TRAINING MANUAL FOR NATIONAL E-GOVERNMENT PROCUREMENT SYSTEM OF NEPAL

CONSULTANT’S GROUP

www.bolpatra.gov.np/egp

Organized By:

Government of Nepal
Public Procurement Monitoring Office,
Tahachal, Kathmandu
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Module: Applicant Registration

Business Flow Diagram

To initiate the registration process, applicant visits the e-GP System (www.bolpatra.gov.np) and fills in the personal and organizational detail. The registration request is verified and approved by super user. Once approved the applicant account will be activated and applicant can successfully logs into the e-GP system.
Registration Steps

**Bidder Registration**

**Step 1:**
User clicks on ‘Register New User’ from home screen and selects Firm.

**Step 2:**
User then submits the firm details for registration.

**Step 3:**
An email is sent to user with a link for activating registered account.

**Step 4:**
Upon clicking the activation link, the registered account is set for approval from superuser.

**Step 5:**
Superuser verifies the applicant details and approves/rejects the registered firm account.

End
Step 1:

To initialize this process the user selects *Register New User* and then selects the radio button *Firm* on the Home Page of National e-GP system.

![Government of Nepal](image)

*Fig: Applicant Registration Step 1*

Step 2:

The user is directed to a page where three forms have to be filled regarding the registration details. The user needs to enter organizational detail, personal detail and document detail including a username and password which will be used for future login and all supporting documents regarding the organization needs to be uploaded.

The three forms that need to be filled are mentioned below:

- Organization Details
- Personal Details
- Document Details
**Step 2A:** Organization Details basically includes company registration information, type of organization, VAT/PAN information, Office address and contact details.

The fields marked with (*) are mandatory to be filled. After entering the necessary details the user will have to click on Next at the bottom of the page to navigate to personal detail page.
**Step 2B:** Personal details basically includes personal information of user trying to register with his/her name, contact detail, email address, username for future login, password and secret question answer.

![Image](image_url)

**Fig: Applicant Registration Step 2B: Personal Details**

The fields marked with (*) are mandatory to be filled. After entering the necessary details the user will have to click on *Next* at the bottom of the page to navigate to document detail page.
Step 2C: Document Detail contains company registration and PAN/VAT registration certificate to be uploaded.

User clicks the *Browse* button to upload required documents for completing the applicant registration process. All files to be uploaded should be in the pdf format and the size of the attachment should not be greater than 5 MB in size. If file is other than pdf format the system will generate the error message.

Then finally the user should click on *Register* to complete the registration process.
Step 3:

Fig: Applicant Registration Step 3: User Successfully Registered acknowledgement

After pressing register button in document detail page, an e-mail is sent to the registered user’s e-mail id with an activation link. The user has to login into their e-mail account to retrieve that e-mail.
Step 4:

Hello Ramesh, Deshota,

You are successfully registered in the Bolpatra system.

Your User Name: rameshdeshota

Before you can log in, your account needs to be activated within 10 days. Please click on the following link to activate your account:

[Activate Bolpatra Account]

If clicking on the link above does not work, then please paste this link in the browser:

https://bolpatra.gov.np/system/UsersRegistication?c=21b30115-e551-4502-9b96-
5b1502a4935d&u=PaA15p3-74-75,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5,CMmPf5

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact PPMO.

Warm regards,

Bolpatra Admin Team

Fig: Applicant Registration Step 4: Activation Link received at email

User will click on that activation link. This will confirm that the e-mail id provided by user with e-GP system is valid.

Step 5:

Upon Clicking on highlighted link, the system Navigates to the Home Page and the approval task will be allocated to the Super User in super user pending task list. Upon approval from the Super User the user will receive the e-mail containing the massage of Successful registration including Bolpatra ID.

Fig: Applicant Registration Step 5: User Successfully Verified
Hello Ramesh Devkota,

This is to inform you that your GEPSON account has been approved by GEPSON administrator.

your username is: zameshbedder
your Bolpatra id is: BDNE27302014
your Organization's Bolpatra id is: BORGNE88822014

Now you can log into GEPSON system with your user name and password.

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact PPMO.

Warm regards,
GEPSON Adhian Team

Fig: Applicant Registration: User Approved Successfully

Applicant can then successfully log in to the system with username and password.
Module: Consultant Profile Management

Business Flow Diagram

**APPLICANT PROFILE UPDATE**

Applicant logs into e-GP system → The user views his/her profile → The user makes necessary update in his/her profile → The user saves the changes

Applicant logs into the e-GP system and opens his/her profile. The user will then make necessary update in details. Finally, after making the desired changes, the user saves them.
Steps

Bidder Profile Update

Step 1:
User clicks on ‘My profile’ from home screen

Step 2A:
User updates Organization details and clicks ‘Save’

Step 2B:
User updates Personnel details and clicks ‘Save’

Step 2C:
User updates Financial details and clicks ‘Save’

Step 2D:
User updates Contract details and clicks ‘Save’

Step 2E:
User updates Litigation details and clicks ‘Save’

Step 2F:
User uploads supporting document details and clicks ‘Save & Exit’

End
Step 1

Applicant logs into the e-GP system and selects ‘My profile’.

Fig. Applicant profile update: Step 1
Step 2A

The user then updates organizational details and clicks on ‘Save’

Fig. Applicant profile update: Step 2A
Step 2B

Thereafter, the user updates personnel details of organization if necessary.

Fig. Applicant profile update: Step 2B
### Officer Details

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Salutation Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Designation</th>
<th>Contact No.</th>
<th>Email</th>
<th>Highest Qualification</th>
<th>Total Work Experience</th>
<th>Year With Firm</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr</td>
<td>Kyntari</td>
<td>Marley</td>
<td>Chairman</td>
<td>82375532899</td>
<td><a href="mailto:brijan.shrestha@cscl.com.np">brijan.shrestha@cscl.com.np</a></td>
<td>Intermediate</td>
<td></td>
<td>30 YEARS 0 MONTHS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Invite Officer Candidate*

### Staff Details

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Salutation Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Designation</th>
<th>Contact No.</th>
<th>Email</th>
<th>Highest Qualification</th>
<th>Total Work Experience</th>
<th>Year With Firm</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr</td>
<td>Staff</td>
<td>One</td>
<td>Staff</td>
<td>9023753899</td>
<td><a href="mailto:brijan.shrestha@cscl.com.np">brijan.shrestha@cscl.com.np</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Invite Staff*

Save  Save & Next

*Fig. Resource personnel Invitation*
Step 2C

The user then updates the financial details and clicks ‘Save’

Fig. Applicant profile update: Step 2C
Step 2D

Henceforth, the user updates contract details including Bolpatra and Non-Bolpatra contracts.

**Fig. Applicant profile update: Step 2D**
Step 2E

The user then enters litigations if any and clicks on ‘Save’
Step 2F

Finally, the user uploads documents such as Registration certificate, Tax registration certificate, etc. and clicks ‘Save & Exit’

![Image of applicant profile update: Step 2F](image)

In this way, an applicant can update his/her user profile in e-GP system.

*Your profile has been updated successfully.*
Module: EOI submission

Business Flow Diagram

Applicant logs into the e-GP system and selects specific opportunity. The user fills the EoI submission form and submits the EoI validated with OTP.

Fig. Opportunity Selection Confirmation
The user can go for single or JV approach for EoI submission.

**Fig. Single vs JV approach**

**Fig. Application form upload**
The user can upload documents proving technical competence involving details of similar assignments undertaken in the previous years and also documents showing acquaintance with similar geographic reason or country from past projects.

**Fig. Technical and geographical competence**

**Fig. Technical Competence Details Entry Form**
Fig. Files upload for Technical and Geographical Competence

Depending on specific requirement of the opportunity, the user may need to enter details showing managerial competence as sought by the PE.

Fig. Managerial competence
The user can view and download summary of the filled up details in EoI before submission. An OTP generation is necessary before final submission. *Fig. Applicant profile update*

*Fig: EoI summary*
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Fig. OTP over email

Fig. Final submission after OTP validation
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**Fig. Submission Confirmation**

![Confirmation Image]

**Fig. Submission Complete**

![Completion Image]
After submission, the user can view the opportunity under **Submitted Proposal** tab.

![Submitted Proposal list](image)

**Fig. Submitted Proposal list**

### Module: EOI opening

**Business Flow Diagram**

- **OPENING**
- Members of Opening committee logs into the e-GP system.
- The committee selects EoI for Opening Proceeding.
- The committee views the online submitted EoIs.
- The Opening Record (MUCHULKA) is downloaded, signed and uploaded to the e-GP system.
- The Opening Proceeding is completed.

The Opening Committee selects assigned procurement from the e-GP system. The committee views the submitted EoIs. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the EoI Opening Proceeding.
Steps

**EoI Opening**

**Step 1**
A opening committee member logs into e-GP system

**Step 2**
The user clicks Procurement Execution -> Opening

**Step 3**
The user then selects the desired procurement

**Step 4**
The members of Opening Committee enters their credentials and proceed

**Step 5**
The committee members views the online submitted EoIs and download the submitted EoI of each consultant.

**Step 6**
The committee members fills the Remarks field and downloads the Opening Record (MUCHULKA).

**Step 7**
The signed copy of Opening Record (MUCHULKA) is uploaded into the e-GP system

**Step 8**
Opening Proceeding is completed after successful upload of signed copy of Opening Record (MUCHULKA).
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**Fig. Common login window for opening committee members**

**Fig. Proposal list (selection result)**
The opening record (Muchulka) is generated.

The signed copy of the opening record (Muchulka) is uploaded in the e-GP system.
Fig. Opening Record (Muchulka Details)
Module: RFP submission

RFP Proposal Submission

Business Flow Diagram

EOI Shortlisted Consultant logs into the e-GP system. The user selects the interested proposal, fills the proposal submission forms and submits the proposal validated with OTP.
Steps

**Proposal Submission**

*Step: 1*
Shortlisted Consultant logs into the e-GP system.

*Step: 2*
The User is able to view the published opportunity with number of days remaining for bidding, select action button of desired proposal.

*Step: 3*
The User fills the General Info tab and clicks on Save and Next button.

*Step: 4*
The User fills the all the fields of Technical Details-1 tab and clicks on Save and Next button.

*Step: 5*
The User fills the mandatory fields of Technical Details-2 tab.

*Step: 6*
The User fills the mandatory fields of Financial Details tab.

*Step: 7*
The User fills the Documents tab by uploading Additional Document and clicks on Save and Next button.

*Step: 8*
The User clicks on Generate OTP of Summary tab.

*Step: 9*
A system generated mail is triggered to the user regarding the OTP.

*Step: 10*
The User fills the received OTP and clicks on Validate button.

*Step: 11*
The User clicks on Submit Bid button of Summary tab.
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**Step 1**

Shortlisted Consultant logs into the e-GP system.

![Image of the Government of Nepal Procurement System interface]

**Fig:** Proposal submission fig 1
Step 2

The User is able to view the published opportunity with number of days remain for submitting proposal, selects the Action button of desired opportunity.

Fig: Proposal submission fig 2
Step 3

The user fills in the General Info tab and clicks on Save and Next Button.

![Proposal Submission](image)

*Fig: Proposal Submission*
Step 4

The user fills the mandatory fields of Technical Details-1 tab and clicks on Save and Next button.

Fig: Proposal submission fig 4
# Step 5

The user fills all the mandatory fields of Technical Details-2 tab.

![Tech-5](image-url)

**Fig: Proposal submission fig 5**
Step 6

The user fills all the mandatory fields of Financial Details tab.

![Proposal submission fig 6](image_url)
Step 7

The user fills in Additional Document by uploading additional documents and clicks on Save and Next button.

Fig: Proposal submission fig 7
Step 8

The user clicks on Generate OTP tab to receive one time password in his/her mailing id.

Fig: Proposal submission fig 8
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**Step 9**

A system generated mail regarding OTP is received by the user.

---

Hello Bidder Sir,

*Your One Time Password is 809556 valid till 03-02-2016 11:59, applicable for a single use only.*

Please do not share this OTP to anyone for security reasons and Bolpatra shall not responsible for any misuse. In case multiple OTP has been generated, please use the latest one.

Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact PPMO.

Warm regards,

Bolpatra Admin Team

*Fig: Proposal Submission fig 9*
Step 10

The user fills the OTP received in mail and clicks on the Validate button.

*Fig: Proposal submission fig 10*
Step 11

The user clicks on Submit Proposal button to submit the proposal.

In this way, following these steps proposal submission is done successfully.
Module: RFP opening (Technical)

RFP TECHNICAL OPENING

Business Flow Diagram

The Opening Committee selects assigned procurement from the e-GP system. The committee views the submitted online proposals. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the Proposal Opening Proceeding.
**Steps**

### Technical Opening

**Step 1**
A opening committee member logs into e-GP system

**Step 2**
The user clicks Procurement Execution -> Opening

**Step 3**
The user then selects the desired procurement

**Step 4**
The members of Opening Committee enters their credentials and proceed

**Step 5**
The committee members views the online submitted proposals and download the submitted proposals of each consultant.

**Step 6**
The committee members fills the Remarks field and downloads the Opening Record (MUCHULKA).

**Step 7**
The signed copy of Opening Record (MUCHULKA) is uploaded into the e-GP system

**Step 8**
Opening Proceeding is completed after successful upload of signed copy of Opening Record (MUCHULKA).
A member of Opening Committee logs into the e-GP system.

Fig. Proposal Opening: Step 1
Step 2

The user selects Procurement Execution -> Proposal Opening as follows:

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**Fig. Proposal Opening: Step 2**
Step 3

User then searches and selects a desired procurement:

Fig. Proposal Opening: Step 3
Step 4

Thereafter, the members of the Proposal Opening committee enter their credentials:

Fig. Proposal Opening: Step 4
Step 5

The members see the online proposal submitted and download that submitted proposal.

![Proposal Opening: Step 5](image-url)
Step 6

The committee member adds the remarks offered in the downloaded proposal and download the Opening Record (Muchulka).

Fig. Proposal Opening: Step 6
Step 7

Committee members uploads the signed Opening Record and completes the process by clicking on Complete Proposal Opening Proceeding tab.

![Proposal Opening: Step 8](image)

The submitted Proposal opening detail appears on PE Chief's dashboard under “My Pending Tasks” as “Muchulka”. PE Chief then views the Muchulka details, adds the Evaluation Committee and sends to the added Evaluation Committee.
Module: RFP opening (Financial)

Business Flow Diagram

OPENING

The committee selects a desired proposal for Proposal Opening Proceeding.

Members of Opening committee logs into the e-GP system.

The committee views the technically passed consultant’s financial proposals.

Opening Record (MUCHULKA) is downloaded, signed and uploaded to the e-GP system.

Opening Proceeding is completed.

The Opening Committee selects assigned procurement from the e-GP system. The committee views the technically passed consultant’s financial proposals. Thereafter, an Opening Record (MUCHULKA) is downloaded, signed and uploaded into the e-GP system. The committee completes the Proposal Opening Proceeding.
Steps

Financial Opening

Step 1
A opening committee member logs into e-GP system

Step 2
The user clicks Procurement Execution -> Opening

Step 3
The user then selects the desired procurement

Step 4
The members of Opening Committee enters their credentials and proceed

Step 5
The committee members views the technically passed consultant’s proposals and download that proposals.

Step 6
The committee members fills the Discount and Methodology field and downloads the Opening Record (MUCHULKA).

Step 7
The signed copy of Opening Record (MUCHULKA) is uploaded into the e-GP system and user clicks on Complete Bid Opening Proceeding to complete the process.
A member of Opening Committee logs into the e-GP system.

Fig. Financial Opening: Step 1
Step 2

The user selects Procurement Execution -> Proposal Opening as follows:

![Financial Opening: Step 2](image-url)
Step 3

User then searches and selects a desired procurement:

Fig. Financial Opening: Step 3
Step 4

Thereafter, the members of the Proposal Opening committee enter their credentials:

![Figure: Financial Opening: Step 4](image-url)

*Fig. Financial Opening: Step 4*
Step 5

The members sees the technically passed consultant’s financial proposal and download that submitted proposal.

---

**Fig. Proposal Opening: Step 5**
Step 6

The committee member adds the Discount and Methodology offered in the downloaded proposal and download the Opening Record (Muchulka).

Fig. Proposal Opening: Step 6
Step 7

Committee member uploads the signed Opening Record and completes the process by clicking on Complete Proposal Opening Proceeding tab.

The submitted Proposal opening detail appears on PE Chief's dashboard under “My Pending Tasks” as “Muchulka”. PE Chief then views the Muchulka details and sends it to the Evaluation Committee for Financial Evaluation process.
Module: Contract Negotiation

Once the final evaluation report is submitted to PE Chief, PE Chief will decide to conduct the contract negotiation with L1 consultant. If L1 Consultant agrees for contract negotiation, cost for Form Fin-4 and other negotiated items will be entered in the system and minute will prepared by PE. If contract negotiation fails with L1 consultant, PE will proceed with L2 Consultant.

Finally PE Chief will upload the minute and complete the contract negotiation process.
Module: Complaint Management

Complaint Management

Aggrieved consultant lodges the complaint against the evaluation decision made by PE.

A system generated mail regarding the complaint lodge by the aggrieved consultant is sent to the PE creator.

PE creator logs into the e-GP system and views the lodged complaint.

PE creator suspends the contract awarding process till another decision is made.

A system generated mail is sent to the consultant regarding the lodged complaint.

After LOI is issued by PE during contract awarding process, an aggrieved consultant can lodge complaint to PE within 7 days of LOI Issuance. Thereafter, PE creator receives a system generated mail notifying the lodged complaint in e-GP system by Aggrieved Applicant. PE creator then views the complaint and decides whether to reject the complaint or suspends the further contract awarding process.
Steps

**Complaint Management**

**Step: 1**
Aggrieved Consultant clicks on Procurement Execution ->
Complaint Management -> Complaint Lodge -> Create

**Step: 2**
The user selects the contract to lodge the complaint.

**Step: 3**
The user then raise complaint against evaluation decision to PE.

**Step: 4**
The user fills the Application Letter, uploads the supporting documents and
clicks on submit button.

**Step: 5**
A system generated mail regarding the complaint is sent to the PE creator.

**Step: 6**
PE creator logs into the e-GP system and navigates to Procurement
Execution -> Complaint Management -> Complaint Lodge -> View.

**Step: 7**
The user selects the action button of lodged complaint.

**Step: 8**
The user reviews the lodged complaint and suspend the contract awarding
process till another decision is made.

**Step: 9**
A system generated mail regarding the suspend of contract awarding
process is sent to the aggrieved bidder.

**Step: 10**
Aggrieved consultant logs into the system and views the response of PE on
lodged complaint.
Step 1
Aggrieved consultant logs into the e-GP system and navigates to Procurement Execution -> Complaint Management -> Complaint Lodge -> Create.

Fig. Complaint Management fig 1
Step 2

The User selects the action button of desired contract to lodge the complaint.

Fig. Complaint Management fig 2
Step 3

The user raises the complaint against evaluation decision into the system.

Fig: Complaint Management fig 3
Step 4
The user fills the Application Letter field, uploads the supporting documents and clicks on the submit button.

Fig: Complaint Management fig 4
Step 5
A system generated mail is sent to the PE creator regarding the complaint lodged by the aggrieved consultant.

Dear Sir,

This is to inform you that the Bidder Organisation : Bidding Nepal Association has raised a bid protest against the final evaluation feedback of the tender IFB No.: moic/001/72-73/100.
Please login into the Bolpatra system to process the bid protest.
Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact Bolpatra admin team.

Warm Regards, Bolpatra Admin Team

Fig. Complaint Management fig 5
Step 6

A system generated mail is received by the aggrieved consultant regarding the response of PE on his/her complaint.

Hi,

This is inform you that your Bid Protest has been accepted by the Ministry of Information and Communication for the Tender IFB No.: moic/001/72-73/100.
Please log into the Bolpatra system for more details.
Please note that this is a system generated mail. Do not respond to this mail. If you have any query, please contact admin team.

Warm Regards, Bolpatra Admin Team

*Fig: Complaint Management fig 9*
Step 7

The Aggrieved consultant logs into the e-GP system and views the response made by PE.

In this way, following the above mentioned steps Complaint Management can be handled.
Module: Payment Management

Project coordinator updates work schedule submitted by consultant, tracks the physical progress claimed by consultant, process the payment requested by the consultant and request PE chief to certify the payment certificate after reviewing the physical progress. After that Consultant submits the Performa invoice to Accountant for further processing. Finally accountant process the payment.
Payment Management

Step 1
Consultant Logs into the system and navigates to Procurement Execution Menu

Step 2
The User search for the respective contract and clicks on it’s Action button.

Step 3
The User initiates the Mobilization Advance payment with verified APG, and clicks on Submit button.

Step 4
Project coordinator logs into the system and clicks on “Bill Approval Request” from category of pending task.

Step 5
The User selects the Action button of initiated Bill Approval Request.

Step 6
The User verifies it and send it to PE chief.

Step 7
PE chief logs into the system and clicks on “Bill Approval Request” from category of pending task.

Step 8
The User selects the Action button of initiated Bill Approval Request.

Step 9
The User verifies it and clicks on Certify button.

Step 10
The Mobilization Advance payment is now processed to the Accountant, Accountant logs into the system and navigates to Procurement Execution -> Contract Management -> Payment Management -> Bill -> Process

Similarly Consultant and PE processes the running bill (Monthly Statement) and Final Bill
Step 1
Consultant Logs into the system and navigates to Procurement Execution Menu
Execution-> Contract Mgmt -> Payment Mgmt -> Bill -> Create

Step 2
The User searches for the respective contract and clicks on Action button.
Fig. Proposal Search by Consultant

Fig. List of Proposals
Step: 3
The User initiates the Mobilization Advance payment with verified APG, and clicks on Submit button.

In this way the invoice processing for progress payment and final payment is done from consultant’s perspective.