



# Public Entity User Registration

Public Entities are the organization as defined by PPA, 2063 section(2) . All the public entities utilizing fund from GoN must use e-GP System. To register in e-GP System, public entity should request Public Procurement Monitoring Office with official letter and registration Form.

1. Fill up Registration Form and send to PPMO
2. PPMO Super user will initiate admin user registration link to corresponding users' email

Public Entity Registration - Invitation

Fields marked with (\*) are mandatory.

Public Entity And User Details

Name of the PE *	TMOEG1 [ Please Select the Public Entity for which the registration is to be initiated ]
Email *	egotrain1@gmail.com [ Please Enter Email Address ]
Confirm Email *	egotrain1@gmail.com [ Please Confirm Email Address ]
Salutation Title *	Mr [ Please Select Salutation ]
First Name *	Ram [ Please Enter First Name ]
Middle Name :	 [ Please Enter Middle Name ]
Last Name *	Shrestha [ Please Enter Last Name ]
Will this user be a Report User *	Yes : <input type="radio"/> No : <input checked="" type="radio"/>

[Cancel](#) [Initiate Registration](#)

3. Open email and Please fill up necessary details in account tab ( Here you will create admin username and password for public entity)

4. Once approved by PPMO's super user , you can login

## Creating Procurement Users

We need to create at least 3 users to initiate procurement activities

1. **Creator** ( A person who is authorized to draft memo or document )
2. **Reviewer** ( A person who review document created by creator )



### 3. Approver (A person who approve document)

1. Login via admin
2. Goto Admin>>Public Entity>>Invite User
3. Now Fill invitation form
  - a. Select public entity name
  - b. Type email id of user ( Please use official email only)
  - c. Type first name, middle name and last name
  - d. Select report user: no ( Report is users designed for oversight agencies)
4. Click on Initiate User
5. Check email and click Bolpatra user registration
6. Create new account and fill up necessary details

#### Approve Procurement User

1. Login via admin
2. Check pending task : Bolpatra Registration (1) PPMO
3. Open Registration Request
4. Click on action button
5. Click Claim task button
5. Check mark in creator / Reviewer/ Approver  
( Admin can assign selected privileges to creator , reviewer or approver )
6. Update User.

## Set Public Entity Chief

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1. Login via admin
2. Goto Admin>>Public Entity>>Update



## Training Sheet for OCMH Hetauda : Day 2

3. Select PE and Search
4. Select Public Entity to edit
5. Scroll down
6. Select Public Entity chief and update

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# Annual Procurement Plan

## Create annual plan for New project

- 1 Login via creator
2. Go to Procurement Preparation>>Annual Procurement Plan >>Create  
(You can revise plan if already approved by Public Entity Chief)
3. Select Fiscal Year : 2077/78
4. Select Procurement Category : Works/ Goods

## 5. Fill necessary details

Sno	Field	Value
1	Procurement Details :	Construction of Boundry Wall / Supply and delivery of branded desktop and laptops
2	Enter Budget Subhead :	1.12.4
3	Approval Date :	2020-12-28
4	Procurement Method :	Sealed Quotation
5	Contract type :	Unit Rate /contract for supply specific goods or other services
6	Estimated Cost :	180000
7	MPP Reference :	Select MPP Project if project is multiyear or above 10 Million
8	Preparation Date for Bid/Quotation Related Document :	2020-12-30
9	Approved Date for Bid/Quotation Related Documents	2020-12-30
10	Bid Invitation Date	2020-12-31
11	Bid Opening Date	2021-01-16
12	Bid Evaluation Completion Date	2021-01-22
13	Date of Approval of Evaluated Bid	2021-01-23
14	Date of Issue of LOI	2021-01-24



15	Date of Signing Contract	2021-02-02
16	Date of Initiation of Work	2021-02-09
17	Date of Completion of Work	2021-04-09

6. Select Action : Review and write some comment ( You can save the project and submit to reviewer later on)
7. Select Reviewer : select name
8. Click on Submit button to send for review

### Review Plan

#### Login via reviewer

9. Check pending task : Annual Procurement Plan(1)
10. Click on pending task
11. Open Project
12. See all details and send for aggregation  
(If only one reviewer then same reviewer will be PWA Aggregator)
13. Check pending task in aggregator and open project
14. Click on send for bulk approval

### Approve Plan

#### Login via approver

15. Open pending task
16. Click on Bulk Approve
17. Go to Annual Procurement Plan>>View

### Unlock APP

Unlock is a process to initiate procurement activities for approved plan.

1. Login via approver (PE Chief)
2. Open Procurement Preparation >> Annual Procurement Plan >> View
3. Download APP or Unlock to proceed document creation.



## Sealed Quotation Document

1. Login Via Creator
2. Goto Procurement Preparation >> Procurement Document >> Create
3. Select Project to create document

**Enter Template Information** ✕

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**Bid Information**

Bidding Procedure \* :  ▼

Bidding Document Of \* :  ▼

Template \* :  ▼

Bidding Type \* :  Open

Copy from existing Bid \* :  No  Yes

**Next**

4. Bidding Document of : Single Envelope
5. Template : GoN Online
6. Click on Next to create document

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## Part of Sealed Quotation

1. **Invitation for Quotation**
2. Instruction to Bidders
3. **Bid Data Sheet**
4. **Eligibility Criteria**
5. Bidding Forms
6. **Work Requirement**
7. **Bill of Quantities**
8. General Condition of Contract
9. **Special Condition of Contract**

Note : Bold sections are editable

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## SECTION - II

## Bid Data Sheet

ITB 1	<p>The scope of work is: <b><i>[insert brief scope of work]</i></b></p> <p>The number of the Invitation for Bids is : ..... <b><i>[insert IFQ Number]</i></b></p> <p>The Employer is: .....<b><i>[insert the name of Employer]</i></b></p> <p>The name of the Project is: ..... <b><i>[insert the name of the project, if any]</i></b></p>
ITB 11	<p>The bid validity period shall be: <b>45(Forty Five) Days.</b></p>
ITB 12.1	<p>The Bidder shall furnish a bid security, from Commercial Bank or Financial Institution eligible to issue Bank Guarantee as per prevailing Law with a minimum of <b><i>[insert amount (2% to 3 % of estimated amount)]</i></b>, which shall be valid for 30 days beyond the validity period of the bid.</p>
ITB 12.2 (b)	<p>Cash Deposit Account for Bid Security:</p> <p>Account Name: ..... Bank Name: .....</p> <p>Bank Address: ..... Account Number: .....</p>
ITB 14.1	<p>Bidders <b><i>[insert "shall" or "shall not"]</i></b> have the option of submitting their bids electronically.</p> <p>Electronic submission procedure shall be : <b><i>[Insert electronic submission procedure if electronic submission is allowed]</i></b></p> <p>"Bidders shall follow the electronic bid submission procedures specified below:</p> <ol style="list-style-type: none"><li>i. The bidder is required to register in the e-GP system <a href="https://www.bolpatra.gov.np/egp">https://www.bolpatra.gov.np/egp</a> following the procedure specified in e-GP guideline.</li><li>ii. Interested bidders may either purchase the bidding document from the employer's office as specified in the Invitation for Bid (IFB) or bidders may download the IFB and bidding document from e-GP system.</li><li>iii. The registered bidders need to maintain their profile data required during preparation of bids.</li></ol>





- iv. In order to submit their bids electronically the cost of the bidding document shall be deposited in the account 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 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.
- vi. Bidders should update their profile data and documents required during preparation and submission of their bids.

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

No.	Document	Requirement	Remarks
	Letter of Bid	Mandatory	PDF
	Bid Security/Bank Guarantee	Mandatory	PDF
	Company registration	Mandatory	PDF
	VAT registration	Mandatory	PDF
	Tax Clearance Certificate/Tax return submission evidence/evidence of time extension	Mandatory	PDF
	Power of Attorney of Bid signatory	Mandatory	PDF
	Completed BoQ	Mandatory	PDF
	Bank Voucher for cost of bid document	Mandatory	PDF
	Additional documents specified in Bidding Document	If applicable	PDF

- vii. After providing all the details and documents, bid response documents will be generated from the system. Bidders are advised to download and verify the response documents prior to bid submission.
- viii. 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.
- ix. Once bid is submitted, bidders won't able to modify/withdrawal their bid.
- x. The Bidder / Bid shall meet the following requirements and conditions for e-submission of bids;

The e-submitted bids must be readable through PDF reader.

The facility for submission of bid electronically through e-submission is to promote transparency, non-discrimination, equality of access, and open competition in the



	<p>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.</p> <p>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."</p>
ITB 15	<p>The deadline for bid submission is:</p> <p>Address:</p> <p>Date: .....</p> <p>Time :</p>
ITB 18	<p>The bid opening shall take place at :</p> <p>Address :</p> <p>Date:.....Time : .....</p> <p><b><i>[Insert time that is immediately after submission deadline]</i></b></p> <p>i) e-GP system allows to download the bid response document only after bid opening date and time are met. Simultaneous login of two members of the opening committee is required for bid opening.</p> <p>ii) The Employer shall conduct the opening of 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.</p>



## Section- III: Eligibility Criteria

### Eligibility Information

#### Eligibility Requirements:

All Bidders shall submit following documents as pre- requisites for eligibility:

- a. Firm/Company Registration Certificate: [attach copy]
- b. Business Registration Certificate (License): [attach copy]
- c. PAN/VAT Registration Certificate: [attach copy]
- d. Tax Clearance Certificate/ Extension Letter/Tax return submission evidence for the F/Y  
.....**[insert fiscal year]**
- e. Power of Attorney: [attach copy]
- f. Letter of Bid [attach copy]
- g. **[insert addition document if required]**

#### *Notes to Bidders*

*The information to be filled in by Bidders in the following pages shall be used for purposes of eligibility as provided for in Clause 2 of the Instructions to Bidders. This information shall not be incorporated in the Contract. Attach additional pages as necessary.*

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## SECTION - V

# Works Requirements

This Section contains the Specification, and the Drawings that describe the Works to be procured.

## Scope of Work

[Insert brief scope of works.]

## Specifications

## Drawings

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SECTION - VI

Bill of Quantities<sup>1</sup>

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<sup>1</sup>In lump sum contracts, delete “Bill of Quantities” and replace with “Schedule of Activities” throughout this section.



### Section VIII Special Conditions of Contract (SCC)

This SCC forms part of the Agreement

[Note: with the exception of the items for which the Employer's requirements have been inserted, the Bidder shall complete the following information before submitting his bid.]

Clause	Item
1.1.1	Documents forming the Contract listed in the order of priority (delete if not applicable) <ol style="list-style-type: none"> <li>1. The Agreement</li> <li>2. Special Conditions of Contract</li> <li>3. General Conditions of Contract</li> <li>4. The Technical Specifications</li> <li>5. The Drawings</li> <li>6. The Bill of Quantities</li> <li>7. ....(if any)</li> <li>8. ....(if any)</li> </ol>
1.1.12	The indented completion date for the works shall be.....
1.5	The language of the contract is ENGLISH/NEPALI
2.1	The Site Possession Date(s) shall be: ..... <b>[insert location(s) and date(s)]</b>
3.1	Authorised person is .....
3.2	Name and address of Employer's representative (if known).....
4.4	The Performance Security amount is: ..... <b>[Insert required percent]</b> <p>i) If bid price of the bidder selected for acceptance is up to 15 (fifteen) percent below the approved cost estimate, the performance security amount shall be 5 (five) percent of the bid price.</p> <p>ii) For the bid price of the bidder selected for acceptance is more than 15 (fifteen) percent below of the cost estimate, the performance security amount shall be determined as follows:</p> <p><b>Performance Security Amount = [(0.85 x Cost Estimate – Bid Price) x 0.5] + 5% of Bid Price.</b></p> <p>The Bid Price and Cost Estimate shall be inclusive of Value Added Tax.</p>
6.2	Time for the submission of programme ..... <b>[insert Within 15 days of the commencement date]</b>
6.4	Liquidated Damages for Delay is 0.05% of the Contract Price per day up to a maximum of 10% of sum stated in the Agreement



Clause	Item
8.1	Period for notifying defects is <b>365 days</b> calculated from the date stated in the notice under Sub-Clause 7.2.
10.5.1	The Advance Payments shall be: [Insert amount] and shall be paid in two equal installments and to the Contractor. [specify how and when the installments will be paid]
10.5.3	Deductions from Payment Certificates will commence in the first certificate in which the Value of works executed exceeds 30% of the Contract Price. Deduction will be at the rate of <b>[Insert percentage]</b> of the respective Monthly Interim Payment Certificate until such time as the advance payment has been repaid; provided that the advance payment shall be completely repaid prior to the end of 80 % of the approved contract price.

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