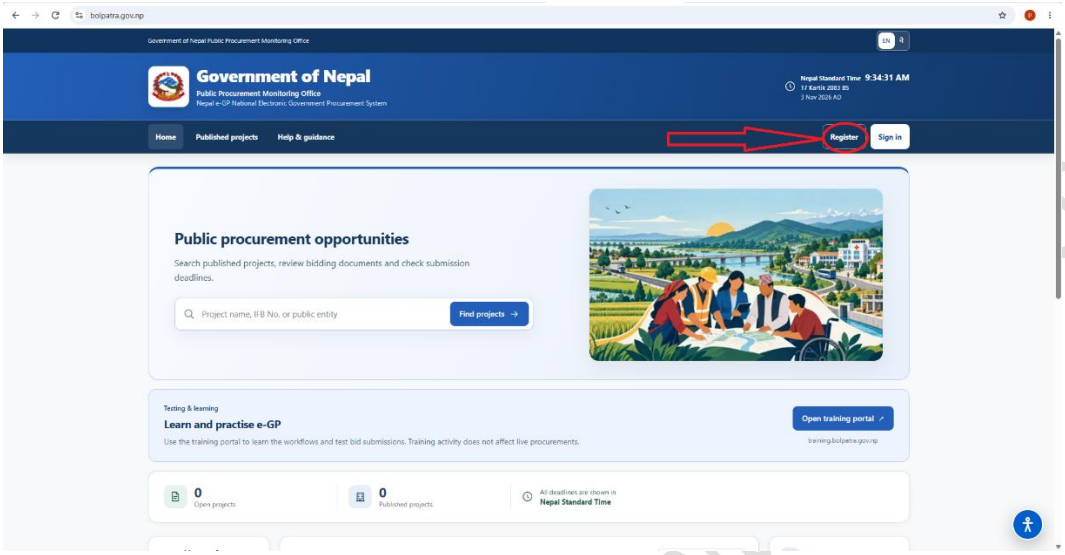
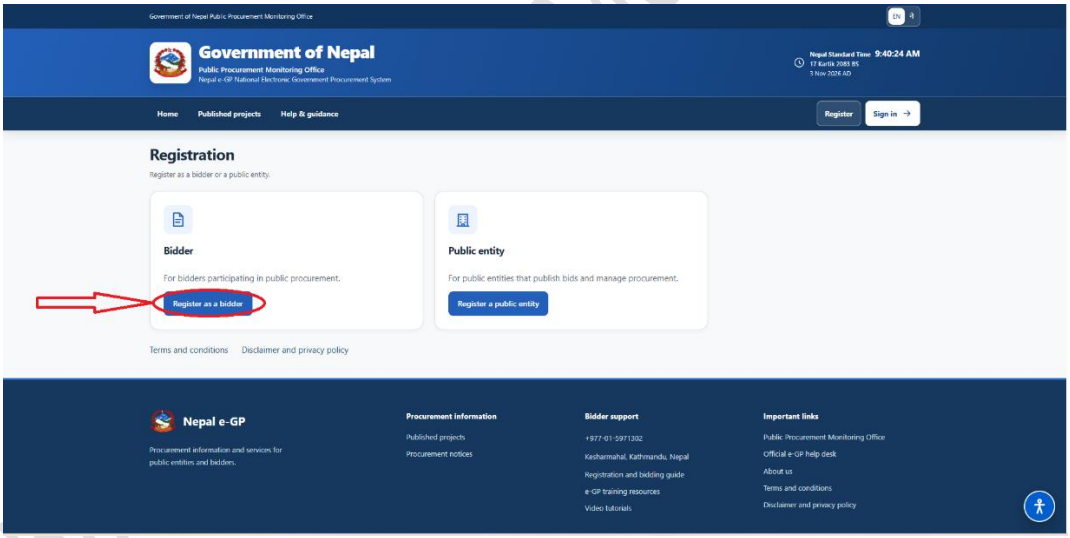
Bidder Registration Procedure:

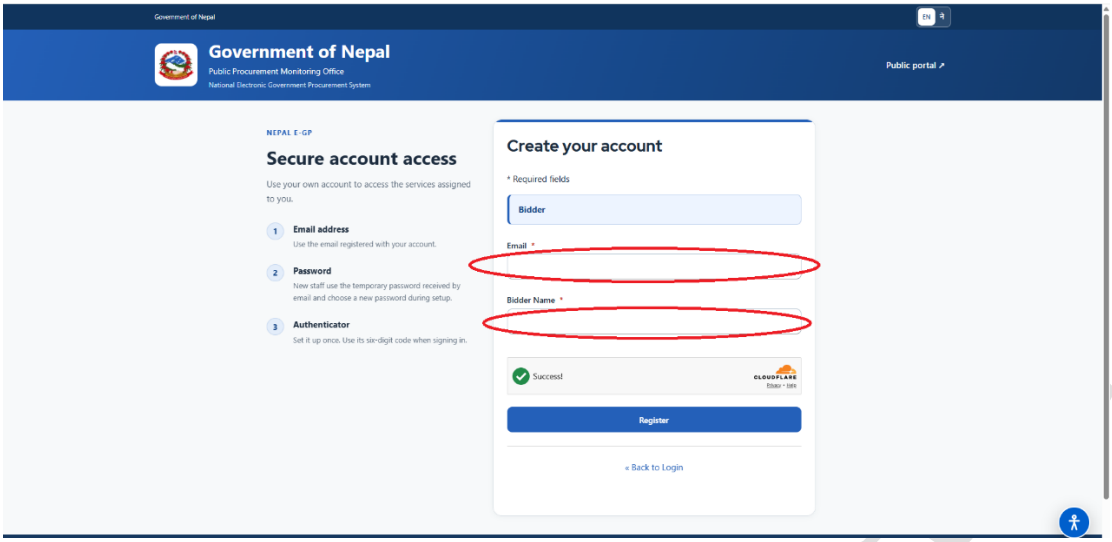
1. Visit https://bolpatra.gov.np/
2. Click Register button as shown below



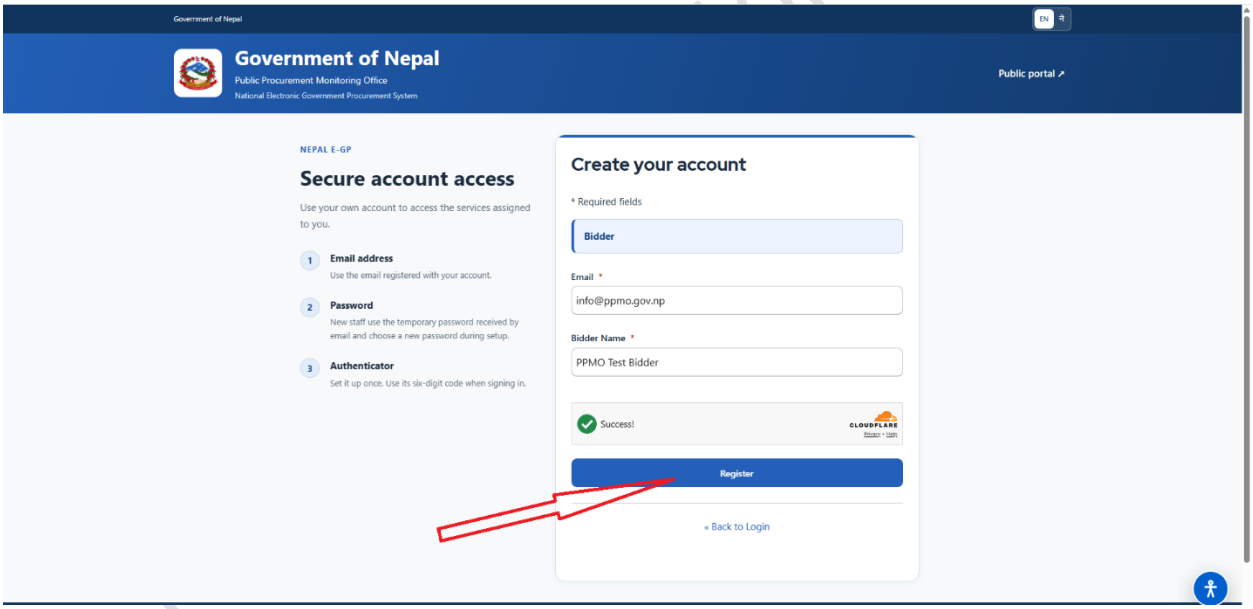
3. Select Bidder.



4. Fill-up the required fields.

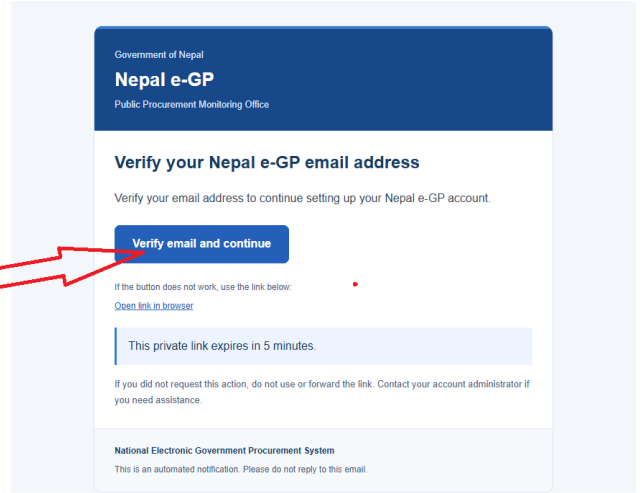


5. Fillup like below.

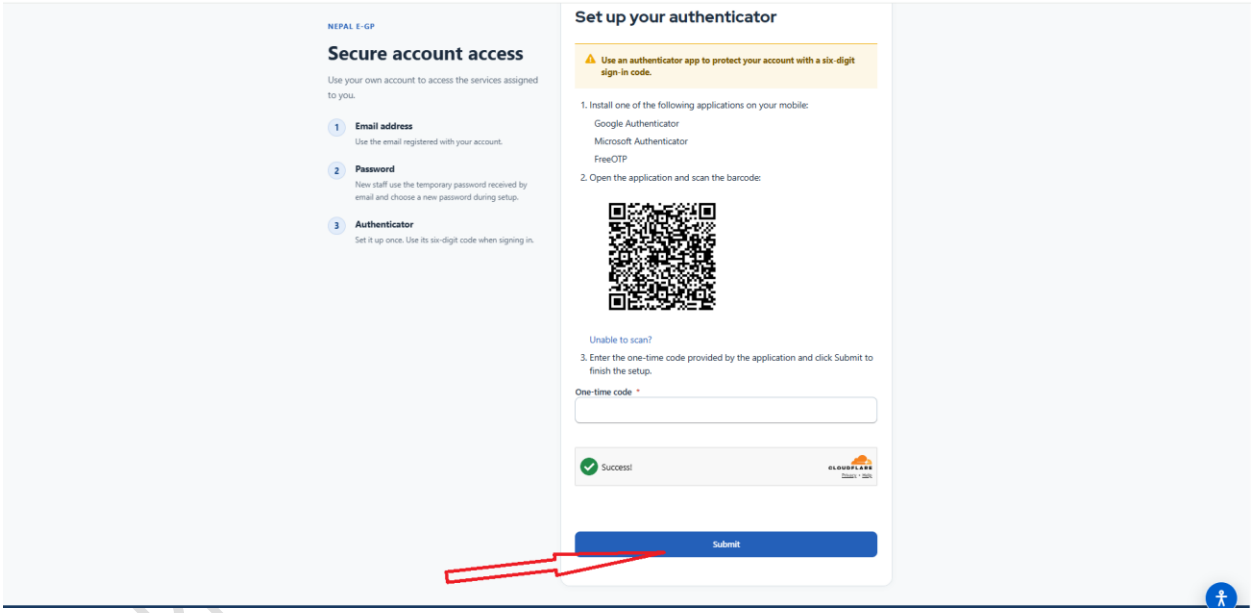


6. After clicking register button then check email.

Public

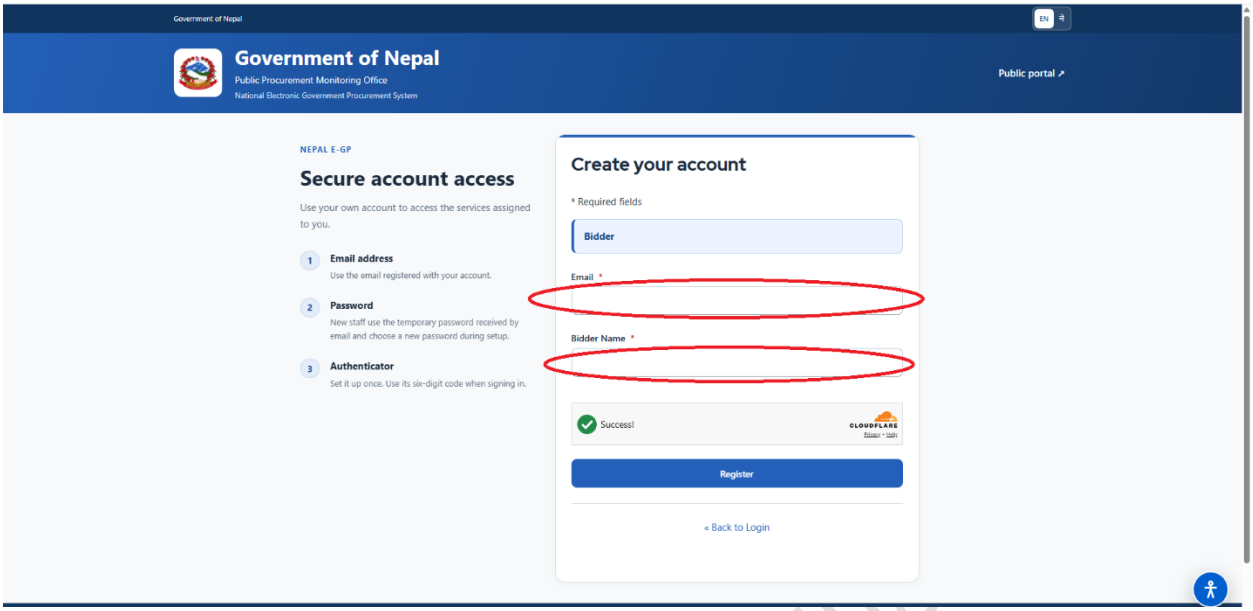


7. After clicking verify email and continue button.

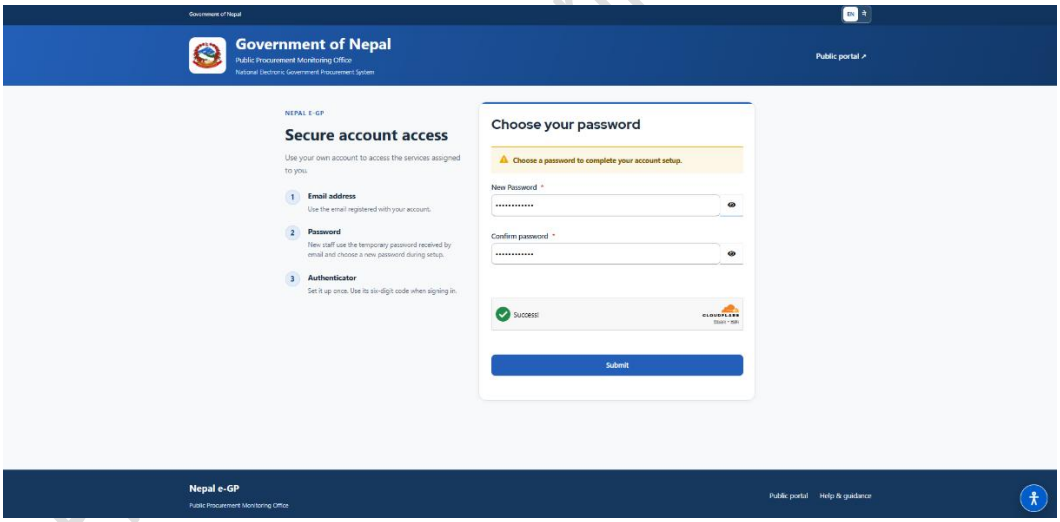


a. Setup authenticator.
b. Use authenticator app installed in smart phone.
   - Google Authenticator
   - Microsoft Authenticator
   - FreeOTP
c. Open the application and scan the barcode:
d. Enter the one-time code provided by the application and click Submit.

8. After clicking the submit button then following screen is shown.

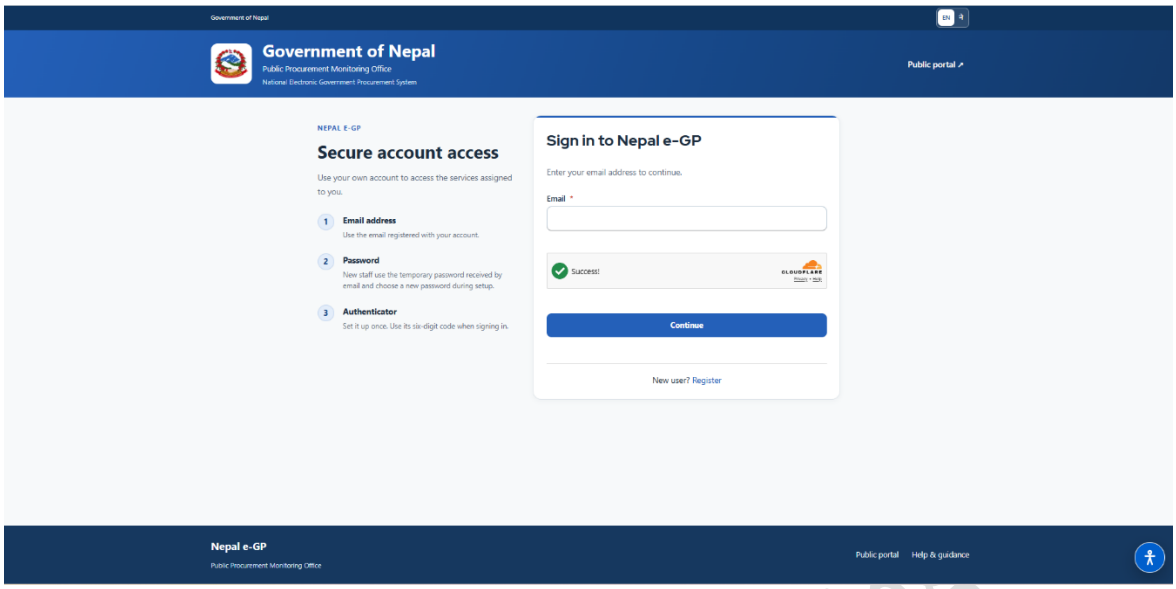


- Password must contain at least 12 min length.

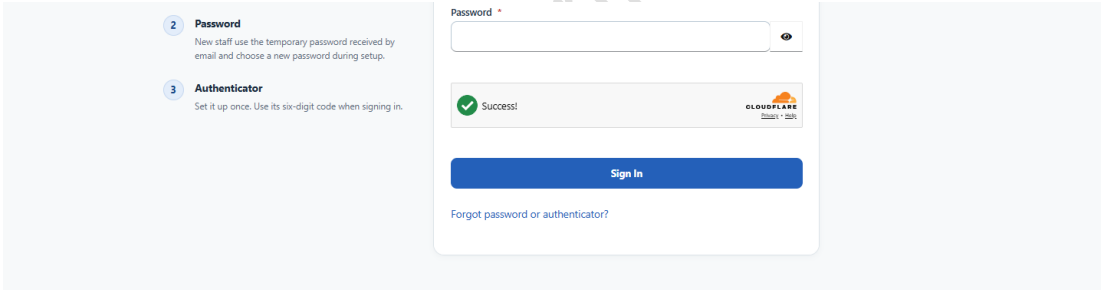


9. After choose new password and confirm it then submit.

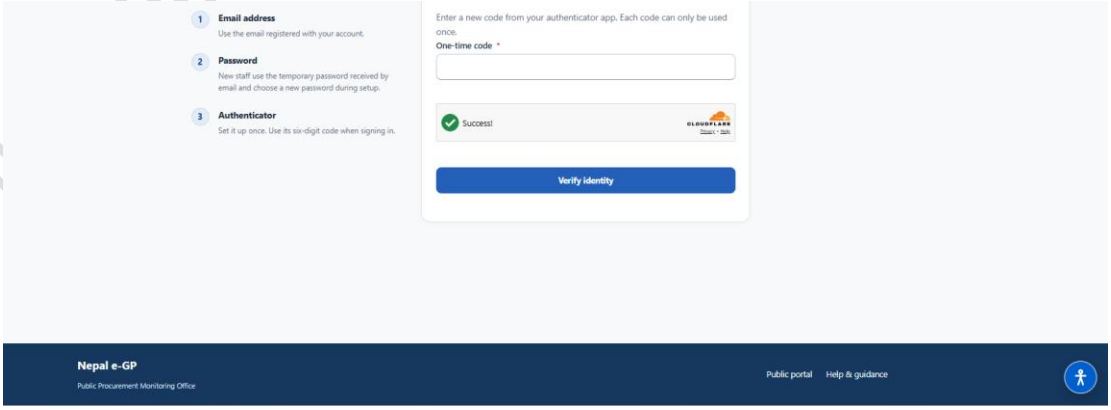
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- Put email which is used in registering process.
- And click on continue button.
- After this password is required

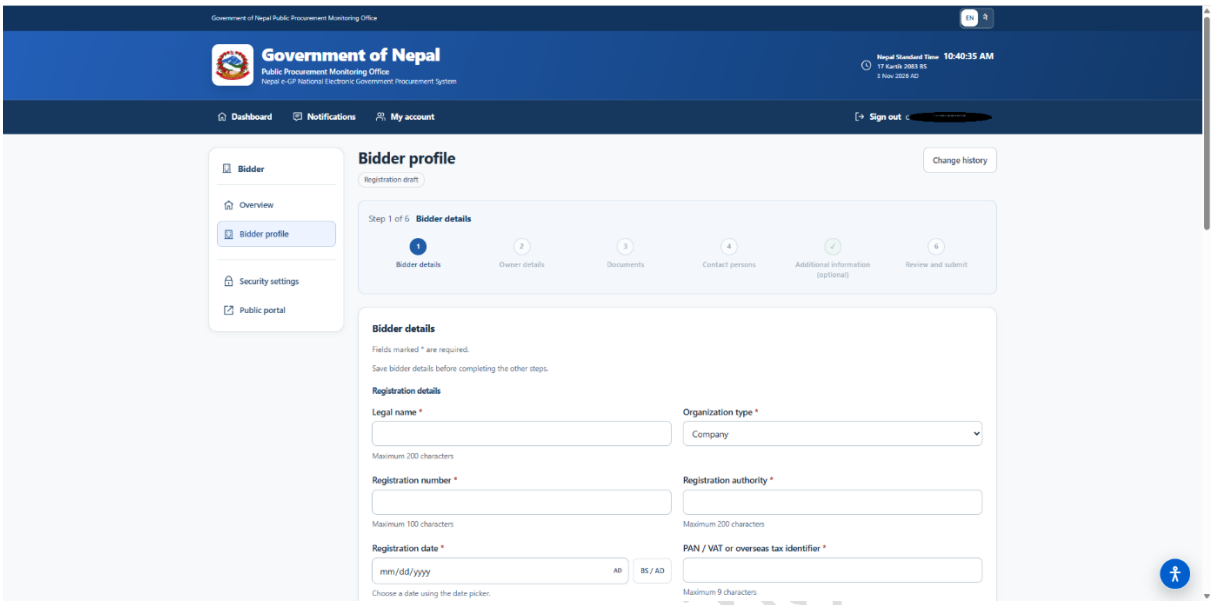


- Enter correct password in password filled and click in sign in button.
- If password is correct then it required one-time-code which is get from password authenticator app.

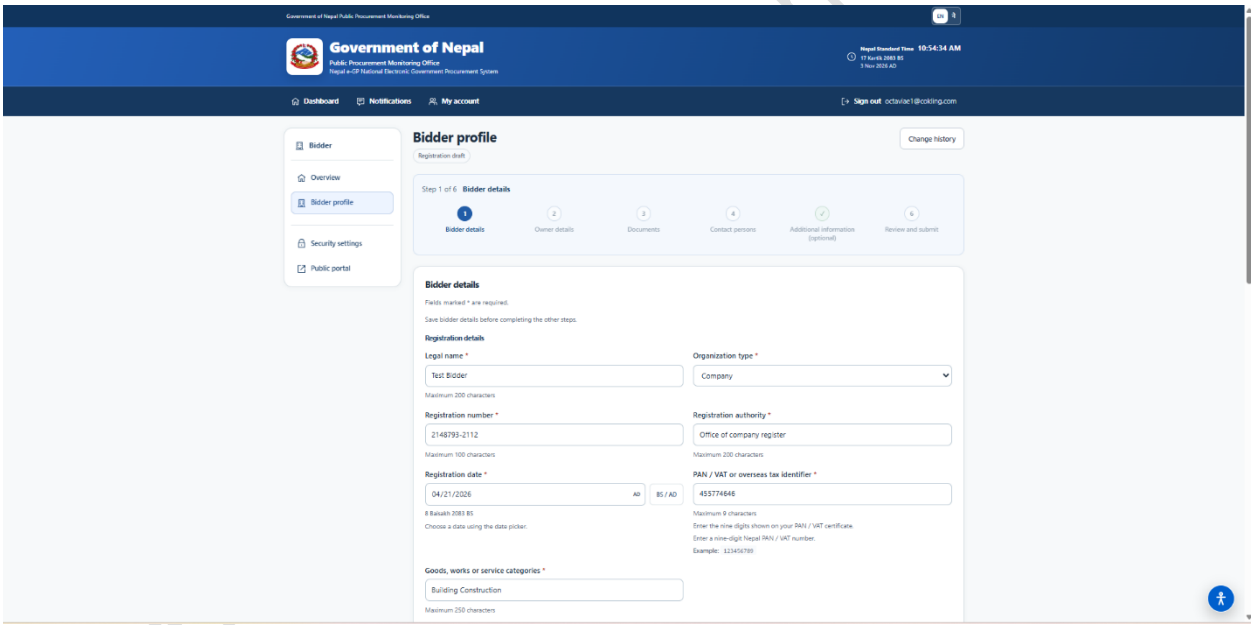


-
- After enter one-time-code and click in Verify identity then following screen is shown.

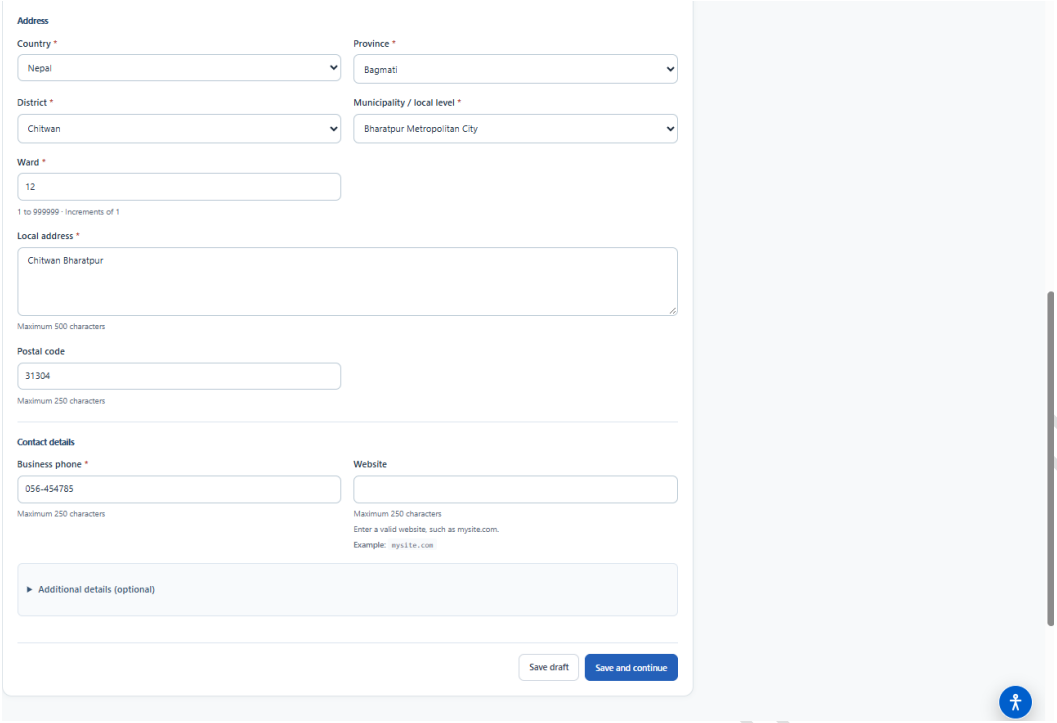
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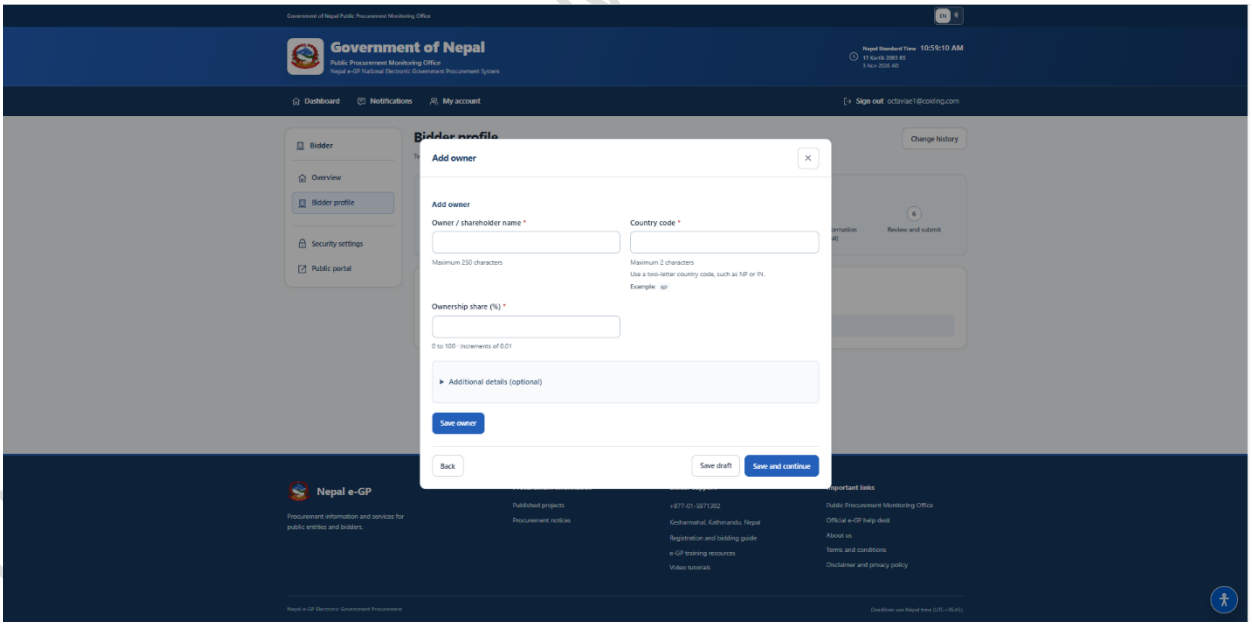
10. Fill up bidder profile with correct information.



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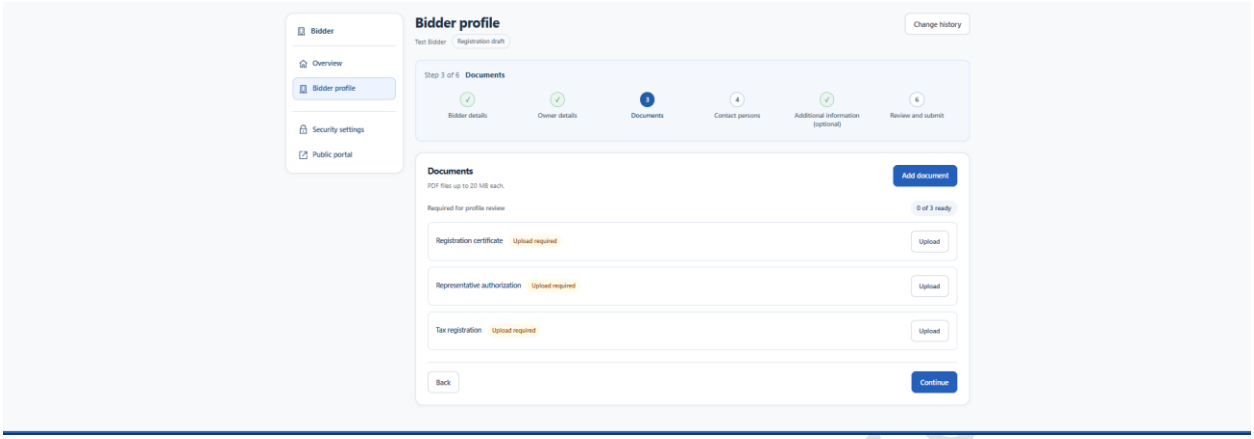


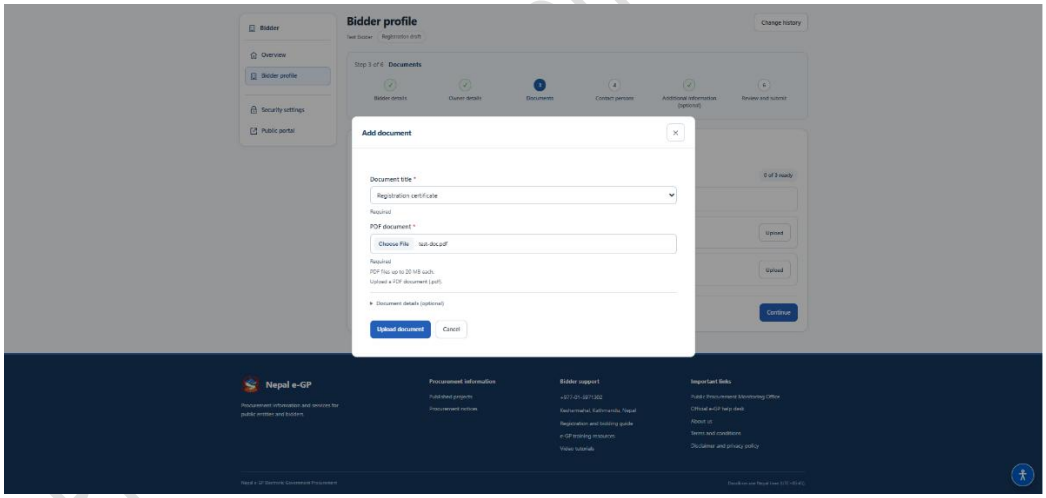
11. After clicking save and continue then following screen is shown.



- Add company owner name.
- Add country code like as : *NP for Nepal, IN for India.*
- Ownership share: *like as 100%, 50%*
- If any additional information we can add to click on additional details section and add.

12. After this we can move on document section which is very necessary for registration for approving this account from PPMO.



- Registration certificate: company registration certificate in pdf format not exceed from 20MB.
- Also add document issue date and expiry date.
- 

- **Representative Authorization: we can put power of attorney for using e-GP system.**
- **Download power of attorney form https://www.ppmo.gov.np/content/7385/7385-board-resolution-form/ and fill up correctly with company stamp.**
- **The power of attorney form must be in company letter head with proper company/firm stamp.**

अनुसूची-३ (क) (दफा ९ को उपदफा (२) (ग) संग सम्बन्धित)
(अनुसूची ३(क) वा अनुसूची ३(ख) मध्ये कुनै एकमात्र प्रयोग गर्नुपर्नेछ।)

POWER OF ATTORNEY TO USE E-GP SYSTEM

(Bidder shall submit this application in the letterhead of the firm showing the complete name and address of the company)

Date:.....

To: Public Procurement Monitoring Office,
Kaiser Mahal, Kathmandu, Nepal

Dear Sir,

We certify that Mr/Mrs.....is authorized to use the e-Government Procurement (e-GP) system www.bolpatra.gov.np/egp operated by PPMO as authorized Officer user. We further certify that on behalf of our firm the information provided by him/her is true and complete.

We hereby permit and authorize him/her for following activities in e-GP system:

- Accomplishing firm registration process
- Entry and updating of firm's data and information
- Submitting Clarification Queries
- Preparing bid and submitting Bid Response
- Making modification and withdrawal of submitted bids
- Lodging complain against procurement decision
- Payment related activities
- Add and block other Officer and Staff users
- Any other activities in system that is necessary to be done by him/her

We further certify that other Officer users added by him/her in the system are also authorized to perform the above mentioned activities.

All the information and documents made/submitted in the system are true and we accept that any misinterpretation or misrepresentation contained in this e-GP system may lead to block our access and registration by the PPMO.

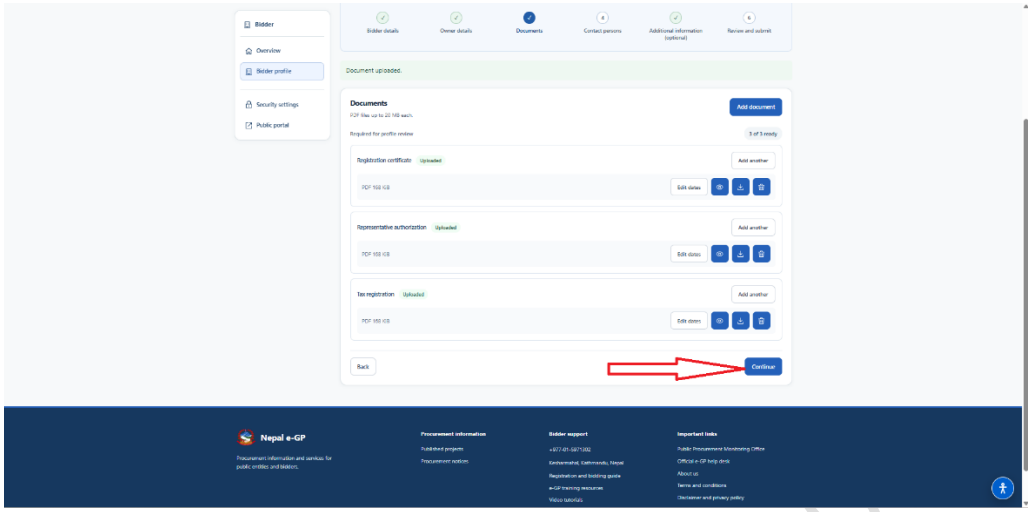
Thank you,

From the Firm	Representative to use e-GP System
Authorized Signature:	Signature: .....
Full Name of Signatory:	Full Name: .....
Designation:	Designation: .....
Contact information	Contact information
(phone and e-mail):	(phone and e-mail):
.....	.....

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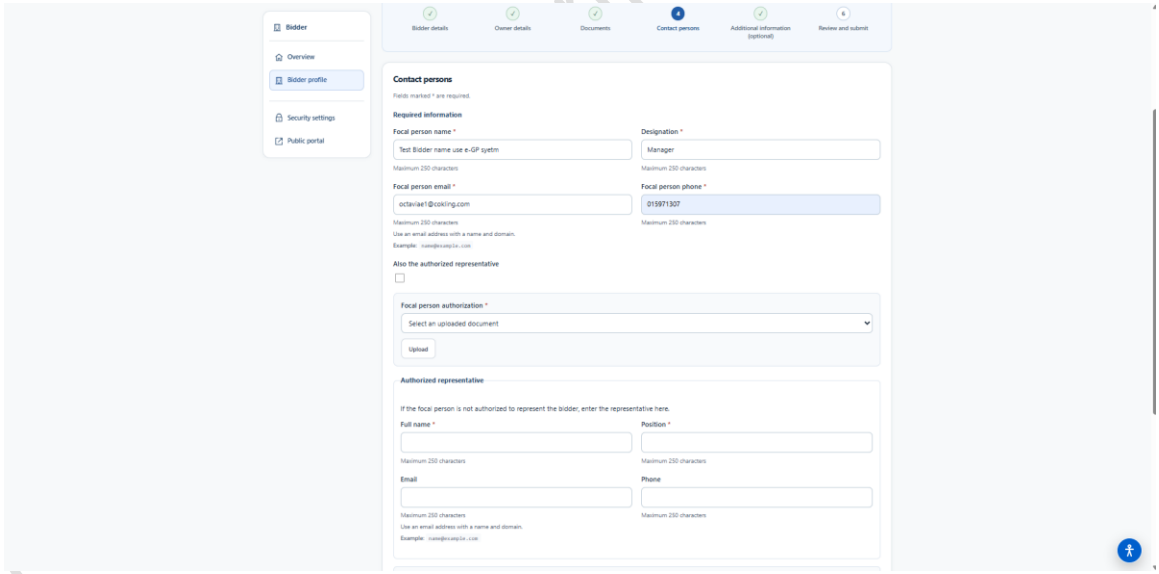
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- Tax Registration certificate: Company Tax registration certificate.



Step 4: Contract person

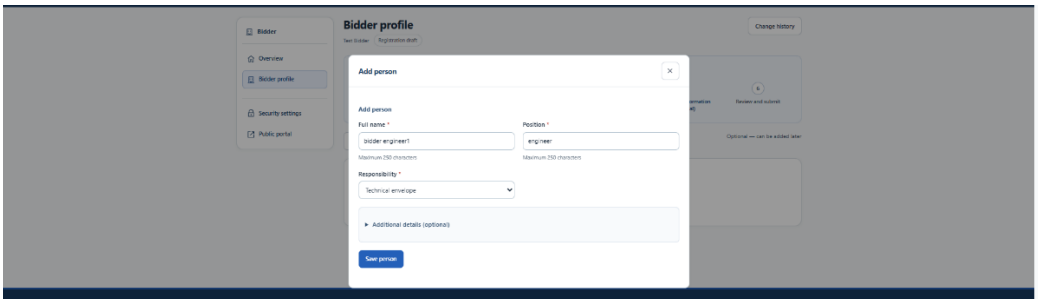
- It contain the person details who use the e-GP system.
- Upload power of attorney form.
- Then save and continue.

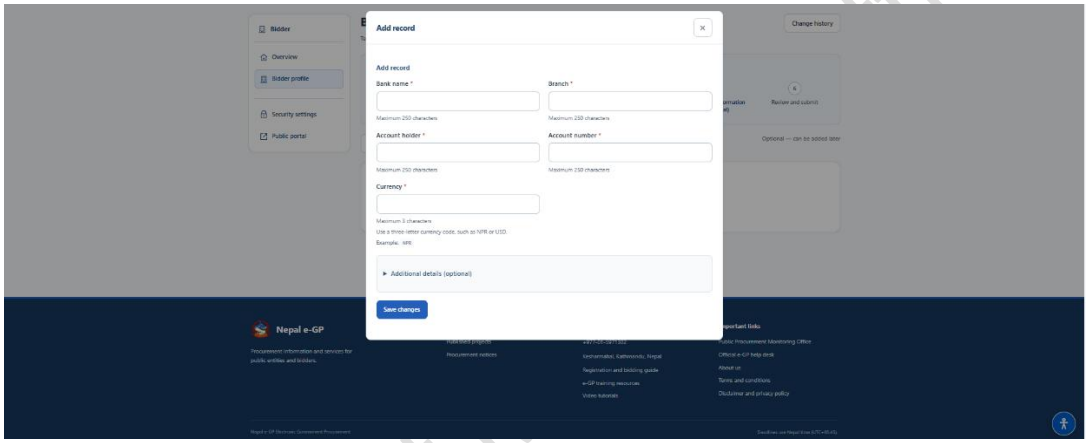


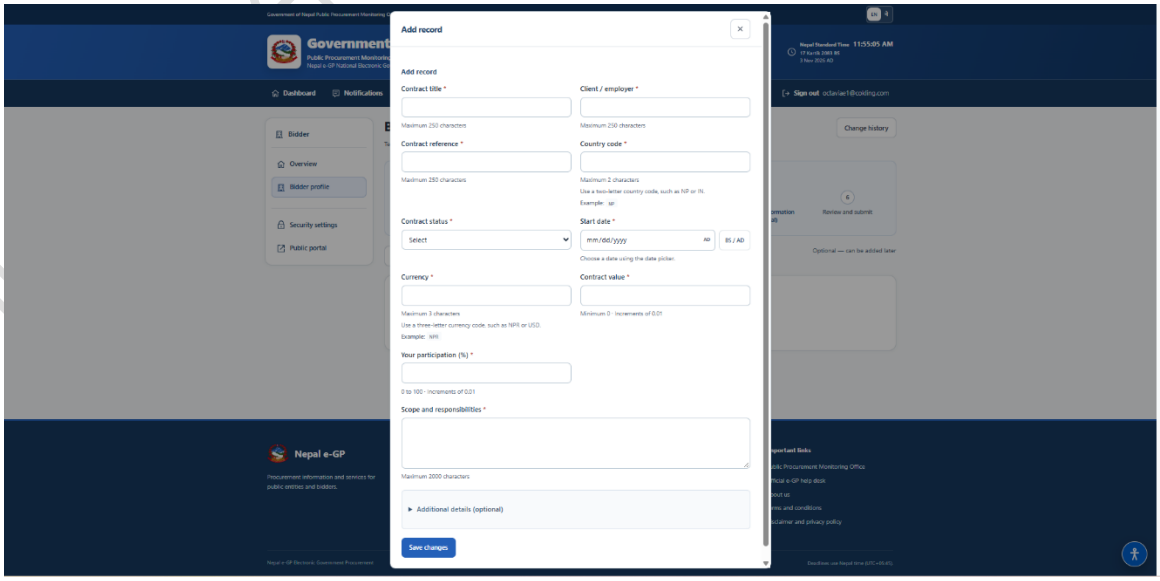
-

- Additional information is optional: this field contains.

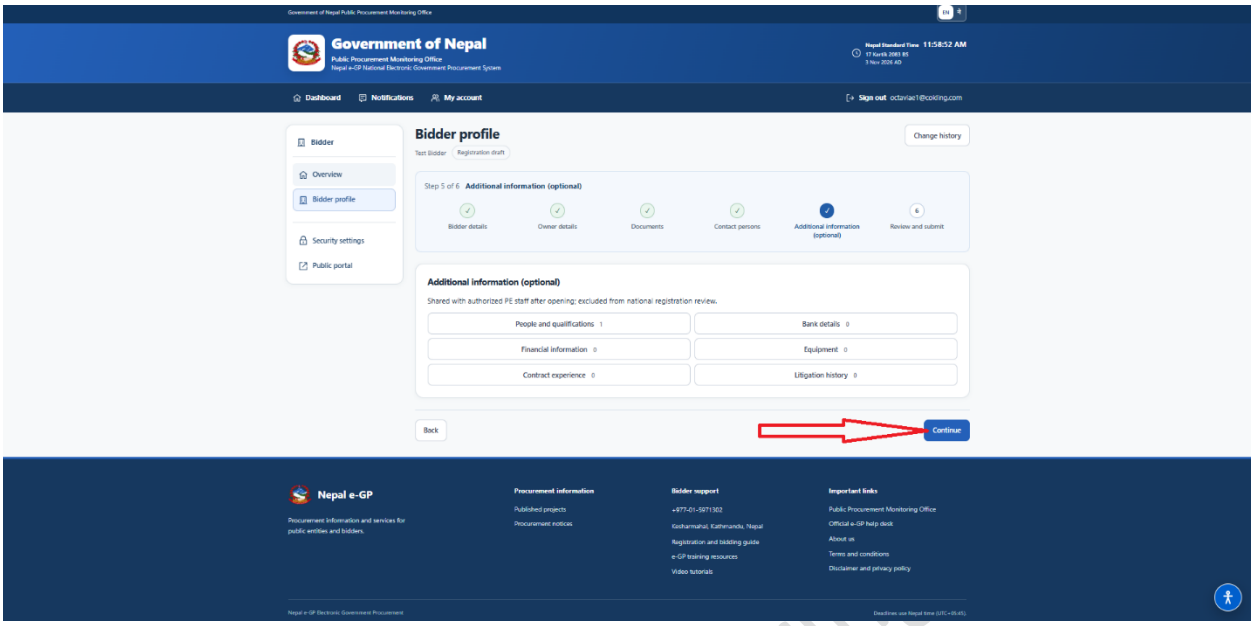
a. People and qualification
b. Bank details.
c. Financial details.
d. Equipment.
e. Contract experience.
f. Litigation history.



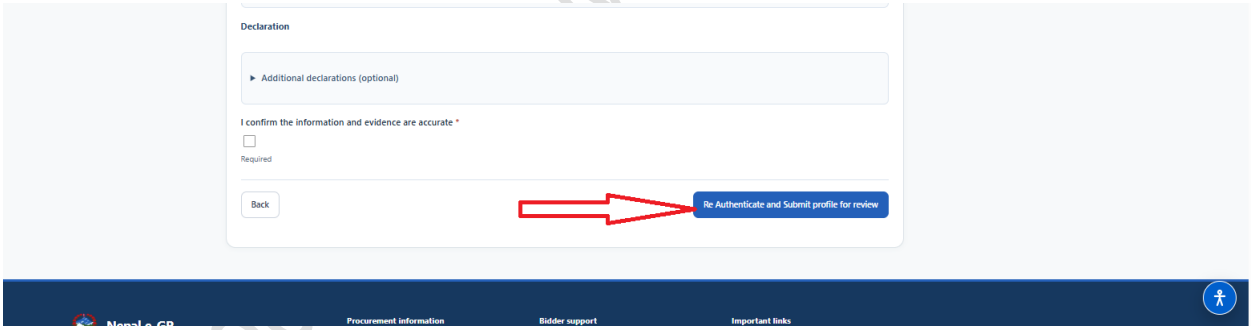
- Click save person details.
- For bank details: fill up details.
- 

- Contract experience: we add contract experience.
- 

13. After adding all details in additional information tab then we click on continue button.

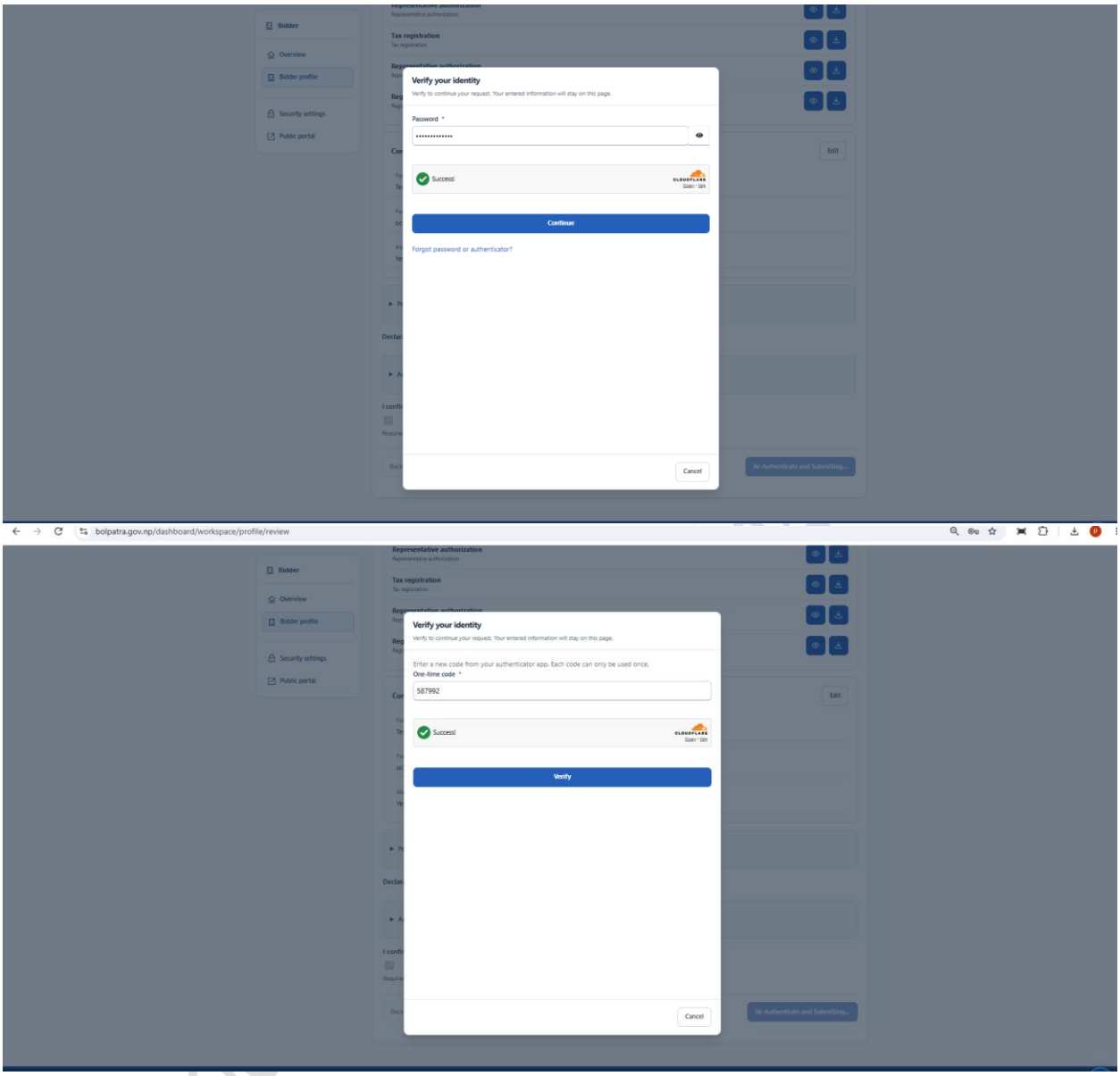


14. In final tab review and submit: we have to review all the information regarding company registration.
15. Declare with check button to conform the information and evidence are accurate and click on re-authenticate and submit profile for review.



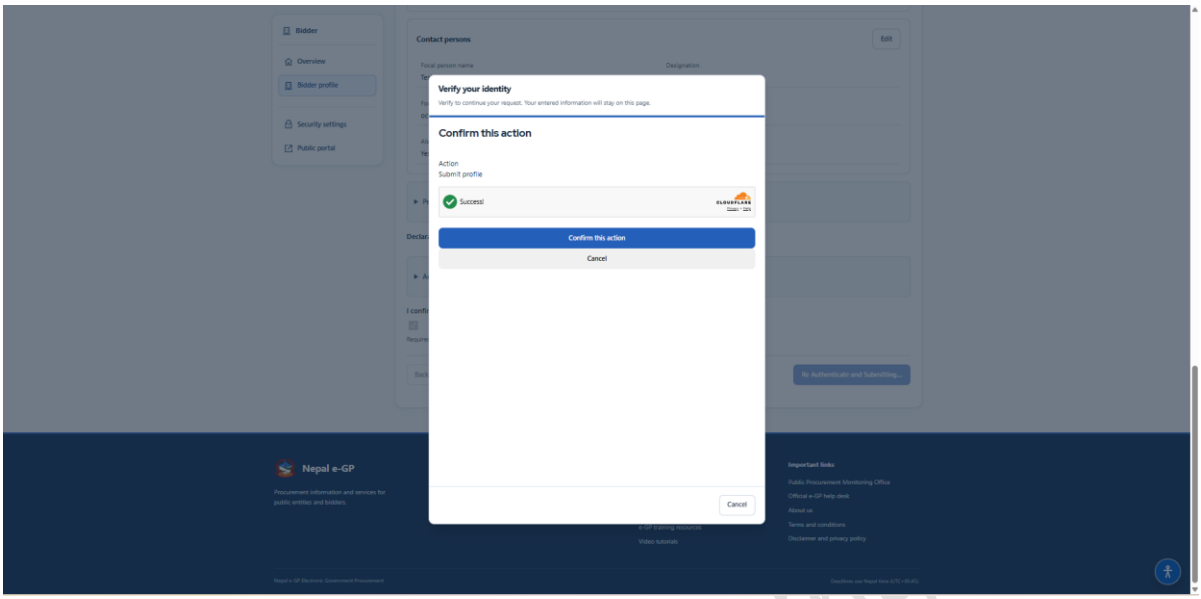
16. After authenticate it need user password and one-time code

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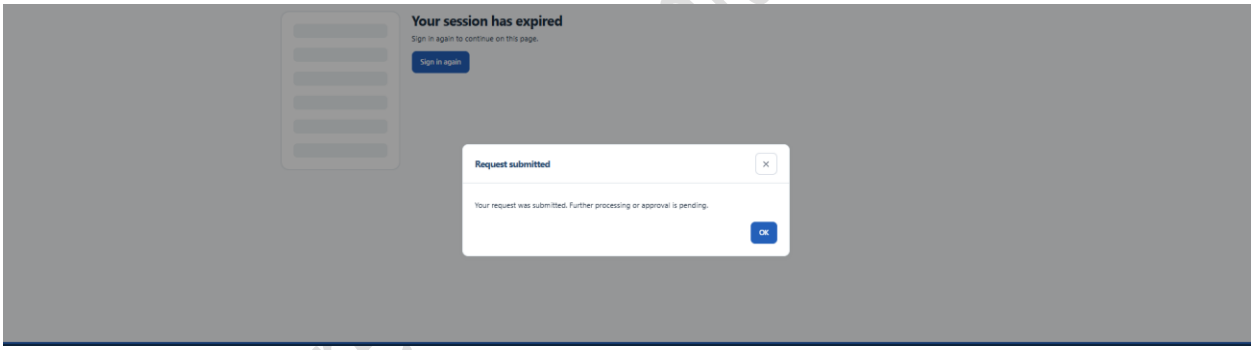


17. After authentication then we need to click on conform this action button to further proceeding for request submission.

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18. After the submission process is completed, the following pop-up message is displayed.



The verification process shall be carried out by the PPMO Office within 10 days after completion of the submission process.

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