Manual for

Tenderers, Consultants, Government Owned Enterprise, Media

On

Registration Process For the e-GP System

(http://eprocure.gov.bd)

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Important Notes for Tenderers Registration on e-GP Portal

Tenderers, Consultants, other potential users of the e-GP system are requested to please note the following points before applying for the 'New User Registration' on to the e-GP Portal.

- ✓ *Ensure that you have a <u>valid e-mail ID</u> before initiating the process of registering on to the e-GP Portal of the Govt. of the People's Republic of Bangladesh.*

- ✓ *Ensure that you have scanned copies of all required documents (as per the Registration type opted) mentioned below, in the local PC, to be uploaded for registration purpose.*

- ✓ *Ensure installation of one of the browsers versions which is tested & certified by CPTU (viz. Internet Explorer 8.x, Internet Explorer 9.x, Mozilla Firefox 3.6x).*

Tenderers, Consultants, other potential Users may also see the following 'e-GP New User Registration Process' by clicking the button on the left side of the home page and have some ideas on the steps to be followed for the registration.
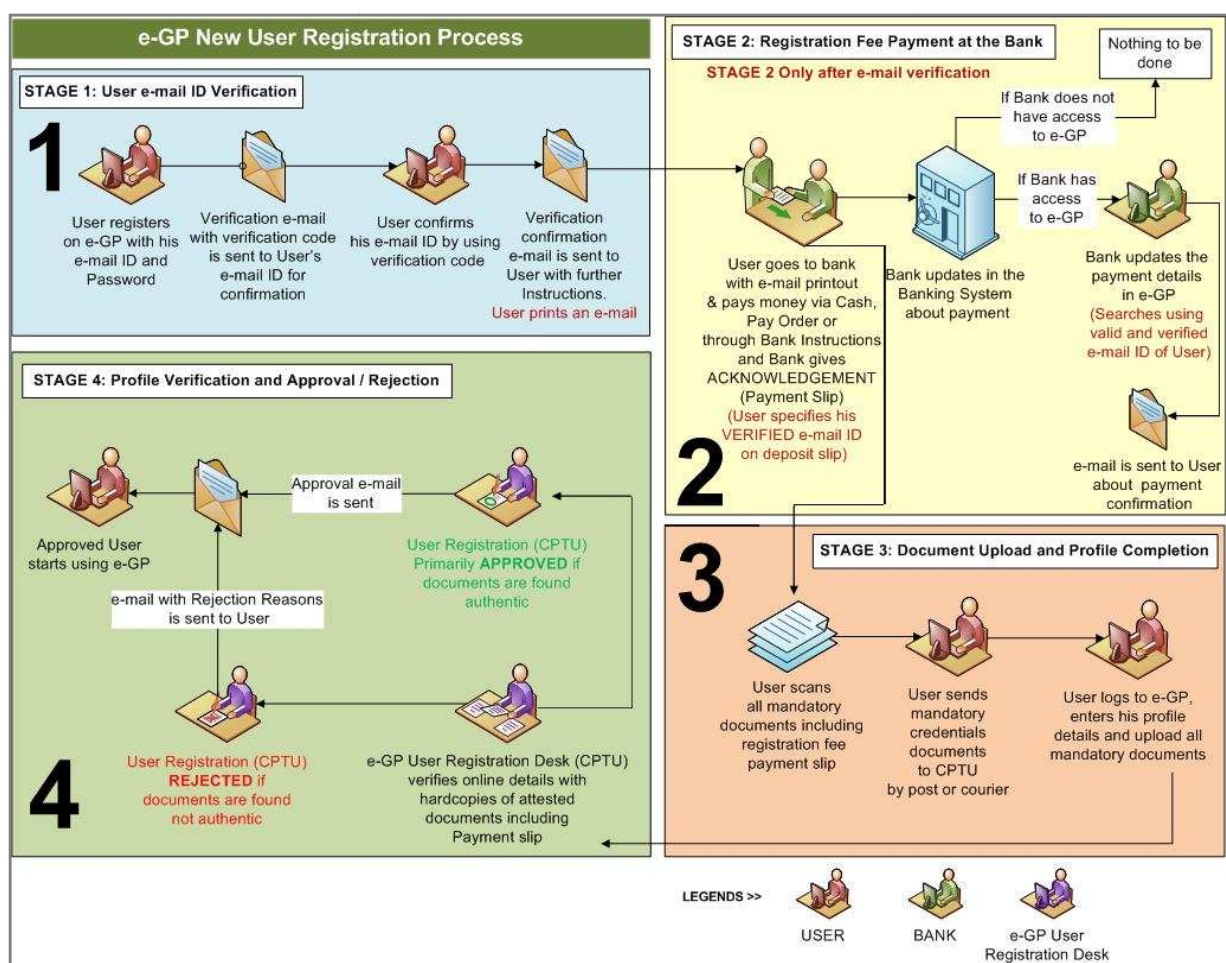
Flow of the Registration Process

The documents are required to be uploaded during the registration based on the types of Users:

➢ **Tenderer / Consulting Firms (National)**

- Company Incorporation Certificate (in case of Company) **OR** Registration Document;
- Trade License;
- Valid Tax Identification Number (TIN) Certificate;
- Value Added Tax (VAT) Certificate;
- Authorization letter from the Owner for the Firm/Company's Admin;
- National ID or Passport of Authorized Admin (First 2 pages of passport);
- e-GP Registration Fee Payment Slip;
- One Passport size photograph of the Authorized Admin;

➢ **Tender Consulting Firm (International)**

- Company Incorporation Certificate (in case of Company) **OR** Registration Document.
- Trade License (If Applicable).
- Valid Tax Identification Number (TIN) Certificate (If Applicable).
- Value Added Tax (VAT) or Goods and Service Tax (GST) Registration Certificate.
- Authorization letter from the Owner for the Firm/Company's Admin
- National ID or Passport of Authorized Admin (First 2 pages of passport).
- e-GP Registration Fee Payment Slip.
- One Passport size photograph of the Authorized Admin.

➢ **Government Owned Enterprise (National)**

- Government Order as a Proof of Statutory Status.
- Financial Autonomy Certificate from Finance Division (FD).
- National ID or Passport of Authorized Admin (First 2 pages of passport).
- One Passport Size photograph of the Authorized Admin.
- Letter of Authorization for Authorized Admin.
- e-GP Registration Fee Payment Slip.

➢ **Individual Consultant (National)**

- National ID or Passport (First 2 pages of Passport).
- e-GP Registration Fee Payment Slip.
- One Passport size photograph.

➢ **Individual Consultant (International)**

- National ID or Passport (First 2 pages of Passport).
- e-GP Registration Fee Payment Slip.
- One Passport size photograph.

➢ **Media (National)**

- Identity Card Issued by a Media Company
- National ID or Passport (First 2 pages of passport)
- One Passport size photograph.

➢ **Media (International)**

- Identity Card Issued by a Media Company
- National ID or Passport (First 2 pages of passport)
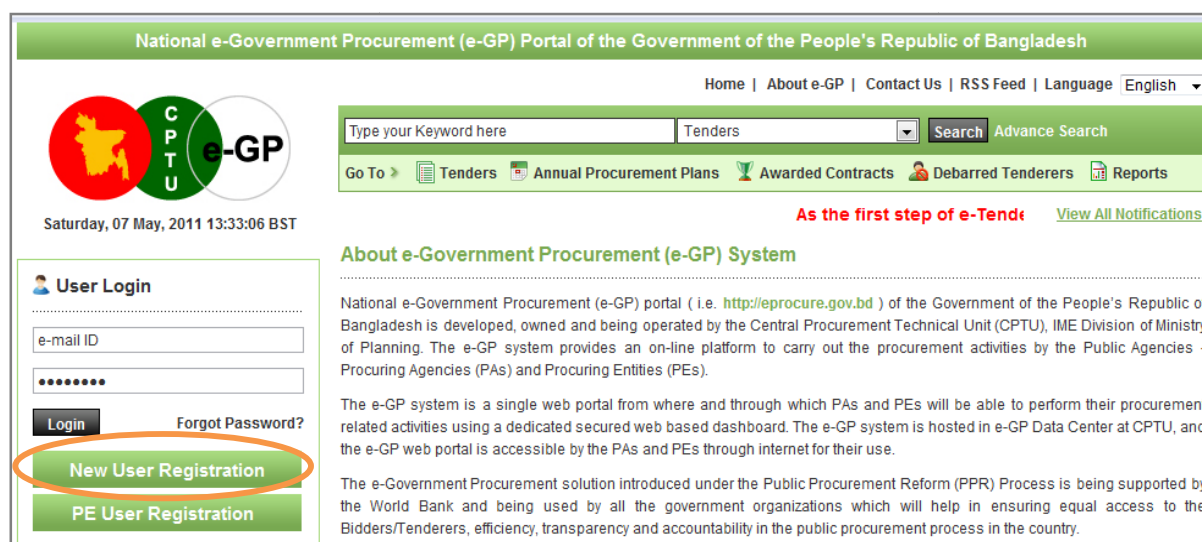- One Passport size photograph.

Once all the necessary required documents mentioned above are ready, please follow the instructions as given below to register on e-GP Portal:

Steps for registering on e-GP Portal

1. Please Make sure you have one of the browser versions certified by CPTU - i.e. Internet Explorer 8.x (IE8), Internet Explorer 9.x (IE9), or Mozilla Firefox 3.6x (MF3.6). If you don't have one of those Internet browsers, please download and install in your computer.

To Download Browser Versions visit the following URLs:

- IE 8.x or IE9.x Go To URL - http://www.microsoft.com/windows/internet-explorer/
- MF 3.6.x Go To URL - http://www.mozilla.com/en-US/firefox/

2. Open the e-GP Portal by typing the URL http://eprocure.gov.bd

3. Click on the "**New User Registration**" link to open a new page for entering the Login Account Details.

Figure – I

** This Page allows Tenderers / Consultants etc. to register on to the e-GP System.

Before you start registration process, kindly note the following IMPORTANT points:

- Please ensure that you have a valid e-mail ID registered in your name, which is only used by you. All the e-mail alerts will be sent by the e-GP system to this e-mail ID only.

- Please ensure that only one person from a firm, who is authorized to register on behalf of the firm as the **Tenderer Admin**, and authorized to further create other users for the firm in e-GP system to participate in e-tendering process should register on the e-GP portal.

4. In the **New User Registration – Login Account Details**, please enter the details as mentioned below:

Figure - II (Part - A)

a) Please enter the **Unique e-mail ID**. This e-mail ID will be the User-ID (Login-ID) for the tenderer on the e-GP portal. **(Please note that the verification code will be mailed to this e-mail ID only).**

b) Please enter the **Password**. (**It is very important to note that the Minimum length of the password should be 8 characters and must contain both Alphabets & Numbers**). Please see few of the examples in the table below:

Sl.	Password	Valid / Invalid	Reason(s)
1.	yakub@1	Invalid	Less than 8 characters.
2.	yakubislam	Invalid	No numeric number in the pass word.
3.	12345678	Invalid	Only numeric number. No alphabets.
4.	I'm 16 Years Old.	Valid	Matches the required criteria. Minimum 8 characters, contains alphabets & numeric numbers. Tenderers can also add special characters like '&', #, -, etc in the password.

**Please note that password is case-sensitive. For example, if you enter the password as 'Yakub123', you should enter in the same case i.e. Letter "Y" in capital / upper case only. Moreover system allows alphabets (a,b,c), numbers (1,2,3) & special characters (!, @, #) & space in the password, but the length of the password must not be less than 8 characters.

c) Please re-enter the same password and re-confirm the Password which has been entered in the above to make sure that you have entered the same password.
(Please note that this password & the password entered earlier is the same).

d) Please select the Hint Question from the drop down box or select the item from the drop down "**Create your own Question**" if you want to create your own **Hint Question**.
(Hint Question is used to reset the password, if the user has forgotten the password.)

e) Enter the **Hint Answer** to the Question selected or created above.

f) Select the Nationality from the drop down box.
(Please note that only one country can be selected.)

g) Select the Registration type from the drop down box from the following options:

   ➢ **Tenderer / Consultant**, if the Tenderer is a Contractor or a Consultant or registered as the **Individual proprietor**;

   ➢ **Individual Consultant**, if the Tenderer is a Consultant working independently;

   ➢ **Government Owned Enterprise**, if the Tenderer/Consultant is a Company owned by Government of Bangladesh;

   ➢ **Media**, representing a Media Company. This user will not be allowed to participate in any online tenders on e-GP portal.

h) Select the country of business.
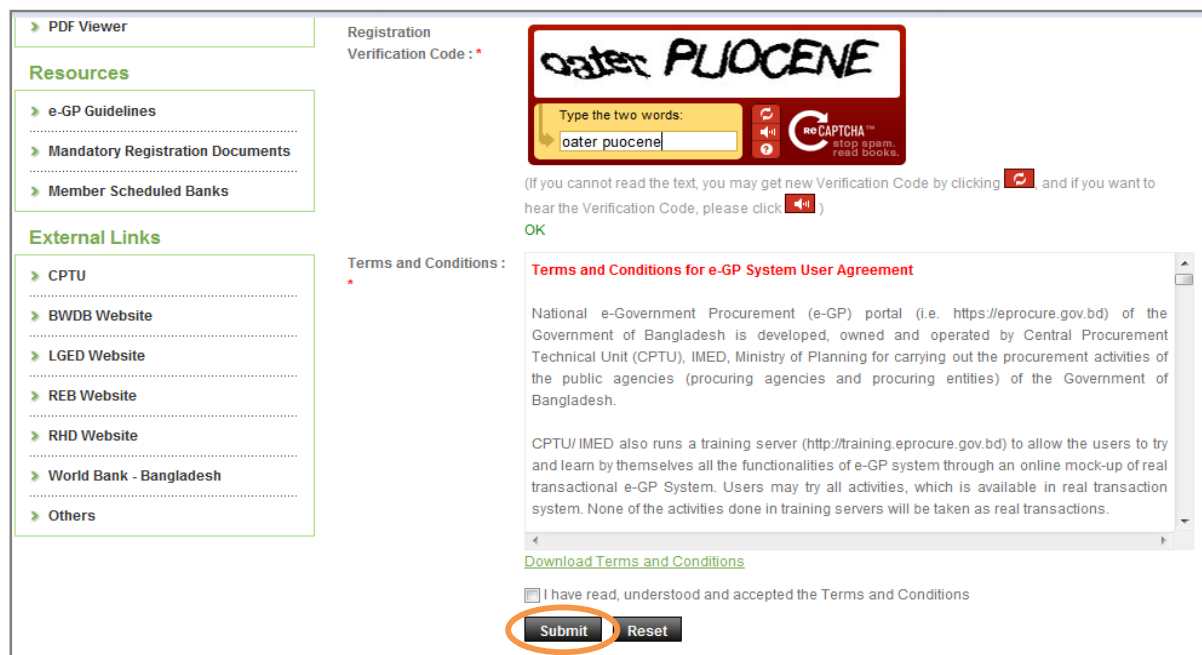
Figure - II (Part - B)

i) Enter the **Captcha Code** which is generated on the screen in the given box. Captcha code is a garbled graphical text used to prevent from unsolicited automated registration on e-GP Portal.

   ➢ If the Captcha text is not readable, click on "**Refresh**" button. This will generate a new text. The tenderer can enter this text & proceed further.

j) Please read the **Terms and Conditions** and to proceed further click on the check box containing the text "I have read, understood and accepted the Terms & Conditions".

- This is an acceptance that the Tenderer is accepting to all the stipulated mandatory terms & conditions for accessing the e-GP portal;
- Please note that if you do not accept the Terms and Conditions, you cannot further proceed with the e-GP System.

k) Click on the "**Submit**" button to submit the details, and complete the phase-1 of the Registration process.

Before pressing Submitting the form, the user may click on "Reset" button and refill the form again.

Figure - III

- An automatic e-mail will be send to the e-mail ID using which the tenderer has registered. This e-mail would contain the Verification Code & the link to the e-mail verification page.
- Please check your e-mail account, where you should have received the e-mail with following e-mail verification details:

  a) Login - ID - (which would be the e-mail ID itself);
  b) Password - (Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone);
  c) Verification Code - (System Generated Verification Code)

Login ID	yakub.s@gmail.com
Password	(Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone)
Verification Code	89766bb3f5ead572f8921597158d65b811d1kl98

5. On clicking on the link for verification, a new page will open up, where the tenderer needs to enter the following:

      a)   e-mail ID.
      b)   Password.
      c)   Verification Code
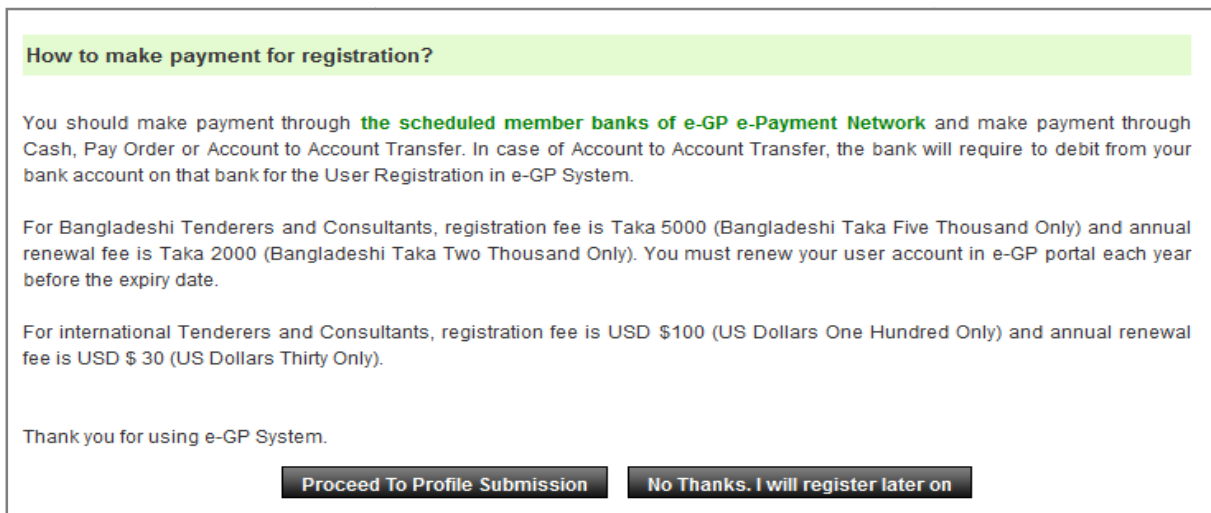
The moment tenderer clicks on **"Submit"** button, another new window will be opened which gives two options i.e.

Figure - IV

1) Complete Registration Process
2) No; Thanks I will register Later on

Figure - V

(*Please note that it is mandatory for the Tenderers to verify their account within 72 hours. Also the final submission of the Complete Profile must be done within 7 days from the date of e-mail verification*).

6. If the details of the Tenderer match, they will be allowed to enter their Company details in the Registration Process. The following details are to be entered:

a) **Company Registration No.** – The Tenderer needs to specify the Unique Registration number assigned by the relevant Government Authority.

   (Please note that the No two companies can have the same registration number if they have registered in the same country.)

b) **Company Name** – Enter the Company Name as mentioned in your Registration Certificate.

c) **Company Name in Bangla** – If the Company is Domestic Company from Bangladesh, enter the Company Name in Bangla. *(This is not a mandatory field).*

d) **Company Legal Status** – The Tenderer needs to select any of the options as app*licable from the dropdown box. Th*e options available are as given below:

   ➢ **Public Limited** – If the Tenderer's Company is Publicly Listed Company.
   ➢ **Private Limited** – If the Tenderer's Company is Privately held Company.
   ➢ **Proprietorship** – If the Tenderer's firm is a Proprietorship firm.
   ➢ **Partnership** – If the Tenderer's Company is a Partnership firm.
   ➢ **Government Undertaking** – If the Tenderer's Company is Company owned by Government of Bangladesh.

e) **Company's Year of Establishment** – Enter the year in YYYY format (e.g. 2011)

f) **Tax Identification Number** – If applicable, specify the same. In case of Companies from outside Bangladesh, select **other document**, type the number & specify more details to complete the step.

Figure - VI (Part - A)

g) **Nature of Business** – Click on the "*Select Category*" link. A new window will be opened which will list the different categories of works, goods and services as per Common Procurement Vocabulary (CPV) classification structure. Select the relevant Category by ticking on the Check Box for which tenderer would like to **enlist** for The Tenderer can also select multiple categories.

h) **Trade License Issue Date** – Select the same from the Calendar.

i) **Trade License Expiry Date** – Select the same from the Calendar.

j) **Registered Office Address** – The Tenderer needs to enter the details as mentioned below:

- ➢ **Country** – Select from the dropdown box.
- ➢ **State** – Enter the details as applicable.
- ➢ **District, City, Thana / Upazilla** – Enter the details as applicable.
- ➢ **Post Code** – Enter the details as applicable.
- ➢ **Phone & Fax No.** – Enter the details as applicable.

Figure - VI (Part - B)

k) **Corporate Office Address** – If the Corporate Office Address is same as that of Registered Office Address, tick on the Check-box to indicate that both the addresses are same. If not, enter all the relevant details similar to the fields of Registered Office Address.

Figure – VI (Part – C)

Once all the details are entered, click on "Save" button to save the information. If any of the mandatory fields are missing, the system will point out the same. Else it will proceed to the page to enter the Personal Information.

Please note that the option of entering "Company Details" will not be available if the tenderer is an 'Individual Consultant".

7. **Personal Details** – The Tenderer needs to enter all the relevant personal details of the key employee who is going to participate & conduct all the activities on the e-GP portal.

Figure - VII (Part - A)

Figure - VII (Part - B)

After entering all the information, on saving the information, if any mandatory fields are missing, the system will point out the same.

8. In the case of the tenderer being an Individual Consultant, the tenderer needs to enter all the relevant information to register on the e-GP portal.

Figure - VIII (Part - A)

Figure - VIII (Part - B)

Once all the details are entered, click on "Save" button to save the information. If any of the mandatory fields are missing, the system will point out the same.

9. **Supporting Documents** – This page allows the Tenderer to upload all the supporting documents required as per the Registration Type opted to complete the registration process.

Please note that the Tenderer should have to make payment from Bank and upload scan copy of Payment slip along with all the documents saved in the local PC to be uploaded for registration purpose.

Figure - IX (Part - A)

To upload the documents, follow the process as mentioned:

➢ Select the document type from the dropdown.
➢ Click on the "*Browse*" button.
➢ Select the document from your PC.
➢ Click on "*Upload*" button to upload the files.

Please observe the following points while uploading the files:

➢ Please do not Upload any file which is Password protected.
➢ Please ensure that the file is not infected with virus.
➢ Please note that only those files mentioned in the website can be uploaded.

Once necessary documents are uploaded by the tenderer, tenderer will get an option of download and delete of the same. Moreover tenderer will get a status how many documents are uploaded and how many are pending with the help of "Document Uploaded Status"

Uploaded Documents

Total Documents Uploaded: 8

Mandatory Document Upload Status: Total: 8 | Uploaded: 8 | Pending: 0

Submit button for final submission will appear automatically once all the mandatory documents are uploaded.

S. No.	Document Name	Document Description	File Size (In KB)	Action
1	DOC File.doc	Company Incorporation Certificate (in case of Company) OR Registration Document	49.29	
2	DOC1 File.doc	Trade License	49.29	
3	DOCX File.docx	Valid Tax Identification Number (TIN) Certificate	19.12	
4	JPEG File.jpg	Valid Value Added Tax (VAT) Certificate	16.3	
5	PDF File.pdf	National ID or Passport of Authorized Person (First 2 pages of passport)	32.02	
6	PNG File.png	e-GP Registration Fee Payment Slip	132.67	
7	RAR File.rar	One Passport Size Photo of Authorized Person	39.14	
8	ZIP File.zip	Authorization letter from the Owner for the Firm/Company's Admin	40.91	

Figure - IX (Part - B)

The moment all the necessary documents are uploaded on e-GP portal, below mentioned screen will be displayed to tenderer, which is having **"Important Note"** along with **"Click here to proceed for final profile submission"** tab.

Important Note :

Before starting your Profile and document submission, please read the following information and make sure the required authentic MANDATORY documents are ready:

1. Scan those mandatory documents you have been asked for and convert into PDF or Zip file format. Size of a single file must not exceed **2MB**. Scan the files in such a way that it can be easily readable. And also ensure that the documents are virus free. CPTU as a system provider does not take any responsibility of any consequences to your future transactions in case ineligible scanned document, file containing virus or misrepresentation of the information in the uploaded documents.

2. Upload the following mandatory documents for the registration. Failure to upload any one of the documents, e-GP system does not allow you to further proceed.

3. If the uploaded documents are found forged or false, your case will be treated under section 64 (Professional misconduct) of the Public Procurement Act 2006.

4. In case of physical submission of mandatory document, advice for physical submission of attested (by the government class-1 official) copies of scanned and already uploaded mandatory documents through Courier or Registered mail.

> **Click here to proceed for final profile submission**

Figure - IX (Part - C)

10. After completing all the above processes, the tenderer needs to click on *"Click here for Final Submission"* for submitting the profile. Please note that this final submission has to be done within 7 days from the date of e-mail Verification.

New User Registration - Final Submission   ⇦ Go Back ❓ Help

Dear User,

Please note that once you complete final submission of your profile, it will be sent to e-GP Admin for verification. Hence once the final submission of a profile is completed, modification in profile won't be allowed.

You need to complete final submission of your profile within 7 days from the date of e-mail ID verification.

> **Click here for Final Submission**

Figure – X

11. Once the final submission is done, the tenderer gets a message like below, on his screen.

👤 **User Login**

e-mail ID

••••••••

Login   Forgot Password?

New User Registration

PE User Registration

Thank you for registering on e-GP Portal.

✅ You are requested to submit the required documents attested by a Class - I gazette officer through post or courier to the e-GP Registration Desk by 22-May-2011 14:41. Your registration details will be verified by the e-GP Admin. On approval or rejection of your profile, you will be notified by e-mail / SMS Alert.

Go back to home page

Figure - XI

12. Once all the above activity is performed, the data is updated in e-GP system. The tenderers also need to send the attested photocopies of the uploaded scanned credential documents to CPTU via post or courier for verification. After verification of the document and the online data the tenderer provided during registration process, e-GP User Registration Desk in The CPTU would take a decision to approve / reject the registration based on the information and document provided by the Tenderer. In either case, the Tenderer will receive an automated e-mail about approval or rejection.

13. If approved the Tenderer, consultant--- will have an access to the e-GP portal and can use the portal for tendering purposes.