



*****Single envelope GoN Uploadable*****

Revise Plan and add New Project in Annual Procurement Plan

1. Project Name : Construction of Office Building
2. Estimated Amount : 19000000.00
3. Procurement Method : NCB
4. Contract Type : Unit Rate

Send Plan to review, aggregate and approval and then Unlock Plan

Create New Document

1. Login via Creator
2. Goto Procurement Document>>Create
3. Select Project and click on action button
4. Select required information in document creation template
 - a. PQ not needed by default
 - b. Procurement method : Single Envelope
 - c. Select Template : GoN Uploadable
 - d. Type : Open
 - e. Copy from existing bid : No
5. You will see different tab : General / BoQ/ Evaluation & Qualification / Price / Summary
6. Set necessary information in General Tab
 - a. Set Bid Publication Date : 2020-12-31
 - b. Set Pre-Bid Meeting Required : Yes
 - c. Set Pre-Bid Meeting Date : 2021-01-10
 - d. Set Pre-Bid Address
 - e. Set Bid submission date : 2021-01-31 12:00:00
 - f. Set Bid opening date : 2018-01-31 13:00:00
 - g. Set IFB Number : OCM/NCB/Works/2077/78/01
 - h. Set Contract Number : OCM/NCB/Works/2077/78/01



- i. Set Bid document fee : 3000
- j. Set Account Information
 - i) Set Bank Name : e-GP training Bank
 - ii) Set Branch Name : Kathmandu
 - iii) Set Account Name
 - iv) Set Account Number
 - v) Set Office Code no
 - vi) Set Revenue Code no
- k) Set Procurment Description
- l) Select Balancesheet required : 3 years

7. Save and click next

8. Goto Experience tab and select ncesssary experience criteriae

Check mark in necessary criterias.

9. Goto Price tab

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- i) Add new category from CPV list
- ii) Add new items with description, unit, quantity, rate
- iii) Use Export/Import feature if there are lots of BoQ items

10. Goto Summary Tab

11. Upload your Bid document from Upload Section (Up to 20 M pdf file)

11. Add Bid opening Committee

- 1. Login via admin
- 2. Goto Committee Formation >> Create
- 3. Type committee Name, Committee Type
- 4. Click on Add User and select user to add
- 5. Save Committee

12. See Preivew of document

13. Write a comment to send for review

14. Select action and person



15. click on Submit button

Review Document

16. Login via reviewer
17. Click Pending task : Procurment Document(1)
18. Open Document
19. Review document and send for approval from summary tab

Approve Document

20. Login via approver
21. Click pending taks : Procurment Document(1)
22. Open document
23. Approve document or send for modification
24. Once approved, document will be published on scheduled date and time

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