e-GP: Registration Process

What are Needed for Registration?

- A computer with Mozilla Firefox (version 3.6x, 13x, 14x, 29x) or Internet Explorer (8x, 9x, 10x) browser
- High speed internet connection
- An active e-mail address.

How to Register?

STAGE 1: User e-Mail ID Verification

- Go to www.eprocure.gov.bd, click on the 'New User Registration' and fill in the form to initiate registration
- You will receive a verification e-mail with code from the e-GP system
- Click the link in the verification e-mail and fill in the form with received code for verification purpose within 72 hours
- You will then receive a confirmation e-mail from the e-GP system. Print it. The email will also contain further instructions and a list of documents that you will have to scan and upload later in the e-GP System.

STAGE 2: Registration Fee Payment in the Bank

- Take the confirmation e-mail printout to an e-GP registered bank
- Pay the fees and take the payment slip. To see the list of e-GP member banks, visit: http://www.eprocure.gov.bd/MemScheduleBank.jsp
- You will receive a payment confirmation e-mail once you have paid the fees.

STAGE 3: Profile Completion and Document Submission

- Log in to e-GP website with your verified e-mail ID and enter the remaining profile details to complete your profile
- Scan and upload all required documents, including the payment slip, review the profile information and click "Final Submission" button
- Send the attested hard copy of the documents by post or courier to CPTU, CPTU Bhaban, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka 1207.

Registration and Renewal Fee

BDT 5,000 for national tenderers and USD 200 for international tenderers.

Yearly renewal fee is BDT 2,000 for national tenderers and USD 100 for international tenderers.

STAGE 4: Profile Verification and Approval

- If CPTU finds your documents to be authentic after verification, you will receive an approval through e-mail and an SMS notification within three weeks
- Then you can start using e-GP.

Scanned Documents or PDF Copies You Need to Submit to Register with e-GP

For Tenderers/Consulting Firms (National/International):

- Company Incorporation Certificate (in case of company) or registration document
- Trade License (If applicable)
- Valid Tax Identification Number (TIN) Certificate (If applicable)
- Valid Value Added Tax (VAT) Registration Certificate or Goods and Services Tax (GST) Registration Certificate
- Authorization letter from the owner of the firm/company
- National ID or Passport (First 4 pages) of authorized person
- One passport size photo of authorized person
- e-GP registration fee payment slip.

For Government Owned Enterprises (National):

- Government Order (GO) as proof of statutory status
- Financial Autonomy Certificate
- National ID or Passport (First 4 pages) of authorized person
- One passport size photo of authorized person
- e-GP registration fee payment slip.

For Individual Consultant (National/International):

- National ID or Passport (First 4 pages) of authorized person
- One passport size photo of authorized person
- e-GP registration fee payment slip.

Electronic Tender, Makes Procurement Simpler

STAGE 1: User e-mail ID Verification

Go to www.eprocure.gov.bd click on the 'New User Registration' and fill in the form.

You will receive a verification e-mail with link and code.

In your verification e-mail click the link and fill in the form with the code to verify your e-mail ID.

Print the confirmation e-mail that you have received.

STAGE 2: Registration Fee Payment in the Bank

Take the confirmation ID to an e-GP registered bank. Pay the fees and take the payment slip.

You will receive a payment confirmation e-mail.

STAGE 3: Profile Completion and Document Submission to CPTU

Log in to e-GP website and enter profile details.

Scan and upload all required documents and click 'Final Submission' button.

Send the attested hard copy of the documents to CPTU by post/courier.

STAGE 4: Profile Verification and Approval

If CPTU finds the documents are authentic, you will receive an approval through e-mail and SMS notification.

Then you start using e-GP.

e-GP: Tendering Process

STAGE 1: Relevant Information on Tender
- Visit www.eprocure.gov.bd and click on 'e-Tenders' and then click on the title of the tender to see tender notice
- You can also log in with your registered e-mail ID and go to 'My Tender', 'Limited Tender' and 'All Tender' to see the tender notice
- Registered tenderers can view tender documents without paying fees.

STAGE 2: How to Participate in the Tender Process
- To participate in a tender, pay the tender document fee at an e-GP member bank or with a debit/credit card, against your registered e-mail ID
- In Tender Document (Docs.) Tab, confirm that the document has been read
- In Tender Preparation (Tend. Preparation) Tab, fill the tender forms and attach the required documents
- Pay the tender security at an e-GP member bank. Tender Security can be paid immediately after the document fee payment
- Encrypt all tender forms and see the summary having confirmed that the amendments and other documents have been read
- Click the 'Final Submission' button to submit the e-tender when all the information is okay.

STAGE 3: Tender Award
- If your tender is accepted then you will get an 'Accept/Decline' link in the Notification of Award (NOA) tab in your tender 'Dashboard'
- If you want to accept the tender award, select the 'Accept' option under 'Action' in your 'Tender's NOA Tab'
- Fill in the required bank related information and 'Submit'. Submit the performance security specified in the notice in any e-GP member bank. It is mentionable that if the NOA is not accepted within the stipulated time given in the NOA then the NOA will be automatically declined from the system and the tender security will be 'forfeited'
- If you do not want to accept the tender award, select 'Decline' under 'Action' in the 'Tender's NOA Tab' and write your comment in the 'Comment' box and submit. It is mentionable that in this case if it is declined then the tender security will be 'forfeited' and there will be no option to 'Accept' the tender award.

STAGE 1: Relevant Information on Tender

Log in with your registered e-mail ID.

Visit www.eprocure.gov.bd to see the tender notice.

You can see the tender document under 'Limited Tender' or 'All Tender' in your 'Dashboard'.

STAGE 2: How to Participate in the Tender Process

Pay the tender document fee at an e-GP member bank or with a debit/credit card, stating the tender ID and your registered e-mail ID.

Tender Preparation Tab

You will get tender form in your 'Tender Preparation Tab' on your 'Dashboard' when payment is made.

Fill in the tender form, save it as draft, and pay the tender security at an e-GP member bank.

Final Submission

Do the final 'Encrypt' and make the 'Final Submission'.

STAGE 3: Tender Award

If your tender is accepted then you will get an 'Accept/Decline' link.

Accept

If you want to accept the tender award then select 'Accept' option under 'Action' on 'Tender's NOA Tab' and fill in all bank related information and 'Submit'. Pay the performance security specified in the notice at an e-GP member bank.

Decline

If you want to decline the tender award then select 'Decline' option under 'Action' on 'Tender's NOA Tab'. In this case the tender security will be 'forfeited' and there will be no more option to accept the NOA.

Helpdesk

24/7

Phone: +88 09609 112233 (Hunting)

Mobile: +88 01762625528, +88 01762625529
+88 01762625530, +88 01762625531

Online Tracking System: www.helpdesk.eprocure.gov.bd

E-mail: helpdesk@eprocure.gov.bd

Website: www.eprocure.gov.bd/HelpDesk.jsp

Central Procurement Technical Unit (CPTU), CPTU Bhaban, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka 1207.