

# **E-Government Procurement (e-GP) System Booklet**

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## Overview of e-Government Procurement (e-GP) System

In 2011, through the third amendment to the Public Procurement Regulations, PPMO was mandated to operate a single national e-GP portal and also clearly stating public entities should carry out their procurement transactions through the single e-GP Portal established by PPMO. So, developing and implementing national e-GP system became the national agenda. This is also complemented through 2013/14 budget speech of the government enforcing public entities to use the e-GP system for the procurement above NRs 6 Million.

### National e-GP System Coverage and Status

**E-GP Phase II:** The development of e-GP Phase II was started on September 2013 and completed on December 2015 and it was rolled out from 1 January 2017 to all the public entities across the country including all local level agencies. This system is the full-fledged e-GP system covering all aspects of procurement from planning to contract management including public procurement management information system (PPMIS). All standard bidding documents (SBDs) of procurement of works, goods, and consulting services issued by PPMO and Single Stage Two Envelope system are integrated in the application.

E-GP Phase II is the upgraded version of e-GP Phase I. This system caters all the functionalities of public procurement. E-GP Phase I covers up to bid opening only and e-GP Phase II covers all the functions after bid opening i.e. bid evaluation, contract awarding, contract management, dispute management and payment.

The system also has a banking interface for the verification of bid/performance securities and advance payment guaranties. Memorandum of understanding (MoU) has already been signed with all 29 commercial banks operating in Nepal.

### The core functions of e-GP System

#### **Registration of Stakeholders**

- Public Entity (PE) registration
- Bidders registration
- Bank Registration
- Report users for oversight agencies

#### **e-Bidding**

- Master Procurement Planning (MPP)/Annual Procurement Planning (APP) preparation and publishing
- Integrated Standard Bidding Documents (SBD)
- Preparation and publishing Invitation for Bids/Proposals
- Publishing Addendum / Amendment
- Online Bid preparation and submission by Bidders
- Online Bids/Proposal Opening by Public Entities
- Online Evaluation by Evaluation Committees
- Issuance of Letter of Intent (LOI) and Letter of Award (LOA)
- Complain handling
- Online Contracts Award and maintaining of contract document

#### **Workflow management System**

- Standard organization workflow
- Customized workflow based on the need

#### **Administrative Management Console**

- Management of system parameters and contents

***e-Contract Management System***

- Work schedule update
- Progress Report generation, submission / acceptance
- Defining Payment Milestones for goods
- Running Bill Payment Processing
- Variation Order
- Work Completion Certificate
- Final Payment
- Dispute handling

***Banking instrument verification***

- Bid document purchase fee, Bid Security, Performance Security through Banking Interface
- Transactions for security Extent, Release and forfeiture handling

***Public Procurement Management Information System (PPMIS)***

- Compliance monitoring through key procurement performance indicators
- MIS reports

***System and Security Administration***

- Bid Encryption/ Bid Decryption
- SSL Certificate/ One Time Password (OTP)

***Application Usability & Help***

- e-mail notification for key transactions
- Dashboard for all users
- e-Government Procurement Directives
- Manuals for all users

To make the e-GP System secure and robust, independent security assessment had already been carried out by Office of the Auditor General, Department of Information Technology (DoIT), e-GP international expert and the system developer. The issues identified by those agencies are already addressed.

To build the confidence and increase acquaintance with the system, 54 training sessions were conducted and trained around 1600 personnel from public entities, bidding community and banks. Another 60 events of training sessions are planned to train 1800 more personnel. All necessary infrastructures required for e-GP have been set up with high availability mode. For system operational support to PEs and bidders, PPMO has also established e-GP help desk service.

**Outcome of e-GP**

The effective implementation of national e-GP system by government of Nepal is expected to result, inter alia, the following outcomes:

- Improve regulatory compliance
- Minimize collusion and intimidation
- Improve transparency
- Improve access of national and international bidders in procurement increasing bidders participation
- Reduced turnaround time of procurement cycle and administrative cost of procurement and improve process efficiency
- Government procurement process is streamlined and consolidated procurement information available for monitoring and analysis and effective decision making.

# Public Entity (PE) and PE User Registration

## Public Entity Registration

Public entity sends the formal request as per the e-GP Directives to concerned department or authority for Public Entity registration.

### Registration Steps

1. Admin user need to log into the e-GP system ([www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp)) with user name & password
2. Click on **Admin -> Public Entity -> Create** menu
3. Fill in the necessary details about the public entity from the form
4. If there is no user to perform system administration in public entity, select the Parent PE Admin User(s) from the list and then click on **Submit**

These steps complete the registration of a public entity.

## Public Entity User Registration

After registration of public entity in the e-GP system, Admin User should invite PE Admin (if required), Creator, Reviewer, Approver and Account users as necessary. The following steps need to be followed for PE users registration:

### PE user invitation

1. Click on **Admin -> User Management -> Invite User -> Public Entity User**.
2. Select the name of the PE for which the registration needs to be initiated from the field 'Name of the PE'. Fill in the email address and other necessary details of the user and then select 'Initiate Registration' button
3. An e-mail will be sent to the email address of the user. The user should have to click on the link mentioned in the mail for registration

### PE user registration

1. User receives the email notification on the registered email address
2. Click on the activation link in the email
3. User will be redirected to a registration page where the user has to fill up the necessary details including his/her user name & password and click on submit button
4. A request will be forwarded to the 'Admin' user for approval

### PE user approval

1. Admin User needs to login in the e-GP system and will get the notification in system dashboard for user approval
2. Admin user clicks on the pending job, assign the role(s) for the user and clicks on 'Approve' button. In case of registration rejection, click on 'Reject' button.
3. PE user will receive a notification in email upon approval/rejection

For other jobs like updating public entity detail, delegating task, updating user's role, blocking/unblocking users, etc. please refer to the user manual in link <https://www.bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualPEUsers>

# Procurement Plan Management

Public Entities need to prepare Master Procurement Plan (MPP) and Annual Procurement Plan (APP) for all projects as per threshold and duration of the project. as per Public Procurement Act and Regulation.

## MPP/APP Entry

Public entities (PEs) need to prepare master procurement plan and annual procurement plan in the system on the basis of estimated budget. The annual procurement plan (APP) so prepared is approved by head of the PE. If allocated budget is different from requested budget, the plan needs to be revised. In case of MPP, it is prepared for procurement which are over 100 million Nepalese rupees or any procurement of multiyear nature. MPP need to be approved by the secretary of the concerned ministry or special class officer.

### Steps for MPP Entry (Create -> Review -> Approve)

#### A. MPP Creation Steps

PE Creator user needs to log into the system.

1. Click on Procurement **Preparation -> Master Procurement Plan -> Create**
2. Fill in the summary data such as Name of Project, Budget Sub-head No, etc. and click on **'Add Projects'** button
3. Fill in the project details of the projects and click on 'Add' button
4. Select 'Send for Review' in Action and select concerned Reviewer then click on 'Submit' for review

#### B. MPP Review Steps

PE Reviewer user needs to log into the system.

5. Receive the forwarded MPP under **'MY PENDING TASKS'** and click on **'MASTER PROCUREMENT PLAN'** to view the MPP details.
6. Review the MPP and select action **'Send for Approval'** then click **'Submit'** to send the MPP for approval. In case of modification, type the comments and select action **'Send for Modification'**. Same process needs to be taken for rejection.

#### C. MPP Approve Steps

7. The secretary/special class officer logs into the system and receives the MPP under **'MY PENDING TASKS'** as **'MASTER PROCUREMENT PLAN'**.
8. View the MPP and select action **'Approve'** and click **'Submit'** to approve the MPP. A Master Procurement Plan is successfully created in the e-GP system. In case of modification, type the comments and select action **'Send for Modification'**. Same process needs to be taken for rejection.

### Steps for APP Entry (Create -> Review -> Approve)

#### A. APP Creation Steps

PE Creator user need to log into the system

1. Click on **Procurement Preparation -> Annual Procurement Plan -> Create -> Estimate**
2. Select the fiscal year and procurement category then fill in necessary procurement details.
3. Select action **'Send for Review'** and then person for review and click on **'Submit'**
4. Repeat the above steps for all projects of the plan.

## B. APP Review Steps

PE Reviewer user needs to log into the system.

5. Receive the forwarded APP under '**MY PENDING TASKS**'.
6. Click on '**ANNUAL PROCUREMENT PLAN**' to view the APP details.
7. After reviewing each project details, select action '**Send for Aggregation**' and click '**Submit**' to send the APP for aggregation. In case of modification, type the comments and select action '**Send for Modification**'. Same process needs to be taken for rejection and task delegation.

## C. APP Aggregation Steps

8. PE Reviewer (Aggregator) user needs to log into the system then receives the forwarded APP under '**MY PENDING TASKS**'.
9. Click on '**ANNUAL PROCUREMENT PLAN**' to view the APP details.
10. After reviewing each project details, click on '**Send for Bulk Approve**'. In case of modification, type the comments and select action '**Send for Modification**'. Same process needs to be taken for rejection.

## D. APP Approve Steps

PE Approver user needs to log into the system.

11. Receive the APP under '**MY PENDING TASKS**' as '**ANNUAL PROCUREMENT PLAN**'. Then click on '**ANNUAL PROCUREMENT PLAN**' to view the APP projects.
12. Click on '**Bulk Approve**' to approve all projects of APP at once. In case of modification or rejection, click on '**View Details**' of the particular project and select appropriate action.
13. An Estimated Annual Procurement Plan is successfully created in the e-GP system.

## Unlocking APP

The approved Annual Procurement Plan is locked by default. In order to revise the Estimated APP or to create bidding document, the PE Approver needs to unlock the APP.

### APP Unlocking Steps

PE Approver user needs to log into the system.

1. Click on menu **Procurement Preparation -> Annual Procurement Plan -> View**
2. Select the fiscal year and click on '**Search**' button. After which projects of APP are displayed.
3. Click on '**Unlock**' button at the bottom.

## Revising APP

Based on actual budget allocated, PE should revise the APP projects in the system accordingly with similar approval cycle followed for Estimated APP. For which, click on menu **Procurement Preparation -> Annual Procurement Plan -> Revise -> Estimate**

For detail process of creating, revising and updating of MPP/APP please refer to the user manual in <https://www.bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualPEUsers>

# Bid Document Preparation, Publication and Addendum

PE should prepare procurement documents online and publish directly in the system. All sections of standard bidding document are integrated into the system. PE needs to create the bid document online on the basis of procurement category and method provided in APP. The system generates bid document as per the information/data provided by the user. System supports several procurement types – works, goods, consulting services etc. System offers rigorous approval mechanism. Each PE can configure their own approval mechanism as per their need. Once published, anybody can view the procurement notice without registering in the System. PE can publish bid addenda after publication of bid document. It is necessary that the APP of that procurement should be prepared, approved and unlocked into the system before creating Bid Document.

## Steps for Bid Document Preparation (Create -> Review -> Approve)

### A. Bid Document Preparation

The PE Creator needs to log into the system.

1. Click on menu **Procurement Preparation -> Bid Document -> Create**.
2. Search the approved APP for which bid document is to be created and click on **'Create Docs'** button of desired project.
3. Select the Bidding Procedure, Bidding Document association, Template and Bidding Type and then select **'Next'**.
4. Based upon selection, user is redirected to General Information tab along with other related sections of **'Standard Bidding Document'** are displayed online. After completing a section, user needs to click on **'Save & Next'** button to save the details entered.
5. Fill in the necessary details in **General Info** tab including bid publication date, bid submission/opening deadline etc. and click on **'Save & Next'** button to enable other sections.
6. Fill in the details in each tab i.e. BDS, EQC, BOQ, Work Requirement, SCC etc. as per requirement. In most of these editable sections, user hints and default values are provided. PE Creator user can modify or delete those default values. Similarly, new clauses/criteria can be added or existing criteria can be deleted as per project requirement. These tabs might be differing based upon procurement category and method.
7. Finally, system generated bid document is created by merging all the sections. Download bid document from **'Summary'** tab for verification.
8. Assign Bid Opening Committee for this project if already exists. If not, create new Bid Opening Committee by clicking menu **Committee Formation -> Create** and select committee type **'Bid Opening'** and add members of the committee.
9. Select action **'Send for Review'** and then person for review and click on **'Submit'**.

### B. Bid Document Review Steps

PE Reviewer user needs to log into the system.

10. Receive the forwarded Bid Document under **'MY PENDING TASKS'**.
11. Click on **'PROCUREMENT DOCUMENT'** to view the complete document.
12. Download the bid document, review and select action **'Send for Approval'** and click **'Submit'** to send bid document for approval. In case of modification, type the comments and select action **'Send for Modification'**.

### C. Bid Document Approve Steps

PE Approver user needs to log into the system.

1. Receive the bid document under '**MY PENDING TASKS**' and click on '**PROCUREMENT DOCUMENT**' to view the complete document.
2. Select action '**Approve**' to approve the bid document. Once approved, the opportunity will be published automatically in e-GP system under '**Published Bids**' menu on the scheduled date. In case of modification or rejection, provide the comment and select action then click on '**Submit**'. The document will be forwarded to PE Creator user for modification.

### **Bid Addendum (Create -> Review -> Approve)**

The PE can publish bid addenda as per their procurement need. Bid addenda should be prepared online. System compares newly fed provision with old one and dynamically addenda document is prepared. The same is published in the portal and special notice is sent to those who have submitted on that document.

### **Steps for Bid Addendum**

To perform bid addendum, same process of bid document creation is to be followed by clicking menu **Procurement Preparation -> Bid Addendum -> Create**.

For detail process of preparation, publication and addendum of bid document, please refer to the user manual in <https://www.bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualPEUsers>

## Bidder Registration and Profile Management

For registration, a bidder needs to visit the e-GP System ([www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp)) and fill in the personal and organizational details along with the supporting documents such as Firm/Company Registration Certificate, Tax Registration Certificate and Power of Attorney to register in the system. The registration request is to be verified and approved by super user. Once approved, the bidder account is activated and bidder can log into the e-GP system.

Bidders need to consider the following points before registration:

- The bidder shall have a **valid e-mail** before initiating the process of registration
- Ensure that PDF copies of supporting documents required for registration

Bidders registered in the e-GP system can perform such activities as *Profile Management, Bid/ Proposal Submission, Contract Awarding, Complaint Raising and Payment Management*.

### **Steps for Bidders Registration**

1. Type the [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) in browser.
2. Click on 'Register New User' in the right side of e-GP home page.
3. Fill in the organization details with information like country of registration, company registration no. & name, category of interest etc. and click on 'Next' button.
4. Fill in the Personal details which basically include personal information of user trying to register with his/her name, contact detail, email address, username for login, password, secret question and answer etc.
5. Upload supporting documents into the system and click 'Register' button.
6. An email is sent to the user's email address from the system with activation link. The user has to open e-mail that is provided during registration and click on activation link within 10 days of registration.
7. Registration request is sent to PPMO for approval. Upon approval from the Super User, the user will receive the e-mail containing the message of successful registration including Bolpatra ID.

### **Bidder's Profile Management**

Once the user registration request has been approved by the PPMO, the user needs to manage organization profile into the e-GP system. It is mandatory for bidder to update profile with necessary details regarding the organization, personnel, financial, contract details (Regarding work executed by the bidder organization), litigations, Equipment's and other necessary documents regarding the organization.

### **Steps for Profile Management**

1. Bidder logs into the e-GP system and selects 'My profile'.
2. Fill in the data in the forms provided i.e. organization, personnel (officer & staff details for proposal submission purpose), financial details (Balance sheet, income statement, and average annual turnover), contract details (regarding work executed and work in progress), litigations details, and equipment details and uploads the supporting documents. After completing each tab click on 'Save & Next' button.

For detail process of bidder activities in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBidders>

# Bid Response Preparation, Submission, Modification and Withdrawal

Bidders who are interested to participate in a bidding process shall download the bid document/RFP and then prepare the bid response/proposal accordingly. Depending upon type of procurement, bidder can reuse the profile data/document such as prior experience (both general and specific), key experts, equipment, financial situation and fill/upload the project specific requirement like bid submission letter, BoQ/price schedules etc. as per instruction provided in the bid document. Bidders may have to visit to banks if submission of bid document fees or bid security is prerequisite. Moreover, bidder will receive a One Time Password (OTP) before final submission of bid response document. Bid response document along with sensitive bidding data are encrypted in the system. Moreover, bidders can modify/withdraw the bid response before submission deadline. Bidder can submit bid solely or as in joint venture (JV).

## Steps for Bid Response Preparation and Submission

1. Registered Bidder logs into the e-GP system.
2. Search the project of interest from published bids for bid preparation and click on '**Create Bid Response**' under action.
3. Fill in the General Info and click on 'Save and Next' button. In case of JV Bid submission, select '**Yes**' when system asks '**Do you want to Bid as Joint Venture?**'. Then provide the JV partner's name and BOLPATRA ID then upload the JV agreement and other necessary information/document in order to invite the partner for JV. In this case, all partners of JV must be registered into the system and they must manage their profiles as well.
4. Fill/select the required technical and financial details as requested in procurement document. Most of these details should be from '**My profile**' section expect bid submission letter(s), Financial Resource document.
5. Fill the BoQ/Price schedule in case of works and goods procurement.
6. Fill the price adjustment details if applicable.
7. Upload the **voucher for document fee and bid security document** along with necessary data through '**Procurement Execution -> Fee/Security -> Process**' menu for the project select for bid if is prerequisite.
8. Upload the mandatory documents i.e. tax clearance, company/tax registration, Business registration/renewal etc. for national bidders and select the supporting document maintained in profile for the project in additional documents tab.
9. After providing all the required details, download the bid response report from summary tab. Ensure that all the documents required are in the report. In case of two envelop procedure two separate technical and price bid responses will be created.
10. Click on '**Generate OTP**' button before final submission of bid response. A system generated OTP code is received in the e-mail address of the user. If not received click on '**Regenerate OTP**'.
11. Fill the OTP received and click on the **Validate** button.
12. Click on '**Submit Bid**' to submit the bid response. In case of JV bid response submission, each partner needs to acknowledge the conformation link before lead partner can submit the bid/ proposal.
13. Bidder can modify or withdraw the bid response before bid submission deadline following the similar steps from submitted bid tab.

For detail process of bidder activities in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBidders>

## Bank Registration & Bank User Management

A separate module “Banking Interface” within e-GP system is developed and integrated to verify and validate the bidding related transaction/instruments *i.e. (i) Voucher of Bid document fee (by respective authorized bank) (ii) Bid Security (iii) Bank Guarantee (iv) Counter Bank Guarantee and extension documents* issued for public procurement by respective bank and branches.

The super-admin user is responsible for creating bank head offices and the admin user for the corresponding bank head office.

There are three categories of bank users: **admin, maker and checker.**

### **Steps for Bank and Bank’s Admin User Registration**

1. Download the bank registration form from e-GP system under ‘Forms’ and fill in the details then submit to PPMO for bank registration.
2. PPMO invites the Bank user filling the details provided in the Form.
3. Admin user will receive an email from the e-GP system with registration link. The user should follow the registration link and enter the account details and create admin account of their own.
4. Bank Admin user successfully registered in the e-GP system.

### **Steps for Bank Maker and Checker User Registration**

Bank Admin user visits the e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) and logs into the system.

1. Click on menu ‘**Admin -> Create -> New Branch**’ and fill the branch details.
2. Click on menu ‘**Admin -> Create -> LookUp Existing Branch**’ and select the branch for the Maker and Checker User registration.
3. Click on ‘Invite Makers’ / ‘Invite Checkers’ link for Inviting **Makers and Checker** user with valid e-mail address and then click on submit button.
4. **Maker** and **Checker** will receive the email from the e-GP system with registration link. The user will click the registration link and enter the account details and create account of their own.
5. Bank **Maker** and **Checker** user will successfully registered in the e-GP system.

### **Banking Instrument Verification**

The respective bank users are responsible to verify and validate the details regarding different banking transaction (Bid document fee, bid security, performance security and advance payment guarantee) executed by the bidders for the bids in which they participate.

Once Bidders pay the fee offline, they will upload the vouchers/security document in the System along with other necessary data. A notification will be triggered to the users of the particular bank and branch. The maker user will perform the first level of validation while the Checker user will validate it in second level. Instrument type (transaction) should be verified within 2 working days as per MoU with Bank. Transaction once verified can’t be rolled back.

## **Steps for the Instrument verification**

### **Maker Verification**

Bank's Maker user logs into the e-GP system.

1. Select the instrument type for first level verification and click on '**Search**' button.
2. '**Claim**' the task under current status column and then click on action for viewing the details of instrument for verification.
3. Download the instrument copy uploaded by bidder and then select the status '**Verified**' in case the instrument is issued by the respective bank's branch otherwise '**Rejected**' and then click on Submit button for second level verification.

### **Checker Verification**

Bank's Checker user logs into the e-GP system.

4. Select the instrument type for second level verification and click on '**Search**' button.
5. Checker user can see the instrument that is verified by Maker user.
6. '**Claim**' the task under current status column and then click on action for viewing the details of instrument for verification.
7. Download the instrument copy uploaded by bidder and then select the status '**Verified**' in case the instrument is issued by the respective bank's branch otherwise '**Rejected**' and then click on Submit button.
8. Bank instrument type will be verified successfully and auto notification will be sent to the respective stakeholders.

For detail process of bank users' activities in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBankUsers>

# Bid Opening, Muchulka Preparation and Bid Evaluation

## Bid Opening

Bid opening is performed by bid opening committee (BOC) once bid opening date and time meets. Two people from BOC are required for online opening. Both of them should provide their user names and passwords in the system simultaneously in one computer in order to open the bid.

In case of Single Stage Two Envelope (1S2E) procurement procedure, system requires two separate Technical and Financial Opening. First, technical opening will be done and Price/financial opening will be done only of technically qualified bidders.

The opening committee downloads all the online submitted bids and makes necessary inputs for Muchulka. They prepare the bid opening minutes and get it signed by all the participants.

## Steps for the Bid Opening and Muchulka Preparation

Any one member of Bid Opening Committee logs into the e-GP system.

1. Click on menu '**Procurement Execution -> Opening**' and then search the project for bid opening. Only the project that meets the bid opening date and time will be displayed.
2. Click on '**Open Bid**' under '**Action**'.
3. Enter the user names and passwords of two bid opening committee members and click on '**Sign In**'.
4. The members see the online bidder list with key field like bidder name, address, bid security details, Bid amount (in case of single stage procedure) and download the Bid response document of each bidder.
5. Fill in the discount & methodology and remarks if any and click on '**Generate Bid Opening Record (MUCHULKA)**' button and then get it signed by all the participants.
6. Upload the signed Bid Opening Record (Muchulka) and click on '**Complete Bid Opening Proceeding**'.
7. The Bid Opening Record (Muchulka) will be forwarded to PE Approver user for review and assigning Bid Evaluation Committee.

## Bid Evaluation

Once public entity Approver assigns the Bid evaluation committee, the task of evaluation will be forward to Bid evaluation committee chairman dashboard. Online evaluation is performed by Evaluation committee. At least three members from the committee including committee chairman are required for bid evaluation. Committee members has gone through several steps such as '**Test of Legality**', '**Test of Completeness**', '**Technical Test**' as stipulated in Act, Regulation and Bidding Documents. For consultancy services, there will be individual as well as collective scoring. System will prepare online evaluation report and that will be shared with head of the public entity (PE)/authorized official in hierarchy. Once PE chief/authorized official approve the online report, contract awarding process is commenced.

In case of Single Stage Two Envelope (1S2E) procurement procedure for works and RFP evaluation of consultancy service, technical and financial evaluation should be done separately. Financial evaluation will be done for those bidders who have been qualified in technical evaluation.

### **Steps for Bid Evaluation**

The chairman of Bid Evaluation Committee logs into the e-GP system.

1. Click on **My Pending Task -> Bid Evaluation**
2. Click the '**Evaluate**' button of the selected bid title.
3. Log into the system by any three Evaluation Committee members including the chairman.
4. Downloads the Bid Opening Record (MUCHULKA) and bid responses submitted.
5. In case instrument type verification (bid doc fee/ bid security) is pending from bank for any bidder, it is shown in the Deemed Non-Responsive Organization table in the evaluation committee dashboard. It should be verified by corresponding bank before starting Bid Evaluation process. If the bank users do not verify the instruments with two working days, it is also available to Bid evaluation committee itself for verification.
6. Evaluate against each test criteria and test type i.e. Test of legality, Completeness test, Technical test, Commercial test, Qualification test, Special test etc. of each bidder by clicking on respective bidder and clicks on save and next button.
7. In case any clarification required against the submitted bid response, click on request for clarification link provided in each test type.
8. Download the **Comparative chart** under technical test tab.
9. Generate the '**Evaluation Report**', get signed by each evaluation committee member and upload the signed evaluation report then '**Send to PE Chief**' or **Authorized official**.

### **Approval of Evaluation Report**

10. PE Chief or respective approval authority logs into the system and view the **Pending Task -> Evaluation Report** (in case of two envelop procedure 'Technical Bid Evaluation report and Price Bid Evaluation Report')
11. Take necessary decisions i.e. Approve, Re-evaluation, Re-bid or cancel Bid based on the recommendation from evaluation committee. In case of two envelope procedure, PE chief needs to set the price/financial bid opening date & time in the system.
12. For works and consultancy single stage two envelope procedure, these process repeats – one for technical evaluation and another for financial evaluation.

For detail process of bid opening and bid evaluation in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBankUsers>

## Contract Awarding

Once PE Chief or higher approval authority approved the evaluation report, PE Approver user can proceed the contract awarding process. Various contract awarding steps are done online such as LOI issuance, complain handling and LOA issuance and contract signing.

After LOI issuance, other participating bidder can lodge the complaint to PE against evaluation decision or simply request for debrief letter. LOA is issued to winning bidder once the complaint lodging timeline is over or response is provided against complaints by PE. Once bidder will come up with performance security within notice period, PE will sign the contract and the signed copy of the contract is uploaded in the system.

### Steps for LOI Issuance

PE Approver user logs into the system.

1. Click on menu '**Procurement Execution-> Contract Awarding -> Process**'
2. Selects respective project for which LOI is to be initiated and click on '**Action**'
3. Click on '**Generate LOI**' and upload the signed LOI into the system with document description and then click on submit button to issue LOI.
4. A system generated mail is sent to the awarded bidder and copy of that mail is sent to all participating bidders. LOI is also published into e-GP homepage and bidder dashboard.

### Steps for Complain lodging and handling

During Contract Awarding, once LOI is issued and participating bidder(s) are not satisfied with the decision made by PE, can lodge the complaints with supporting documents within the stipulated period.

#### **Bidder**

Participating Bidder who wishes to submit complaint against the PE decision, logs into the system.

1. Click on menu '**Procurement Execution-> Complain Management -> Complain Lodge -> Create**' and then select respective project for which complain is to be submitted.
2. Fills the application and upload the supporting document and submit the complain to PE Chief (Approver)

#### **Public Entities**

PE Approver user logs into the system.

3. Click on menu '**Procurement Execution -> Complain Management -> Complain Lodge -> Process**'.
4. View the complaint and suspend the contract awarding process if the complaint is relevant otherwise reject the irrelevant complaint and proceed for LOA issuance.

### Steps for LOA Issuance

PE Approver user logs into the system

1. Click on menu '**Procurement Execution-> Contract Awarding -> Process**'

2. Select respective project for which LOA is to be initiated and click on '**Action**'.
3. Click on '**Generate LOA**' and upload the signed LOA into the system with document description and then click on '**Submit**' button to issue LOA.
4. A system generated mail is sent to the awarded bidder for submission of Performance security within the stipulated days.

### **Steps for Contract Document Record**

PE Approver user logs into the system

1. Click on menu '**Procurement Execution-> Contract Awarding -> Process**'
2. Select respective project for which Contract Document need to be prepared and recorded
3. Download the part of contract documents like contract form, SCC, GCC, BoQ/Price Schedule, Letter of Bid(s), Specification & Drawing, Price adjustment table if applicable.
4. Fill the contract signed date and upload the signed contract document.

**Note:** Verification of performance security from the Bank's Maker and Checker is required before uploading the Contract Document.

For detail process of contract awarding in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBankUsers>

# Contract Management

Once the contract is signed between PE and contractor/consultant/supplier, contract management process needs to be started in the system for which project manager/coordinator needs to be assigned into the system. The major activities like project management, payment and dispute resolution is performed online.

## A. Project Manager/Coordinator

### Assigning the Project Manager/Coordinator

Any of the PE user logs into the system.

1. Click on menu '**Procurement Execution-> Contract Management -> Create**'
2. Select the respective contract and assign the project manager for it.
3. Fill the project key details i.e. project start date, intended completion date, DLP start & end date etc. and click on '**Submit**' button
4. A system generated mail is sent to Project manager/coordinator.

### Project Manager/Coordinator Acknowledgement

Project manager logs into the system.

5. Click on the pending task named '**PROJECT DETAILS**' in dashboard
6. View the projects assigned for consent and then click on the '**Action**' button.
7. Review the contract details and click on '**Send to PE Chief**' for approval.

### Approval of Project Manager/Coordinator

PE Chief (Approver user) logs into the system.

8. Click on the pending task named '**PROJECT DETAILS**' in dashboard.
9. Review the projects assigned for approval and then click on the '**Action**' button.
10. Click on '**Approve**' to assign the project manager for this particular project.

**Note: The above mentioned steps are to be followed for each project.**

## B. Project Management

Once the Project Manager is assigned, project manager logs into the system to perform the activities like managing program schedule(s), creating variation order, contract amendment, extension etc.

## C. Payment Management

Once the contract is signed, contractor/supplier/consultant can raise the bills through e-GP system with reference to work activity/accomplishment as per submitted work schedule and contract document. In case of advance payment, it needs to be verified by banks for the payment.

### Steps for payment Management

#### Contractor/Supplier/Consultant

Contractor/Supplier/Consultant logs into the system.

1. Click on menu **Procurement Execution-> Contract Management -> Payment Management -> Create**

2. Search for the respective project and click on '**Action**' button.
3. Select the payment type i.e. Advance payment, Monthly statement (Deliverable for incase of works), final bill etc. and provide the details & upload supporting document and then click '**Submit**' button for payment request.
4. Submitted invoice/payment request is forwarded in project manager's dashboard.

### **Project Manager**

Project coordinator logs into the system.

5. Click on '**BILL\_APPROVAL\_REQUEST**' pending task at user dashboard.
6. Search the projects and click on the '**Action**' button for reviewing payment request.
7. Review the payment request and click on '**Send to PE chief**' for approval. In case of modification required, project manager can reject the payment request with appropriate comment.

### **PE Approver**

Project coordinator logs into the system

1. Click on '**BILL\_APPROVAL\_REQUEST**' pending task at user dashboard.
2. Search the projects and click on the '**Action**' button for reviewing payment request.
3. Review the payment request and click on '**Certify**' for approval.

In case of works projects, once payment request is approved, contractor needs to submit scanned copy of tax invoice for payment through menu '**Procurement Execution -> Payment Management -> Bill -> Process**' and this request is forwarded to PE account user.

### **PE Account**

PE account logs into the system

1. Navigate to menu '**Procurement Execution -> Contract Management -> Payment Management -> Bill -> Process**'. All the bills approved by PE chief will be displayed.
2. Select the project and Claim the task for payment
3. Deduct the necessary amount like TDS, retention amount, advance payment as applicable and click '**Submit**' button for payment.

### **D. Dispute Settlement**

Project coordinator logs into the system.

1. Navigate to menu '**Procurement Execution -> Contract Management -> Dispute Management -> Create**'.
2. Search for the respective contract to create dispute management
3. Fill the details of dispute i.e. matter of dispute, value of dispute, lodge date, status, uploads the supporting documents and clicks on the save button to create the dispute into the system.
4. Once the dispute is created, project manager logs into the system and navigates to '**Procurement Execution -> Contract Management -> Dispute Management -> Update**' for updating the status of dispute like pending, resolved.

For detail process of contract awarding in the system, please refer to the user manual in <https://bolpatra.gov.np/egp/downloadHelpDoc?helpFileName=ManualBankUsers>