.4: Save Form

4.13.5 After clicking on **"Save"** button, system will display a message **"Form saved successfully".** The **"Fill"** link will be replaced by 4 different hyperlinks **Edit**, **View**, **Delete** and **Encrypt**. Click on **"Encrypt"** button under Action column to encrypt data. (Fig 4.13.5)

Please click on May link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document									
Form saved successfully									
		Man the desumants							
Form Name	Action	from your Common Document Library, if requested							
Bidder Information Form *	Edit View Delete Encrypt	<u> Ө Мар</u>							
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form		<u> О Мар</u>							
Bid Submission Sheet *	Ell	√ <u>Map</u>							
Qualification Criteria *		√ <u>Map</u>							
Eligible Countries *	<u>Fill</u>	√ <u>Map</u>							
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *		√ <u>Map</u>							
Drawings *	Eill	√ <u>Map</u>							
Inspections and Tests *		√ <u>Map</u>							

Fig 4.13.5: Form Saved Successfully

***Important Notes:

- Click **"Edit"** button to edit the form if required.
- Click "View" button to view the form details.
- Click **"Delete"** button to delete the form and fill in again if required.



4.13.6 Edit Form:

4.13.6.1 Click **"Edit"** button to edit the form if required. (Fig 4.13.5) System will show the same form in encrypted format. Then click on **"Decrypt**" button to decrypt the form. (Fig 4.13.6.1)

Bidder Information Form		
Description		Response
Bidder's Legal Name :		WAS0fmSsM3o=L4I/rqs6LTc=
In the case of a Joint Venture, Consortium or Association (JVIC/A) legal name of each party:	DZwgzon6Y6c=8+P9+xu2MmU=	
Bidder's actual or intended Country of Registration:	vj7SVH3gY0o=aRubZbg7h7Q=	
Bidder's Year of Registration:		YY27F9VOyBc=0izVD6i3cZA=
Bidder's Legal Address in Country of Registration:		qXx2yuSQ6F8=hCr5yvisuNA=
Bidders Authorized Representative Information		
Description	Response	
Name:	4A0b5pRokSQ=PA0HkBZ+ZbE=	
Address:	+eHE3H+Lfd4=sYSr5+cnWSs=	
Telephone/Fax numbers:	GjøeDFqDixc=NwFR7wUR4KQ=	
E-mail Address:	r6mc/3xO+ME=CvQKMA+AiIU=	
Please click on 'Decrypt' button to decrypt the form		
Decrypt Upstall		
e-Signature / Hash of 21s01s25ac1ea0s1eece7388b03dd3948a4226a4 Document :		

Fig 4.13.6.1: Decrypt Form

4.13.6.2 After clicking on "**Decrypt**" button (Fig 4.13.6.1), enter the valid password in the pop up box and click on "**Verify Password**". (Fig 4.13.6.2)



Fig 4.13.5.2: Decrypt and Verify Password


4.13.6.3 If the password entered is valid, then the system will display the message "Form decrypted successfully" and system will show data in original text to view the form. Click on "Verify" button to verify the form. (Fig 4.13.6.3)

Bidder Information Form	n		🧔 Go Back To Dashboard			
🤣 Form Decrypted successfully.						
Bidder Information Form						
	Description		Response			
Bidder's Legal Name :			Yeshey Company			
In the case of a Joint Venture, Con	nsortium or Association (JV/C/A) legal name of each party:		Not Applicable			
Bidder's actual or intended Country	iny of Registration:		Bhutan			
Bidder's Year of Registration:			2014			
Bidder's Legal Address in Country	y of Registration:		Olakha			
Bidders Authorized Representat	tive Information					
	Description	Response				
Name:		Yeshey Tshering				
Address:		Olakha				
Telephone/Fax numbers: 02-329876		02-329876				
E-mail Address:		yeshey@gmail.com				
Pleas	ise click on Verify' button to verify the form					
e-Signature / Hash of 6362 Document :	26deeeadb679e4db3bc8a47b6b7a5e77c4bb					

Fig 4.13.6.3: Verify Form

4.13.6.4 After clicking on "Verify" button, the system will display pop up message "e-Signature verified successfully". Then click "OK" button. (Fig 4.13.6.4)

Bidder Information F	Form				🖕 Go Back To Dashboard	
e-Signature verified successfully						
Bidder Information Form						
	Description	n			Response	
Bidder's Legal Name :					Yeshey Company	
In the case of a Joint Ventur	e, Consortium or Association (JV/C/A) legal name of each party:				Not Applicable	
Bidder's actual or intended 0	Country of Registration:				Bhutan	
Bidder's Year of Registration		Succ	ess		2014	
Bidder's Legal Address in Co	ountry of Registration:	e-Signature vern	d successfully		Olaiha	
Bidders Authorized Repre-	sentative Information					
	Description			Response		
Name:			Yeshey Tshering			
Address:			Diakha			
Telephone/Fax numbers:	Telephone/Fax numbers:		02-329876			
E-mail Address:		yeshey@gmail.com				
	Please click on 'Sign' button to sign the form					
	Sign Christophia Reprinter					
e-Signature / Hash of Document :	63625deeeadbb679e4db3bc8a47b6b7a5e77c4bb					

Fig 4.13.6.4: e-Signature verified successfully



4.13.6.5 The system will display message **"e-Signature verified successfully"**. Click on **"Sign"** button to sign the form. (Fig 4.13.6.5)

3idder Information Form					
e-Signature verified successfully					
Bidder Information Form					
Description		Response			
Bidder's Legal Name :		Yeshey Company			
In the case of a Joint Venture, Consortium or Association (JVIC/A) legal name of each party:		Not Applicable			
Bidder's actual or intended Country of Registration:		Bhutan			
Bidder's Year of Registration.		2014			
Bidder's Legal Address in Country of Registration:		Olakha			
Bidders Authorized Representative Information					
Description	Response				
Name:	Yeshey Tshering				
Address:	Olakha				
Telephone/Fax numbers:	02-329876				
E-mail Address:					
Please click on Sign' button to sign the form					
e-Signature / Hash of 63626deeasdbb679e4db3bc8a47b6b7a5e77c4bb Document :					

Fig 4.13.6.5: Sign Form

4.13.6.6 After clicking on "**Sign**" button (Fig 4.18.6.5), enter the valid password in the pop up box and click on "**Verify Password**". (Fig 4.13.6.6)

Bidder Information	idder Information Form					
© e-Signature verified successfully						
Bidder Information Form						
11/1/1/11	Description				Response	
Bidder's Legal Name :					Yeshey Company	
In the case of a Joint Venti	ure. Consorthum or Association (JV/C/A) legal name of each party.				Not Applicable	
Bidder's actual or intended	Country of Registration:				Bhutan	
Bidder's Year of Registration	20.	Futur Passaurel			2014	
Bidder's Legal Address in A	egal Address in Country of Registration: Password			Olakha		
Bidders Authorized Repr	esentative Information					
Section Comments	Description		Verify Password	Response		
Name			Liteauek caueinañ			
Address:			Olakha			
Telephone/Fax numbers			02-329676			
E-mail Address			yeshey@gmat.com			
e-Signature / Hash of Document :	Please click on 'Sign' button to sign the form Sign' and Sign's button to sign the form Sign's and Sign's second s					

Fig 4.13.6.6: Sign and Verify Password



4.13.6.7 If the password entered is valid, then the system will display the message "Form signed successfully". Click on "Update" button to update the form. (Fig 4.13.6.7)

Bidder Information Form						
Formed signed successfully						
Bidder Information Form						
Description		Response				
Bidder's Legal Name :		Yeshey Company				
In the case of a Joint Venture, Consortium or Association (JVIC/A) legal name of each party:		Not Applicable				
Bidder's actual or intended Country of Registration:		Bhutan				
Bidder's Year of Registration:		2014				
Bidder's Legal Address in Country of Registration:	Bidder's Legal Address in Country of Registration:					
Bidders Authorized Representative Information						
Description	Response					
Name:	Yeshey Tshering					
Address:	Olakha					
Telephone/Fax numbers:	02-329876					
E-mail Address.	yeshey@gmail.com					
Please click on "Update' button to encrypt & update the form						
e-Signature / Hash of 63626deeeadb679e4db3bc8e47b6b7a5e77c4bb Document :						

Fig 4.13.6.7: Update Form

4.13.6.8 After clicking on "**Update**" button (Fig 4.13.6.7), system will display a message "Form updated successfully". (Fig 4.13.6.8)

Docs. Clarification Payment Tend. Prep	aration Opening Evaluation Letter of Acceptance				
Package No. :	vanodzono/khoduo/04V123				
Package Description :	Procurement of Laptops				
Please click on 'Man' link available in front of resp	active form to upload reference/supporting documents as mentioned in Tender Document				
Form updated successfully					
-					
	Form Name	Action	Map the documents from your Common Document Library, if requested		
Bidder Information Form *		Edit View Delete Encrypt	✓ Map View		
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form	Ell	O Map		
Bid Submission Sheet *		Ell	✓ Map		
Qualification Criteria *			🛹 <u>Map</u>		
Eligible Countries *		Ell	🛩 Map		
Technical Specifications and Compliance	of Goods and Related Services (Form e-LG-5) *		🛹 Map		
Drawings *		Ell	🖌 Map		
Inspections and Tests *			✓ Map		
Lot No.	1				
Lot Description	Procurement of Laptops				
Grand Summary : View					
Tender Group : * Select	*				
Form Name Action Map the documents from your Common Document Library, if requested					
Price and Completion Schedule - Related Services (Form e-LG-4c)*					
Discout Form*					
Please fil Mandatory forms and Map Supporting / Reference Documents as requested					

Fig 4.13.6.8: Form updated successfully



4.13.7 View Form:

To view the details in plain text of Technical /BoQ (Bill of Quantities) forms, click **View** link. (Fig 4.18.5) System will show the Form in Encrypted format. Click on the **"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. (Fig 4.13.7)

3idder Information Form						
Form decrypted successfully						
Bidder Information Form						
Description		Response				
Bidder's Legal Name :		Yeshey Company				
In the case of a Joint Venture, Consortium or Association (J/VIC/A) legal name of each party:		Not Applicable				
Bidder's actual or intended Country of Registration:		Bhutan				
Bidder's Year of Registration:		2014				
Bidder's Legal Address in Country of Registration.		Olakha				
Bidders Authorized Representative Information						
Description	Response					
Name:	Yeshey Tshering					
Address:	Olakha, Thimphu					
Telephone/Fax numbers: 02-328076						
E-mail Address:						
e-Signature / Hash of Document :						

Fig 4.13.7: View Form

4.13.8 **Delete Form:**

To delete forms, click on "**Delete**" link (Fig 4.13.5) and system will display a Message "**Do you want to delete this form**" with options to cancel or OK. Click on "**OK**" and the System will display Message **Form Deleted successfully.** (Fig 4.13.8)

Clarification Payment Tend. Proparation Opening Evaluation Letter of Acceptance						
Package No. :	yangdzong/khodup(04)/123					
Package Description :	Procurement of Laptops					
Please click on 'Map' link available in front of respe	ctive form to upload reference/supporting documents as mentioned in Tender Document					
Form Deleted successfully						
Form Name Action Map the document is from your Common Document Library, if requested						
Bidder Information Form *		EII	✓ Map <u>View</u>			
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form	Ell	⊖ Map			
Bid Submission Sheet *		Ell	✓ <u>Map</u>			
Qualification Criteria *			✓ Map			
Eligible Countries *		EIII	✓ <u>Map</u>			
Technical Specifications and Compliance of	f Goods and Related Services (Form e-LG-5) *	Ell	✓ <u>Map</u>			
Drawings *		Ell	✓ Map			
Inspections and Tests *		Ell	✓ Map			

Fig 4.13.8: Form Deleted Successfully



- 4.13.9 **Encrypt Form:** To do the Final encrypt of Tender, click on encrypt and the System will display data in encrypted form.
- 4.13.9.1 Click **"Encrypt"** button to encrypt the form. (Fig 4.13.5) System will show the same form in encrypted format. Then click on **"Decrypt**" button to decrypt the form. (Fig 4.13.9.1)

Bidder Information Form				
Bidder Information Form				
Description		Response		
Bidder's Legal Name :		sEkcSMIv5Sw=nYsg57YkdHRn9rVqfbo5WA==		
In the case of a Joint Venture, Consortium or Association (JV/C/A) legal name of each party:		z51FyoR69+s=1KPrsTbJmCZU0hd5uYFRA==		
Bidder's actual or intended Country of Registration:		F2JyDr5sBNM=xg/dN+Pp2oc=		
Bidder's Year of Registration:		6Sc9+Ticd2E=ImLYdFY0Bc8=		
Bidder's Legal Address in Country of Registration:		11ollWTg+hc=nZCtTKg7+UE=		
Bidders Authorized Representative Information				
Description	Response			
Name:	aTZPIJ44Ea8=52j9Gdz5dOGkBSzi6AgOA==			
Address:	VIRYIZWevTg=6j2sTjW1h9QToX32pBKAlQ==			
Talashaaa (Fau anakaa)				
relightoner ax numbers.	6d3sO94Z/qQ=npvpQlh1xhvmGFsLh9m3YA==			
E-mail Address:	CVTeIAAXIno=HDahqii+GQeb9eKshM58MHO/usAqWK6			
Please note, when you click the "Encrypt" button below, the form will be encrypted & 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 e4dbs5706c5eex8559e428e74c44cb68831641518 Document :				

Fig 4.13.9.1: Decrypt Form

4.13.9.2 After clicking on "**Decrypt**" button (Fig 4.13.9.1), enter the valid password in the pop up box and click on "**Verify Password**". (Fig 4.13.9.2)

didder Information Form					
Bidder Information Form					
	Description				Response
Bidder's Legal Name :					aEkcSMIv5Sw=nYsg57YkdHRn9rVqfbe5WA==
In the case of a Joint Ventu	ure, Consortium or Association (JV/C/A) legal name of each party.				251FyoR69+s=1KPysTbJmC21J0hd5uYFRA==
Bidder's actual or intended	Country of Registration:				F2IyDr5sBNM=xg/dN+Pp2oc=
Bidder's Year of Registratio	on.				6Sc9+Ticd2E=ImLYdFY0Bc8=
Bidder's Legal Address in C	Country of Registration:	Enter Password W		1168WTg+hc=n2CITKg7+UE=	
Bidders Authorized Repr	esentative Information	Password :			
100000000	Description			Response	
Name			Verify Password	25dOQKBS2/5AgDA==	
Address:				W1h9QToX3ZpBKAIQ==	
Telephone/Fax numbers			6d3sO94Z/qQ=npvpl	3h1xhwnGFsLh9m3YAxx	
E-mail Address CVTRikAXthon-ROwngikGMISDMHOrusAcWK6					
Please note: when you click the "Encrypt" button below, the form will be encrypted & hence you are requested to be sure that there will not be any further correction in this form. Click the "Encrypt" button only it 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				
	Decrypt				
e-Signature / Hash of Document :	94dba5f26c5ae3a559a428e74c44cb56831641518				

Fig 4.13.9.2: Decrypt and Verify Password



4.13.9.3 If the password entered is valid, then the system will display the message "Form decrypted successfully" and system will show data in original text to view the form. Click on "Encrypt And Save" button to save the form. (Fig 4.13.9.3)

Bidder Information	Form		👍 Go Back To Dashboard	
Form decrypted suc	ccessfully			
Bidder Information Form				
	Description		Response	
Bidder's Legal Name :			Yeshey Company	
In the case of a Joint Ventu	ire, Consortium or Association (JV/C/A) legal name of each party:		Not Applicable	
Bidder's actual or intended	Country of Registration:		Bhutan	
Bidder's Year of Registratio	n.		2014	
Bidder's Legal Address in C	Bidder's Legal Address in Country of Registration:		Olakha	
Bidders Authorized Repre	esentative Information			
	Description	Response		
Name:		Yeshey Tshering		
Address:		Olakha, Thimphu		
Telephone/Fax numbers:		02-329876		
E-mail Address.		yeshey@gmail.com		
Please note, when you click the "Encrypt" button below, the form will be encrypted & 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 filing 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	e4dba5f26c9aea859e428e74c44cb66831641518			

Fig 4.13.9.3: Encrypt And Save Form

4.13.9.4 The System will display a Confirmation Message. Then, click the **"OK"** button to confirm the form filled. (Fig 4.13.9.4)



Fig 4.13.9.4: Confirmation message for final Encryption and Save of Form



4.13.9.5 System displays the form where the **Edit** link is disabled and **Encrypt** link is replaced with **Encrypted** text. (Fig 4.13.9.5)

Docs. Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance						
Package No. :	yangdzong/khodup(04)/123					
Package Description :	Procurement of Laptops					
Please click on 'Map' link available in front of respec	tive form to upload reference/supporting documents as mentioned in Tender Document					
Form Name Action Map the documents from your Common Document Library, if requested requested						
Bidder Information Form *		View Delete Encrypted	✓ Map View			
Joint Venture, Consortium or Association (J	V/C/A) Partner Information Form	Ell	○ Map			
Bid Submission Sheet *		Ell	✓ Map			
Qualification Criteria			🗸 Map			
Eligible Countries *		Ell	✓ Map			
Technical Specifications and Compliance of	f Goods and Related Services (Form e-LG-5) *	Ell	✓ Map			
Drawings *		Ell	✓ Map			
Inspections and Tests *		Ell	🗸 Map			
Lot No.	1					
Lot Description	Procurement of Laptops					
Grand Summary : View						
Tender Group : * - Select	~					
	Form Name	Action	Map the documents from your Common Document Library, if requested			
Price and Completion Schedule - Related S	Services (Form e-LG-4c) *	Ell	✓ Map			
Discount Form *	Discout Form*					
Please fill Mandatory forms and Map Supporting / Reference Documents as requested						

Fig 4.13.9.5: View after Final Encryption of Form

4.13.10 **BOQ (Bill of Quantities) for Goods:**

- 4.13.10.1 Search BOQ items by selecting from the **"Tender Group"** dropdown. There will be **TWO** options under the **"Tender Group"**: (Fig 4.13.10.1)
 - Goods Manufactured in Bhutan
 - Goods Manufactured outside Bhutan (to be imported, already imported)

Docs. Clarification Payment Tend. Pre	Paration Opening Evaluation Letter of Acceptance							
Package No.: yangdzong/khodup(04)123								
Package Description :	Package Description : Procurement of Laptops							
Please click on 'Map' link available in front of res	pective form to upload reference/supporting documents as mentioned in Tender Document							
Map the documents Form Name Action Map the documents from your Common Document Library, if requested requested requested								
Bidder Information Form *		View Delete Encrypted	Map <u>View</u>					
Joint Venture, Consortium or Association	(JV/C/A) Partner Information Form	Ell	⊙ Map					
Bid Submission Sheet *		Eill	🖌 Map					
Qualification Criteria *		Ell	🖌 Map					
Eligible Countries *		Eill	🖌 Map					
Technical Specifications and Compliance	✓ Map							
Drawings *		Eill	🖌 Map					
Inspections and Tests *		Ell	✓ Map					
Lot No.	1							
Lot Description	Procurement of Laptops							
Grand Summary : View								
Tender Group : * Goods Manufactured	outside Bhutan (to be imported, already imported) 🐱							
- Steed								
Pice and Completion Schedule - Related Services (Form e-LG-4c)*								
1a. Price and Delivery Schedule : Goods	Manufactured outside Bhutan (Form e-LG-4a) *	Ell	✓ Map					
Discount Form *	becomt Form *							
	Please fill Mandatory forms and Map Supporting / Reference Documents as	requested						

Fig 4.13.10.1: Tender Group



4.13.10.2 Click on "Fill" button to fill the BOQ. (Fig 4.13.10.2)

Docs. Clarification Payment Tend. Prepar	Docs. Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance								
Package No.: yangdzong/khodup(04)/123									
Package Description :	Package Description : Procurement of Laplops								
Please click on 'Map' link available in front of respec	clive form to upload reference/supporting documents as mentioned in Tender Document								
	Map the documents from your Common Document Library, if requested								
Bidder Information Form *		View Delete Encrypted	✓ Map View						
Joint Venture, Consortium or Association (J	V/C/A) Partner Information Form		Map Map						
Bid Submission Sheet *		EIII	✓ Map						
Qualification Criteria *		Ell	🛩 Мар						
Eligible Countries *		EIII	🖌 Map						
Technical Specifications and Compliance of	f Goods and Related Services (Form e-LG-5) *	Ell	🕜 <u>Map</u>						
Drawings *		EIII	✓ Map						
Inspections and Tests *		EIII	🖌 Мар						
Lot No.	1								
Lot Description	Procurement of Laptops								
Grand Summary : View									
Tender Group : * Goods Manufactured out:	side Bhutan (to be imported, already imported) 🗸								
Form Name Map the documents from your Common Document Library, if requested									
Price and Completion Schedule - Related S	Services (Form e-LG-4c) *	EIII	✓ Map						
1a. Price and Delivery Schedule: Goods Manufactured outside Bhutan (Form e-LG-4a)*									
Discount Form *	Discount Form *								
Please fill Mandatory forms and Map Supporting / Reference Documents as requested									

Fig 4.13.10.2: **BOQ Fill link**

4.13.10.3 Click on "Download" button to download the BOQ. (Fig 4.13.10.3)

1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a)	🧔 Go Back To Dashboard
Goods Manufactured outside Bhutan (to be imported, already imported)	
Download BOQ form:	
BCQ Upload Instructions 1. When you upload the exect like please wait until you are redirected to success page. Do not close the browser or tab 2. You are not allowed to exect like please wait until you are redirected to success page. Do not close the browser or tab 3. You upload the exect like please wait until you are redirected to success page. Do not close the browser or tab 3. In "Outside Bhuttan" forms, if you select group B, then, all columns (13, 14) of group C sh 4. Special characters are not allowed Ex. Double Conte (r) 5. Excel version 2010 and above is recommended	xild be filled with zero
Choose File No file chosen Upload excel File • System supports excel file type only and hence the File extension must be .xtsm	
e-Signature / Hash of Document :	

Fig 4.13.10.3: Download Link



4.13.10.4 Open the downloaded excel BOQ, click on **"Options"**, Security Alert – Macro will appear. Then click on **"Enable this Content"** and click on **"OK"**. (Fig 4.13.10.4)

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Fig 4.13.10.4: Enable this Content (Excel BOQ)

***Important Notes:

- You are not allowed to edit any existing data given by the agency
- In "Outside Bhutan" forms, if you select group C, currency (column 12) should be BTN and all columns for group B (column 9 and 12) should be filled with zero. If you select group B, then, all columns (13, 14) of group C should be filled with zero
- Special characters are not allowed. Ex: Double Quote (")
- Excel version 2010 and above is recommended
- Users should not keep any rows and columns of BOQ empty.

4.13.10.5 Click on **"Choose File"** to choose the filled excel BOQ and then click **"Upload excel File"** to upload the excel file. (Fig 4.13.10.5)

1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a)	🖕 Go Back To Dashboard
Goods Manufactured outside Bhutan (to be imported, already imported)	
Download BOQ form: Download	
BOQ Upload Instructions 1. When you upload the exect file, please wait until you are redirected to success page. Do not close the browser or tab 2. You are not allower for closed may existing data given by the agency 3. In "Curve de Bultuan" forms, if you select group C, curven agency 4. Spocial characters are not allowed C. E, Colubin 12) should be BTN and all columns for group B (column 9 and 12) should be filled with zero. If you select group B, then, all columns (13, 14) of group 4. Spocial characters are not allowed C. E, Colubio Curve (1) 5. Excel version 2010 and above is recommended	up C should be filled with zero
Choose File (Co (2).stam Upthad record File System supports excel file type only and hence the File extension must be .xtsm	
e-Signature / Hash of Document :	

Fig 4.13.10.5: Choose File and Upload excel File



***Important Notes:

• When you upload the excel file, please wait until you are redirected to success page. Do not close the browser or tab.

4.13.10.6 Pop up message **"Are you sure to upload rows and columns"** will be displayed and then click on **"OK"** button to confirm upload of BOQ. (Fig 4.13.10.6)

\leftarrow \rightarrow X A Not secure	e training.egp.gov.bt/tenderer/Bio	dFormBOQ.jsp?tenderId=1298&formId=28	25	Q 🕁 😗 :
Received and the second second	ग@्∽ गे'अॉि`झु Government Procure	training.egp.gov.bt says Are you sure to upload 1 row and 19 column	তি Cancel 'এম'(মুদ্রম্ব) National Pro	operties
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1a. Price and Delivery Schedule Goods Manufactured outside Bhutan (to be	e imported, already imported)	utan (Form e-LG-4a)		🖕 Go Back To Dashboard
Download BOQ form:			Download	
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Upload excel File				
 System supports excel file type only and h 	ence the File extension must be .xlsm			

Fig 4.13.10.6: Pop up message for confirmation of BOQ

4.13.10.7 After clicking on "**OK**" button (Fig 4.18.10.6), enter the valid password in the pop up box and click on "**Verify Password**". (Fig 4.13.10.7)

1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a)							
Goods Manufactured outside Bhutan (to be imported, already imported)	Enter Password X						
Download BOQ form:	Password :	Download					
BOQ Upload Instructions 1. When you upload the excel file, please wait until you are redirected to success page. Do not close the browser or							
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Choose File No file chosen Uppose exort File							
System supports excel file type only and hence the File extension must be xism							
e-Signature / Hash of Document :							

Fig 4.18.10.7: Upload BOQ and Verify Password

4.13.10.8 The BOQ form will be decrypted. (Fig 4.13.10.8)

Form Name	Action	Map the documents from your Common Document Library, if requested
Price and Completion Schedule - Related Services (Form e-LG-4c) *	Ell	✓ <u>Map</u>
1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a) *	Delete Encrypted	✓ <u>Map</u>
Discount Form *		✓ <u>Map</u>

Fig 4.13.10.8: BOQ for Goods Encrypted



4.13.10.9 When uploading the BOQ, system will display pop up message **"Improper data file"** if you edit any existing data given by the agency or if you enter the special character (**double quote (")**) (Fig 4.13.10.9) or if you leave any of the row or column unfilled in BOQ. (Fig 4.13.10.10)

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Thursday, 17 Septembe	r, 2020 15:09:02			L	ast Login : Thursday, 17 3	september, 2020, 11.00.14 b	51		Welcome, Lobzang [role] @ Logout
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Goods Manufacture	d outside Bhutan	(to be impor	rted, already imported)						
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Choose File No file Upload excel File • System supports (chosen excel file type only a	and hence th	e File extension must be .xism						
e-Signature / Hash of Document : Password :									

Fig 4.13.10.9: System message (Improper data file)

4.13.10.10 When uploading the BOQ, system will display pop up message **"Rows or Columns is empty"** if you leave any of the rows or columns unfilled in BOQ. (Fig 4.13.10.10)

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C. S. A.			यात Governm	नुर-'गी' ठायिं' झु ent Procure	training.egp.gov.bt says Row 4 column 7 is empty. Row 4 column 10 is empty. Improper data in row 4 column 11. It should be (Column 4*(Column 7*Column 9-Column 10)).	'এঝ'দ্রিদ্রুঝ National Properties	Ö
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Choose Upload	File No file chose excel File n supports excel	en I file type only	and hence the	e File extension m	ust be .xlsm		

Fig 4.13.10.9: System message (Improper data in row and column)



4.13.11 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**. (Fig 4.13.11)

ocs. Clarification Pre	Tend. Meeting Sub Contracting Payment Tend. Preparation Openin	g Evaluation							
Lot Selection : Edit Lot Selection									
Package No. : pkg002									
Package Description	buy laptop, printer								
Please click on 'Map' link av	allable in front of respective form to upload reference/supporting documents as mention	ed in Tender Document							
Form Name Action Mon to direct in the form of the form									
Bidder Information For	n (Form e-LG-1) *	View Delete Encrypted	<u> </u>						
Joint Venture, Consorti	um or Association (JV/C/A) Partner Information Form (Form e-LG-2)	View Delete Encrypted	<u> О Мар</u>						
e-Bid Submission Shee	t (Form e-LG-3) *	View Delete Encrypted	<u> Мар</u>						
Eligible Countries *		View Delete Encrypted	🕜 <u>Мар</u>						
3. Technical Specificati	ons and Compliance of Goods and Related Services (Form e-LG-5) *	View Delete Encrypted	<u> О Мар</u>						
4. Drawings *		View Delete Encrypted	🛹 <u>Мар</u>						
5. Inspections and Test	5 [*]	View Delete Encrypted	✓ <u>Map</u>						
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Select Form : * Select v									
Form Name Action Map the documents from your Common Document Library, if requested									
2. Price and Completio	n Schedule - Related Services (Form e-LG-4c) *	View Delete Encrypted	✓ <u>Map</u>						
Discount Form		View Delete Encrypted	🖌 <u>Map</u>						
Please Fill All Mandatory Documents									

Fig 4.13.11: View after Final Encryption of all Forms without Mapping.

4.13.12 Map: There are two options in mapping the documents:

- Bidder will have to map all documents for mandatory forms (RED stop sign).
- Bidder will have the choice to map documents for non-mandatory forms (GREEN tick sign). (Fig 4.13.12)

Form Name	Action	Map the documents from your Common Document Library, if requested
Bidder Information Form *	View Delete Encrypted	✓ Map <u>View</u>
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form	View Delete Encrypted	⊖ Map
Bid Submission Sheet *	View Delete Encrypted	✓ Map
Qualification Criteria *	View Delete Encrypted	✓ <u>Map</u>
Eligible Countries *	View Delete Encrypted	✓ <u>Map</u>
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	View Delete Encrypted	✓ <u>Map</u>
Drawings *	View Delete Encrypted	✓ <u>Map</u>
Inspections and Tests *	View Delete Encrypted	✓ <u>Map</u>

Fig 4.13.12: Mapping Link



- 4.13.12.1 Click on the **Map** link (Fig 4.13.12), system will show a page where Bidder has **TWO** options:
 - i. Select document from Common Document Library (Bidder's Briefcase) and click the "Map" button. To Map the document from Library, click checkbox before File Name and then select the Mandatory Document Type. (Fig 4.13.12.1) Then, click on the "Map" button. The System displays a message, "Document Mapped Successfully". (Fig 4.13.12.2)

		Instructions									
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2 1.pdf	dasdasda	d1037d18af33574dbdaab2ac044d78386657454b	596	-	15-Sep-2020 11:56	Archive Download Map to Folder					
3 Drawing1.pdf	dasdasd	385966ab6eded4Qd9741e313a2e777967627f23	2		15-Sep-2020 11:55	Archive Download Map to Folder					
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6 tree-plan-png-11.png	edadaed	9dfef2036a09d3da666d230e43f50fc0b8e64313	1923		15-Sep-2020 11:41	Archive Download Map to Folder					
7 Urban-solid-waste-dumped-by-roadside-Mymen: Photo-Rob-Brook png	ingh- sadasd	8ef60e2e0abdca11dba855858c5e1ac103d93274	198	-	15-Sep-2020 11:40	Archive Download Map to Folder					
8 å€"Pngtreeå€"lush tree_2499086.png	ds	f96443b1f4202620c6f4a28d34e5089faf1706ad	3056		15-Sep-2020 11:39	Archive Download Map to Folder					
9 photo_2020-09-08_12-37-38.jpg	TAX CLE	72818b78334d225ac97ac00f123909618cbbc87e	76		15-Sep-2020 11:34	Archive Download Map to Folder					
10 topping.com-tulip-spring-nature-flower-color-plan garden-tulip-flower-garden-956x368.png	- Goods	1f8b6428fa344a8d26693352e99903a769733b64	674		15-Sep-2020 10:30	Archive Download Map to Folder					
11 å€'Pngtreeå€'isolated trees on white background_3588145.png	Goods	305bbc8bb71e07939b520c0f7b30ed0d71417d03	2322	Registration Docs	15-Sep-2020 10:25	Archive Download Move to Folder					
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Fig 4.13.12.1: Mapping Required Documents



Fig 4.13.12.2: Document Mapped Successfully

ii. To upload the document, click on "Choose File" button and select the file to be uploaded and select the mandatory Document Type and give Description and click on "Upload" button. (Fig 4.13.12.3) The System will display a message, "Document Uploaded and Mapped Successfully". (Fig 4.13.12.4)

Map from Document Libr	ary						de Back to Dashboard				
			Instructions								
Upload the documents in black/white	e resolution with 75,100 DPI only, unless higher DPI is rec	beriut									
Advised to extract and verify the cor	tents of the zipped files to avoid discualifications.										
Authenticity and validity of the uploa	ded documents and Content of the uploaded documents	remains with the bidder/consultant. Failure to upload auth	hentic document may result in the violation of the Procurement Rules	and the bidder/consultant will be responsible for all con	sequences						
Any Number of files can be uploade	Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 448.										
Acceptable File Types (doc,docx,gif	Receptable File Types (doc.doc.rdf preg jap pdf ang ran vis visn.dp trl)										
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Fig 4.13.12.3: Upload Documents

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Fig 4.13.12.4: Document Uploaded and Mapped Successfully

4.13.13 Tick and click on **"Remove"** button to remove the Documents **if required**. (Fig 4.13.13.1) The System will display a message, **"Document Unmapped"**. (Fig 4.13.13.2)

	Mapped Files											
	SI.	No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action			
Ç	<u>ر</u>	1	1.pdf	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 24.1 (c) (v)	dasdasda	d1037d18af33574dbdaab2ac044d78386657454b	596.17	15-Sep-2020 11:56	Download			
	Remove											

Fig 4.13.13.1: Remove Documents



Map from Document	Library							🧔 Go Back to Dashboard			
Ocument Unmapped.											
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Upload the documents in blac	ck/white resolution with	75-100 DPI only, unless higher DPI is require	d.								
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Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the bidden/consultant. Failure to upload authentic document may result in the violation of the Procurement Rates and the bidden/consultant will be responsible for all consequences											
Any humber of this can be uploaded. Maximum Size of a Single File should not Exceed 4//B.											
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Fig 4.13.13.2: Document Unmapped

- 4.13.14 After Mapping of files is completed, click on **"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:
 - Send OTP (One Time Password), tick SMS or Email from the checkbox as per your preference.
 - Tick "I Agree" checkbox, so that Bidder is agreeing to Terms and Conditions in the tender. Then click on "Go to Final Submission" button to submit the bid. (Fig 4.13.14)

	Form Name	Action	Map the documents from your Common Document Library, if requested						
Invitation for Quotation (IFQ)		View Delete Encrypted	✓ <u>Map</u>						
e-Quotation Submission Form	•	View Delete Encrypted	✓ Map View						
Terms and Conditions for the	Supply of Goods and Payment *	View Delete Encrypted	✓ <u>Map</u>						
Technical Specifications of the	e Goods *	View Delete Encrypted	✓ <u>Map</u>						
Lot No.	reportType								
Lot Description	66677уу								
Grand Summary : <u>View</u>									
	Form Name	Action	Map the documents from your Common Document Library, if requested						
Schedule of Items and Priced	Quotation *	Delete Encrypted	√ <u>Map</u>						
Discount Form *		View Delete Encrypted	√ <u>Map</u>						
Send OTP via SMS or Email I hereby declare that I have read and understood all the tender documents, pre tender meeting (if applicable), amendment/ corrigendum. I Agree									
	Go To Final Submission								

Fig 4.13.14: Agree to Terms and Conditions and Go To Final Submission of Tender



4.13.14.1 If you tick email from the checkbox for OTP, log in to your email account (registered with the eGP system) and the **One Time Password (OTP)** will be sent to your registered email ID. (Fig 4.13.14.1)

=	M Gmail		Q s	arch mail	*		?	÷	***	Y
+	Compose		÷	C 0 i © © ¢. C > :		11 of 12	< >	100	•	31
	Inbox	5		e-GP System: One Time Password (<mark>OTP</mark>) for Final Submissior	Inbox x		×	ē	Ø	Ø
*	Starred		•	e-GP, GPPMD <noreply.staging@egp.gov.bt></noreply.staging@egp.gov.bt>	May 18, 2	2020, 10:34 AM	☆	*	:	0
C >	Snoozed Sent			If you've received this mail in error, please ignore.						
	Drafts	1		Dear Bidder,						+
~	More			Your One Time Password (OTP) for Final Submission of tender ID: 616 is: 4157. Please note that the One-Time Password remains valid for only 5 minutes.						
Mee	t			For security reason, you should not share this password with anyone.						
	Start a meeting Join a meeting			Thank you for using Electronic Government Procurement (e-GP) System.						
Han	gouts Yeshey -	+		GPPMD Office Contact Details Phone: +975-02-336962 Email: info.staging@egp.gov.bt http://staging.egp.gov.bt/						
•	Jamyang Dema Sent a message			'To ensure you receive future emails, please add info.staging@egp.gov.bt email address of GPPMD Office to y	our Safe Sen	ıder list"				

Fig 4.13.14.1: OTP sent to email

*** Important Note:

- One Time Password remains valid for only **5 minutes** but you can **resend** the OTP if required.
- 4.13.15 System displays a page in which Tender/ Proposal Submission Details are shown. The System will display a field to enter **One Time Password (OTP)** which have send to your email or registered mobile number as per your preference. (Fig 4.13.14.1) Then enter the OTP and click on **"Final Submission"** button. (Fig 4.13.15)

		_	-						
ocs.	Clarification	Payment	Tend. Prepa	ration Op	pening Evaluation	Letter of Acceptance	e		
Tende	er Submissior	Details							
Packa	age No. :			66677yy					
Packa	age Descriptic	on :		66677yy					
						07 BL X			
	F	orm Name			Filled	(Yes/No)	Mandatory (Yes/No)	Encrypted with Buyer Hash
Invita	tion for Quota	tion (IFQ)				Yes	Yes		Yes
e-Quc	otation Submi	ssion Forn	n		١	Yes	Yes		Yes
Terms and P	erms and Conditions for the Supply of Goo nd Payment					Yes	Yes		Yes
Techr	echnical Specifications of the Goods					Yes	Yes		Yes
Lot N	No.		reportType						
Lot [Description		66677yy						
Scher	dule of Items /	and Priced	Quotation			Yes	Yes		Yes
Disco	ount Form					Yes	Yes		Yes
	Form	Name		Ma	apped Document's N	Name	File Name		Document Status
e-Quc	otation Submi	ssion Form	n		Valid Trade License	e	june 12 p1-page-011.jpg		Ok
					d Tax Clearance Cert	lificate	Capture.PNG		Ok
	OTP :* 0760 Final Submission								





4.13.16 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 buttons. Click on "Substitute/Modification" button if you want to edit the documents and click on "Tender Withdrawal" button if you want to withdraw your bid. (Fig 4.13.16)

Doos. Clarification Payment Tend Preparation Opening Evaluation	Letter of Acceptance				🔁 San	e As PDF 😹 Print			
Tender Submission Details									
Package No. :	yangdzong/khodup(04)/123								
Package Description :	Procurement of Laptops								
	Earns Manua		Filled (Ves No)		e Simature / Mask				
Bidder Information Form	Form Harre		Vae		eSilba28ixta7bGa3865b87tr4b00bJa0678500r7				
Joint Venture, Consortium or Association (IV/C/A) Partner Information F	(em)		Yee		4a512aaa078aa6x57aarba5a0348a445xx988bvl				
Bid Submission Sheet			Yes		ee18/35e129c7c3fab2359cf3/23ac9eb59ab360				
Qualification Criteria			Yes		e61ca00504b15a3275c16a9508cae91860d6ff47				
Eligible Countries			Yes		361c87e03165435b0785c66b100236fc8ad1803c				
Technical Specifications and Compliance of Goods and Related Service:	(Form e-LG-5)		Yes		9225eb74a3e75e5987c3464126179a1357e511ba				
Drawings			Yes		361c87e03165435b0785c66b100236fc8ad1803c				
Inspections and Tests Yes 381ct37e0131651380/785cs680/002381c8act1803c									
Lot No. 1									
Lot Description Procurement of L	aptops								
	Form Name		Filled (Yes/No)		e-Signature / Hash				
Price and Completion Schedule - Related Services (Form e-LG-4c)			Yes		14cae32664cb2a58d18ac2f4ea96bd40dac7b787				
1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a)		Yes		a7057905dfd778d57b35af77b9a71cdc48d44eb5				
1b. Price and Delivery Schedule: Goods Manufactured in Bhutan (Form 4	e-LG-4b)		No						
Discount Form			Yes		c27f7514d3e7b788fb8422b1ce29a9ca5a5603cf				
Form Name	Mapped Document's Name		File Name		e-Signature / Hash				
Bidder Information Form	Articles of Incorporation or Registration of Firm / Trade License named in 1 above	Urban-solid-	waste-dumped-by-roadside-Mymensingh	-Photo-Rob-Brook.png	8e#50e2e0abdca11dba855858c5e1ac103d93274				
	In the case of a government owned entity from Bhutan, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITE Sub-Clause 3.3		å€'Pngtreeä€'lush tree_2499086.p	png	f98443b1f4202620c6f4a28d34e5089faf1706ad				
	Power of attorney authorizing the signatory of the Bid to sign on behalf of the Bidder or Self Declaration		photo_2020-09-08_12-37-38.jpg	2	72818b78334d225ac97ac80f123989618cbbc87e				
	Tax Clearance		letterhead.docx		00fbec0fd8c94f4248416803c0983ef54dd286a				
Joint Venture, Consortium or Association (JVIC/A) Partner Information Form	In the case of a JVIC/A, letter of intent to form the JVIC/A, or the JVIC/A agreement, in accordance with ITB Sub-Clause 24.1 (c) (v)		AppraisalForm (2).pdf		f0a38e476da630435de912o4eb755f6e3b42934f				
Your Mega Hash :	e3a331f110f16	8aa189a1337d5a0538	512697361						
Phal Submission Compiled Successfully at -21092020 1431. IP Address 172 26 9 16									
If you want to Substitute or Withdraw the submitted tender, click the relevant b	witton below.								
Send OTP via 🗇 MSS or 🖂 Email									
	Subshite/Telefizie								

Fig 4.13.16: Display after Final Submission

*** Important Notes:

- If you click on "withdrawal" button, you cannot submit the bid again.
- You have to click on **"Substitute/Modification"** to make any changes to your bid before the closing date and time is lapsed.

4.14 Opening Tab

4.14.1 After Bid Opening Report (BOR) is signed by Procuring Agency, Bid Opening Reports can be viewed by Bidders. To view BOR, click on "Opening" Tab and then click on "View" link. (Fig 4.14.1)

Resu	Result Sharing											
Tende	r Detail											
Tende	er ID :			5363				Invitation Reference No. :		100000.00000.00002		
Closi	ng Date and Tir	ne :		21-Jul-202	0 16:12			Opening Date and Time :		21-Jul-2020 16:12		
Procuring Agency : SZD office_not valid email Procurement Category : Goods												
Brief	:			ghj								
Tende	er Status :			Being pro	cessed							📑 View Notice
0	Bid Submission	Closing	Date is	3 one (1) day prior to	Bid Openin	g Date. For Ter	nder Id: 5363 the Closing I	Date is 21-Jul-2020 16:12 and Bid Op	pening Date is 21	-Jul-2020 16:12		
Docs.	Clarification	Paym	ent 1	Tend. Preparation	Opening	Evaluation	Letter of Acceptance					
	·											
Lot	No:		1									
Lot	Description:		ghjghj	gh								
BOF	BOR View											
H	Home About e-GP Contact Us Terms and Conditions e-Learning											
_												

Fig 4.14.1: Opening Tab



4.14.2 The System will display a detailed Bid Opening Report which is signed by TOC Members. Print – Click on "Print" option on right side on the Bid Opening Report details page to print out. 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. (Fig 4.14.2).

Tender Deta	ail											
	Tender ID :	5363		Invitation Reference No. : 1	00000.00000.00002							
	Closing Date and Time :	21-Jul-2020 16:12		Opening Date and Time: 2	1-Jul-2020 16:12							
	Procuring Agency :	SZD office_not valid email		Procurement Category : G	Goods							
	Brief	: ghj										
Bid Submission Closing Date is one (1) day prior to Bid Opening Date. For Tender Id: 5363 the Closing Date is 21-Jul-2020 16:12 and Bid Opening Date is 21-Jul-2020 16:12												
Bid Opening	g Report											
Ten	Hierarchy Node: Root, Autonomus Bodies, test_not_valid Procuring Agency: SZD office_not valid email Tender Package No. and Description: cnhjhgjghj & ghjghjghj Lot No. and Description: 1 & ghjghjgh											
SI. No.	Name of Bido	der / Consultant	Total Quoted Amount	Discount Amount	Quoted Amount After Discount							
1	TEST		232700.000	23270.000	209430.000							
2	TEST 2		232700.000	11635.000	221065.000							
TOC Membe	rs											
Con	nmittee Members	Pema Chetsho										
	Designation Sr. Descarch Officer											
	Designation DA Office	ST. Research Oncer										
	PA Office	SZD onice_not valid email										
Electron	ically Signed BOR On	21 Jul 2020 16:13										
Comments cgvn												

Fig 4.14.2: Bid Opening Report (BOR)



4.15 Evaluation Tab

4.15.1 Click on "Evaluation" Tab. In the Evaluation tab, there are 2 different sub-tabs (Clarification, Validity/Security Extension) (Fig 4.15.1). Bidders will have to click on "Clarification" tab to respond to any queries posted by the PA during evaluation. In the validity/Security Extension tab, bidders will receive bid validity extension request from PA if any and bidders will have to accept or reject the requesting from this tab.

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance			
Clai	ification Valid	lity / Secur	ity Extension						
						Tenc	der/Proposal Details		
Pac	kage No. :		cnhjhgjghj						
Pac	kage Descript	ion :	ghjghjghj						
Las Res	Last Date and Time for Response :								
Ren	narks :								
SI No).					Form Name		Action	
No 1	o forms found!								

Fig 4.15.1: Evaluation Tab

4.16 Letter of Intent Tab

4.16.1 After evaluation is completed and Evaluation report is approved by TC, Bidder can view the **letter of intent** from the LoI Tab. There are two sub-tabs, **LOI** and **debriefing**. From LOI the bidder can view the letter of intent and from the debriefing tab, bidder can seek questions from PA about evaluation result (Fig 4.16.1).

Do	s. Clarificatio	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management				
Ľ	OI Debriefing	n Tender										
L	etter Of Intent(.OI)										
L	ot No: 1				View							
L	OA Issue Date				24/07/202	0						
	Home About e-GP Contact Us Terms and Conditions e-Learning											

Fig 4.16.1: Letter of intent Tab



4.16.2 In the **LOI sub-tab**, bidder can view winning items for item-wise evaluation. For lot wise evaluation, Bidder can view LoI for lot. (Fig 4.16.2)

Το				
PASSANG DORJI Cons	truction			
Kelki School				
This is to notify you th	at, it is our intention to award the contract for you	r bid for execution of the "Package Des", lo	dentification Reference No. "ref11" for the Contr	act Price of Nu. 122000.000 (ONE HUNDRED
TWENTY TWO THOU:	SAND POINT ZERO ZERO ZERO) as corrected a	nd modified in accordance with the Instruction	ns to Bidders.	
SI.	Item Name & Description	Item No.	Company	Quoted Amount (In Nu.)
1	Name & Des 9	9.0	PASSANG DORJI Construction	14000.000
2	Name & Des 1	1.0	Kelki School	15000.000
3	Name & Des 2	2.0	Kelki School	15000.000
4	Name & Des 3	3.0	Kelki School	15000.000
5	Name & Des 4	4.0	Kelki School	15000.000
6	Name & Des 6	6.0	PASSANG DORJI Construction	16000.000
7	Name & Des 7	7.0	PASSANG DORJI Construction	16000.000
8	Name & Des 8	8.0	PASSANG DORJI Construction	16000.000
A 44	filetest, en verseere fil Diddes skell within the	- (2) down and the the according a contract to	a dahaiding that the dahaiding tak in a CD T	
Alter issuance of Letter	r of Intent, an unsuccessful Bidder shall within thre	e (3) days request to the procuring agency to	or a debriening through debriening tab in e-GP. If	he procuring agency shall provide a response to
ali unsuccesstul Bidder	s whose request is received within this deadline.			
Thanking you,				
Pema Chetsho				
Sr. Research Officer				
dz office (valid email)				

Fig 4.16.2: LOI view sub-tab

4.16.3 In **"Debriefing on tender"** sub-tab, bidder can seek clarification from PA about the evaluation by clicking on **"seek clarification"** if required. (Fig 4.16.3)

Doc	s. Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management					
L	LOI Debriefing on Tender												
										ŝ	Seek Clarification		
S	l. No.					Quei	ry			Status	Action		
							No records found						
н	ome Aboute	GP Con	tact Us Terms a	nd Conditi	ons e-Lear	ning							

Fig 4.16.3: Debriefing sub-tab

4.16.4 Provide your Queries, **Upload documents** if required and click on **"Submit"**. (Fig 4.16.5)

Do	ocs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management	
	LOI	Debriefing on	Tender							
	Field	s marked with	(*) are mano	latory						
	See	k Clarificatio	on :*	Please revalu	ate					
	Upl	oad Docume	nt :	Choose File	No file ch	osen				
	Doo	cument Desc	ription :							
								Submit		
	Her			ntact lis Torms	and Cond	itions Lo Lo	arning			

Fig 4.16.4: Debriefing seeking clarification



4.17 Letter of Acceptance (LOA) Tab

- 4.17.1 After PA issues LoA, Click on **"Letter of Acceptance"** tab. The Following screen will be displayed with two options under **Action** column **View** and **Accept**. (Fig 4.17.1)
 - 4.17.1.1 To view the LOA details, Click on **"View"** link under action column. System will display a page wherein LOA details and if documents uploaded will be shown.
 - 4.17.1.2 To accept LOA, Click on **"Accept"** link under the action column. Give comments and select **Accept** from combo box and click on **"Submit"** button

(Bid Submission Closing Date is one (1) day prior to Bid Opening Date. For Tender Id: 5363 the Closing Date is 21-Jul-2020 16:12 and Bid Opening Date is 21-Jul-2020 16:12													
Do	ocs. (Clarification	Payment	Tend. Pre	paration	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Manager	nent			
											·			
	Packa	ge No :			cnhjhgjg	ghj								
Ľ	Package Description : ghighighi													
I	Lot No : 1													
	Lot Description : ghjghjgh													
	Consolidate Forme													
	Conso	iluate i offitis			S.	No.			с	onsolidate				Action
						1	Consolidate o	of Schedule of Ite	ems and Priced Quota	tion				<u>View</u>
						2	Consolidate (of Discount Form						View
										Deadline of				
	Contract No. Contract Amount in Figure (in Nu.) Advance Contract Amount in Figure (in Nu.) Date of issue of Acceptance (LOA) Deadline of Acceptance (LOA) Letter of Acceptance (LOA) Letter of Acceptance (LOA) Acceptance (LOA) Acceptance (LOA) Acceptance Acceptance (LOA) Acceptance Acceptance (LOA) Acceptance (LOA) Acceptance (LOA) Acceptance (LOA)													
	1000	0.0002.0003v	/bnvbnbvn	/bn		112050.00	D	-	25-Jul-2020	16-Aug-2020	Pending		-	View Accept
Ľ														
-														

Fig 4.17.1: *LOA Tab*

4.17.2 The following LoA will be displayed for view. (Fig 4.17.2)



Fig 4.17.2: View Letter of Acceptance (LOA)



4.17.3 The following screen will displayed to provide details. Click on "**Submit**" button. (Fig 4.17.3)

Tender/Propos	al Document					
		Document Name		Document I	Description	Action
Comment : *	QK					
Action : *	Accept 🗸					
Title of the Acc	ount : *	szd account		Name of Financial Institute :	Jughna branch	
Name of Branc	h:*	Chukha		Account Number : *	5545454545	
Telephone : *		2121212		Fax No :		
Branch e-mail I	D :			SWIFT Code : *	sdfsdf212	
		test branch				
Branch Addres	s : *					
Submit						
Home Abo	ute-GP Con	tact Us Terms and Con	ditions Le-Learning			

Fig 4.17.3: Provide details

4.17.4 The **"View"** link will be shown and LOA Acceptance Status will be changed from **"Pending"** to **"Accepted"**. Click on **"View"** link to view LOA details again if required. (Fig 4.17.4)

Do	cs. Clarification	Payment	Tend. Pre	paration	Opening	Evaluation	Letter Of Intent	Letter of Acceptanc	Grievance Manage	ment			
F	ackage No :			cnhjhgjg	ghj								
F	ackage Descriptio	on :		ghjghjgl	hj								
L	Lot No : 1												
L	ot Description :			ghjghjgl	h								
C	onsolidate Forms	;											
				S.	.No			c	onsolidate				Action
					1 0	Consolidate o	of Schedule of Ite	ems and Priced Quota	tion				View
					2	Consolidate (of Discount Form	1					View
Г													
	Contract No. Contract Amount in Figure (in Nu.) Advance Contract Advance Contract (in Nu.) Date of issue of Advance Contract (Lotter of Acceptance (LOA) Deadline of Acceptance (LOA) Letter of Acceptance (LOA) Accept Date and Time Accept Date and Time												
	1000.0002.0003	vbnvbnbvn	vbn		112050.00	0	-	25-Jul-2020	16-Aug-2020	Accepted	25-Jul-20	020 11:26	View

Fig 4.17.4: View of LOA tab after Accept

***Important Notes

- Bidder shall accept the LoA within the deadline of acceptance of LoA. (Fig 4.17.4)
- If you do not accept LoA within the deadline, system will automatically reject it and it will be considered as withdrawn.



4.18 Performance security view option:

4.18.1 Click on **"Payment"** tab to view Performance security status. There will be two sub-tabs as **Tender Security** and **Performance security**. (Fig 4.18.1)

Do	cs. Clarification Payment	Tend. Pre	paration	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management				
F	ackage No. :		10000.0	000.0002								
F	ackage Description :		cfh									
6	ot No. :		1									
1	ot Description :		fgh	fgh								
			1						View reference document			
F	ayment Status :	Pa	id									
E	mail ID :	bid	der.szd20)20@gmail	.com							
F	inancial Institution Name	: Dru	IK PNB B	ank Limite	d							
E	Branch Name :	Wa	ngdue									
E	Branch Maker :	Ph	untsho W	angdue								
F	ayment For :	Pe	rformance	e Security								
(currency :	Nu										
4	mount :	Nu	. 128.00									
1	lode of Payment :	Ch	eque/Cas	h Warrant								
1	nstrument No. :	jkjk	d									
I	ssuing Financial Institution	n: Ba	nk of Bhu	tan Limiteo	1							
i E	ssuing Financial Institution Branch :	n Ge	lephu Bra	inch								
1	ssuance Date :	20-	Jul-2020									
١	alidity Date :	22-	Jul-2021									
L	ate and Time of Payment	· 20.	Jul-2020	14:07								

Fig 4.18.1: Performance Security view



Section 5: Document Library

This Section helps you to upload the supporting documents in a folder to re-use it during the tender submission.

Click on "**Doc. Library**" menu and upload the documents and manage the same in folder management. The **Doc. Library** menu has two sub-menus as follows:

- Upload Documents
- Folder Management

Home	Dashboard	APP	Tender	Doc. Library	Administra	tion	My Account	Help
Tuesday, 07	February, 2017	7, 13:35:28 BS	т	Upload Documents ay, 7 February				11:57:41 BST
				Folder Manageme	ent			

Figure 5.1: Doc Library Menu

5.1 Upload Documents

5.1.1 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 **Unmapped Files**, **Mapped to Tenders**, **Folder wise Files**, **All Files**, and **Archived Files**. (Fig 5.1.1)



Fig 5.1.1: Upload Documents



5.1.2 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: (Fig 5.1.2)

- **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.

Unma	pped Files Mapped to Tenders	Folderwise Files	All Files	Archived Files				
SI.					an a			•
No.	File Name		File Descrip	otion	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	23032020 (1).docx	test file			4ce055d2f1d38c562b0c1ab29fb62a3e71a1fa35	609	25-Jul-2020 15:42	Delete Archive
4								•
Q	Þ				H ≪ Page 1 of 1 → H 15 ♥			

Fig 5.1.2: View of Unmapped Files Tab

5.1.3 View Folder wise Files Tab:

All folders created through "**Folder Management**" will be shown in this section. Click on "**View**" link under Action column and view files which are mapped to this particular folder. (Fig 5.1.3)

Unmapped	Files Mapped to Tend	rs Folderwise Files	All Files	Archived Files			
0							0
No.			Fold	ier Name		Action	
1	test folder					View	
2	Registration Docs					View	Ŧ
						•	
φq					IN IN Page 1	of 1 >> >= 1 (15 v	

Fig 5.1.3: View of Folder wise Files Tab



5.1.3.1 After **View** link, click on 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. (Fig 5.1.3.1)

Vie	w Unmapped Files	View Folderwise Files	iew Files	View Archive Files				
								Go back
S	File Nam	e File Description		e₋Signature / ⊦	lash	File Size	Date and Time	Action
No) .					(in KB)		
1	232.jpg	Citizenship Identit Card	/ f9169b	ode086350ca44e4d2c7	7d46acf26fc1c46b9	385	03-Nov-2016 17:34	Archive Download Move to Folder
2	234.jpg	Construction Development Boa (CDB) Registratio Certificate	41143b rd 1	f310e28235b452926a	b04ab9637ea72ee9	303	03-Nov-2016 17:34	Delete Archive Download Move to Folder
3	230.jpg	Self Declaration	213830	I22eb440df11591b7e0	1903542372cbc1e1	203	03-Nov-2016 17:33	Delete Archive Download Move to Folder

Fig 5.1.3.1: View of All Files under Specific Folder.

- 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.

5.1.4 All Files:

All files will be shown under this section in the grid. Under **Action** column, **Delete**, **Archive**, **Download**, **Map to Folder**, **Move to Folder** option will be shown. (Fig 5.1.4)

- **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.

Unmap	oped Files Mapped to Tenders Fe	olderwise Files All Files	Archived Files				
							0
SI. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action
1 1	Training Schedule.docx	fg	390849f4e7463dee8786a73ce6af8e07935e1196	112	-	25-Jul-2020 15:43	Archive
2 2	23032020 (1).docx	test file	4ce055d2f1d38c562b0c1ab29fb62a3e71a1fa35	609	-	25-Jul-2020 15:42	Delete Archive Download
3 1	TEC CP.jpg	ee	e082c67c216c064912ff9c1e726a8138a2337991	343	-	17-Jul-2020 22:05	Archive Download Map to Fole
4 F	Flow-Chart-Grievance-Module.pdf	c	139b600911603f9c4358409910ad059f3724cc21	105	-	17-Jul-2020 22:05	Archive Download Map to Fole
5 p	occ 2.jpg	hh	c55c51df74ae02f8bfe1092749407f9e30d9ef18	449	-	17-Jul-2020 22:04	Archive Download Map to Fole
6 \	View APP Package Detailspdf	2	982a895ee8c758e5c2f091a9c3f63febae94d921	131	-	17-Jul-2020 22:03	Archive Download Map to Fole
7 f	isdfsa (3).txt	asd	4de2657f3bfb05cf854ebca8dec32418e825b3a9	0	-	15-Jul-2020 15:53	Archive Download Map to Fole
8 f	isdfsa (5).txt	ion :	0e29dc2c91143849b473552c0448706aa11c21b5	0	-	15-Jul-2020 15:53	Archive Download Map to Fole
94	4.1-cell_structure-1b-igcse_9-1 edexcel-biology-page-007 (1).jpg	fjghj	26bb8385551e4fe4283590acd726686a6d72cc40	193	-	12-Jul-2020 20:19	Archive Download Map to Fole
10 6 r 1	6.1- novement_of_substances_into_and_ 1b-igcse_9-1edexcel-biology-page- 009.jpg	hh	2c75ebddda72252d831c189938618b835d5475b8	122		12-Jul-2020 20:19	Archive Download Map to Fole
11 4 6	4.1-cell_structure-1b-igcse_9-1 edexcel-biology-page-007.jpg	why3	82b9d0cc77bb3056586897c3a7d1bd6a29cc042d	193	-	12-Jul-2020 20:09	Archive Download Map to Fole
12 4	4PM0_01_que_20140120- converted.docx	why3	a8779d845f1984aeba2a7a34664b34f3048daea1	146	-	12-Jul-2020 20:09	Archive Download Map to Fole
13 (QA answers.docx	dd	4f2635c7e83830ea85796932630ac087fe296b66	20	-	01-Jul-2020 16:12	Archive Download Map to Fole
14 F	Practical Example for SDLC.docx	desc	d543ee2522fb3c55f699be6256b4ad91ae4f4d2e	40	1	01-Jul-2020 16:12	Archive Download Map to Fole
15 f	iund tranfer.docx	SS	2471137e47e3128c547335404d3c7e9316272f7d	26	test folder	01-Jul-2020 16:12	Archive Download Move to Fo

Fig 5.1.4: All Files Tab



5.1.5 Archive Files Tab:

Once files are archived from the list, files are shifted to *View Archive Files* section. Click on **download** option to download the achieved file under action column. (Fig 5.1.4)

Unmap	ped Files Mapped to Tenders Folderwise Files	All Files Archived Files				
SI. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	Training Schedule.docx	fg	390849f4e7463dee8786a73ce6af8e07935e1196	112	25-Jul-2020 15:43	<u>Downloe</u>
2	23032020 (1).docx	test file	4ce055d2f1d38c562b0c1ab29fb62a3e71a1fa35	609	25-Jul-2020 15:42	<u>Downloe</u>
3	TEC CP.jpg	ee	e082c67c216c064912ff9c1e726a8138a2337991	343	17-Jul-2020 22:05	<u>Downloa</u>
р¢			14 « Page 1 of 1 » » 15 🗸			

Figure 5.1.5: View Archive Files Tab.

5.2 Folder Management

5.2.1 Bidder will be given the facility to create folder and manage files. Click **Folder Management** sub-menu link. (Figure 5.2.1)

Folder N	lanagement	E Save as PDF
	Folder Name : "	Create Folder
		Folder Information :
Folder Inform	nation	٥
SI. No.	Folder Name	Action
1	Registration Docs	View

Fig 5.2.1: Folder Management Home Page.

5.2.2 Provide folder name and click on "Create Folder" button. System will display message "Folder created successfully" and same folder name can be viewed in the grid. (Fig 5.2.2)

Sold	er created successfully	
	Folder Name : "	Create Folder
		Folder Information :
Folder Inform	ation	•
SI.	Enlier Nama	Action
No.	r older name	Acadii
1	Tender Documents	View
2	Registration Docs	View

Fig 5.2.2: Folder Created Successfully.



- 5.2.2.1 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. (Fig 5.2.2.1)
 - **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 Nan	ne : Registration Docs					0
SI. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and time	Action
1	6.1- movement_of_substances_into_and_out_of_c 1b-igcse_9-1edexcel-biology-page-011 (1).jpg	Tax Payment No. (TPN)	c0352ac959c9e08f548a09a65049ecbb91292f84	150	29-Jun-2020 14:11	Archive Download Move to Folder
2	6.1- movement_of_substances_into_and_out_of_c 1b-igcse_9-1edexcel-biology-page- 011(2).jpg	Citizenship Identity Card	c0352ac959c9e08f548a09a65049ecbb91292f84	150	29-Jun-2020 13:57	Archive Download Move to Folder
3	4.1-cell_structure-1b-igcse_9-1edexcel- biology-page-007 (1) (1).jpg	Self Declaration	45e979367778e3a4a0ac04d7dd6f1e16263e0811	193	29-Jun-2020 13:52	Archive Download Move to Folder
4						
ρφ			$i \in I \ll Page[1] \text{ of } 1 \Rightarrow \Rightarrow 10 \vee$			

Fig 5.2.2.1: View of Specific Folder

Section 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	Му Ассо	ount	Help		
Friday, 31 Ju		Manage Users		Las	st Login : Frida	ay, 31 July, 2020, 08:36:4	43 BST			
					Tender Submission	Right				

Fig 6.1: Administration Menu

6.1 Manage Users

- 6.1.1 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.
 - a. To create new User, Click on "**Register User**" (Fig 6.1.1) and system will show relevant page with required fields to fill in. (Fig 6.1.2)



anage Users									
pproved Suspended									
	SI.	e-mail ID	User's Name	Country	State	Department	Status	 Action 	
	No.			,					
	Φ								

Fig 6.1.1: Manage Users – Register User

 b. Fill in all mandatory fields and others if required and then click on "Submit" button. (Fig 6.1.2)

Register Company User	
e-mail ID : *	rased@dohatec.com.bd (e-mail ID should be valid. Example: xyz@gmail.com)
Password : *	OK
Confirm Password : *	Special characters may be added)
	Password Matches
Nationality :	Bhutanese 🗸
Title : *	Mr. 👻
First Name : *	MA Rased
Middle Name :	
Last Name :	
CID No. : *	63214536574
Designation : *	Sr Software Engineer
Department :	п
Address : *	Thimphu
Country : *	Bhutan 🗸
Dzongkhag / District : *	Thimphu
Dungkhag / Sub-district :	Select Dungkhag V
Gewog :	Geney
City / Town :	
Post Code :	
Phone No. :	+975 - 02 -
Fax No. :	+975 - 02
Mobile No. : *	+975 - 12349653
	Submit

Fig 6.1.2: *Register Company User*



c. After Submitting, System will display a message **Company User created successfully.** (Fig 6.1.3)

View Company User		Go back
Company User created successfully		
e-mail ID	: chenyeethar8@yahoo.com	
Nationality	: Bhutanese	
CID No.	: 11506006413	
Title	: Mr.	
First Name	: Yeshey	
Middle Name:		
Last Name	: Tharchen	
Designation	: Proprietor	
Department		
Address	: Meldrelgang(Bichpani), Dekiling, Sarpang	
Country	: Bhutan	
Dzongkhag / District	: Sarpang	
Dungkhag / Sub-district		
Gewog		
Best Code		
Post Court		
Fibre No.		
Pax No.	·	
Mobile No.	- 412-11010004	
	OK E8T	

Fig 6.1.3: Company User created successfully

d. Once created, Users will be displayed in grid under action column. The **Edit**, **View**, **Suspend**, **and Assign Role** option will available. (Fig 6.1.4)

Approved	Suspended							
	SL No.	o moil ID	lleer's Nome	Country	State	Deportment	Status	Action
	51. NO.	e-mail ID	User's Name	Country	State	Department	Status	Action
	1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Approved	Edit View Suspend
	2	rased@dohatec.com.bd	MA Rased	Bhutan	Thimphu	IT	Approved	Edit View Suspend

Fig 6.1.4: View after Registration of a Company User



i. 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**". (Fig 6.1.4.1)

Edit Company User Details		
e-mail ID :	mohsina@dohatec.net	
Nationality : *	Bhutanese	~
Title : *	Ms. 🗸	
First Name : *	Mohsina	
Middle Name :		
Last Name :		7
CID No. : *	12345678901	
Designation : *	test	\neg
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 6.1.4.1: Edit Information of a Company User



ii. 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. (Fig 6.1.4.2)

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 :	ІТ					
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					
	Ok Edit					

Fig 6.1.4.2: View of All Files under Specific Folder



iii. 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. (Fig 6.1.4.3)

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 6.1.4.3: Suspend Company User

• On submit, the system will suspend User and the particular User will be shown in *Suspended* tab. (Fig 6.1.4.4)

Approved	Suspen	ded						
	SI. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
	1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Suspended	Edit View Resume
	2	shimulece071@gmail.com	Shimul	Bhutan	Thimphu		Suspended	Edit View Resume

Fig 6.1.4.4: 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

6.2.1 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. (Fig 6.2.1)

Tenc	ler Submission	Right to the User				🔎 Sav	e as PDF
- Adv	vanced Search						
	Tender ID : 110		Reference N	o:			
			Search Clear				
Tend	ler Search Results						
Live	Tenders Limited Tend	ers					
SI. No.	Tender ID, Reference No ◆	Procurement Category, Title	Hierarchy Node 🔷 🕈	Type, Method [≑]	Closing Date and Time	Right Assigneta To	Action
1	110, LW - 01	Works, <u>LW - 01</u>	Root, Autonomus Bodies, Anti-Corruption Commission, AB Office	NCB, OTM	01-Mar-2017 14:50	Mr. FSDFSF	<u>Assign</u>

Fig 6.2.1: Assign Tender Submission Right

6.2.2 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. (Fig 6.2.2)

Assign Tender Submissio	on Right to the User
Tender ID :	110
Reference No. :	LW
Title / Brief:	LW - 01
Assign To:	Mr. MA Rased
	Submit

Fig 6.2.2: Assign Tender Submission Right to User

6.2.3 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 : *	Resume
	Resume

Fig 6.8: Resume Suspended Company User

*** Important Notes

• If you assigned the tender submission right to another user, you have to update Bid security for large tenders from financial institutions using his/her registered email.



Section 7: My Account

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

- i. Change Hint Question and Answer
- ii. Change Password
- iii. Edit Profile
- iv. Request for New Procurement Category
- v. View Profile

Tender	Doc. Library	Administration	My Account	Help
Last L	ogin : Sunday,	19 February, 2017	Change Hint Que Answer	estion and
			Change Passwor	ď
	Bidder/Consulta	nt Registration Expi	Edit Profile	
			Request for New Category	Procurement
			View Profile	

Fig 7.1: My Account Menu

7.1 Change Hint Question and Answer

7.1.1 **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 Dropdown list. To create its own Hint Question, select **create your own Hint Question** from options given. (Fig 7.1.1)

Change Hint (Question and Answer	
Hint Question : *	What is your favourite color ?	~
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 ?	
Home About e	What is the name of the company of your first job ? Create your own Hint Question	

Fig 7.1.1: Change Hint Question List


7.1.2 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. (Fig 7.1.3)

Change Hint Question and Answer				
Hint Question :	What is your favourite color ?			
Hint Answer : *	white			
	Submit			

Fig 7.1.3: Change Hint Question and Answer

7.2 Change Password

7.2.1 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**. (Fig 7.2.1)

Change Password		
Current Password : *	******	Valid password
New Password : *	Passwords must hav Special characters m	e minimum eight (8) characters in length and must contain alphanumeric characters. hay be added.
Confirm Password : *	Submit]

Fig 7.2.1: Change Password



- 7.2.2 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.
- 7.2.3 Then confirm the Password by entering the same again in **Confirm Password** text box and click on **"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"**

7.3 Edit Profile

7.3.1 In **Edit Profile** sub menu, System will allow Bidder to Edit **Company Information** (Fig 7.3.1) and **Company Contact Person Details** (Fig 7.3.2) information. After editing the required Profile Information/details, click on **"Update"** Button. The System will display a message "**Information successfully updated**".



Country of Origin : *	Bhutan 🗸	
Tax Clearance Certificate Number :		
Registered Office Address : *	Thim Throm	
Country : *	Bhutan 🗸	//
Dzongkhag / District : *	Thimphu 🗸	
Dungkhag / Sub-district :	Select Dungkhag	
Gewog :	Thim Throm 🗸	
City / Town :		
Post Code:		
Mobile No. : *	+975 - 17110880	
Phone No :	+975 - 02 - (Area Code - Phone No.)	
Fax No :	+975 - 02 -	
Corporate / Head office Address : *	(Tick if Registered and Corporate office of aa	letails are same)
Country : *	Bhutan 🗸	
Dzongkhag / District : *	Thimphu 🗸	
Dungkhag / Sub-district :	Select Dungkhag 🗸	
Gewog :	Select Gewog 🗸	
City / Town :		
Post Code :		
Mobile No. : *	+975 - 11112222	
Phone No :	+975 - 02 -	
Fax No :	(Area Code - Phone No.)	
Company's website		
	Update	

Fig 7.3.1: Edit Company Details



Edit Company Contact Person Details			
Company Details Company Contac	et Person Details		
Title : *	Mr. 🗸		
First Name : *	KAZI		
Middle Name :			
Last Name :	BILLAH		
Designation : *	CEO		
Department :	Finance		
Address : *	362, thimphu		
Country : *	Bhutan Y		
Dzongkhag / District : *	Thimphu ~		
Dungkhag / Sub-district :	Lingzhi 🗸		
Gewog :	Select Gewog		
City / Town :	thimphu		
Post Code :	3652		
Email Address : *	billah@dohatec.com.bd		
Mobile No. : *	+975 - 77371941		
Phone No. :	+975 - 02 - 69811		
Fax No. :	+975 - 02 - 69651		
	Update		

Fig 7.3.2: Edit Company Contact Person Details



7.4 Request for New Procurement Category

7.4.1 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 on "Submit" button. (Fig 7.4.1)



Fig 7.4.1: Request for New Procurement Category



7.4.2 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 if required. (Fig 7.4.2)

Fields marked with (') are mandator						
List of Documents						
Mandatory Documents		Optiona	I Documents			
Self Declaration *			Tax Payment No. (TPN)			
Citizenship Identity Card *			Statutory Certificate			
			Company Registration			
			Other/ More			
Document Ty	Document Type : Tax Payment No. (TPN) v					
Document Re	No -	(in applicable) . In applica	and marcates optional accumont.			
SI No.	Document Name		Document Description	File Size	Action	
0.110.			becament seconpron	(In KB)	Action	
1 Biddere Registrati	Biddere Registration Doc (1) docx Self Declaration 0.02		0.02	≛ ×		
2 Biddere Registrati	2 Biddere Registration Doc (2) dock Citizenship Identity Card 0.02			📩 🗙		
Click here for Re-apply						

Fig 7.4.2: Upload Documents

7.4.3 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 on 'Click here for Re-apply' button. (Fig 7.4.3) The System will display a message "Bidder's Re-apply Process Submitted Successfully. (Fig 7.4.4)

List of Doc	ist of Documents				Fields marked with (*) are mandator	
List of Dool						
	Mandatory Documents		Optional	Documents		
Self Declaration	1. Contraction (1997)			Tax Payment No. (TPN)		
Citizenship Iden	ntity Card *			Statutory Certificate		
				Company Registration		
				Other/ More		
	Document Type : Tax Payment No. (TPR0. ~ All documents listed above are mandatory except ones labeled as "(if applicable", "If applicable" indicates optional document.					
	Document Ref No	• :				
	Select Document : Choose File No file chosen					
Uploaded D	Acceptable Fie Types (doc, docx, gill, joeg, jpg, pdf, png, rar, xls, xlsx, zip, bd) Maximum file size of single file should not exceed 4MB. Uploaded Documents					
Total Documents Up Mandatory Docume Submit button for R	Total Documents Uploaded: 2 Mandatory Document Upload Status: Total: 2 Uploaded: 2 Pending: 0 Submit button for Re-apply will appear automatically once all the mandatory documents are uploaded.					
If require to uploa	If require to upload latest documents then at first delete existing document from below table and upload latest document.					
SI. No.		Document Name		Document Description	File Size (In KB)	Action
1	Biddere Registration D	loc (1).docx	Self Declaration		0.02	≛ ×
2	Biddere Registration D	loc (2).docx	Citizenship Identity Card		0.02	📩 🗙
	Click here for Re-apply					

Fig 7.4.3: Mandatory Document Upload

Government Procurement and Property Management Division (GPPMD), DNP, MoF



Bidder's Re-apply Process Submitted Successfully.	
List of Documents	Fields marked with (*) are mandatory
Mandatory Documents	Optional Documents
Self Declaration *	Tax Payment No. (TPN)
Citizenship Identity Card *	Statutory Certificate
	Company Registration
	Other/ More



7.5 View Profile

7.5.1 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 on "Next" button for Company Details followed by Company Contact Person Details page. (Fig 7.5.1, Fig 7.5.2, Fig 7.5.3, Fig 7.5.4)

Registration Details			
Registration Details	Company Details	Comp	oany Contact Person Details
	e-mail	ID:	tshering_bidder@test.com
	Nationa	lity :	Bhutanese
	Country of Busine	ess :	Bhutan
R	egistration date & ti	me :	30/07/2020 20:19
	Registration Ty	/pe :	Bidder / Consultant
Regi	stration Approval D	ate :	30/07/2020 21:47
			Next

Fig 7.5.1: Registration Details of Bidder



Company Details	
Registration Details Company Details Company C	contact Person Details
Trade License Number :	1000084
Company Name :	WANGCHUK NORPHEL Construction
Company's Legal Status :	Public Limited Company
Procurement Category :	Goods Works , Small, W1 Works , Large, W2 Works , Medium, W2 Works , Small, W2 Works , Small, W3 Works , Small, W4 Services , Consulting
CDB Number :	1024
Tax Clearance Certificate Number :	
Company's Establishment Year :	2001
Registered Address :	Thimphu
Country of Origin :	Bhutan
Country :	Bhutan
Dzongkhag / District :	Thimphu
Dungkhag / Sub-district :	
City / Town :	
Gewog :	Thim Throm
Post Code :	
Mobile No :	+975-17110263
Phone No :	+975-
Fax No :	+975-
Address :	mmpnu
Country :	Bhutan
Dzongkhag / District :	Thimphu
Dungkhag / Sub-district :	
City / Town :	
Gewog :	Thim Throm
Post Code :	
Mobile No :	+975-17110263
Phone No :	+9/5-
Fax No :	+9/5-
Company's website :	
Nex	xt

Fig 7.5.2: Company Details of Bidder

Government Procurement and Property Management Division (GPPMD), DNP, MoF



Company Contact Person Details					
Registration Details	Company Details Compa	ny Contact Person Details			
	CID Number :	11502000015			
	Title :	Mr.			
	First Name :	Pema			
	Middle Name :				
	Last Name :	Chophel			
	Designation :	Managing Director			
	Department :	Finance			
	Address :	Bargoen,Bidung,Trashigang			
	Country :	Bhutan			
	Dzongkhag / District :	Sarpang			
	Dungkhag / Sub-district :	Gelephu			
	Gewog :				
	City / Town :				
	Post Code :				
	Phone No :				
	Fax No :				
	Mobile No :	+975-17603865			

Fig 7.5.4: Company Contact Person Details of Bidder

Thank You