
Bidder Registration in the System, Bid Submission, Exercise on Bid document uploading and Exercise on Bid opening

Agenda

- Features of the system
 - Bidder perspective
- Query and Discussion

What Bidders can do?

Bidders can:

- Search the opportunities
- Can Register into the System
- Download the bid document
- Send Queries/Clarification
- Bid on the published Tenders and can submit their bids
- Download Help/Supporting documents



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Opportunity

Statistics

CATEGORY

OPPORTUNITIES

Goods	5
Works	5
Consultancy Services	8
Ration	5



Login

User Type

Public Entity Bidder

User Name

Password

[Login](#)

[Forgot Password ?](#)

[Register Now](#)



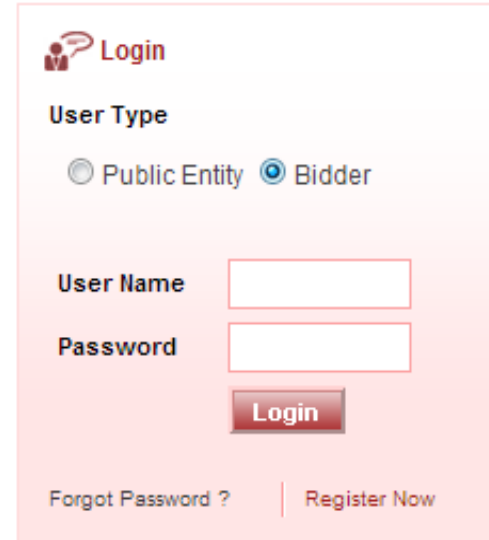
Events

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Bidder Registration

1. Organization Details
2. Document Details
3. Account Details



The image shows a login form titled "Login" with a user icon. It includes a "User Type" section with radio buttons for "Public Entity" and "Bidder", where "Bidder" is selected. Below are input fields for "User Name" and "Password", followed by a "Login" button. At the bottom, there are links for "Forgot Password ?" and "Register Now".

Login

User Type

Public Entity Bidder

User Name

Password

Login

[Forgot Password ?](#) | [Register Now](#)

Bidder Registration (Organization Details)

Organization Details

Document Details

Account Details

Fields marked with (*) are mandatory.

Organization Name *

Acronym

Former Name

Description

No. of Employees
0

Business Start Date* 

Form of Organization*
-Select One-

Organization Type*
-Select One-

Specialization*
-Select One-

Category of Interest*
-Select One-

Registration No.*

Registration Authority

Registered Address

Address Line 1 *

Address Line 2

Address Line 3

Country * Nepal District* -Select One-

Municipality -Select One- VDC -Select One-

City

Fax No. 1

Fax No. 2

Contact No.1

Contact No.2

Corporate Address

Same as Registered Address

Address Line 1 *

Address Line 2

Address Line 3

Country * -Select One- District* -Select One-

Bidder Registration (Document Details)

Organization Details

Document Details

Account Details

Fields marked with (*) are mandatory.

Serial No.	Document Type	Upload	Remarks
1	Registration Certificate * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
2	Tax Registration Certificate (PAN, VAT) * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
3	Tax Clearance Certificate * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
4	Power of Attorney * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
5	Stamp * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
6	Signature * [Attachment should not be more than 5MB in size]	<input type="button" value="Choose File"/> No file chosen	
7	Other Documents	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>

Bidder Registration (Account Details)

Organization Details

Document Details

Account Details

Fields marked with (*) are mandatory.

Salutation Title*

-Select One- 

First Name*

Middle Name

Last Name*

Designation*

Contact No.1*

[Contact Number should contain only numbers Example:
01234568789]

Contact No.2

[Contact Number should contain only numbers Example:
01234568789]

Email 1*

[e-mail id should be valid. Example: abc@xyz.com]

Email 2

[e-mail id should be valid. Example: abc@xyz.com]

Username*

[User Name should be minimum 6 character long]

Password*

[Password must be minimum 6 character long and contain at least

General User Opportunities

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Search Opportunities

Title	<input type="text"/>	IFB No.	<input type="text"/>
Procurement Category	<input type="text" value="- Select One -"/>	Procurement Method	<input type="text" value="- Select One -"/>
Public Entity	<input type="text" value="- Select One -"/>	Last Date of Bid Submission, From	<input type="text"/>
Last Date of Bid, To	<input type="text"/>	Estimated Contract Value, from	<input type="text" value="0.0"/>
Estimated Contract Value, to	<input type="text" value="0.0"/>		

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	No of Days Left
1	DPOP/70/71/12	DPOP/70/71/12	Works	12-03-2013 01:15	23-04-2013 01:15	30-04-2013 01:15	41 days
2	IFB No.111	Goods/NCB/111	Goods	11-03-2013 16:51	15-04-2013 04:47	16-04-2013 04:47	33 days
3	PPMO/IT/070/71/456	eGP Help Desk	Works	10-03-2013 04:07	29-04-2013 04:07	14-05-2013 04:07	47 days
4	Ration/Bhairabnath/70/71	Ration/Bhairabnath/70/71	Ration	08-03-2013 11:05	08-04-2013 11:05	20-05-2013 11:05	26 days
5	PPMO/70/71/1234	HexaMachine Server	Goods	08-03-2013 09:41	08-04-2013 01:14	23-04-2013 01:14	26 days
6	123	EOV70/71/123	Consultancy Services	07-03-2013 02:45	07-05-2013 02:45	09-05-2013 02:45	55 days
7	GOODS-0129	Goods-Ncb-Smk	Goods	07-03-2013 01:38	23-04-2013 01:38	22-05-2013 01:38	41 days
8	IFB no-1	Office Setup	Goods	06-03-2013 02:14	07-04-2013 02:14	07-04-2013 02:14	25 days
9	IFB-WNCBSMALL001	ID-WNCBSMALL-001	Works	05-03-2013 11:30	23-04-2013 11:30	23-04-2013 11:30	41 days
10	EOWMOHA/CSS-001	CS-01-2069/70	Consultancy Services	05-03-2013 11:23	08-04-2013 11:23	09-04-2013 11:23	26 days



Opportunities for Registered Bidder

Search Opportunities

Title	<input type="text"/>	IFB No.	<input type="text"/>
Procurement Category	<input type="text" value="- Select One -"/>	Procurement Method	<input type="text" value="- Select One -"/>
Public Entity	<input type="text" value="- Select One -"/>	Last Date of Bid Submission, From	<input type="text"/>

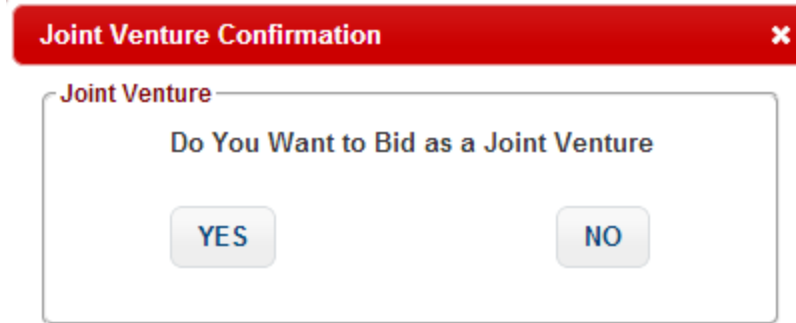
Search

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	No of Days Left	View Bid Supplement	Action
1	IFB-001	Goods/ICB/IG/IT	Goods	12-03-2013 05:58	12-05-2013 05:58	13-05-2013 05:58	60 days		
2	DPOP/70/71/12	DPOP/70/71/12	Works	12-03-2013 01:15	23-04-2013 01:15	30-04-2013 01:15	41 days		
3	IFB No.111	Goods/NCB/111	Goods	11-03-2013 16:51	15-04-2013 04:47	16-04-2013 04:47	33 days		
4	PPMO/IT/070/71/456	eGP Help Desk	Works	10-03-2013 04:07	29-04-2013 04:07	14-05-2013 04:07	47 days		
5	Gulm1/Ration/070/71	Gulm1/Ration/070/71	Ration	08-03-2013 11:22	08-05-2013 11:22	08-05-2013 11:22	56 days		
6	Ration/Bhairabnath/70/71	Ration/Bhairabnath/70/71	Ration	08-03-2013 11:05	08-04-2013 11:05	20-05-2013 11:05	26 days		
7	PPMO/70/71/1234	HexaMachine Server	Goods	08-03-2013 09:41	08-04-2013 01:14	23-04-2013 01:14	26 days		
8	123	EOI/70/71/123	Consultancy Services	07-03-2013 02:45	07-05-2013 02:45	09-05-2013 02:45	55 days		
9	GOODS-0129	Goods-Ncb-Smk	Goods	07-03-2013 01:38	23-04-2013 01:38	22-05-2013 01:38	41 days		
10	IFB no-1	Office Setup	Goods	06-03-2013 02:14	07-04-2013 02:14	07-04-2013 02:14	25 days		

Bidding Option

1. Bidder can bid:
 - > Alone
 - > JV



A screenshot of a software dialog box titled "Joint Venture Confirmation" with a red header bar and a close button (X) in the top right corner. The main content area is white and contains the text "Joint Venture" followed by "Do You Want to Bid as a Joint Venture". Below this text are two buttons: "YES" on the left and "NO" on the right.

Bid Submission Template for Bidder

GOODS_ICB Bid Submission Summary

General Details

Bid Notice Number

IFB-001

Bid Title

Goods/ICB/IG/IT

Public Entity

Ministry of Home Affairs

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Section Summary

SI No	Section Title	Status
1	Bid Submission form	<input type="checkbox"/>
2	Financial Situation Form	<input type="checkbox"/>
3	Average Annual Turnover Form	<input type="checkbox"/>
4	Financial Resource Form	<input type="checkbox"/>
5	Pending litigation form	<input type="checkbox"/>
6	Specific experience form	<input type="checkbox"/>
7	Manufacture's Authorization letter	<input type="checkbox"/>
8	Price Schedules Goods Manufactured Outside the Nepal, to be Imported	<input type="checkbox"/>
9	Price Schedules Goods Manufactured Outside Nepal already Imported	<input type="checkbox"/>
10	Price Schedules Goods Manufactured in Nepal	<input type="checkbox"/>
11	Price and Completion Schedule - Related Services	<input type="checkbox"/>

Other Details

SI No	Section Title	Status
1	Declaration	<input type="checkbox"/>
2	Payment	<input type="checkbox"/>
3	Additional Documents	<input type="checkbox"/>

Do you want to share any information which might be useful for this bidding?

Yes No

[Submit](#)

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Posting Bid Query

Home Opportunities

Search Opportunities

Title
 IFB No.

Procurement Method

Public Entity
 Last Date of Bid Submission, From

Last Date of Bid, To
 Estimated Contract Value, from

Estimated Contract Value, to

Search

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	Status	Action
1	SQ-001	Goods/SQ /ADB/Construction Work/001	Goods	2013-04-18 04:30:00.0	2013-08-07 04:51:00.0	2013-08-14 04:30:00.0	Approved	
2	IFB/2013	23-ADB	Works	2013-04-18 01:00:00.0	2013-05-31 00:23:00.0	2013-06-02 00:23:00.0	Approved	
3	IFB-12	ADB/23	Works	2013-04-18 05:23:00.0	2013-06-02 05:07:00.0	2013-06-03 05:07:00.0	Approved	
4	ADB-2070	IFB-23	Consultancy Services	2013-04-21 11:07:00.0	2013-06-02 11:07:00.0	2013-06-03 11:07:00.0	Approved	
5	12-ADB	IFB-20/ADB	Consultancy Services	2013-04-21 12:17:00.0	2013-06-19 11:49:00.0	2013-06-21 11:49:00.0	Approved	
6	work NCB mwdium/234/ifb	work NCB mwdium/234/ifb	Works	2013-05-19 07:22:00.0	2013-06-30 11:52:00.0	2013-06-30 13:31:00.0	Approved	
7	World Bank/2070	SBI/2012	Consultancy Services	2013-04-25 02:33:00.0	2013-06-02 01:56:00.0	2013-06-03 01:56:00.0	Approved	
8	9876543210	IOW	Works	2013-04-25 02:34:00.0	2013-07-03 02:34:00.0	2013-07-18 02:34:00.0	Approved	
9	Works/NCB/CoB/69 /70/001	Construction of Office Building	Works	2013-05-19 02:45:00.0	2013-06-19 02:45:00.0	2013-06-20 02:45:00.0	Approved	
10	29/NCB/CSH/2070	29/NCB/CSH/2070	Works	2013-05-02 03:24:00.0	2013-06-03 03:24:00.0	2013-06-03 03:24:00.0	Approved	

Posting Bid Query (Contd..)



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Bid Details

Bid Notice No.	SQ-001	Bid Title	Goods/SQ/ADB/Construction Work/001	Bid Category	Sealed Quotation-Goods
----------------	--------	-----------	------------------------------------	--------------	------------------------

Post Query

Type *

-Select One-

Brief *

[Upload](#)

[Submit](#)

Query Table

No query has been posted

Bid Submission as Joint Venture, Bid Modification , Bid Withdrawal and e-Bidding issues

JV Bidding Procedure

1. Register into the System Individually. No JV registration feature
2. Make JV while bidding process
3. Share the Bidder Registration ID of the JV Partner
4. Upload JV Agreement
5. Provide necessary data of own as well as JV partner



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Opportunity

Statistics

CATEGORY	OPPORTUNITIES
Goods	5
Works	5
Consultancy Services	8
Ration	5

Login

User Type

Public Entity Bidder

User Name

Password

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Search Opportunities

Title	<input type="text"/>	IFB No.	<input type="text"/>
Procurement Category	<input type="text" value="- Select One -"/>	Procurement Method	<input type="text" value="- Select One -"/>
Public Entity	<input type="text" value="- Select One -"/>	Last Date of Bid Submission, From	<input type="text"/>
Last Date of Bid, To	<input type="text"/>	Estimated Contract Value, from	<input type="text" value="0.0"/>
Estimated Contract Value, to	<input type="text" value="0.0"/>		

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	No of Days Left
1	DPOP/70/71/12	DPOP/70/71/12	Works	12-03-2013 01:15	23-04-2013 01:15	30-04-2013 01:15	41 days
2	IFB No.111	Goods/NCB/111	Goods	11-03-2013 16:51	15-04-2013 04:47	16-04-2013 04:47	33 days
3	PPMO/IT/070/71/456	eGP Help Desk	Works	10-03-2013 04:07	29-04-2013 04:07	14-05-2013 04:07	47 days
4	Ration/Bhairabnath/70/71	Ration/Bhairabnath/70/71	Ration	08-03-2013 11:05	08-04-2013 11:05	20-05-2013 11:05	26 days
5	PPMO/70/71/1234	HexaMachine Server	Goods	08-03-2013 09:41	08-04-2013 01:14	23-04-2013 01:14	26 days
6	123	EOV70/71/123	Consultancy Services	07-03-2013 02:45	07-05-2013 02:45	09-05-2013 02:45	55 days
7	GOODS-0129	Goods-Ncb-Smk	Goods	07-03-2013 01:38	23-04-2013 01:38	22-05-2013 01:38	41 days
8	IFB no-1	Office Setup	Goods	06-03-2013 02:14	07-04-2013 02:14	07-04-2013 02:14	25 days
9	IFB-WNCBSMALL001	ID-WNCBSMALL-001	Works	05-03-2013 11:30	23-04-2013 11:30	23-04-2013 11:30	41 days
10	EOWMOHA/CSS-001	CS-01-2069/70	Consultancy Services	05-03-2013 11:23	08-04-2013 11:23	09-04-2013 11:23	26 days



Opportunities for Registered Bidder after login

Search Opportunities

Title	<input type="text"/>	IFB No.	<input type="text"/>
Procurement Category	<input type="text" value="- Select One -"/>	Procurement Method	<input type="text" value="- Select One -"/>
Public Entity	<input type="text" value="- Select One -"/>	Last Date of Bid Submission, From	<input type="text"/>

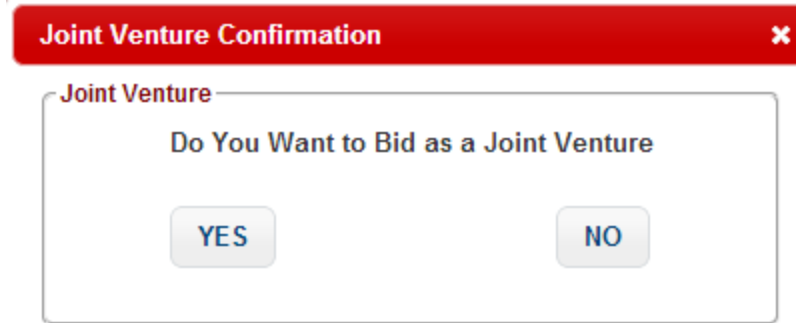
Search

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	No of Days Left	View Bid Supplement	Action
1	IFB-001	Goods/ICB/IG/IT	Goods	12-03-2013 05:58	12-05-2013 05:58	13-05-2013 05:58	60 days		
2	DPOP/70/71/12	DPOP/70/71/12	Works	12-03-2013 01:15	23-04-2013 01:15	30-04-2013 01:15	41 days		
3	IFB No.111	Goods/NCB/111	Goods	11-03-2013 16:51	15-04-2013 04:47	16-04-2013 04:47	33 days		
4	PPMO/IT/070/71/456	eGP Help Desk	Works	10-03-2013 04:07	29-04-2013 04:07	14-05-2013 04:07	47 days		
5	Gulm1/Ration/070/71	Gulm1/Ration/070/71	Ration	08-03-2013 11:22	08-05-2013 11:22	08-05-2013 11:22	56 days		
6	Ration/Bhairabnath/70/71	Ration/Bhairabnath/70/71	Ration	08-03-2013 11:05	08-04-2013 11:05	20-05-2013 11:05	26 days		
7	PPMO/70/71/1234	HexaMachine Server	Goods	08-03-2013 09:41	08-04-2013 01:14	23-04-2013 01:14	26 days		
8	123	EOI/70/71/123	Consultancy Services	07-03-2013 02:45	07-05-2013 02:45	09-05-2013 02:45	55 days		
9	GOODS-0129	Goods-Ncb-Smk	Goods	07-03-2013 01:38	23-04-2013 01:38	22-05-2013 01:38	41 days		
10	IFB no-1	Office Setup	Goods	06-03-2013 02:14	07-04-2013 02:14	07-04-2013 02:14	25 days		


Bidding Option

1. Bidder can bid:
 - > Alone
 - > JV



A screenshot of a software dialog box titled "Joint Venture Confirmation" with a red header bar and a close button (X) in the top right corner. The main content area is white and contains the text "Joint Venture" followed by "Do You Want to Bid as a Joint Venture". Below this text are two buttons: "YES" on the left and "NO" on the right.

Bidding Option prompt and click on JV

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Server Time: 2013-12-19 22:24:14 NPT Logged in as Public Bidder [My Profile](#) | [Logout](#)

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Home Opportunities

Joint Venture Confirmation ✕

Joint Venture

Do You Want to Bid as a Joint Venture







Search Opportunities

Title

Procurement Category

Public Entity

Search Opportunities Results

Sl. No.	IFB No.	Bid Title	Procurement Category	Notice Published Date	Last Date of Bid Submission	Bid Opening Date	No of Days Left	View Bid Supplement	Action
1	MoHP/W/N/D1/2070-71	MoHP/W/N/D1/2070-71	Works	19-12-2013 09:00	20-01-2014 12:00	20-01-2014 12:30	32 days		
2	PPMO/NCB/W/D70/71/12	Construction of Peri feral Wall	Works	18-12-2013 10:40	29-01-2014 12:00	29-01-2014 14:00	41 days		
3	1/70/71	WPBDG001	Works	18-12-2013 01:58	19-01-2014 02:58	19-01-2014 02:58	31 days		
4	12	demo	Goods	16-12-2013 00:00	16-01-2014 12:00	16-01-2014 12:00	28 days		
5	5000	RMSODTV070-71/1	Goods	12-12-2013 10:55	12-01-2014 10:51	12-01-2014 10:51	24 days		

Make JV Partner

Enter JV Partner ID

J V General Info

Name of the Joint Venture :

Joint Venture Details [X]

Unique Registration ID

Name of the Partner

Is a lead partner? YES Is a authorized signatory YES

Total No. of Share Percentage of the Share

Authorized Representative Information

Name of the Representative

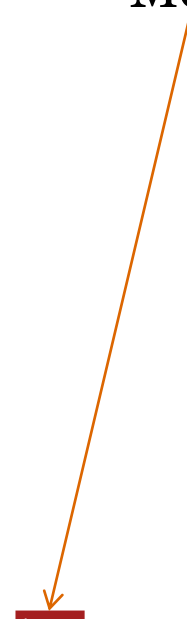
Telephone Number

Fax Number

Email Address

Address

Click on
More



Add JV Partner ID

Address

Joint Venture Details [X]

Unique Registration ID

Name of the Partner

is a lead partner? YES

is a authorized signatory YES

Total No. of Share

Percentage of the Share

Authorized Representative Information

Name of the Representative

Telephone Number

Fax Number

Email Address

Address

Address

Click on
More

Save

+ more

Upload JV Agreement



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Home

Opportunities

[Please Follow The Template Format Prescribed in The Standard Bidding D

J V Agreement Document Upload:

Upload

Upload document



Upload

Browse...

No file selected.

Name

Upload

Done

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Best viewed at 1024 x 768 resolution with Firefox 4.1 and higher.

Nepal Standard Time (NPT) is 5 hour and 45 minute ahead of UTC/GMT.

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[Please Follow The Template Format Prescribed in The Standard Bidding Document]

J V Agreement Document Upload:

[Upload](#)

Sl.No	Document Title	Action
1	JV Agreement	✕

[Close](#)

Bidding Form

Server Time: 2013-12-19 22:41:27 NPT

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OTHERS Bid Submission Summary

General Details

Bid Notice Number

PPMO/NCB/W/070/71/12

Bid Title

Construction of Peri feral Wall

Public Entity

Public Procurement Monitoring (

[Download Procurement Document](#)

Section Summary

SI No	Section Title	Status
1	Bid Submission form	<input type="checkbox"/>

Other Details

SI No	Section Title	Status
1	Declaration	<input type="checkbox"/>
2	Payment	<input type="checkbox"/>
3	Additional Documents	<input type="checkbox"/>

Do you want to share any information which might be useful for this bidding?

Yes No

[Submit](#)







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[Delete](#)

Bidder's Bid Status View

1. In progress
2. Submitted
3. JV Bid

My Bid

In Progress	Submitted	JV Bid		
Tender Title		IFB No	Bid Submission Date	View
GNCB/001/Creator/069-70		IFB-01-2069-/70	01-05-2013	
The Supply, Delivery, Installation and Testing of		ICB 06/069/70	23-05-2013	
NCB/W/CWB-01		DoPM/01/069-70	11-04-2013	
CS-01-2069/70		EOVMOHA/CSS-001	08-04-2013	
R-P-01		Ration PPMO	14-03-2013	
GNCB/MOHA/01/2069-70		GNCB-01-2069/70	30-04-2013	

Bid Submission Template for Bidder

GOODS_ICB Bid Submission Summary

General Details

Bid Notice Number

IFB-001

Bid Title

Goods/ICB/IG/IT

Public Entity

Ministry of Home Affairs

[Download Procurement Document](#)

Section Summary

SI No	Section Title	Status
1	Bid Submission form	<input type="checkbox"/>
2	Financial Situation Form	<input type="checkbox"/>
3	Average Annual Turnover Form	<input type="checkbox"/>
4	Financial Resource Form	<input type="checkbox"/>
5	Pending litigation form	<input type="checkbox"/>
6	Specific experience form	<input type="checkbox"/>
7	Manufacture's Authorization letter	<input type="checkbox"/>
8	Price Schedules Goods Manufactured Outside the Nepal, to be Imported	<input type="checkbox"/>
9	Price Schedules Goods Manufactured Outside Nepal already Imported	<input type="checkbox"/>
10	Price Schedules Goods Manufactured in Nepal	<input type="checkbox"/>
11	Price and Completion Schedule - Related Services	<input type="checkbox"/>

Other Details

SI No	Section Title	Status
1	Declaration	<input type="checkbox"/>
2	Payment	<input type="checkbox"/>
3	Additional Documents	<input type="checkbox"/>

Do you want to share any information which might be useful for this bidding?

Yes No

[Submit](#)

[Download Report](#)

[Delete](#)

System Generated Report Download

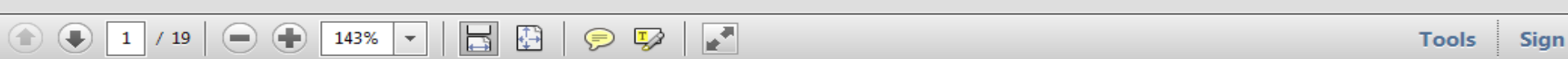


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Withdraw/ Modification of Bid

- Modification of bid once

Amend/Withdraw ✕

Please select the action you want to perform

Bid Opening

Bid Opening from PE

Bid Opening Committe Member 1 - Sign In

Username	<input type="text" value="userapprover"/>
Password	<input type="password" value="*****"/>

Bid Opening Committe Member 2 - Sign In

Username	<input type="text" value="useradmin"/>
Password	<input type="password" value="*****"/>

Sign In

Bid Opening from PE

Bid Details

Bid No.	DoPM/01/069-70	Procurement Category	Works
Bid Name	NCB/W/CWB-01	Procurement Method	NCB

Bidders Rank List

SI No.	Name of Bidders	Earnest Money Deposit	Action
1	FBidder LBidder	40000000.00	

Any Queries?

Exercise on Uploading Bid Document, Bid Supplement and Bid Opening Procedure...

Thank you