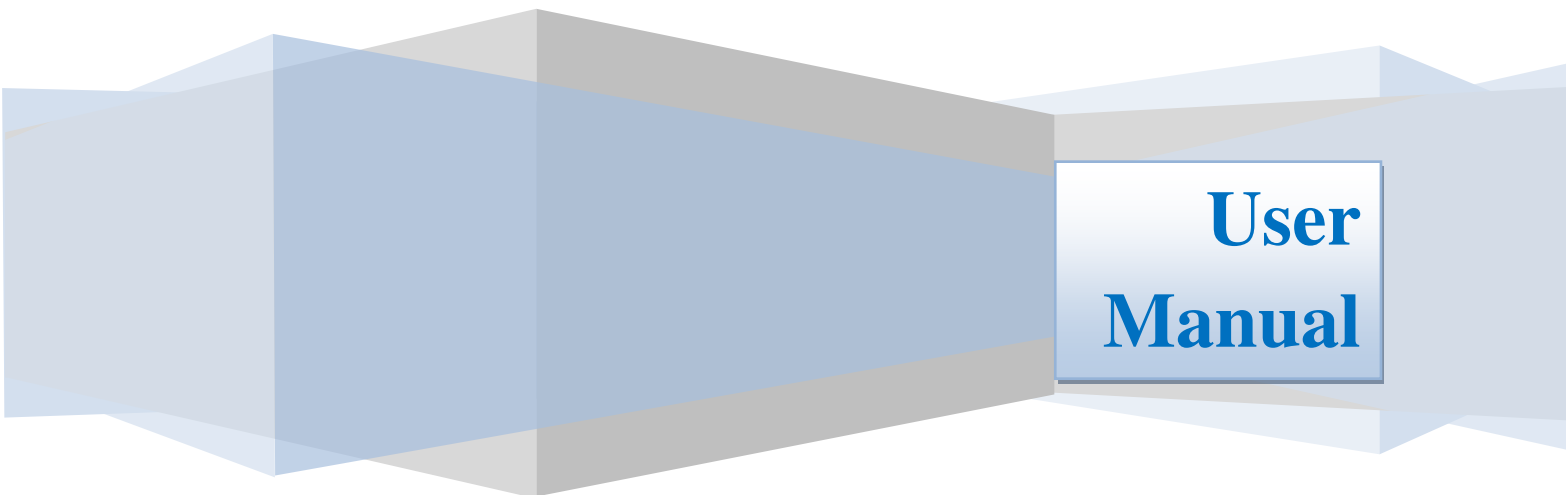


Department Of Roads

Contract Monitoring System

Version 2.0



User Manual

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PREFACE

This user manual has been prepared to provide guidance to the users of Contract Monitoring System (CMS) in operating the system. This manual will instruct you on the functionalities of DoR- CMS that can be used to perform the desired task using the system.

HELPFUL HINTS

1. Use “**Tab**” key to move to the field you’d like to add information in the form.
2. The asterisk (*) sign seen with the label in any form indicates that the fields for it cannot be left blank (i.e. mandatory fields).
3. If the information provided in the text field is invalid or is mandatory the “Error Message” will display on the page.

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1 GETTING STARTED

Welcome to Department of Road- Contract Monitoring System (CMS) user guide! This user manual will assist you in working with the modules of DoR-CMS. Before you begin please make sure that you have your **Username**, **Password** and **Office Code** to log into system.

1.1 Logging In

To Log into the DoR – CMS

1. Open any browser as per your convenience and type the following URL in the address bar of your browser: <http://localhost/cms/>
2. After entering the URL. It will display the Login interface of the application as shown below:



Figure 1: Login page

3. Provide your Username, Password and Office Code.
4. Click on  button to enter into DoR-CMS.

Note: Password is **case sensitive**.

5. After successfully login to system, Click below



from **Dashboard** as shown

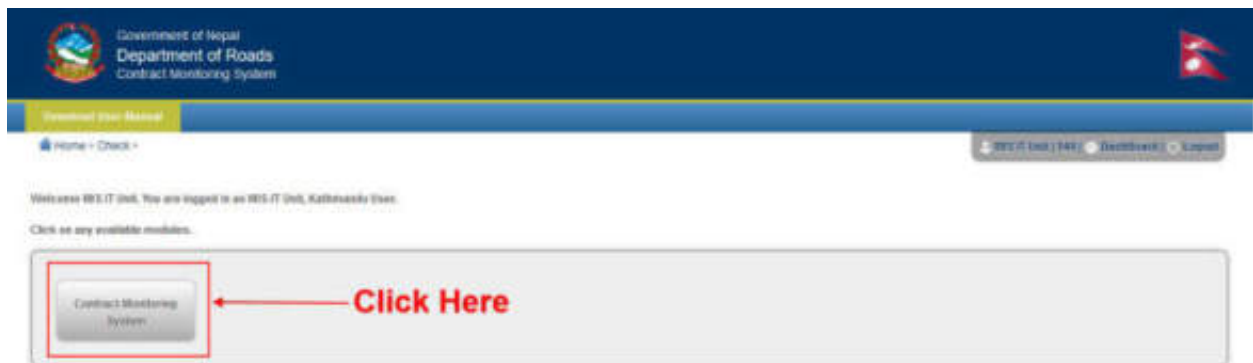


Figure 2: Dashboard with Available Module

1.2 The CMS Application Super Admin Homepage

The CMS basically keeps track of Procurement plan, Contract, Agreement and other contract details. Apart from this CMS also manages the Invoice record, time extension, cost variation, physical process, work schedule and contract completion details. Also, the CMS has a module developed to keep track of the documents uploaded through various other modules and a module for report generation, thus serve as a reference for the future.

Once you have successfully logged into the system, you are presented with CMS Homepage which is the main interface to access different modules of CMS. At the top panel, you can see the **Navigation menu** bar containing the task that you can perform. At the top right corner there is an option for **Logout, Dashboard and Configuration**.

The screenshot displays the CMS Admin Homepage. At the top, there is a navigation menu with links: Annual Program, Engineer's Estimate, Contract, Invoice, Extension of Time (EoT), Cost Variation, Activity/Work, Dispute, Contract Completion, and Reports. Below the menu, a welcome message reads "Welcome To Contract Monitoring System". A search criteria section is present, followed by a table titled "List of the Contracts Here". The table has columns: S.No., Contract Name, Contract No., Total Cost Variation, Total OPC (Without Deduction), Guarantee Expiration, Physical Progress, Financial Progress, and Status. The status column shows "ESTIMATE" for all listed contracts. At the bottom, there is a copyright notice: "Copyright © 2018 All Rights Reserved. Department of Roads, Government of Nepal".

S.No.	Contract Name	Contract No.	Total Cost Variation	Total OPC (Without Deduction)	Guarantee Expiration	Physical Progress	Financial Progress	Status
1	Design and build test 1	146/0101010074-75003	0.00	0.00	-	-	-	ESTIMATE
2	Design build 2075-02-31	146/010124074-75005	0.00	0.00	-	-	-	ESTIMATE
3	contract test 075-71	146/010134070-71002	0.00	0.00	-	-	-	ESTIMATE
4	Paropkar	146/010124075-75004	0.00	0.00	-	-	-	ESTIMATE
5	contract no 1 build construction CMS	146/010123074-75001	0.00	0.00	-	-	-	ESTIMATE
6	test	146/0101010074-75001	0.00	0.00	-	-	-	ESTIMATE
7	contract test 075-71	133/030679-71023	0.00	0.00	-	-	-	ESTIMATE
8	Paropkar Bridge	146/010124075-75001	0.00	0.00	-	-	-	ESTIMATE
9	207071 Bridge, Banatani	133/030679-71001	0.00	0.00	-	-	-	ESTIMATE
10	Item rate test 1	146/0101010074-75003	0.00	0.00	-	-	-	ESTIMATE

Figure 3: CMS Admin Homepage

1.3 List of Modules

The CMS application consists of the following modules, listed as:

- Annual Program
- Engineer's Estimate
- Contract
- Invoice
- Extension of Time
- Cost Variation

- Activity/Incidents
- Dispute
- Contract Completion
- Reports
- Configurations

1.4 Change password

1. Click on “Account Settings” from the homepage
2. Change password form will be displayed
3. Enter the required information
4. Click “Change password” button
5. New password will be saved.



The image shows a 'Change Password' form. It has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields are two buttons: 'Change Password' and 'Cancel'.

Figure 4: Change Password

2 Configuration

In “Configuration” you can add, edit, view and search data. All **Form Component**(i.e. **dropdown box data**) of the application are define here with data, if additional data is required in **Dropdown Box** you can add data via “Configuration” , different configuration list provide to system are as follow.



The image is a screenshot of the 'Configuration' page in the Contract Monitoring System. The page has a blue header with the system name and a navigation bar. The main content area shows a table with columns: S.No., Contract Name, Contract No., Total Cost Estimation, Total 90% completion, Government Estimation, Physical Program, Financial Program, and Status. A red box highlights the 'Configuration' link in the navigation bar, with a red arrow pointing to it and the text 'Click Here'.

S.No.	Contract Name	Contract No.	Total Cost Estimation	Total 90% completion	Government Estimation	Physical Program	Financial Program	Status
1	Design and construct 1	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
2	Design and construct 2	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
3	Design and construct 3	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
4	Design and construct 4	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
5	Design and construct 5	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
6	Design and construct 6	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
7	Design and construct 7	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
8	Design and construct 8	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
9	Design and construct 9	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed
10	Design and construct 10	1000000000000000000	0.00	0.00	0.00	0.00	0.00	Completed

Figure 5: Configuration

- Country Setup
- Ministry Setup
- Fiscal Year Setup
- District Setup
- Region Setup
- Zone Setup
- Insurance Company Setup
- Currency Setup
- Contract Type Setup
- Office Type Setup
- Office Setup
- Department Setup
- Supplier Setup
- Supplier Category Setup
- Supplier Type Setup
- Vat Setup
- BOQ Setup
- Adjustment Setup
- Completion Type Setup
- Bank Setup
- Bank Guarantee Type Setup
- Donor Organization Setup

Click on  and the list page of configuration will be display.

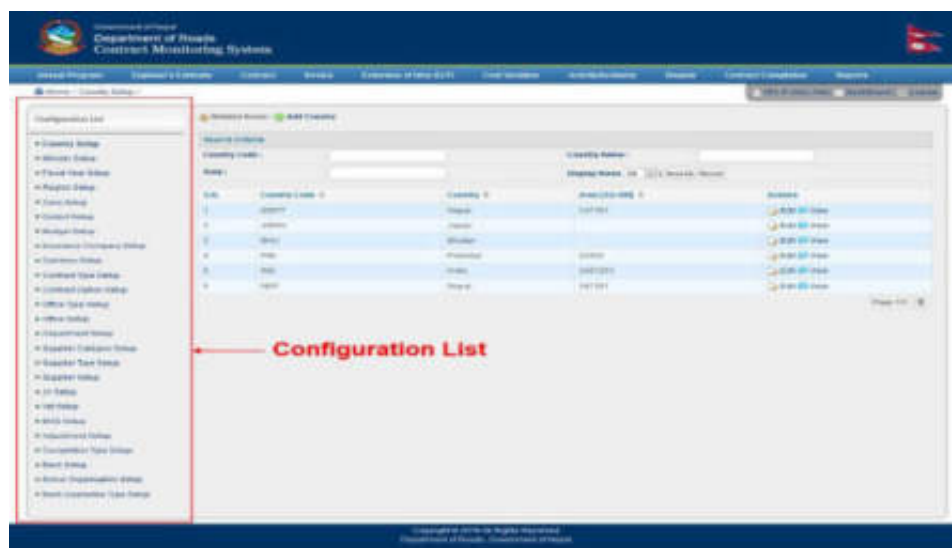


Figure 6: Configuration List

2.1 Country Setup

In county setup you can add, edit, view and search county, that is required in CMS. Click on “**Country Setup**” from **Configuration List**, view list page will display, as shown below.

Related Areas : [Add Country](#)

Search Criteria

Country Code : Country Name :

Area : Display Rows: 50 | [Search](#) [Reset](#)

S.No	Country Code	Country	Area [SQ-KM]	Actions
1	BHU	Bhutan	5454543543	Edit View
2	PAK	Pakistan	23452	Edit View
3	IND	India	3287263	Edit View
4	NEP	Nepal	147181	Edit View

Page 1/1 | 1

Figure 7: Country View List

2.1.1 Add Country

1. Click on [Add Country](#).
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Country

Country Code

Country Name

Area [SQ-KM]

[Save](#) [Cancel](#)

Figure 8: Add New Country

3. Enter required data.
4. Click on [Save](#) button to save, newly added country.

5. If you want to cancel the process, then click  button.

2.1.2 Edit Country

1. Click on  button from View List of County.
2. A form will be display with previously entered data in it, as shown below.



Edit Country	
Country Code	NEP
Country Name	Nepal
Area [SQ-KM]	147181
Save Cancel	

Figure 9: Edit Country

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click  button to cancel, edit process.

2.1.3 View Country

1. Click on .
2. Form with data is display as shown below.



Country Details	
Country Code	BHU
Country	bhutan
Area [SQ-KM]	5454543543
Edit Cancel	

Figure 10: View County Information

3. Click on **Edit** to change data.
4. Click on **Cancel** to cancel process or go back to view list.

2.1.4 Search Country

To search you must insert valid data in “**Search Text Box**” as shown below

Related Areas : [Add Country](#)

Search Text Box

Search Criteria

Country Code : Country Name :

Area : Display Rows 50

S.JL	Country Code	Country	Area [SQ-KM]	Actions
1	BHU	Bhutan	5454543543	Edit View
2	PAK	Pakistan	23452	Edit View
3	IND	India	3287263	Edit View
4	NEP	Nepal	147181	Edit View

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Figure 11: Search Country

1. Enter valid data in search text box.
2. Click on **Search** button to view search result. If data found data will be display.

Related Areas : [Add Country](#)

Search Criteria

Country Code : Country Name :

Area : Display Rows 50

S.JL	Country Code	Country	Area [SQ-KM]	Actions
1	NEP	Nepal	147181	Edit View

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Figure 12: Search Result

2.2 Ministry Setup

In Ministry Setup you can add, edit, view and search the ministry name. Click on “Ministry Setup” from **Configuration List**, view list page will display, as shown below.



Figure 13: Ministry View List

2.2.1 Add Ministry

1. Click on [Add ministry](#).
2. A form will be display, as shown below.

Figure 14: Add New Ministry

3. Enter required data.
4. Click on [Save](#) button to save.
5. If you want to cancel the process, then click [Cancel](#) button.

2.2.2 Edit Ministry

1. Click on [Edit](#) button from View List of Ministry.
2. A form will be display with previously entered data in it, as shown below.



Figure 15: Edit Ministry

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. If you want to cancel the process, then click  button.

2.2.3 View Ministry

1. Click on .
2. Form with data is display as shown below.



Figure 16: View Ministry Information

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.2.4 Search Ministry

To search you must insert valid data in “Search Text Box” as shown below



Related Areas : [Add ministry](#)

Search Criteria

Ministry Name Display Rows: 50 [Search](#) [Reset](#)

S.N.	MINISTRY NAME	ADDED ON	Actions
1	Physical Planning, Transport and Work	13-JUN-12	Edit View
2	Government of nepal	13-JUN-12	Edit View

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Figure 17: Search Ministry

1. Enter valid data in search text box.
2. Click on [Search](#) button to view search result. If data found data will be display.



Related Areas : [Add ministry](#)

Search Criteria

Ministry Name Physical Planning, Transp Display Rows: 50 [Search](#) [Reset](#)

S.N.	MINISTRY NAME	ADDED ON	Actions
1	Physical Planning, Transport and Work	13-JUN-12	Edit View

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Figure 18: Search Result

2.3 Fiscal Year Setup

In “Fiscal Year Setup” you can add, edit, view and search fiscal year. Click on **Fiscal Year Setup** from **Configuration List**, view list page is display, as shown below.



Figure 19: Fiscal Year View List

2.3.1 Add Fiscal Year

1. Click on **Add Fiscal Year**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Fiscal Year

Fiscal Year

Start Date

Start Date BS

End Date

End Date BS

Figure 20: Add Fiscal Year

3. Enter required data.
4. Click on **Save** button to save.
5. If you want to cancel the process, then click **Cancel** button.

2.3.2 Edit Fiscal Year

1. Click on  button from View List of Fiscal Year.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  [View List](#)

Edit Fiscal Year	
Fiscal Year	2064/65
Start Date	2008-01-01
Start Date BS	2064-09-17
End Date	2009-01-01
End Date BS	2065-09-17
Save Cancel	

Figure 21: Edit Fiscal Year

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click  button to cancel the edit process or go back to previous page.

2.3.3 View Fiscal Year

1. Click on .
2. Form with data is display as shown below.

 Related Areas :  [List](#)

Fiscal Year Details	
Fiscal Year	2064/65
Start Date	01-JAN-08
Start Date BS	2064-09-17
End Date	01-JAN-09
End Date BS	2065-09-17
DISPLAY STATUS	1
Edit Cancel	

Figure 22: View Fiscal Year

- Click on **Edit** to change data.
- Click on **Cancel** to cancel process or go back to view list.

2.3.4 Search Fiscal Year

To search you must insert valid data in “Search Text Box” as shown below



Related Areas : [Add Fiscal Year](#)

Search Criteria

Fiscal Year Start Date Start Date BS
 End Date End Date BS Display Rows 50

S.JL	Fiscal Year	Start Date [AD]	Start Date [BS]	End Date [AD]	End Date [BS]	Actions
1	2064/65	01-JAN-08	2064-09-17	01-JAN-09	2065-09-17	
2	2068/69	17-JUL-11	2068-04-07	16-JUL-12	2069-03-32	
3	2066/67	17-JUL-09	2066-04-07	15-JUL-10	2067-03-31	
4	2067/68	17-JUL-10	2067-04-07	16-JUL-11	2068-03-32	

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Figure 23: Search Fiscal Year

- Enter valid data in search text box.
- Click on **Search** button to view search result. If data found data will be display.



Related Areas : [Add Fiscal Year](#)

Search Criteria

Fiscal Year Start Date Start Date BS
 End Date End Date BS Display Rows 50

S.JL	Fiscal Year	Start Date [AD]	Start Date [BS]	End Date [AD]	End Date [BS]	Actions
1	2064/65	01-JAN-08	2064-09-17	01-JAN-08	2065-09-17	

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Figure 24: Search Result

2.4 Region Setup

In “Region Setup” you can add, edit, view and search the Development Region. Click on “Region Setup” from **Configuration List**, view list page is display, as shown below.

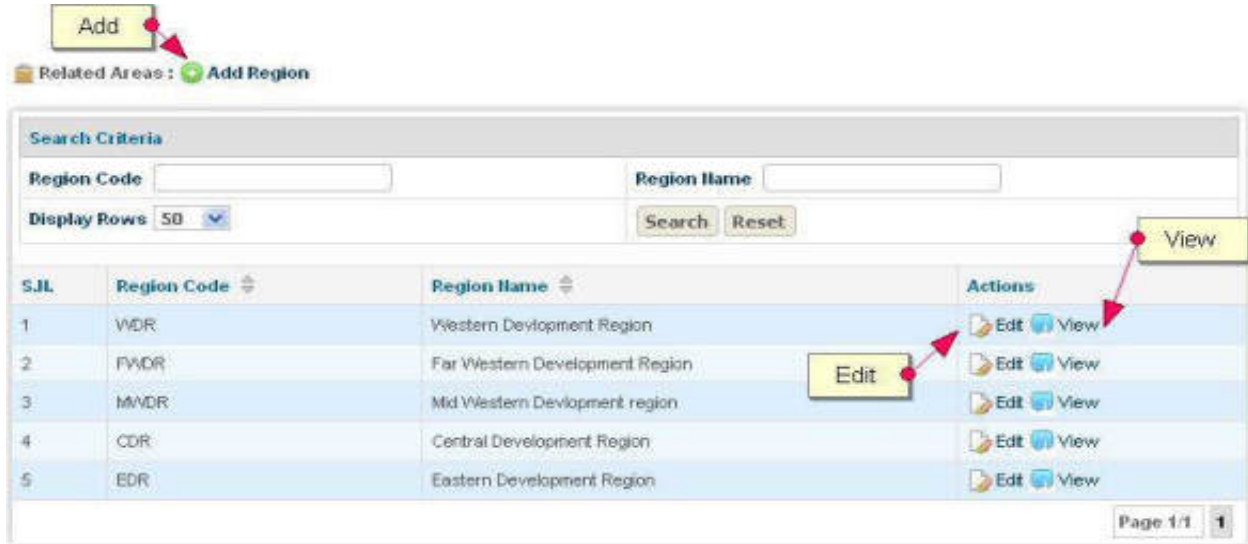


Figure 25: Region View List

2.4.1 Add Region

1. Click on **Add Region**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Region

Region Code

Region Name

Figure 26: Add Region

3. Enter required data.
4. Click on **Save** button to save.
5. If you want to cancel the process, then click **Cancel** button.

2.4.2 Edit Region

1. Click on  button from View List of Region.
2. A form will be display with previously entered data in it, as shown below.



Edit Region	
Region Code	WDR
Region Name	Western Development Reg
Save Cancel	

Figure 27: Edit Region

3. Make necessary changes in data.
4. Click on  button to save.
5. Click  button to cancel the edit process or go back to previous page.

2.4.3 View Region

1. Click on .
2. Form with data is display as shown below.



Region Details	
Region Code	WDR
Region Name	Western Development Region
Edit Cancel	

Figure 28: View Region

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.4.4 Search Region

To search you must insert valid data in “Search Text Box” as shown below.

Related Areas : [Add Region](#)

Search Criteria

Region Code Region Name

Display Rows 50

S.No.	Region Code	Region Name	Actions
1	WDR	Western Development Region	Edit View
2	FWDR	Far Western Development Region	Edit View
3	MWDR	Mid Western Development region	Edit View
4	CDR	Central Development Region	Edit View
5	EDR	Eastern Development Region	Edit View

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Figure 29: Search Region

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

Related Areas : [Add Region](#)

Search Criteria

Region Code Region Name

Display Rows 50

S.No.	Region Code	Region Name	Actions
1	EDR	Eastern Development Region	Edit View

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Figure 30: Search Result

2.5 Zone Setup

In “Zone Setup” you can add, edit, view and search the Zone. Click on “Zone Setup” from **Configuration List**, view list page is display, as shown below.

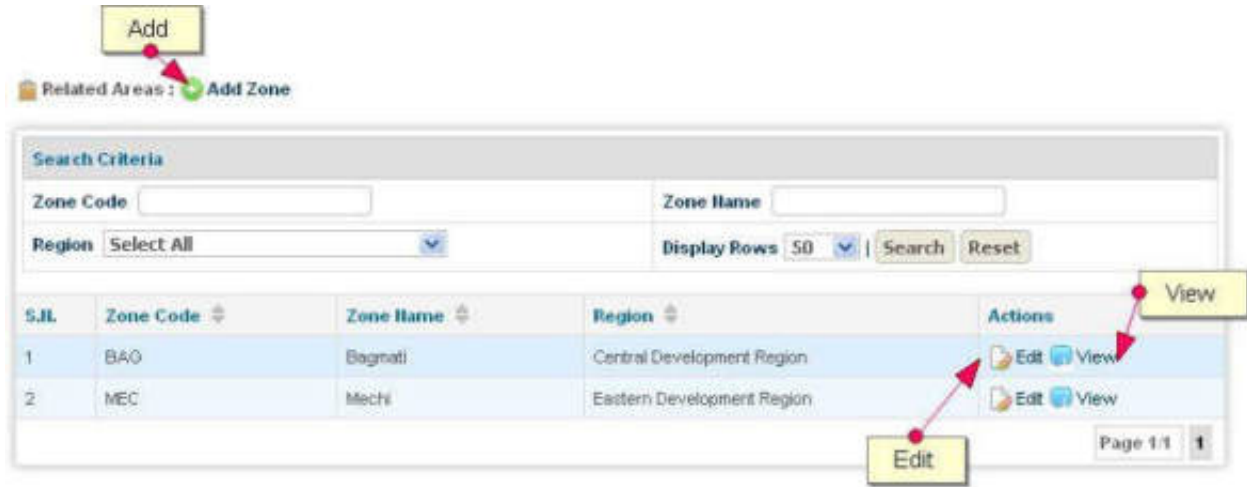


Figure 31: Zone View List

2.5.1 Add Zone

1. Click on **Add Zone**.
2. A form will be display, as shown below.

Figure 32: Add Zone

3. Enter the required data; you can add other **Region** in **Region Dropdown box** via “Region setup” from **Configuration list**.
4. Click on **Save** button to save.
5. If you want to cancel the process, then click **Cancel** button.

2.5.2 Edit Zone

1. Click on  button from View List of Zone.
2. A form will be display with previously entered data in it, as shown below.



Edit Zone	
Zone Code	BAG
Zone Name	Bagmati
Region	Central Development Region
Save Cancel	

Figure 33: Edit Zone

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click  button to cancel the edit process or go back to previous page.

2.5.3 View Zone

1. Click on  .
2. Form with data is display as shown below.



Zone Details	
Zone Code	BAG
Zone Name	Bagmati
Region	Central Development Region
Edit Cancel	

Figure 34: View Zone

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.5.4 Search Zone

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Zone](#)

Search Criteria

Zone Code Zone Name

Region Select All ▼ Display Rows 50 ▼ Search Reset

S.No	Zone Code	Zone Name	Region	Actions
1	BAG	Bagmati	Central Development Region	Edit View
2	MEC	Mechi	Eastern Development Region	Edit View

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Figure 35: Search Zone

1. Enter valid data in search text box.
2. Click on Search button to view search result. If data found data will be display.

Related Areas : [Add Zone](#)

Search Criteria

Zone Code Zone Name

Region Central Development Region ▼ Display Rows 50 ▼ Search Reset

S.No	Zone Code	Zone Name	Region	Actions
1	BAG	Bagmati	Central Development Region	Edit View

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Figure 36: Search Result

2.6 District Setup

In “District Setup” you can add, edit, view and search the District. Click on “District Setup” from **Configuration List**, view list page is display, as shown below.

Related Areas : [Add District](#)

Search Criteria

District Code District

Zone Area [Sq-Km]

Display Rows 50

S.JL	District Code	District	Zone	Area[Sq Km]	Actions
1	ACH	Achham	Bagmati	1680	Edit View
2	00	Argakhanchi	Mechi	1193	Edit View
3	00	Baglung		1784	Edit View
4	00	Baitadi		1519	Edit View
5	00	Bajhang		3422	Edit View

Figure 37: District View List

2.6.1 Add District

1. Click on [Add District](#).
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add District

District Code

District Name

Zone

District Area

Figure 38: Add District

3. Enter the required data.

4. Click on  button to save.
5. If you want to cancel the process, then click  button.

2.6.2 Edit District

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  [View List](#)

Edit District	
District Code	ACH
District Name	Achham
Zone	Bagmati 
District Area	1680
 	

Figure 39: Edit District

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click  button to cancel the edit process or go back to previous page.

2.6.3 View District

1. Click on .
2. Form with data is display as shown below.

 Related Areas :  [List](#)

District Details	
District Code	ACH
District	Achham
Zone	Bagmati
Area	1680
 	

Figure 40: View District

- Click on **Edit** to change data.
- Click on **Cancel** to cancel process or go back to view list.

2.6.4 Search District

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add District](#)

Search Criteria

District Code District

Zone Area [SQ-KM]

Display Rows 50

S.I/L	District Code	District	Zone	Area[Sq Km]	Actions
1	ACH	Achham	Bagnati	1680	Edit View
2	00	Argakhanchi	Mechi	1193	Edit View
3	00	Baglung		1784	Edit View
4	00	Bafadi		1519	Edit View
5	00	Bajhang		3422	Edit View

Figure 41: Search District

- Enter valid data in search text box.
- Click on **Search** button to view search result. If data found data will be display.

Related Areas : [Add District](#)

Search Criteria

District Code District

Zone Area [SQ-KM]

Display Rows 50

S.I/L	District Code	District	Zone	Area[Sq Km]	Actions
1	ACH	Achham	Bagnati	1680	Edit View

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Figure 42: Search Result

2.7 Budget Setup

In “Budget Setup” you can add, edit, view and search the budget. Click on “Budget Setup” from **Configuration List**, view list page is display, as shown below.



Figure 43: Budget View List

2.7.1 Add Budget

1. Click on **Add Budget**.
2. A form will be display, as shown below.

Related Areas : View List

Add Budget

BUDGET CODE

ABBREVIATION

SECTOR ID

LEVEL ID

FUNCTION ID

REGION

Save Cancel

Figure 44: Add Budget

3. Enter the required data.
4. Click on **Save** button to save.
5. If you want to cancel the process, then click **Cancel** button.

2.7.2 Edit Budget

1. Click on  button from View List of Budget
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  View List

Edit Budget	
BUDGET CODE	337-144
ABBREVIATION	Budget Abbreviation
SECTOR ID	1
LEVEL ID	1
FUNCTION ID	1
REGION	Eastern Development Region 
 	

Figure 45: Edit Budget

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click  button to cancel the edit process or go back to previous page.

2.7.3 View Budget

1. Click on .
2. Form with data is display as shown below.

 Related Areas : List

Budget Details	
BUDGET CODE	337-144
ABBREVIATION	Budget Abbreviation
SECTOR ID	1
LEVEL ID	1
FUNCTION ID	1
 	

Figure 46: View Budget

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.7.4 Search Budget

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Budget](#)

Search Criteria

BUDGET CODE ABBREVIATION

REGION Display Rows

S.N.	BUDGET CODE	ABBREVIATION	REGION	Actions
1	337-144	Budget Abbreviation	Eastern Development Region	Edit View
2	337-142	Budget Abbreviation1	Eastern Development Region	Edit View
3	48-4-296	bisa marga	Eastern Development Region	Edit View
4	48-4-295	karnali koridor	Eastern Development Region	Edit View

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Figure 47: Search Budget

- Enter valid data in search text box.
- Click on button to view search result. If data found data will be display.

Related Areas : [Add Budget](#)

Search Criteria

BUDGET CODE ABBREVIATION

REGION Display Rows

S.N.	BUDGET CODE	ABBREVIATION	REGION	Actions
1	337-144	Budget Abbreviation	Eastern Development Region	Edit View
2	337-142	Budget Abbreviation1	Eastern Development Region	Edit View

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Figure 48: Search Result

2.8 Insurance Company Setup

In “Insurance Company Setup” you can add, edit, view and search the Insurance Company. Click on “Insurance Company” from **Configuration List**, view list page is display, as shown below.

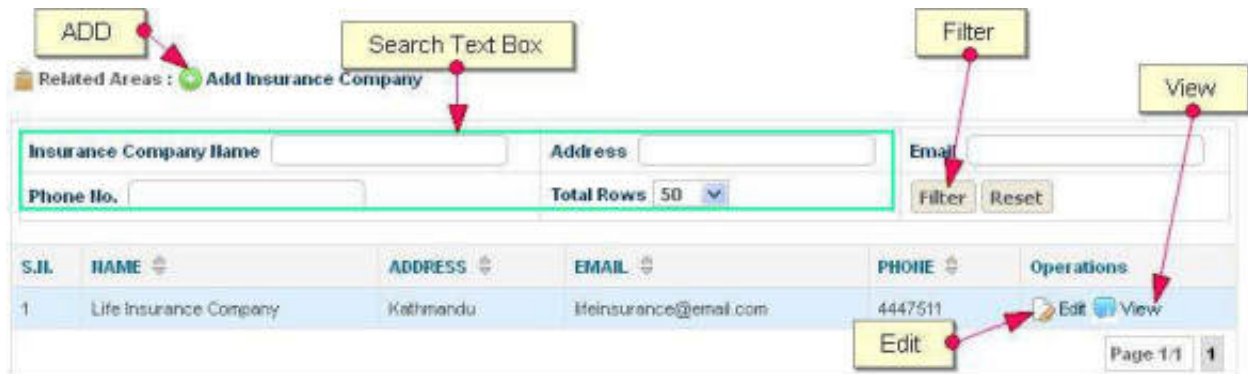


Figure 49: Insurance Company View List

2.8.1 Add Insurance Company

1. Click on **Add Insurance Company**.
2. A form will be display, as shown below.

Figure 50: Add Insurance Company

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.8.2 Edit Insurance Company

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

Related Areas : 

Edit Insurance Company	
Insurance Company Name:	Life Insurance Company
Address:	Kathmandu
Email:	lifeinsurance@email.com
Phone:	4447511
 	

Figure 51: Edit Insurance Company

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.8.3 View Insurance Company

1. Click on  .
2. Form with data is display as shown below.

Related Areas : 

Insurance Company Details	
Insurance Company Name	Life Insurance Company
Address	Kathmandu
Email	lifeinsurance@email.com
Phone	4447511
 	

Figure 52: View Insurance Company

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.8.4 Search Insurance Company

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Insurance Company](#)

Insurance Company Name Address Email

Phone No. Total Rows 50

S.N.	NAME	ADDRESS	EMAIL	PHONE	Operations
1	Life Insurance Company	Kathmandu	lifeinsurance@email.com	4447511	Edit View

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Figure 53: Search Insurance Company

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

Insurance Company Name Address Email life

Phone No. Total Rows 50

S.N.	NAME	ADDRESS	EMAIL	PHONE	Operations
1	Life Insurance Company	Kathmandu	lifeinsurance@email.com	4447511	Edit View

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Figure 54: Search Result

2.9 Currency Setup

In “Currency Setup” you can add, edit, view and search the Currency. Click on “Currency Setup” from **Configuration List**, view list page is display, as shown below.

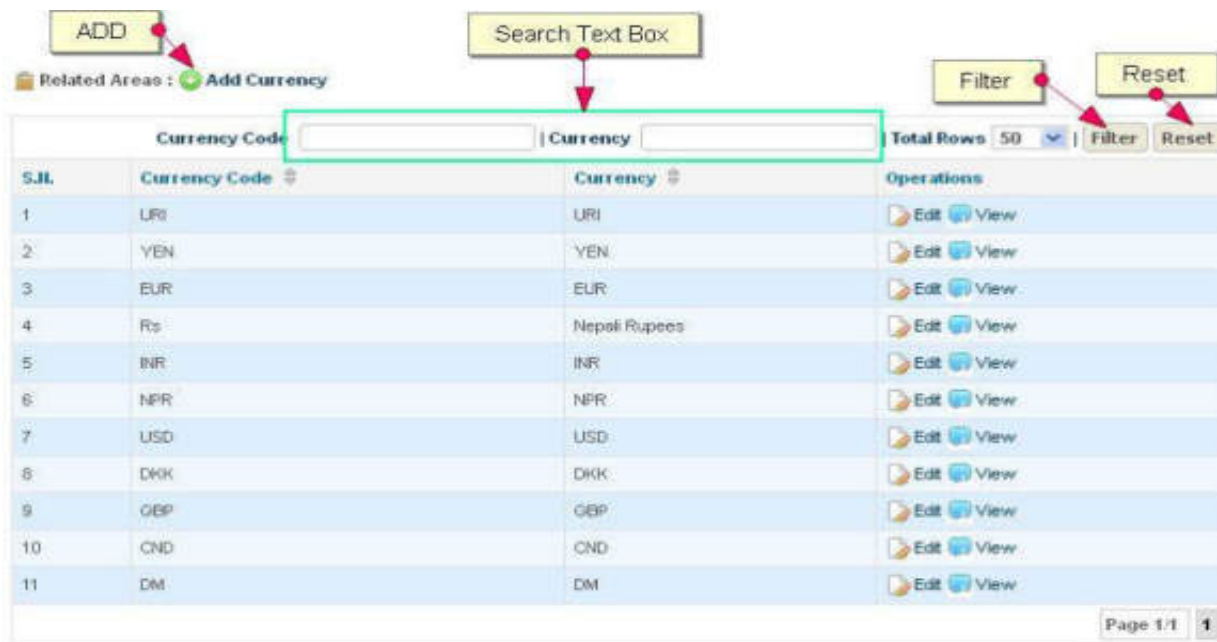


Figure 55: Currency View List

2.9.1 Add Currency

1. Click on **Add Currency**.
2. A form will be display, as shown below.

Related Areas : View List

Add Currency

Currency Code

Currency

Save Cancel

Figure 56: Add Currency

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.9.2 Edit Currency

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.



Figure 57: Edit Currency

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.9.3 View Currency

1. Click on .
2. Form with data is display as shown below.



Figure 58: View Currency

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.9.4 Search Currency

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Currency](#)

Currency Code | Currency | Total Rows 50 | [Filter](#) [Reset](#)

S.No	Currency Code	Currency	Operations
1	LRD	LRD	Edit View
2	YEN	YEN	Edit View
3	EUR	EUR	Edit View
4	Rs	Nepali Rupees	Edit View
5	INR	INR	Edit View
6	NPR	NPR	Edit View
7	USD	USD	Edit View
8	DKK	DKK	Edit View
9	GBP	GBP	Edit View
10	CND	CND	Edit View
11	DM	DM	Edit View

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Figure 59: Search Currency

1. Enter valid data in search text box.
2. Click on [Search](#) button to view search result. If data found data will be display.

Related Areas : [Add Currency](#)

Currency Code | Currency | Total Rows 50 | [Filter](#) [Reset](#)

S.No	Currency Code	Currency	Operations
1	Rs	Nepali Rupees	Edit View

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Figure 60: Search Result

2.10 Contract Type Setup

In “Contract Type Setup” you can add, edit, view and search the Contract Type. Click on “Contract Type Setup” from **Configuration List**, view list page is display, as shown below.

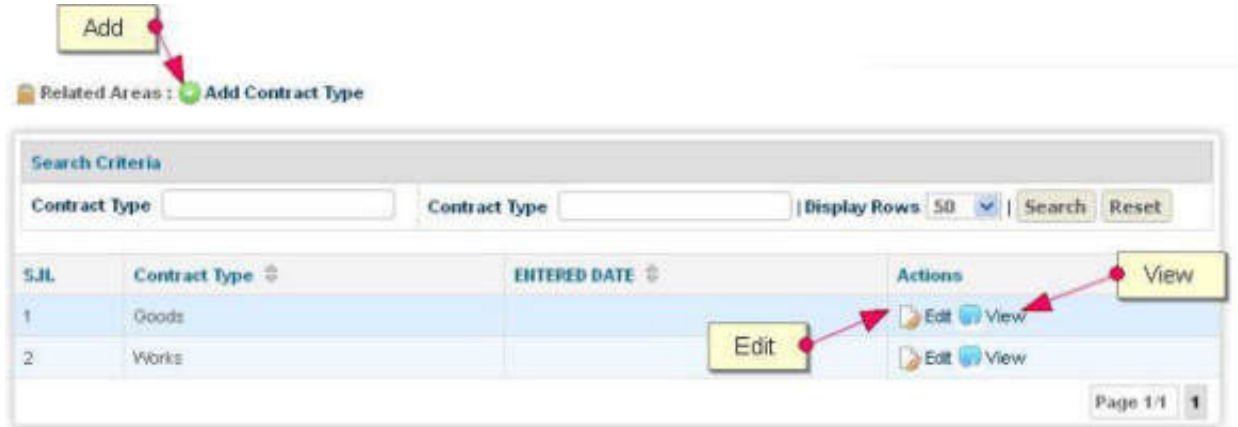


Figure 61: Contract Type View List

2.10.1 Add Contract Type

1. Click on  **Add Contract Type**.
2. A form will be display, as shown below.



Figure 62: Add Contract Type

3. Enter required data.
4. Click on  button to save.
5. Click on  to cancel process or go back to view list.

2.10.2 Edit Contract Type

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.



Figure 63: Edit Contract Type

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.10.3 View Contract Type

1. Click on .
2. Form with data is display as shown below.



Figure 64: View Contract Type

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.10.4 Search Contract Type

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Contract Type](#)

Search Criteria

Contract Type Contract Type Display Rows: 50 | [Search](#) [Reset](#)

S.N.	Contract Type	ENTERED DATE	Actions
1	Goods		Edit View
2	Works		Edit View

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Figure 65: Search Contract Type

1. Enter valid data in search text box.
2. Click on [Search](#) button to view search result. If data found data will be display.

Related Areas : [Add Contract Type](#)

Search Criteria

Contract Type Contract Type Display Rows: 50 | [Search](#) [Reset](#)

S.N.	Contract Type	ENTERED DATE	Actions
1	Goods		Edit View

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Figure 66: Search Result

2.11 Office Type Setup

In “Office Type Setup” you can add, edit, view and search the Office Type. Click on “Office Type Setup” from **Configuration List**, view list page is display, as shown below.

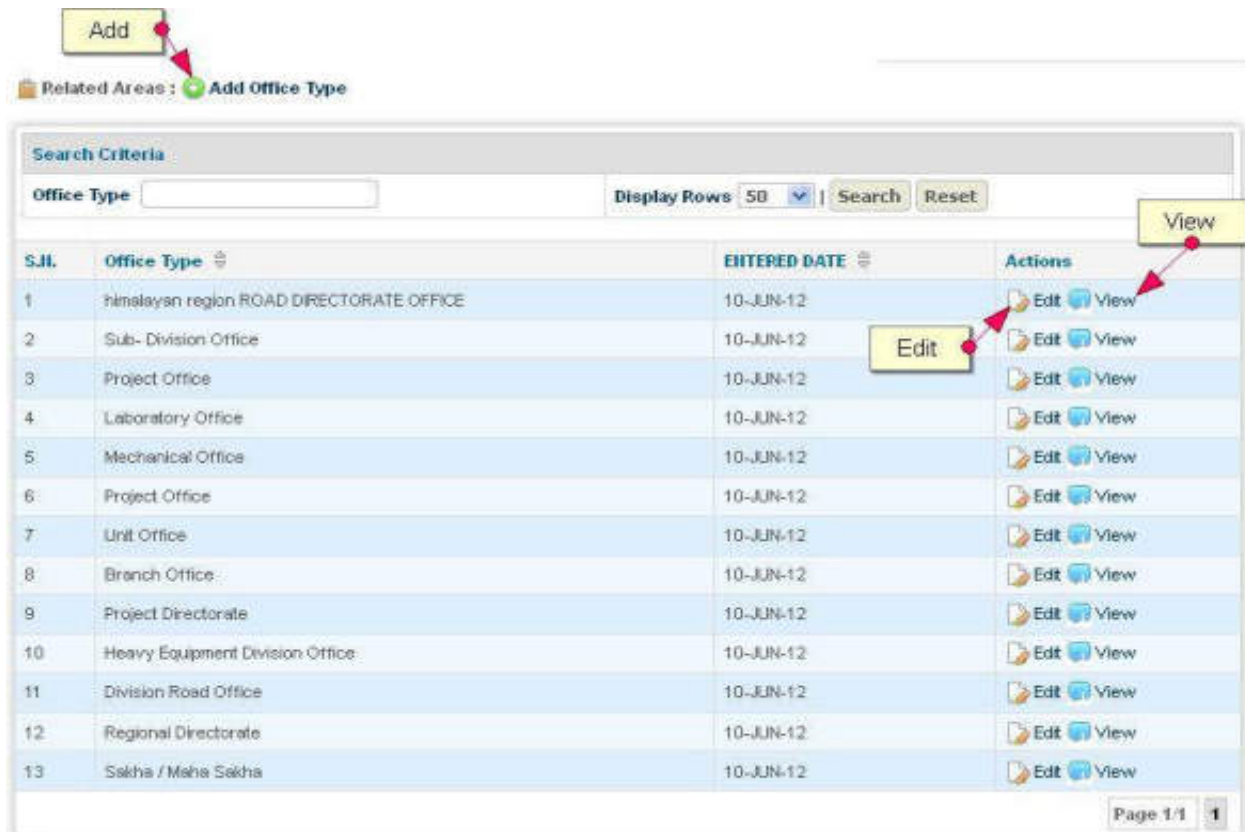


Figure 67: Office Type View List

2.11.1 Add Office Type

1. Click on **Add Office Type**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Office Type

Office Type

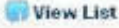
Figure 68: Add Office Type

3. Enter required data.

4. Click on  button to save.
5. Click on  to cancel process or go back to view list.

2.11.2 Edit Office Type

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas : 

Edit Office Type	
Office Type	Sub- Division Office
 	

Figure 69: Edit Office Type

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.11.3 View Office Type

1. Click on .
2. Form with data is display as shown below.

 Related Areas : 

Office Type Details	
Office Type	Sub- Division Office
DISABLED	N
ENTERED BY	VVLINK
ENTERED DATE	26-APR-06
UPDATED BY	
UPDATED DATE	
 	

Figure 70: View Office Type

3. Click on  to change data.

- Click on **Cancel** to cancel process or go back to view list.

2.11.4 Search Office Type

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Office Type](#)

Search Criteria

Office Type Display Rows: 50 | **Search** **Reset**

S.N.	Office Type	ENTERED DATE	Actions
1	himalayan region ROAD DIRECTORATE OFFICE	10-JUN-12	Edit View
2	Sub- Division Office	10-JUN-12	Edit View
3	Project Office	10-JUN-12	Edit View
4	Laboratory Office	10-JUN-12	Edit View
5	Mechanical Office	10-JUN-12	Edit View
6	Project Office	10-JUN-12	Edit View
7	Unit Office	10-JUN-12	Edit View
8	Branch Office	10-JUN-12	Edit View
9	Project Directorate	10-JUN-12	Edit View
10	Heavy Equipment Division Office	10-JUN-12	Edit View
11	Division Road Office	10-JUN-12	Edit View
12	Regional Directorate	10-JUN-12	Edit View
13	Sakha / Maha Sakha	10-JUN-12	Edit View

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Figure 71: Search Office Type

- Enter valid data in search text box.
- Click on **Search** button to view search result. If data found data will be display.

2.12 Office Setup

In “Office Setup” you can add, edit, view and search the Office. Click on “Office Setup” from **Configuration List**, view list page is display, as shown below.

Add

Related Areas : **Add Office Setup**

Search Criteria
Office Name
Office Type

Phone
District

Fax
Display Rows |

S.No.	Office Name	Phone	Fax	Office Type	UPPER OFFICE CD	District	OFF ORDER NO	Actions
1	DOR OFFICES			Sakha / Maha Sakha	0	Kathmandu	0	Edit View
2	HULAKI ITAHARI			Project Office	83	Sunsari	50	Edit View
3	YOJANA KARYALAYA, HETAUDA			Project Office	191	Makawanpur	49	Edit View
4	YOJANA KARYALAYA, NEPALGANJ			Project Office	190	Barke	48	Edit View
5	YOJANA KARYALAYA, JANAKPUR			Project Office	86	Dhanusha	47	Edit View
6	HARAN CHATARA, HETAUDA			Project Directorate	83	Makawanpur	45	Edit View

Figure 72: Office View List

2.12.1 Add Office

1. Click on **Add Office Setup**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Office	
Office Abbreviation	
Office Name	
Office Address	
Office Start Date	
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	--Select Office Type--
District	--Select District--
Remarks	
Save Cancel	

Figure 73: Add Office

- Enter required data.
- Click on button to save.
- Click on to cancel process or go back to view list.

2.12.2 Edit Office

- Click on Edit button.
- A form will be display with previously entered data in it, as shown below.

Related Areas : [View List](#)

Edit Office	
Office Abbreviation	
Office Name	OR OFFICES
Office Address	
Office Start Date	
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	Head Office (Department)
District	Kathmandu
Remarks	
Save Cancel	

Figure 74: Edit Office

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.12.3 View Office

1. Click on .
2. Form with data is display as shown below.

 Related Areas :  View List

Office Details	
Office Abbreviation	
Office Name	DOR OFFICES
Office Address	
Office Start Date	01-JAN-70
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	Sakha / Maha Sakha
UPPER OFFICE CD	0
District	Kathmandu
Remarks	

Figure 75: View Office

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.12.4 Search Office

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Office Setup](#)

Search Criteria

Office Name Phone Fax

Office Type District Display Rows

S.No.	Office Name	Phone	Fax	Office Type	UPPER OFFICE CD	District	OFF ORDER NO	Actions
1	DOR OFFICES			Sekha / Maha Sekha	0	Kathmandu	0	Edit View
2	HILAKI ITAHARI			Project Office	83	Sunsari	50	Edit View
3	YOJANA KARYALAYA HETAUDA			Project Office	191	Makawanpur	49	Edit View
4	YOJANA KARYALAYA NEPALGANJ			Project Office	190	Barke	48	Edit View

Figure 76: Search Office

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.13 Department Setup

In “Department Setup” you can add, edit, view and search the Department. Click on “Department Setup” from **Configuration List**, view list page is display, as shown below.



Figure 77: Department View List

2.13.1 Add Department

1. Click on Add Department .
2. A form will be display, as shown below.

Figure 78: Add Department

3. Enter required data.
4. Click on button to save.
5. Click on to cancel process or go back to view list.

2.13.2 Edit Department

1. Click on button.
2. A form will be display with previously entered data in it, as shown below.

Related Areas : [View List](#)

Edit Department	
Department Code	DOR
Department Name	Department of Road
Save Cancel	

Figure 79: Edit Department

3. Make necessary changes in data.
4. Click on button to save, new data.
5. Click on to cancel process or go back to view list.

2.13.3 View Department

1. Click on [View](#).
2. Form with data is display as shown below.

Related Areas : [List](#)

Department Details	
Department Code	DOR
Department Name	Department of Road
Edit Cancel	

Figure 80: View Department

3. Click on to change data.
4. Click on to cancel process or go back to view list.

2.13.4 Search Department

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Department](#)

Search Criteria

Department Code Department Name

Display Rows: 50

S.No	Department Code	Department Name	Actions
1	DOR	Department of Road	Edit View

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Figure 81: Search Department

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.14 Supplier Category Setup

In “Supplier category Setup” you can add, edit, view and search the Supplier. Click on “Supplier category Setup” from **Configuration List**, view list page is display, as shown below.

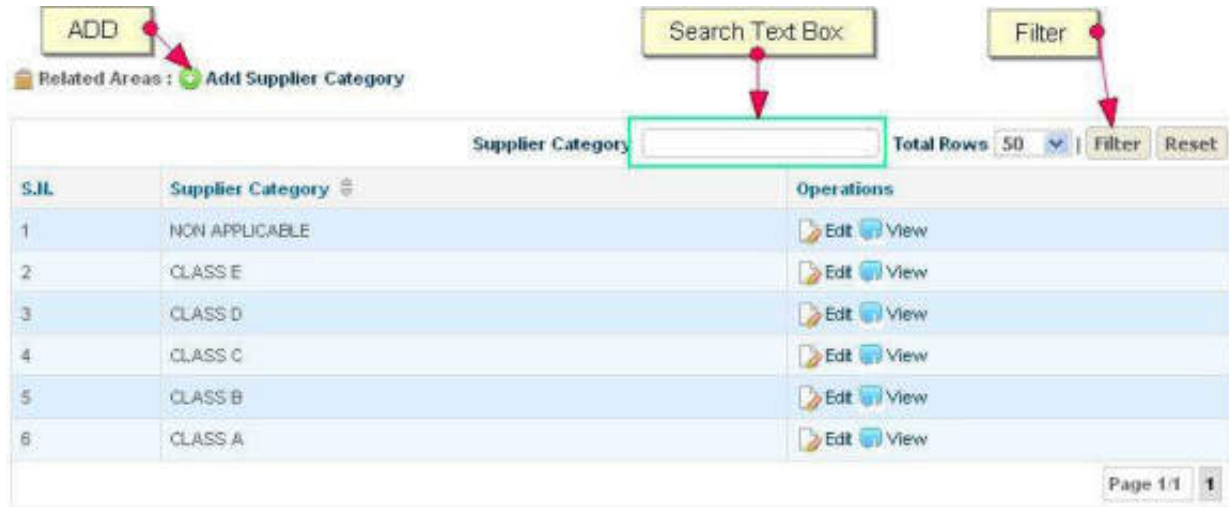


Figure 82: Supplier Category View List

2.14.1 Add Supplier Category

1. Click on **Add Supplier Category**.
2. A form will be display, as shown below.

Related Areas : View List

Add Supplier Category Setup

Supplier Category

Save Cancel

Figure 83: Add Supplier Category

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.14.2 Edit Supplier Category

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas : 

Edit Supplier Category Setup	
Supplier Category	CLASS D
 	

Figure 84: Edit Supplier

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.14.3 View Supplier Category

1. Click on .
2. Form with data is display as shown below.

 Related Areas : 

Supplier Category Setup Details	
Supplier Category	CLASS D
 	

Figure 85: View Supplier Category

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.14.4 Search Supplier Category

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Supplier Category](#)

Supplier Category Total Rows 50

S.I/L	Supplier Category	Operations
1	NON APPLICABLE	Edit View
2	CLASS E	Edit View
3	CLASS D	Edit View
4	CLASS C	Edit View
5	CLASS B	Edit View
6	CLASS A	Edit View

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Figure 86: Search Supplier Category

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.15 Supplier Type Setup

In “Supplier Type Setup” you can add, edit, view and search the Supplier Type. Click on “Supplier Type Setup” from **Configuration List**, view list page is display, as shown below.

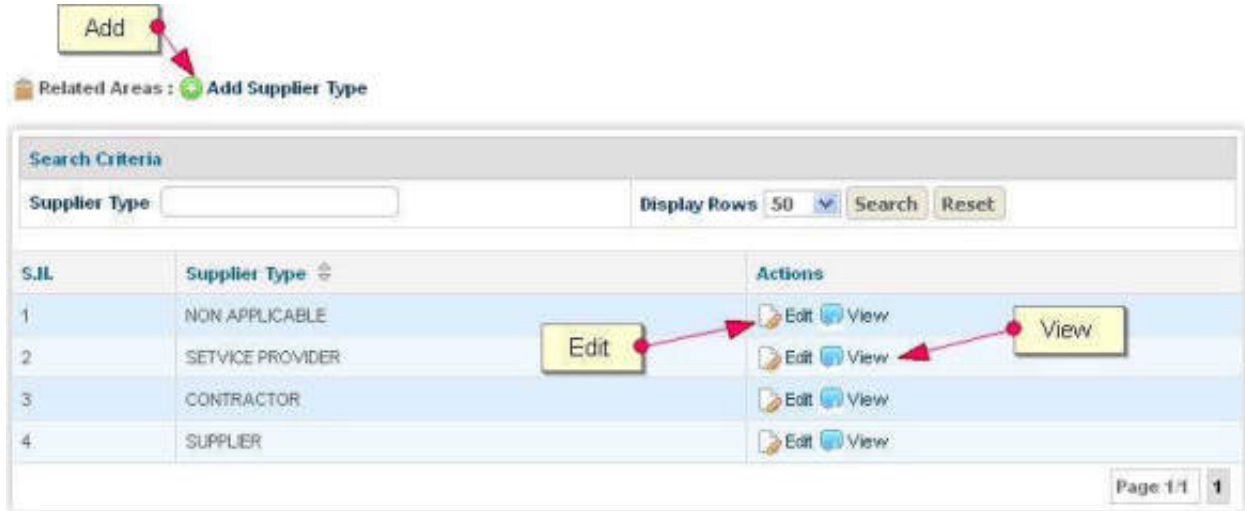


Figure 87: Supplier Type View List

2.15.1 Add Supplier Type

1. Click on **Add Supplier Type**.
2. A form will be display, as shown below.

Related Areas : View List

Add Supplier Type Setup

Supplier Type

Save Cancel

Figure 88: Add Supplier Type

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.15.2 Edit Supplier Type

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.



Related Areas : [View List](#)

Edit Supplier Type Setup	
Supplier Type	NON APPLICABLE
Save Cancel	

Figure 89: Edit Supplier Type

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.15.3 View Supplier Type

1. Click on .
2. Form with data is display as shown below.



Related Areas : [List](#)

Supplier Type Setup Details	
SUPPLIER TYPE	NON APPLICABLE
Edit Cancel	

Figure 90: View Supplier Type

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.15.4 Search Supplier Type

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Supplier Type](#)

Search Criteria

Supplier Type Display Rows 50 Search Reset

S.N.	Supplier Type	Actions
1	NON APPLICABLE	Edit View
2	SERVICE PROVIDER	Edit View
3	CONTRACTOR	Edit View
4	SUPPLIER	Edit View

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Figure 91: Search Supplier Type

1. Enter valid data in search text box.
2. Click on **Search** button to view search result. If data found data will be display.

2.16 Supplier Setup

In “Supplier Setup” you can add, edit, view and search the Supplier. Click on “Supplier Setup” from **Configuration List**, view list page is display, as shown below.

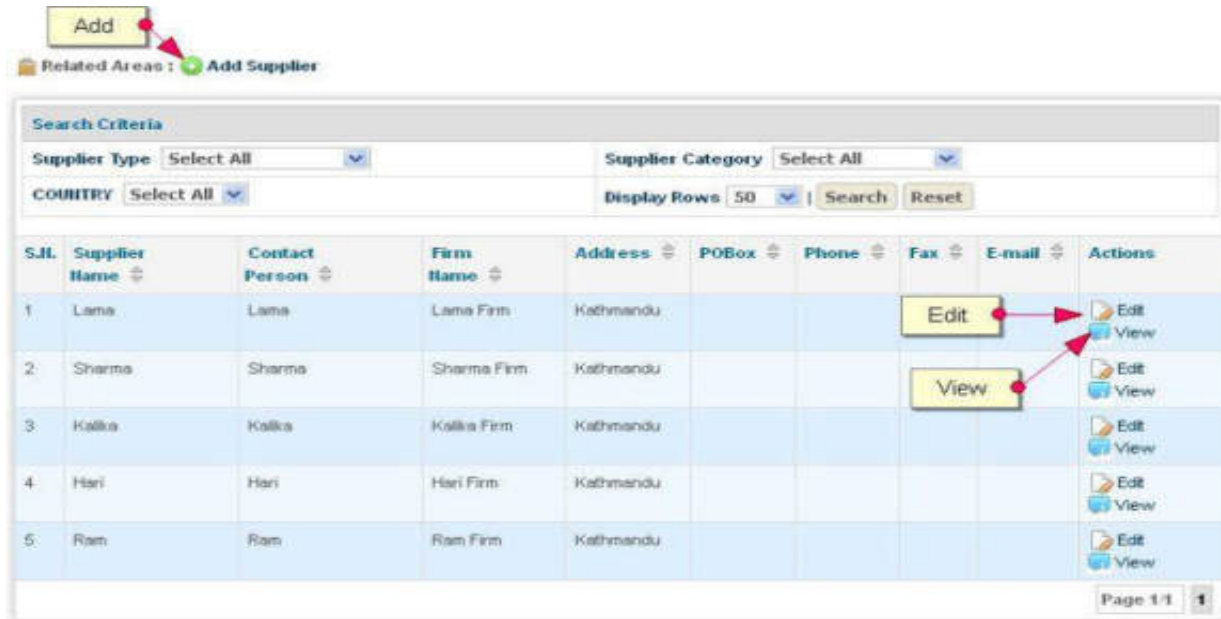


Figure 92: Supplier View List

2.16.1 Add Supplier

1. Click on **Add Supplier**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Supplier

Supplier Type: --Select Supplier Type--

Supplier Category: --Select Supplier Category--

Supplier Name:

Contact Person:

Address:

Country: --Select Country--

POBox:

Phone:

Fax:

E-mail:

Remarks:

Save Cancel

Figure 93: Add Supplier

3. Enter required data.
4. Click on  button to save.
5. Click on  to cancel process or go back to view list.

2.16.2 Edit Supplier

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  [View List](#)

Edit Supplier	
Supplier Type	SUPPLIER
Supplier Category	CLASS A
Supplier Name	Lama
Contact Person	Lama
Address	Kathmandu
Country	NEP
POBox	
Phone	
Fax	
E-mail	
Remarks	
Save Cancel	

Figure 94: Edit Supplier

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.16.3 View Supplier

1. Click on .
2. Form with data is display as shown below.

 Related Areas :  List

Supplier Details	
SUPPLIER NAME	Lama
SUPPLIER TYPE	SUPPLIER
SUPPLIER CATEGORY	CLASS A
CONTACT PERSON	Lama
ADDRESS	Kathmandu
COUNTRY	Nepal
PO BOX	
PHONE	
FAX	
EMAIL	
REMARKS	

Figure 95: View Supplier

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.16.4 Search Supplier

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Supplier](#)

Search Criteria

Supplier Type: Supplier Category:
 COUNTRY: Display Rows:

S.Jl	Supplier Name	Contact Person	Firm Name	Address	POBox	Phone	Fax	E-mail	Actions
1	Lama	Lama	Lama Firm	Kathmandu					Edit View
2	Sharma	Sharma	Sharma Firm	Kathmandu					Edit View
3	Kalika	Kalika	Kalika Firm	Kathmandu					Edit View
4	Hari	Hari	Hari Firm	Kathmandu					Edit View
5	Ram	Ram	Ram Firm	Kathmandu					Edit View

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Figure 96: Search Supplier

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.17 VAT Setup

In “VAT Setup” you can add, edit, view and search the VAT. Click on “VAT” from **Configuration List**, view list page is display, as shown below.

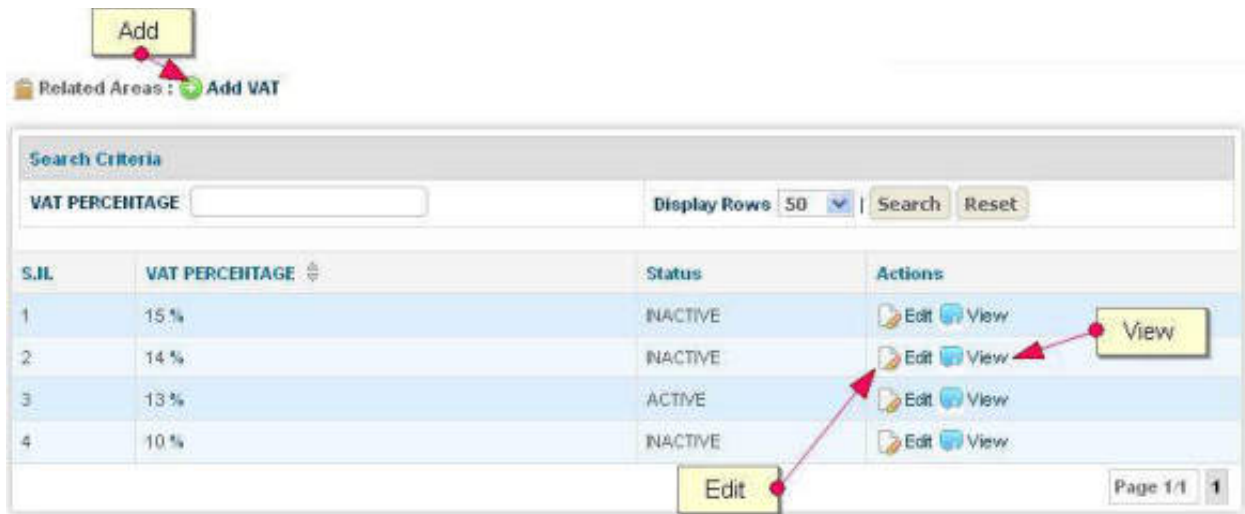


Figure 97: VAT View List

2.17.1 Add VAT

1. Click on Add VAT.
2. A form will be display, as shown below.

Related Areas :

Add VAT

VAT PERCENTAGE %

ACTIVE ☐

Save Cancel

Figure 98: Add VAT

3. Enter required data.
4. Click on Save button to save.
5. Click on Cancel to cancel process or go back to view list.

2.17.2 Edit VAT

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas : 

Edit VAT	
VAT PERCENTAGE	15 %
ACTIVE	☒
Save Cancel	

Figure 99: Edit VAT

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.17.3 View VAT

1. Click on .
2. Form with data is display as shown below.

 Related Areas : 

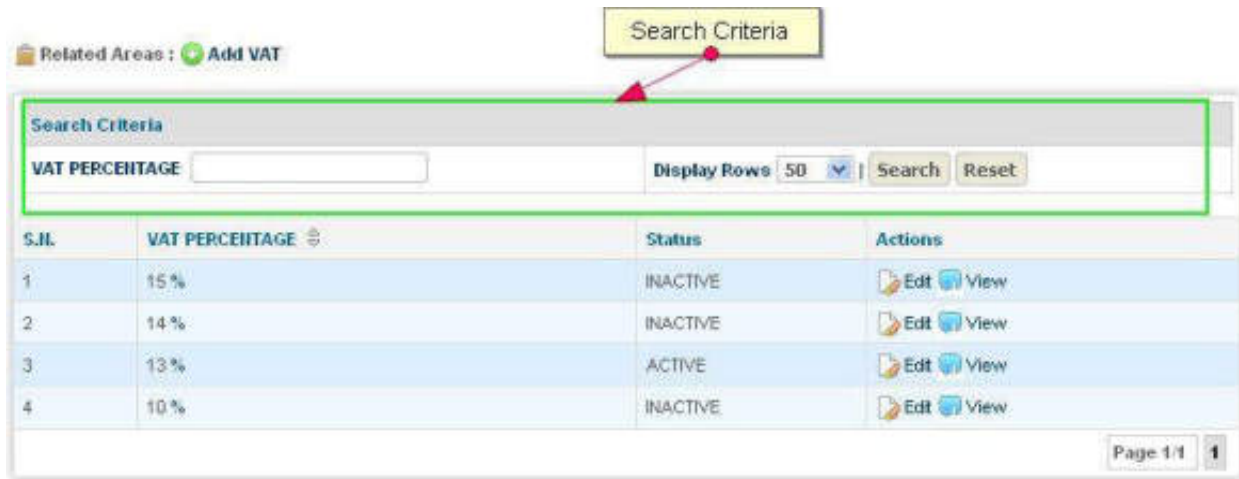
VAT Details	
VAT PERCENTAGE	15 %
STATUS	INACTIVE
Edit Cancel	

Figure 100: View VAT

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.17.4 Search VAT

To search you must insert valid data in “Search Text Box” as shown below



Related Areas : [Add VAT](#)

Search Criteria

VAT PERCENTAGE Display Rows 50

S.NO.	VAT PERCENTAGE	Status	Actions
1	15 %	INACTIVE	Edit View
2	14 %	INACTIVE	Edit View
3	13 %	ACTIVE	Edit View
4	10 %	INACTIVE	Edit View

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Figure 101: Search VAT

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.18 BOQ Setup

In “BOQ Setup” you can add, edit, view and search the BOQ. Click on “**BOQ Setup**” from **Configuration List**, view list page is display, as shown below.

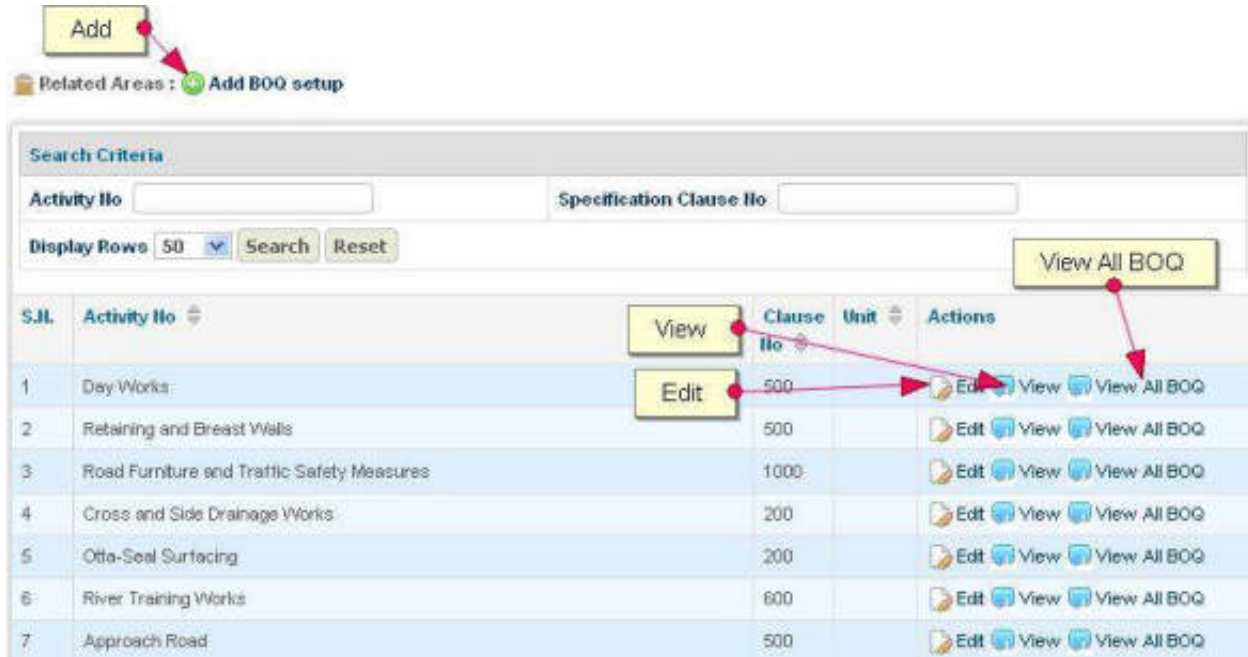


Figure 102: BOQ View List

2.18.1 Add BOQ Heading

1. Click on **Add BOQ setup**.
2. A form will be display, as shown below.

Figure 103: Add BOQ

3. Enter the required data.
4. Click on button to save.
5. If you want to cancel the process, then click button.

2.18.1.1 Add BOQ Sub heading

To add subheading under particular heading or **Activity No**

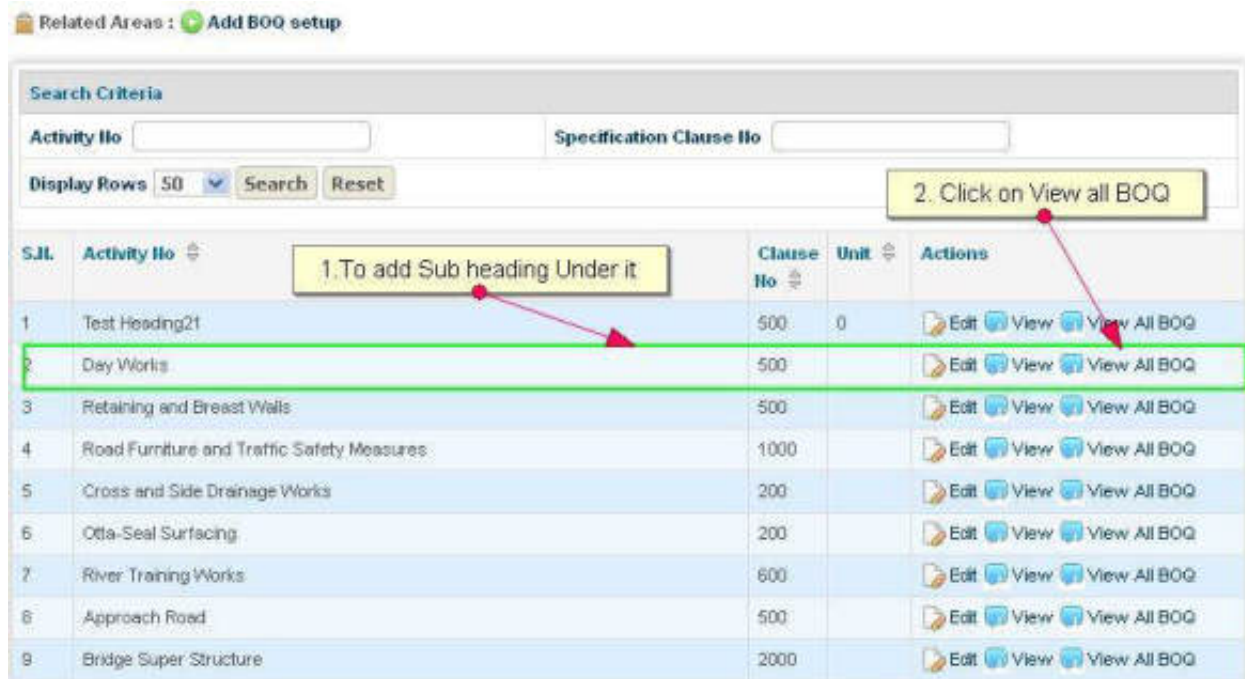


Figure 104: BOQ View List

1. Click on .
2. A page will display as shown below,

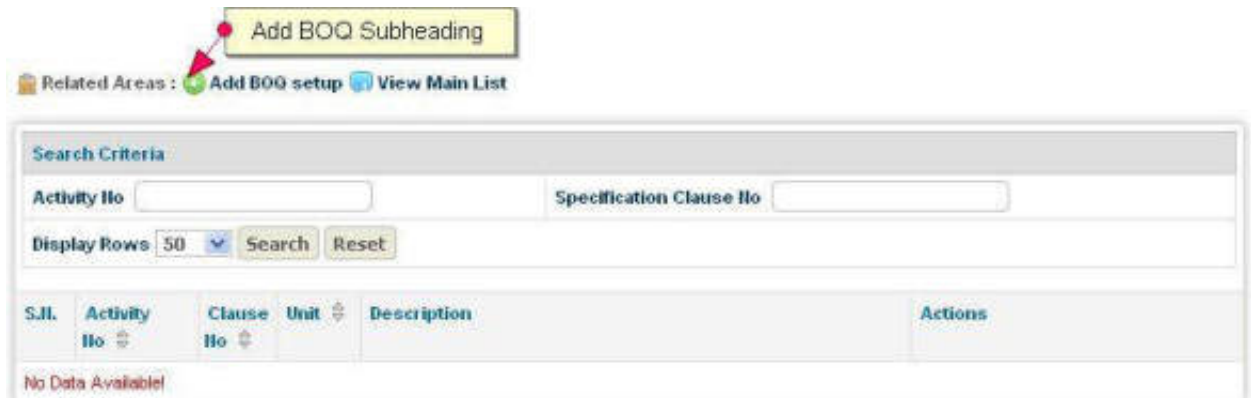


Figure 105: Sub Heading view list

3. Click on [Add BOQ setup](#).
4. A form will be display, as shown below.

Related Areas : [View List](#)

Add BOQ Setup

Activity Number	
Specification Clause Number	
Units	
Description	

[Save](#) [Cancel](#)

Figure 106: Add Sub Heading

- Enter required data.
- Click on [Save](#) button to save.
- If you want to cancel the process, then click [Cancel](#) button.

2.18.1.2 Edit BOQ Sub heading

Related Areas : [Add BOQ setup](#) [View Main List](#)

Search Criteria

Activity No Specification Clause No

Display Rows: 50 [Search](#) [Reset](#)

S.No	Activity No	Clause No	Unit	Description	Actions
1	Me	321	00	sadfsdaf	Edit View

[Edit](#) [View](#)

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Figure 107: View Sub List

- Click on [Edit](#) button from view sub list.
- A form will be display with the previously entered data in it, as shown below.

Related Areas : [View List](#)

Edit BOQ Setup

Activity Number	2.01
Specification Clause Number	673
Units	756
Description	heavy metal fabrication

[Save](#) [Cancel](#)

Figure 108: Edit Sub heading

2.18.1.3 View BOQ Sub Heading

1. Click on .
2. Form with data is display as shown below.

 Related Areas :  [View List](#)

BOQ Details	
Activity Number	2.01
Specification Clause No.	673
Units	756
Description	heavy metal fabrication
 	

Figure 109: View BOQ Heading

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.18.2 Edit BOQ Heading

1. Click on  button from View List of BOQ.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  [View List](#)

Edit BOQ Setup	
Activity Number	5.00
Specification Clause Number	1500
Units	0
Description	Bridge Foundation and Su
 	

Figure 110: Edit BOQ

3. Make necessary changes in data.
4. Click on  button to save the new data.
5. Click  button to cancel the edit process.

2.18.3 View Heading

1. Click on .
2. Form with data is display as shown below.

Related Areas :  **View List**

BOQ Details	
Activity Number	Earth Works by Motor Grader
Specification Clause No.	201
Units	m2
Description	
Edit Cancel	

Figure 111: View BOQ Heading

3. Click on to change data.
4. Click on to cancel process or go back to view list.

2.18.4 Search BOQ

To search you must insert valid data in “Search Text Box” as shown below

Search Criteria

Related Areas :  **Add BOQ setup**

Search Criteria

Activity No Specification Clause No

Display Rows

S.No	Activity No	Clause No	Unit	Actions
1	Test Heading21	500	0	  
2	Day Works	500		  
3	Retaining and Breast Walls	500		  
4	Road Furniture and Traffic Safety Measures	1000		  
5	Cross and Side Drainage Works	200		  

Figure 112: Search BOQ Heading

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.19 Adjustment Setup

In “Adjustment Setup” you can add, edit, view and search the Adjustment. Click on “Adjustment Setup” from **Configuration List**, view list page is display, as shown below.



Figure 113: Adjustment View List

2.19.1 Add Adjustment

1. Click on **Add Adjustment**.
2. A form will be display, as shown below.

Related Areas : [View List](#)

Add Adjustment

NAME

Method ☐ Plus ☐ Minus

Figure 114: Add Adjustment

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.19.2 Edit Adjustment

1. Click on **Edit** button.
2. A form will be display with previously entered data in it, as shown below.

Edit Adjustment	
NAME	Price Escalation Addition
Method	☒ Plus ☐ Minus
Save Cancel	

Figure 115: Edit Adjustment

3. Make necessary changes in data.
4. Click on button to save, new data.
5. Click on to cancel process or go back to view list.

2.19.3 View Adjustment

1. Click on .
2. Form with data is display as shown below.

Adjustment Details	
NAME	Price Escalation Addition
METHOD	PLUS
Edit Cancel	

Figure 116: View Adjustment

3. Click on to change data.
4. Click on to cancel process or go back to view list.

2.19.4 Search Adjustment

To search you must insert valid data in “Search Text Box” as shown below



Related Areas : [Add Adjustment](#)

Search Criteria

NAME Display Rows 50

S.N.	NAME	METHOD	Actions
1	Price Escalation Addition	PLUS	Edit View
2	Advance Payment Deduction	MINUS	Edit View

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Figure 117: Search Adjustment

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.20 Completion Type Setup

In “Completion Type Setup” you can add, edit and view the Completion Type. Click on “Completion Type Setup” from **Configuration List**, view list page is display, as shown below.

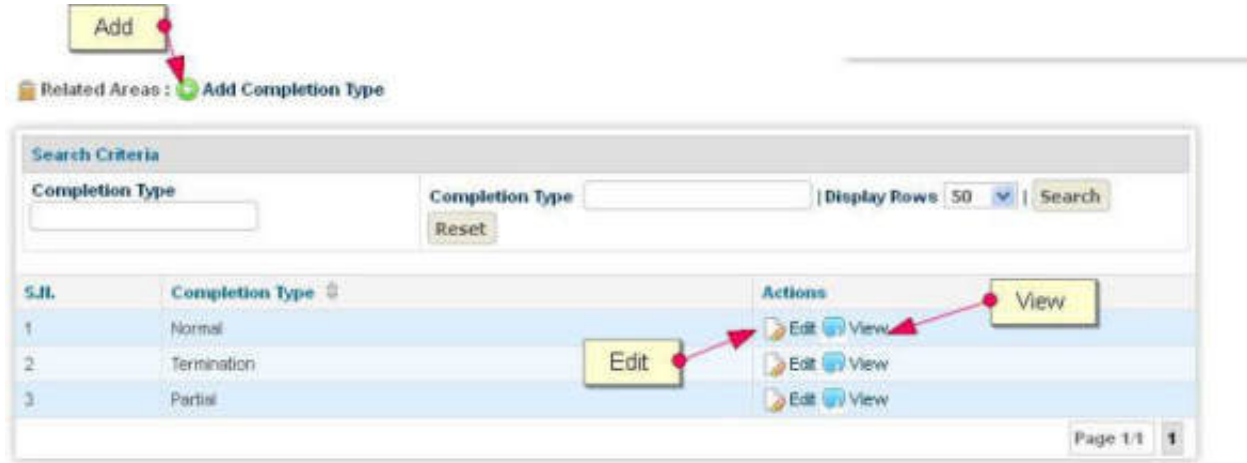


Figure 118: Completion Type View List

2.20.1 Add Completion Type

1. Click on **Add Completion Type**.
2. A form will be display, as shown below.

The screenshot shows the 'Add Completion Type' form. At the top, there is a 'Related Areas' section with a blue 'View List' button. Below this is a form titled 'Add completion_type'. The form has a 'Completion Type' input field and 'Save' and 'Cancel' buttons at the bottom right.

Figure 119: Add Completion Type

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.20.2 Edit Completion Type

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.



Figure 120: Edit Completion Type

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.20.3 View Completion Type

1. Click on .
2. Form with data is display as shown below.



Figure 121: View Completion Type

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.20.4 Search Completion Type

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Completion Type](#)

Search Criteria

Completion Type | Display Rows 50 | [Search](#)

[Reset](#)

S.No.	Completion Type	Actions
1	Normal	Edit View
2	Termination	Edit View
3	Partial	Edit View

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Figure 122: Search Adjustment

1. Enter valid data in search text box.
2. Click on [Search](#) button to view search result. If data found data will be display.

2.21 Bank Setup

In “Bank Setup” you can add, edit and view the Bank. Click on “Bank Setup” from **Configuration List**, view list page is display, as shown below.



Figure 123: Bank View List

2.21.1 Add New Bank

1. Click on **Add New Bank**
2. A form will be display, as shown below.

Figure 124: Add Bank

3. Enter required data.
4. Click on  button to save.
5. Click on  to cancel process or go back to view list.

2.21.2 Edit Bank

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

 Related Areas :  [View List](#)

Edit Bank Details	
Bank Name	Nepal Bangladesh Bank LI
Code	NB
Address	Kathmandu
City	
Phone	
Fax	
Email	
Remarks	
 	

Figure 125: Edit Bank

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.21.3 View Bank

1. Click on .
2. Form with data is display as shown below.

Related Areas : [List](#)

bank_setup Details	
Bank Name	Nepal Bangladesh Bank Ltd.
Code	NB
Address	Kathmandu
City	
Phone	
Fax	
Email	
Remarks	
Edit Cancel	

Figure 126: View Bank

- Click on to change data.
- Click on to cancel process or go back to view list.

2.21.4 Search Bank

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add New Bank](#)

Search Criteria

Bank Code Bank Name

Display Rows

S.No.	Bank Name	Code	Address	City	Phone	Fax	Email	Actions
1	Nepal Bangladesh Bank Ltd.	NB	Kathmandu					Edit View
2	Everest Bank Ltd.	EBL	Kathmandu					Edit View

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Figure 127: Search Bank

- Enter valid data in search text box.
- Click on button to view search result. If data found data will be display.

2.22 Donor Organization Setup

In “Donor Organization Setup” you can add, edit and view the Donor Organization. Click on “Donor Organization Setup” from **Configuration List**, view list page is display, as shown below.

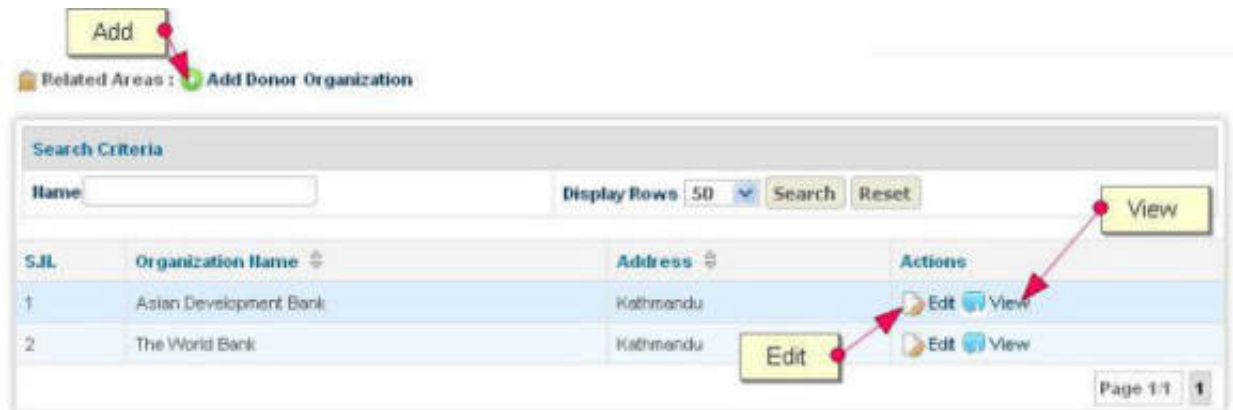


Figure 128: Donor Organization View List

2.22.1 Add Donor Organization

1. Click on **Add Donor Organization**
2. A form will be display, as shown below.

Figure 129: Add Donor Organization

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.22.2 Edit Donor Organization

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.



Edit Donor Organization	
Name	Asian Development Bank
Address	Kathmandu
Save Cancel	

Figure 130: Edit Donor Organization

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.22.3 View Donor Organization

1. Click on .
2. Form with data is display as shown below.



Donor Organization Details	
Organization Name	Asian Development Bank
Address	Kathmandu
Edit Cancel	

Figure 131: View Donor Organization

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.22.4 Search Donor Organization

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Donor Organization](#)

Search Criteria

Name: Display Rows: 50

S.No	Organization Name	Address	Actions
1	Asian Development Bank	Kathmandu	Edit View
2	The World Bank	Kathmandu	Edit View

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Figure 132: Search Donor Organization

1. Enter valid data in search text box.
2. Click on button to view search result. If data found data will be display.

2.23 Bank Guarantee type Setup

In “Bank Guarantee type Setup” you can add, edit and view the Donor Organization. Click on “Bank Guarantee type Setup” from **Configuration List**, view list page is display, as shown below.

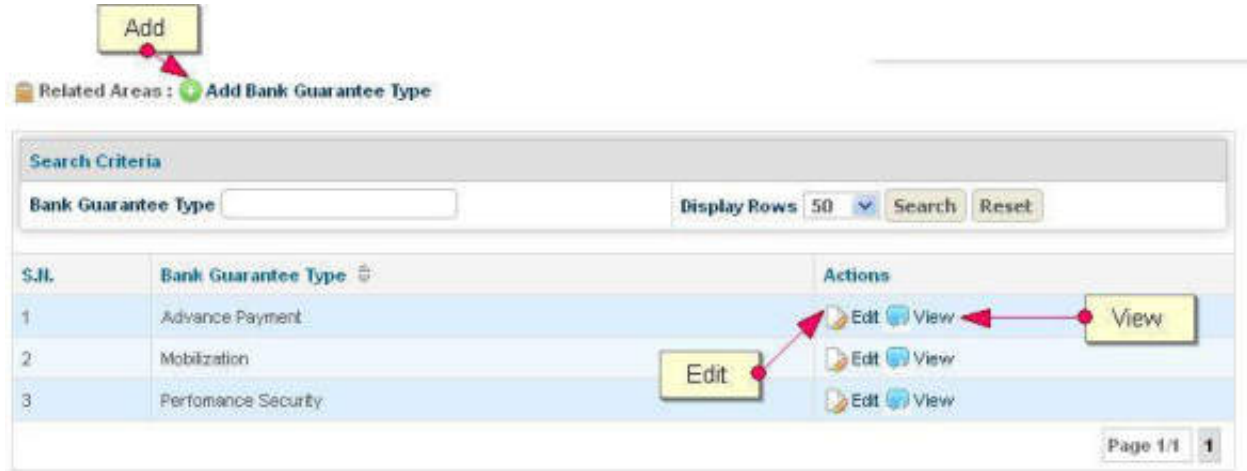


Figure 133: Bank Guarantee Type View List

2.23.1 Add Bank Guarantee Type

1. Click on **Add Bank Guarantee Type**
2. A form will be display, as shown below.

Figure 134: Add Bank Guarantee Type

3. Enter required data.
4. Click on **Save** button to save.
5. Click on **Cancel** to cancel process or go back to view list.

2.23.2 Edit Bank Guarantee Type

1. Click on  button.
2. A form will be display with previously entered data in it, as shown below.

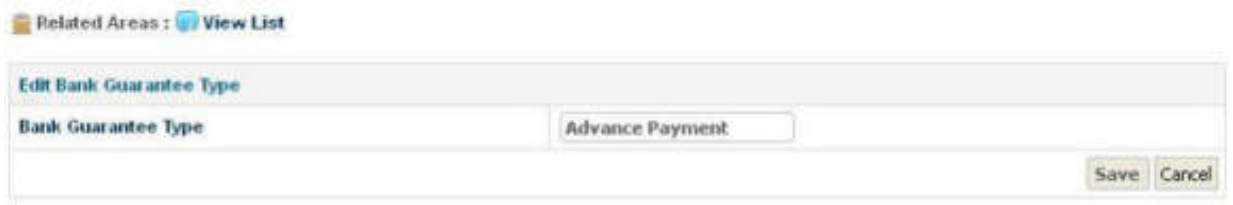


Figure 135: Edit Bank Guarantee Type

3. Make necessary changes in data.
4. Click on  button to save, new data.
5. Click on  to cancel process or go back to view list.

2.23.3 View Bank Guarantee Type

1. Click on .
2. Form with data is display as shown below.



Figure 136: View Bank Guarantee Type

3. Click on  to change data.
4. Click on  to cancel process or go back to view list.

2.23.4 Search Bank Guarantee Type

To search you must insert valid data in “Search Text Box” as shown below

Related Areas : [Add Bank Guarantee Type](#)

Search Criteria

Bank Guarantee Type Display Rows: 50 Search Reset

S.N.	Bank Guarantee Type	Actions
1	Advance Payment	Edit View
2	Mobilization	Edit View
3	Performance Security	Edit View

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Figure 137: Search Bank Guarantee Type

- Enter valid data in search text box.
- Click on **Search** button to view search result. If data found data will be display.

2.24 JV Setup

In JV Setup you can add Joint Venture (JV) contractors and assign suppliers to JV. Click on “JV Setup” from **Configuration List**, view list page is display, as shown below.

Related Areas : [Add JV Supplier](#)

Search Criteria

JV Supplier's Name Display Rows: 50 Search Reset

S.N.	JV Supplier's Name	ENTERED DATE	Actions
1	abc JV	18-JUL-18	Edit View Assign Supplier
2	LAmal Sharma/Kalia JV	12-JUL-18	Edit View Assign Supplier
3	Pashupati Sapana JV	12-JUL-18	Edit View Assign Supplier
4	SuryaKumar JV	06-JUL-18	Edit View Assign Supplier

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2.24.1 Add JV Supplier

- Click on [Add JV Supplier](#)
- A form will be displayed as shown below:

3. Enter required data
4. Click on Save Button to save
5. Click on Cancel to cancel process or go back to view list

2.24.2 Edit JV Supplier

- Click on Edit button
- A form will be displayed with previously entered data in it as shown below

- Make necessary changes in data
- Click on Save button to save new data
- Click on Cancel to cancel process or go back to view list

2.24.3 Assign Suppliers to JV

- Click on 
- A form will be displayed as shown below

- Assign your required supplier from left to right side

- Click on Save button to save new data
- Click on Cancel to cancel process or go back to view list

3 Annual Program

In “Annual Program” you can add, edit, view and search Program. All the initial details of the program are store via “Annual Program”. Click on “Annual Program”, View list page will be display as show below.

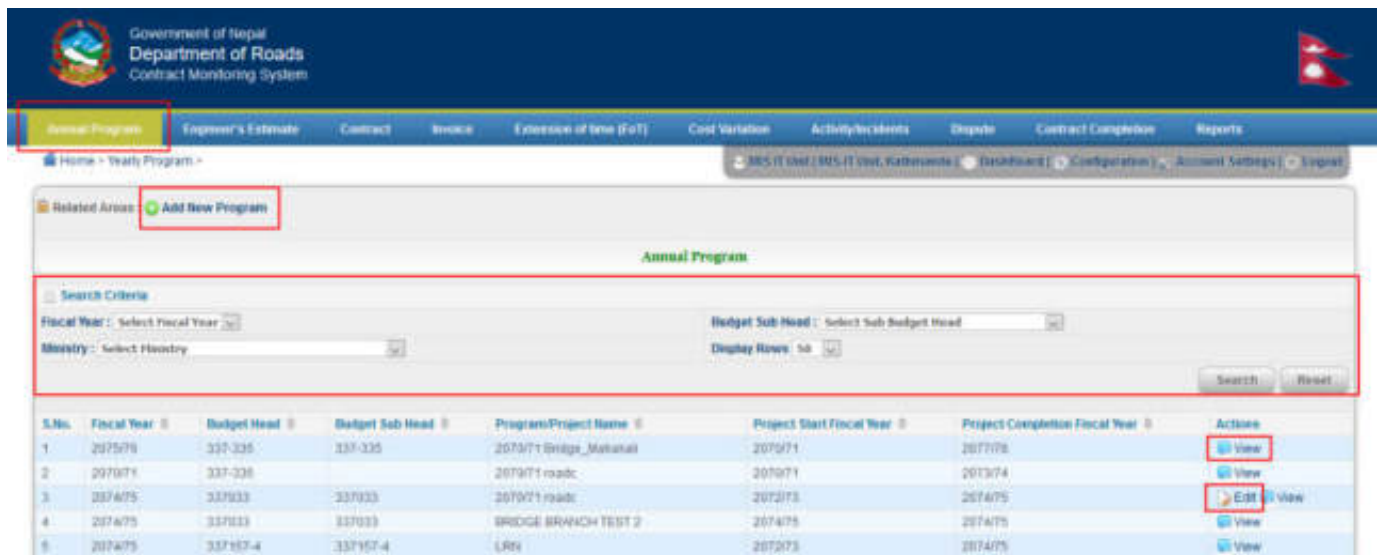


Figure 138: Annual Program menu with View List

In **Form component** as shown below, Data are added via “**Configuration List**”. Select respective from Configuration List and add data as suggest above in title Configuration.

F.Y.: Select All ▼	Budget Head: Select All ▼
Ministry: Select Year ▼	District: Select All ▼

Figure 139: Different Form Component

3.1 Add Annual Program

1. Click on **Add New Program**.
2. A form will be display, as shown below.

The screenshot shows the 'Annual Program' form with the following fields and controls:

- 1. Fiscal Year:** Select Fiscal Year (dropdown)
- 2. Budget Sub Head:** Select Budget Sub Head (dropdown)
- 3. Ministry:** Ministry of Physical Infrastructure and Transport (dropdown)
- 4. Department:** Department of Roads (dropdown)
- 5. Program/Project/Contract Name:** Text input
- 6. Location:**
 - 7. a. District:** Select District (dropdown)
- Buttons:** Add Location (green), Remove Location (orange)
- 7. Project Start Fiscal Year:** Select Project Start Fiscal Year (dropdown)
- 8. Scheduled Project Completion Fiscal Year:** Select Project Completion Fiscal Year (dropdown)
- 9. Annual Budget:**
 - a. Domestic:** Government of Nepal, Organization, People's Participation (text inputs)
 - b. Foreign:** Loan/Credit, Grant (text inputs)
 - c. Donor Organization:** Select Donor Organization (dropdown)
- 10. Total Project:** (Similar structure to 9)
- 11. Expenditure Upto Last Fiscal Year:** (Similar structure to 9)
- Buttons:** Save Annual Program, Cancel

Figure 140: Add Annual Program

3. Enter the required data.

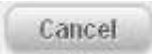
4. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below.



Figure 141: Confirmation Message

5. Select  if you want to go back to view list after successfully save data. And click 

6. Or Select  if you want to stay on same page after successfully save data. And click 

7. If you want to cancel the process, then click  button.

3.2 Edit Annual Program

1. Click on  button from View Annual Program.

2. A form will be display with previously entered data in it, as shown below.

Figure 142: Edit Annual Program

3. Make the necessary changes in data.

4. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,



Figure 143: Conformation Message

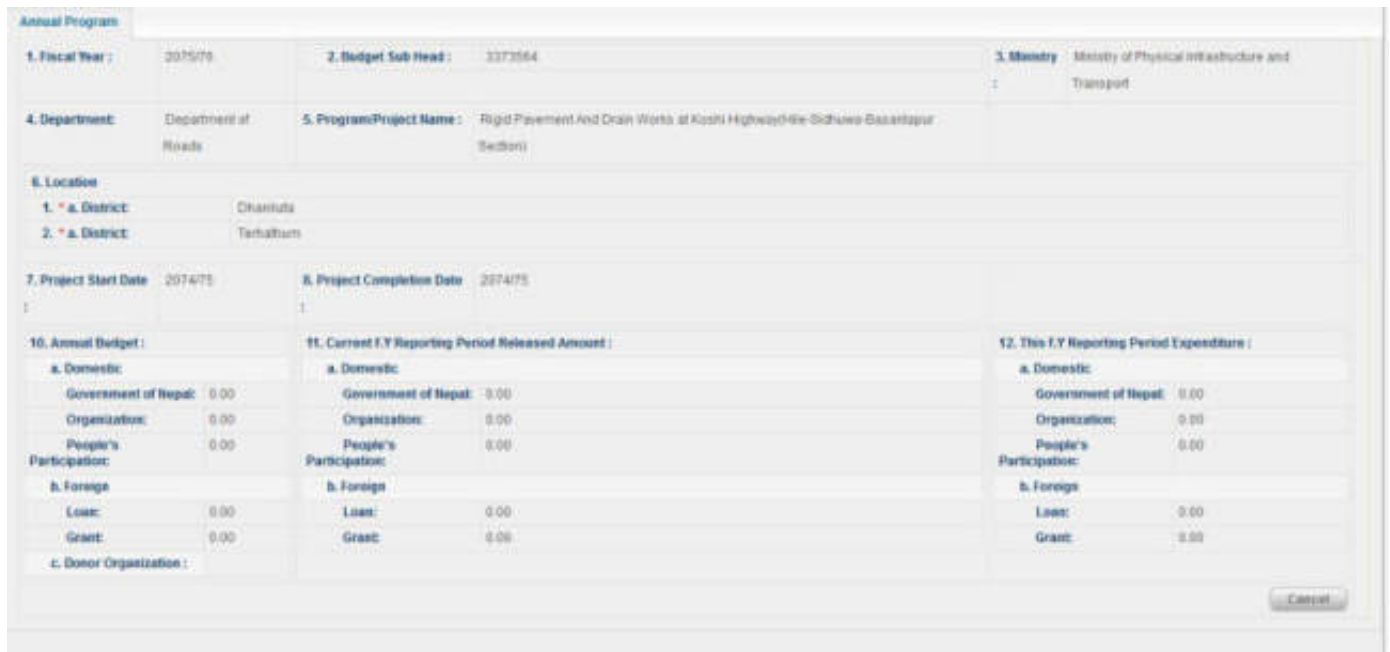
5. Select  if you want to go back to view list after successfully save data. And click 

6. Or Select  if you want to stay on same page after successfully save data. And click 

7. If you want to cancel the process, then click  button.

3.3 View Annual Program

1. Click on .
2. Form with data is display as shown below.



Annual Program

1. Fiscal Year :	2075/76	2. Budget Sub Head :	3373564	3. Ministry :	Ministry of Physical Infrastructure and Transport
4. Department :	Department of Roads	5. Program/Project Name :	Rigid Pavement And Drain Works at Koshi Highway/Kile-Sidhwa-Basantapur (Bardham)		
6. Location					
1. * a. District :	Dhanu				
2. * a. District :	Tantia				
7. Project Start Date :	2074/75	8. Project Completion Date :	2074/75		
9. Project Description :					
10. Annual Budget :		11. Current F.Y Reporting Period Released Amount :		12. This F.Y Reporting Period Expenditure :	
a. Domestic:		a. Domestic:		a. Domestic:	
Government of Nepal: 0.00		Government of Nepal: 0.00		Government of Nepal: 0.00	
Organization: 0.00		Organization: 0.00		Organization: 0.00	
People's Participation: 0.00		People's Participation: 0.00		People's Participation: 0.00	
b. Foreign:		b. Foreign:		b. Foreign:	
Loan: 0.00		Loan: 0.00		Loan: 0.00	
Grant: 0.00		Grant: 0.00		Grant: 0.00	
c. Donor Organization :					

[Cancel](#)

Figure 144: View Annual Program

3. Click on  form will open with data edit data and, Click on .
4. Click on  to cancel process or go back to view list.

3.4 Search Annual Program

To search you must choose valid data from “Search Criteria” as shown below

Related Areas: [Add New Program](#)

Search Criteria

F.Y.: [Select Fiscal Year](#) Budget Head: [Select Budget Head](#) Budget Sub Head: [Select Sub Budget Head](#)

Ministry: [Select Ministry](#) District: [Select District](#) Display Rows: [50](#)

[Search](#) [Reset](#)

S.No.	F.Y.	Budget Head	Budget Sub Head	Program/Project	Project Start Date	Project Completion Date	Actions
1	2067/68	48-4-295	337-142	BANERA-BARDEAS ROAD	2067/68	2068/69	Edit View
2	2068/69	48-4-295	48-4-295	East-West himalayan highway	2068/69	2068/69	Edit View
3	2068/69	337-142	337-144	Khodke-Roha-Champur Road	2064/65	2068/69	Edit View
4	2067/68	48-4-295	48-4-295	Test Program	2067/68	2067/68	Edit View
5	2066/67	48-4-295	48-4-295	Test Project	2066/67	2067/68	Edit View

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Figure 145: Search Annual Program

1. Select any one “Search Criteria” from dropdown box.
2. Click on [Search](#) button to view search result. If data found data will be display.

Annual Program

Search Criteria

F.Y.: [Select Fiscal Year](#) Budget Head: [48-4-295](#) Budget Sub Head: [Select Sub Budget Head](#)

Ministry: [Physical Planning, Transport and Work](#) District: [Select District](#) Display Rows: [50](#)

[Search](#) [Reset](#)

S.No.	F.Y.	Budget Head	Budget Sub Head	Program/Project	Project Start Date	Project Completion Date	Actions
1	2068/69	48-4-295	48-4-295	East-West himalayan highway	2068/69	2068/69	Edit View

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Figure 146: Search Result

4 Engineer's Estimate

Engineer's estimate followed by the general operations as: Add Edit, View and Search. In engineer's estimate menu you can add further details of Program that is added in "Annual Program". First select the Project from Engineer's Estimate view list as shown follow.

The screenshot shows the 'Engineer's Estimate' menu highlighted in the top navigation bar. Below the navigation bar, the 'Project List' section is displayed. It includes search criteria for Budget Head, Budget Sub Head, and Project, along with a 'Display Pages' dropdown and 'Search' and 'Reset' buttons. A table lists three projects with columns for S.N., Budget Head, Budget Sub Head, Project, Total Contracts, and Actions. The 'Actions' column for each project contains 'Add' and 'View All Contracts' links. A red box highlights the 'Add' and 'View All Contracts' links for the first project. Below the table, a red text overlay reads 'List of created AP for Engineer 's Estimate'. The footer of the page indicates 'Copyright © 2018 All Rights Reserved. Department of Roads, Government of Nepal.'

S.N.	Budget Head	Budget Sub Head	Project	Total Contracts	Actions
1	3373564	3373564	Rigid Pavement And Drain Works at Koshi Highway(Hile-Sidhuwa-Basantapur Section)	0	Add View All Contracts
2	3373564	3373564	Rigid Pavement And Drain Works at Koshi Highway(Hile-Sidhuwa-Basantapur Section)	0	Add View All Contracts
3	3373694	3373694	Test-1	2	Add View All Contracts

Figure 147: Engineer's Estimate View List

4.1 Add Engineer's Estimate

1. Click on [Add](#).

4.1.1 Estimate Summary

4.1.1.1 Add Estimated Summary

2. Estimate Summary tab will display in form as shown below.

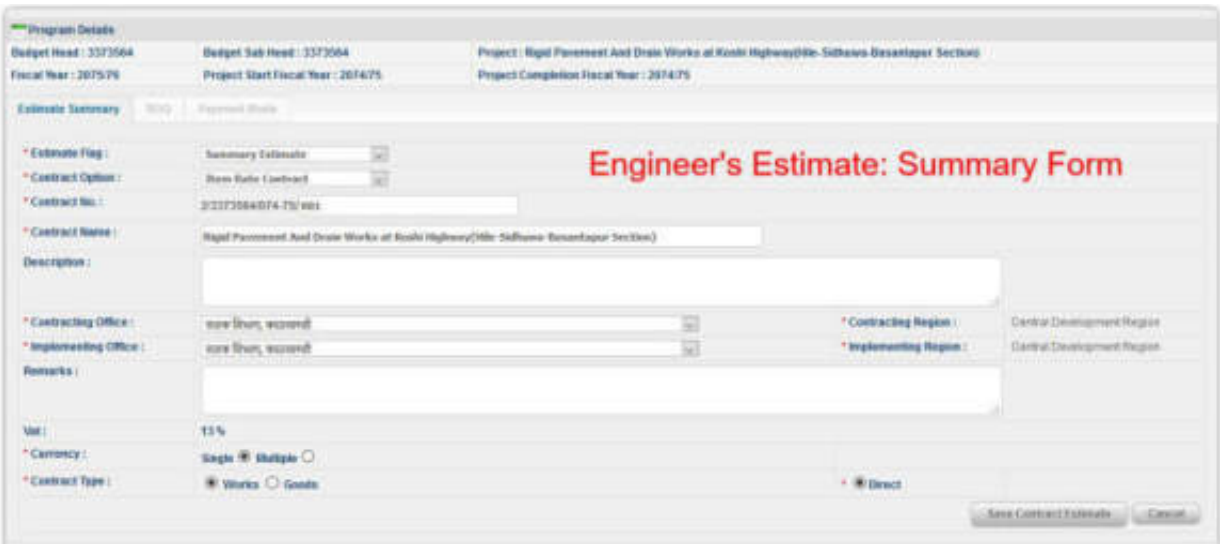


Figure 148: Add Engineering Estimate

- 3. Enter required data: You can choose Summary Estimate or Detail Estimate in Estimate Flag option.
 - a. Summary Estimate: Choose this option if you want to insert estimate in summary with only one summarized BoQ.
 - b. Detail Estimate: Choose this option if you want to insert item wise estimate with item wise BoQ.
- 4. Contract Option:
 - a. Item Rate Contract: Choose this option for item rate contract estimation.
 - b. Design and Build: Choose this option for design and build contract estimation.
- 5. To Change Vat percentage; you can easily change via **Configuration list** “VAT Setup”.
- 6. Select the Currency Single or Multiple ; Single for single currency type and Multiple for select Multiple Currency type



Figure 149: List of Multiple Currency Type

- 7. Select Currencies from Check Box.
- 8. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,

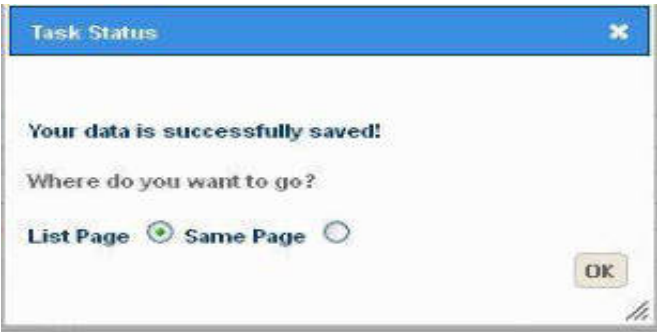


Figure 150: Conformation Message

- 9. Select if you want to go back to view list after successfully save data. And click
- 10. Or Select if you want to stay on same page after successfully save data. And click
- 11. If you want to cancel the process, then click button.

4.1.2 BOQ

4.1.2.1 Add BOQ

After successfully added in “Estimate Summary Tab” BOQ Tab Will auto generate as shown below,

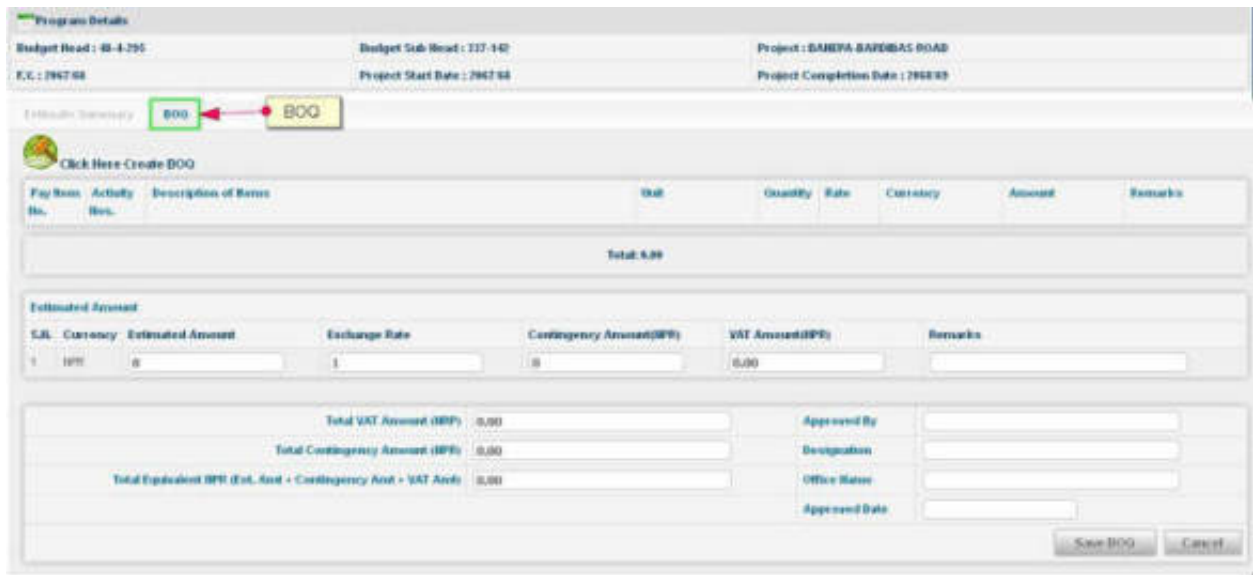


Figure 151: BOQ Tab

- 1. Click on BOQ.
- 2. Click on . A Dialog Box will Display as shown below.



BOQ [X]

Descriptions and Unit

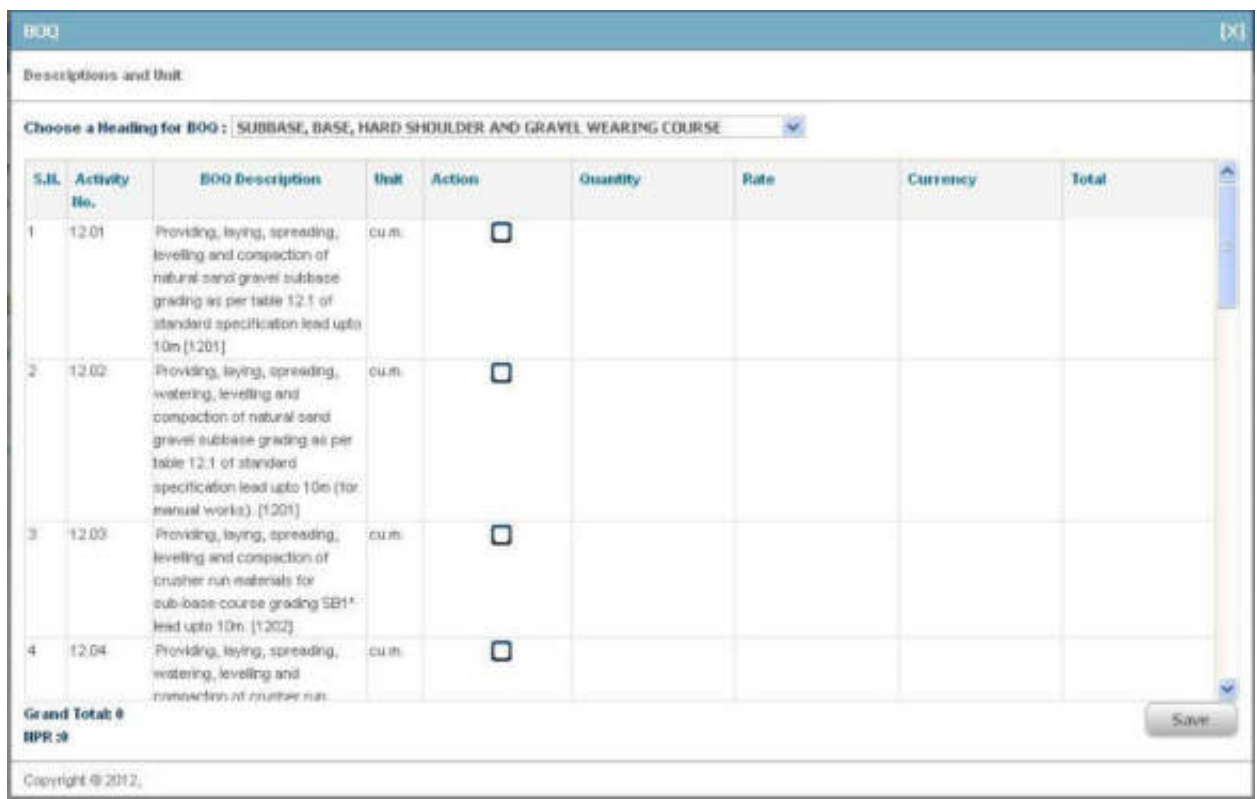
Choose a Heading for BOQ :

Choose BOQ Heading

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Figure 152: BOQ Heading Dialog Box

- Choose a Heading for BOQ, Description of BOQ heading will display as shown below.



BOQ [X]

Descriptions and Unit

Choose a Heading for BOQ : SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE

S.N.	Activity No.	BOQ Description	Unit	Action	Quantity	Rate	Currency	Total
1	12.01	Providing, laying, spreading, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	cu.m	☐				
2	12.02	Providing, laying, spreading, watering, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	cu.m	☐				
3	12.03	Providing, laying, spreading, levelling and compaction of crusher run materials for sub-base course grading SB1* lead upto 10m. [1202]	cu.m	☐				
4	12.04	Providing, laying, spreading, watering, levelling and compaction of crusher run materials for sub-base course grading SB1* lead upto 10m. [1202]	cu.m	☐				

Grand Total: 0
BPR: 0

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Save

Figure 153: Description of BOQ

BOQ [X]

Descriptions and Unit

Choose a Heading for BOQ : Design and Build

Total Contract Amount: 555

S.N.	Activity No.	BOQ Description	Unit	Action	Percentage	Quantity	Rate	Currency	Total
1	1.1	Survey and Design [001]	m	☒	0.2	1	1.11	NPR	1.11
2	1.2	Environment and Social [002]	m	☒	0.1	1	0.555	NPR	0.555
3	1.3	River Training Works [003]	m	☒	0.8	1	4.44	NPR	4.44
4	1.4	Approach Road Works [004]	m	☒	0.5	1	2.775	NPR	2.775

Grand Total: 8.88
NPR :8.88

Save

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Fig 153.1: BoQ for Design and Build Contract

BOQ [X]

Descriptions and Unit

Choose a Heading for BOQ : Arch/network arch bridge

Total Contract Amount: 555

Payment Percentage: 86.5

S.N.	Activity No.	BOQ Description	Unit	Action	Percentage	Quantity	Rate	Currency	Total
1	3.1	Foundation [0003]	m	☒	50	4	60.009375	NPR	240.0375
2	3.2	Substructure [0003]	m	☒	15	100	0.7201125	NPR	72.01125
3	3.3	Superstructure [0003]	m	☒	35	100	1.6802625	NPR	168.02625

Grand Total: 480.07
NPR :480.07

Save

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Fig 153.2: BoQ for Design and Build Contract

4. Select **Action** and add **quantity**, **Rate**, **Currency** and Click **save**. Form will load with BOQ Description as shown below.
5. For summary estimation just set the **Quantity** as **1** and **total project estimated amount** in **Rate** section.

Item No.	Quantity	Rate	Currency	Amount	Remarks				
1	12.01	Providing, laying, spreading, leveling and compaction of natural sand gravel subbase grading as per lane 12.1 of standard specification least upto 10m (1201)	sum.	1	2000	HPH	2000		
3	12.02	Providing, laying, spreading, watering, leveling and compaction of natural sand gravel subbase grading as per lane 12.1 of standard specification least upto 10m (for manual works) (1202)	sum.	1	1000	HPH	1000		

S/L	Currency	Estimated Amount	Exchange Rate	Contingency Amount (RPF)	VAT Amount (RPF)	Remarks
1	HPH	42500	1	6	636.9	

Total VAT Amount (RPF): 636.9
Total Contingency Amount (RPF): 6
Total Equivalent HPH (Est. Amt + Contingency Amt + VAT Amt): 4836.5

Approval By: Ram
Designation: Engineer
Office Name: DCR
Approved Date: 1970-01-01

Save BOQ Cancel

Figure 154: BOQ Heading Listing

6. Add Data in Estimated Amount like exchange rate, contingency amount and vat and all required data.
7. Click on  to save. A Dialog box will display with Save Confirmation message as shown below,

Task Status

Your data is successfully saved!

Where do you want to go?

List Page ☒ Same Page ☐

OK

Figure 155: Conformation Message

8. Select  if you want to go back to view list after successfully save data. And click 
9. Or Select  if you want to stay on same page after successfully save data. And click 
10. If you want to cancel the process, then click  button.

Note: To adds more BOQ Heading Click on  and add data as above.

4.1.3 Payment Mode

After successfully adds BOQ, **Payment Mode Tab** will auto generated as shown below.

Engineering Estimate		300	Payment Mode
Pay Item No.	Activity No.	Description of Items	Payment Mode
SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE			
1	12.01	Providing, laying, spreading, leveling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	Direct
2	12.02	Providing, laying, spreading, watering, leveling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	Direct
GENERAL			
1	3.03	Excavation for structures (cross drainage, retaining _{struct}, wing, offroad structures) in all types of soil including hard rock [300]	Direct
2	3.04	Backfilling to structures, foundation pits, etc with suitable material including compaction, all complete [300]	Direct
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS			
1	7.021	providing and laying RCC pipes with or without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:2 (cement: 2 the sand), lead upto 100m. (i) 600mm dia (int.) [701]	Direct
			Save Payment Activity Cancel

Figure 156: Payment Mode View List

1. Click on  . A Dialog box will display with Save Confirmation message as shown below,

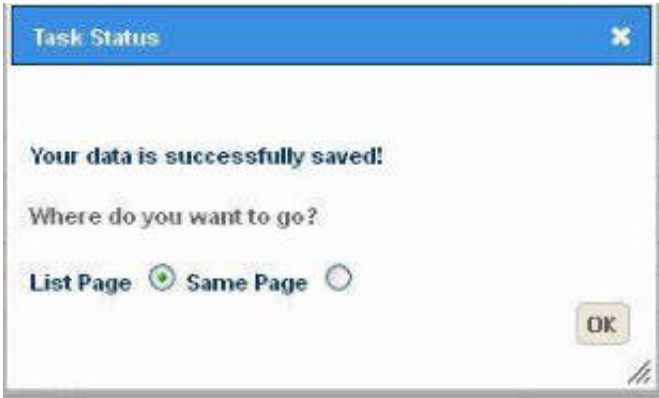
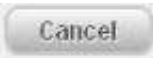


Figure 157: Confirmation Message

2. Select  if you want to go back to view list after successfully save data. And click 
3. Or Select  if you want to stay on same page after successfully save data. And click 
4. If you want to cancel the process, then click  button.

Note: You can add Multiple Contracts in Same Project, the process to add more Contract under same project is same as above.

4.2 View All Contracts

In view contracts link you have option to **Add More Contract Estimate** Under same project, **Edit the Contract Estimate and View Contract Estimate** that is listed under it.

S.No.	Budget Head	Budget Sub Head	Project	Total Contracts	Actions
1	40-4-200	40-4-200	Item2	3	Add View All Contracts
2	40-4-200	40-4-200	Item	1	Add View All Contracts
3	40-4-200	40-4-200	project project 2	3	Add View All Contracts
4	40-4-200	40-4-200	project project	1	Add View All Contracts
5	40-4-200	40-4-200	project 1	1	Add View All Contracts
6	40-4-200	40-4-200	project 3	3	Add View All Contracts
7	40-4-200	40-4-200	FE	3	Add View All Contracts
8	40-4-200	40-4-200	ghghgh	3	Add View All Contracts
9	40-4-200	40-4-200	east	3	Add View All Contracts
10	40-4-200	40-4-200	Test Do Pradin	3	Add View All Contracts
11	40-4-200	40-4-200	Test	2	Add View All Contracts
12	40-4-200	40-4-200	Project project 2	3	Add View All Contracts
13	40-4-200	40-4-200	Project project	3	Add View All Contracts
14	40-4-200	40-4-200	Pokhara International Airport	1	Add View All Contracts
15	40-4-200	40-4-200	Overhead Bridge	4	Add View All Contracts
16	40-4-200	40-4-200	Rajpur International Airport	2	Add View All Contracts
17	40-4-200	40-4-200	Metro Train	2	Add View All Contracts
18	40-4-200	40-4-200	Local Roads Bridge Programme	1	Add View All Contracts
19	40-4-200	40-4-200	Kathmandu To Bhaktapur Highway Project	3	Add View All Contracts
20	40-4-200	40-4-200	Kathmandu-Sindhuli Fast Track	2	Add View All Contracts
21	40-4-200	40-4-200	East-West Himalayan Train Road	3	Add View All Contracts
22	40-4-200	40-4-200	CMS	3	Add View All Contracts
23	40-4-200	40-4-200	CMS	3	Add View All Contracts
24	40-4-200	40-4-200	CMS	3	Add View All Contracts
25	40-4-200	40-4-200	CMS	3	Add View All Contracts
26	40-4-200	40-4-200	CMS	3	Add View All Contracts
27	40-4-200	40-4-200	Motor road construction	4	Add View All Contracts

Figure 158: View List of Project

1. Click on [View All Contracts](#).
2. Page will display as shown below.

S.No.	Contract Name	Contract No.	Work Goods	Action
1	DYWT road	112	Works	Edit View
2	Est train Road	12	Works	Edit View
3	Est train Road	1303	Works	Edit View

Figure 159: View List of Contract

4.2.1 Edit Contract Estimate

1. Click on  button
2. A form will be display with previously entered data in it, as shown below.

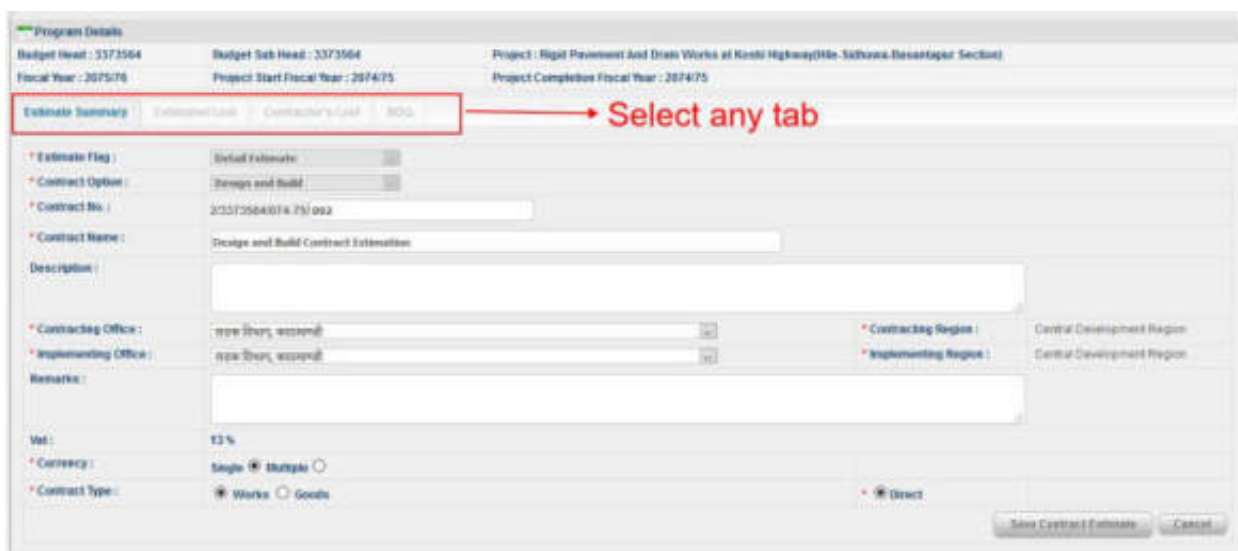


Figure 160: Edit Contract Estimated

3. Select Tab Under which you want to edit data.
4. Make the necessary changes in data.
5. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,



Figure 161: Conformation Message

6. Select  if you want to go back to view list after successfully save data. And click 
7. Or Select  if you want to stay on same page after successfully save data. And click 
8. If you want to cancel the process, then click  button.

4.2.2 View Contract Estimated

1. Click on .
2. Form with data is display as shown below.



Program Details

Budget Head : 45-4-295	Budget Sub Head : 45-4-295	Project : East-West Inlandway Highway
F.Y. : 2068/69	Project Start Date : 2068/68	Project Completion Date : 2068/69

Related Areas : [Estimate List](#)

Estimate Summary

Budget Head :	45-4-295	Budget Sub Head :	45-4-295
Project :	East-West Inlandway Highway	Contract No. :	07332
Contract Name :	0000		
Description :	000		
Contracting Office :	HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL	Region :	Eastern Development Region
Implementing Office :	HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL	Region :	Eastern Development Region
Remarks :	000		
Val :	13 %		
Type :	Value : Name :		

Estimated Amount Summary

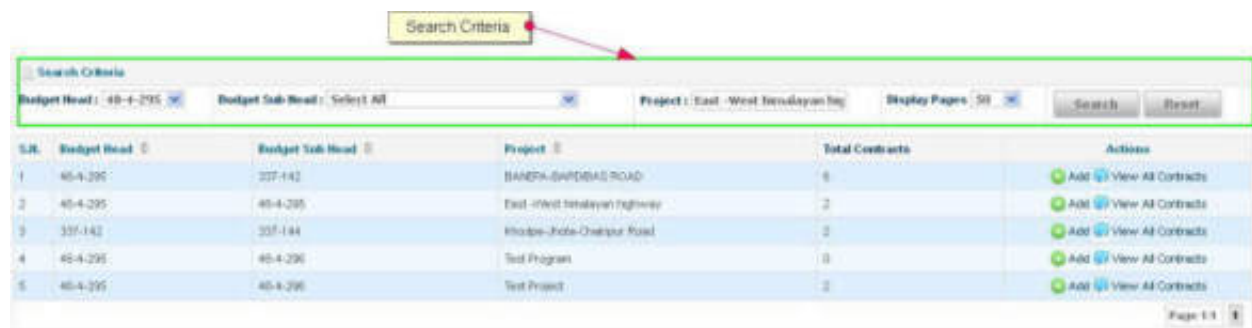
Total VET Amount (BPR)	364,334.54	Approved By	0000
Total Contingency Amount (BPR)	8.86	Designation	0000
Total Estimated BPR (Est. Amt + Contingency Amt + VET Amt)	3,340,332.34	Office Stamp	000
		Approved Date	1978-01-01

Figure 162: View Contract Estimated

Note: Estimated Amount Summary; data are taken from BOQ tab.

4.3 Search Engineer's Estimate

To search Engineer's Estimate.



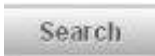
Search Criteria

Budget Head : 45-4-295 Budget Sub Head : Select All Project : East-West Inlandway Highway Display Pages : 50 Search Reset

S.R.	Budget Head	Budget Sub Head	Project	Total Contracts	Actions
1	45-4-295	337-142	BARAKA/SAPINDAS ROAD	6	Add View All Contracts
2	45-4-295	45-4-295	East-West Inlandway Highway	2	Add View All Contracts
3	337-142	337-144	Khodse-Jhote-Chakpur Road	2	Add View All Contracts
4	45-4-295	45-4-296	Test Program	0	Add View All Contracts
5	45-4-295	45-4-296	Test Project	2	Add View All Contracts

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Figure 163: Engineer's Estimate Search Form

1. Select the valid data from dropdown.
2. And click on  if data found data will display on form.

5 Contract

In “Contract” the list of Contract according to project, contract, agreement date, actual start date and est. completion date followed by Edit, Delete and Search operations.

After successfully completion entry in **Annual Program** and **Engineering Estimate** of project, the Contract under project is listed in view list. Click on “Contract” menu. View list page will display, as shown below.

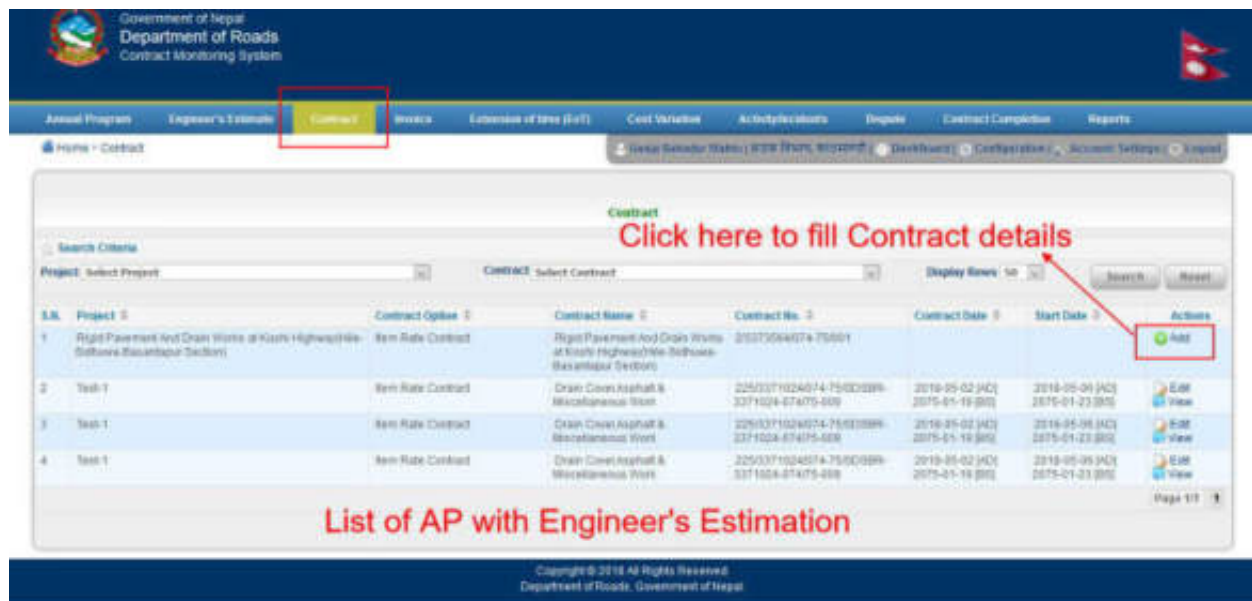


Figure 164: Contract Menu with View list

5.1 Add Contract

To add contact, further information Click on  of respective Contract Name, a new form will display as shown below with Contract Tab as shown below.

5.1.1 Contract Summary Tab

The screenshot shows the 'Contract Summary Form' interface. At the top, there's a header with 'Program Details' including Budget Head, Contract Name, Contract No., Program/Project Name, Fiscal Year, and Project Start/Completion Fiscal Year. Below this is a 'Related Areas' section with tabs for 'Contract Summary', 'Contract Documents', 'Submittals', 'Change Orders', 'Disputes', and 'Performance Indicators'. The main form area contains fields for 'Contract Date' (with a calendar icon), 'Start Date' (with a calendar icon), 'Milestone(s) / Completion / DLP / Warranty' table, 'Project Manager', 'Engineer', 'Payment Ratio Currency' (with radio buttons for 'Single Currency' and 'Multiple Currency'), and a 'Remarks' text area. At the bottom right, there are 'Save Contract' and 'Cancel' buttons.

Figure 165: Add in Contract Tab

1. Enter required data.
(Competition Date is automatically filled by adding start/Effective date and Days; you can also activate and deactivate DLP by click on check box)
2. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,

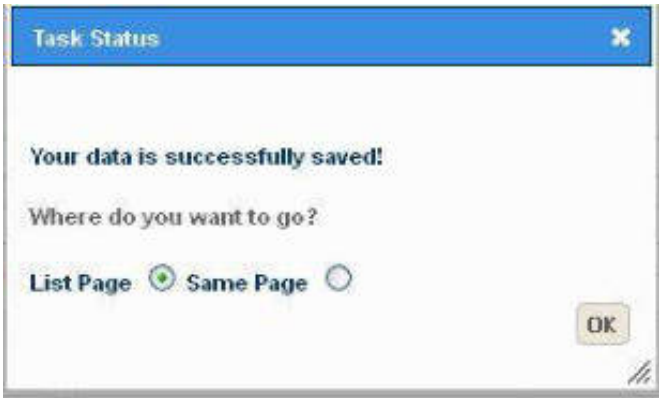


Figure 166: Confirmation Message

3. Select  if you want to go back to view list after successfully save data. And click 
4. Or Select  if you want to stay on same page after successfully save data. And click 
5. If you want to cancel the process, then click  button.

5.1.2 Parties

In parties tab the information about supplier are stored as shown below.

Figure 167: Parties Tab

1. Select Supplier/Contractor from dropdown box.

Note: To add New Supplier in Dropdown list, you can add in via **Configuration list** and click on Supplier setup and add.

2. To add more parties click on .
3. To Remove add Parties Click on .
4. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,

Figure 168: Confirmation Message

5. Select  if you want to go back to view list after successfully save data. And click .
6. Or Select  if you want to stay on same page after successfully save data. And click .

5.1.3 Price Schedule

In Price Schedule the list of BOQ Sub heading are displayed which were entered under the Engineer’s Estimate, here you have option to change the estimated rate by agreed rate.

Figure 169: Price Schedule Tab

- 1. Enter required data.
- 2. Click on **Save Agreement Amount** button to save. A Dialog box will display with Save Confirmation message as shown below,

Figure 170: Confirmation Message

- 3. Select **List Page** if you want to go back to view list after successfully save data. And click **OK**
- 4. Or Select **Same Page** if you want to stay on same page after successfully save data. And click **OK**

5.1.4 Guarantee Tab

In guarantee tab you can store the guarantee information like guarantee Type, Bank name, Guarantee No etc. Click on “Guarantee tab”, form will display as shown below.

Figure 171: Guarantee Tab

1. Enter required data
2. Click on  to save.
3. After successfully save of guarantee information new tab will generate as Guarantee Amount as shown below

Figure 172: Guarantee Amount Form

4. Enter required data.
5. Click on .

5.1.5 Insurance Tab

In insurance Tab you can add insurance information like insurance Type, Insurance Company Policy No etc .Click on insurance tab, form will display as shown below

Figure 173: Insurance form

1. Enter required data.
2. Click on  to save. A Dialog box will display with Save Confirmation message as shown below,



Figure 174: Confirmation Message

3. Select  if you want to go back to view list after successfully save data. And click 
4. Or Select  if you want to stay on same page after successfully save data. And click 
5. After successfully save **Insurance** information new tab will generate as **Insurance information** as shown below

Figure 175: Insurance Amount form

5.1.6 Advance Payment

The **Advance Payment** Tab will generate, only when you select **Advance Payment** from **Guarantee Type** Dropdown which is in **Guarantee Tab** as shown below.

Figure 176: Select Guarantee Type

1. Click on Advance Payment Tab, form will display as shown below.

Program Details

Budget Head : 48-4-295	Budget Sub Head : 337-142	Program/Project : BAHEPA BAREMBAS ROAD	F.Y. : 2067/68	Project Start Date : 2067/68
Contract Name : BBR-CONTRACT-02	Contract No. : 123-BBR-02	Estimated Amount : 366,176,500.00	Project Completion Date : 2068/69	

Related Areas: Contract

Contract Summary | Parties | Price Schedule | Guarantees | Guarantees Amount | Insurance | **Advance Payment**

Advance Payment Amount is: 200000

S.I.L	Currency	Amount	Exchange Rate	Total	Remarks
Advance Payment 1					
1	NPR				

Total Amount: Date: [AD] [BS]

Grand Total:

[Add] [Remove] [Save Advance Payment] [Cancel]

Figure 177: Advance Payment

- Enter required data.

- Click **Save Advance Payment** to save. A Dialog box will display with Save Confirmation message as shown below,



Figure 178: Conformation Message

- Select **List Page** ☒ if you want to go back to view list after successfully save data. And click **OK**
- Or Select **Same Page** ☐ if you want to stay on same page after successfully save data. And click **OK**

5.2 Edit Contract

To edit contract that is previously entered in system.

S/L	Project	Contract Name	Contract No.	Contract Date	Start Date	Completion Date	Action
1	Bit road construction	fdg	1	01-JAN-12	05-JAN-12		Edit View
2	Bit road construction	fg	4	01-JAN-70	01-JAN-70		Edit View
3	Bit road construction	ftstyh	1				Add
4	Bit road construction	ht	4				Add
5	East-West Himalayan Train Rout	EWHT rout	112	01-JAN-12	01-JAN-70		Edit View
6	East-West Himalayan Train Rout	Est train Rout	12				Add
7	East-West Himalayan Train Rout	Est train Rout	1343				Add

Figure 179: Contract View List

1. Click on Edit .
2. A form will display will previously stored data with edit mode as shown below

Program Details

Budget Head : 3373694 Budget Sub Head : 3373694 Program/Project Name : Test.1 Fiscal Year : 2075/76 Project Start Fiscal Year : 2075/76

Contract Name : Drain Cover, Asphalt & Miscellaneous Work Contract No. : 225/3371024/074-75/SDSR-3371024-074/75-009 Estimated Amount : 21,547,495.32 Project Completion Fiscal Year : 2075/76

Related Area: Contract

Contract Summary | Supplier Contract | Contract Awarded | Execution | Completion Awarded | Insurance | Retention Awarded

* Contract Date: [AJ] 2018-05-02 [BIS] 2075-05-19 * Start Date: [AJ] 2018-05-06 [BIS] 2075-05-23

Milestone(s) / Completion / DLP / Warranty

S/L	Milestone Description	Days	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	Activate DLP
1	all milestone	100	[AJ] 2018-05-06 [BIS] 2075-05-23	365	[AJ] 2019-05-06 [BIS] 2076-05-23	☒

Project Manager : Project Manager

Engineer : Engineer

Payment Ratio Currency : Single Currency ☒ Multiple Currency ☐

Remarks :

Figure 180: Edit Contract

3. Make necessary Change in Respective Tab.
4. Click “**Save button**” of Respective Tab. A Dialog box will display with Save Confirmation message as shown below.

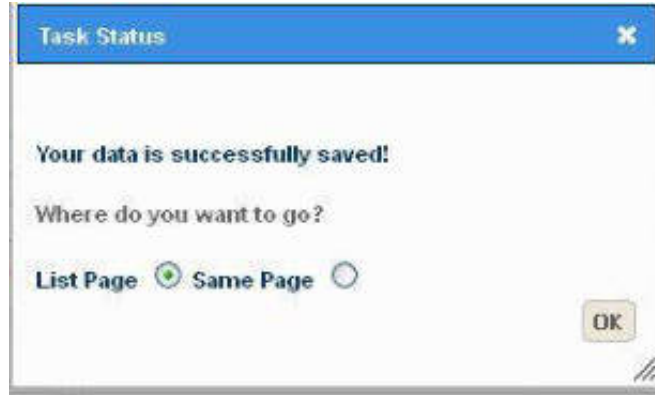


Figure 181: Confirmation Message

5. Select **List Page** ☒ if you want to go back to view list after successfully save data. And click **OK**
6. Or Select **Same Page** ☐ if you want to stay on same page after successfully save data. And click **OK**
7. If you want to cancel the process, then click **Cancel** button.

5.3 View Contract

1. Click on **View**
2. A form will display with view mode as shown below.

S.R.	Description	Days	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	Activate DLP
1		100	[AC] 2018-05-05 — [BR] 2018-01-23	305	[AC] 2018-05-05 — [BR] 2018-01-23	YES

Figure 182: View Contract

3. You Can Edit Agreement from this page also by Click on **Edit Agreement**
4. Form will display with data, Change data and Click save button.

5.4 Search Contact

To search you must choose valid data from “Search Criteria” Dropdown Box as shown below

Search Criteria

Contract

Search Criteria

Project: Select Project

Contract: Select Contract

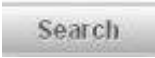
Display Rows: 50

Search Reset

S.I/L	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	BAHERA-BARDIBA ROAD	BER-CONTRACT-01	123-888-01	2012-07-30	2012-07-30	View
2	BAHERA-BARDIBA ROAD	BER-CONTRACT-02	123-888-02	2012-07-25	2012-07-30	Edit View
3	BAHERA-BARDIBA ROAD	BER-CONTRACT-03	123-888-03	2012-08-01	2012-08-01	Edit View
4	BAHERA-BARDIBA ROAD	test5	432432			Add
5	East -West himalayan highway	BMHH	07332			Add
6	Khodpe-Jyoti-Changpur Road	Contract Name	RSDP-ACB-KJC-09	2009-06-26	2009-07-26	View
7	Khodpe-Jyoti-Changpur Road	contract name2	337-143	2012-07-17	2012-07-17	Edit View
8	Test Project	Test Contract 1	01-000-88	2012-05-02	2012-05-04	View
9	Test Project	13	432432	2012-02-01	2012-02-02	Edit View

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Figure 183: Search Contract

1. Choose data from Search Criteria Dropdown Box.
2. Click on  button to view search result. If data found data will be display.

Search Criteria

Project: East -West himalayan highway

Contract: Select Contract

Display Rows: 50

Search Reset

S.I/L	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	East -West himalayan highway	BMHH	07332			Add

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Figure 184: Search Result

6 Invoice

After successfully completion of project contract, the contract is listed in Invoice menu View list. You can add Multiple IPC for single contract, the number of IPC is display on **NO. Of IPC** column. Here you can add, edit, view and search. Click on “**invoice**”, form will display as shown below.

You can add Invoice detail and Payment ratio in Invoice menu for Contract.

**Government of Nepal
Department of Roads
Contract Monitoring System**

Annual Program | Engineer's Estimate | Contract | **Invoice** | Extension of time (EoT) | Cost Variation | Activity Incidents | Dispute | Contract Completion | Reports

Home > Invoice >

Invoice

Search Criteria

Project: Select Project | Contract: Select Contract | Display Rows: 50 | Search | Reset

S.N.	Project	Contract Option	Contract	Contract No.	Contract Date	Start Date	No. of IPC	Actions
1	Adabari-Gauliganj-Padajangi Road	Item Rate Contract	MacRoad (DRRD) Works on Adabari-Gauliganj-Padajangi Road, Raji	13/0373664 /073-74 /CRODAM/ /037366-4 /07374-151	2017-07-13 (AD) 2014-03-29 (BD)	2017-07-13 (AD) 2014-03-29 (BD)	3	Add IPC View All Invoices
2	Bahuka Khola Bridge Bahuka 2 and 8	Item Rate Contract	CRODAM/3371574/073-74/160	13/0371574 /074-75/160	2017-07-25 (AD) 2014-04-10 (BD)	2017-07-25 (AD) 2014-04-10 (BD)	8	Add IPC
3	Bridge Construction Work (Pac Order) over Igara River along Chuche Khola bazaar Bahuka, Road Hetauda Mahanagar	Item Rate Contract	Bridge Construction Work (Pac Order) over Igara River along Chuche Khola bazaar Bahuka, Road Hetauda Mahanagar	18/0371574 /074-75 /09/0371574 /074-75	2019-06-05 (AD) 2015-02-21 (BD)	2019-06-05 (AD) 2015-02-21 (BD)	8	Add IPC
4	Building Construction works at Division road office, Dhankuta	Item Rate Contract	Building Construction works at Division Road Office, Dhankuta	15/037014 /074-75/014	2018-04-19 (AD) 2015-01-05 (BD)	2018-04-19 (AD) 2015-01-05 (BD)	2	Add IPC View All Invoices

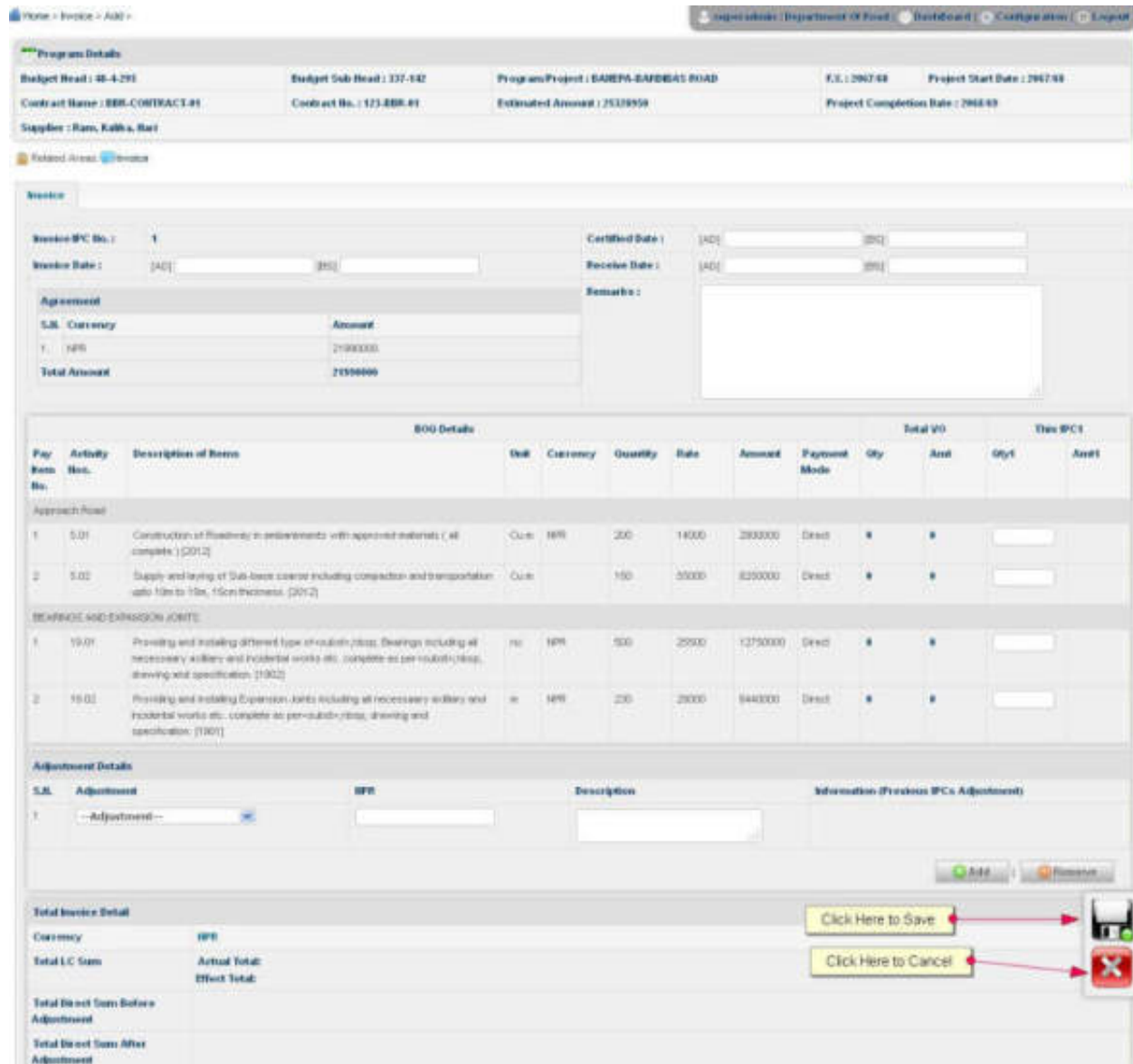
Figure 185: Invoice Menu and list of Project

6.1 Add Invoice

1. Click on .

Note: You can add Multiple IPC on same contract.

2. A form will display as shown below.



Home > Invoice > Add >

super admin | Department Of Road | Dashboard | Configuration | Logout

Program Details

Budget Head : 48-4-291	Budget Sub Head : 337-142	Program/Project : BAREIL-BAREILS ROAD	F.Y. : 2067-68	Project Start Date : 2067-68
Contract Name : BBL-CONTRACT-01	Contract No. : 123-BBL-01	Estimated Amount : 2539859	Project Completion Rate : 2068-69	
Supplier : Ram, Kulkarni, Bar				

Folder Address: Invoice

Invoice

Invoice IPC No. : 1

Invoice Date : [AD] [] [] [] [] []

Certified Date : [AD] [] [] [] [] []

Receive Date : [AD] [] [] [] [] []

Remarks :

Agreement

S.N.	Currency	Amount
1	INR	21983300
Total Amount		21980000

BOD Details

Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Qty	Amt	Qty1	Amt1
Approach Road												
1	5.01	Construction of Roadway in pavements with approved materials (all complete) (2012)	Cum	INR	200	14000	2800000	Direct	0	0		
2	5.02	Supply and laying of Sub-base course including compaction and transportation upto 15m to 15m, 15cm thickness. (2012)	Cum	INR	150	50000	7500000	Direct	0	0		
RETAINAGE AND EXPANSION JOINTS												
1	10.01	Providing and installing different type of road/railroad, bearings including all necessary materials and incidental works etc. complete as per road/railroad, drawing and specification. (1902)	m	INR	500	25000	12500000	Direct	0	0		
2	10.02	Providing and installing Expansion joints including all necessary materials and incidental works etc. complete as per road/railroad, drawing and specification. (1901)	m	INR	200	20000	4000000	Direct	0	0		

Adjustment Details

S.N.	Adjustment	INR	Description	Information (Previous IPCs Adjustment)
1	--Adjustment--			

Total Invoice Detail

Currency	INR
Total L.C Sum	Actual Total:
	Effect Total:
Total Direct Sum Before Adjustment	
Total Direct Sum After Adjustment	

Click Here to Save

Click Here to Cancel

Figure 186: Add Invoice Form

3. Enter required Data.

Note: In Qty1 value should not be greater than Quantity.



4. Click on  to save. A Dialog box will display with Save Confirmation message as shown below.

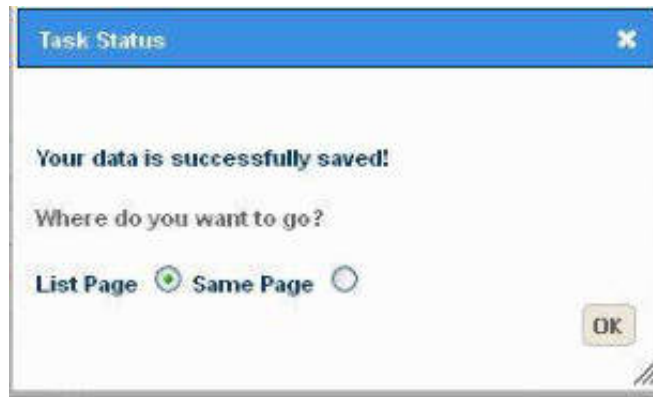


Figure 187: Confirmation Message

5. Select **List Page** ☒ if you want to go back to view list after successfully save data. And click **OK**
6. Or Select **Same Page** ☐ if you want to stay on same page after successfully save data. And click **OK**
7. If you want to cancel the process, then click **Cancel** button.

6.2 View All Invoice

In view all invoice you can see the list of invoice, and you can edit and view invoice details and payment ratio from here.

1. Click on **View All Invoices**.
2. A form will display as shown as below

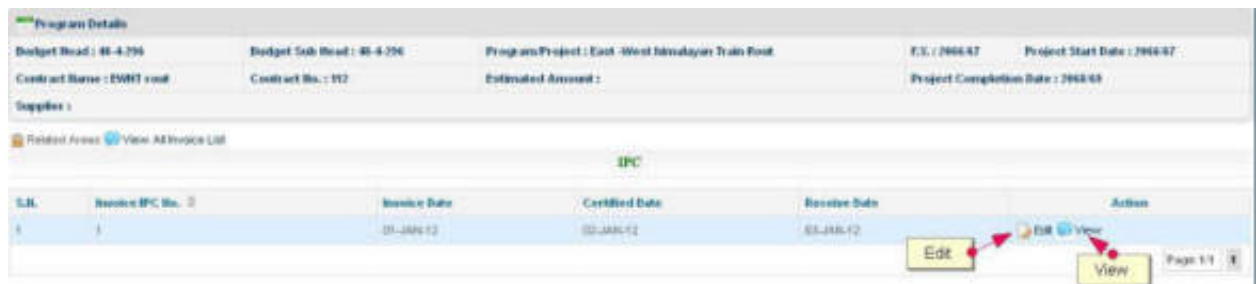


Figure 188: View List of Invoice IPC

6.2.1 Edit Invoice

1. Click on **Edit**.
2. A form will display will previously stored data with edit mode as shown below

Program Details

Budget Head : 44-4-295	Budget Sub Head : 332-4-42	Program/Project : BARBPA BARBIBAS ROAD	F.Y. : 2067-68	Project Start Date : 2067-68
Contract Name : BBR-CONTRACT-01	Contract No. : 123-BBR-01	Estimated Amount : 25328958	Project Completion Date : 2068-68	
Supplier : Ram, Kulkarni, Bari				

Printed Price: Invoice

Invoice

Invoice IPC No. : 1

Invoice Date : [AC] 2011-07-07 [BC] 2068-03-23

Certified Date : [AC] 2011-07-07 [BC] 2068-03-23

Received Date : [AC] 2011-07-07 [BC] 2068-03-23

Remarks : ande

Agreement

S/L	Currency	Amount
1	INR	21800000
Total Amount		21800000

BID Details

Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Total VO Qty	Total VO Amt	This IPC Qty	This IPC Amt
Approach Road												
1	5.01	Construction of Roadway in embankments with approved materials (all complete) [207.2]	Cu m	INR	200	14000	2800000	Direct	0	0		
2	5.02	Supply and laying of Sub-base course including compaction and transportation upto 10m to 15m, 15cm thickness. [2012]	Cu m		150	55000	8250000	Direct	0	0	0	0
BEARINGS AND EXPANSION JOINTS												
1	10.01	Providing and installing different type of sub-drainage, Bearings including all accessories to Bays and incidental works etc. complete as per sub-drainage, drawing and specification. [1902]	no	INR	900	25000	12750000	Direct	0	0		
2	10.02	Providing and installing Expansion Joints including all necessary sub-drainage and incidental works etc. complete as per sub-drainage, drawing and specification. [1901]	m	INR	230	20000	4600000	Direct	0	0		

Adjustment Details

S/L	Adjustment	INR	Description	Information (Previous IPCs Adjustment)
1	Price Escalation Addition	23423	direct	

Buttons: Add, Remove

Total Invoice Detail

Currency:	INR
Total LC Sum	Actual Total:
	Effect Total:
Total Direct Sum Before Adjustment	0
Total Direct Sum After Adjustment	23423

Figure 189: Edit Invoice

3. Make necessary Change.



4. Click on  to save. A Dialog box will display with Save Confirmation message as shown below.

Task Status

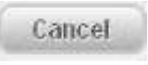
Your data is successfully saved!

Where do you want to go?

List Page ☒ Same Page ☐

OK

Figure 190: Confirmation Message

5. Select  if you want to go back to view list after successfully save data. And click 
6. Or Select  if you want to stay on same page after successfully save data. And click 
7. If you want to cancel the process, then click  button.

6.3 View Invoice

1. Click on 
2. A form will display with view mode as shown below.

Program Details											
Budget Head : 48-4-750		Budget Sub Head : 337-142		Program/Project : BARDA BARDAAS ROAD		E.Y. : 2017-18		Project Start Date : 2017-08			
Contract Name : BDR-CONTRACT-04		Contract No. : 173-BDR-01		Estimated Amount : 25338959		Project Completion Date : 2018-03					
Supplier : Ram, Kulkarni, Bari											

Invoice											
Invoice IPC No. :		1		Certified Date :		2018-07-07 [AD] — 2018-03-23 [BS]					
Invoice Date :		2018-07-07 [AD] — 2018-03-23 [BS]		Received Date :		2018-07-09 [AD] — 2018-03-25 [BS]					
Agreement				Remarks :							
S.R.		Currency		Amount							
1		INR		21900000							
Total Amount				21900000							

BOQ Details										Total VO (Rate-VOB)		This IPC1	
Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Qty	Am	Qty1	Am1	
Approach Road													
1	0.01	Construction of Roadway in embankments with approved materials (all complete)	Cum	INR	200	14000	2800000	Direct	0	0			
2	0.02	Supply and laying of Sub-base course including compaction and transportation upto 100 to 150, 150m thickness	Cum		100	80000	8000000	Direct	0	0	0	0	
BOXINGS AND EXPANSION JOINTS													
1	10.01	Providing and installing different type of sub-base, bedding including all necessary edging and incidental works etc. complete as per sub-base, drawing and specification	Sq	INR	900	25000	2250000	Direct	0	0			
2	10.02	Providing and installing Expansion Joints including all necessary edging and incidental works etc. complete as per sub-base, drawing and specification	Sq	INR	200	34000	680000	Direct	0	0			

Adjustment Details			
S.R.	Adjustment	INR	Description
1	Price Escalation Addition	23473	offered
Total:		23473	

Total Invoice Detail	
Currency	INR
Total L.C. Sum	Actual Total:
	Effect Total:
Total Direct Sum Before Adjustment	0
Total Direct Sum After Adjustment	23473

Figure 191: View Invoice

6.4 Search Invoice

To search you must choose valid data from “Search Criteria” Dropdown Box as shown below.

Search Criteria Invoice

Search Criteria

Project: Select Project Contract: Select Contract Display Rows: 50

Search Reset

S/L	Project	Contract	Contract No.	Contract Date	Start Date	No. of IPC	Actions
1	BANER-SHARDA ROAD	BBR-CONTRACT-01	123-BBR-01	30-JUL-12	30-JUL-12	1	Add IPC View All Invoices
2	BANER-SHARDA ROAD	BBR-CONTRACT-02	123-BBR-02	25-JUL-12	30-JUL-12	0	Add IPC
3	East-West Himalayan Highway	EWHH	07332	11-NOV-11	11-DEC-11	0	Add IPC
4	Rhodop-Jude-Chargua Road	Contract Name	RSDR-HCB-142-08	25-JUL-08	25-JUL-08	2	Add IPC View All Invoices
5	Rhodop-Jude-Chargua Road	contract name2	337-143	17-JUL-12	17-JUL-12	0	Add IPC
6	Test Project	Test Contract 1	01389-09	02-MAR-12	04-MAR-12	1	Add IPC View All Invoices

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Figure 192: Search Invoice

1. Choose data from Search Criteria Dropdown Box.
2. Click on  button to view search result. If data found data will be display.

Invoice

Search Criteria

Project: East-West Himalayan Highway Contract: Select Contract Display Rows: 50

Search Reset

S/L	Project	Contract	Contract No.	Contract Date	Start Date	No. of IPC	Actions
1	East-West Himalayan Highway	EWHH	07332	11-NOV-11	11-DEC-11	0	Add IPC

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Figure 193: Search Result

7 Extension of Time (EOT)

It basically deals with the extension of time for each contract type and displays the list of it along with the general operations as: Add Edit, Delete and Search.

Click on “Extension of Time (EOT)”, form will display as shown below.

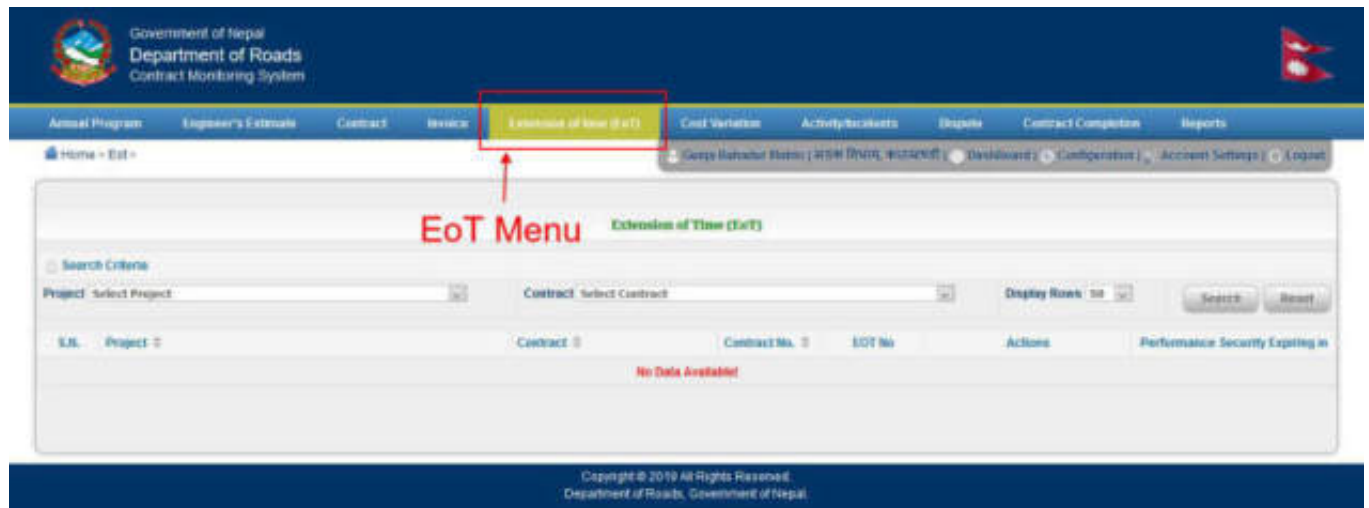


Figure 194: Extension of Time Menu with view List

7.1 Add Extension of Time

1. Click on Add EOT1.

Note: You can add Multiple EOT, if EOT is already added on contract EOT number is increase in

Add links as Add EOT2

2. A form will be display, as shown below.

Figure 195: Add Extension of Time

3. Enter the required data.
4. Click on  button to save.
5. If you want to cancel the process, then click  button.

Note: You can add multiple extension time, as same above process.

7.2 View All EOT

1. Click on .
2. Form will display as shown below.



Program Details				
Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program/Project : East -West himalayan Train Rout	F.Y. : 2066/67	Project Start Date : 2066/67
Contract Name :	Contract No. :	Estimated Amount :	Project Completion Date : 2068/69	
Related Areas:  View EOT Details				
Extension of Time (EoT)				
S.J.L.	EOT No.	Works/Good	Cause	Action
1	1	WORKS	Due to Lack of Resources	 




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Figure 196: View List of EOT

7.2.1 Edit Extension of Time

1. Click on  button.
2. A form will be display with the previously entered data in it, as shown below.

Program Details

Budget Head : 337-142	Budget Sub Head : 337-144	Program/Project : Rhodpe-Jhota-Chainpur Road	F.Y. : 2068/69	Project Start Date : 2064/65
Contract Name : Construction of Bishnumati Bridge		Contract No. : 01/068-09	Estimated Amount : 16451790.57	Project Completion Date : 2068/69

Related Areas

 Extension of Time (EoT)

Extension of Time (EoT)

Previous EOTs

EOT No : 1

Completion Description	Previous Completion Date	Variation Days	Extended Completion Date	DLP / Warranty in Days	DLP / Warranty End Date
Milestone1	2012-07-19	7	2012-07-26	3	2012-07-29
Milestone2	2012-07-27	7	2012-08-03		1970-01-01

EOT No : 1

☒ Cumulative
 ☐ Individual
 Performance Security Validity:

Variation Days: 7

Completion Description	Completion Date	DLP / Warranty in Days	Extended Completion Date	DLP / Warranty End Date
milestone1	2012-07-19	3	2012-07-26	2012-07-29
milestone2	2012-07-27		2012-08-03	1970-01-01

Cause : sdf

Remarks : sdf

Approved By: sanjaya

Designation: engineer

Office Name: DOR

Approved Date: 2011-01-01 [AD] 2067-09-17 [BS]

Save EOT Details

Cancel

Figure 197: Edit Extension of Time

3. Make the necessary changes in data.

4. Click on button to save the new data.

5. Click button to cancel the edit process.

7.2.2 View Extension of Time

1. Click on .
2. Form with data is display as shown below.

Program Details

Budget Head : 337-142	Budget Sub Head : 337-144	Program/Project : Rhodpe-Jhota-Chaipur Road	F.Y. : 2068/69	Project Start Date : 2064/55
Contract Name : Construction of Bishnumati Bridge		Contract No. : 91968-69	Estimated Amount : 16451798.57	Project Completion Date : 2068/69

Related Areas: [View Agreement List](#)

Extension of Time (EoT)

EOT No : 1

Completion Description	Variation Days	Extended Completion Date	BLP / Warranty in Days	BLP / Warranty End Date
Milestone1	7	2012-07-26	3	2012-07-29
Milestone2	7	2012-08-03		1970-01-01

Approved By	sanjaya
Designation	engineer
Office Name	DOR
Approved Date	2011-01-01 [AD] / 2067-09-17 [BS]

Figure 198: View Extension of Time

7.2.3 Search Extension of Time

To search you must choose valid data from “Search Criteria” as shown below.

Extension of Time (EoT)

Search Criteria

Search Criteria

Project: Contract: Display Rows:

SJL	Project	Contract	Contract No.	EOT No	Actions
1	BANERIA-BARDIBAS ROAD	BBR-CONTRACT-02	123-BBR-02	2	 Add EOT3  View All EOT
2	Rhodpe-Jhota-Chaipur Road	Contract Name	RSDP-NCB-KJC-08	3	 Add EOT4  View All EOT
3	Rhodpe-Jhota-Chaipur Road	contract name2	337-143	1	 Add EOT2  View All EOT

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Figure 199: Search Extension of Time

1. Enter valid data in search text box.
2. Click on  button to view search result. If data found data will be display.

8 Cost Variation

It basically deals with the cost variation of the contract and displays the list of it along with the general operations as: Add Edit and Search.

Click on “**Cost Variation**”, form will display as shown below.

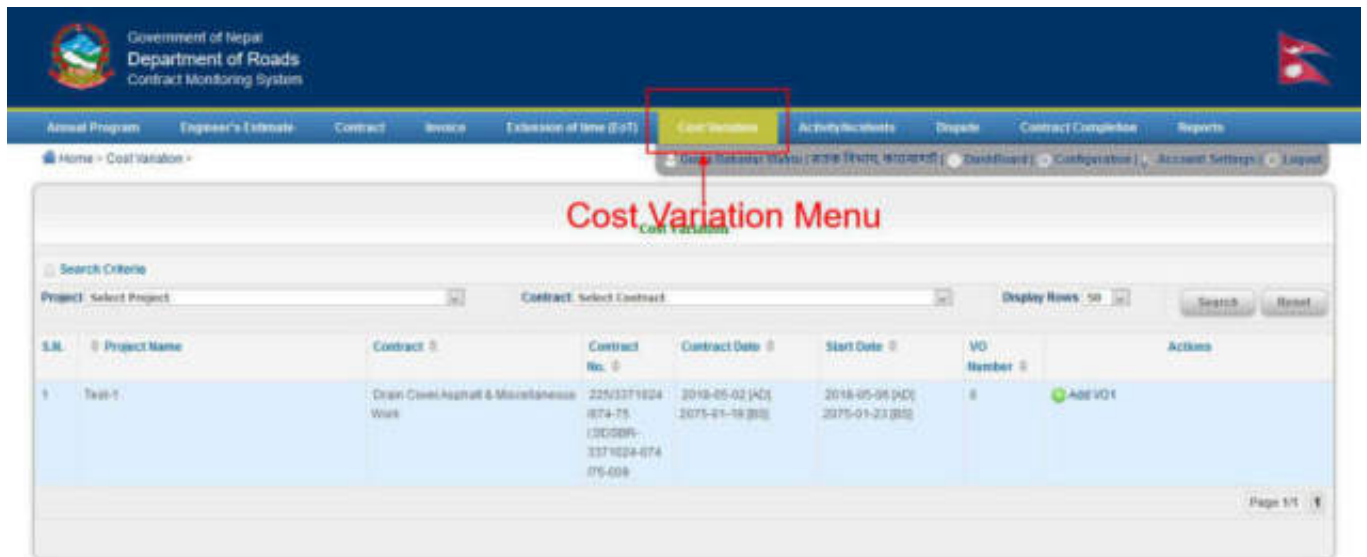


Figure 200: Cost Variation Menu with View list

8.1 Add Cost Variation

1. Click on [Add VO1](#).
2. A form will be display, as shown below.

Program Details

Budget Head : 48-4-295	Budget Sub Head : 337-142	Program/Project : BAIREPA-BAIREBAS ROAD	F.Y. : 2047-58	Project Start Date : 2047-58
Contract Name : BBR-CONTRACT-01	Contract No. : 133-BBR-01	Estimated Amount :	Project Completion Date : 2068-59	

Related Areas: [Cost Variation](#)

Cost Variation

Variation No. : 1

 **Add New Item**

BOQ Details							Total VO		This VO1		
Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Qty	Amnt	Qty1	Amnt1
Approach Road											
1	5.01	Construction of Roadway in embankments with approved materials (all complete)(2012)	Cum	NPR	200	14000	2800000	0	0		
2	5.02	Supply and laying of Sub-base course including compaction and transportation upto 10m to 15m, 15cm thickness (2012)	Cum		150	55000	8250000	0	0		
BEARINGS AND EXPANSION JOINTS											
1	10.01	Providing and installing different type of sub-base/brgs; Bearings including all necessary auxiliary and incidental works etc. complete as per sub-base/brgs; drawing and specification (1902)	sq	NPR	500	25500	12750000	0	0		
2	10.02	Providing and installing Expansion Joints including all necessary auxiliary and incidental works etc. complete as per sub-base/brgs; drawing and specification (1901)	m	NPR	230	28000	6440000	0	0		
Total Amount:											

Variation Detail

Agreement Amount (Direct Payment Only)		Previous VO		This VO	
	Amount	Amount	Percentage	Amount	Percentage
	30240000	0	0 %		

User Details

Approved By :		Approved Date :	[AD] [DS]
Designation :		Office Name :	
Cause :		Remarks :	

Figure 201: Add Cost Variation

- Enter the required data.



- Click on  button to save.



- If you want to cancel the process, then click  button.

Note: You can add multiple extension time, as same above process.

8.2 View All Cost Variation

1. Click on  View All Cost Variation.
2. Form will display as shown below.



Program Details

Budget Head : 45-4-296	Budget Sub Head : 45-4-296	Program/Project : East-West Himalayan Train Road	E.Y. : 2046-67	Project Start Date : 2046-67
Contract Name : EWR- road	Contract No. : 117	Estimated Amount :	Project Completion Date : 2048-68	

Related Areas: [Contract Price VO List](#)

VO List

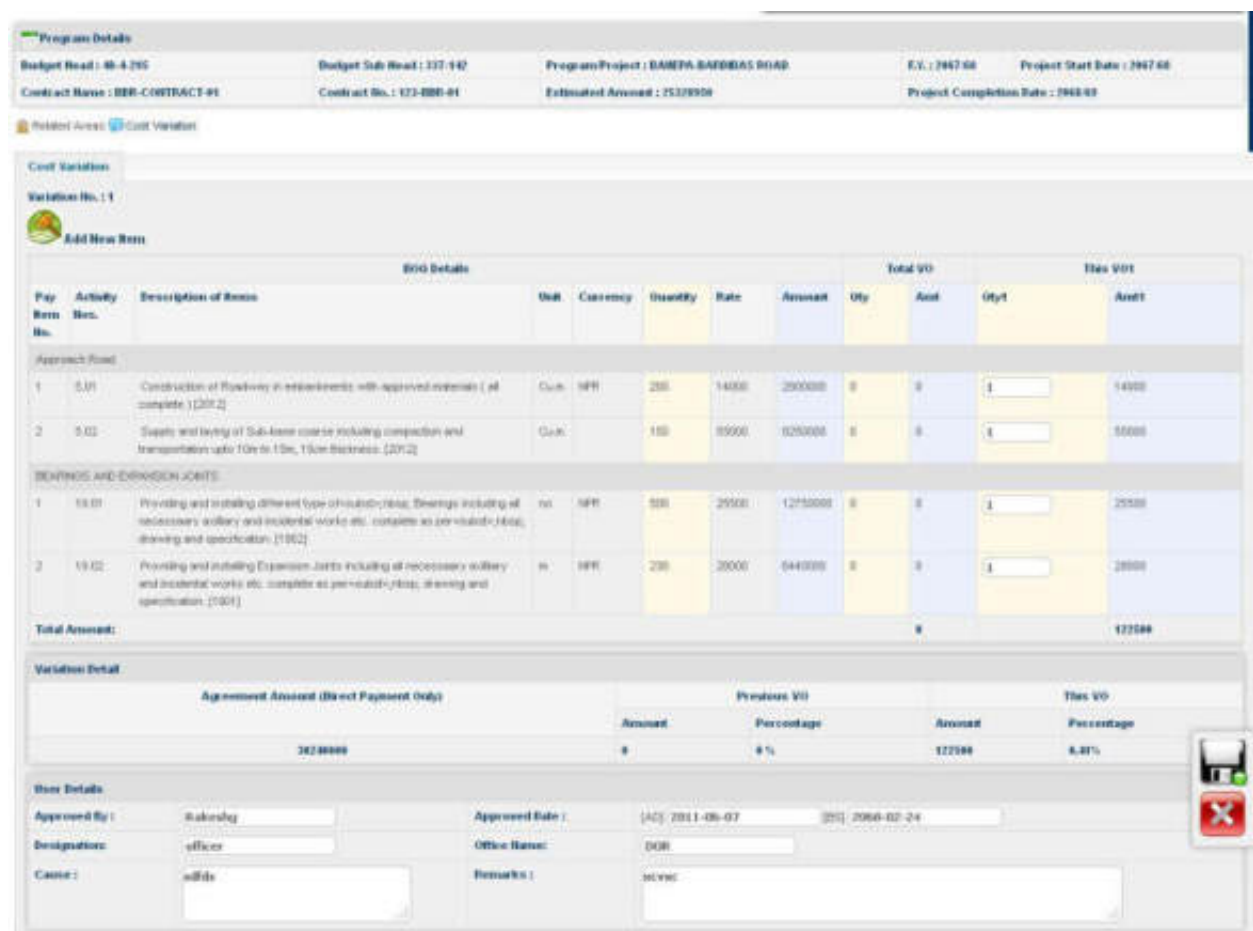
S.JL	Variation No. :	Approved By	Approved Date (dd-mm-yy)	Designation	Office Name	Action
1	1	Rakesh	05-03-12	officer	DOR	View Edit

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Figure 202: View List Cost Variation

8.2.1 Edit Cost Variation

1. Click on  Edit button.
2. A form will be display with the previously entered data in it, as shown below.



Program Details

Budget Head : 45-4-296	Budget Sub Head : 337-142	Program/Project : BANEPA-BANEPA ROAD	E.Y. : 2047-68	Project Start Date : 2047-68
Contract Name : BBR-CONTRACT-01	Contract No. : 173-BBR-01	Estimated Amount : 25379500	Project Completion Date : 2048-68	

Related Areas: [Cost Variation](#)

Cost Variation

Variation No. : 1

[Add New Item](#)

BBO Details							Total VO		This VO		
Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Qty	Amnt	Qty1	Amnt1
Approach Road											
1	5.01	Construction of Roadway in subgrade, with approved materials (all complete) [2012]	Cum.	NPR	200	14000	2800000	0	0	1	14000
2	5.02	Supply and laying of Sub-base course including compaction and transportation upto 10km/15km, 15km thickness. [2012]	Cum.		100	50000	5000000	0	0	1	50000
SEWERAGE AND DRAINAGE WORKS											
1	15.01	Providing and installing different type of sub-drains, drains including all necessary masonry and incidental works etc. complete as per sub-drain, drawing and specification. [1962]	m	NPR	500	25000	1250000	0	0	1	25000
2	15.02	Providing and installing Expansion Joints including all necessary masonry and incidental works etc. complete as per sub-drain, drawing and specification. [1962]	m	NPR	200	30000	6000000	0	0	1	30000
Total Amount:								0		4225000	

Variation Detail		Previous VO		This VO	
Agreement Amount (Direct Payment Only)		Amount	Percentage	Amount	Percentage
28200000		0	0 %	1225000	4.34 %

Item Details

Approved By :	Rakesh	Approved Date :	(AC) 2011-06-07 (B) 2060-07-24
Designation :	officer	Office Name :	DOR
Cause :	office	Remarks :	INVC

Figure 203: Edit Cost Variation

3. Make the necessary changes in data.



4. Click on  button to save the new data.



5. Click  button to cancel the edit process.

8.2.2 View Cost Variation

1. Click on .
2. Form with data is display as shown below.

Program Details												
Budget Head : 48-4-295			Budget Sub Head : 337-142			Program Project : BAREPA-BARDHAS ROAD			F.Y. : 2067-68		Project Start Date : 2067-68	
Contract Name : BBR-CONTRACT-01			Contract No. : 123-BBR-01			Estimated Amount : 25320950			Project Completion Date : 2068-69			
Cost Variation												
Variation No. : 1												
BOQ Details								Final Approved Revised Amount		This VO1		
Pay Item No.	Activity Nos.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Qty	Amt	Qty1	Amt1	
Approach Road												
1	5.01	Construction of Roadway in embankments with approved materials (all complete) (2012)	Cum.	NPR	200	14000	2800000	0	0	1	14000	
2	5.02	Supply and laying of Sub-base course including compaction and transportation upto 10cm to 15cm, 15cm thickness. (2012)	Cum.		150	55000	8250000	0	0	1	55000	
BEARINGS AND EXPANSION JOINTS												
1	19.01	Providing and installing different type of substructure, Bearings including all necessary auxiliary and incidental works etc. complete as per substructure drawing and specification. (1902)	no	NPR	500	25500	12750000	0	0	1	25500	
2	19.02	Providing and installing Expansion Joints including all necessary auxiliary and incidental works etc. complete as per substructure drawing and specification. (1901)	m	NPR	230	28000	6440000	0	0	1	28000	
Total Amount:								\$		122500		
Variation Detail												
Agreement Amount (Direct Payment Only)				Previous VO		This VO						
				Amount	Percentage	Amount	Percentage					
30740000				\$	0 %	122500	0.41 %					
User Details												
Approved By :		Ranking		Approved Date :		07-Jul-11[AD], 2068-02-24[BS]						
Designation:		officer		Office Name:		DOR						
Cause :		SDBB		Remarks :		SDBB						

Figure 204: View Cost Variation

8.3 Search Cost variation

To search Project under cost variation module,

Search Criteria

Project: Contract: Display Rows:

S.N.	Project Name	Contract	Contract No.	Contract Date	Start Date	VO Number	Actions
1	BAHARA-BARDBAS ROAD	RRP-CONTRACT-01	1234567-01	20-JUL-12	20-JUL-12	1	Add V02 View All Cost Variation
2	BAHARA-BARDBAS ROAD	RRP-CONTRACT-02	1234567-02	20-JUL-12	20-JUL-12	0	Add V01
3	East-West Himalayan Highway	DMRH	07332	11-AUG-11	11-DEC-11	0	Add V01
4	Rhodop-Jidva-Chapka Road	Contract Name	RSEP ACB KJC-08	26-JUN-08	26-JUL-08	3	Add V04 View All Cost Variation
5	Rhodop-Jidva-Chapka Road	contract name2	337-143	17-JUL-12	17-JUL-12	0	Add V01
6	Test Project	Test Contract 1	01368-08	02-MAY-12	04-MAY-12	1	Add V02 View All Cost Variation

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1. Select the Project from drop down box.
2. Click on button, if data found data will display on form.

9 Activity/Incident

It basically deals with the Activity/incident of the contract it is generally used to store document and activity related to contract and displays the list of it along with the general operations as: Add Edit and Search.

Click on “**Activity/Incident**”, form will display as shown below.

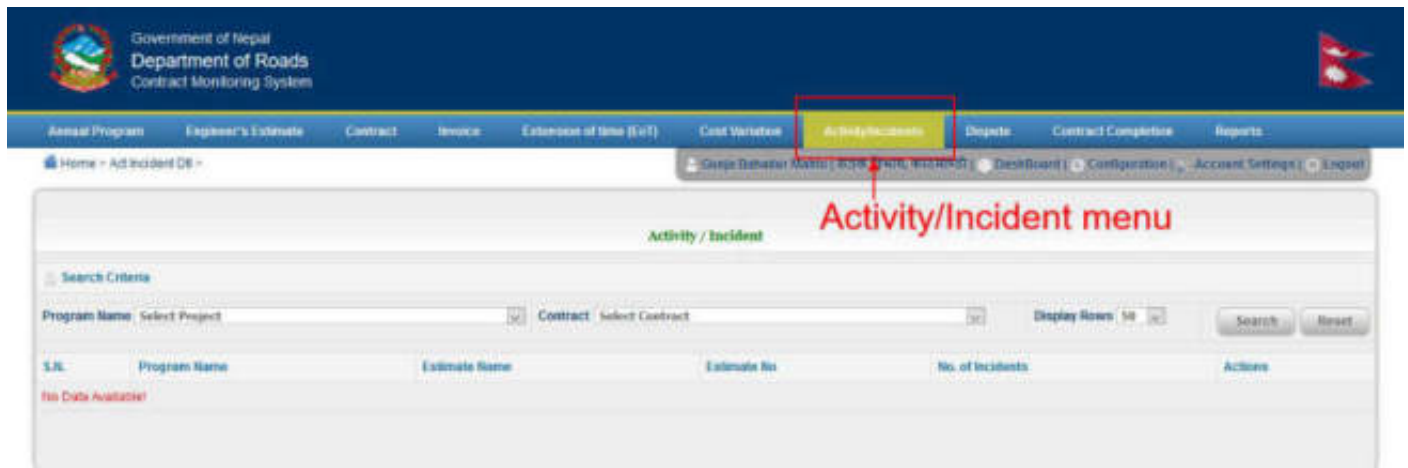


Figure 205: Activity/Incident Menu with View list

9.1 Add Activity/Incident

1. Click on .
2. A form will be display, as shown below.

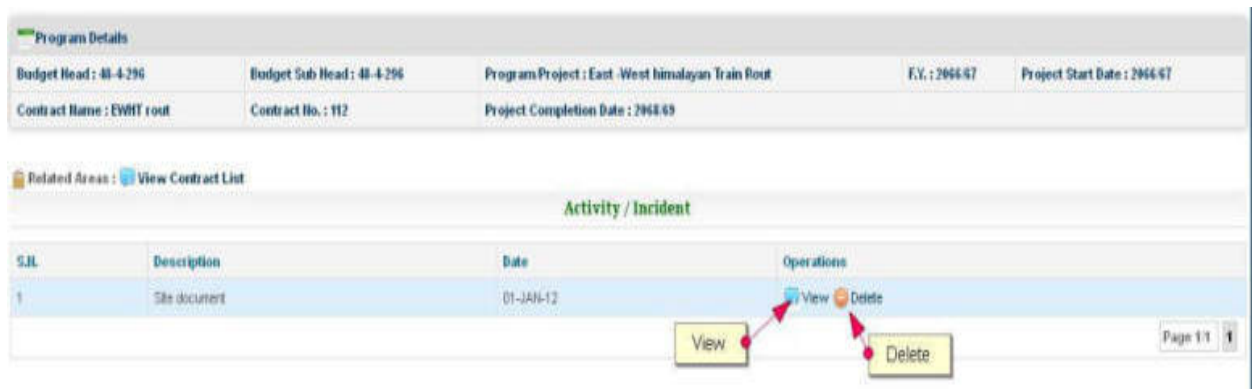
Figure 206: Add Activity/Incident

3. Enter the required data.

4. Click on  button to save.
 5. If you want to cancel the process, then click  button.
- Note: You can add multiple Activity/Incident, as same above process.

9.2 View Activity/Incident

1. Click on .
2. Form will display as shown below.



Program Details				
Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program Project : East -West himalayan Train Rout	F.Y. : 2066-67	Project Start Date : 2066-67
Contract Name : EWRHT rout	Contract No. : 112	Project Completion Date : 2068-69		

Related Areas : [View Contract List](#)

Activity / Incident			
S.I/L	Description	Date	Operations
1	Site document	01-JAN-12	View Delete

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Figure 207: View List Activity/Incident

9.2.1 View Activity/Incident

1. Click on .
2. Form with data is display as shown below.



Program Details				
Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program Project : East -West himalayan Train Rout	F.Y. : 2066-67	Project Start Date : 2066-67
Contract Name : EWRHT rout	Contract No. : 112	Project Completion Date : 2068-69		

Related Areas : [View List](#)

Activity/Incident(s)

Incident 1		
Date	01-JAN-12	
Description	Site document	Remarks

Uploaded Documents

some.jpg	View
----------	----------------------

Add Incident Cancel

Figure 208: View Activity/Incident

9.2.2 Delete Activity/Incident



1. Click on  Delete .

Are you sure you want to delete incident?



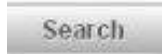
2. Dialog Box display  ,click OK , to delete.

9.3 Search Activity/Incident

To search you must insert valid data in “Search Text Box” as shown below



Figure 209: Search Extension of Time

1. Choose Data from Search Criteria.
2. Click on  button to view search result. If data found data will be display.

10 Dispute

In case some argument arises regarding the project in the project period it is entered in this module. You can add, edit, search and delete the dispute information like images, documents, videos related to corresponding contract in this module.

Click on “**Dispute**” from the menu, following form will be displayed:

Figure 210: Dispute menu

10.1 Add Dispute

1. From the list page click on “Add dispute” for the particular program name
2. Following form will be displayed

Figure 211: Add dispute

3. Enter the required information
4. You can upload the documents by clicking on browse button and selecting the required document.
5. Click on “Add more” to add new row
6. Click “Remove” button to remove the row
7. After providing the entire necessary information click on “Save” button. The dispute will be saved.
8. Click on “Cancel” button to cancel the add process.

10.2 View disputes

1. Click on “View dispute” from the list page for the particular program name.
2. The disputes will be listed as shown below
3. You can view/delete the particular dispute by clicking on the respective link.

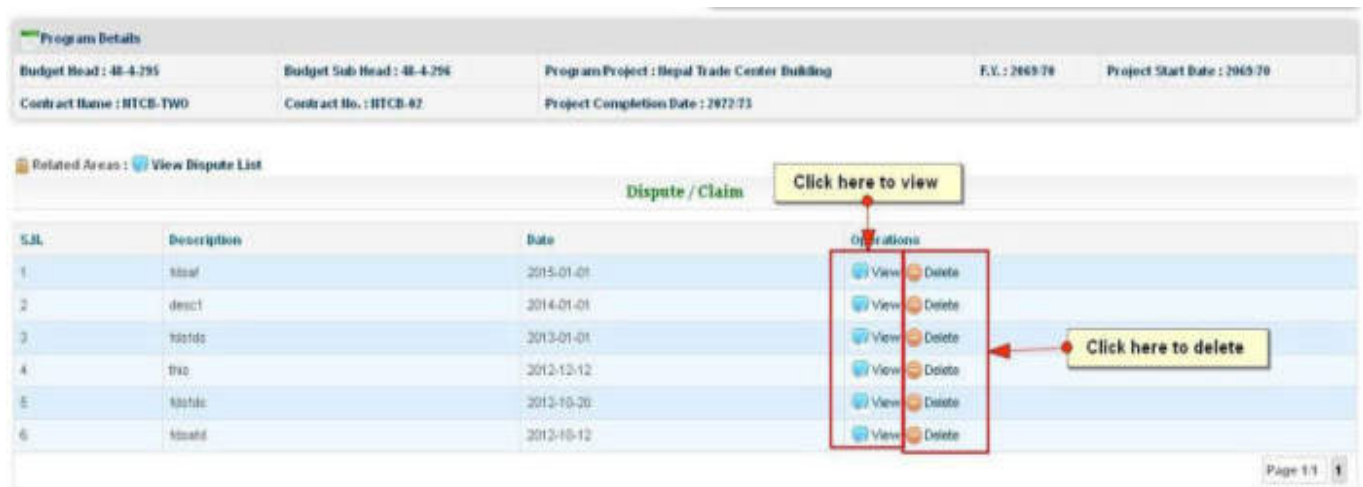


Figure 212: View Disputes

10.3 Search Dispute

1. Enter the search criteria in the list page
2. Click on “Search” button
3. The required dispute will be listed in the list page.



Figure 213: Search Dispute

11 Contract completion

It basically deals with the Contract completion of the contract it is generally used to store completion date, Contractor evaluation title, and Actual completion date, Completion certificate issue date, Termination cause, Letter of release date, Remarks and activity related to contract completion and displays the list of it along with the general operations as: Add Edit and Search.

Click on “**Contract completion**”, form will display as shown below.

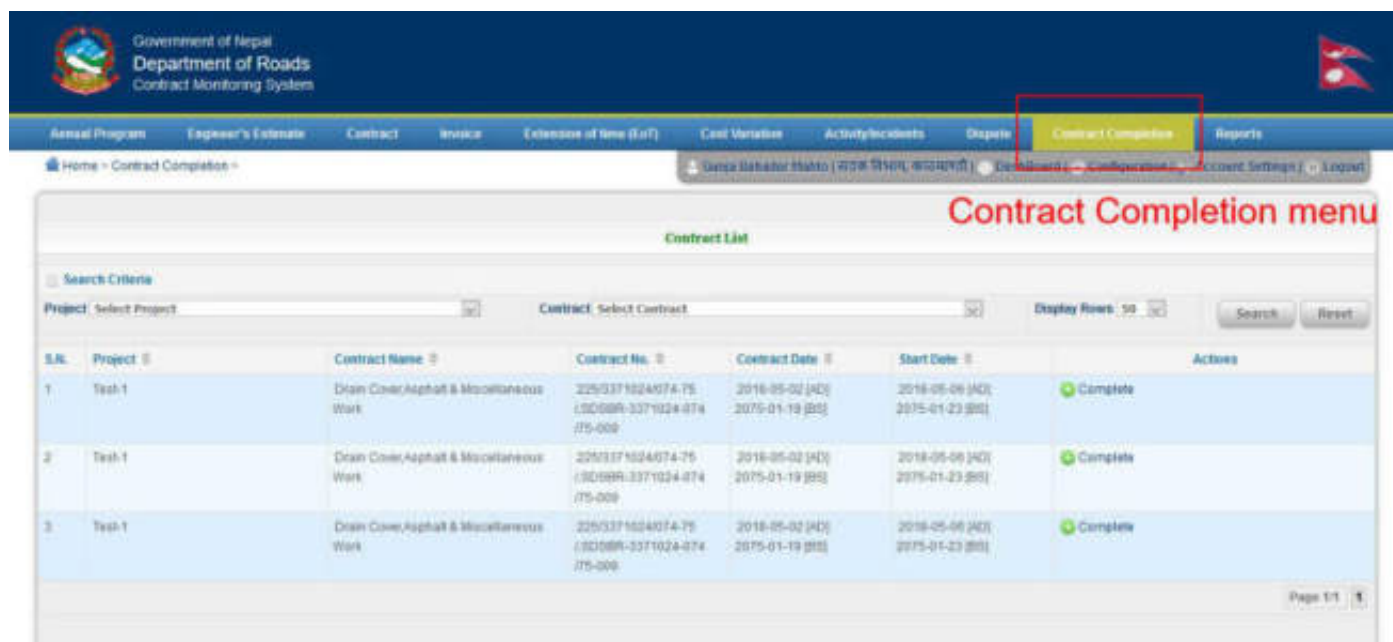


Figure 214: Contract completion Menu with view list

11.1 Add Contract completion

1. Click on  Complete.
2. A form will be display, as shown below.

Program Details				
Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program Project : East-West himalayan Train Rout	F.Y. : 2066/67	Contract Start Date : 2012-01-01
Contract Name : EVMT rout	Contract No. : 112	Intended Completion Date : 1970-01-01	Extended Completion Date :	
DLP Days : 90	Original DLP Date : 1970-01-01	Extended DLP Date :		

Related Areas: [Contract Completion](#)

Contract Completion			
Completion Type :	Completion Type	Contractor Evaluation Title :	
Contractor Evaluation Description :		Termination Cause :	
Actual Completion Date :	[AD] [BS]	Completion Certificate Issue Date :	[AD] [BS]
Remarks :		Taking Over Date :	[AD] [BS]
		Final Payment Date :	[AD] [BS]

Figure 215: Add Contract Completion

- Enter the required data.
- Click on  button to save.
- If you want to cancel the process, then click  button.

11.2 Edit Contract completion

- Click on  button.
- A form will be display with the previously entered data in it, as shown below.

Program Details				
Budget Head : 46-4-296	Budget Sub Head : 46-4-296	Program Project : East-West himalayan Train Rout	F.Y. : 2066/67	Contract Start Date : 2012-01-01
Contract Name : EWHY rout	Contract No. : 112	Intended Completion Date : 1979-01-01	Extended Completion Date :	
BLP Days : 99	Original DLP Date : 1970-01-01	Extended DLP Date :		

Related Areas: [Contract Completion](#)

Contract Completion			
Completion Type :	Termination v	Contractor Evaluation Title :	GOOD
Contractor Evaluation Description :	Complete	Termination Cause :	completed
Actual Completion Date :	[AD] 2012-11-11 [BS] 2069-07-26	Completion Certificate Issue Date :	[AD] 2012-12-12 [BS] 2069-08-27
Remarks :	VCVKICZVC	Taking Over Date :	[AD] 2012-12-11 [BS] 2069-08-26
		Final Payment Date :	[AD] 2013-11-11 [BS] 2070-07-25

Figure 216: Edit Contract completion

3. Make the necessary changes in data.
4. Click on button to save the new data.
5. Click button to cancel the edit process.

11.3 Create Completion Letter

After Completion of Contract, you have an option to generate contract completion letter. The letter template is already created via “**Configuration List**” Template manger.

1. Click on .
2. Completion letter is generated. As shown below.

Program Details				
Budget Head : 48-4-191	Budget Sub-Head : 337-142	Program/Project : BANEPA-BARDIBAS ROAD	F.Y. : 2067-68	Contract Start Date : 2012-07-20
Contract Name : BBR-CONTRACT-01	Contract No. : 123-BBR-01	Intended Completion Date : 2012-06-01	Extended Completion Date :	
DLP Days :	Original DLP Date : 1976-01-01	Extended DLP Date :		

☐ Pending Approval
 ☐ Contract Completion

Completion Letter



CENTRAL REGIONAL ROAD DIRECTORATE
(BANEPA-BARDIBAS ROAD)

Ref. No. : Date :

Ch. No. :

TO WHOM IT MAY CONCERN

This is certify that M/S Bane has successfully completed the construction of Contract No. 123-BBR-01 for upgrading of BBR-CONTRACT-01 under CENTRAL REGIONAL ROAD DIRECTORATE.

High features of Total Works done in 123-BBR-01 are given below:

Approach Road

- ☐ Construction of Roadway in embankments with approved materials (all complete) : 201 CuM
- ☐ Supply and laying of Sub-base course including compaction and transportation upto 15m to 15m, 15cm thickness : 151 CuM

WEIGHING AND EXHAUSTION JOINTS

- ☐ Providing and installing different type of sub-base/joint/ Bearings including all necessary auxiliary and incidental works etc. complete as per sub-base/joint/ drawing and specification : 321 no
- ☐ Providing and installing Expansion joints including all necessary auxiliary and incidental works etc. complete as per sub-base/joint/ drawing and specification : 271 m

Details of the Contract is as follows:

1. Original Contract Amount(Excl. VAT)	Rs. 21990000
2. Revised Contract Amount(Excl. VAT)	Rs. 30262900
3. Amount Paid upto Final Bill(Excl. VAT)	Rs. 0
4. Date of Agreement	2012-07-20
5. Intended Date of Completion	2012-06-01
6. Revised Completion Date	-
7. Percentage of Share in Contract	Man : 60% Matri : 20% Mani : 20%

I wish the Company all the success in the future.

Approved By :
 Approver's Designation :
 CC :

Figure 217: Template of Completion Letter

3. Enter required data.
4. Click on  A Dialog box will display with Save Confirmation message as shown below.

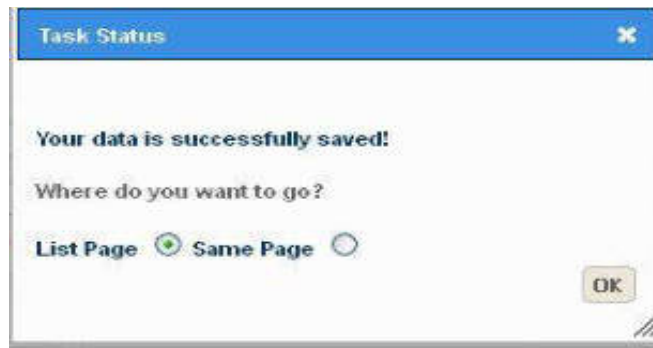


Figure 218: Conformation Message

5. Select **List Page** if you want to go back to view list after successfully save data. And click **OK**
6. Or Select **Same Page** if you want to stay on same page after successfully save data. And click **OK**
7. If you want to cancel the process, then click **Cancel** button.

11.4 Generate Completion Letter

1. Click on **Generate Completion Letter**.
2. Dialog box will open as shown below.

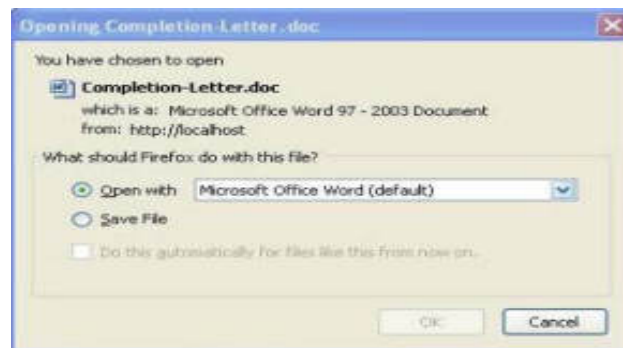


Figure 219: Dialog Box

3. Click on **Save File Radio button** to save in your Local Disk.
4. Click on **Open with Radio button** to Open letter in Microsoft Word. as shown below

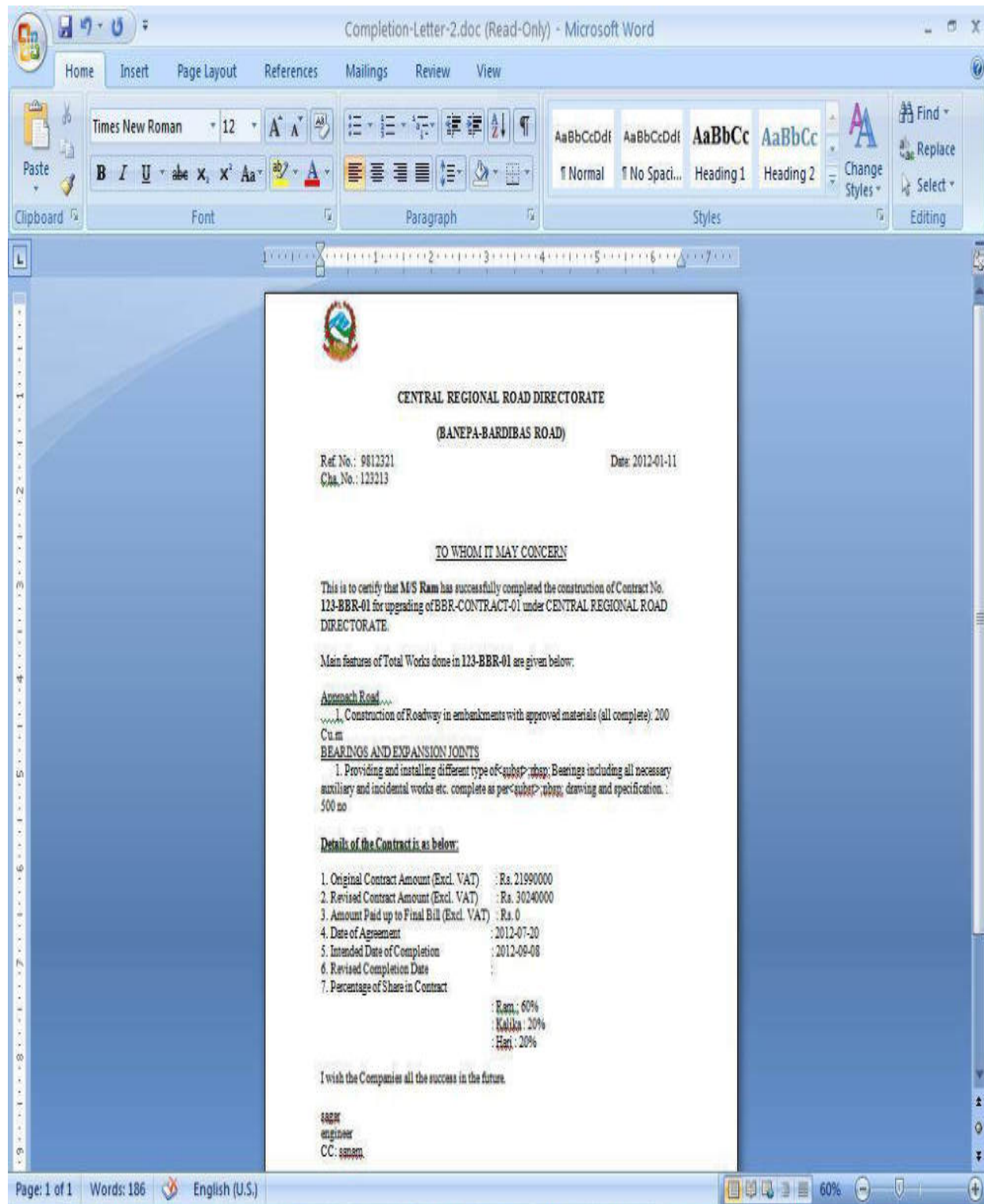


Figure 220: Generate Contract Completion Letter

11.5 Search Contract completion

To search you must choose valid data from “Search Criteria” as shown below.

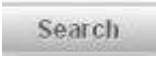
Search Criteria

Project: Contract: Display Rows:

S.I.	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	BAHERA-BARDEBAS ROAD	BBR-CONTRACT-01	123-BBR-01	20-JUL-12	20-JUL-12	
2	BAHERA-BARDEBAS ROAD	BBR-CONTRACT-02	123-BBR-02	25-JUL-12	30-JUL-12	
3	BAHERA-BARDEBAS ROAD	BBR-CONTRACT-03	123-BBR-03	01-AUG-12	01-AUG-12	
4	East-West himalayan highway	BVHH	07332	11-NOV-11	11-DEC-11	
5	Khodpe-Jhota-Chaipur Road	Contract Name	RSDP-NCB-KJC-09	26-JUN-08	26-JUL-08	
6	Khodpe-Jhota-Chaipur Road	contract name2	337-143	17-JUL-12	17-JUL-12	
7	Test Project	Test Contract 1	01-068-69	02-MAY-12	04-MAY-12	
8	Test Project	t3	432432	01-FEB-12	02-FEB-12	

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Figure 221: Search Contract Completion

1. Choose Data from Search Criteria.
2. Click on  button to view search result. If data found data will display.

Search Criteria

Project: Contract: Display Rows:

S.I.	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	East-West himalayan highway	BVHH	07332	11-NOV-11	11-DEC-11	

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Figure 222: Search Result

12 Reports

Put Cursor on “**Report Menu**”, Report sub menu will display as shown below. Click on any particular sub menu to generate report.

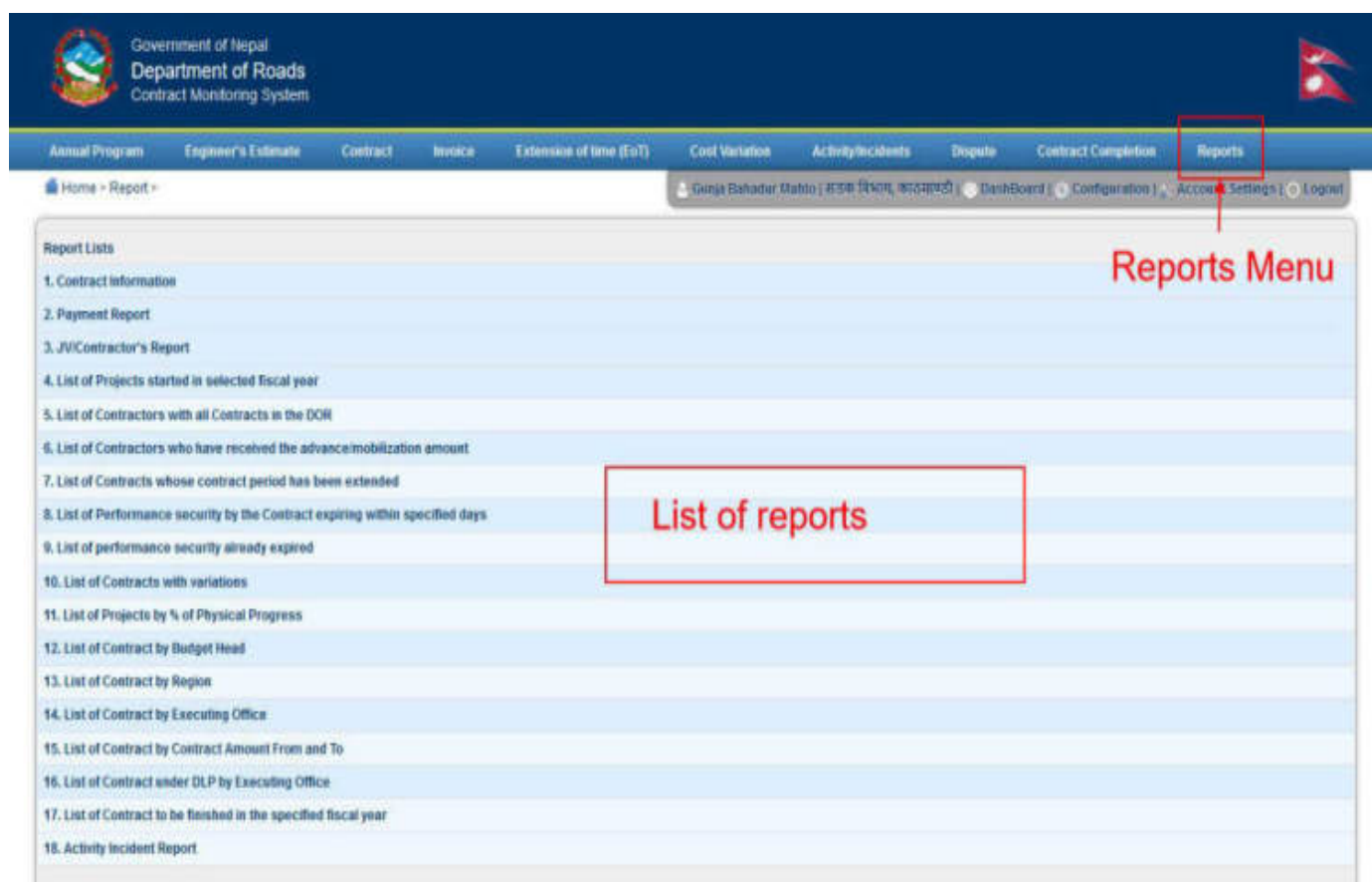


Figure 223: Report Menu with List

12.1 Contract Information (General Report)

It is generally used to surveillance and reporting the status of Project and Contract. Here you can view Progress report of individual contract i.e. financial progress and physical progress, along with Details of Contract, BOQ Details and Payment Details. Progress report and Details of Contract can only view when the project status is in Contract, Complete and Invoice Stage. And it displays the View list of Contract along with the general operations as: Add, View, Search, Print and Export report to excel.

Click on “**General Report**”, form will display as shown below.



Figure 225: Financial Progress

1. To Export Click on [Export to Excel](#) button or [Export to Word](#) button.

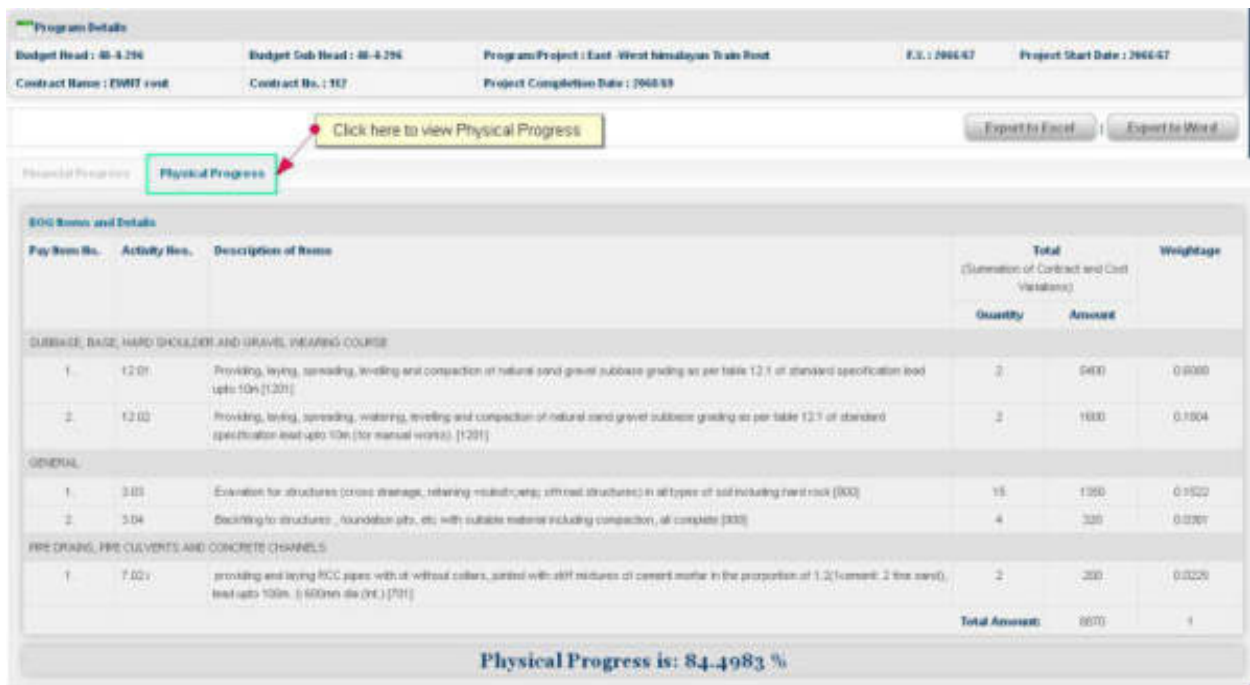


Figure 226: Physical Progress

1. To Export Click on  button or  button.

12.1.2 Details

In Details you can view the details of contract, BOQ Details and Payment Details.

1. Click on .
2. A form will display as shown below.

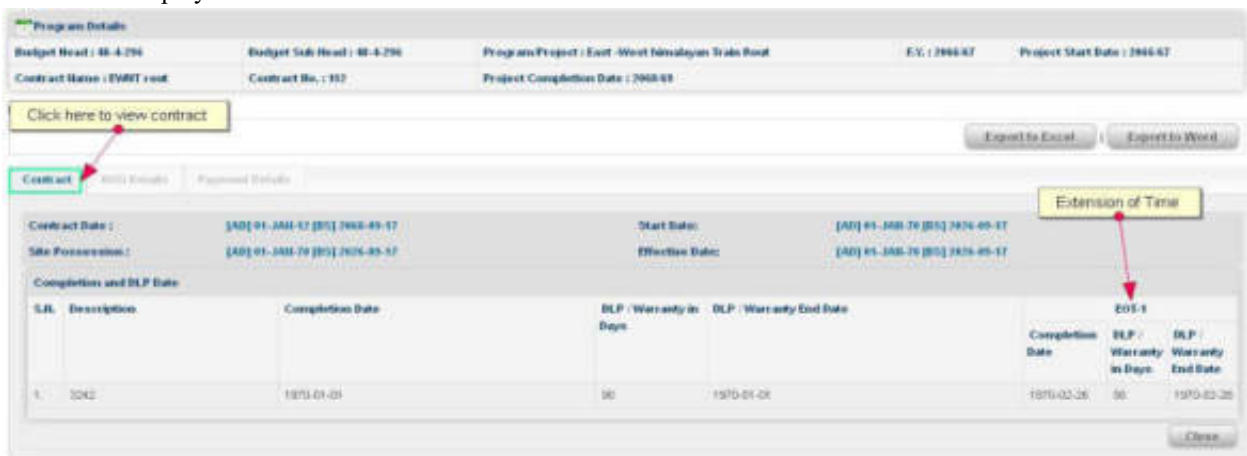


Figure 227: Contract Details

1. To Export Click on  button or  button.

Program Details

Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program/Project : East-West himalayan Train Rout	F.Y. : 2066/67	Project Start Date : 2066/67
Contract Name : EWHT rout	Contract No. : 112	Project Completion Date : 2068/69		

here 

Contract  Payment Details

BOQ Items and Details

Pay Rem No.	Activity Nos.	Description of Items	Unit	Currency	Rate	Contract		VO-1		Sum VO	
						Quantity	Amount	Quantity	Amount	Quantity	Amount
SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE											
1	12.01	Providing, laying, spreading, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	cu.m.	NPR	2000	1	2700	1	2700	1	2700
2	12.02	Providing, laying, spreading, watering, levelling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	cu.m.	NPR	1000	1	800	1	800	1	800
GENERAL											
1	3.03	Excavation for structures (cross drainage, retaining «subst»amp; offroad structures) in all types of soil including hard rock [900]	cu.m.	NPR	100	10	900	5	450	5	450
2	3.04	Backfilling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	cu.m.	NPR	100	2	160	2	160	2	160
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS											
1	7.02.1	providing and laying RCC pipes with ot without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:2(1 cement: 2 fine sand), lead upto 100m.) 600mm dia (Int.) [701]	m	NPR	111	1	100	1	100	1	100

Figure 228: BOQ Details

1. To Export Click on  button or  button.

Program Details

Budget Head : 48-4-296	Budget Sub Head : 48-4-296	Program/Project : East-West Himalayan Train Rout	F.V. : 2066/67	Project Start Date : 2066/67
Contract Name : EWMT route	Contract No. : 112	Project Completion Date : 2068/69		

here

Payment Details

Export to Excel | Export to Word

Contract | BOQ Details | **Payment Details**

BOQ Details									IPC1	
Pay Item No.	Activity No.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Qty1	Am1
SUBBASE, BASE, HARD SHOULDER AND GRAVEL WEARING COURSE										
1	12.01	Providing, laying, spreading, leveling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m [1201]	cum.	NPR	1	2700	2700	Direct	1	2700
2	12.02	Providing, laying, spreading, watering, leveling and compaction of natural sand gravel subbase grading as per table 12.1 of standard specification lead upto 10m (for manual works). [1201]	cum.	NPR	1	800	800	Direct	1	800
GENERAL										
1	3.03	Excavation for structures (cross drainage, retaining, substructure, offroad structures) in all types of soil including hard rock [300]	cum.	NPR	10	90	900	Direct	1	90
2	3.04	Backfilling to structures, foundation pits, etc with suitable material including compaction, all complete [300]	cum.	NPR	2	80	160	Direct	1	80
PIPE DRAIN, PIPE CULVERTS AND CONCRETE CHANNELS										
1	7.021	providing and laying RCC pipes with or without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:3 (1 cement: 3 fine sand), lead upto 100m. Ø 600mm dia (Rt.) [701]	m	NPR	1	100	100	Direct	1	100
Adjustment Details										
Invoices				IPC-1						
Currency(s)				NPR						
Before Adjustment:				3770						
Adjustments: Increments:				0						
Deductions:				12222						
After Adjustment:				-8452						

Figure 229: Payment Details

1. To Export Click on **Export to Excel** button or **Export to Word** button.

12.1.3 Search Contract

To search you must choose valid data from “Search Criteria” as shown below.

The screenshot shows the 'Search Criteria' form with the following fields: Budget Head (dropdown), F.Y. (dropdown), Budget Sub Head (dropdown), and Total Rows (50). A red arrow points from the 'Search Criteria' label to the form. Below the form is a 'Filter' button, which is highlighted with a red arrow. To the right of the 'Filter' button are buttons for 'Export to Excel', 'Print', and 'Reset'. Below the buttons is the 'Contract Estimate General Report' table.

S.No.	F.Y.	Project	Contract Name	Contract No.	Project Start Date	Project Completion Date	Status	Action
1	2067/68	Bit road construction	lg	4	2067/68	2067/68	Contract	Detail Progress Report
2	2067/68	Bit road construction	tyr	4	2067/68	2067/68	Engineer's Estimate	
3	2067/68	Bit road construction	klg	1	2067/68	2067/68	Complete	Detail Progress Report
4	2067/68	Bit road construction	thryh	1	2067/68	2067/68	Engineer's Estimate	
5	2066/67	East-West himalayan Train Rout	Est train Rout	1343	2066/67	2068/69	Engineer's Estimate	
6	2066/67	East-West himalayan Train Rout	Est train Rout	12	2066/67	2068/69	Engineer's Estimate	
7	2066/67	East-West himalayan Train Rout	EWHT rout	112	2066/67	2068/69	Complete	Detail Progress Report
8	2066/67	Kathmandu-Sindhul Fast Track	c	71	2066/67	2067/68	Contract	Detail Progress Report

Figure 230: Search Contract

1. Choose Data from Search Criteria.
2. Click on **Filter** button to view search result. If data found data will display.

The screenshot shows the 'Search Criteria' form with the following values: Budget Head (48-4-296), F.Y. (2066/67), Budget Sub Head (48-4-296), and Total Rows (50). Below the form are buttons for 'Filter', 'Export to Excel', 'Print', and 'Reset'. Below the buttons is the 'Contract Estimate General Report' table.

S.No.	F.Y.	Project	Contract Name	Contract No.	Project Start Date	Project Completion Date	Status	Action
1	2066/67	East-West himalayan Train Rout	EWHT rout	112	2066/67	2068/69	Complete	Detail Progress Report
2	2066/67	East-West himalayan Train Rout	Est train Rout	12	2066/67	2068/69	Engineer's Estimate	
3	2066/67	East-West himalayan Train Rout	Est train Rout	1343	2066/67	2068/69	Engineer's Estimate	

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Figure 231: Search Result

12.2 Report 1 (List of projects started in selected fiscal year)

Report 1 contains List of project started in fiscal year.

Click on “**Report 1**” form will display as shown as below.

Figure 232: Report 1 Search form

1. Select the Fiscal Year form dropdown box
2. Click on  , if data available the report will generated as shown below.

S.No	Project	Location (District/VDC Municipality/Ward No)	Contract Name	Contract Number	Contractors Name	Contract Amount	Start Date	Contract Date	Executing Office
1	BANERA- BARDIBAS ROAD	Siddhuli: Kamsaloni, Ratanmati VDC Kantapalanchowki: Kavre Mun	BBR-CONTRACT-01	123-BBR-01	Hari, Kalika, Ram	21,990,000.00	2012-07-20	2012-07-30	CENTRAL REGIONAL ROAD DIRECTORATE
			BBR-CONTRACT-02	123-BBR-02	Hari, Sharma	334,000,000.00	2012-07-30	2012-07-25	EQUIPMENT MAINTENANCE UNIT
			BBR-CONTRACT-03	123-BBR-03	-	-	2012-08-01	2012-08-01	EQUIPMENT MAINTENANCE UNIT
			test5	432432	-	-	-	-	HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL
2	Test Program	Baglung: 15, 13, 12	-	-	-	-	-	-	-

Figure 233: Report 1

3. Click on  to generate report in Excel format.

12.3 Report 2 (List of contractors with all contracts in DoR)

Report 2 contain List of contractors with all contracts in the DOR.

Click on “**Report 2**” form will display as shown as below.

=>Report2 :: List of Contractors with all Contracts in the DOR Export to Excel

S.No	Contractor's Name	Contract Name	District	VDC Municipality/Ward No	Contract Amount (Without VAT in NPR)	Contract Date [AD]	Start Date [AD]	Physical Progress [%]
1.	Hari	BBR-CONTRACT-01	Sindhuli	Kamelanai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		BBR-CONTRACT-02	Sindhuli	Ratamata VDC, Kamalanai	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
2.	Kalka	BBR-CONTRACT-01	Sindhuli	Kamelanai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Bahang	jolaji	143313765	2008-06-26	2008-07-26	81.07
			Kavrepalanchowk	Kavre Mun				
		contract name2	Bahang	jolaji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
3.	Lena	Contract Name	Kavrepalanchowk	Kavre Mun	143313765	2008-06-26	2008-07-26	81.07
			Bahang	jolaji				
4.	Ram	BBR-CONTRACT-01	Sindhuli	Kamelanai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		contract name2	Bahang	jolaji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
5.	Sharma	BBR-CONTRACT-02	Sindhuli	Kamelanai, Ratamata VDC	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Kavrepalanchowk	Kavre Mun	143313765	2008-06-26	2008-07-26	81.07
			Bahang	jolaji				

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Figure 234: Report 2

1. Click on Export to Excel to generate report in Excel format.

12.4 Report 3 (List of Contractors who have received the advance/mobilization amount)

Report 3 contains List of Contractors who have received the advance/mobilization amount

Click on “**Report 3**” form will display as shown as below.

=>Report3 :: List of Contractors who have received the advance/mobilization amount Export to Excel

Search Results								
S.No	Contract Name	Contractor's Name	Guarantee Type	Guarantee Amount	Contract Amount (Without VAT in NPR)	Amount Received Date [AD]	Contract Date [AD]	Location (District: VDC/Municipality)
1.	BBR-CONTRACT-02	Hari, Sharma	Mobilization	3,600,000.00	334,000,000.00	2012-07-25	2012-07-25	Sindhuli, Rotamata VDC, Kamalamai Kavrepalanchowk, Kavre Mun
			Advance Payment	2,400,000.00				
2.	contract name2	Kaika, Ram	Mobilization	100,000.00	149.00	2012-07-27	2012-07-17	Bajhang, joiji Kavrepalanchowk, Kavre Mun

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Figure 235: Report 3

1. Click on Export to Excel to generate report in Excel format.

12.5 Report 4 (List of Contracts whose contract period has been extended)

Report 4 contains List of Contracts whose contract period has been extended.

Click on “**Report 4**” form will display as shown as below.

=>Report4 :: List of Contracts whose contract period has been extended Export to Excel

Search Results								
S.No	Contract Name	Contractor's Name	District	VDC/Municipality/Ward No	Original Contract Finish Date [AD]	Contract Period Extension (Days)	Times of Extension	Extended Contract Finish Date [AD]
1.	Contract Name	Kaika, Sharma, Lama	Bajhang	joiji	2009-10-19	3555	3	2010-11-18
			Kavrepalanchowk	Kavre Mun				
2.	BBR-CONTRACT-02	Sharma, Hari	Sindhuli	Rotamata VDC, Kamalamai	2013-02-15	1260	2	2013-07-15
			Kavrepalanchowk	Kavre Mun				

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Figure 236: Report 4

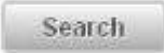
1. Click on Export to Excel to generate report in Excel format.

12.6 Report 5 (List of Performance security by the Contract expiring within specified days)

Report 5 contains List of performance security by the contract expiring within days.

Click on “**Report 5**” form will display as shown as below.

Figure 237: Report 5 Search form

1. Select the Fiscal Year form dropdown box
2. Click on  , if data available the report will generated as shown below.

S.No	Contract Name	Completion Date [AD]	Security Amount	Security Validity Date [AD]	District	VDC
1.	BBR-CONTRACT-02	2012-11-07	1,200,000.00	2012-12-01	Kavrepalanchowk	Kavre Muri
					Sindhuli	Kamalimai, Ratamata VDC

Figure 238: Report 5

3. Click on  to generate report in Excel format.

12.7 Report 6 (List of performance security already expired)

Report 6 contains List of performance security already expired

Click on “**Report 6**” form will display as shown as below.

=>Report6 :: List of performance security already expired Export to Excel

Search Results						
S.II	Contract Name	Location	Executing Office	Security Amount	Security Validity Date	Expired By Days
1	Contract Name	Bajhang : joioji Kavrepalanchowk : Kavre Mun	BAGMATI	8100000	2010-12-10	1 years, 7 months, 23 days

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Figure 239: Report 6

1. Click on Export to Excel to generate report in Excel format.

12.8 Report 7 (List of Contracts with variations)

Report 7 contains List of Contracts with variations

Click on “**Report 7**” form will display as shown as below.

=>Report7 :: List of Contracts with variations Export to Excel

Search Results					
S.II	Contract Name	Contractor's Name	Location	Executing Office	Variation No.
1	BBR-CONTRACT-01	Hari Kalika Ram	Sindhuli : Ratamata VDC Kavrepalanchowk : Kavre Mun	CENTRAL REGIONAL ROAD DIRECTORATE	V0 1 View Detail
2	Contract Name	Kalika Lama Sharma	Kavrepalanchowk : Kavre Mun Bajhang : joioji	BAGMATI	V0 1 View Detail V0 2 View Detail V0 3 View Detail
3	Test Contract 1	Hari Ram	:	BAGMATI	V0 1 View Detail

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Figure 240: Report 7

1. Click on **Export to Excel** to generate report in Excel format.

12.9 Report 8 (List of Projects by % of Physical Progress)

Click on “**Report 8**” form will display as shown as below.

Figure 241: Report 8 Search form

1. Enter the valid data according to search criteria.
2. Click on **Search**, if data available the report will generated as shown below.

S.N	Contract Name	Contract Number	Contract Date	Contract Start Date	Contract Finish Date	Contract Amount	Physical Progress [%]	Financial Progress [%]	Remaining Payment in %
1	BBR-CONTRACT-03	123-BBR-03	2012-08-01	2012-08-01	2013-05-28 (EOT Not Done)	-	0.00	0.00	100.00

Figure 242: Report 8

- Click on **Export to Excel** to generate report in Excel format.

12.10 Report 9 (List of Contract by Budget Head)

Report 9 contains List of Contract by Budget Head.

Click on **“Report 9”** form will display as shown as below.

=>Report9 :: List of Contract by Budget Head Export to Excel

Search Results									
S.JL	Budget Head	Contract Name	Contract Date	Contract Start Date	Contract Finish Date	Physical Progress to Date	Contract Amount	Total Payment received to date by %	Executing Office
1	48-4-295	BBR-CONTRACT-01	2012-07-20	2012-07-20	2012-08-08	View Progress	21990000		CENTRAL REGIONAL ROAD DIRECTORATE
		BBR-CONTRACT-02	2012-07-25	2012-07-30	2013-02-15	View Progress	334000000		EQUIPMENT MAINTENANCE UNIT
		BBR-CONTRACT-03	2012-08-01	2012-08-01	2013-05-28	View Progress			EQUIPMENT MAINTENANCE UNIT
		Test Contract 1	2012-05-02	2012-05-04	2012-06-01	View Progress	402000		BAGMATI
		13	2012-02-01	2012-02-02	2012-06-12	View Progress			HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL
2	337-142	Contract Name	2008-06-26	2008-07-26	2009-10-19	View Progress	143313765	131651855.05	BAGMATI
		contract name2	2012-07-17	2012-07-17	2012-07-27	View Progress	143		BAGMATI

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Figure 243: Report 9

- Click on **Export to Excel** to generate report in Excel format.

12.11 Report 10 (List of Contract by Region)

Report 10 contains List of Contract by Region

Click on **“Report 10”** form will display as shown as below.

Search Criteria

List of Contract by Region : -- Select --

Search Reset

Figure 244: Report 10 Search form

- Select region from dropdown.
- Click on **Search**, if data available the report will generated as shown below.

Search Criteria

List of Contract by Region: Eastern Development Region

Search Reset Export to Excel

=>Report10 :: List of Contract by region: Eastern Development Region

Search Results

S.N.	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress (%)
1	Kalis	Contract Name	RSDP-NCB-HJC-09	Beihang : jahang Kavrepalanchowik : Kavrepalanchowik	BAGMATI	143,313,788.00	2008-06-26	2008-07-26	81.07
2	Lens	Contract Name	RSDP-NCB-HJC-09	Beihang : jahang Kavrepalanchowik : Kavrepalanchowik	BAGMATI	143,313,788.00	2008-06-26	2008-07-26	81.07
3	Shams	Contract Name	RSDP-NCB-HJC-09	Beihang : jahang Kavrepalanchowik : Kavrepalanchowik	BAGMATI	143,313,788.00	2008-06-26	2008-07-26	81.07
4	Hen	Test Contract 1	01.088-09		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
5	Ran	Test Contract 1	01.088-09		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09

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Figure 245: Report 10

3. Click on **Export to Excel** to generate report in Excel format.

12.12 Report 11 (List of Contract by Executing Office)

Report 11 contains List of Contract by Executing office.

Click on “**Report 11**” form will display as shown as below.

Search Criteria

List of Contract by Executing Office : -- Select --

Search Reset

Figure 246: Report 11 Search form

1. Select Executing office from dropdown.
2. Click on **Search**, if data available the report will generated as shown below.

Search Criteria

List of Contract by Executing Office : BAGMATI

Search Reset Export to Excel

=> Report11 :: List of Contract by Executing office: BAGMATI

Search Results

S.R.	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress [%]
1	Halka	Contract Name	RSDPAICB-KJC-09	Bahang : jahang Karepatanchowik : Karepatanchowik	BAGMATI	143,313,765.00	2009-06-26	2009-07-26	01.07
		contract name2	337-143	Bahang : jahang Karepatanchowik : Karepatanchowik	BAGMATI	149.00	2012-07-17	2012-07-17	0.00
2	Lama	Contract Name	RSDPAICB-KJC-09	Bahang : jahang Karepatanchowik : Karepatanchowik	BAGMATI	143,313,765.00	2009-06-26	2009-07-26	01.07
3	Shama	Contract Name	RSDPAICB-KJC-09	Bahang : jahang Karepatanchowik : Karepatanchowik	BAGMATI	143,313,765.00	2009-06-26	2009-07-26	01.07
4	Hali	Test Contract 1	01.009-09		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
5	Rah	Test Contract 1	01.009-09		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
		contract name2	337-143	Bahang : jahang Karepatanchowik : Karepatanchowik	BAGMATI	149.00	2012-07-17	2012-07-17	0.00

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Figure 247: Report 11

- Click on **Export to Excel** to generate report in Excel format.

12.13 Report 12 (List of Contract by Contract Amount From and To)

Report 12 contains List of Contract by Contract Amount form.

Click on “**Report 12**” form will display as shown as below.

Search Criteria

List of Contract by Contract Amount From : to

Search Reset

Figure 248: Report 12 Search form

- Enter Contract Amount; range in text box.
- Click on **Search**, if data available the report will generated as shown below.

Search Criteria

List of Contract by Contract Amount From: 50000 To: 500000000

Search Reset Export to Excel

=> Report12 : List of Contract by contract amount from 50000 to 500000000

Search Results

S/N	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress (%)
1	Hut	BBR-CONTRACT-01	123-BBR-01	Kampalenchewi : Kampalenchewi Sinhul : Rindhul	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-28	2012-07-30	0.00
		BBR-CONTRACT-02	123-BBR-02	Kampalenchewi : Kampalenchewi Sinhul : Rindhul	EQUIPMENT MAINTENANCE UNIT	334,000,000.00	2012-07-25	2012-07-30	0.00
		Test Contract 1	01-000-00		BAOMAT	432,000.00	2012-05-03	2012-05-04	26.00
2	Kaka	BBR-CONTRACT-01	123-BBR-01	Kampalenchewi : Kampalenchewi Sinhul : Rindhul	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-28	2012-07-30	0.00
		Contract Name	RSDP-KCB-KJC-08	Bahang : Jahang Kampalenchewi : Kampalenchewi	BAOMAT	143,713,795.00	2008-06-26	2008-07-26	91.07
3	Ran	BBR-CONTRACT-01	123-BBR-01	Kampalenchewi : Kampalenchewi Sinhul : Rindhul	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-28	2012-07-30	0.00
		Test Contract 1	01-000-00		BAOMAT	432,000.00	2012-05-03	2012-05-04	26.00
4	Shama	BBR-CONTRACT-02	123-BBR-02	Kampalenchewi : Kampalenchewi Sinhul : Rindhul	EQUIPMENT MAINTENANCE UNIT	334,000,000.00	2012-07-25	2012-07-30	0.00
		Contract Name	RSDP-KCB-KJC-08	Bahang : Jahang Kampalenchewi : Kampalenchewi	BAOMAT	143,713,795.00	2008-06-26	2008-07-26	91.07
5	Lama	Contract Name	RSDP-KCB-KJC-08	Bahang : Jahang Kampalenchewi : Kampalenchewi	BAOMAT	143,713,795.00	2008-06-26	2008-07-26	91.07

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Figure 249: Report 12

3. Click on  to generate report in Excel format.

12.14 Report 13 (List of Contract under DLP by Executing Office)

Report 13 contains List of Contract under DLP by Executing Office

Click on “**Report 13**” form will display as shown as below.

=> Report13 : List of Contract under DLP by Executing Office

Export to Excel

Search Results

S/N	Contract Name	Contract Number	Contract Date [AD]	Work Start Date [AD]	Contract Amount	District	VDC
1.	Contract Name	RSDP-KCB-KJC-08	2008-06-26	2008-07-26	143,713,795.00	Bahang Kampalenchewi	Wara Mahi
2.	contract name2	237,143	2012-07-17	2012-07-17	143.00	Bahang Kampalenchewi	Wara Mahi
3.	BBR-CONTRACT-01	123-BBR-01	2012-07-28	2012-07-30	21,990,000.00	Kampalenchewi Sinhul	Kamama, Ratanata VDC
4.	BBR-CONTRACT-02	123-BBR-02	2012-07-25	2012-07-30	334,000,000.00	Kampalenchewi Sinhul	Kamama, Ratanata VDC

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Figure 250: Report 13

1. Click on  to generate report in Excel format.

12.15 Report 14 (List of Contract to be finished in the specified fiscal year)

Report 14 contains List of Contract to be finished in the fiscal year.

Click on “**Report 14**” form will display as shown as below.

Figure 251: Report 14 Search form

1. Enter fiscal year.
2. Click on , if data available the report will generated as shown below.

S.I	Contract Name	Contract Number	Contract Date [AR]	Work Start Date [AR]	Contract Finished Date [AR]	Completion Fiscal Year	Contract Amount	Physical Progress [%]	District	VDC
1.	Contract Name1	R12P-ACS-MC-08	2000-08-20	2000-07-20	2009-10-10	200000	143,353,780.00	01.37	Dajewang	XXX
2.	Contract Name2	307-143	2012-07-17	2012-07-17	2012-07-17	300000	149.00	0.00	Dajewang	XXXX
3.	BBR-CONTRACT-01	123-BBR-01	2012-07-20	2012-07-20	2012-09-08	200000	21,380,000.00	0.00	Karnali	XXXXXX, Palanchowk VDC
4.	BBR-CONTRACT-02	123-BBR-02	2012-07-25	2012-07-30	2013-02-11	200000	334,000,000.00	0.00	Karnali	XXXXXX, Palanchowk VDC

Figure 252: Report 14

3. Click on  to generate report in Excel format.

12.16 Report 15 (Activity Incident Report)

12.17 Payment Report

Click Payment Report to print the created invoice (IPCs). The following list will be displayed. Click on **View All Invoice** to view the created IPC. And then click on **View IPC Detail** for IPC.

Print IPC | Export to Excel

Government of Nepal
Ministry of Physical Infrastructure & Transport
Department of Roads
BPSB Bhumi, BPSB Bhumi
Contract No.
BPSB No. 1

Name of Project: Mahesh Gaurang Padung Road
Name of Work: Bidding (BID) Work on Mahesh Gaurang Padung Road, Nepal
Contractor's Name: BPSB Bhumi Nepal Pvt. Ltd.
Contract No.: 13/337554573-74/DRO/DN/33/7389-407374-151
Agreement Date: 2074-03-29 (B.S.) (2017-07-13 (A.D.))

Intended Date of Completion: 2076-03-28 (B.S.) (2019-07-13 (A.D.))
Work Order Date: 2075-01-01 (A.D.)
Inspection Date:
Measurement Date:
Measurement Book Page No.:

BID No.: 1
Previous BID No.: No
Payment Number No:
Payment Date:
Page No.:

BID Details						Total VO (BPSB VO)		Up to date BID		Previous BID		Current BID		Remarks
Pay Item No.	Description of Items	Unit	Quantity	Rate	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
Bid Rate Contract Summary														
1	Bid Rate Contract Summary	Job	1.00		93268441.84	93268441.84	1.00	93268441.84	0.00	0.00	0.00	0.00	0.00	0.00
						Total BID Amount with Quantity	1.00	93268441.84	0.00	0.00	0.00	0.00	0.00	0.00
						Sub Total	93268441.84		0.00		0.00		0.00	
						VAT 13%	12124997.45		0.00		0.00		0.00	
						Total	105393439.29		0.00		0.00		0.00	
Current BID Amount														
Currency		NPR												
Total I.C. Sum		Actual Total:												
		Effect Total:												
Total Direct Sum Before Adjustment		0.00												
Total Direct Sum After Adjustment		0.00												
Total Direct Sum After Adjustment (with 13% VAT)		0.00												
Deduction (if any) (if any) a) Mobilization Advance: b) Equipment Hiring Cost: c) Deposit: d) Material Cost: e) Contract Welfare Tax: f) Others: Net Payable Amount:														
Charger No.:														
If is correct as per above														
Contractor:		Submitted By: (Sub-Engineer/Engineer)		Checked By: (Engineer/DE)		Recommended By: (Account Officer)		Approved By: (Division Chief/DO)						

Fig 256: IPC format with details

12.18: JV/Contractor's Report

This report gives involvement of JV suppliers in contracts.

Search Criteria

JV Supplier Name: A/B/D jo

Started F.Y: Select All

Executing Office: Select

Search | Reset | Export to Excel

=> JV Supplier :: List of contractors associated with JV supplier

List of Contract details for selected JV supplier

S.N	Contractor's Name	Contract Name	District	VOC/Municipality/Ward No	Executing Office	Contract Amount (Without VAT in NPR)	Start F.Y (B.S)	Start Date (A.D)	Physical Progress (%)
1	A. D. Bhattarai	Drain Construction & Maintenance Work	Nathnagar		BPSB Bhumi, BPSB Bhumi	12162552.32	2075/76	2018-05-06	3.00

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13 Logout

Logout link is located at the top left of the page for secure exit from the system. Every user must logout after logging into system. Process for logout is as shown below.

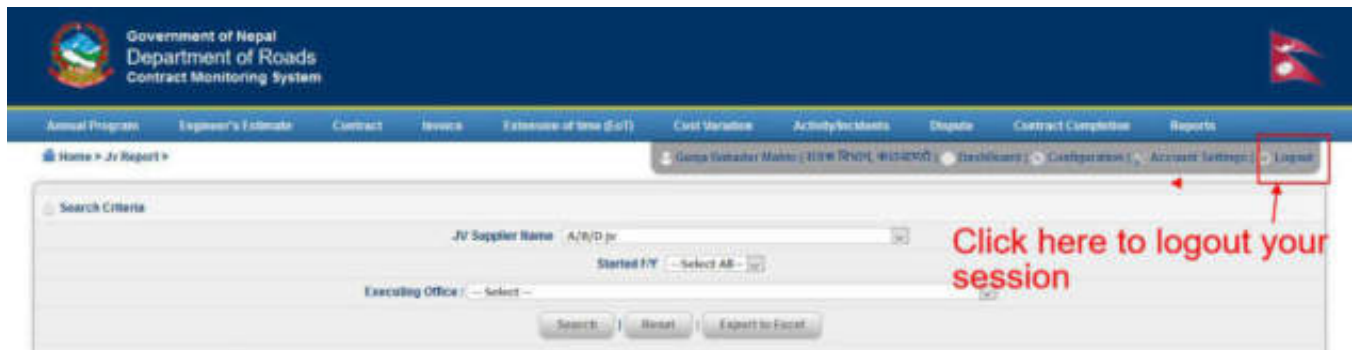


Figure 253: Logout

1. Click on **“Logout”** button, to log out from the application.
2. After you successfully logout from system you will be directed to **CMS Application** log in page.