

Procedure for bid submission and Opening in e-GP (Single Stage Two Envelope)

A. Procedure for submission in e-GP

Bidders shall follow the electronic bid submission procedures specified below:

- i. The bidder is required to register in the e-GP system <https://www.bolpatra.gov.np/egp> following the procedure specified in e-GP guideline.
- ii. Interested bidders may download the IFB and bidding document from e-GP system.
- iii. The registered bidders need to maintain their profile data required during preparation of bids.
- iv. In order to submit their bids the cost of the bidding document can be deposited as specified in IFB. In addition, electronic scanned copy (.pdf format) of the bank deposit voucher/cash receipt should also be submitted along with the bid.
- v. The bidder can prepare their technical and price bids using data and documents maintained in bidder's profile and forms/format provided in bidding document by Employer. The bidder may submit bids as a single entity or as a joint venture. The bidder submitting bid in joint venture shall have to upload joint venture agreement along with partner(s) Bolpatra ID provided during bidder's registration.
- vi. Bidders (all partners in case of JV) should update their profile data and documents required during preparation and submission of their bids.
- vii. In case of bid submission in JV, the consent of the partners shall be obtained through the confirmation link sent to the registered email address and the partners shall have to acknowledge their confirmation.

The required forms and documents shall be part of technical bids.

No.	Document	Requirement	Remarks
1.	Letter of Technical Bid	Mandatory	PDF
2.	Bid Security/Bank Guarantee	Mandatory	PDF
3.	Company registration	Mandatory	PDF
4.	Business License	Mandatory	PDF
5.	VAT registration	Mandatory for domestic bidders	PDF
6.	Tax clearances certificate or evidence of tax return submission	Mandatory for domestic bidders	PDF
7.	Power of Attorney of Bid signatory	Mandatory	PDF
8.	Bank Voucher for cost of bid document	Mandatory	PDF
9.	Joint venture agreement	Mandatory in case of JV Bids Only	PDF
10.	Qualification Documents	Mandatory	Using profile data (financial details, contract details etc.) and Technical Proposal
11.	Additional documents specified in ITB 11.2 (g)	If applicable	PDF

The required forms and documents shall be part of price bids.

No.	Document	Requirement	Remarks
1.	Letter of Price Bid	Mandatory	PDF
2.	BoQ	Mandatory	Online Forms
3.	Price Adjustment Table	If applicable	Online Forms
4.	Additional Documents specified in ITB 11.3 (d)	If applicable	PDF

Note: The documents specified as “Mandatory” should be included in e-submission and non-submission of the documents shall be considered as non-responsive bid.

- viii. After providing all the details and documents, two separate bid response documents i.e. technical bid and price bid will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission.
- ix. For verifying the authentic user, the system will send one time password in the registered email address of the bidder. System will validate the OTP and allow bidder to submit their bid.
- x. Electronically submitted bids can be modified and/or withdrawn through system. The bidder may modify their bids multiple times online within bid submission date and time specified in e-GP system.
- xi. The Bidder/Bid shall meet the following requirements and conditions for e-submission of bids;
 - aa) The e-submitted bids must be readable through PDF reader.
 - bb) The facility for submission of bid electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the bidding process. The Bidders are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Employer shall be held liable for Bidder's inability to use this facility.
 - cc) When a bidder submits electronic bid through the PPMO e-GP portal, it is assumed that the bidder has prepared the bid by studying and examining the complete set of the Bidding documents including specifications, drawings and conditions of contract.

B. Procedure for Opening

Technical Bid Opening

- i) e-GP system allows to download the technical bids only after technical bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening.
- ii) The Employer shall conduct the opening of technical bid at the address on the same date and time as specified in bidding document in the presence of Bidders’ representatives who choose to attend
- iii) The e-GP does not allow to open the bids marked by “WITHDRAWAL”.

Price Bid Opening

The e-GP system sends the email notification for price bids opening to all bidder(s) who have submitted substantially responsive technical bids and are qualified for opening of price bids. The Employer shall conduct the opening of Price Bids in the presence of Bidders` representatives who choose to attend at the address, on the date, and time specified by the Employer. Simultaneous login of two members of the opening committee is required for price bid opening.