

**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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Notice

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](#)

[Pre Bid Conference](#)

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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
3

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".
- User Name:** A text input field.
- Password:** A text input field.
- Login:** A red button.
- Footer:** "Forgot Password?" and "Register Now" links.

4

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"/>

5

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 -Bherasi-

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



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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)



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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	GN/2011/Creator/085-70	Goods	NCE	01-05-2013
/ABCDEFGHIJKLMNOPQRSTUVWXYZ1234	/ABCDEFGHIJKLMNOPQRSTUVWXYZ 234	Goods	Sealed Quotation	28-03-2013
/ABCDEFG23	/ABCDEFGHJ	Goods	NCE	23-04-2013
/ABCDEFGHIJKLMNOPQRSTUVWXYZ1234	/ABCDEFGHIJKLMNOPQRSTUVWXYZ 234	Goods	ICB	20-05-2013
GOODS-01-20	Goods-Not-SMK	Goods	NCE	23-04-2013
FB-01-1	Office Focus	Goods	NCA	07-04-2013
19901301468970	Hardware of Computers	Goods	NCE	30-04-2013
HW-01-01-2014/0	HW/01/01/01/1/04-01	Goods	NCE	10-04-2013
sample-ncb-goods/1	Hardware	Goods	NCE	28-04-2013
Goods-NCD-ITD	D Goods NCD	Goods	NCE	15-05-2013
PPV/089/123	Training Room	Goods	NCE	17-04-2013

Procurement Preparation Process

MPP (Creator-> Admin)

APP (Creator-> Admin)

PRF (Creator-> Reviewer-> Approver)

11

Procurement Categories

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

12

Procurement Preparation



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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 KLMNOPQRSTU VWXYZ 1234	AEDCDEFGH IJKLMNOPQRSTU VWXYZ1234	Goods	Sealed Custation	20-02-2013
ABCDEF023	ABCDEFCHU	Goods	NCB	22-04-2013
ABCDEFGHUKLMNOPQRSTU VWXYZ 1234	AEDCDEFGHUKLMNOPQRSTU VWXYZ1234	Goods	ICB	20-05-2013
0011101-01121	0011101-01121	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	wefawfa	Goods	NCB	30-04-2013
G0003 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:



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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 Subtitle No.*	

Cancel Clear Next

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MPP /APP Creation

Server Time: 2013-03-13 12:26:14 NPT Logged in as Creator [My Profile](#) | [Logout](#)

Welcome Sarita Jarna, 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

15

MPP/APP Approval Request to Admin Dashboard

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 Office of the Prime Minister & Council of Ministers
 Public Procurement Monitoring Office (PPMO)
 Government Helpline: Procurement System of Nepal (GPN-PSN)
 National Portal for e-Procurement

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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16

MPP/APP Request Processed by Admin



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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;">Remarks</td> </tr> <tr> <td style="height: 40px;">Approved</td> </tr> </table>	Remarks	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												
Remarks													
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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17

PRF Creation

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

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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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18

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

[Back](#) | [Cancel](#) | [Next](#)

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 Developed by Sunil Lama, Senior, Ministry of Home Affairs, Nepal.
 Date: 13/03/2014, 11:58:13 AM. It took 48.48 minute to load. IP: 111.101.211.1

19

PRF Creation

Server Time: 2013-03-13 14:07:34 NPT | Logged in as: Creator | [My Profile](#) | [Logout](#)
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Title	<input type="text"/>
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	<input type="text"/>

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

[Cancel](#) | [Save](#) | [Print](#) | [Send For Review](#)

20

PRF Review

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

Welcome: FReviewer: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/32/2069/70	Works	NCE	100000000.0	Works NCE Medium	Pre Qualification Not Needed	Open
<input checked="" type="radio"/>	Ministry of Home Affairs/PRF/15/2169/70	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/32/2069/70	Consultancy Services	QCBS	5000000.00	Consultancy/SSS	EOI Needed	Open
Ministry of Home Affairs/PRF/10/2069/70	Works	ICB	60.00	the Work ICB Sample	Pre Qualification Not Needed	Open
Ministry of Home Affairs/PRF/15/2069/70	Consultancy Services	QCBS	10000000.00	Consultancy Service	EOI Needed	Open

21

PRF Approval

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

Welcome: FApprover:LAApprover, 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/32/2069/70	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/32/2069/70	Consultancy Services	QCBS	5000000.00	Consultancy/SSS	EOI Needed	Open
Ministry of Home Affairs/PRF/10/2069/70	Works	ICB	60.00	the Work ICB Sample	Pre Qualification Not Needed	Open
Ministry of Home Affairs/PRF/15/2069/70	Consultancy Services	QCBS	10000000.00	Consultancy Service	EOI Needed	Open

22

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	NCB	350000.00	Pre Qualification Not Needed	Open

1/1

23

Any Queries?

24

Thank you