



नेपाल सरकार
प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय
सार्वजनिक खरिद अनुगमन कार्यालय
ताहाचल, काठमाडौं, नेपाल
काठमाडौं

पत्र सं.: ०७६/८०

च.नं. ४३

मिति: २०७९/०४/१०

सम्झौता विवरण अद्यावधि गर्ने सम्बन्धी सूचना

सार्वजनिक खरिद ऐन, २०६३ तथा सार्वजनिक खरिद नियमावली, २०६४ अनुसार खरिद सम्झौता भएका सम्पूर्ण खरिद कार्यको विवरण सार्वजनिक खरिद अनुगमन कार्यालयबाट सञ्चालित विद्युतीय खरिद प्रणालीमा अद्यावधिक गर्नुपर्ने भएकोले सम्पूर्ण सार्वजनिक निकायहरूले खरिद सम्झौता सम्बन्धी विवरण यो सूचना प्रकाशित भएको ७ दिनभित्र अद्यावधिक गर्न/गराउनु हुन सम्बन्धित सबै सार्वजनिक निकायहरूलाई जानकारीको लागि अनुरोध छ। साथै यस सूचना प्रकाशन पश्चात् गरिने खरिद सम्झौताहरूको हकमा खरिद सम्झौता सम्पन्न भएको मितिले ३ दिन भित्र अनिवार्य रूपमा विद्युतीय खरिद प्रणालीमा अनिवार्य रूपमा सम्झौता विवरण प्रविष्टि गर्ने व्यवस्था मिलाउनु हुन सम्बन्धित सबैलाई जानकारीको लागि अनुरोध छ। यस कार्यबाट निमार्ण व्यवसायीले सम्झौता गरेको खरिद सम्बन्धी विवरण स्पष्ट हुने हुँदा ५ भन्दा बढी खरिद सम्झौता भए/नभएको सूचना समेत प्रणालीबाटै प्राप्त गर्न सकिने व्यहोरा अनुरोध छ। यस सम्बन्धमा प्रणालीमा सम्झौता विवरण अद्यावधिक गर्ने विधि User Manual बाट प्राप्त गर्न सकिने जानकारीको लागि अनुरोध छ।

२०७९/०४/१०
अमेक डल्ले
३५

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Contract Record Management in e-GP System

Home Page of e-GP System

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

Server Time: 2022-01-31 11:59:08 NST

Home Published Bids Annual Procurement Plans Blacklisting Info e-Contracts **Contract Records** PPMO Authorised Banks

LOGIN

User Name :
Password :
Forgot Credentials? [Login](#)
[Register New User](#)

EVENTS

WELCOME TO ELECTRONIC PROCUREMENT

Public Procurement Monitoring Office (PPMO) has the vision to establish a centralized e-Government Procurement (e-GP) System for nation wide public procurement management. This is a web based one stop procurement portal covering various activities of public procurement life cycle including registration of bidders, procurement planning, e-tendering, on-line evaluation, contract management etc.

This system will be used by all Ministries, Departments and Agencies (MDAs) of Government of Nepal. It is hosted at Government Integrated Data Center (GIDC) at Singha Durbar and is accessible by the Public Entities and suppliers through internet.

[PUBLISHED BIDS](#) [STATISTICS](#) [PROCUREMENT NOTICE](#)

NOTICES

Oct 09 This is test notice
Jun 08 Test Notice

Figure 1: Home page of bolpatra system

Click on Contract Records to view all recorded contract

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

Server Time: 2022-01-31 12:01:31 NST

Home Published Bids Annual Procurement Plans Blacklisting Info e-Contracts **Contract Records** PPMO Authorised Banks

Search Contract Records

Procurement Category :
Public Entity :
Contractor Name :
SCP Type :
Procurement Method :
Status of Contract :
Contract Name :
Fiscal Year :
[Reset](#) [Search](#)

Search Contract Records Result

SL No.	PE Name	Contract Name	Contract Amount	Procurement Category	Procurement Method	Status	Action
1	SYSTEM TEST PE	Supply & delivery of HDU units	30000000.00	Goods	NCB	Completed	
2	Department of Testing	232323	2323232.00	Consultancy	QCBS	Completed	

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Figure 2 : List of Contract Record

Records can be searched using filter options.

Click on action button to view details of contract

Home Published Bids Annual Procurement Plans Blacklisting Info e-Contracts Contract Records PPMO Authorised Banks

[Show Contract History](#)

Project Details

Name of PE/Employer/Purchaser : *	SYSTEM TEST PE	Contract Name : *	Supply & delivery of HDU units
Contract ID : *	2076/77/01	Procurement Method : *	NCB
Procurement Category : *	Goods	Contractor Name : *	National medical suppliers
Contract Type : *	Contract for Supply of specific goods or other service	Contractor Address : *	Nepal
Contractor Type : *	Single		
Project Description : *	Hdu		

ppmo.contractmanagement.createcontract.contractorDetails

Bolpatra Id : *	BORGNE0767701	Bidder Name : *	National medical supplier
VAT/PAN No : *	9843104056	Country : *	Nepal
Shared percentage (%) : *	100		

Contract Details

Contract Date : *	01-01-2020	Status of Contract : *	Completed
Start Date :	01-01-2020	Completion/End Date :	22-05-2020
Delivery Date :	01-04-2020	Warranty period (Months) :	24
Name of Beneficial Owner :	National Medical Supplier	Post Validation Date :	30-04-2020
Contract Amount (in NPR) : *	30000000.00	Total Payment : *	30000000.00

Bid Info

IFB No of bid : *	2076/77/01	Estimated Cost : *	40000000.00
Fiscal Year : *	2076/79	Bidding Process : *	Only e-Bid
Is SCP : *	Yes	SCP Type :	Covid
Source of Fund : *	Government		

Figure 3 : Details of a Contract

To record New contract

Login via Accountant User

(Note: First Create Account user if not created before)

The screenshot displays the dashboard of the Government of Nepal's Public Procurement Monitoring Office (PPMO). The header includes the national emblem and the text "Government of Nepal", "Public Procurement Monitoring Office (PPMO)", and "National Electronic Government Procurement System". The server time is shown as 2022-07-26 11:41:31 NST. The user is logged in as Sanju Poudel, an Account Officer.

The main navigation bar includes "Home", "Procurement Execution", "Published bids", and "PPMIS". A dropdown menu for "Contract Management" is open, showing options for "Payment Management" and "Contract Records".

The dashboard features several key sections:

- MY PENDING TASKS:** A section indicating "No Pending Tasks !!!".
- My Recent Tasks:** A section for tracking recent tasks.
- My Task History:** A section for viewing task history.
- Contract Records:** A section with a "Complain" button and a "View Details" link.
- Create:** A section for creating new contracts, showing "0/0" and a "Verification" status, with a "View / Update" button and a "View Details" link.
- PreBid Quenes:** A section showing "0 / 0" PreBid Quenes with a "View Details" link.
- Grievance:** A section showing "0/0" Grievance with a "View Details" link.
- Summary Metrics:** Four summary cards showing: "Total Users: 5", "Total Projects: 8", "Ongoing Bids: 0", and "Draft Bids: 0".
- System Alerts:** A "Last Login" alert for 2022-07-26 at 11:45:07.0 NST, and a "Password Expires In 933 days left" alert.
- USEFUL LINKS:** A section with a link to the "Public Procurement Monitoring Office".

Figure 4 : Steps to add new Contract Information

Click on Contract Management >> Contract Records >> Create

Project Details

Name of PE/Employer/Purchaser : *	<input type="text" value="SYSTEM TEST PE"/>	Contract Name : *	<input type="text" value="Supply & Delivery of HDU"/>
Contract ID : *	<input type="text" value="2076/77/01"/>	Procurement Method : *	<input type="text" value="NCB"/>
Procurement Category : *	<input type="text" value="Goods"/>	Contractor Name : *	<input type="text" value="National Medical Suppliers"/>
Contract Type : *	<input type="text" value="Contract for Supply of specific goods or other service"/>	Contractor Address : *	<input type="text" value="Kathmandu"/>
Contractor Type : *	<input type="text" value="Single"/>		
Project Description : *	<input type="text" value="HDU for Covid emergency"/>		

ppmo.contractmanagement.createcontract.contractorDetails

Bolpatra Id :	<input type="text" value="BORGNE07601076"/>	Bidder Name : *	<input type="text"/>
VAT/PAN No : *	<input type="text"/>	Country : *	<input type="text" value="--Select Country--"/>
Shared percentage (%) : *	<input type="text" value="100"/>		

Contract Details

Contract Date : *	<input type="text" value="08-01-2020"/>	Status of Contract : *	<input type="text" value="Completed"/>
Start Date :	<input type="text" value="01-04-2020"/>	Completion/End Date :	<input type="text" value="30-08-2020"/>
Delivery Date :	<input type="text" value="27-12-2020"/>	Warranty period (Months) :	<input type="text" value="24"/>
Name of Beneficial Owner :	<input type="text" value="Medical Industry , Singapore"/>	Post Validation Date :	<input type="text" value="27-12-2020"/>
Contract Amount (in NPR) : *	<input type="text" value="45000000"/>	Total Payment : *	<input type="text" value="45000000"/>

Bid Info

IFB No of bid : *	<input type="text" value="2076/7701"/>	Estimated Cost : *	<input type="text" value="50000000"/>
Fiscal Year : *	<input type="text" value="2076/77"/>	Bidding Process : *	<input type="text" value="Only e-Bid"/>
Is SCP : *	<input type="text" value="Yes"/>	SCP Type :	<input type="text" value="Covid"/>
Source of Fund : *	<input type="text" value="Government"/>		

Figure 5: Form to fill details of a Contract

Fill above information and click save button to proceed.

To update records click on view/update as shown below

The screenshot shows the Government of Nepal's Public Procurement Monitoring Office (PPMO) National Electronic Government Procurement System dashboard. The header includes the Government of Nepal logo, the PPMO name, and the server time (2022-07-26 11:42:28 NST). The user is logged in as Sanju Poudel, Account Officer.

The dashboard features several sections:

- MY PENDING TASKS:** No Pending Tasks !!!
- My Recent Tasks:** A list of recent tasks.
- My Task History:** A list of task history.
- Contract Management:** A dropdown menu with options: Contract Records, Complain, and View Details.
- Payment Management:** A dropdown menu with options: Create, View / Update, and View Details.
- Contract Records:** A section with a 'View Details' button.
- PreBid Queries:** A yellow card showing 0/0 PreBid Queries with a 'View Details' button.
- Grievance:** A red card showing 0/0 Grievance with a 'View Details' button.
- Statistics:** Four cards showing: Total Users: 5, Total Projects: 8, Ongoing Bids: 0, and Draft Bids: 0.
- USEFUL LINKS:** A section with a link to the Public Procurement Monitoring Office.
- System Alerts:** A clock icon showing 'Last Login 2022-07-26 11:45:07.0 NST' and an information icon showing 'Password Expires In 933 days left After password expires you have to change it to log in!!!'.

Figure 6 : Steps to update a contract record

Select contract and Click on view/update button to edit

Search Contract Records

Procurement Category :	<input type="text" value="- Select One -"/>	Procurement Method :	<input type="text" value="- Select One -"/>
Public Entity :	<input type="text" value="SYSTEM TEST PE"/>	Status of Contract :	<input type="text" value="--Select Contract Status --"/>
Contractor Name :	<input type="text"/>	Contract Name :	<input type="text"/>
SCP Type :	<input type="text" value="--Select SCP Type --"/>	Fiscal Year :	<input type="text" value="--Select Fiscal Year --"/>

Search Contract Records Result

Sl. No.	PE Name	Contract Name	Contract Amount	Procurement Category	Procurement Method	Status	View/Update	Delete
1	SYSTEM TEST PE	Supply & delivery of HDU units	30000000.00	Goods	NCB	Completed		
2	SYSTEM TEST PE	Supply & Delivery of HDU	45000000.00	Goods	NCB	Completed		

Figure 7 : List of Previous Contract Records

Now you will get form to update necessary fields

1. *Completion Date*
2. *Delivery Date*
3. *Post Validation Date*
4. *Total Payment*
5. *Value of Outstanding works*
6. *Status of Contract etc.*