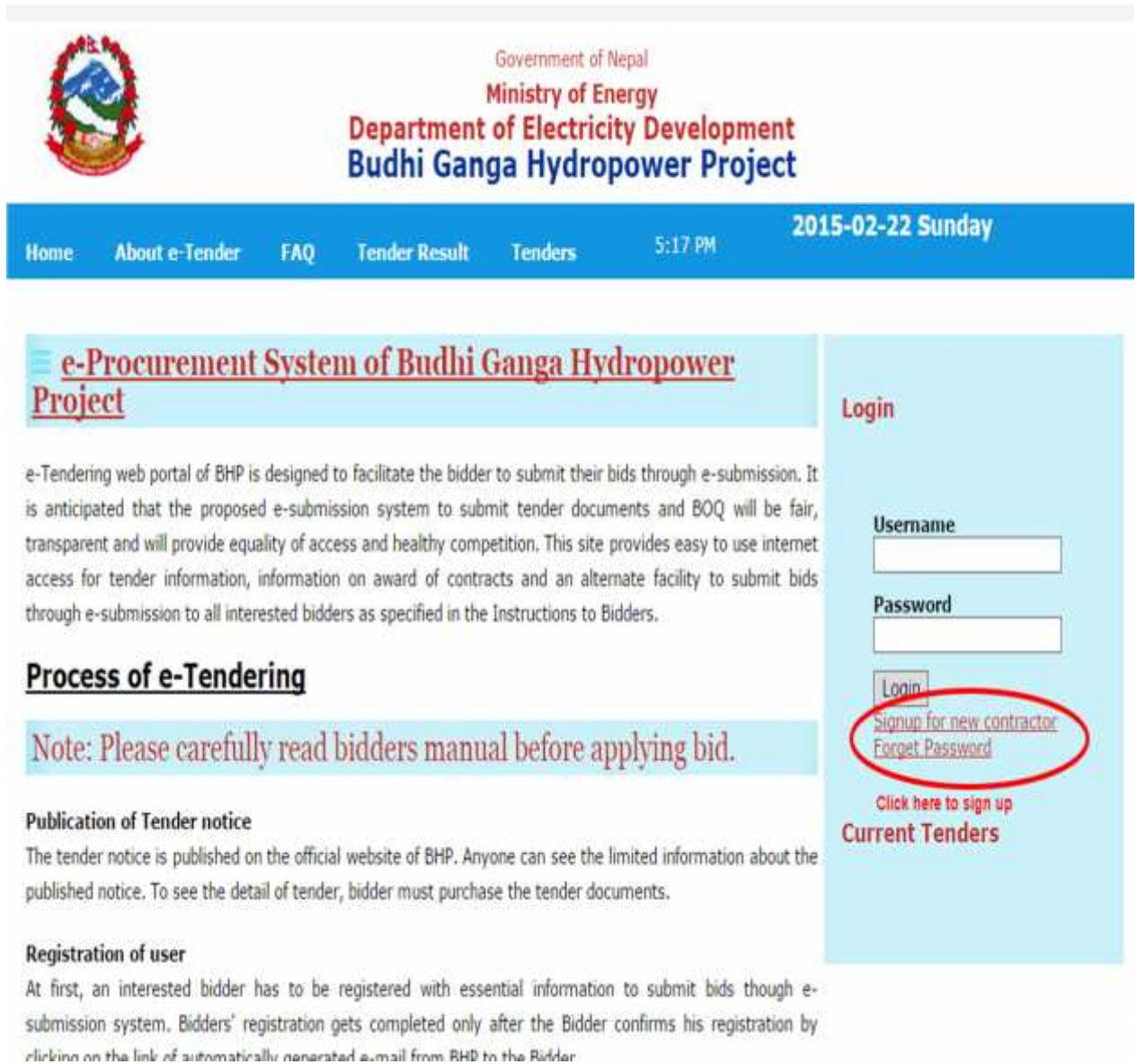


User/Contractor's Manual
for
e-bedding portal of BHP

1 How to Signup on e-bidding portal of BHP ?

Go to: ebidding.bhp.gov.np



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 5:17 PM 2015-02-22 Sunday

e-Procurement System of Budhi Ganga Hydropower Project

e-Tendering web portal of BHP is designed to facilitate the bidder to submit their bids through e-submission. It is anticipated that the proposed e-submission system to submit tender documents and BOQ will be fair, transparent and will provide equality of access and healthy competition. This site provides easy to use internet access for tender information, information on award of contracts and an alternate facility to submit bids through e-submission to all interested bidders as specified in the Instructions to Bidders.

Process of e-Tendering

Note: Please carefully read bidders manual before applying bid.

Publication of Tender notice

The tender notice is published on the official website of BHP. Anyone can see the limited information about the published notice. To see the detail of tender, bidder must purchase the tender documents.

Registration of user

At first, an interested bidder has to be registered with essential information to submit bids through e-submission system. Bidders' registration gets completed only after the Bidder confirms his registration by clicking on the link of automatically generated e-mail from BHP to the Bidder.

Login

Username

Password


Login

[Signup for new contractor](#)
[Forget Password](#)

[Click here to sign up](#)

Current Tenders

Please fill the form with correct information.



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

HomeAbout e-TenderFAQTender ResultTenders9:01 AM2015-02-22 Sunday

Create Account

Fields with * are mandatory.

Bidder's Information

Bidder's Name*

Firm's Detail Information

Firm Registration No.*

Vat No.*

Pan No.*

Street Address*

City*

County*

Website

Specialized Area

Firm's Contact Information

First Name*

Last Name*

Position*

Phone1*

Phone2

Mobile

Fax

P.O. Box

Email*

Account Information

Username*

Password*

Please remember this password for further login of the bidding portal

Retype Password*

Upload Attested Copy of Company Registration 01 Signup f_ tractor.png
allow jpg,png,pdf,gif only

Upload Attested VAT Registration 01 Signup f_ tractor.png
allow jpg,png,pdf,gif only

Upload Tax Clearance Certificate 01 Signup f_ tractor.png
allow jpg,png,pdf,gif only

Enter security code

Click here to create new account

Copyright © Budhi Ganga Hydropower Project | www.bhp.gov.np | Contact No. +977-1-4480425, 4480326 | Fax +977-1-4480257 | 576 Bhatkithapa Sadak(4), Kathmandu, Nepal.

Login

Username

Password

[Signup for new contractor](#)
[Forgot Password](#)

Current Tenders

- Tender no:-15/071/72
Job Description:-Demo Tender
Submission Date:-2015-02-01
09:00:00 to 2015-03-03
12:00:00

2 How to request for security code to apply tender ?

Click “request for verification code”

Choose correct tender number

Put bank voucher number on “transaction id”

Specify if JV

Put lead company reg no.

Choose scan copy of bank voucher and click “send” button.



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:17 AM 2015-02-22 Sunday

Request For Verification Code

Verification code is required to apply for the tender.
It is given by administrator/procurement department when you have paid Bid Amount.
For Requesting for verification code you should have Bank voucher scanned and saved in jpg/png/pdf format.

Fill the Details(Voucher/Transaction Number) and and click “Send...”

Tender No:

Transaction ID: It is the number of the voucher that you have submitted in the bank

Check if JV: Select if you are applying as JV

Reg No: Reg no of firm applying a tender

Browse for Voucher/Transaction ID: 01.admin login.png (jpg/png/pdf files)

Scan copy of voucher that you have submitted in the bank
MAXIMUM FILE UPLOAD SIZE 10 MB

After choosing file click here

Click here [Request For Verification Code](#)

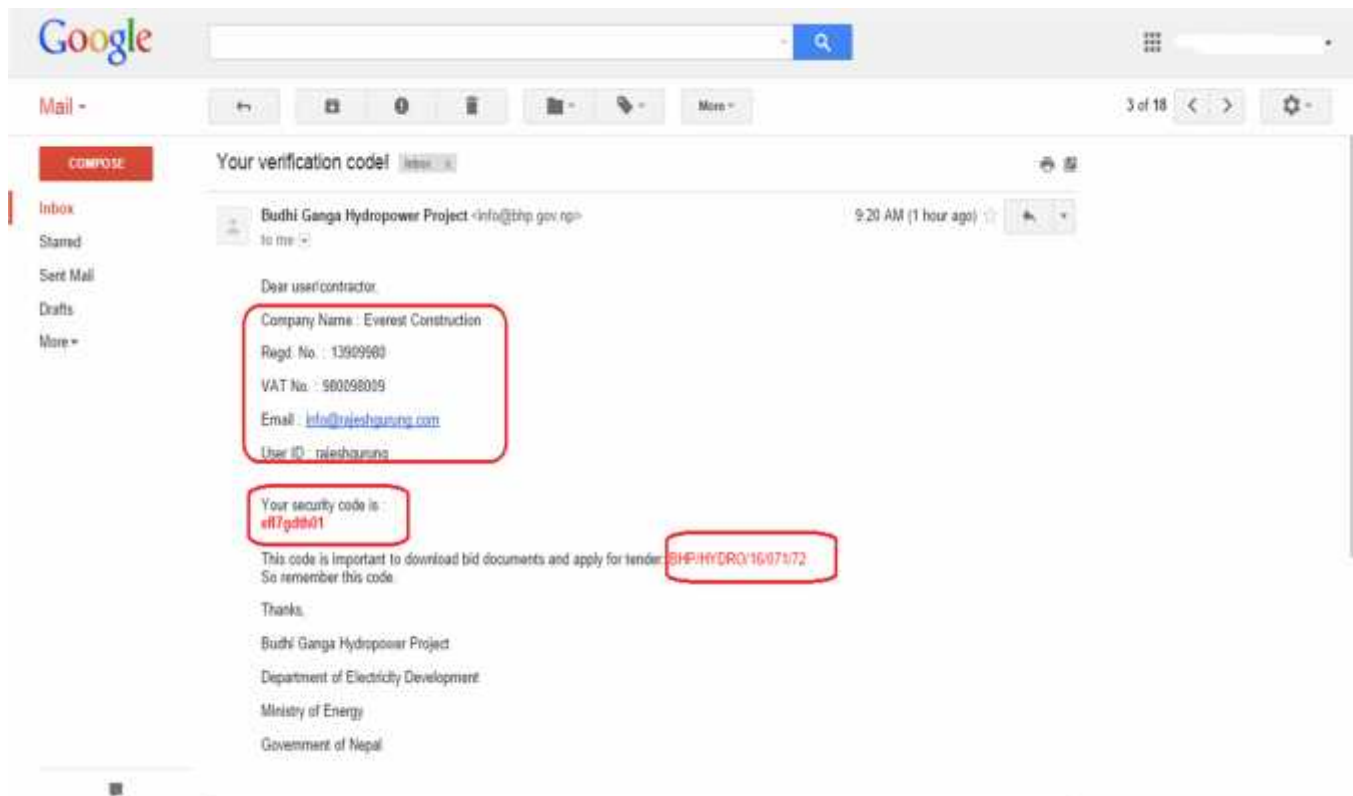
Bidder Menu

Welcome: *rajeshgurung*

- Dashboard
- Bidder's Manual
- [Request For Verification Code](#)
- Apply For Tender
- Download Bid Documents
- Upload Documents
- My Submitted Bid
- My Submitted Documents
- Upload Amendment File
- Withdraw Bid

- My Account
- Change Password
- Logout

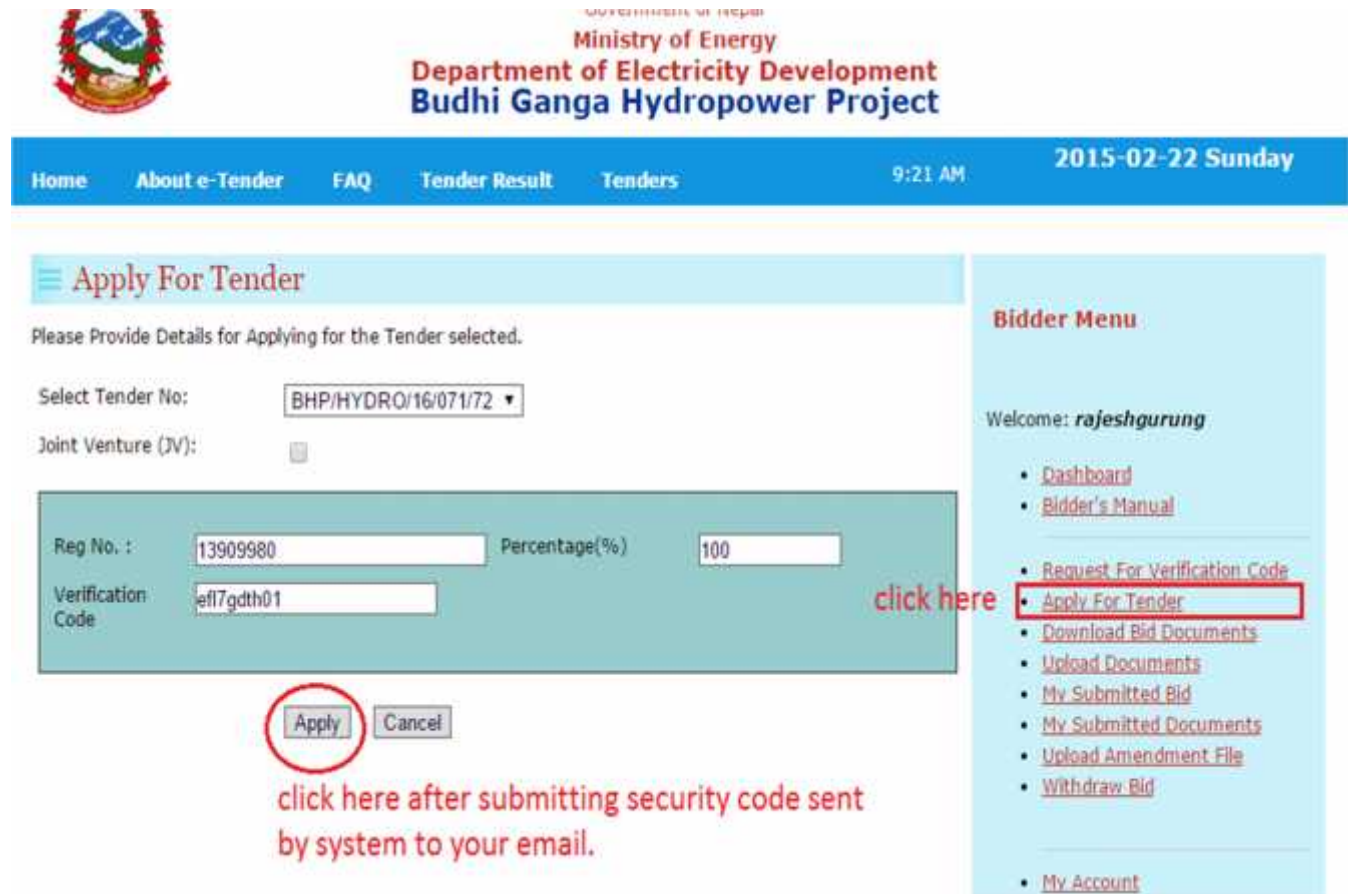
After this you will get a security code sent by system after human verification to your email id.



With this security code you may apply tender for that particular tender.

3 How to apply tender ?

You have to click “apply for tender”



Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:21 AM 2015-02-22 Sunday

Apply For Tender

Please Provide Details for Applying for the Tender selected.

Select Tender No:

Joint Venture (JV):

Reg No. : Percentage(%)

Verification Code

Bidder Menu

Welcome: *rajeshguring*

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)
- [My Account](#)

click here

click here after submitting security code sent by system to your email.

Choose correct tender number.

Put verification code

Click “apply” button.

4 How to download bidding documents ?

Click “apply for tender” on left bar.



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:31 AM 2015-02-22 Sunday

Download Tender Documents

Contract No: **BHP/HYDRO/16/071/72**

Following are the list of the Document for the Contract No : **BHP/HYDRO/16/071/72**

S.N.	Document Title	Download
1	BOQ	Download
2	Document	Download

click to download →

Bidder Menu

Welcome: **rajeshgurung**

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)**
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)
- [My Account](#)
- [Change Password](#)
- [Logout](#)

Copyright © Budhi Ganga Hydropower Project | Website www.bhp.gov.np | Contact No. +977-1-4480425, 4480326 | Fax +977-1-4480257 | 576 Bhaktithapa Sadak(4), Kathmandu Nepal.

Choose correct tender number

Then click download the documents.

5 How to upload bidding documents ?

Click “upload documents” on left bar.

Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:32 AM 2015-02-22 Sunday

Upload Tender Documents

Please Provide Details to upload document of the tender.

Select Tender No.

Title of the Document

Select Document 01. Signup f...tractor.png
Please Enter file in JPG/PNG/PDF format.

Your File Submission Summary

SN	Document	Mandatory	Status
1	Form of Bid	YES	Not uploaded
2	Bid Security (Bank Guarantee)	YES	Not uploaded
3	Company Registration	YES	Not uploaded
4	VAT Registration	NO Mandatory for National Firms	Not uploaded
5	Tax Clearances Certificate	NO Mandatory for National Firms	Not uploaded
6	Power of Attorney of Bid Signatory	NO Mandatory for Non-proprietary Firms	Not uploaded
7	Joint Venture Agreement	NO Mandatory for JV Firms	Not uploaded
8	Declaration Letter	YES	Not uploaded
9	Bank Voucher for cost of bid documents	YES	Not uploaded
10	Applicable price adjustment table	NO	Not uploaded
11	Qualification Information as of Criteria	YES	Not uploaded
Please make sure you have uploaded the above documents correctly. Once you have uploaded the BOQ you can not access or edit the documents.			
12	BOQ With Rate, Amount and Total Amount	YES	Not uploaded

Welcome: *rajeshgurung*

- Dashboard
- Bidder's Manual
- Request For Verification Code
- Apply For Tender
- Download Bid Documents
- Upload Documents
- My Submitted Bid
- My Submitted Documents
- Upload Amendment File
- Withdraw Bid
- My Account
- Change Password
- Logout

Choose correct tender number and choose file name and correct file or each topic.

But you have to careful to upload BoQ, you have to create password to open after maturity period and after uploading BoQ you will not allow to upload any thing.



Upload Tender Documents

Please Provide Details to upload document of the tender.

Select Tender No. **BHP/HYDR**

Title of the Document **BOQ With Rate, Amount and Total Amount**

Provide BOQ Password * Please remember this BOQ password. This BOQ password is required while opening the bid.

Password:

Retype Password:

Select Document BOQ With R...mount png
 Please Enter file in JPG/PNG/PDF format.

Your File Submission Summary

SN	Document	Mandatory	Status
1	Form of Bid	YES	Uploaded File: Form of Bid.png On: 2015-02-22 09:36:26
2	Bid Security (Bank Guarantee)	YES	Uploaded File: Bank Guarantee.png On: 2015-02-22 09:34:36
3	Company Registration	YES	Uploaded File: Company Registration.png On: 2015-02-22 09:36:59
4	VAT Registration	NO Mandatory for National Firms	Uploaded File: VAT Registration.png On: 2015-02-22 09:38:12
5	Tax Clearances Certificate	NO Mandatory for National Firms	Uploaded File: Tax Clearances Certificate.png On: 2015-02-22 09:38:51
6	Power of Attorney of Bid Signatory	NO Mandatory for Non-proprietary Firms	Uploaded File: Power of Attorney of Bid Signatory.png On: 2015-02-22 09:39:28
7	Joint Venture Agreement	NO Mandatory for JV Firms	Not uploaded
8	Declaration Letter	YES	Uploaded File: Declaration Letter.png On: 2015-02-22 09:40:20
9	Bank Voucher for cost of bid documents	YES	Uploaded File: Bank Voucher for cost of bid documents.png On: 2015-02-22 09:41:05
10	Applicable price adjustment table	NO	Uploaded File: Applicable price adjustment table.png On: 2015-02-22 09:41:48
11	Qualification information as of Criteria	YES	Uploaded File: Qualification information as of Criteria.png On: 2015-02-22 09:42:25
12	BOQ With Rate, Amount and Total Amount	YES	Not uploaded

Please make sure you have uploaded the above documents correctly. Once you have uploaded the BOQ you can not access or edit the documents.

Bidder Menu

Welcome: **rajeshgurung**

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)
- [My Account](#)
- [Change Password](#)
- [Logout](#)

6 How to see submitted bids by own ?



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:47 AM 2015-02-22 Sunday

Submitted Bids

List of the BOQ's Submitted

S.N.	Tender No.	Contract Description	Action
1	BHP/HYDRO/16/071/72	Tender 16	Amendment Withdraw

Bidder Menu

Welcome: **rajeshgurung**

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)

Click “my submitted bid”.

Then you will see your previous bid.

7 How to see your submitted documents ?

Click “my submitted bid”



Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:48 AM 2015-02-22 Sunday

Bidders Document

List of the Documents submitted to your bid number

Select Tender No: **BHP/HYDRO/16/071/72**

Uploaded Documents of tender No: **BHP/HYDRO/16/071/72**

S.No.	Document Title	Upload On	Action
1	Applicable price adjustment table	2015-02-22 09:41:48	Download
2	Bank Voucher for cost of bid documents	2015-02-22 09:41:05	Download
3	Bid Security (Bank Guarantee)	2015-02-22 09:34:36	Download
4	BOQ With Rate, Amount and Total Amount	2015-02-22 09:44:41	Download
5	Company Registration	2015-02-22 09:36:59	Download
6	Declaration Letter	2015-02-22 09:40:20	Download
7	Form of Bid.	2015-02-22 09:36:26	Download
8	Power of Attorney of Bid Signatory	2015-02-22 09:39:28	Download
9	Qualification Information as of Criteria	2015-02-22 09:42:25	Download
10	Tax Clearances Certificate	2015-02-22 09:38:51	Download
11	VAT Registration	2015-02-22 09:38:12	Download

Admin Menu

Welcome: **rajeshgurung**

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)
- [My Account](#)
- [Change Password](#)
- [Logout](#)

8 How to upload amendment file ?

Click “upload amendment file” on your left bar.

Government of Nepal
Ministry of Energy
Department of Electricity Development
Budhi Ganga Hydropower Project

Home About e-Tender FAQ Tender Result Tenders 9:49 AM 2015-02-22 Sunday

Upload Amendment File

upload amendment file

Tender No:

Upload Amendment File: Amendment File.png

Your BOQ Password:

Bidder Menu

Welcome: *rajeshguring*

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)

Then choose correct tender number.

Choose amendment file

Put correct BoQ password

And click “save” button.

Then you will get email confirmation .

The screenshot shows a Gmail interface. At the top is the Google search bar and navigation icons. Below that is the 'Mail' header with navigation buttons and '1 of 18' items. The left sidebar contains folders: 'COMPOSE', 'Inbox', 'Starred', 'Sent Mail', 'Drafts', and 'More'. The main content area displays an email titled 'Notification of Amendment Submission!'. The sender is 'Budhi Ganga Hydropower Project <info@bhp.gov.np>' and it was received at '9:50 AM (35 minutes ago)'. The email body reads: 'Dear User/Contractor, Tender No BHP/HYDRO/15/071/72 Thank You for submission of Amendment file. Your File submission date and time is 2015-02-22 15:35:18 Thanks. Budhi Ganga Hydropower Project Department of Electricity Development Ministry of Energy Government of Nepal'. At the bottom of the email is a 'Click here to Reply or Forward' link. The footer of the page shows storage usage ('0 GB (0%) of 30 GB used'), copyright information ('©2015 Google'), and account activity ('Last account activity: 1 hour ago').

Google

Mail

COMPOSE

Notification of Amendment Submission!

Budhi Ganga Hydropower Project <info@bhp.gov.np> 9:50 AM (35 minutes ago)

In me

Dear User/Contractor,

Tender No BHP/HYDRO/15/071/72

Thank You for submission of Amendment file.

Your File submission date and time is 2015-02-22 15:35:18

Thanks.

Budhi Ganga Hydropower Project
Department of Electricity Development
Ministry of Energy
Government of Nepal

Click here to [Reply](#) or [Forward](#)

0 GB (0%) of 30 GB used
Manage

©2015 Google - [Terms of Service](#) - [Privacy](#) - [Program Policies](#)

Powered by Google

Last account activity: 1 hour ago
[Details](#)

9 How to upload withdrawal file ?

The screenshot shows the e-Tender portal interface. At the top, there is a logo on the left and the text: "Government of Nepal", "Ministry of Energy", "Department of Electricity Development", and "Budhi Ganga Hydropower Project". Below this is a blue navigation bar with links: "Home", "About e-Tender", "FAQ", "Tender Result", "Tenders", and the date "2015-02-22 Sunday" along with the time "9:50 AM".

The main content area is titled "Withdrawal of bid" and contains the instruction: "Please Select Tender Which you want and withdraw and click 'Withdraw'". Below this, it says "upload your withdrawal letter".

The form includes the following fields and buttons:

- Tender No: A dropdown menu showing "BHP/HYDRO/16/071/72" with a "Show" button next to it.
- Upload withdrawa letter: A "Choose File" button followed by the filename "withdrawal_letter.jpg".
- Your BOQ Password: A password input field with a "Save" button and a "Cancel" button below it.

On the right side, there is a "Bidder Menu" section with a welcome message "Welcome: *rajeshgurung*". The menu items are:

- [Dashboard](#)
- [Bidder's Manual](#)
- [Request For Verification Code](#)
- [Apply For Tender](#)
- [Download Bid Documents](#)
- [Upload Documents](#)
- [My Submitted Bid](#)
- [My Submitted Documents](#)
- [Upload Amendment File](#)
- [Withdraw Bid](#)

The "Withdraw Bid" link is highlighted with a red box.

Click "withdrawal bid".

Choose correct tender number.

Put correct BoQ Password

Click "save" button.

Then you will get email verification.

The screenshot shows a Gmail interface. At the top, there is a Google search bar and a navigation menu with icons for Home, Mail, Calendar, Photos, Drive, and More. Below the navigation bar, the email title is "Notification of Bid Document Withdrawal!". The sender is "Udhi Ganga Hydropower Project <info@bip.gov.in>" and the time is "12:20 AM (2 minutes ago)". The email content reads: "Dear User/Contractor, Tender No - RHDHRYDDCV17/07/17? I thank You for withdraw of Bid Documents. Your Bid Document withdraw date and time is 2016-02-23 00:20:35. Thanks. Udhi Ganga Hydropower Project, Department of Electricity Development, Ministry of Energy, Government of Nepal." Below the email content is a "Click here to Reply or Forward" link. At the bottom of the page, there is a status bar showing "0 GB (0%) of 30 GB used", "000:05 Google", and "Last account activity: 31 mins ago".