

**Online/Offline Process, User Approval  
Master Procurement, Annual Procurement  
Plan, Goods Sealed Quotation, Bid  
Supplement**

**Government of Nepal**  
Office of the Prime Minister & Council of Ministers  
Public Procurement Monitoring Office (PPMO)  
Government Electronic Procurement System of Nepal (GEPSON)  
National Portal for e-Procurement

Breaking News : Features overview to P... Server Time: 2013-03-13 11:30:55 NPT

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Features overview to P...  
This system will be under test to 1 another f... [read more](#)

[Link](#)

#### Related Links

- GEPSON... [detail >](#)
- PPVO... [detail >](#)

[Link](#)

#### Acts/Regulations/Rules/etc.

[Link](#)

#### Opportunity

CATEGORY	OPPORTUNITIES
Goods	0
Works	5
Consultancy Services	2
Rent	0

#### Statistics

#### Login

User Type  
 Public Entity  Bidder

User Name:

Password:

[Forgot Password ?](#) | [Register Now](#)

#### Events

[Training](#)

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## ***User Registration Procedure***

1. Admin Registration for PE
2. Register Creator, Reviewer and Approver as your PE need

14 May 2013  
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## ***PE User Registration***

1. Organization Details
2. Account Details



The screenshot shows a login form with the following elements:

- Header:** Login (with a small icon)
- User Type:** Radio buttons for "Public Entity" (selected) and "Bidder".
- Fields:** "User Name" and "Password" input boxes.
- Button:** "Login" button.
- Footer:** "Forgot Password?" and "Register Now" links.

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### PE User Registration Form (Organization Details)

Organization Details | Account Details

Fields marked with (\*) are mandatory.

Name of the Office *	<input type="text" value="-Select one-"/>	Address Line 1 *	<input type="text"/>
Abbreviation	<input type="text"/>	Address Line 2	<input type="text"/>
Description	<input type="text"/>	Address Line 3	<input type="text"/>
Office Category *	<input type="text" value="-Select One-"/>	City	<input type="text"/>
Name of Office Head *	<input type="text"/>	District	<input type="text" value="-Select One-"/>
Designation of Office Head *	<input type="text"/>	Municipality	<input type="text" value="-Select One-"/>
Established Date	<input type="text" value="MM/YY"/>	VDU	<input type="text" value="-Select One-"/>
Website	<input type="text"/>	Fix No. 1	<input type="text"/>
		Tax No. 2	<input type="text"/>
		Contact No.1	<input type="text"/>
		Contact No.2	<input type="text"/>

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### PE User Registration Form (Account Details)

Organization Details | Account Details

Fields marked with (\*) are mandatory.

Selection Title *	<input type="text" value="Select One"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Designation *	<input type="text"/>
User Profile *	<input type="checkbox"/> Admin <input type="checkbox"/> Creator <input type="checkbox"/> Reviewer <input type="checkbox"/> Approver <small>(Please choose one or more)</small>
Contact No. 1	<input type="text"/> <small>(Contact Number should contain only numbers Example: 0123456789)</small>
Contact No. 2	<input type="text"/> <small>(Contact Number should contain only numbers Example: 0123456789)</small>
Phone *	<input type="text"/> <small>(Phone Number should contain only numbers Example: 0123456789)</small>
Email 1	<input type="text"/> <small>(e-mail id should be valid Example: abc@xyz.com)</small>
Email 2	<input type="text"/> <small>(e-mail id should be valid Example: abc@xyz.com)</small>
Username *	<input type="text"/> <small>(Username should be minimum 6 characters long)</small>
Password *	<input type="password"/> <small>(Password must be minimum 8 characters long and contain at least: one Number, one special character, one uppercase and one lowercase)</small>

First Name already exists in the Database. Please try another.

## Bidder Registration (Organization Details)

Organization Details
Document Details
Account Details

Fields marked with (\*) are mandatory

Organization Name \*

Acronym

Former Name

Discretion

No. of Employees

Business Start Date\*

Form of Organization\*

Organization Type\*

Specialization\*

Category of Interest\*

Registration No. \*

Registrar Authority

**Registered Address**

Address Line 1 \*

Address Line 2

Address Line 3

Country \* Nepal District -Setimbas-

Municipality: Select One VDC: Select One

City

Tax No. 1 Fax No. 2

Contact No. 1 Contact No. 2

**Corporate Address**

Same as Registered Address

Address Line 1 \*

Address Line 2

Address Line 3

Country \* -Select One- District -Select One-

## Super Admin Dashboard

**Government of Nepal**  
 Office of the Prime Minister & Council of Ministers  
 Public Procurement Monitoring Office (PPMO)  
 Government Electronic Procurement System of Nepal (GEPSON)  
 National Portal for e-Procurement

Server Time: 2015-03-13 10:56:00: NPT | Logged in as: Super Admin | [My Profile](#) | [Logout](#)

Welcome PPMO Administrator, Sys-Admin, PPMO

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**Pending Task Summary**

Category Of Pending Task	No Of Pending Task
User Approval	0

**Ongoing Procurement**


No Ongoing Procurement Found

[User Activities](#)

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## User Approval Request to Super Admin



**Government of Nepal**  
Office of the Prime Minister & Council of Ministers  
Public Procurement Monitoring Office (PPMO)  
Government Electronic Procurement System of Nepal (GEPSON)  
National Portal for e-Procurement

Server Time: 2013-03-13 11:01:18 NPT Logged in as: Super Admin | [My Profile](#) | [Logout](#)

Welcome PPMO Administrator, S/s-Admin, PPMO

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**User Approval**

Please click on user name to see the user details.

**User Id | Type**

Select One

- Sohini Paul | Ministry of Home Affairs
- Sohini Paul | Ministry of Home Affairs
- Sohini Paul | Ministry of Home Affairs

>> <<

**Selected User Id | Type**


Select One

Approve
Reject

**User Information**

Name	: Sohini Paul	Designation	: CRA
User Profile	: Admin	Contact No.	: 123242312424
Email	: sohini.paul@n.pmo.com	Name of the PE	: PE-User

## PE Dashboard (Creator)



**Government of Nepal**  
Office of the Prime Minister & Council of Ministers  
Public Procurement Monitoring Office (PPMO)  
Government Electronic Procurement System of Nepal (GEPSON)  
National Portal for e-Procurement

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**Pending Task Summary**

Category Of Pending Task	No Of Pending Task
No Pending Task Found	No Pending Task Found

**Ongoing Procurement**

IFB NO	Name Of Bid	Procurement Category	Procurement Method	Last Date Of Bid Submission
FB-01-2085-70	GHCB/021/Creator/085-70	Goods	NCE	01-05-2013
/ABCDEFGHIJKLMNOPQRSTUVWXYZ1234	/BCDEFGHIJKLMNOPQRSTUVWXYZ 234	Goods	Sealed Quotation	28-03-2013
/ABCDEF023	/BCDEFGHIJ	Goods	NCE	23-04-2013
/ABCDEFGHIJKLMNOPQRSTUVWXYZ1234	/BCDEFGHIJKLMNOPQRSTUVWXYZ 234	Goods	ICB	20-05-2013
GOODS-01-20	Goods-Not-SMK	Goods	NCE	23-04-2013
FB-00-1	Office Focus	Goods	NCA	07-04-2013
19901301468970	Hardware of Computers	Goods	NCE	30-04-2013
HW-11-11-2014/0	HW/11/11/2014/104-0	Goods	NCA	10-04-2011
sample-ncb-goods/1	Hardware	Goods	NCE	28-04-2010
Goods-NCD-ITD	D Goods NCD	Goods	NCE	15-05-2012
PPV/089/123	Training Room	Goods	NCE	17-04-2013

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### ***Procurement Preparation Process***

MPP ( Creator-> Admin)

APP (Creator-> Admin)

PRF (Creator-> Reviewer-> Approver)

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### ***Procurement Categories***

1. Goods
2. Works
3. Consultancy
4. Ration
5. Others
6. User Committee

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## Procurement Preparation



**Government of Nepal**  
Office of the Prime Minister & Council of Ministers  
Public Procurement Monitoring Office (PPMO)  
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**Pending Task**

- Master Procurement Plan Create
- Annual Procurement Plan Update
- Procurement Requisition Form Edit
- Procurement Document View

**Ongoing Procurement**


IFB NO	Name Of Bid	Procurement Category	Procurement Method	Last Date Of Bid Submission
FB 01 2069 /70	GNCB/001/Grator/069 70	Goods	NCB	01-05-2013
ADDCDFGHUJ KLINOPQRSTU VWXY Z1234	AEDCDEFGH IJKLMNOPQRSTU VWXY Z1234	Goods	Sealed Custation	20-03-2013
ABCDEF023	ABCDEF023	Goods	NCB	23-04-2013
ABCD EFGH IJKLMNOPQRSTU VWXY Z1234	AEDCDEFGH IJKLMNOPQRSTU VWXY Z1234	Goods	ICB	20-05-2013
001101-01120	001101-01120	Goods	NEB	25-04-2013
FB no 1	Office Setup	Goods	NCB	07-04-2013
PPM/001/069/01	Purchase of Computers	Goods	NEB	01-04-2013
GNCB 01 2069/70	GNCB/110H/V01/2069 70	Goods	NCB	30-04-2013
sample ncb-Goods/af	wefawef	Goods	NCB	30-04-2013
00003 NCB IFB	ID Goods NCB	Goods	NCB	15-05-2013

**No Of Pending Task:**

**No Pending Task Found**

## MPP/APP Creation

**PPA 6. Procurement Plan to be Prepared**  
**PPR 7. Master Procurement Plan to be Prepared:**  
**PPR 8. Annual Procurement Plan to be Prepared:**



**Government of Nepal**  
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Master Procurement Plan

**Create Master Procurement Plan - Step 1**

Fields marked with (\*) are mandatory

Fiscal Year*	2069/70
Name of Ministry/Parent Organization*	Ministry of Home Affairs
Name of Department*	Ministry of Home Affairs
Name of Project/Office*	
Budget Subline No.*	

Cancel
Clear
Next

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## MPP /APP Creation

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Welcome Sarita Janya, Secy of, Ministry of Home Affairs

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### Master Procurement Plan

**Create Master Procurement Plan**

Fiscal Year	2013/14
Name of Ministry/Parent Organization	Ministry of Home Affairs
Name of Department	Ministry of Home Affairs
Name of Project/Office	NPO
Budget Subtitle No.	XXXX

Sl. No.	Status	Procurement Description	Procurement Details/Category	Procurement Process/Method	No. Of Package
1	Finalized		Select one	Select one	
	Approved				
	Actual				

[\\*Add Item](#)

[Back](#) | [Clear](#) | [Save](#) | [Submit](#) | [Cancel](#)

## MPP/APP Approval Request to Admin Dashboard

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 Government Helpline: Procurement System of Nepal (GPN-PSN)  
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Server Time: 2013-03-13 12:30:31 NPT | Logged in as Admin [My Profile](#) | [Logout](#)

Welcome T Admin LAdmin, DG Admin, Ministry of Home Affairs

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**Pending Task Summary**

Category Of Pending Task	No Of Pending Task
MPP Approval	1

**Ongoing Procurement**

No Ongoing Procurement Found


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## MPP/APP Request Processed by Admin



Office of the Prime Minister & Council of Ministers  
Public Procurement Monitoring Office (PPMO)  
Government Electronic Procurement System of Nepal (GEPSON)  
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Server Time: 2013-03-13 12:41:31 NPT  
Welcome Admin LAdmin, DG Admin, Ministry of Home Affairs  
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Master Procurement Plan

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fiscal Year</td> <td>2009/10</td> </tr> <tr> <td>Name of Ministry/Parent Organization</td> <td>Ministry of Home Affairs</td> </tr> <tr> <td>Name of Department</td> <td>Ministry of Home Affairs</td> </tr> <tr> <td>Name of Project/Office</td> <td>NPO</td> </tr> <tr> <td>Budget Subtitle No.</td> <td>BSNO</td> </tr> </table>	Fiscal Year	2009/10	Name of Ministry/Parent Organization	Ministry of Home Affairs	Name of Department	Ministry of Home Affairs	Name of Project/Office	NPO	Budget Subtitle No.	BSNO	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Remarks</b></td> </tr> <tr> <td style="height: 40px;">Approved</td> </tr> </table>	<b>Remarks</b>	Approved
Fiscal Year	2009/10												
Name of Ministry/Parent Organization	Ministry of Home Affairs												
Name of Department	Ministry of Home Affairs												
Name of Project/Office	NPO												
Budget Subtitle No.	BSNO												
<b>Remarks</b>													
Approved													

Sl. No.	Status	Procurement Description	Procurement Details/Category	Procurement Process/Method	No. of Pack
1	Released	Procurement of Goods	Goods	NDB	20

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## PRF Creation

**(Rule:16. Function of Procurement Unit)**  
**(b) To collect the procurement requisition and submit to the competent authority for approval,**

Server Time: 2013-03-13 14:02:50 NPT  
Welcome Sunil Lama, Center, Ministry of Home Affairs  
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Search APP

Fiscal Year	-- Select --
Name of Project/Office	-- Select --
Procurement Category	Select

[Clear](#) | [Search](#)

Approved APP Summary

Fiscal Year	Name of Ministry	Name of Department	Procurement Category	Name of Project/Office	Budget Subtitle No.	Create PRF
2009/10	Ministry of Home Affairs	Ministry of Home Affairs	Goods	NPO	BSNO	+
2009/10	Ministry of Home Affairs	Ministry of Home Affairs	Goods	NPO	USNO	+
2009/10	Ministry of Home Affairs	Ministry of Home Affairs	Works	Works Medium	BD Works Medium	+

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Report loaded time: (0:11) + 1 hour 49 minutes ahead of 11/03/2014

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## PRF Creation

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Create PRF

Fiscal Year	2069/70
Name of Ministry	Ministry of Home Affairs
Name of Department	Ministry of Home Affairs
Name of Project/Office	NPO
Budget Subtitle No.	BSNO
Procurement Category	Goods

Select	Sl. No.	Status	Details of Goods/Construction Work	Date Mentioned in Plan	Date of Approval of Estimated Cost	Estimated Cost	Procurement Method/Procedure	No. Of Package
1	2	3	4	5	6	7	8	9
<input checked="" type="checkbox"/>	1	Approved	CSC Administration Department Setup	12-03-2013	12-03-2013	35000.00	NCR	2

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 Developed at: ITB (Public Procurement Monitoring Office) (Govt. of Nepal).  
 Date: 13/03/2013 14:05:54 NPT. 45 minute ahead of 11:02:54.

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## PRF Creation

Server Time: 2013-03-13 14:07:34 NPT Logged in as: Creator | [My Profile](#) | [Logout](#)

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Title	
Consolidated Procurement Method	NCR
Estimated Procurement Cost	35000.00
Bidding Procedure	<input checked="" type="radio"/> Pre Qualification Not Needed <input type="radio"/> Pre Qualification Needed
Bidding Type	<input checked="" type="radio"/> Open <input type="radio"/> Restrictive
Reviewer	Sunil Lama
Comments	

Select	Sl. No.	Status	Details of Goods/Construction Work	Date Mentioned in Plan	Date of Approval of Estimated Cost	Estimated Cost	Procurement Method/Procedure	No. Of Package
1	2	3	4	5	6	7	8	9
<input checked="" type="checkbox"/>	1	Approved	CSC Administration Department Setup	12-03-2013	12-03-2013	35000.00	NCR	2

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### PRF Review

Server Time: 2013-03-13 14:11:26 NPT Logged in as: Reviewer [My Profile](#) | [Logout](#)

Welcome FRewriter LRewriter, Assis: Secretary, Ministry of Home Affairs

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Pending PRF Summary

Select	PRF Ref No.	Procurement Category	Procurement Method	Estimated Procurement Cost	Title	Bidding Procedure	Bidding Type
<input type="radio"/>	Ministry of Home Affairs/PRF/32/2009/70	Works	NCE	100000000.0	Works NCE Medium	Pre Qualification Not Needed	Open
<input checked="" type="radio"/>	Ministry of Home Affairs/PRF/15/2/09/70	Goods	NCE	380000.0	Info for Department Setup	Pre Qualification Not Needed	Open

Comments:

Select Action:    Select User:

Approved PRF : Requested Modification

PRF Ref No.	Procurement Category	Procurement Method	Estimated Procurement Cost	Title	Bidding Procedure	Bidding Type
Ministry of Home Affairs/PRF/32/2009/70	Consultancy Services	QCBS	5000000.00	Consultancy/SSS	EOI Needed	Open
Ministry of Home Affairs/PRF/10/2009/70	Works	ICB	60.00	the Work ICB Sample	Pre Qualification Not Needed	Open
Ministry of Home Affairs/PRF/15/2009/70	Consultancy Services	QCBS	10000000.00	Consultancy Service	EOI Needed	Open

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### PRF Approval

Server Time: 2013-03-13 14:14:11 NPT Logged in as: Approver [My Profile](#) | [Logout](#)

Welcome FApprover LApprover, Approver: Ministry of Home Affairs

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Pending PRF Summary

Select	PRF Ref No.	Procurement Category	Procurement Method	Estimated Procurement Cost	Title	Bidding Procedure	Bidding Type
<input checked="" type="radio"/>	Ministry of Home Affairs/PRF/32/2009/70	Goods	NCE	380000.0	Info for Department Setup	Pre Qualification Not Needed	Open

Comments:

Select Action:    Select User:

Approved PRF : Requested Modification

PRF Ref No.	Procurement Category	Procurement Method	Estimated Procurement Cost	Title	Bidding Procedure	Bidding Type
Ministry of Home Affairs/PRF/32/2009/70	Consultancy Services	QCBS	5000000.00	Consultancy/SSS	EOI Needed	Open
Ministry of Home Affairs/PRF/10/2009/70	Works	ICB	60.00	the Work ICB Sample	Pre Qualification Not Needed	Open
Ministry of Home Affairs/PRF/15/2009/70	Consultancy Services	QCBS	10000000.00	Consultancy Service	EOI Needed	Open

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### Create Procurement Document

Server Time: 2015-05-13 14:17:30 NPT Logged in as: Creator: [My Profile](#) | [Logout](#)

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**Search PRF**

Procurement Category:  Procurement Method:  Bidding Procedure:  Bidding Type:

**Search Result:**

	PRF Ref No.	Title	Procurement Category	Procurement Method	Estimated Procurement Cost	Bidding Procedure	Bidding Type
<input type="radio"/>	Ministry of Home Affairs/PRF/2066/70	Consultancy555	Consultancy Services	CCBS	5000000.00	EO Needed	Open
<input type="radio"/>	Ministry of Home Affairs/PRF/102309/70	Site Work ICB Sample	Works	ICB	80.00	Pre Qualification Not Needed	Open
<input type="radio"/>	Ministry of Home Affairs/PRF/152363/70	Consultancy Service	Consultancy Services	CCDS	1000000.00	EO Needed	Open
<input checked="" type="radio"/>	Ministry of Home Affairs/PRF/32369/70	Ttc for Department Setup	Goods	NCD	350000.00	Pre Qualification Not Needed	Open

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## Any Queries?

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***Thank you***