



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)

# Contents

<b>Introduction:</b> .....	3
<b>Section 1: Electronic Government Procurement (e-GP) Home Page</b> .....	4
<b>General information</b> .....	5
<b>Section 2: Bidder Login Dashboard</b> .....	8
2.1 Bidder Login Process .....	8
2.2 Incorrect Password or email Address Issues .....	9
2.3 Forgot Password.....	10
<b>Section 3: Annual Procurement Plan (APP)</b> .....	14
3.1 View APP .....	14
3.2 APP Details .....	15
<b>Section 4: Tender</b> .....	16
4.1 My Tenders .....	16
4.2 Limited Tenders.....	19
4.3 RFP .....	19
4.4 All Tenders .....	20
4.5 Process to Prepare Tender .....	22
4.6 Document Tab .....	22
4.7 Clarification Tab .....	24
4.8 Pre-Tender Meeting Tab .....	25
4.9 My Queries .....	26
4.10 All Queries .....	27
4.11 Payment Tab .....	27
4.12 Tender Security Tab .....	27
4.13 Tender Preparation Tab .....	30
4.14 Opening Tab .....	50
4.15 Evaluation Tab.....	52
4.16 Letter of Intent Tab .....	52
4.17 Letter of Acceptance (LOA) Tab .....	54
4.18 Performance security view option: .....	56
<b>Section 5: Document Library</b> .....	57
5.1 Upload Documents.....	57
5.2 Folder Management.....	60
<b>Section 6: Administration</b> .....	61
6.1 Manage Users .....	61
6.2 Tender Submission Rights .....	67
<b>Section 7: My Account</b> .....	69
7.1 Change Hint Question and Answer .....	69
7.2 Change Password .....	70

7.3	Edit Profile.....	71
7.4	Request for New Procurement Category .....	74
7.5	View Profile .....	76



### List of Abbreviations & Acronyms

e-GP	Electronic Government Procurement
AA	Approving Authority
APP	Annual Procurement Plan
GPPMD	Government Procurement and Property Management Division
BoD	Board of Directors
BoQ	Bill of Quantities
DCS	Design Contest Selection
DD	Demand Draft
Doc.	Document
DPM	Direct Procurement Method
EOI	Expression of Interest
RGoB	Royal Government of Bhutan
HOPA	Head of Procuring Agency
ICB	International Competitive Bidding
ID	Identification
IFB	Invitations For Bid
IMED	Implementation Monitoring and Evaluation Division
JVCA	Joint Venture for Consortium or Association
JV	Joint Venture
LCS	Least Cost Selection
LTM	Limited Tendering Method
NCB	National Competitive Bidding
NOA	Notification of Award
OTM	Open Tendering Method
OSTETM	One Stage Two Envelope Tendering Method
PDF	Portable Document Format
PA	Procuring Agency
PEC	Proposal Evaluation Committee
PER	Proposal Evaluation Report
PM	Project Manager
POS	Proposal Opening Sheet
PQ	Pre Qualification
QCBS	Quality and Cost Based selection
REOI	Request for Expression of Interest
RFA	Request For Application
RFP	Request for Proposal
RFQ	Request for Quotation
SBCQ	Selection based on Consultant's Qualification
SBD	Standard Bidding Document
SSS	Single Source Selection
TEC	Tender Evaluation Committee



---

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



---

### 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 15<sup>th</sup> 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 [www.egp.gov.bt](http://www.egp.gov.bt). The home page same to Fig 1.1 will be displayed.



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.

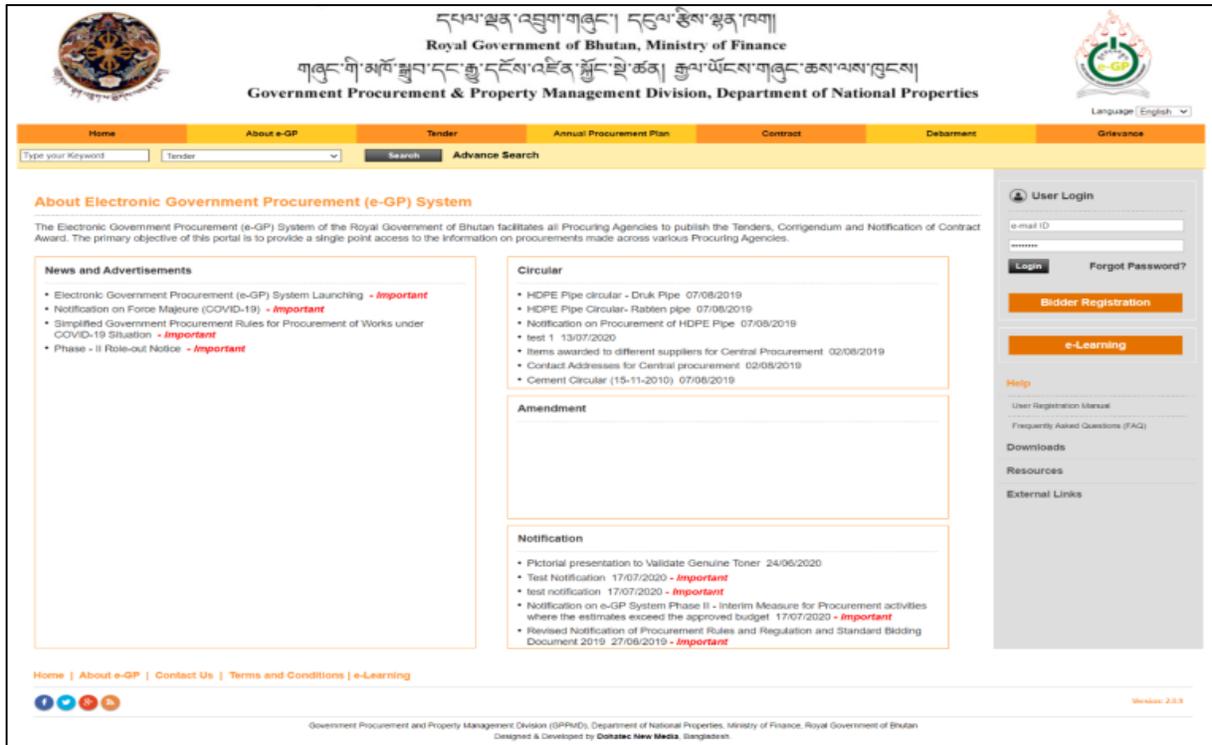


Fig 2.1.1: Login Page

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



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)



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)

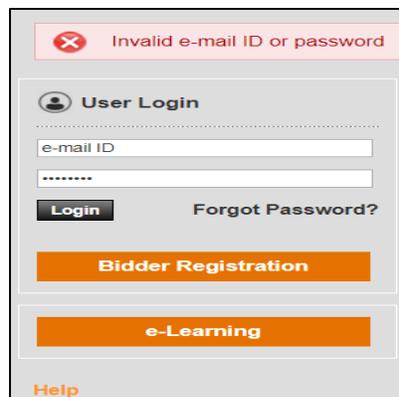


Fig 2.2.1: **Invalid email ID or Password**

- 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)

The screenshot displays a user login interface. At the top, a red message box with a white 'X' icon states: "Your account has been locked due to subsequent failed login attempts. Please provide your correct password". Below this is the "User Login" section, which includes an "e-mail ID" input field, a password field with masked characters, a "Login" button, and a "Forgot Password?" link. At the bottom of the login section are two orange buttons: "Bidder Registration" and "e-Learning".

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)

This screenshot is identical to Fig 2.2.2, showing the account lockout message and the login interface. The "Forgot Password?" link is circled in red to highlight it as the intended action for the user.

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)

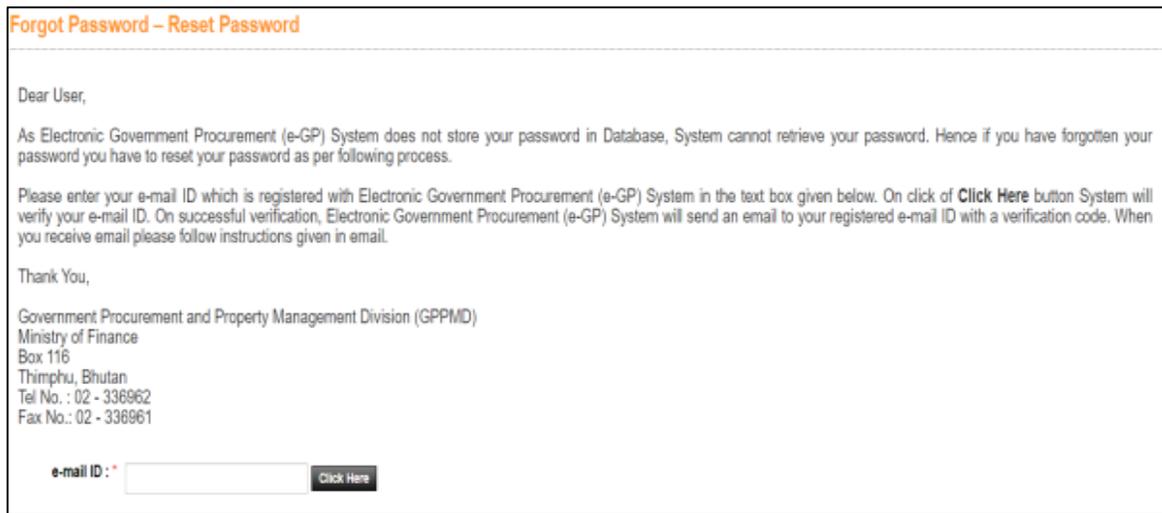


Fig 2.3.2: ***Forgot Password – Reset Password***

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)

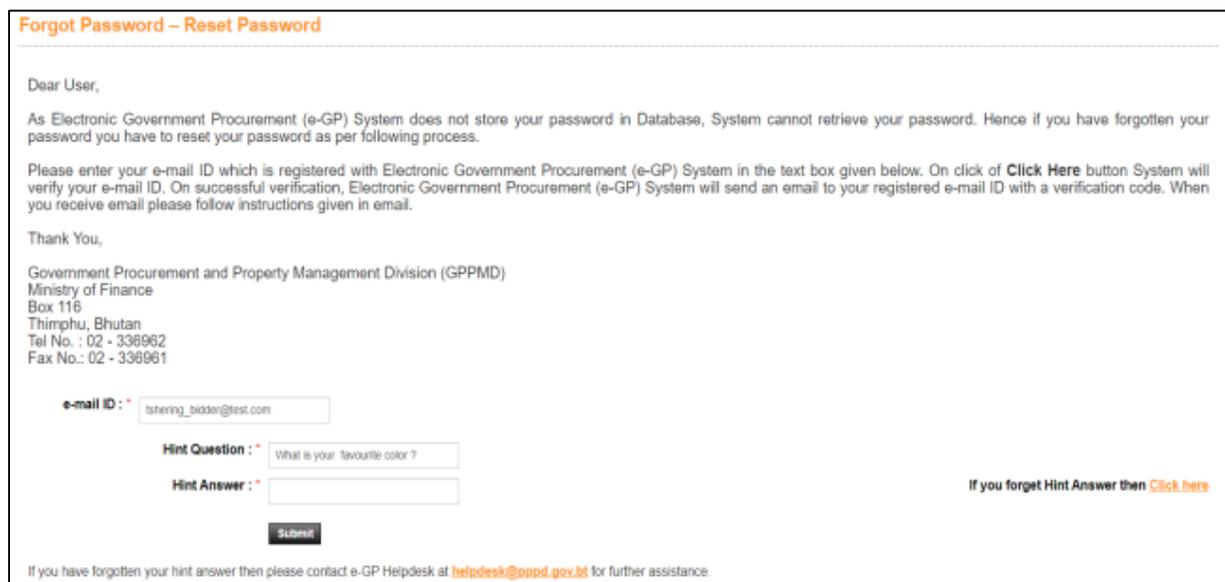


Fig 2.3.3: ***Setting New Password***



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

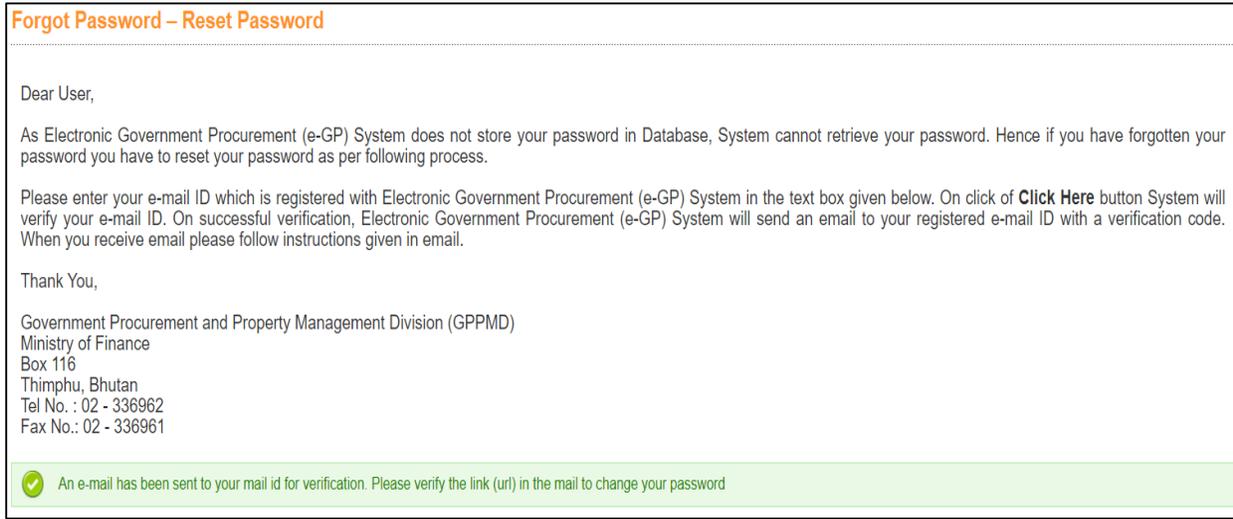


Fig 2.3.4: **Setting New Password**

### 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)

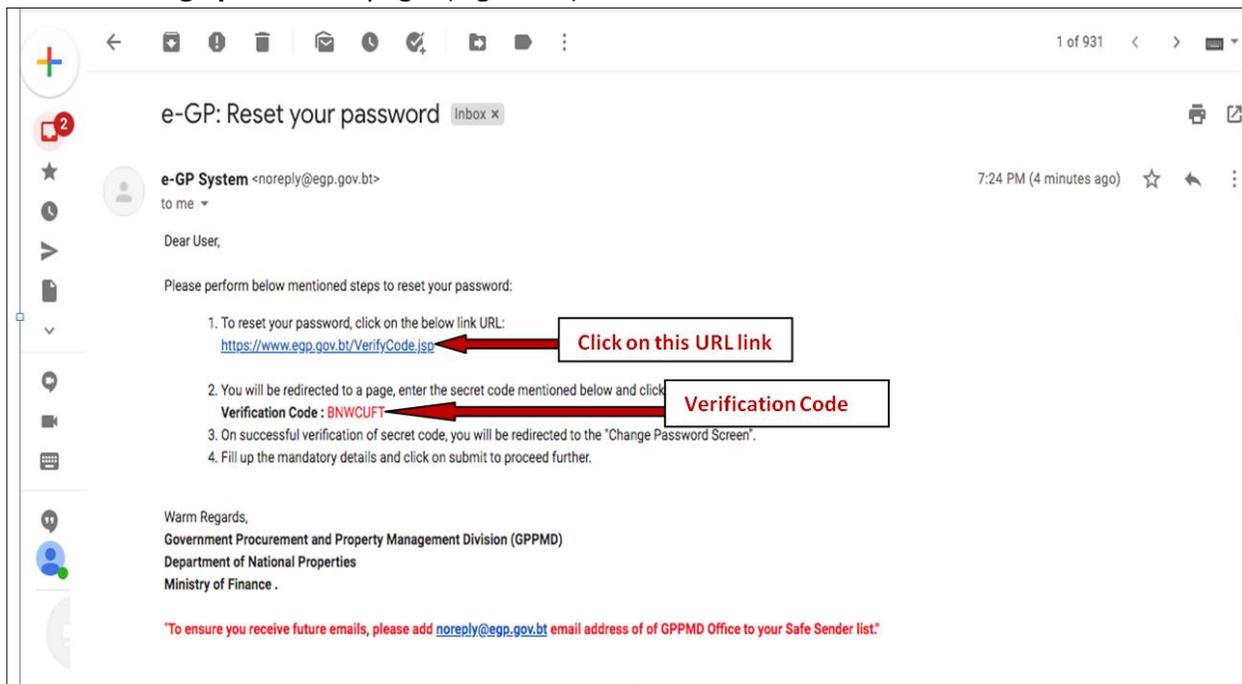


Fig. 2.3.5: **Reset password**



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 Tender Annual Procurement Plan

Type your Keyword Tender Search Advance Search

### Verify Code

Verification Code has been sent to your email

e-mail ID : \* phurpapat@gmail.com

Verification Code : \* Resend Code

Submit

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

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 : \*

Confirm Password : \*

Submit

Passwords must have minimum eight (8) characters in length and must contain alphanumeric characters. Special characters may be added. New Password and Current Password should not be the same

Fig 2.3.7: *Change Password*

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

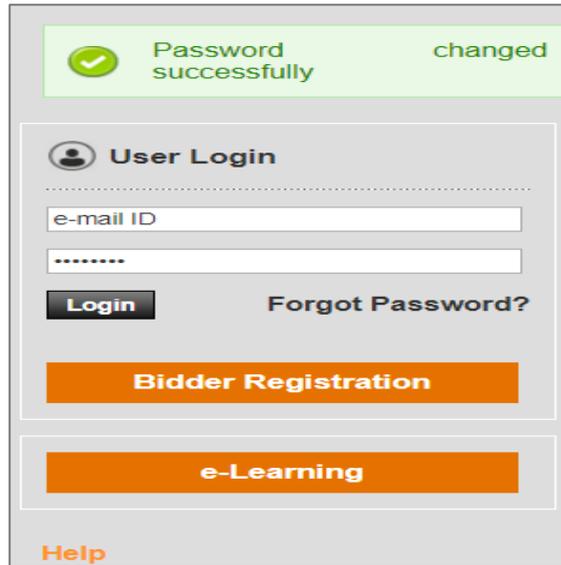


Fig 2.3.8: Password changed successfully

## 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)



དཔལ་ལྷན་འབྲུག་གཞུང་། དངུལ་རྩིས་ལྷན་ཁག།  
 Royal Government of Bhutan, Ministry of Finance  
 གཞུང་གི་མཐོ་སྐབ་དང་རྒྱ་དངོས་འཛོལ་སྐྱོད་ལྷན་ཁག་། རྒྱལ་ཡོངས་གཞུང་ཆས་ལས་ཁུངས།  
 Government Procurement & Property Management Division, Department of National Properties

Home Dashboard **APP** Tender Doc. Library Administration My Account Help  
 Monday, 14 September, 2020 [Watch List](#) [All APPs](#) Last Login : Friday, 11 September, 2020, 12:12:24 BST Welcome, DHAN [Role] Logout

APP Advance Search

+ Advanced Search

Annual Procurement Plan Search Results [Save as PDF](#)

Sl. No.	APP ID, Letter Ref. No.	Hierarchy Node	Procurement Category, Project Name	Package No, Description	Estimated Cost/Official Cost Estimate (In Nu.), Procurement Method
1	6278, NEC/BLD/01/2020	National Environment Commission, Procurement Unit	Services,	Stock take of policy 1, Analysis of legislations, policies and rules/guidelines and institutional mechanisms related to biodiversity and land use.	440000.00, QCBS
2	6268, Mongdzongproc-11/2020-2021/0891	Mongar, Dzongkhag Administration Mongar	Goods,	6561, HIRING OF MACHINE FOR 17 GEOS UNDER MONGAR DZONGKHAG	10000000.00, OTM

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

Procuring Agency : Procurement Unit

Project Name : -- Select Project --

Financial Year : 2020-2021

Procurement Category : -- Select Category --

APP ID : 6278

Package No. :

Package Estimated Cost : -- Select Operation --

Budget Type : - Select Budget Type -

Procurement Type : -- Select Type --

Letter Ref. No. :

Value :

**Annual Procurement Plan Search Results**

Sl. No.	APP ID, Letter Ref. No.	Hierarchy Node	Procurement Category, Project Name	Package No, Description	Estimated Cost/Official Cost Estimate (In Nu.), Procurement Method
1	6278, NEC/BLD/01/2020	National Environment Commission, Procurement Unit	Services,	Stock take of policy 1, Analysis of legislations, policies and rules/guidelines and institutional mechanisms related to biodiversity and land use.	440000.00, QCBS

Page 1 of 1 1  « 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**

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	Qty	Unit	Estimated Cost (In Nu.)
Lot1	Lot Des	500.00	no	200000.00

Package Official Cost Estimate (In Nu.) : 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 poultry and eggs; Small live animals and their products; Products of mixed farming, Agricultural supplies

Approving Authority : HOPA  
 Procurement Method : Open Tendering Method  
 Procurement Type : NCB  
 Source of Fund : Own Fund

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**

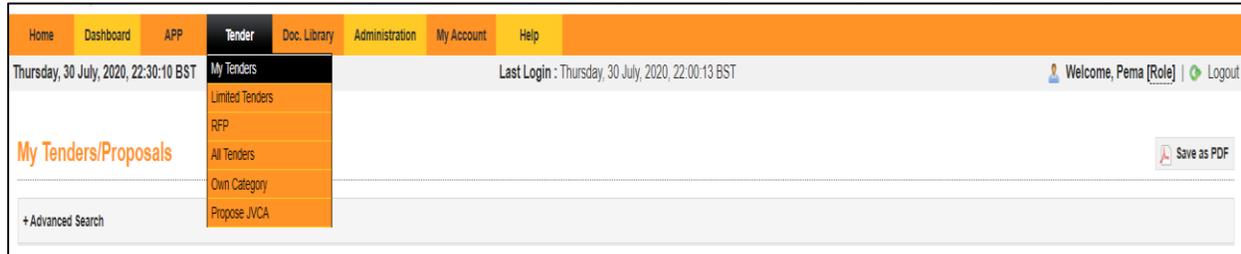


Fig 4.1.1: *Tender Home Page*

### 4.1 My Tenders

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

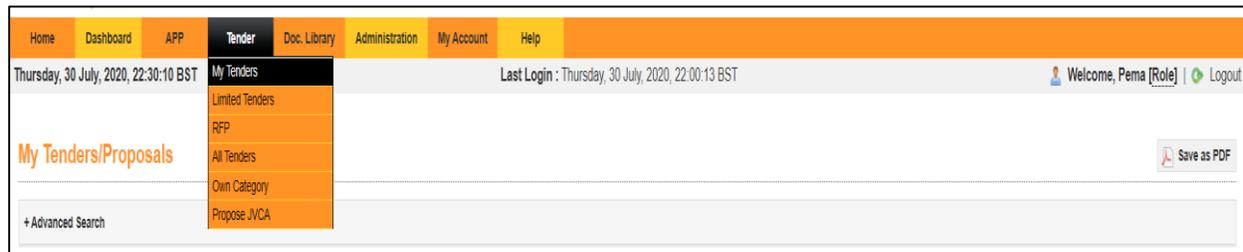
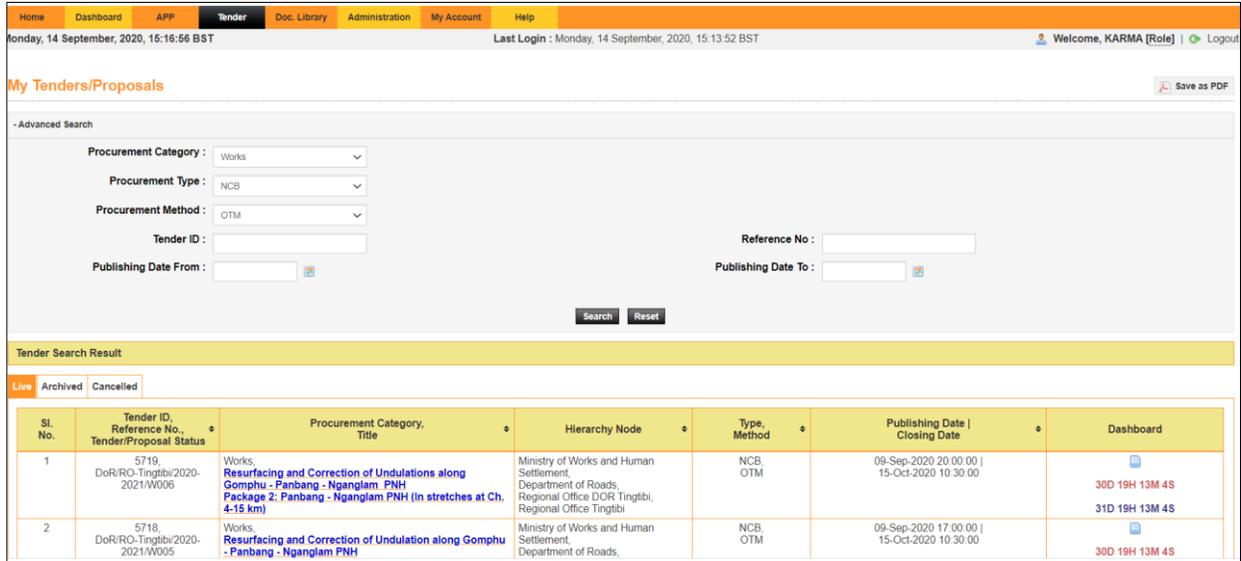


Fig 4.1.1: *My Tenders*

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 )



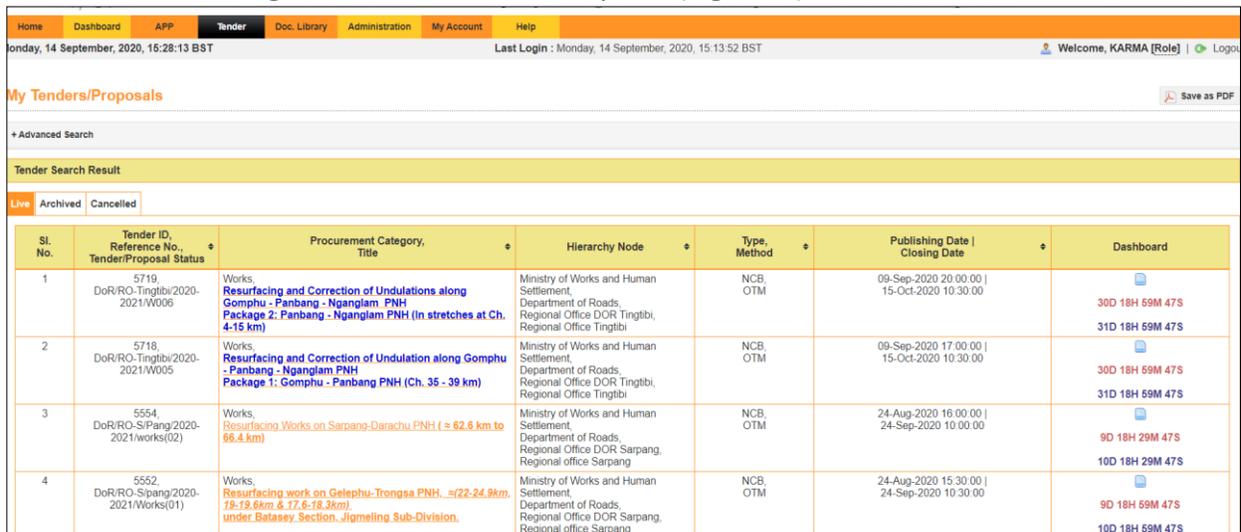
The screenshot shows the 'My Tenders/Proposals' page with the 'Advanced Search' form. The search criteria are: Procurement Category: Works, Procurement Type: NCB, Procurement Method: OTM, Tender ID: (empty), Reference No.: (empty), Publishing Date From: (empty), and Publishing Date To: (empty). The search results table is as follows:

Sl. No.	Tender ID, Reference No., Tender/Proposal Status	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date   Closing Date	Dashboard
1	5719, DoR/RO-Tingtibi/2020-2021/W006	Works, Resurfacing and Correction of Undulations along Gomphu - Panbang - Nganglam PNH Package 2: Panbang - Nganglam PNH (in stretches at Ch. 4-15 km)	Ministry of Works and Human Settlement, Department of Roads, Regional Office DOR Tingtibi, Regional Office Tingtibi	NCB, OTM	09-Sep-2020 20:00:00   15-Oct-2020 10:30:00	30D 19H 13M 4S 31D 19H 13M 4S
2	5718, DoR/RO-Tingtibi/2020-2021/W005	Works, Resurfacing and Correction of Undulation along Gomphu - Panbang - Nganglam PNH	Ministry of Works and Human Settlement, Department of Roads,	NCB, OTM	09-Sep-2020 17:00:00   15-Oct-2020 10:30:00	30D 19H 13M 4S

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)



The screenshot shows the 'My Tenders/Proposals' page with the 'Live' tab selected. The search results table is as follows:

Sl. No.	Tender ID, Reference No., Tender/Proposal Status	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date   Closing Date	Dashboard
1	5719, DoR/RO-Tingtibi/2020-2021/W006	Works, Resurfacing and Correction of Undulations along Gomphu - Panbang - Nganglam PNH Package 2: Panbang - Nganglam PNH (in stretches at Ch. 4-15 km)	Ministry of Works and Human Settlement, Department of Roads, Regional Office DOR Tingtibi, Regional 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-Tingtibi/2020-2021/W005	Works, Resurfacing and Correction of Undulation along Gomphu - Panbang - Nganglam PNH Package 1: Gomphu - Panbang PNH (Ch. 35 - 39 km)	Ministry of Works and Human Settlement, Department of Roads, Regional Office DOR Tingtibi, Regional 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-Sipang/2020-2021/works(02)	Works, Resurfacing Works on Sarpang-Darachu PNH (± 62.6 km to 66.4 km)	Ministry of Works and Human Settlement, Department of Roads, Regional Office DOR Sarpang, Regional office Sarpang	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-Sipang/2020-2021/Works(01)	Works, Resurfacing work on Gelephu-Trongsa PNH. (±22-24.9km, 19-19.6km & 17.6-18.3km), under Batasey Section, Jigmelling Sub-Division.	Ministry of Works and Human Settlement, Department of Roads, Regional Office DOR Sarpang, Regional office Sarpang	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)

Sl. No.	Tender ID, Reference No., Tender/Proposal Status	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date   Closing Date	Dashboard
1	5506, ZD/DES-02/2020-2021/100 <b>Re-Tendered</b>	Works, BLACKTOPPING OF DZONG PARKING AND RESURFACING OF INTERNAL ROAD AT ZHEMGANG.	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-08/2019-2020/8467 <b>Being processed</b>	Works, Blacktopping of Bjokha GC Road from existing blacktopped to Chakchawa B/Bridge.(Base course, Blacktopping and Drain).Bjokha,Geog-Panbang,Dungkhag,Zhemgang Dzongkhag.	Ministry of Home and Cultural Affairs, Zhemgang, Dzongkhag Administration Zhemgang	NCB, OTM	19-May-2020 16:00:00   03-Jun-2020 15:00:00	Time Elapsed
3	4513, GT/ID/27/209-2020/3794 <b>Being processed</b>	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 <b>Contract Awarded</b>	Works, Construction of Six Unit Classroom at Yebiletsha Central School, Zhemgang	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)

Sl. 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, <b>Cancelled</b>	Works, 1.Construction of permanent structures for Barchu-Chowa Farm Road under Tsaenkhair 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, <b>Cancelled</b>	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, <b>Cancelled</b>	Goods, Maintenance of Vehicle Spare Parts, Tyre, Dzongkhag Administration, Pema Gatshei	Ministry of Home and Cultural Affairs, PemaGatshei, Dzongkhag Administration Pema Gatshei	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 Tenders/Proposals						
+ Advanced Search						
Tender Search Result						
Sl. No.	Tender ID, Reference No.	Procurement Category, Title	Hierarchy Node	Type, Method	Publishing Date & Closing Date	Dashboard
1	4225 DAT/DES-31/2019-2020/5281(IV) <b>Being processed</b>	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	5298 ghjhjhj	Works, Various types of pulp, paper and paper products, Public utilities, Sewage and refuse disposal services, sanitation and environmental services Pulp, paper and paperboard Pulp Paper and paperboard Paper or paperboard articles, Corrugated paper or paperboard Household and hospital paper, articles Paper stationery and other items Wallpaper and other coverings Concrete paper and filter paper Water distribution and related services Water distribution Operation of a water purification plant Operation of water supplies Gas distribution and related services Gas distribution Electricity distribution and related services Electricity distribution Operation of electrical installations Other sources of energy supplies and distribution Operation of a power plant	Root, Autonomus Bodies, test_not_valid, SZD office_not valid email	NCB, LTM	01-Jul-2020 22:38:00   08-Oct-2020 16:39:00	 69D 18H 3M 48S 70D 18H 3M 48S
3	5298 1000 020 0002 <b>Contract Awarded</b>	Goods, Leather, leather products and footwear, Leather Chamois leather, Leather of bovine or equine animals, Leather of sheep, goats or pigs, Leather of other animals, composite leather and other leather, Leather waste, Leather articles, Juppone and saddlery, Saddlery, Luggage, Watch straps, Leather articles used in machinery or mechanical appliances, Footwear, Footwear other than sports and protective footwear, Sports footwear, Protective footwear, Parts of footwear	Root, Autonomus Bodies, test2, szd office (valid email)	NCB, LTM	30-Jun-2020 12:26:00   02-Jul-2020 00:59:00	 Time Elapsed Time Elapsed

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						
+ Advanced Search						
Tender Search Result						
Sl. No.	Tender ID, Reference No.	Procurement Category, Title	Ministry, Division, Organization, PA	Type, Method	Publishing Date & Closing Date	Dashboard
1	215, tstrfp1	Services, <b>ok</b>	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, <b>ok</b>	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

Fig 4.3.1: RFP

## 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)



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)

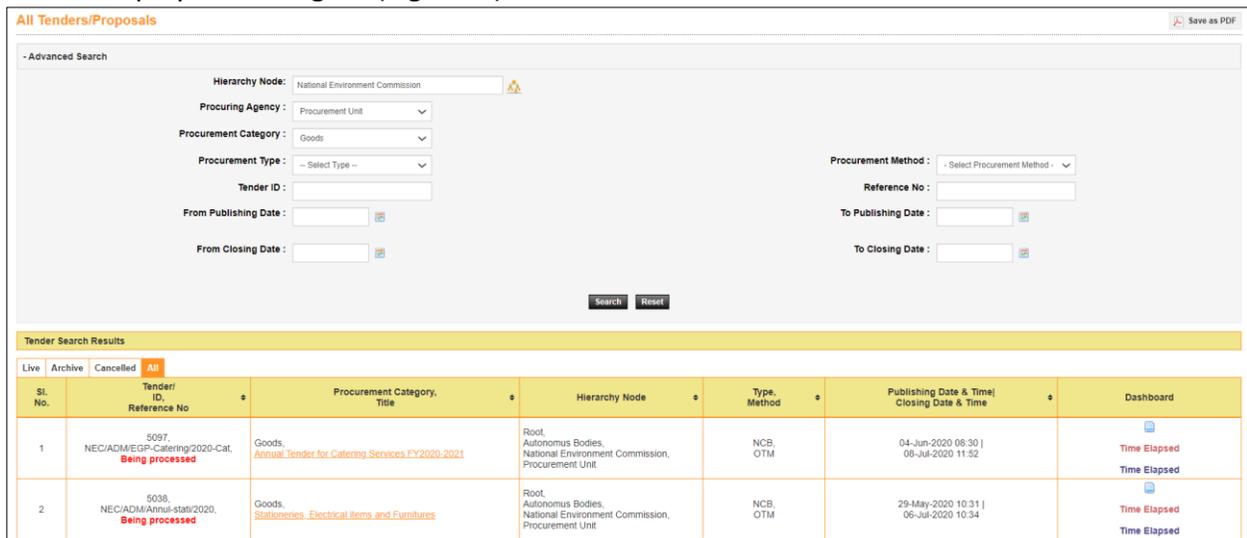


Fig 4.4.2: **Advance Search (All Tenders)**

### 4.4.3 Dashboard:

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



Fig 4.4.3: **Dashboard**



4.4.4 Tender details will be displayed. (Fig 4.4.4)

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

**Procuring Agency :** Dzongkhag Administration Bumthang,  
Ministry of Home and Cultural Affairs,  
Bumthang

**Organization :** Bumthang

**Procuring Agency Code :**

**Procurement Category :** Works **Procurement Type :** NCB

**Work Type :** Small

**Work Category :** W3

**Invitation for :** Tender - Single Lot

**Invitation Reference No. :** JKD/DES-03/2020-2021

**Procurement Method :** Open Tendering Method (OTM) **Budget Type :** Own Fund

**Source of Funds :** Own Fund

---

**Particular Information :**

**Project Code :** Not applicable **Project Name :** Not applicable

**Tender/Proposal Package No. and Description :** A 0  
Construction of Forestry office at Chumig Gewog

**Category :** Construction work;Site preparation work;Building demolition and wrecking work and earthmoving work;Test drilling and boring work;Works for complete or part construction and civil engineering work;Building construction work;Engineering works and construction works;Construction work for pipelines, communication and power lines, for highways, roads, airfields and railways; flatwork;Construction work for water projects;Construction works for plants, mining and manufacturing and for buildings relating to the oil and gas industry;Roof works and other special trade construction works;Building installation work;Electrical installation work;Insulation work;Plumbing and sanitary works;Fencing, railing and safety equipment installation work;Mechanical installations;Building completion work;Plastering work;Joinery and carpentry installation work;Floor and wall covering work;Painting and glazing work;Other building completion work;Hire of construction and civil engineering machinery and equipment with operator;Hire of cranes with operator;Hire of earthmoving equipment with operator

**Publication Date and Time :** 15-Sep-2020 10:00 **Tender Document last selling / downloading Date and Time :** 25-Sep-2020 11:00

**Last Date and Time for bid Security Submission :** 29-Sep-2020 10:00

**Tender/Proposal Closing Date and Time :** 30-Sep-2020 14:00 **Tender/Proposal Opening Date and Time :** 01-Oct-2020 14:00

---

**Information for Bidder/Consultant :**

**Eligibility of Tenderer :** The Interested Bidders Should submit the following valid document  
1. valid CDB certificate  
2. Updated Tax Clearance  
3. Valid Trade Licence  
If any of the above document is missing or not valid the bidders will considered as Non-responsive. the document should be properly mapped

**Brief Description of Works :** Construction of Forestry Office at Chumig Gewog

**Document Available :** Package wise

**Document Fees :** Package wise

**Tender/Proposal Document Price (In Nu.) :** 0

**Mode of Payment :** Payment through Bank

**Tender/Proposal Security Valid Up to :** 29-Dec-2020

**Tender/Proposal Valid Up to :** 29-Nov-2020

Lot No.	Identification of Lot	Location	Bid security (Amount in Nu.) and Type	Contract Start Date	Contract End Date
1	Construction of Forestry office at Chumig Gewog	Bumthang	99200 Bid Securing Declaration	15-Oct-2020	15-May-2021

---

**Procuring Agency Details:**

**Name of Official Inviting Tender :** Tshering Tashi **Designation :** Assistant Engineer

**Official Address :** **Address :** Bumthang, Bhutan **Contact details :** **Phone No :** 03-631605  
**City :** :  
**Gewog :** :  
**District :** Bumthang - **Fax No :** :  
**Country :** Bhutan

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

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

[Documents](#)

[Save As PDF](#)

[Print](#)

Fig 4.4.4: View Tender Notice Details



### 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)

Sl. 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 25S 30D 23H 45M 25S

Fig 4.5.1: **Dashboard Column**

4.5.2 Tender Dashboard will be displayed. (Fig 4.5.2)

**Tender Dashboard**

**Tender Detail**

Tender ID : 5332	Invitation Reference No. : z
Closing Date and Time : 25-Aug-2020 14:54	Opening Date and Time : 26-Aug-2020 14:54
Procuring Agency : sdz office (valid email)	Procurement Category : Goods
Brief : Brief Description of Goods and Related Service	<a href="#">View Notice</a>

**i** Bid Submission Closing Date is one (1) day prior to Bid Opening Date. For Tender Id: 5332 the Closing Date is 25-Aug-2020 14:54 and Bid Opening Date is 26-Aug-2020 14:54

Docs. Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance

TENDER DASHBOARD

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)

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

Package No.	Package Description	Action
pkg002	buy laptop, printer	<a href="#">Documents</a>

**Terms and Conditions : \***

**Integrity Pact**

**1. General:**  
Whereas the Head of the Procuring Agency of the Royal Government of Bhutan, hereinafter referred to as the **“Employer”** on one part, and **Business** registered with the authority concerned, hereinafter referred to as the **“Bidder”** on the other part hereby shall execute this pact as follows:  
Whereas, the Employer and the Bidder agree to abide by the terms and conditions stated in this document, hereinafter referred to as 'IP'.  
This IP is applicable to all **contracts** related to works, goods and services.

I, hereby declare that I have read and understood the clauses of this agreement and I hereby affirm that I shall stand by the above conditions. In the event that I default, I understand that I shall be dealt with as per the Anti-Corruption Act of Bhutan 2011 and/or any other Rules and Laws of the Kingdom of Bhutan.

**I Agree**

Fig 4.6.1: **Integrity Pact Declaration**



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)

Docs.	Clarification	Pre Tend. Meeting	Sub Contracting	Payment	Tend. Preparation	Opening	Evaluation
Declaration completed successfully							
Package No.	Package Description					Action	
pkg002	buy laptop, printer					<a href="#">Documents</a>	
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 Description				
Section No.	Section Name				Action
1	General				
Sl. No.	File Name	File Description	File Size (in KB)	Action	
No records found					
2	Technical and Financial Forms				Save As PDF
Sl. No.	File Name	File Description	File Size (in KB)	Action	
1	Bid-Securing Declaration.pdf	Bid-Securing Declaration	77		
2	Performance Security.pdf	Performance Security	98		
3	Contract Agreement.docx	Contract Agreement	17		
4	Bank Guarantee for Advance Payment.docx	Bank Guarantee for Advance Payment	24		
5	Purchase order for the supply of goods.docx	Purchase order for the supply of goods	39		
Sl. No.	Form Name			Actions	
1	Invitation for Quotation (IFQ)			<a href="#">View Form</a>	
2	e-Quotation Submission Form			<a href="#">View Form</a>	
3	Terms and Conditions for the Supply of Goods and Payment			<a href="#">View Form</a>	
4	Technical Specifications of the Goods			<a href="#">View Form</a>	
Lot No.	Lot1				
Lot Description	Lot Description				
Grand summary :	<a href="#">View</a>				
Sl. No.	Form Name			Actions	
1	Schedule of Items and Priced Quotation			<a href="#">View Form</a>	
2	Discount Form			<a href="#">View Form</a>	
Download Tender/Proposal Document					

Fig 4.6.3: **Tender Document View**

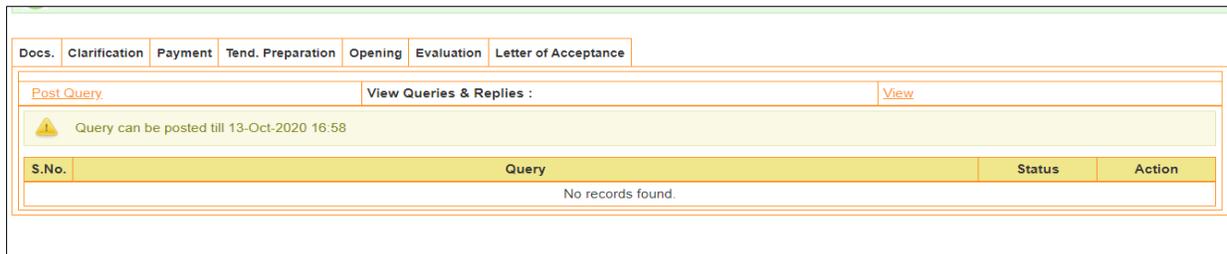
4.6.4 To download, click on “**Download Tender/Proposal document**”. (Fig 4.6.3)

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)



Docs. Clarification Payment Tend. Preparation Opening Evaluation Letter of Acceptance

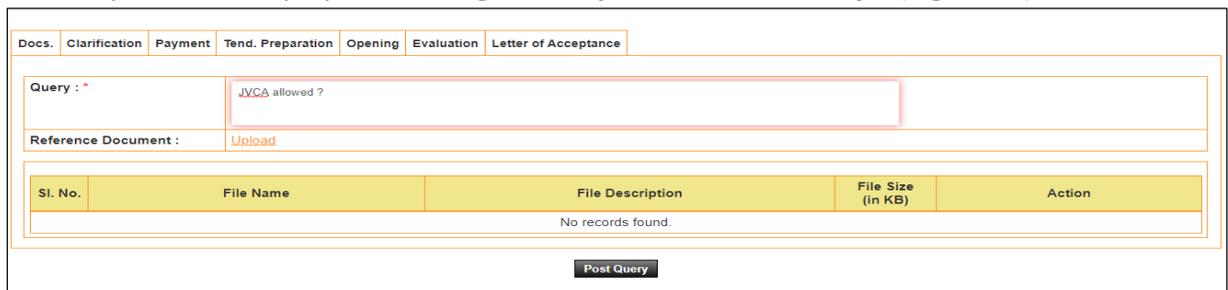
Post Query View Queries & Replies : View

Query can be posted till 13-Oct-2020 16:58

S.No.	Query	Status	Action
No records found.			

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

Query : \* JVCA allowed ?

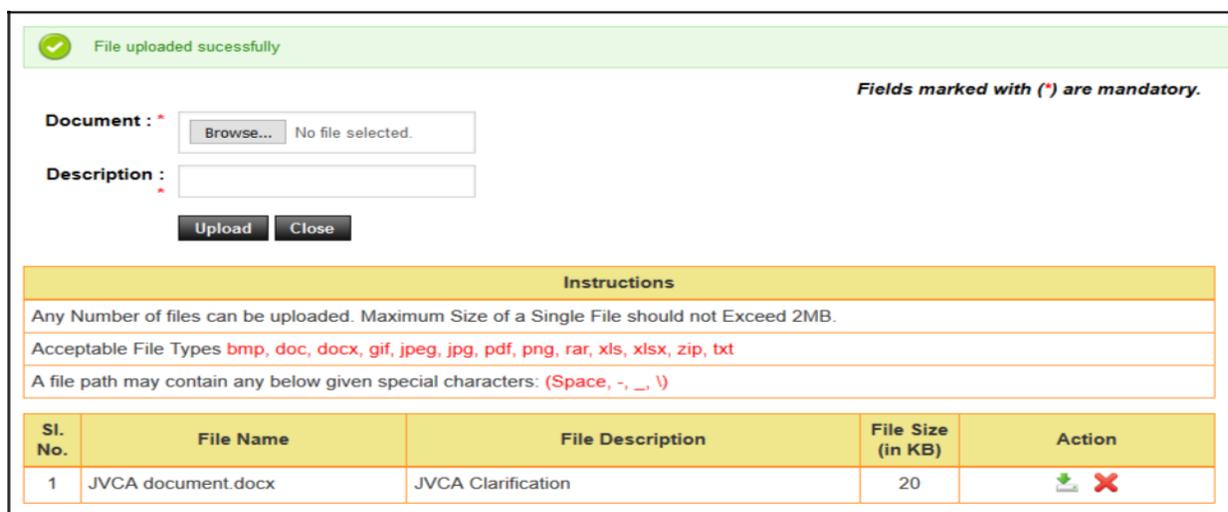
Reference Document : Upload

Si. No.	File Name	File Description	File Size (in KB)	Action
No records found.				

Post Query

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)



File uploaded successfully

Fields marked with (\*) are mandatory.

Document : \*  No file selected.

Description : \*

**Instructions**

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

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

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

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)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance	
<a href="#">Post Query</a>		View Queries & Replies :				<a href="#">View</a>	
 Query can be posted till 13-Oct-2020 16:58							
S.No.	Query					Status	Action
1	JVCA allowed ?					Pending	-

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	<b>Pre Tend. Meeting</b>	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Meeting Start Date and Time :		24-Jul-2020 14:26	Meeting End Date and Time :		31-Jul-2020 14:23	Action :	<a href="#">Post Query</a>
<a href="#">My Queries</a>		<a href="#">All Queries</a>					
Sl. No.	Query					Status	Action
No records found.							
<a href="#">Home</a>   <a href="#">About e-GP</a>   <a href="#">Contact Us</a>   <a href="#">Terms and Conditions</a>   <a href="#">e-Learning</a>							

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	<b>Pre Tend. Meeting</b>	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance										
Meeting Start Date & Time :		24-Jul-2020 14:26			Meeting End Date & Time :		31-Jul-2020 14:23										
Post Query																	
Query : *		please extend the closing date															
Reference Document :		<a href="#">Upload</a> Please don't upload the document containing query for the tender document															
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>File Name</th> <th>File Description</th> <th>File Size (in KB)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No records found.</td> </tr> </tbody> </table>								Sl. No.	File Name	File Description	File Size (in KB)	Action	No records found.				
Sl. No.	File Name	File Description	File Size (in KB)	Action													
No records found.																	
<a href="#">Post Query</a>																	

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.	Clarification	<b>Pre Tend. Meeting</b>	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance								
✔ Query posted successfully.															
Meeting Start Date and Time :		24-Jul-2020 14:26		Meeting End Date and Time :		31-Jul-2020 14:23									
Action :		<a href="#">Post Query</a>													
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Query</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>please extend the submission date</td> <td>Pending</td> <td><a href="#">View</a></td> </tr> </tbody> </table>								Sl. No.	Query	Status	Action	1	please extend the submission date	Pending	<a href="#">View</a>
Sl. No.	Query	Status	Action												
1	please extend the submission date	Pending	<a href="#">View</a>												

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)

<a href="#">My Queries</a>				<a href="#">All Queries</a>											
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Query</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Please extend the submission date</td> <td>Reply</td> <td><a href="#">View</a></td> </tr> </tbody> </table>								Sl. No.	Query	Status	Action	1	Please extend the submission date	Reply	<a href="#">View</a>
Sl. No.	Query	Status	Action												
1	Please extend the submission date	Reply	<a href="#">View</a>												

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)

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

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)

Docs.	Clarification	Pre Tend. Meeting	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Tender Security							
Please select an appropriate tab to view the payment details.							
Package No. :		vhjkhjl					
Package Description :		ghjkgghjk					

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)

Docs.	Clarification	Pre Tend. Meeting	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Tender Security							
Please select an appropriate tab to view the payment details.							
Package No. :		vhjkhjl					
Package Description :		ghjkgghjk					

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. Preparation	Opening	Evaluation	Letter of Acceptance
Package No. :	yangdzong/khodup(04)/123					
Package Description :	Procurement of Laptops					
<b>Financial Institution Payment</b>						
Lot. No.	Lot Description				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. Preparation	Opening	Evaluation	Letter of Acceptance
Package No. :	MUN00oo					
Package Description :	mm					
<b>Financial Institution Payment</b>						
Lot. No.	Lot Description				Status	Action
1	mm				Paid	<a href="#">View Details</a>

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)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Package No. :	66677yy					
Package Description :	66677yy					
<b>Bid Securing Declaration</b>						
Lot. No.	Lot Description				Declaration Status	
reportType	66677yy				<input type="checkbox"/> Declaration	<input type="button" value="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)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Package No. :	Works123					
Package Description :	Installation of compound street light at Yangtse Throm.					
<b>Bid Securing Declaration</b>						
Lot. No.	Lot Description					Declaration Status
1	Installation of compound street light at Yangtse Throm. (You have participated)					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	Payment	Tend. Preparation	Opening	Evaluation	Letter of Acceptance
Package No. :		66677yy				
Package Description :		66677yy				
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		
Invitation for Quotation (IFQ) *			<a href="#">Fill</a>	✓ <a href="#">Map</a>		
e-Quotation Submission Form *			<a href="#">Fill</a>	⊖ <a href="#">Map</a>		
Terms and Conditions for the Supply of Goods and Payment *			<a href="#">Fill</a>	✓ <a href="#">Map</a>		
Technical Specifications of the Goods *			<a href="#">Fill</a>	✓ <a href="#">Map</a>		
Lot No.		reportType				
Lot Description		66677yy				
Grand Summary : <a href="#">View</a>						
Form Name			Action	Map the documents from your Common Document Library, if requested		
Schedule of Items and Priced Quotation *			<a href="#">Fill</a>	✓ <a href="#">Map</a>		
Discount Form *			<a href="#">Fill</a>	✓ <a href="#">Map</a>		

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

Description	Response
Bidder's Legal Name :	Mr. Pema Chopel
In the case of a Joint Venture, Consortium or Association (JV/CA) legal name of each party:	N/A
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

Description	Response
Name:	Mr. Sonam Sangay
Address:	Bargoen Bidung Trashigang
Telephone/Fax numbers:	N/A
E-mail Address:	sonam_au@test.com

Please click on 'Sign' button to sign the form

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

Description	Response
Bidder's Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CA) 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:	Okatha, Thimphu, Bhutan

Description	Response
Name:	Chemi Pema
Address:	
Telephone/Fax numbers:	
E-mail Address:	

**Enter Password**

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

e-Signature / Hash of Document :

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 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document

Form saved successfully

Form Name	Action	Map the documents from your Common Document Library, if requested
Bidder Information Form *	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Encrypt</a>	<input type="radio"/> <a href="#">Map</a>
Joint Venture, Consortium or Association (JV/C/A) Partner Information Form	<a href="#">Fill</a>	<input type="radio"/> <a href="#">Map</a>
Bid Submission Sheet *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>
Qualification Criteria *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>
Eligible Countries *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>
Drawings *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>
Inspections and Tests *	<a href="#">Fill</a>	<input checked="" type="checkbox"/> <a href="#">Map</a>

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 :	WA90m8M3o=L4lrq6LTc=
In the case of a Joint Venture, Consortium or Association (JVC/A) legal name of each party:	DZvgz0n8Y6c=6-P9=ru2MmU=
Bidder's actual or intended Country of Registration:	v7SVH3gY0e=raRuZbg7h7Q=
Bidder's Year of Registration:	YY27F9vOyBc=OuzVD63zZA=
Bidder's Legal Address in Country of Registration:	qXk2yuS06F8hCr5yvisuNA=
Bidders Authorized Representative Information	
Description	Response
Name:	4A0b5pRakSQ=PAeH8Z-ZBE=
Address:	=eHE3H+L64=ryS6=cmWSs=
Telephone/Fax numbers:	QoaDFgDvc=NuFR7uUR4KQ=
E-mail Address:	f6m03uO+ME=CvQKMA+AU=

Please click on 'Decrypt' button to decrypt the form

e-Signature / Hash of Document : 21a01a25ac1ea0a1eece736bf3d5948a4226a4

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)

Bidder Information Form	
Description	Response
Bidder's Legal Name :	WA90m8M3o=L4lrq6LTc=
In the case of a Joint Venture, Consortium or Association (JVC/A) legal name of each party:	DZvgz0n8Y6c=6-P9=ru2MmU=
Bidder's actual or intended Country of Registration:	v7SVH3gY0e=raRuZbg7h7Q=
Bidder's Year of Registration:	YY27F9vOyBc=OuzVD63zZA=
Bidder's Legal Address in Country of Registration:	qXk2yuS06F8hCr5yvisuNA=
Bidders Authorized Representative Information	
Description	Response
Name:	4A0b5pRakSQ=PAeH8Z-ZBE=
Address:	=eHE3H+L64=ryS6=cmWSs=
Telephone/Fax numbers:	QoaDFgDvc=NuFR7uUR4KQ=
E-mail Address:	f6m03uO+ME=CvQKMA+AU=

**Enter Password**

Password : .....

Please click on 'Decrypt' button to decrypt the form

e-Signature / Hash of Document : 21a01a25ac1ea0a1eece736bf3d5948a4226a4

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** Go Back To Dashboard

Form Decrypted successfully

Description	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

Description	Response
Name:	Yeshey Tshering
Address:	Olakha
Telephone/Fax numbers:	02-329876
E-mail Address:	yeshey@gmail.com

Please click on 'Verify' button to verify the form

e-Signature / Hash of Document : 63625deeead8b679e4db38c8a476607a5e77c4db

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 Form** Go Back To Dashboard

e-Signature verified successfully

Description	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

Description	Response
Name:	Yeshey Tshering
Address:	Olakha
Telephone/Fax numbers:	02-329876
E-mail Address:	yeshey@gmail.com

Please click on 'Sign' button to sign the form

e-Signature / Hash of Document : 63625deeead8b679e4db38c8a476607a5e77c4db

Success

e-Signature verified successfully

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)

The screenshot shows the 'Bidder Information Form' with a green banner at the top stating 'e-Signature verified successfully'. The form is divided into two main sections: 'Bidder Information Form' and 'Bidders Authorized Representative Information'. Each section has a table with 'Description' and 'Response' columns. The 'Bidder Information Form' section includes fields for Bidder's Legal Name, Joint Venture details, Country of Registration, Year of Registration, and Legal Address. The 'Bidders Authorized Representative Information' section includes fields for Name, Address, Telephone/Fax numbers, and E-mail Address. At the bottom, there is a 'Sign' button and an 'e-Signature / Hash of Document' field containing a long alphanumeric string.

Description	Response
Bidder's Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CA) 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

Description	Response
Name:	Yeshey Tshering
Address:	Olakha
Telephone/Fax numbers:	02-329876
E-mail Address:	yeshey@gmail.com

Please click on 'Sign' button to sign the form

**Sign** [Disabled] [Disabled]

e-Signature / Hash of Document : 63626deeedb679e4db3bc8a47b6b7a5e77c4bb

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)

This screenshot is identical to the previous one, but with a 'Enter Password' dialog box overlaid in the center. The dialog box has a title bar 'Enter Password' and a 'Password' input field with masked characters. A 'Verify Password' button is located at the bottom of the dialog box. The background form is dimmed.

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** Go Back To Dashboard

Formed signed successfully

Description	Response
Bidder's Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CIA) 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

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 Document : 63625deeaadb679e4db3bc3a4766b7a5e77c4db

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. Preparation** | Opening | Evaluation | Letter of Acceptance

Package No. : yangtzhong/khodup(04)/123  
 Package Description : Procurement of Laptops

Please click on 'Map' link available in front of respective 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/CIA) Partner Information Form	Edit	Map
Bid Submission Sheet *	Edit	Map
Qualification Criteria *	Edit	Map
Eligible Countries *	Edit	Map
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	Edit	Map
Drawings *	Edit	Map
Inspections and Tests *	Edit	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) *	Edit	Map
Discount Form *	Edit	Map

Please fill 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)

Bidder Information Form	
Description	Response
Bidders Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CIA) 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:	Chakha

Bidders Authorized Representative Information	
Description	Response
Name:	Yeshey Tshering
Address:	Chakha, Thimphu
Telephone/Fax numbers:	02-329876
E-mail Address:	yeshey@gmail.com

e-Signature / Hash of Document : e4d8a5f26c4aa859e42be74c44cb66831841518

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)

Form Name	Action	Map the documents from your Common Document Library, if requested
Bidder Information Form *	Full	✓ Map   View
Joint Venture, Consortium or Association (JV/CIA) Partner Information Form	Full	○ Map
Bid Submission Sheet *	Full	✓ Map
Qualification Criteria *	Full	✓ Map
Eligible Countries *	Full	✓ Map
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *	Full	✓ Map
Drawings *	Full	✓ Map
Inspections and Tests *	Full	✓ 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	
Description	Response
Bidder's Legal Name :	8EicSMlv58w=nY957YndRnRvqbo5WA==
In the case of a Joint Venture, Consortium or Association (JVC/CA) legal name of each party:	251Fy0R89=s+1KPrsTbJmCZUjhd5uYFRA==
Bidder's actual or intended Country of Registration:	F2jyDr5sBNM=xg/0N+Pp2oc+
Bidder's Year of Registration:	9SC9-Ttc02E=lmLYdFY08c8+
Bidder's Legal Address in Country of Registration:	10lW7g+hcnZCITKq7+UE+

Bidders Authorized Representative Information	
Description	Response
Name:	aTZPj44Ea8=52j9Gz50GwBSz6AgOA==
Address:	WRYIZWeyTg=82sTjWth9Gt6K3Zp8KAIG==
Telephone/Fax numbers:	6d3s094ZyQ=mpvQh1xhmGFjLhm3YA==
E-mail Address:	CVTtAA0thp=H0ahqj=GQe09Khm5BMH0usAqWK6

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 Document : e4d8e526c8aa855e428e74c44c68631641518

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)

Bidder Information Form	
Description	Response
Bidder's Legal Name :	8EicSMlv58w=nY957YndRnRvqbo5WA==
In the case of a Joint Venture, Consortium or Association (JVC/CA) legal name of each party:	251Fy0R89=s+1KPrsTbJmCZUjhd5uYFRA==
Bidder's actual or intended Country of Registration:	F2jyDr5sBNM=xg/0N+Pp2oc+
Bidder's Year of Registration:	9SC9-Ttc02E=lmLYdFY08c8+
Bidder's Legal Address in Country of Registration:	10lW7g+hcnZCITKq7+UE+

Bidders Authorized Representative Information	
Description	Response
Name:	8S4OQ8BS9AgOA==
Address:	WRYIZWeyTg=82sTjWth9Gt6K3Zp8KAIG==
Telephone/Fax numbers:	6d3s094ZyQ=mpvQh1xhmGFjLhm3YA==
E-mail Address:	CVTtAA0thp=H0ahqj=GQe09Khm5BMH0usAqWK6

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 "Encrypt And Save" button to save the form

**Decrypt**

e-Signature / Hash of Document : e4d8e526c8aa855e428e74c44c68631641518

**Enter Password**

Password:

**Verify Password**

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 successfully

Description	Response
Bidder's Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CIA) 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:	Oakha

Description	Response
Name:	Yeshey Tshering
Address:	Oakha, 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 filling the form, and you are sure that the information entered is correct.

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

**Encrypt And Save**

e-Signature / Hash of Document : e4db8f26c8aa899e429e74c44d66831641518

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)

**Bidder Information Form** Go Back To Dashboard

Form decrypted successfully

Description	Response
Bidder's Legal Name :	Yeshey Company
In the case of a Joint Venture, Consortium or Association (JV/CIA) 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:	Oakha

Description	Response
Name:	Yeshey Tshering
Address:	Oakha, Thimphu
Telephone/Fax numbers:	02-329876
E-mail Address:	yeshey@gmail.com

**Instruction**

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 corrections 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.

**Ok** **Cancel**

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 'Encrypt And Save' button to save the form

**Encrypt And Save**

e-Signature / Hash of Document : e4db8f26c8aa899e429e74c44d66831641518

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 respective form to upload reference/supporting documents as mentioned in Tender Document						
Form Name			Action		Map the documents from your Common Document Library, if requested	
Bidder Information Form *			View   Delete   <b>Encrypted</b>		Map   View	
Joint Venture, Consortium or Association (JV/CA) Partner Information Form			Fill		Map	
Bid Submission Sheet *			Fill		Map	
Qualification Criteria *			Fill		Map	
Eligible Countries *			Fill		Map	
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *			Fill		Map	
Drawings *			Fill		Map	
Inspections and Tests *			Fill		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) *			Fill		Map	
Discount Form *			Fill		Map	
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. 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 respective form to upload reference/supporting documents as mentioned in Tender Document						
Form Name			Action		Map the documents from your Common Document Library, if requested	
Bidder Information Form *			View   Delete   Encrypted		Map   View	
Joint Venture, Consortium or Association (JV/CA) Partner Information Form			Fill		Map	
Bid Submission Sheet *			Fill		Map	
Qualification Criteria *			Fill		Map	
Eligible Countries *			Fill		Map	
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-5) *			Fill		Map	
Drawings *			Fill		Map	
Inspections and Tests *			Fill		Map	
Lot No. 1						
Lot Description Procurement of Laptops						
Grand Summary : View						
Tender Group : * Goods Manufactured outside Bhutan (to be imported, already imported)						
Goods Manufactured in Bhutan			Fill		Map	
Goods Manufactured outside Bhutan (to be imported, already imported)			Fill		Map	
Form Name			Action		Map the documents from your Common Document Library, if requested	
Price and Completion Schedule - Related Services (Form e-LG-4c) *			Fill		Map	
1a. Price and Delivery Schedule - Goods Manufactured outside Bhutan (Form e-LG-4a) *			Fill		Map	
Discount Form *			Fill		Map	
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. Preparation** | Opening | Evaluation | Letter of Acceptance

Package No.: yangdzong/khodup/04j/123  
Package Description: Procurement of Laptops

Please click on 'Map' link available in front of respective form to upload reference/supporting documents as mentioned in Tender Document

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

Lot No. 1  
Lot Description: Procurement of Laptops

Grand Summary: [View](#)

Tender Group: Goods Manufactured outside Bhutan (to be imported, already imported)

Form Name	Action	Map the documents from your Common Document Library, if requested
Price and Completion Schedule - Related Services (Form e-LG-4c) *	<a href="#">Fill</a>	<a href="#">Map</a>
1a Price and Delivery Schedule - Goods Manufactured outside Bhutan (Form e-LG-4a) *	<a href="#">Fill</a>	<a href="#">Map</a>
Discount Form *	<a href="#">Fill</a>	<a href="#">Map</a>

Please fill Mandatory forms and Map Supporting / Reference Documents as requested

Fig 4.13.10.2: **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: [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 tab
2. You are not allowed to edit any existing data given by the agency
3. 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
4. Special characters are not allowed. Ex: Double Quote (")
5. Excel version 2010 and above is recommended

Choose File | No file chosen

[Upload excel File](#)

• System supports excel file type only and hence the File extension must be .xlsm

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)

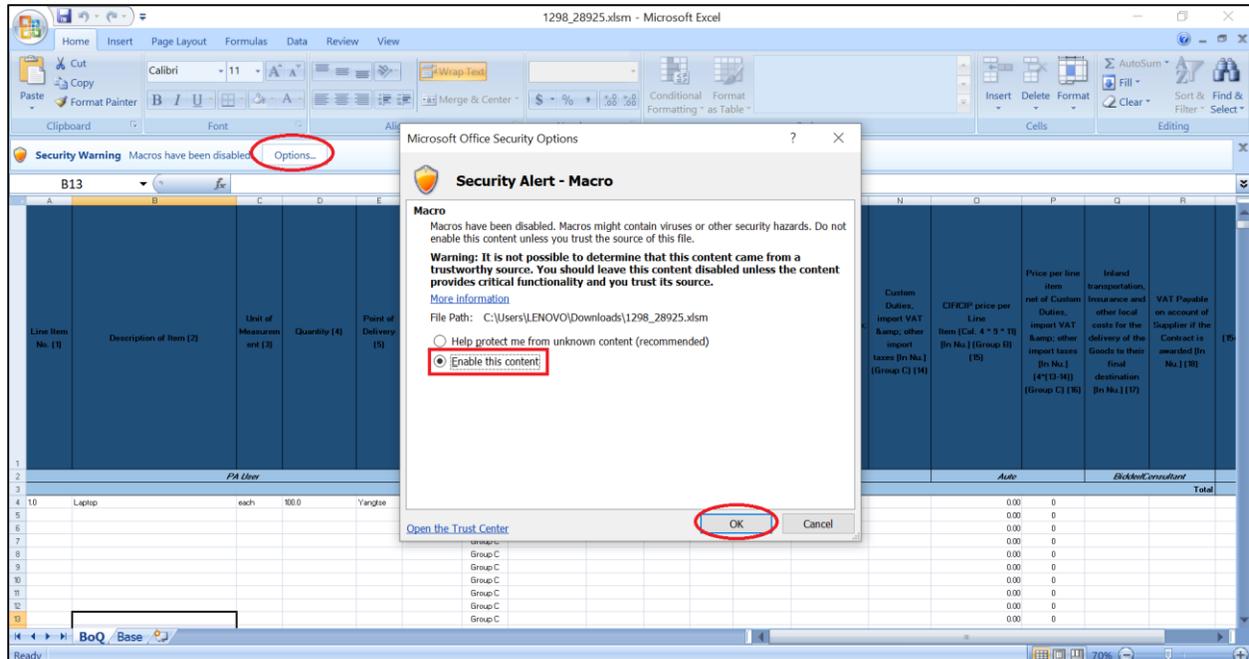


Fig 4.13.10.4: **Enable this Content (Excel BOQ)**

**\*\*\*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)

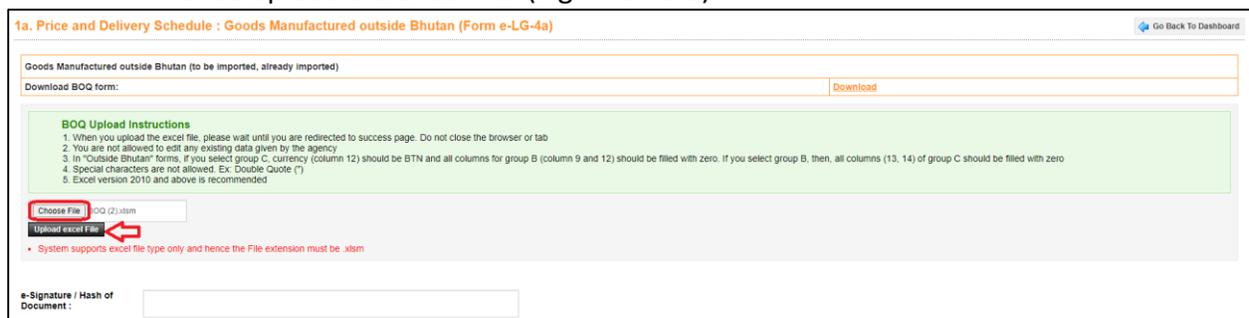


Fig 4.13.10.5: **Choose File and Upload excel File**



**\*\*\*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)

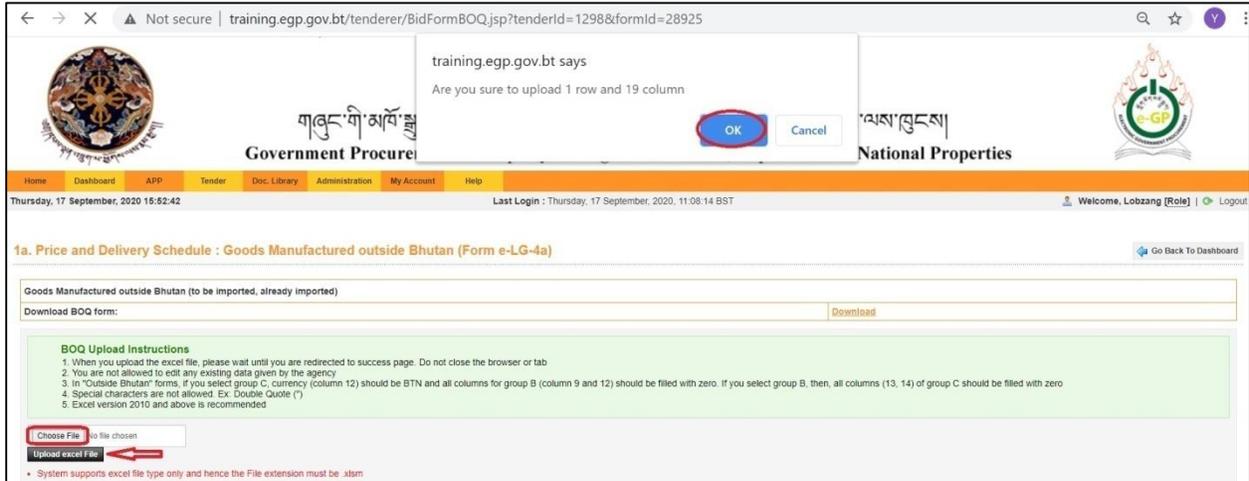


Fig 4.13.10.6: Pop up message for confirmation of BOQ

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)

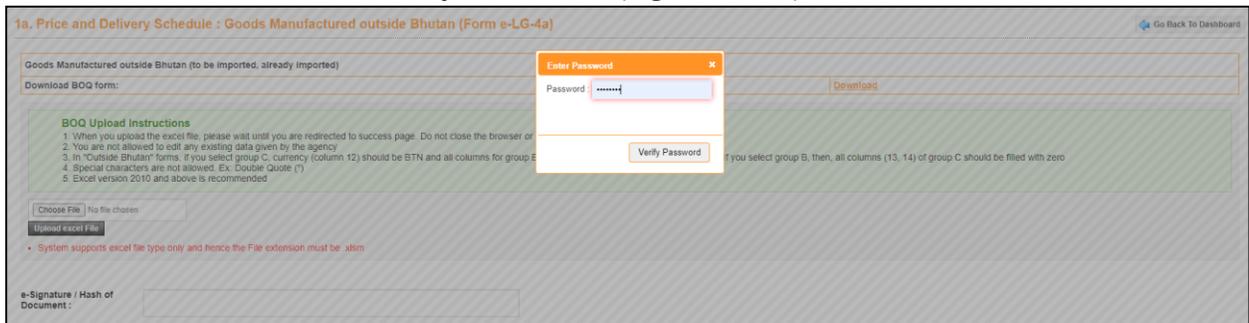


Fig 4.18.10.7: Upload BOQ and Verify Password

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) *	Fill	✓ Map
1a. Price and Delivery Schedule : Goods Manufactured outside Bhutan (Form e-LG-4a) *	Delete   Encrypted	✓ Map
Discount Form *	Fill	✓ Map

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)

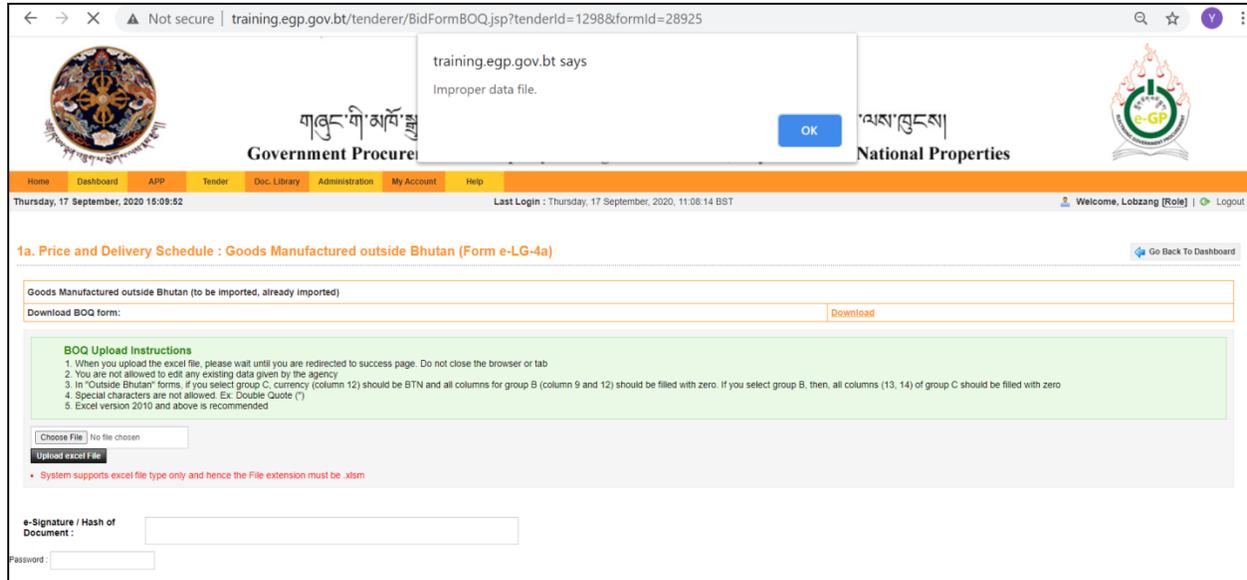


Fig 4.13.10.9: System message (Improper data file)

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)

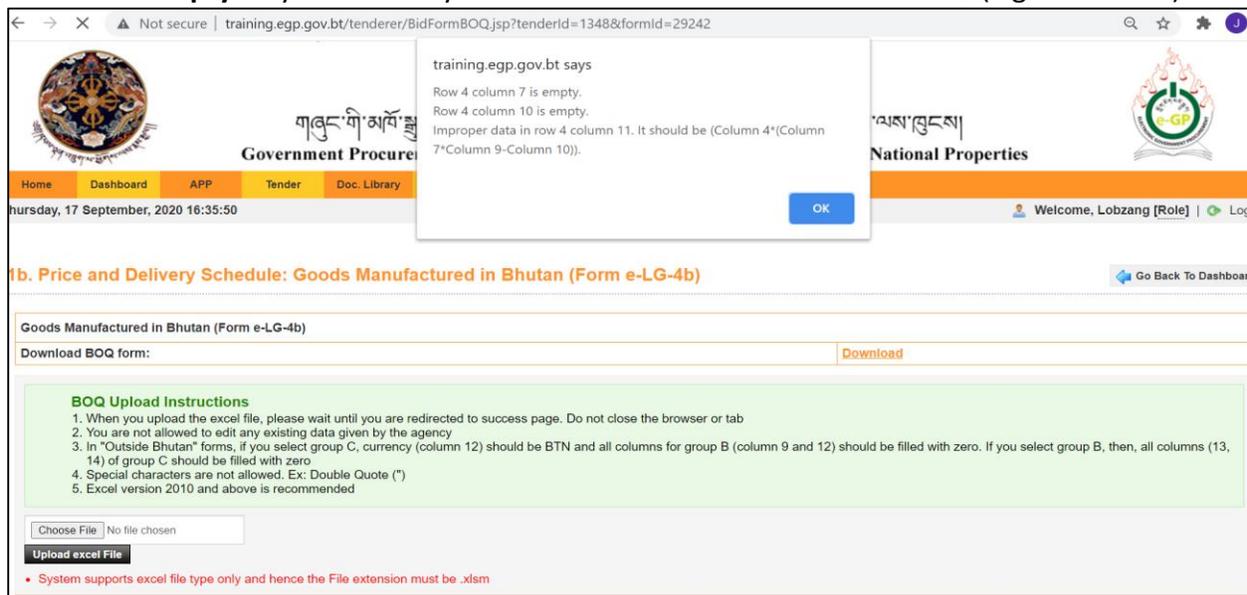


Fig 4.13.10.9: System message (Improper data in row and column)



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)

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

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)

SL No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action
1	Inst-FWG	JV	641bc362436d5151a5e330542500056e16446	493	-	21-Sep-2020 10:48	Delete   Archive   Download
2	1.pdf	dasdaeda	d1037d15af33574b0aa2ac44d7336657454b	596	-	15-Sep-2020 11:56	Archive   Download   Map to Folder
3	Drawing1.pdf	dasdaeda	35596464e4e45d07141e313a2e77396702703	2	-	15-Sep-2020 11:56	Archive   Download   Map to Folder
4	Cover.docx	ada	495ea19962787931288f52b10b44c29eae87	179	-	15-Sep-2020 11:42	Archive   Download   Map to Folder
5	20190715_114315.jpg	dasdaeda	9d8e2036a99d3a696d230a439506c0ba64313	3385	-	15-Sep-2020 11:41	Archive   Download   Map to Folder
6	tree-plant.png-11.png	dasdaeda	9d8e2036a99d3a696d230a439506c0ba64313	1923	-	15-Sep-2020 11:41	Archive   Download   Map to Folder
7	Urban-solid-waste-dumped-by-roadside-Mymensingh-Dhaka-Roh-Bangla.png	dasdaeda	8e69a2e6a0ca11dbad5550c561fac103693274	198	-	15-Sep-2020 11:40	Archive   Download   Map to Folder
8	8E Pngtree8E lush tree_24390066.png	da	88443b194202c36f426d34e50899f170ad	3056	-	15-Sep-2020 11:39	Archive   Download   Map to Folder
9	photo_2020-09-08_12-37-38.jpg	TAX CLE	72818e78334c225ac837ac08f123899618c8e87e	76	-	15-Sep-2020 11:34	Archive   Download   Map to Folder
10	hopping-com-kalp-spring-nature-flower-color-plant-gerani-kalp-flower-plant-950-300.png	Goods	1866420634446c2669335c99903a76973064	874	-	15-Sep-2020 10:30	Archive   Download   Map to Folder
11	8E Pngtree8E isolated trees on white background_2500145.png	Goods	3056c0be71e07939e2c0c7f30e0d7141703	2322	Registration Docs	15-Sep-2020 10:25	Archive   Download   Map to Folder
12	Development Regulatory Link.docx	vic	ca49555556446f046922881f6509c393e780c	19	-	07-Aug-2020 14:38	Archive   Download   Map to Folder
13	cleaning of debris.doc	cdh	706a241025924a4647744f1c62801f41952a3	1602	-	07-Aug-2020 14:38	Archive   Download   Map to Folder
14	letterhead.docx	pos	89f6c9603440248416805c9963e8468286a	2871	-	07-Aug-2020 14:37	Archive   Download   Map to Folder
15	letterhead additional.doc	letter	209a969595570e6f82c0c0410ee7a6e0f004	3449	-	07-Aug-2020 14:36	Archive   Download   Map to Folder

Fig 4.13.12.1: Mapping Required Documents

Document Mapped Successfully

Instructions

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required. Advised to extract and verify the contents of the zipped files to avoid disqualifications. Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the bidder/consultant. Failure to upload authentic document may result in the violation of the Procurement Rules and the bidder/consultant will be responsible for all consequences. Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB. Acceptable File Types: doc, docx, gif, jpeg, jpg, pdf, png, rar, rar, zip, zip, ppt, pptx. A file path may contain any below given special characters: (Space, -, \_). Click on MAP link available in front of uploaded document to map it with a Folder.

Unmapped Files | Mapped To Tenders | Folder-wise Files | All Files | Archived Files

SL No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	1.pdf	In the case of a JV/ICA, letter of intent to form the JV/ICA, or the JV/ICA agreement, in accordance with ITS Sub-Clause 24.1 (c) (v)	dasdaeda	596	15-Sep-2020 11:56	Remove

Other | Map

Field marked (\*) are mandatory.

Select a file to upload:  No file chosen

Document Type:

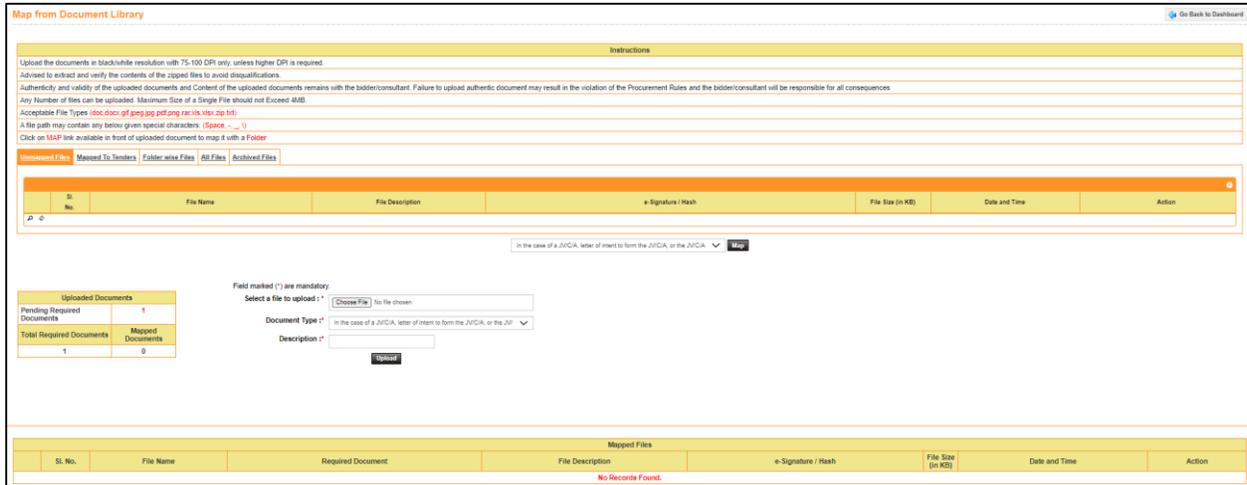
Description:

Upload

SL No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	1.pdf	In the case of a JV/ICA, letter of intent to form the JV/ICA, or the JV/ICA agreement, in accordance with ITS Sub-Clause 24.1 (c) (v)	dasdaeda	d1037d15af33574b0aa2ac44d7336657454b	596	15-Sep-2020 11:56	Download

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 Library** Go Back to Dashboard

**Instructions**

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required.  
 Advise to extract and verify the contents of the zipped files to avoid disqualifications.  
 Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the bidder/consultant. Failure to upload authentic document may result in the violation of the Procurement Rules and the bidder/consultant will be responsible for all consequences

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB  
 Acceptable File Types (doc,docx,gif,jpeg,jpg,pdf,png,rar,rts,txt,zip,txt)  
 A file path may contain any below given special characters: (Space, -, \_)

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

**Uploaded Documents** | **Mapped To Tenders** | **Folder wise Files** | **All Files** | **Archived Files**

Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
In the case of a JV/CIA, letter of intent to form the JV/CIA, or the JV/CIA						

Field marked (\*) are mandatory.  
 Select a file to upload :  No file chosen

Document Type :

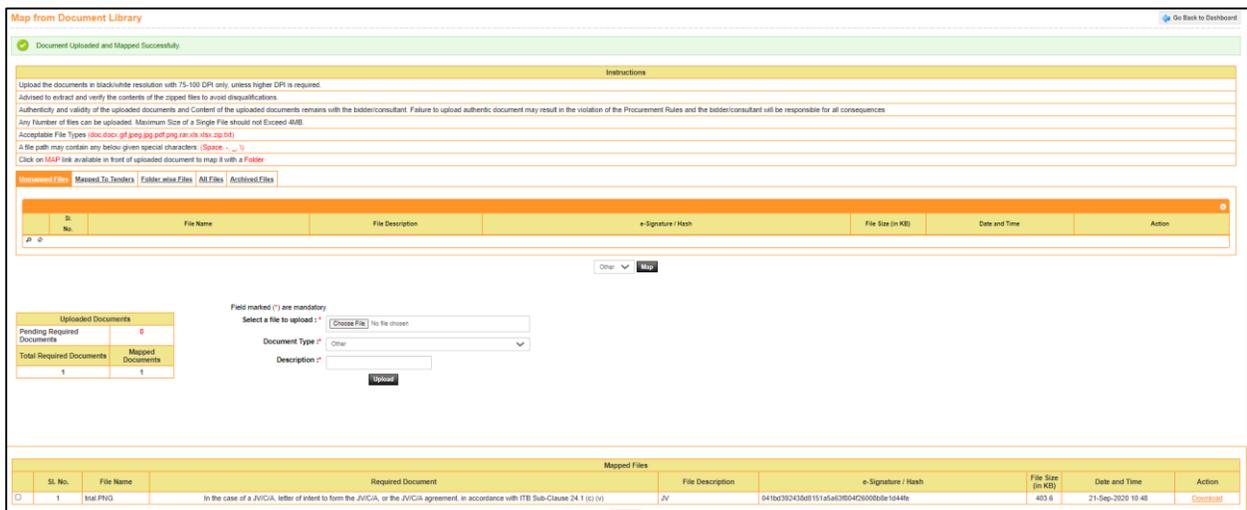
Description :

Uploaded Documents	
Pending Required Documents	1
Total Required Documents	Mapped Documents
1	0

**Mapped Files**

Sl. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
No Records Found!							

**Fig 4.13.12.3: Upload Documents**



**Map from Document Library** Go Back to Dashboard

**Document Uploaded and Mapped Successfully!**

**Instructions**

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required.  
 Advise to extract and verify the contents of the zipped files to avoid disqualifications.  
 Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the bidder/consultant. Failure to upload authentic document may result in the violation of the Procurement Rules and the bidder/consultant will be responsible for all consequences

Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB  
 Acceptable File Types (doc,docx,gif,jpeg,jpg,pdf,png,rar,rts,txt,zip,txt)  
 A file path may contain any below given special characters: (Space, -, \_)

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

**Uploaded Documents** | **Mapped To Tenders** | **Folder wise Files** | **All Files** | **Archived Files**

Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
Other						

Field marked (\*) are mandatory.  
 Select a file to upload :  No file chosen

Document Type :

Description :

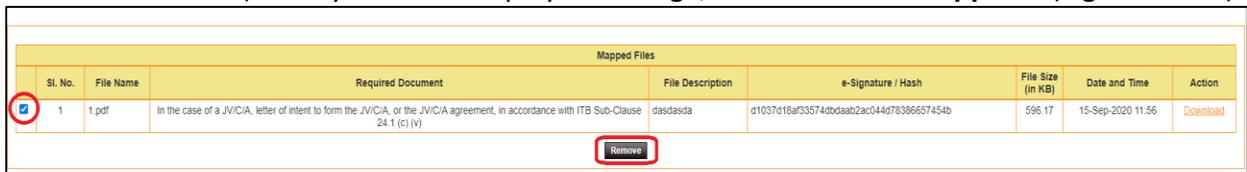
Uploaded Documents	
Pending Required Documents	0
Total Required Documents	Mapped Documents
1	1

**Mapped Files**

Sl. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	trial PNG	In the case of a JV/CIA, letter of intent to form the JV/CIA, or the JV/CIA agreement, in accordance with ITB Sub-Clause 24.1 (c) (v)	JV	041bc392436d151a5a135042000b61644b	403.6	21-Sep-2020 10:48	<input type="button" value="Download"/>

**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**

Sl. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action	
<input checked="" type="checkbox"/>	1	1.pdf	In the case of a JV/CIA, letter of intent to form the JV/CIA, or the JV/CIA agreement, in accordance with ITB Sub-Clause 24.1 (c) (v)	dasdasda	d1037018af33574dbdaab2ac044d78386657454b	596.17	15-Sep-2020 10:56	<input type="button" value="Download"/>

**Fig 4.13.13.1: Remove Documents**



Map from Document Library Go Back to Dashboard

**Document Unmapped**

**Instructions**

Upload the documents in black/white resolution with 75-100 DPI only, unless higher DPI is required.  
 Advised to extract and verify the contents of the zipped files to avoid disqualifications.  
 Authenticity and validity of the uploaded documents and Content of the uploaded documents remains with the bidder/consultant. Failure to upload authentic document may result in the violation of the Procurement Rules and the bidder/consultant will be responsible for all consequences.  
 Any Number of files can be uploaded. Maximum Size of a Single File should not Exceed 4MB.  
 Acceptable File Types (doc, docx, ppt, pptx, pdf, png, xls, xlsx, zip, txt)  
 If the path may contain any below given special characters (Space, -, \_)

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

Unmapped Files | Mapped To Tenders | Folder-wise Files | All Files | Archived Files

Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
No Records Found.						

In the case of a JV/CA, later of intent to form the JV/CA, or the JV/CA

Field marked (\*) are mandatory.  
 Select a file to upload:  No file chosen  
 Document Type:   
 Description:

Uploaded Documents	
Pending Required Documents	1
Total Required Documents	Mapped Documents
1	0

Mapped Files

Sl. No.	File Name	Required Document	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
No Records Found.							

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)

Click on "map" link available in front of respective form to upload related supporting documents as mentioned in "Vendor Document"

Form Name	Action	Map the documents from your Common Document Library, if requested
Invitation for Quotation (IFQ) *	<a href="#">View</a>   <a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>
e-Quotation Submission Form *	<a href="#">View</a>   <a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>   <a href="#">View</a>
Terms and Conditions for the Supply of Goods and Payment *	<a href="#">View</a>   <a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>
Technical Specifications of the Goods *	<a href="#">View</a>   <a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>

Lot No.	reportType
Lot Description	66677yy

Grand Summary : [View](#)

Form Name	Action	Map the documents from your Common Document Library, if requested
Schedule of Items and Priced Quotation *	<a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>
Discount Form *	<a href="#">View</a>   <a href="#">Delete</a>   Encrypted	<input checked="" type="checkbox"/> <a href="#">Map</a>

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

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)

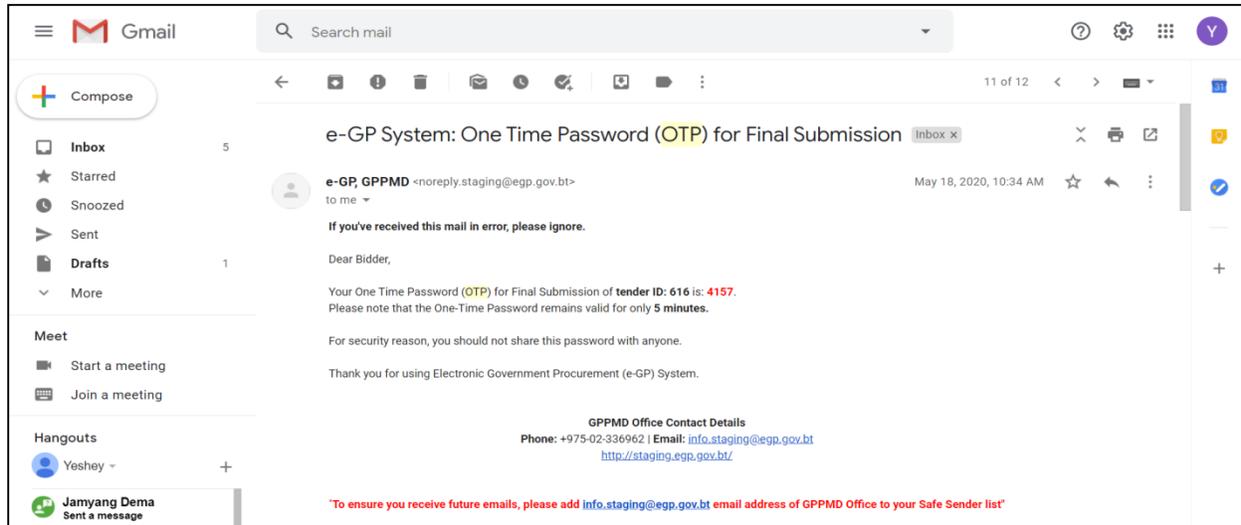


Fig 4.13.14.1: **OTP sent to email**

**\*\*\* 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)

Form Name	Filled (Yes/No)	Mandatory (Yes/No)	Encrypted with Buyer Hash
Invitation for Quotation (IFQ)	Yes	Yes	Yes
e-Quotation Submission Form	Yes	Yes	Yes
Terms and Conditions for the Supply of Goods and Payment	Yes	Yes	Yes
Technical Specifications of the Goods	Yes	Yes	Yes

Form Name	Mapped Document's Name	File Name	Document Status
e-Quotation Submission Form	Valid Trade License	june 12 p1-page-011.jpg	Ok
	Valid Tax Clearance Certificate	Capture.PNG	Ok

OTP:

**Final Submission**

Fig 4.13.15: **Final Submission of Tender**



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)

Form Name	Filed (Yes/No)	e-Signature / Hash
Joint Venture, Consortium or Association (JV/CA) Partner Information Form	Yes	e9f0a29ba763a736805a71c4a800a4a615550d7
Bid Submission Sheet	Yes	4a532aa876aa6c57aaca5a5034f6145a4880d
Qualification Criteria	Yes	ee1f8f3e129c7c3ab2358c47023acbd6b9a8300
Eligible Countries	Yes	e8fca0504b15a3275c1a8958caw91800b8f47
Technical Specifications and Compliance of Goods and Related Services (Form e-LG-6)	Yes	361c87e016543b6d785c68b10023f8c8a1903c
Drawings	Yes	3226a74a3a7c4a9507c2a8412617a1321d171a
Inspections and Tests	Yes	361c87e016543b6d785c68b10023f8c8a1903c

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)

**Result Sharing**

**Tender Detail**

Tender ID : 5363      Invitation Reference No. : 100000.00000.00002

Closing Date and Time : 21-Jul-2020 16:12      Opening Date and Time : 21-Jul-2020 16:12

Procuring Agency : SZD office\_not valid email      Procurement Category : Goods

Brief : ghj

Tender Status : **Being processed** [View Notice](#)

**i 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**

Docs. Clarification Payment Tend. Preparation **Opening** Evaluation Letter of Acceptance

Lot No: 1

Lot Description: ghjghjgh

BOR [View](#)

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 Detail				
Tender ID : 5363		Invitation Reference No. : 100000.00000.00002		
Closing Date and Time : 21-Jul-2020 16:12		Opening Date and Time : 21-Jul-2020 16:12		
Procuring Agency : SZD office_not valid email		Procurement Category : Goods		
Brief : ghj				
<span style="color: red;">i</span> 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 Report				
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 & ghjghjghj				
Sl. No.	Name of Bidder / 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 Members				
Committee Members	Pema Chetsho			
Designation	Sr. Research Officer			
PA Office	SZD office_not valid email			
Electronically 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	<b>Evaluation</b>	Letter of Acceptance																				
<table border="1"> <tr> <td><b>Clarification</b></td> <td>Validity / Security Extension</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Tender/Proposal Details</b></td> </tr> <tr> <td>Package No. :</td> <td>cnjhjgghj</td> </tr> <tr> <td>Package Description :</td> <td>ghjghjghj</td> </tr> <tr> <td>Last Date and Time for Response :</td> <td></td> </tr> <tr> <td>Remarks :</td> <td></td> </tr> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Form Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="3">No forms found!</td> </tr> </tbody> </table> </td> </tr> </table>							<b>Clarification</b>	Validity / Security Extension	<b>Tender/Proposal Details</b>		Package No. :	cnjhjgghj	Package Description :	ghjghjghj	Last Date and Time for Response :		Remarks :		<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Form Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="3">No forms found!</td> </tr> </tbody> </table>		Sl. No.	Form Name	Action	No forms found!		
<b>Clarification</b>	Validity / Security Extension																									
<b>Tender/Proposal Details</b>																										
Package No. :	cnjhjgghj																									
Package Description :	ghjghjghj																									
Last Date and Time for Response :																										
Remarks :																										
<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Form Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="3">No forms found!</td> </tr> </tbody> </table>		Sl. No.	Form Name	Action	No forms found!																					
Sl. No.	Form Name	Action																								
No 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).

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	<b>Letter Of Intent</b>	Letter of Acceptance	Grievance Management								
<table border="1"> <tr> <td><b>LOI</b></td> <td>Debriefing on Tender</td> </tr> <tr> <td colspan="2"><b>Letter Of Intent(LOI)</b></td> </tr> <tr> <td>Lot No: 1</td> <td><a href="#">View</a></td> </tr> <tr> <td>LOA Issue Date</td> <td>24/07/2020</td> </tr> </table>									<b>LOI</b>	Debriefing on Tender	<b>Letter Of Intent(LOI)</b>		Lot No: 1	<a href="#">View</a>	LOA Issue Date	24/07/2020
<b>LOI</b>	Debriefing on Tender															
<b>Letter Of Intent(LOI)</b>																
Lot No: 1	<a href="#">View</a>															
LOA Issue Date	24/07/2020															
<a href="#">Home</a>   <a href="#">About e-GP</a>   <a href="#">Contact Us</a>   <a href="#">Terms and Conditions</a>   <a href="#">e-Learning</a>																

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 Lol for lot. (Fig 4.16.2)

To,  
PASSANG DORJI Construction  
Kelki School

This is to notify you that, it is our intention to award the contract for your bid for execution of the "Package Des", Identification Reference No. "ref11" for the Contract Price of Nu. 122000.000 ( ONE HUNDRED TWENTY TWO THOUSAND POINT ZERO ZERO ZERO ) as corrected and modified in accordance with the Instructions to Bidders.

Sl.	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

After issuance of Letter of Intent, an unsuccessful Bidder shall within three (3) days request to the procuring agency for a debriefing through **debriefing tab in e-GP**. The procuring agency shall provide a response to all unsuccessful Bidders whose request is received within this deadline.

Thanking you,  
**Pema Chetsho**  
Sr. Research Officer  
sdz 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)

Docs. Clarification Payment Tend. Preparation Opening Evaluation **Letter Of Intent** Letter of Acceptance Grievance Management

LOI **Debriefing on Tender**

[Seek Clarification](#)

Sl. No.	Query	Status	Action
No records found.			

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

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)

Docs. Clarification Payment Tend. Preparation Opening Evaluation **Letter Of Intent** Letter of Acceptance Grievance Management

LOI **Debriefing on Tender**

*Fields marked with (\*) are mandatory*

**Seek Clarification** :\*

**Upload Document** :  No file chosen

**Document Description** :

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

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

**i** 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

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management
-------	---------------	---------	-------------------	---------	------------	------------------	----------------------	----------------------

Package No : cnhjhgjghj

Package Description : ghjghjghj

---

Lot No : 1

Lot Description : ghjghjgh

Consolidate Forms	S.No	Consolidate	Action
	1	Consolidate of Schedule of Items and Priced Quotation	<a href="#">View</a>
	2	Consolidate of Discount Form	<a href="#">View</a>

Contract No.	Contract Amount in Figure (in Nu.)	Advance Contract Amount in Figure (in Nu.)	Date of Issue of Letter of Acceptance (LOA)	Deadline of Acceptance of Letter of Acceptance (LOA)	Letter of Acceptance (LOA) Acceptance Status	Accept Date and Time	Action
1000.0002.0003vbnvbnvbnvbn	112050.000	-	25-Jul-2020	16-Aug-2020	Pending	-	<a href="#">View</a>   <a href="#">Accept</a>

Fig 4.17.1: LOA Tab

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

**Letter of Acceptance (LOA)** Print Save As PDF Go Back To Dashboard

Contract No: con5381k Date: 29-Jul-2020

To :  
Name: Kelki School  
Address: Thim Throm

This is to notify you that your bid dated **29-Jul-2020** for the supply of **Goods and related Services** for **Lot Des** for the Contract Price of the equivalent of **Nu. 60000.000 (Ngultrum SIXTY THOUSAND)** in BTN, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

The Contract in duplicate is attached hereto. You are hereby instructed to:

(a) confirm your acceptance of this Letter of Acceptance by signing and dating both copies of it, and returning one copy to us no later than **(15)** days from the date hereof; and

(b) forward the Performance Security pursuant to ITB Sub-Clause 47.1, i.e., within **(15)** days after receipt of this Letter of Acceptance, and pursuant to GCC Sub-Clause 19.1

Authorized Signature:  
Name: [Pema Chetsho]  
Title of Signatory [Sr. Research Officer]  
Name of Agency [sdz office (valid email)]

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/Proposal Document		
Document Name	Document Description	Action
Comment : * <input type="text" value="ok"/>		
Action : * <input type="button" value="Accept"/>		
Title of the Account : *	<input type="text" value="szd account"/>	Name of Financial Institute : *
Name of Branch : *	<input type="text" value="Chukha"/>	Account Number : *
Telephone : *	<input type="text" value="2121212"/>	Fax No :
Branch e-mail ID :	<input type="text"/>	SWIFT Code : *
Branch Address : *	<input type="text" value="test branch"/>	<input type="text" value="sdfsdf212"/>
<input type="button" value="Submit"/>		

[Home](#) | [About e-GP](#) | [Contact Us](#) | [Terms and Conditions](#) | [e-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)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management
Package No :	<input type="text" value="cnjhjghj"/>							
Package Description :	<input type="text" value="ghjghjghj"/>							
Lot No :	<input type="text" value="1"/>							
Lot Description :	<input type="text" value="ghjghjgh"/>							
Consolidate Forms	S.No	Consolidate					Action	
	1	Consolidate of Schedule of Items and Priced Quotation					<a href="#">View</a>	
	2	Consolidate of Discount Form					<a href="#">View</a>	
Contract No.	Contract Amount in Figure (in Nu.)	Advance Contract Amount in Figure (in Nu.)	Date of issue of Letter of Acceptance (LOA)	Deadline of Acceptance of Letter of Acceptance (LOA)	Letter of Acceptance (LOA) Acceptance Status	Accept Date and Time	Action	
1000.0002.0003vbnvbnvbnvbn	112050.000	-	25-Jul-2020	16-Aug-2020	Accepted	25-Jul-2020 11:26	<a href="#">View</a>	

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)

Docs.	Clarification	Payment	Tend. Preparation	Opening	Evaluation	Letter Of Intent	Letter of Acceptance	Grievance Management
Package No. :	10000.0000.0002							
Package Description :	cfh							
Lot No. :	1							
Lot Description :	fgh							
<a href="#">View reference document</a>								
Payment Status :	Paid							
Email ID :	bidder.szdz2020@gmail.com							
Financial Institution Name :	Druk PNB Bank Limited							
Branch Name :	Wangdue							
Branch Maker :	Phuntsho Wangdue							
Payment For :	Performance Security							
Currency :	Nu.							
Amount :	Nu. 128.00							
Mode of Payment :	Cheque/Cash Warrant							
Instrument No. :	jkjkl							
Issuing Financial Institution :	Bank of Bhutan Limited							
Issuing Financial Institution Branch :	Gelephu Branch							
Issuance Date :	20-Jul-2020							
Validity Date :	22-Jul-2021							
Date 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**

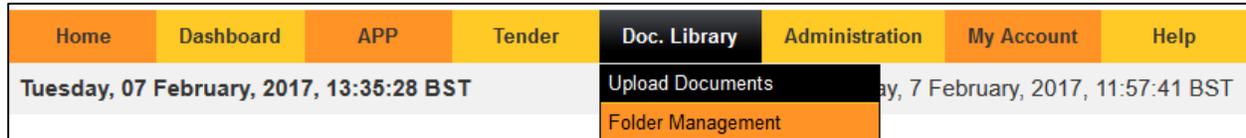


Figure 5.1: **Doc Library Menu**

### 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)

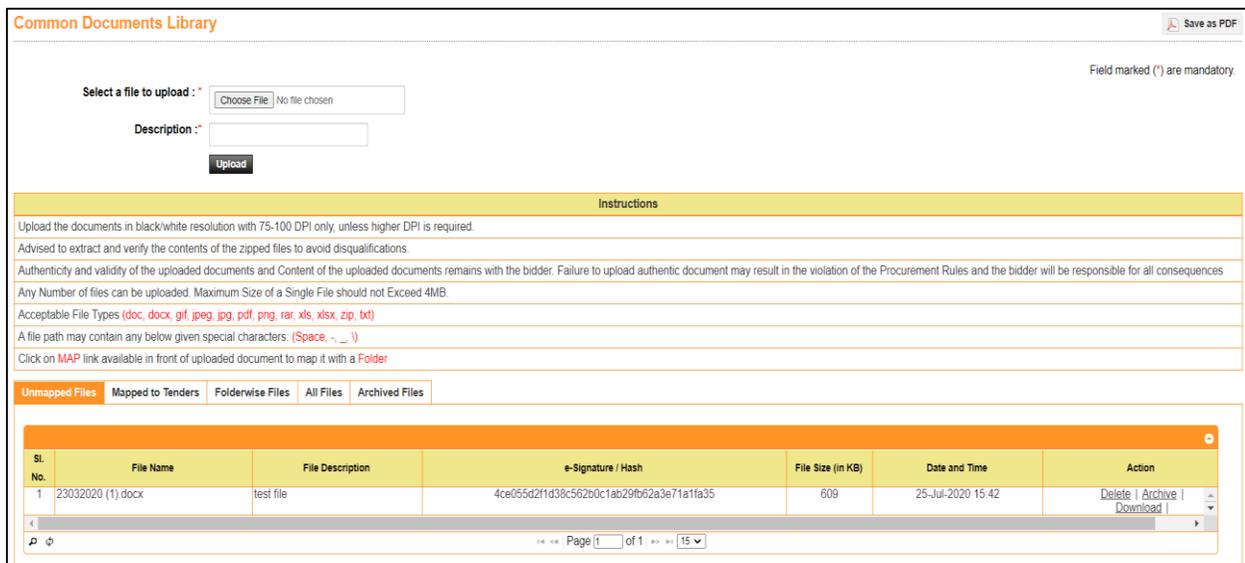
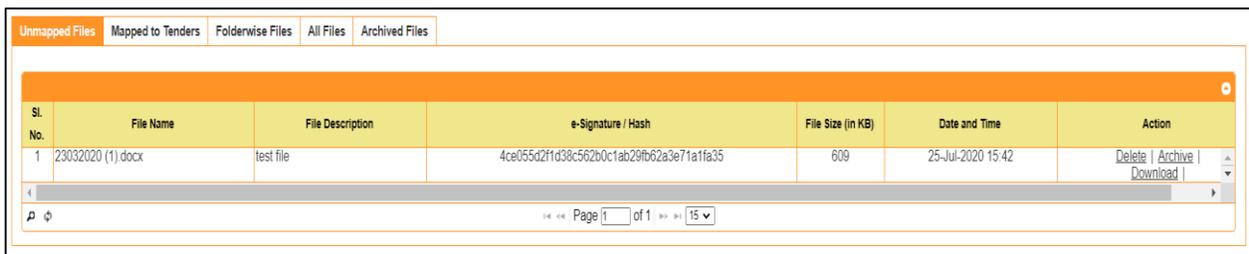


Fig 5.1.1: **Upload Documents**

### 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.

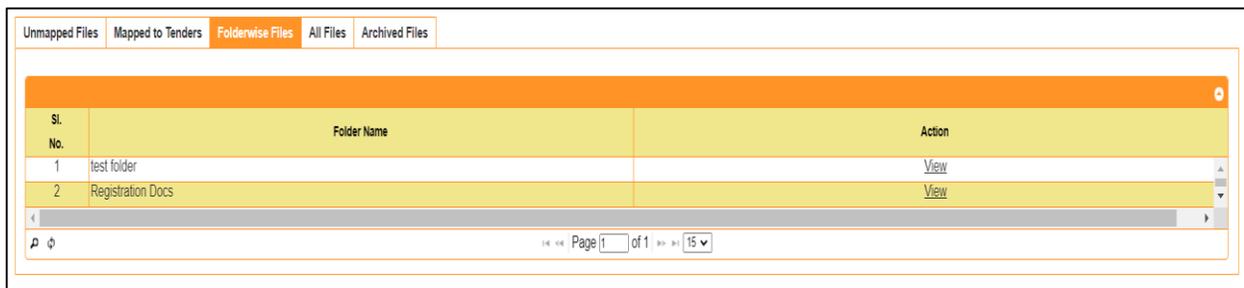


Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	23032020 (1).docx	test file	4ce055d2f1d38c562b0c1ab29fb62a3e71a1fa35	609	25-Jul-2020 15:42	Delete   Archive   Download

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)



Sl. No.	Folder Name	Action
1	test folder	View
2	Registration Docs	View

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)

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

Unmapped Files   Mapped to Tenders   Folderwise Files   <b>All Files</b>   Archived Files							
Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Folder Name	Date and Time	Action
1	Training Schedule.docx	fg	390849f4e7463de8789a73ce6a8e07935e1196	112	-	25-Jul-2020 15:43	Archive   Download   Map to Folder
2	23032020 (1).docx	test file	4ce055d2f1d38c562b0c1ab29f82a3e71a1fa35	609	-	25-Jul-2020 15:42	Delete   Archive   Download
3	TEC CP.jpg	ee	e082c67c216c064912#9c1e726a8138a2337991	343	-	17-Jul-2020 22:05	Archive   Download   Map to Folder
4	Flow-Chart-Grievance-Module.pdf	c	139b6009116039c4358409910ad059f3724cc21	105	-	17-Jul-2020 22:05	Archive   Download   Map to Folder
5	pcc 2.jpg	hh	c55c51df74ae02f8b1e10927494079e30d9ef18	449	-	17-Jul-2020 22:04	Archive   Download   Map to Folder
6	View APP Package Details _pdf	2	982a895ee8c758e5c2f091a0c3f63fbae94d921	131	-	17-Jul-2020 22:03	Archive   Download   Map to Folder
7	fsdtsa (3).txt	asd	4de2657f3bfb05c854ebca8dec32418e825b3a9	0	-	15-Jul-2020 15:53	Archive   Download   Map to Folder
8	fsdtsa (5).txt	ion	0e29dc2c91143849b473552c0448706aa11c21b5	0	-	15-Jul-2020 15:53	Archive   Download   Map to Folder
9	4.1-cell_structure-1b-igcse_9-1_-edexcel-biology-page-007 (1).jpg	fjghj	26bb8385551e4fe4283590acd72698eaf6d72cc40	193	-	12-Jul-2020 20:19	Archive   Download   Map to Folder
10	6.1-movement_of_substances_into_and_out_of_the_cell-1_-edexcel-biology-page-009.jpg	hh	2c75ebddda7225d831c189938618b835d5475b8	122	-	12-Jul-2020 20:19	Archive   Download   Map to Folder
11	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 Folder
12	4PMO_01_que_20140120-converted.docx	why3	a8779d845f1984aeba2a7a34664b34f3048daea1	146	-	12-Jul-2020 20:09	Archive   Download   Map to Folder
13	QA answers.docx	dd	42635c7e63830ea85796932630ac087e296b66	20	-	01-Jul-2020 16:12	Archive   Download   Map to Folder
14	Practical Example for SDLC.docx	desc	d543ee2522fb3c55f699be6256b4ad91ae44d2e	40	-	01-Jul-2020 16:12	Archive   Download   Map to Folder
15	fund transfer.docx	ss	2471137e47e3128c547335404d3c7e93162727f7d	26	test folder	01-Jul-2020 16:12	Archive   Download   Move to Folder

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 archived file under action column. (Fig 5.1.4)

Sl. No.	File Name	File Description	e-Signature / Hash	File Size (in KB)	Date and Time	Action
1	Training Schedule.docx	fg	390849f4e7463dee8766a73ce6af8e07935e1196	112	25-Jul-2020 15:43	<a href="#">Download</a>
2	23032020 (1).docx	test file	4ce056d2f1d38c562b0c1ab29fb62a3e71a1fa35	609	25-Jul-2020 15:42	<a href="#">Download</a>
3	TEC CP.jpg	ee	e082c67c216c064912ff9c1e726a8138a2337991	343	17-Jul-2020 22:05	<a href="#">Download</a>

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 Management** Save as PDF

Folder Name :  Create Folder

---

Folder Information :

Sl. No.	Folder Name	Action
1	Registration Docs	<a href="#">View</a>

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)

✔ Folder created successfully

Folder Name :  Create Folder

---

Folder Information :

Sl. No.	Folder Name	Action
1	Tender Documents	<a href="#">View</a>
2	Registration Docs	<a href="#">View</a>

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.

Sl. 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_c1b-igcse_9-1-_edexcel-biology-page-011(1).jpg	Tax Payment No. (TPN)	c0352ac959c9e08f548a09a65049ecbb91292B4	150	29-Jun-2020 14:11	Archive   Download   Move to Folder
2	6.1- movement_of_substances_into_and_out_of_c1b-igcse_9-1-_edexcel-biology-page-011(2).jpg	Citizenship Identity Card	c0352ac959c9e08f548a09a65049ecbb91292B4	150	29-Jun-2020 13:57	Archive   Download   Move to Folder
3	4.1-cell_structure-1b-igcse_9-1-_edexcel-biology-page-007(1)(1).jpg	Self Declaration	45e979367778e3a4a0ac04d7dd6ffe16263e0811	193	29-Jun-2020 13:52	Archive   Download   Move to Folder

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	<b>Administration</b>	My Account	Help
Friday, 31 July, 2020, 11:21:42 BST					Manage Users	Last Login : Friday, 31 July, 2020, 08:36:43 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.

- 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)



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)

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. : 11505006413  
Title : Mr.

First Name : Yeshey  
Middle Name :  
Last Name : Tharchen  
Designation : Proprietor  
Department :  
Address : Meldreigang(Bichpani),Dekiling,Sarpang  
Country : Bhutan  
Dzongkhag / District : Sarpang  
Dungkhag / Sub-district :  
Gewog :  
City / Town :  
Post Code :  
Phone No. :  
Fax No. :  
Mobile No. : +975-17878869

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.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Suspend</a>
2	rased@dohatec.com.bd	MA Rased	Bhutan	Thimphu	IT	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Suspend</a>

Fig 6.1.4: **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 : \* Bhutanesse

Title : \* Ms.

First Name : \* Mohsina

Middle Name :

Last Name :

CID No. : \* 12345678901

Designation : \* test

Department :

Address : \* test

Country : \* Bhutan

Dzongkhag / District : \* Thimphu

Dungkhag / Sub-district : \* Lingzhi

Gewog : \* --Select Gewog--

City / Town :

Post Code :

Phone No. : +975 02

Fax No. : +975 02

Mobile No. : \* +975 12345678

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 :** IT  
**Address :** Road no:4  
**Country :** Bhutan  
**Dzongkhag / District :** Thimphu  
**Dungkhag / Sub-district :** Lingzhi  
**Gewog :**

**City / Town :** thimphu  
**Post Code :** 3652  
**Phone No. :** +975-02-69811  
**Fax No. :** +975-02-69651  
**Mobile No. :** +975-77301895

Fig 6.1.4.2: *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 : \***

**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)

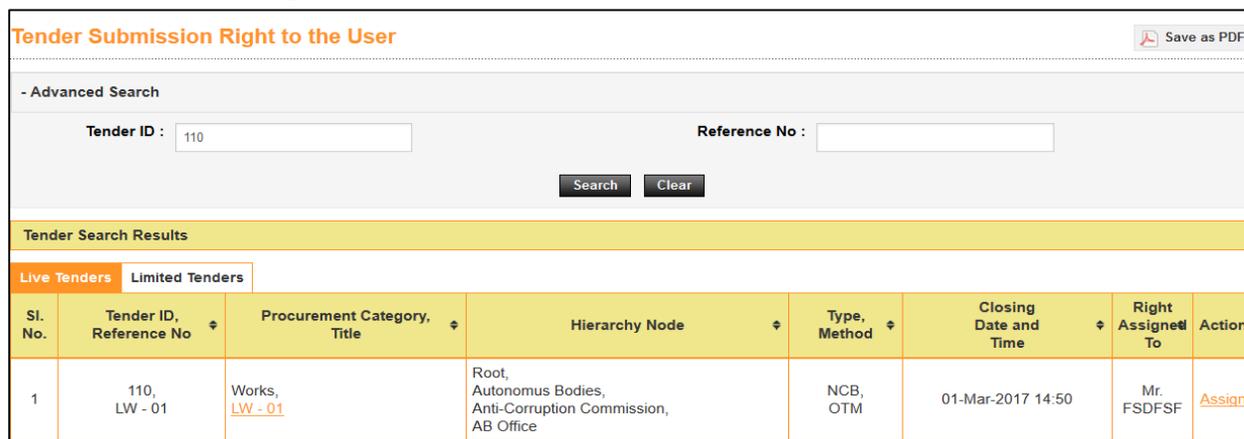
Approved		Suspended					
Sl. No.	e-mail ID	User's Name	Country	State	Department	Status	Action
1	mohsina@dohatec.net	Mohsina	Bhutan	Thimphu		Suspended	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Resume</a>
2	shimulece071@gmail.com	Shimul	Bhutan	Thimphu		Suspended	<a href="#">Edit</a>   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

Fig 6.1.4.4: *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)



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

Fig 6.2.1: **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)

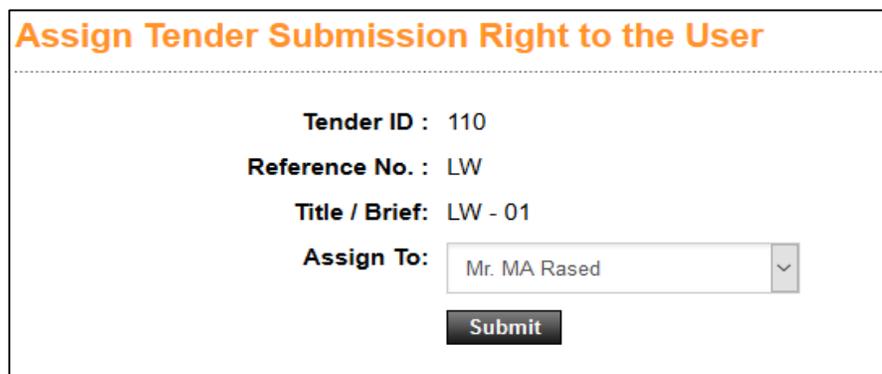


Fig 6.2.2: **Assign Tender Submission Right to User**

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 : \***

**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 Login : Sunday, 19 February, 2017			Change Hint Question and Answer	Ne
Bidder/Consultant Registration Exp			Change Password	
			Edit Profile	
			Request for New Procurement Category	
			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 Drop-down 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 :** \*

**Hint Answer :** \*

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

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

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)

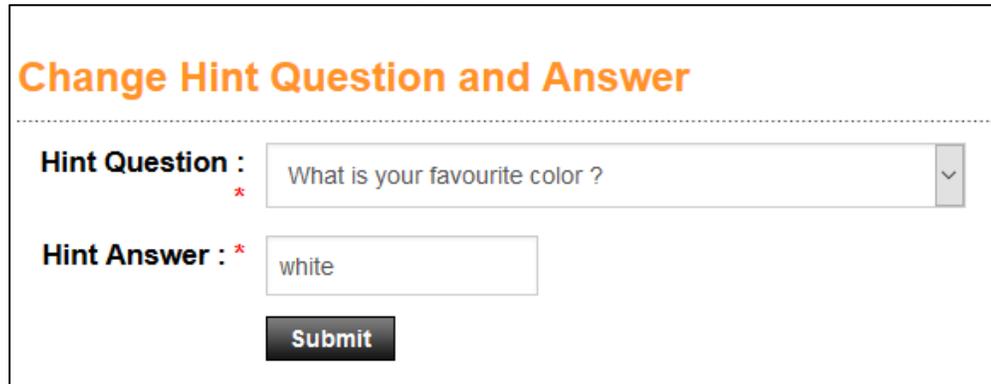


Fig 7.1.3: *Change Hint Question and Answer*

## 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)

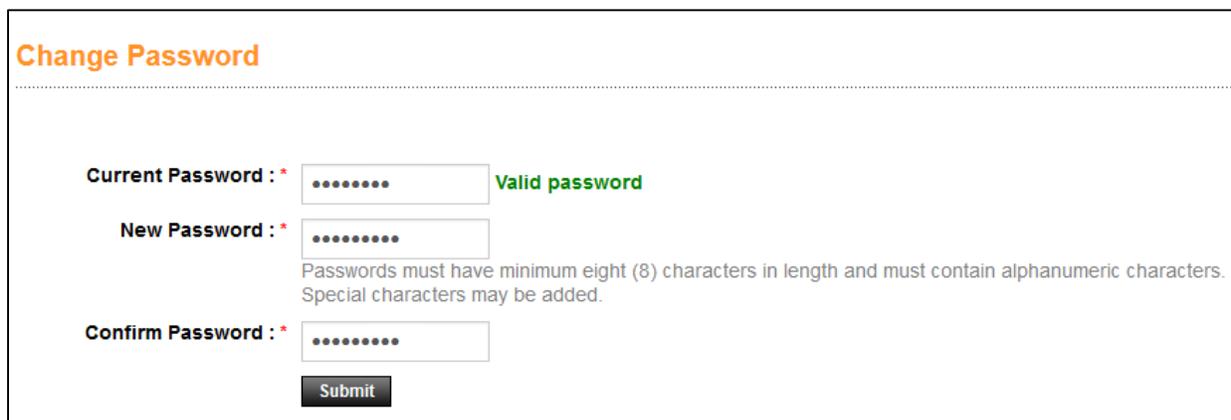


Fig 7.2.1: *Change Password*



- 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"**.



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

Fig 7.3.1: *Edit Company Details*



## Edit Company Contact Person Details

Company Details    Company Contact Person Details

**Title :** \*  ▾

**First Name :** \*

**Middle Name :**

**Last Name :**

**Designation :** \*

**Department :**

**Address :** \*

**Country :** \*  ▾

**Dzongkhag / District :** \*  ▾

**Dungkhag / Sub-district :**  ▾

**Gewog :**  ▾

**City / Town :**

**Post Code :**

**Email Address :** \*

**Mobile No. :** \*  -

**Phone No. :**  -  -

**Fax No. :**  -  -

Fig 7.3.2: *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)

**Company Name :** WANGCHUK NORPHEL Construction

**Company's Legal Status :** Public Limited Company

**Company's Establishment Year :** 2001

**Origin of Country :** Bhutan

**Country :** Bhutan

**Dzongkhag / District :** Thimphu

**Procurement Category : \***  Goods

Works

Large :     W1  W2  W3  W4

Medium :     W1  W2  W3  W4

Small :     W1  W2  W3  W4

Registered

Services

Consulting     Non-Consulting

**CDB No : \***  OK

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)

**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

Document Type: Tax Payment No. (TPN)

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

Document Ref No:

Select Document:  No file chosen

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

Maximum file size of single file should not exceed 4MB.

**Uploaded Documents**

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

Sl. No.	Document Name	Document Description	File Size (in KB)	Action
1	Biddere Registration Doc (1).docx	Self Declaration	0.02	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>
2	Biddere Registration Doc (2).docx	Citizenship Identity Card	0.02	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>

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 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

Document Type: Tax Payment No. (TPN)

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

Document Ref No:

Select Document:  No file chosen

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

Maximum file size of single file should not exceed 4MB.

**Uploaded Documents**

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

Sl. No.	Document Name	Document Description	File Size (in KB)	Action
1	Biddere Registration Doc (1).docx	Self Declaration	0.02	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>
2	Biddere Registration Doc (2).docx	Citizenship Identity Card	0.02	<input type="button" value="Delete"/> <input type="button" value="Refresh"/>

Fig 7.4.3: Mandatory Document Upload



✓ Bidder's Re-apply Process Submitted Successfully.

Fields marked with (\*) are mandatory.

### List of Documents

Mandatory Documents	Optional Documents
Self Declaration *	Tax Payment No. (TPN)
Citizenship Identity Card *	Statutory Certificate
	Company Registration
	Other/ More

Fig 7.4.4: *Request Submitted Successfully*

## 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	Company Contact Person Details
e-mail ID : tshering_bidder@test.com		
Nationality : Bhutanese		
Country of Business : Bhutan		
Registration date & time : 30/07/2020 20:19		
Registration Type : Bidder / Consultant		
Registration Approval Date : 30/07/2020 21:47		
<a href="#">Next</a>		

Fig 7.5.1: *Registration Details of Bidder*



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

Fig 7.5.2: *Company Details of Bidder*



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

Fig 7.5.4: *Company Contact Person Details of Bidder*

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