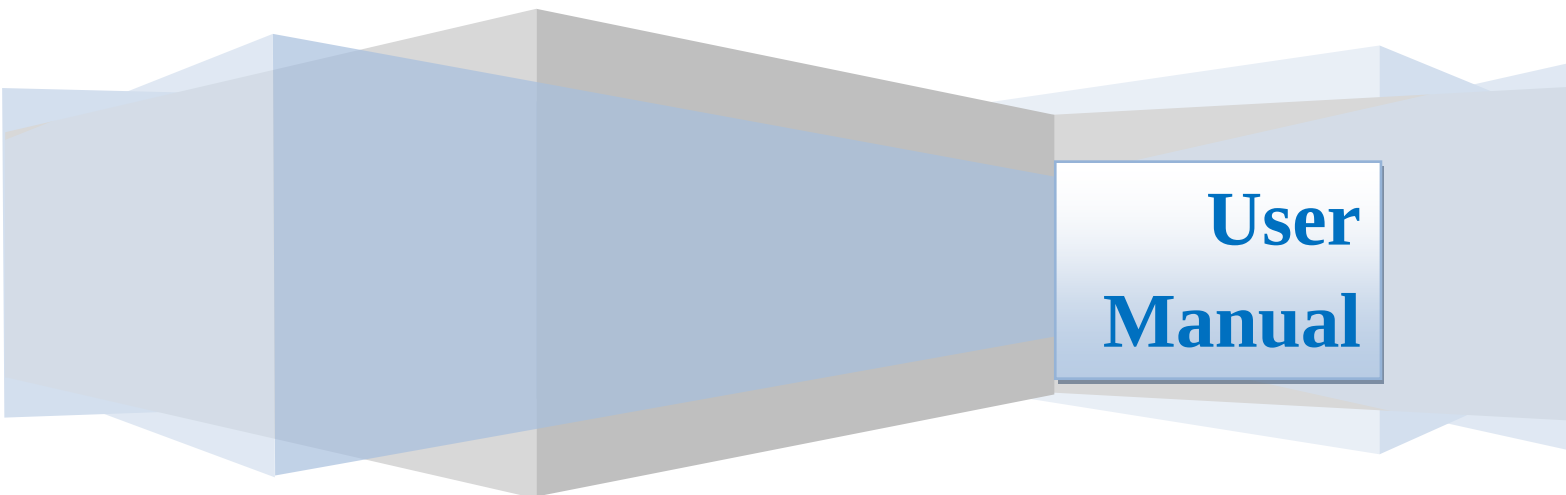


Department Of Roads

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:

Government of Nepal
Department of Roads
Contract Monitoring System

Download User Manual

Home > Login

Administrator Login Window

* Username/Email

* Password

* Office

Login

[Additional information here]

The Contract Monitoring System (CMS) is a web based management system developed for Department of Roads (DOR) which keeps track of each and every information needed to manage the functionalities of DOR in an effective manner.

The CMS basically keeps track of 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.

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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

Contract Monitoring
System

from **Dashboard** as shown

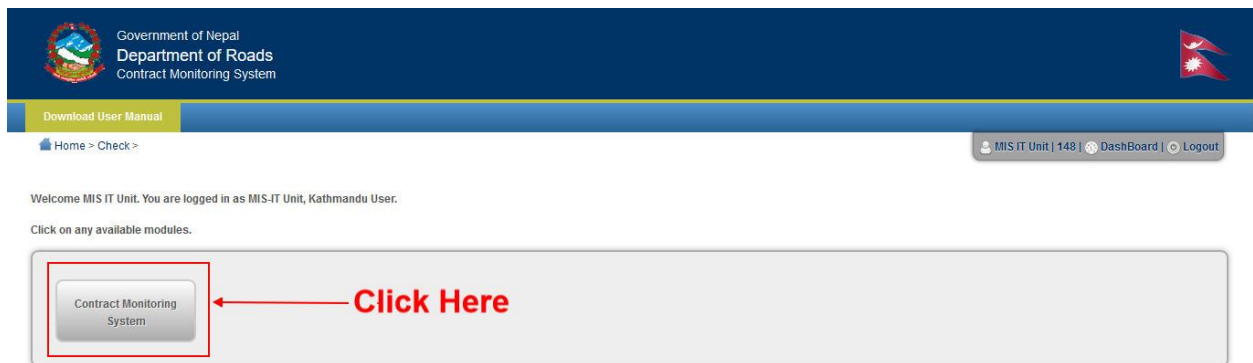


Figure 2: Dashboard with Available Module

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**.

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

Welcome MIS IT Unit to Contract Monitoring System.

MIS IT Unit | MIS-IT Unit, Kathmandu | Dashboard | Configuration | Account Settings | Logout

"Welcome To Contract Monitoring System"

Search Criteria

Budget Head : --Select All--

Display Rows 50 | Filter | Reset

S.No.	Contract Name	Contract No.	Total Cost Variation	Total IPC (Without Deduction)	Guarantee Expiration	Physical Progress	Financial Progress	Status
1	design and build test 1	148/0101010/074-75/003	0.00	0.00	-	-	-	ESTIMATE
2	design build 2075-02-31	148/3370124/074-75/005	0.00	0.00	-	-	-	ESTIMATE
3	contact first 070-71	148/3371334/070-71/002	0.00	0.00	-	-	-	ESTIMATE
4	paropakar	148/3370124/072-73/004	0.00	0.00	-	-	-	ESTIMATE
5	contract no 1 road construction,CN5	148/3370123/074-75/001	0.00	0.00	-	-	-	ESTIMATE
6	test	148/9955555/074-75/001	0.00	0.00	-	-	-	ESTIMATE
7	contact first 070-71	/337-335/070-71/123	0.00	0.00	-	-	-	ESTIMATE
8	Paropkar Bridge	148/3370124/072-73/001	0.00	0.00	-	-	-	ESTIMATE
9	2070/71 Bridge_Mahakali	/337-335/070-71/001	0.00	0.00	-	-	-	ESTIMATE
10	item rate test 1	148/0000000/074-75/003	0.00	0.00	-	-	-	ESTIMATE

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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.

Change Password

Old Password

New Password

Confirm Password

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.

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 | **Configuration** | Account Settings | Logout

Welcome MIS IT Unit to Contract Monitoring System.

MIS IT Unit | MIS-IT Unit, Kathmandu | Dashboard | **Configuration** | Account Settings | Logout

"Welcome To Contract Monitoring System"

Search Criteria
Budget Head : --Select All--

Display Rows: 50 | Filter | Reset

S.No.	Contract Name	Contract No.	Total Cost Variation	Total IPC (Without Deduction)	Guarantee Expiration	Physical Progress	Financial Progress	Status
1	design and build test 1	148/0101010074-75/003	0.00	0.00	-	-	-	ESTIMATE
2	design build 2075-02-31	148/3370124/074-75/005	0.00	0.00	-	-	-	ESTIMATE
3	contact first 070-71	148/3371334/070-71/002	0.00	0.00	-	-	-	ESTIMATE
4	paropakar	148/3370124/072-73/004	0.00	0.00	-	-	-	ESTIMATE
5	contract no 1 road construction,CN5	148/3370123/074-75/001	0.00	0.00	-	-	-	ESTIMATE
6	test	148/9955555/074-75/001	0.00	0.00	-	-	-	ESTIMATE
7	contact first 070-71	/337-335/070-71/123	0.00	0.00	-	-	-	ESTIMATE
8	Paropakar Bridge	148/3370124/072-73/001	0.00	0.00	-	-	-	ESTIMATE
9	207071 Bridge_Mahakali	/337-335/070-71/001	0.00	0.00	-	-	-	ESTIMATE
10	item rate test 1	148/0000000/074-75/003	0.00	0.00	-	-	-	ESTIMATE

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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.

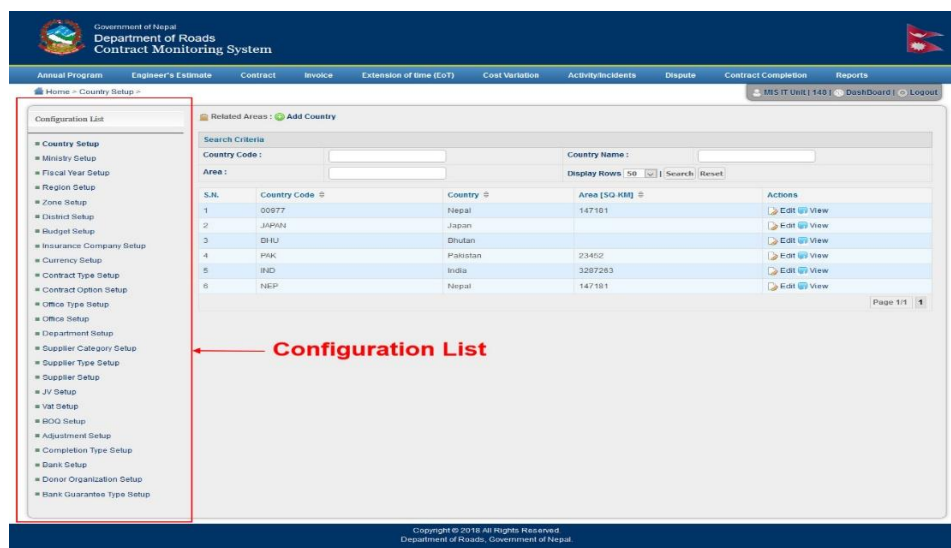


Figure 6: Configuration List

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

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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.

 Related Areas :  View List

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

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.

 Related Areas :  List

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

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	Search Reset

S.II.	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 :	nep	Country Name :		
Area :		Display Rows	50	Search Reset

S.II.	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.

Related Areas : [View List](#)

Add MINISTRY

Ministry Name

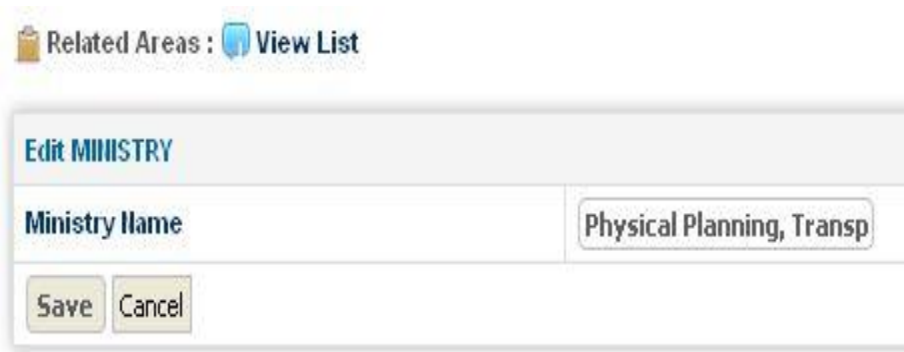
Save Cancel

Figure 14: Add New Ministry

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

2.2.2 Edit Ministry

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



Related Areas : [View List](#)

Edit MINISTRY

Ministry Name

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.



Related Areas : [List](#)

ministry_setup Details

MINISTRY NAME

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 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.

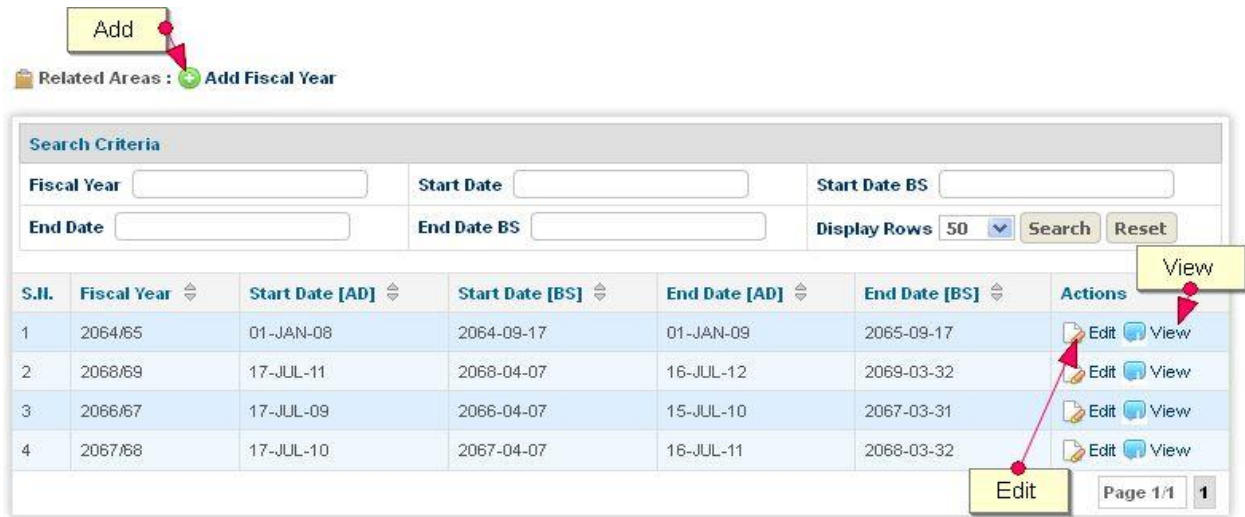


Figure 19: Fiscal Year View List

2.3.1 Add Fiscal Year

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

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

Search Criteria						
Fiscal Year		Start Date		Start Date BS		
End Date		End Date BS		Display Rows	50 v	Search Reset

S.II.	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	2064/65	Start Date		Start Date BS		
End Date		End Date BS		Display Rows	50 v	Search Reset

S.II.	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	

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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.

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

 Related Areas :  View List

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.

 Related Areas :  List

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

S.II.	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

S.II.	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.

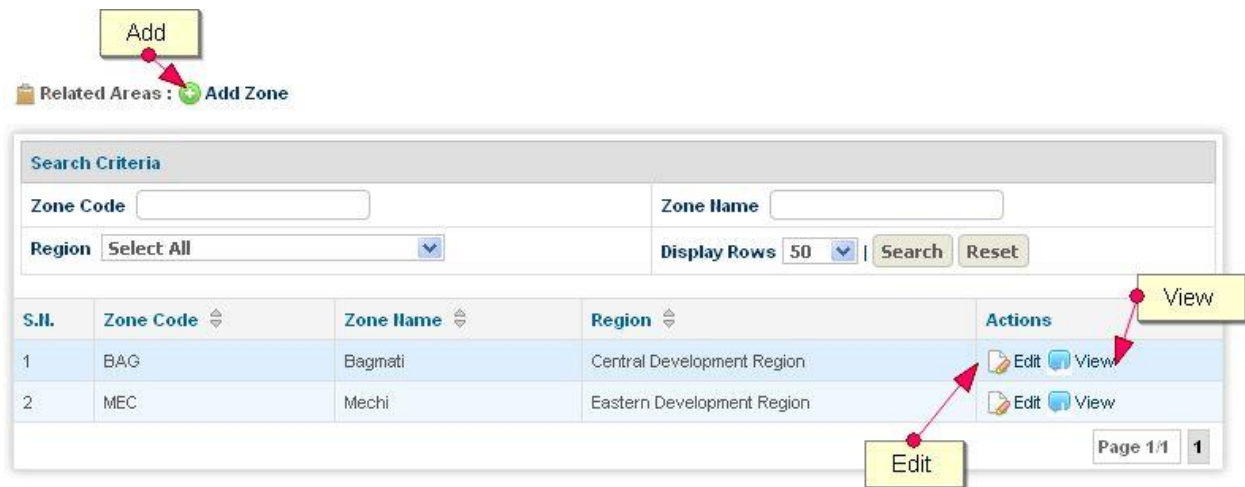


Figure 31: Zone View List

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

 Related Areas :  View List

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

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  View .
2. Form with data is display as shown below.

 Related Areas :  List

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

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.

Add

Related Areas : [+ Add District](#)

Search Criteria

District Code District

Zone Area [Sq-Km]

Display Rows 50

S.No.	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

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.

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

2.6.2 Edit District

- Click on  button.
- 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
Save Cancel	

Figure 39: Edit District

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

2.6.3 View District

- Click on .
- Form with data is display as shown below.

 Related Areas :  [List](#)

District Details	
District Code	ACH
District	Achham
Zone	Bagmati
Area	1680
Edit Cancel	

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

Search Criteria

Related Areas : Add District

Search Criteria

District Code District

Zone Area [SQ-KM]

Display Rows 50 **Search** **Reset**

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

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 **Search** **Reset**

S.II.	District Code	District	Zone	Area[Sq Km]	Actions
1	ACH	Achham	Bagmati	1680	

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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.

Related Areas : [+ Add Budget](#)

Search Criteria

BUDGET CODE ABBREVIATION

REGION Display Rows 50 Search Reset

S.II	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	basa marga	Eastern Development Region	Edit View
4	48-4-295	karnali koridor	Eastern Development Region	Edit View

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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 
Save Cancel	

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
Edit Cancel	

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	basa 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

3. Enter valid data in search text box.
4. 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.

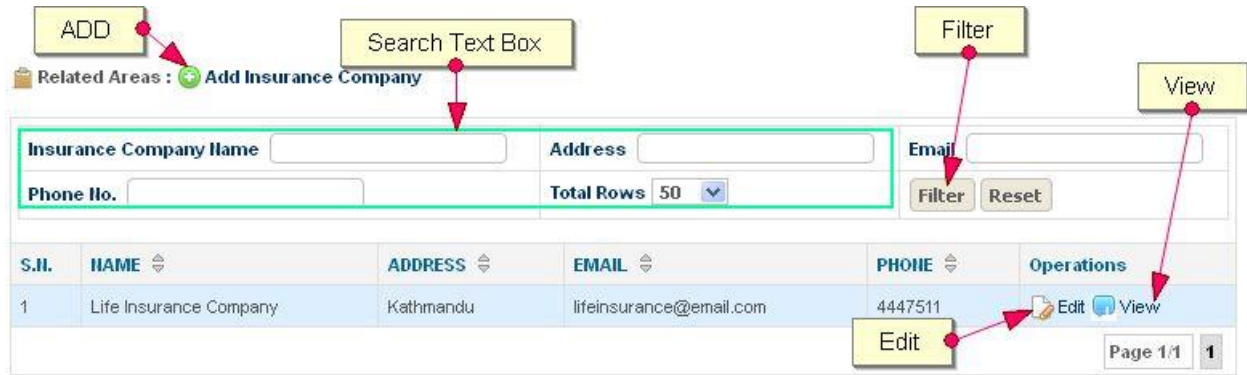


Figure 49: Insurance Company View List

2.8.1 Add Insurance Company

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

Related Areas : **View List**

Add Insurance Company	
Insurance Company Name:	
Address:	
Email:	
Phone:	
Save Cancel	

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 :  [View List](#)

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

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 :  [List](#)

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

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](#)

Phone No. Total Rows 50 ▼ Filter Reset

S.No.	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 Search button to view search result. If data found data will be display.

Phone No. Total Rows 50 ▼ Filter Reset

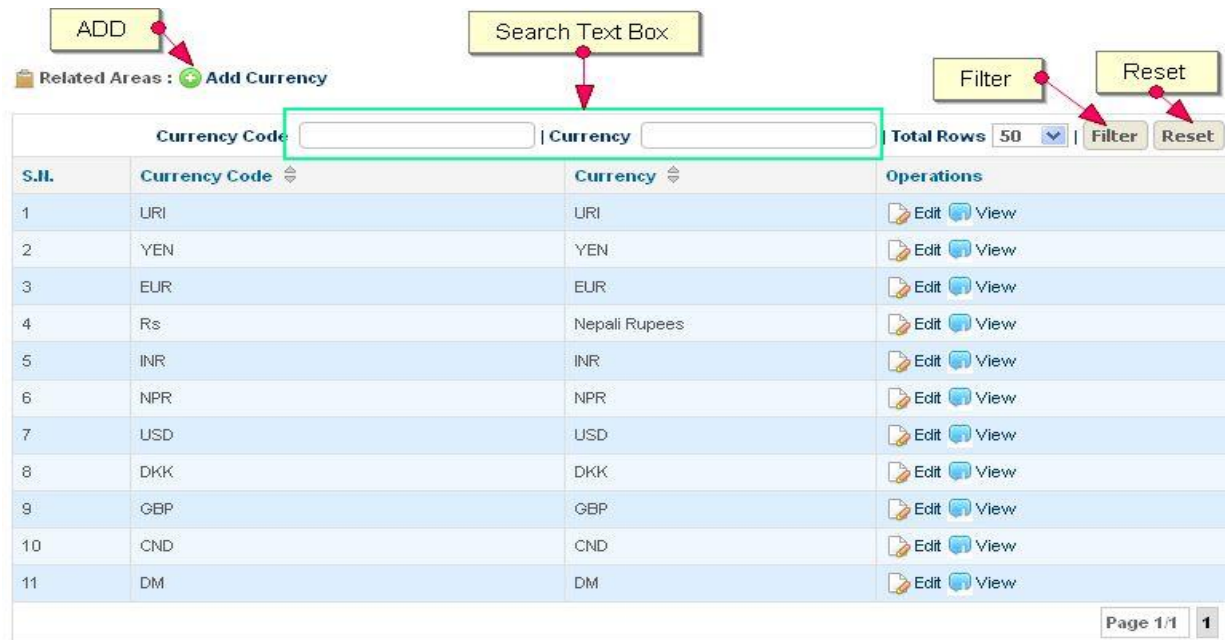
S.No.	NAME	ADDRESS	EMAIL	PHONE	Operations
1	Life Insurance Company	Kathmandu	lifeinsurance@email.com	4447511	Edit View

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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.



Related Areas : [Add Currency](#)

Search Text Box

Filter Reset

S.No.	Currency Code	Currency	Operations
1	URI	URI	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

Total Rows 50 | Filter Reset

Page 1/1 1

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 button to save.
5. Click on 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.

 Related Areas :  [View List](#)

Edit Currency	
Currency Code	URI
Currency	URI
Save Cancel	

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.

 Related Areas :  [List](#)

Currency Details	
Currency Code	URI
Currency	URI
Edit Cancel	

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](#)

Search Text Box

Filter

S.II.	Currency Code	Currency	Operations
1	URI	URI	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 Ne | Total Rows 50 | [Filter](#) [Reset](#)

S.II.	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.

 Related Areas :  View List

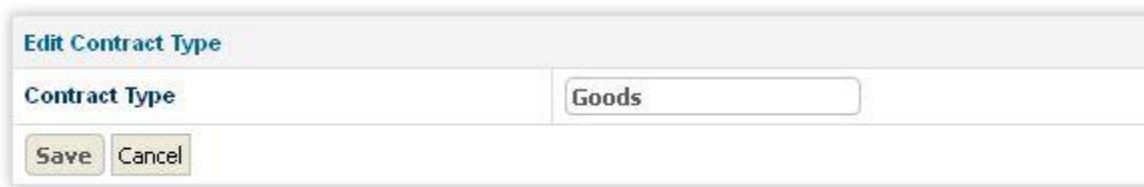


Figure 63: Edit Contract Type

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.

 Related Areas :  List

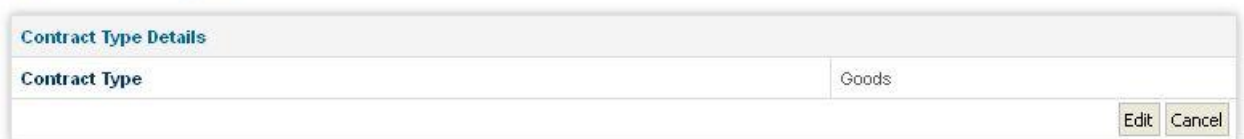


Figure 64: View Contract Type

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.No.	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 Goods Contract Type Goods | Display Rows 50 | Search Reset

S.No.	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.

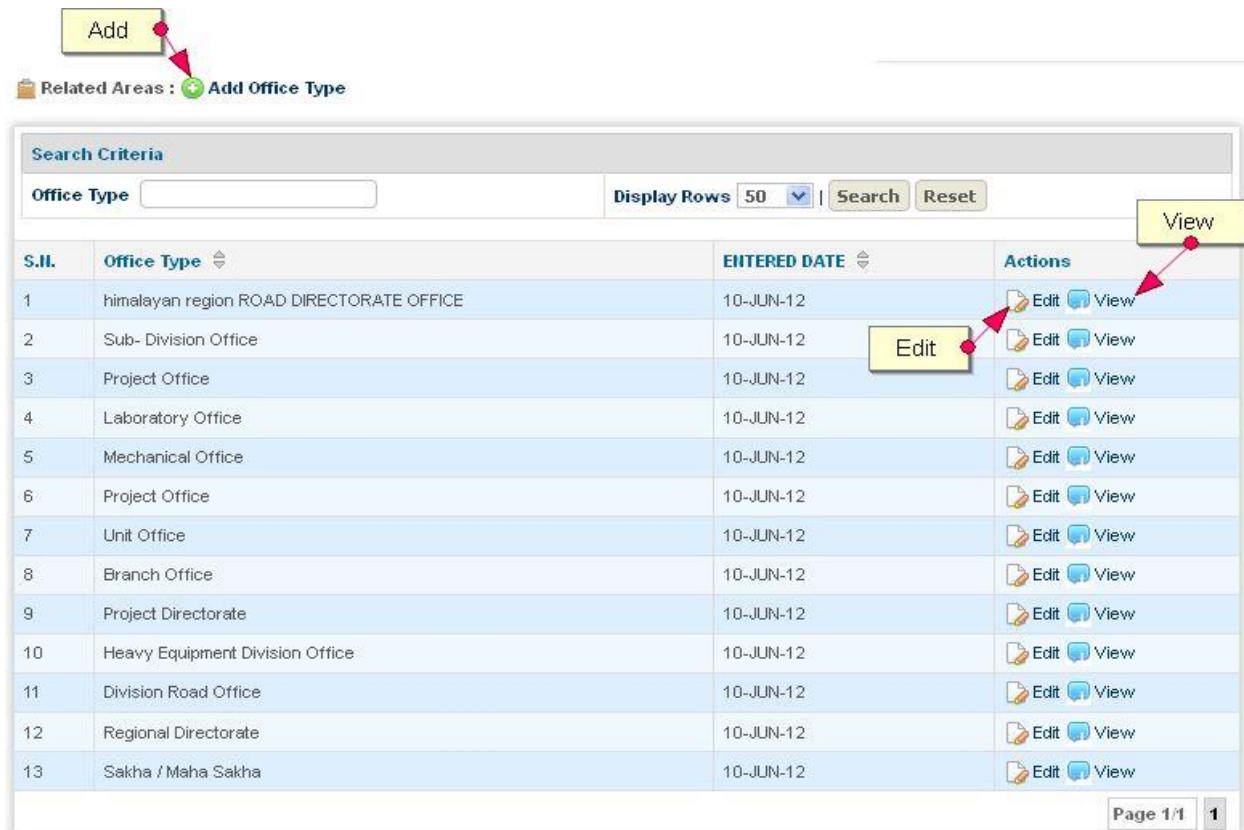


Figure 67: Office Type View List

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

Save

Cancel

Figure 68: Add Office Type

3. Enter required data.

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

2.11.2 Edit Office Type

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

 Related Areas :  [View List](#)

Edit Office Type	
Office Type	Sub- Division Office
	

Figure 69: Edit Office Type

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

2.11.3 View Office Type

- Click on  .
- Form with data is display as shown below.

 Related Areas :  [List](#)

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

Figure 70: View Office Type

- 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.II.	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

Phone

Fax

Office Type
 Select All

District
 Select All

Display Rows
 50

Search

Reset

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	Banke	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 Abbreberation	
Office Name	
Office Address	
Office Start Date	
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	--Select Office Type-- v
District	--Select District-- v
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 button.
- A form will be display with previously entered data in it, as shown below.

Related Areas : [View List](#)

Edit Office	
Office Abbreberation	
Office Name	OR OFFICES
Office Address	
Office Start Date	
Phone	
Fax	
PO Box	
Email	
Chief Name	
Office Type	Head Office (Department) v
District	Kathmandu v
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 50

S.II.	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	Banke	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.

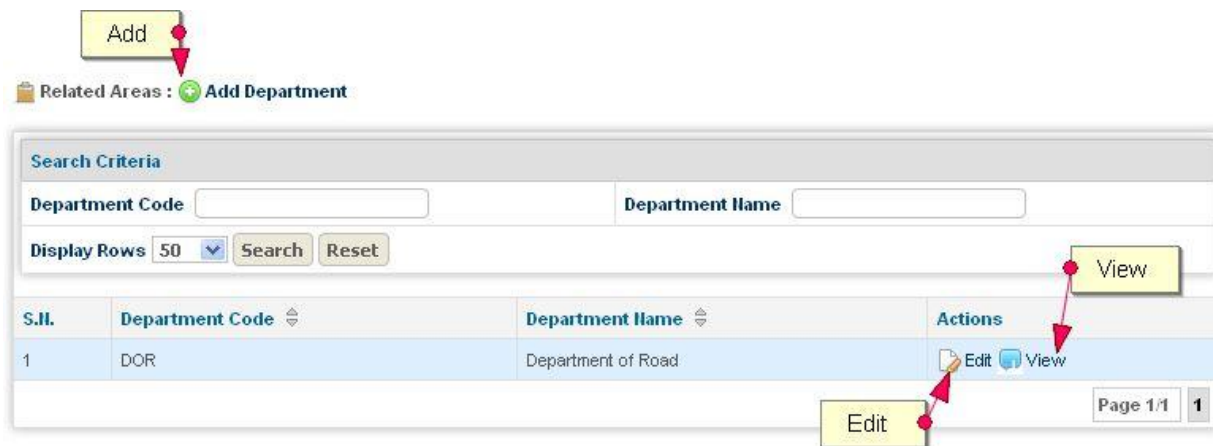


Figure 77: Department View List

2.13.1 Add Department

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

Related Areas : **View List**

Add Department	
Department Code	
Department Name	
Save Cancel	

Figure 78: Add Department

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

2.13.2 Edit Department

1. Click on **Edit** 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 .
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

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.

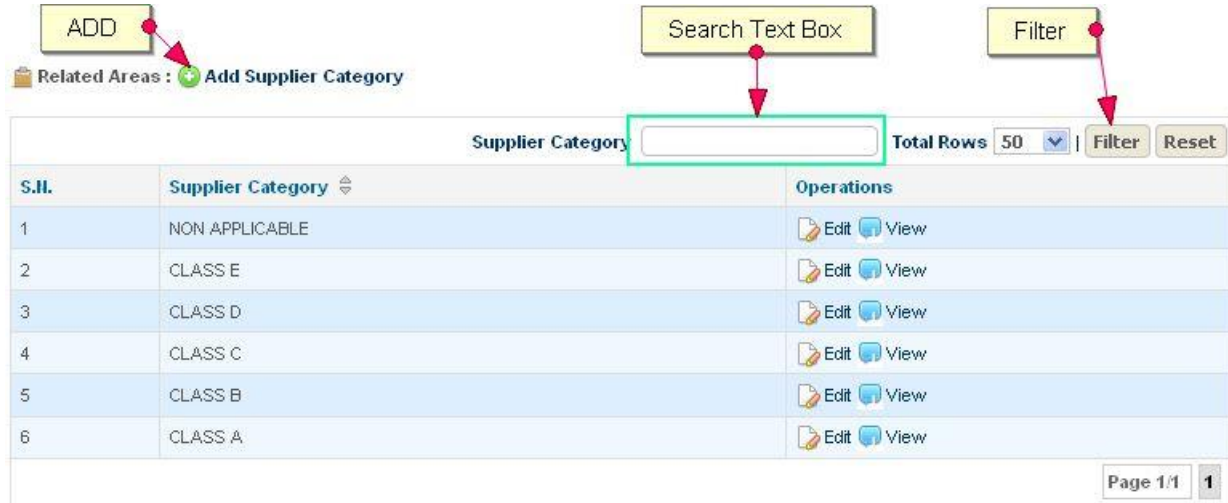


Figure 82: Supplier Category View List

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

 Related Areas :  View List

Edit Supplier Category Setup	
Supplier Category	CLASS D
Save Cancel	

Figure 84: Edit Supplier

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

2.14.3 View Supplier Category

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

 Related Areas :  List

Supplier Category Setup Details	
Supplier Category	CLASS D
Edit Cancel	

Figure 85: View Supplier Category

3. Click on  Edit to change data.
4. Click on  Cancel 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.N.	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.

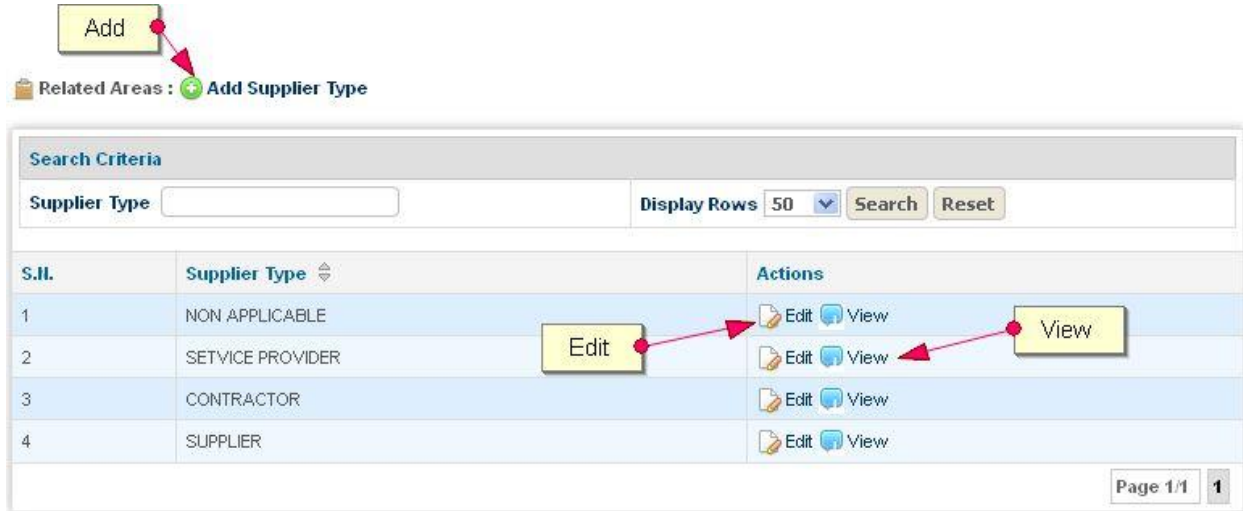


Figure 87: Supplier Type View List

2.15.1 Add Supplier Type

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

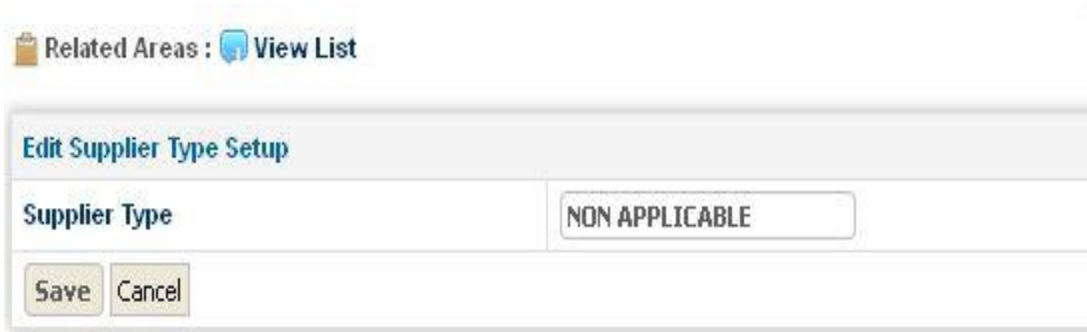


Figure 88: Add Supplier Type

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

2.15.2 Edit Supplier Type

1. Click on  Edit 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

Figure 89: Edit Supplier Type

3. Make necessary changes in data.
4. Click on  Save button to save, new data.
5. Click on  Cancel 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

Figure 90: View Supplier Type

3. Click on  Edit to change data.
4. Click on  Cancel 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

S.No.	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 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	
 	

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  View.
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	
Edit Cancel	

Figure 95: View Supplier

3. Click on  Edit to change data.
4. Click on  Cancel 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

Search Criteria

Related Areas : [Add Supplier](#)

Search Criteria

Supplier Type Select All Supplier Category Select All

COUNTRY Select All Display Rows 50 Search Reset

S.II.	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 Search 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.

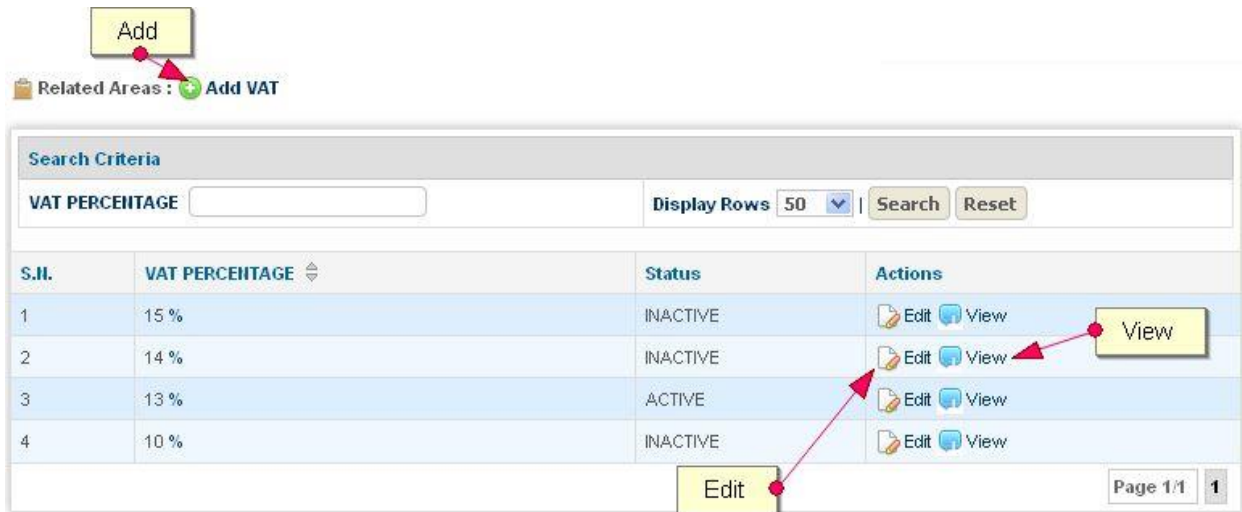


Figure 97: VAT View List

2.17.1 Add VAT

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

Related Areas : [View List](#)

Add VAT	
VAT PERCENTAGE	%
ACTIVE	☐
Save Cancel	

Figure 98: Add VAT

3. Enter required data.
4. Click on button to save.
5. Click on 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 :  **View List**

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 :  **List**

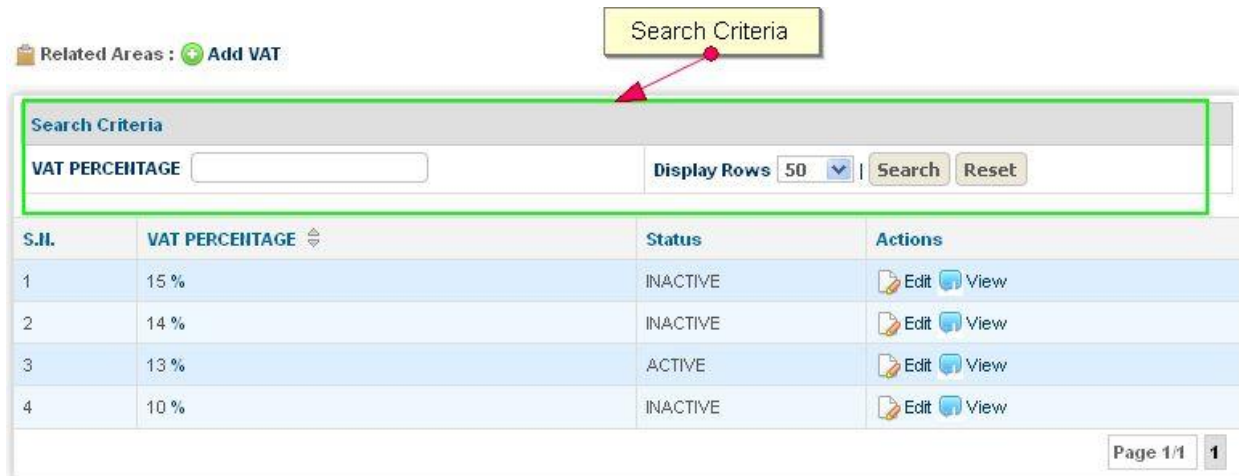
VAT Details	
VAT PERCENTAGE	15 %
STATUS	INACTIVE
Edit Cancel	

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

S.II.	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 [Search](#) 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.

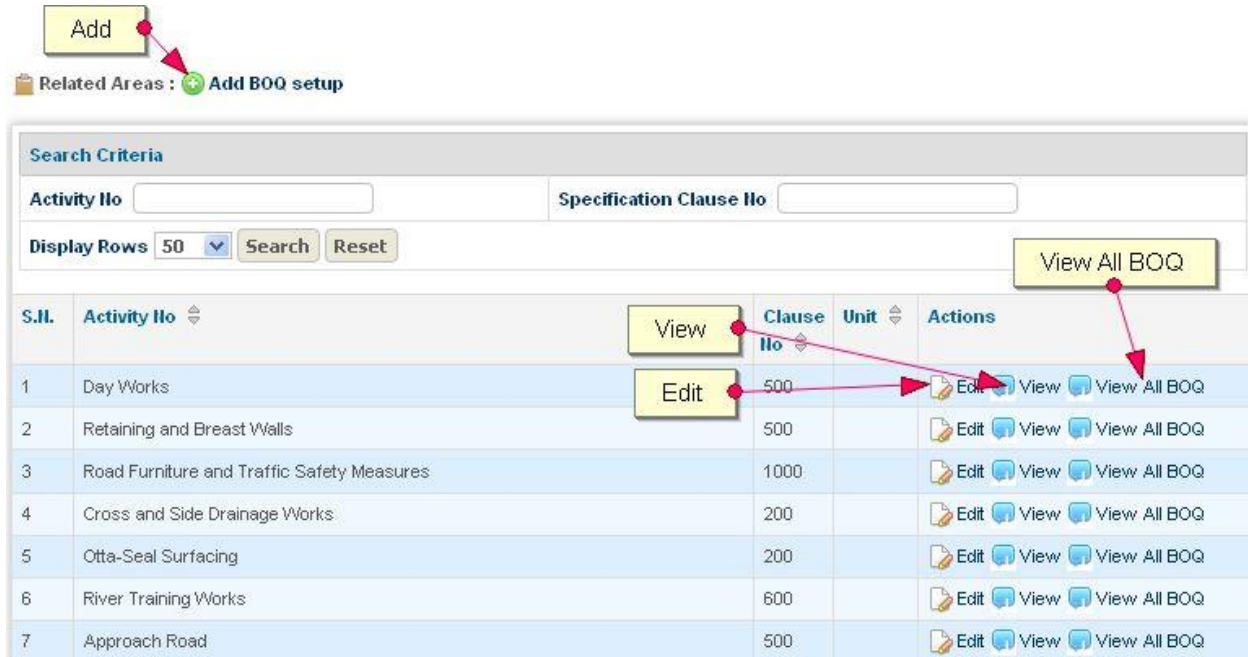


Figure 102: BOQ View List

2.18.1 Add BOQ Heading

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

Related Areas : [View List](#)

Add BOQ Setup

Name	
Specification Clause Number	

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.


Related Areas :
[View List](#)

Add BOQ Setup	
Activity Number	
Specification Clause Number	
Units	
Description	

Figure 106: Add Sub Heading

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

2.18.1.2 Edit BOQ Sub heading

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

Search Criteria

Activity Ilo

Specification Clause Ilo

Display Rows

Search

Reset

S.II.	Activity Ilo	Clause Ilo	Unit	Description	Actions
1	Me	321	00	sadfsdaf	Edit View

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1

Figure 107: View Sub List

1. Click on  button from view sub list.
2. 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

SaveCancel

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
Edit Cancel	

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
Save Cancel	

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 Ilo Specification Clause Ilo

Display Rows

S.II.	Activity Ilo	Clause Ilo	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.

Related Areas : [Add Adjustment](#)

Search Criteria

NAME Display Rows 50 | Search Reset

S.No	NAME	METHOD	Actions
1	Price Escalation Addition	PLUS	Edit View
2	Advance Payment Deduction	MINUS	Edit View

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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

Save Cancel

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.

Related Areas : [View List](#)

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

Related Areas : [List](#)

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.

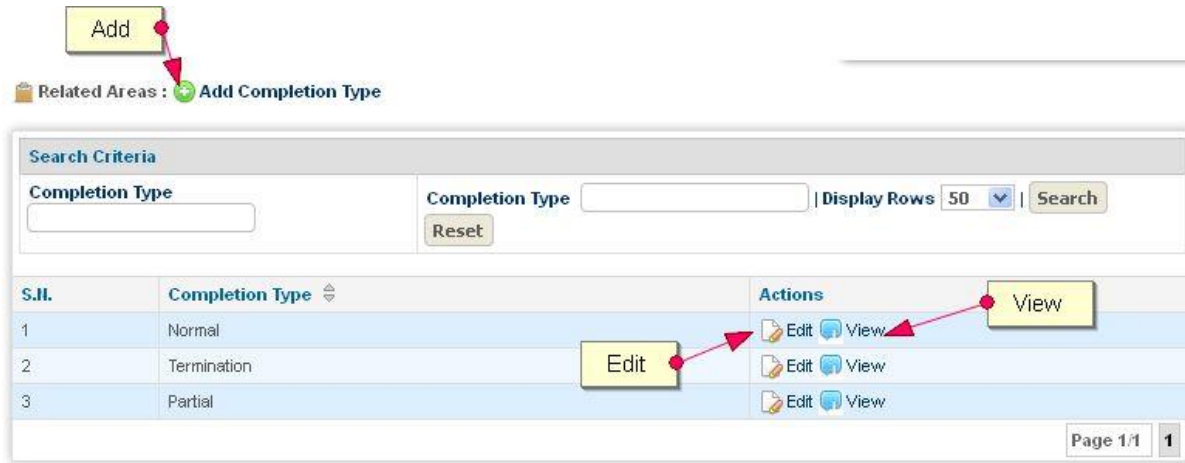


Figure 118: Completion Type View List

2.20.1 Add Completion Type

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

Figure 119: Add Completion Type

3. Enter required data.
4. Click on button to save.
5. Click on 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.

 Related Areas :  **View List**

Edit completion_type	
Completion Type	Normal
Save Cancel	

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.

 Related Areas :  **List**

completion_type Details	
Completion Type	Normal
Edit Cancel	

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

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 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.

Add New Bank

Related Areas : [Add New Bank](#)

Search Criteria

Bank Code Bank Name

Display Rows 50

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 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.

Related Areas : [View List](#)

Add Bank Details

Bank Name

Code

Address

City

Phone

Fax

Email

Remarks

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	
Save Cancel	

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.I.	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

Page 1/1 **1**

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.

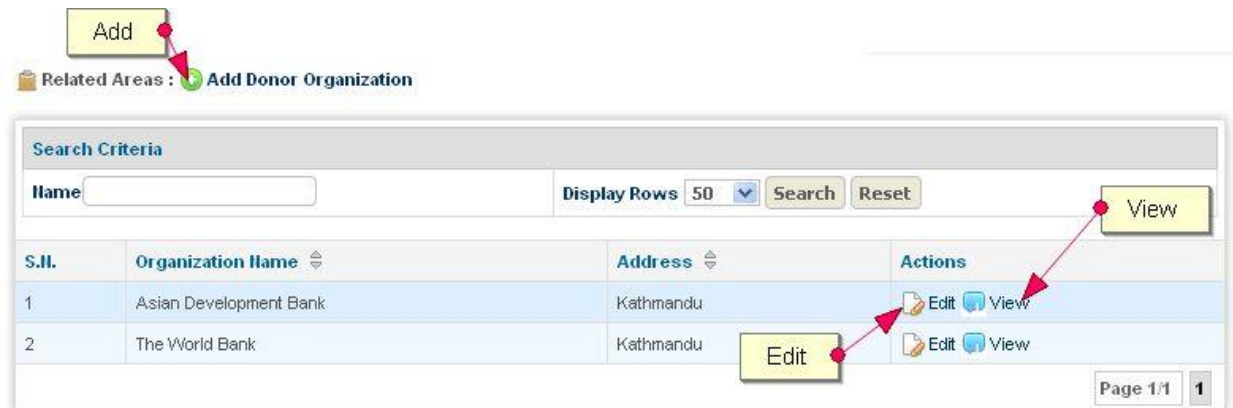


Figure 128: Donor Organization View List

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

 Related Areas :  **View List**

Edit Donor Organization	
Name	Asian Development Bank
Address	Kathmandu
 	

Figure 130: Edit Donor Organization

3. Make necessary changes in data.
4. Click on  **Save** button to save, new data.
5. Click on  **Cancel** 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.

 Related Areas :  **View List**

Donor Organization Details	
Organization Name	Asian Development Bank
Address	Kathmandu
 	

Figure 131: View Donor Organization

3. Click on  **Edit** to change data.
4. Click on  **Cancel** 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

Page 1/1 1

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.

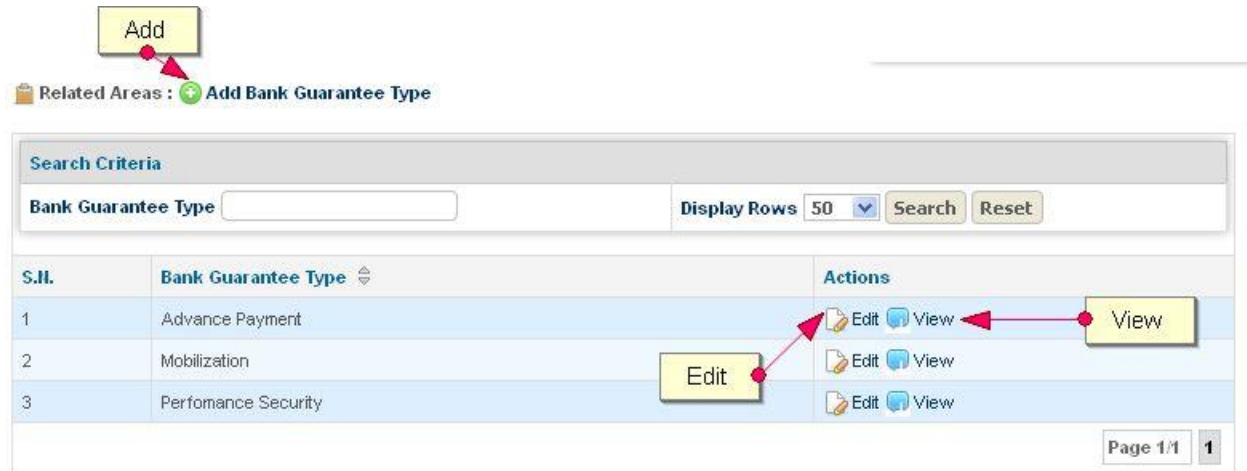


Figure 133: Bank Guarantee Type View List

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.

Related Areas :  [View List](#)

Edit Bank Guarantee Type	
Bank Guarantee Type	Advance Payment
Save Cancel	

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.

Related Areas :  [View List](#)

Bank Guarantee Type Details	
Bank Guarantee Type	Advance Payment
Edit Cancel	

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.No.	Bank Guarantee Type	Actions
1	Advance Payment	Edit View
2	Mobilization	Edit View
3	Performance Security	Edit View

Page 1/1 1

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	a/b/c JV	18-JUL-18	Edit View Assign Supplier
2	Lama/ Sharma/kalika JV	12-JUL-18	Edit View Assign Supplier
3	Pashupati/ Sapana JV	12-JUL-18	Edit View Assign Supplier
4	Surya/Amar JV	08-JUL-18	Edit View Assign Supplier

Page 1/1 1

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 Assign Supplier
- 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.

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 > Yearly Program > MIS IT Unit | MIS-IT Unit, Kathmandu | Dashboard | Configuration | Account Settings | Logout

Related Areas: [Add New Program](#)

Annual Program

Search Criteria

Fiscal Year: Budget Sub Head:
 Ministry: Display Rows:

S.No.	Fiscal Year	Budget Head	Budget Sub Head	Program/Project Name	Project Start Fiscal Year	Project Completion Fiscal Year	Actions
1	2075/76	337-335	337-335	2070/71 Bridge_Mahakali	2070/71	2077/78	View
2	2070/71	337-335		2070/71 roadc	2070/71	2073/74	View
3	2074/75	337033	337033	2070/71 roadc	2072/73	2074/75	Edit View
4	2074/75	337033	337033	BRIDGE BRANCH TEST 2	2074/75	2074/75	View
5	2074/75	337157-4	337157-4	LRN	2072/73	2074/75	View

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.:

Budget Head:

Ministry:

District:

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.

Figure 140: Add Annual Program

3. Enter the required data.

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



Figure 141: 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.

3.2 Edit Annual Program

1. Click on **Edit** 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.

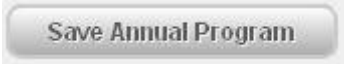
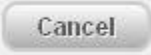
4. Click on  button to save. A Dialog box will display with Save Confirmation message as shown below,



Figure 143: 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.

3.3 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(Hile-Sidhuwa-Basantapur Section)
6. Location			
1. * a. District:	Dhankuta		
2. * a. District:	Terhathum		
7. Project Start Date :	2074/75	8. Project Completion Date :	2074/75
10. Annual Budget :		11. Current F.Y Reporting Period Released Amount :	
a. Domestic		a. Domestic	
Government of Nepal:	0.00	Government of Nepal:	0.00
Organization:	0.00	Organization:	0.00
People's Participation:	0.00	People's Participation:	0.00
b. Foreign		b. Foreign	
Loan:	0.00	Loan:	0.00
Grant:	0.00	Grant:	0.00
c. Donor Organization :			
		12. This F.Y Reporting Period Expenditure :	
		a. Domestic	
		Government of Nepal:	
		0.00	
		Organization:	
		0.00	
		People's Participation:	
		0.00	
		b. Foreign	
		Loan:	
		0.00	
		Grant:	
		0.00	
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

Annual Program

Search Criteria

F.Y.: Budget Head: Budget Sub Head:

Ministry: District: Display Rows:

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	BANIPA-BARDIBAS 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	Khodpe-Jhota-Chainpur Road	2064/65	2068/69	Edit View
4	2067/68	48-4-295	48-4-296	Test Program	2067/68	2067/68	Edit View
5	2066/67	48-4-295	48-4-296	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 button to view search result. If data found data will be display.

Annual Program

Search Criteria

F.Y.: Budget Head: Budget Sub Head:

Ministry: District: Display Rows:

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

Page 1/1 1

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.

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 > Estimate > Gunja Bahadur Mahto | सडक विभाग, काठमाण्डौ | Dashboard | Configuration | Account Settings | Logout

Project List

Search Criteria

Budget Head: Select All Budget Sub Head: Select All Project: Display Pages: 50 Search Reset

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

List of created AP for Engineer 's Estimate

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Department of Roads, Government of Nepal.

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: Confirmation Message

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

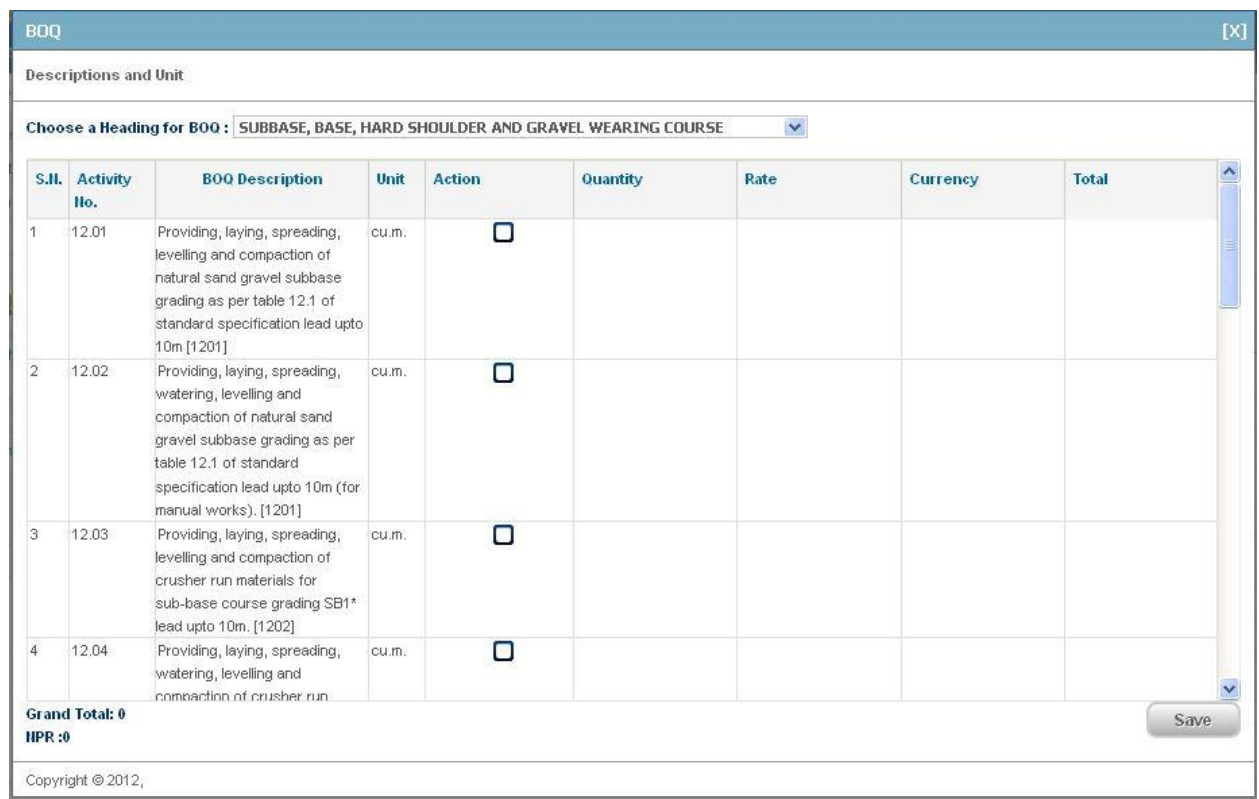
Choose a Heading for BOQ :

Choose BOQ Heading [v]

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Figure 152: BOQ Heading Dialog Box

3. 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 [v]

S.Jl.	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	cu.m.	☐				

Grand Total: 0
HPR: 0

Save

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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:

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.

Figure 154: BOQ Heading Listing

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

Figure 155: Conformation Message

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

Pay Item No.	Activity No.	Description of Items	Payment Mode
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]	Direct
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]	Direct
GENERAL			
1	3.03	Excavation for structures (cross drainage, retaining <subst> amp; offroad structures) in all types of soil including hard rock [900]	Direct
2	3.04	Backfilling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	Direct
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS			
1	7.02.i	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. i) 600mm dia (ht.) [701]	Direct

Figure 156: Payment Mode View List

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

Figure 157: Confirmation Message

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

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

4.2.1 Edit Contract Estimate

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

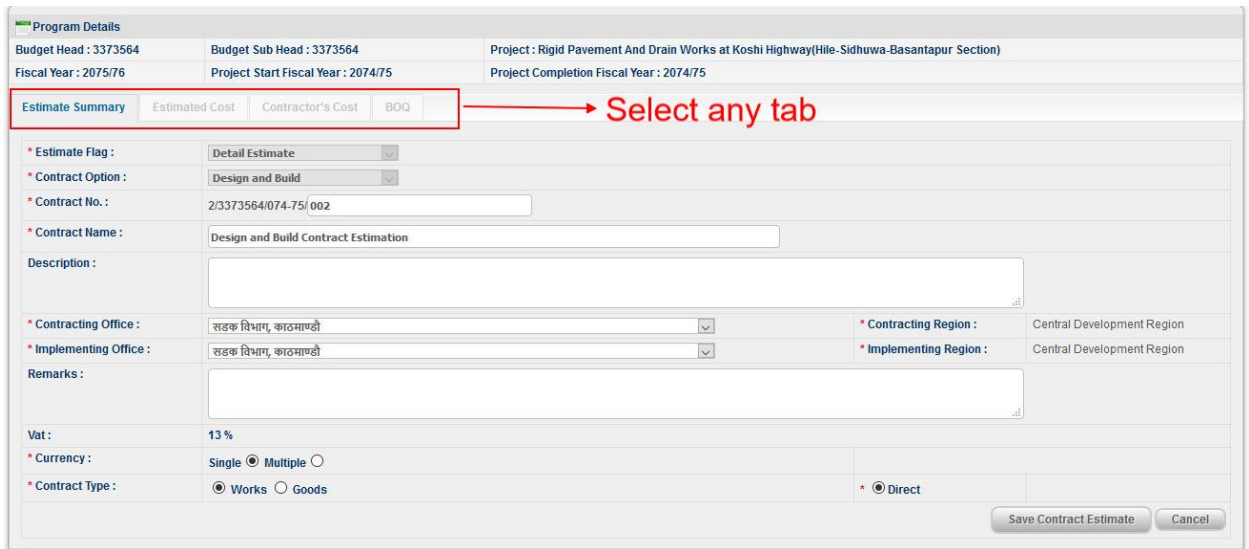


Figure 160: Edit Contract Estimated

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,

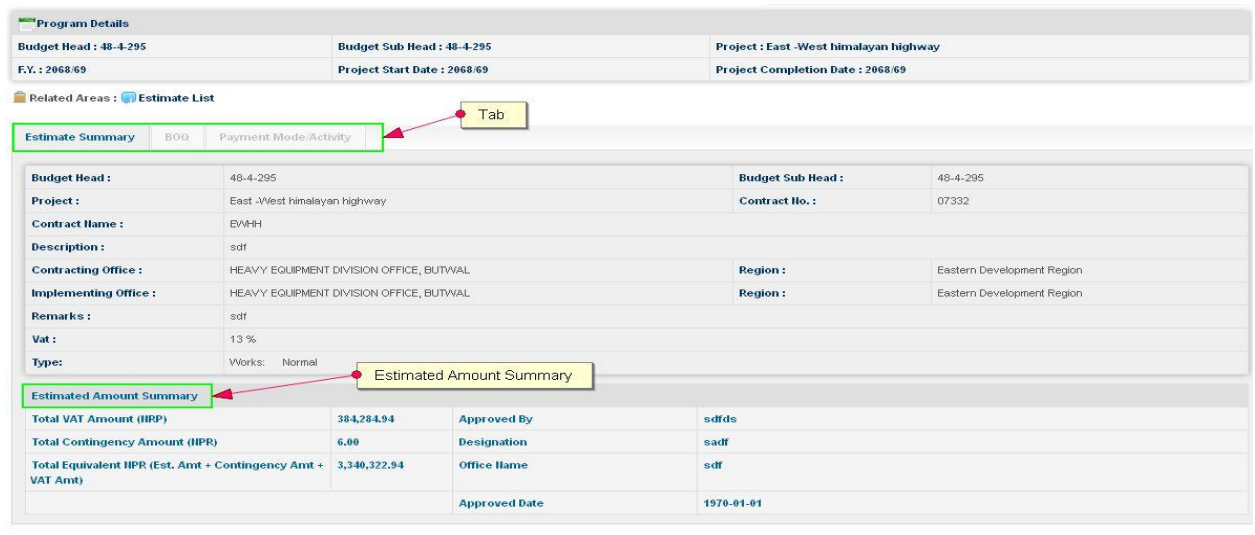


Figure 161: Conformation Message

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 : 48-4-295	Budget Sub Head : 48-4-295	Project : East -West himalayan highway
F.Y. : 2068/69	Project Start Date : 2068/69	Project Completion Date : 2068/69

Related Areas : [Estimate List](#)

Estimate Summary | BOQ | Payment Mode/Activity

Budget Head : 48-4-295
Project : East -West himalayan highway
Contract Name : EWHH
Description : sdf
Contracting Office : HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL
Implementing Office : HEAVY EQUIPMENT DIVISION OFFICE, BUTWAL
Remarks : sdf
Vat : 13 %
Type : Works: Normal

Budget Sub Head : 48-4-295
Contract No. : 07332
Region : Eastern Development Region

Estimated Amount Summary

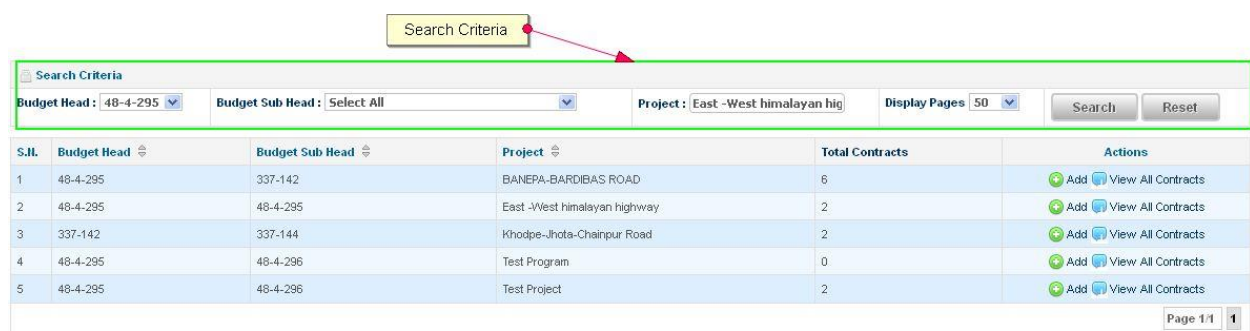
Total VAT Amount (HRP)	38,4284.94	Approved By	sdfds
Total Contingency Amount (HRP)	6.00	Designation	sadf
Total Equivalent HPR (Est. Amt + Contingency Amt + VAT Amt)	3,340,322.94	Office Name	sdf
		Approved Date	1970-01-01

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.



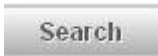
Search Criteria

Budget Head : 48-4-295 | Budget Sub Head : Select All | Project : East -West himalayan hig | Display Pages : 50 | Search | Reset

S.N.	Budget Head	Budget Sub Head	Project	Total Contracts	Actions
1	48-4-295	337-142	BANIPA-BARDIBAS ROAD	6	Add View All Contracts
2	48-4-295	48-4-295	East -West himalayan highway	2	Add View All Contracts
3	337-142	337-144	Khodpe-Jhota-Chainpur Road	2	Add View All Contracts
4	48-4-295	48-4-296	Test Program	0	Add View All Contracts
5	48-4-295	48-4-296	Test Project	2	Add View All Contracts

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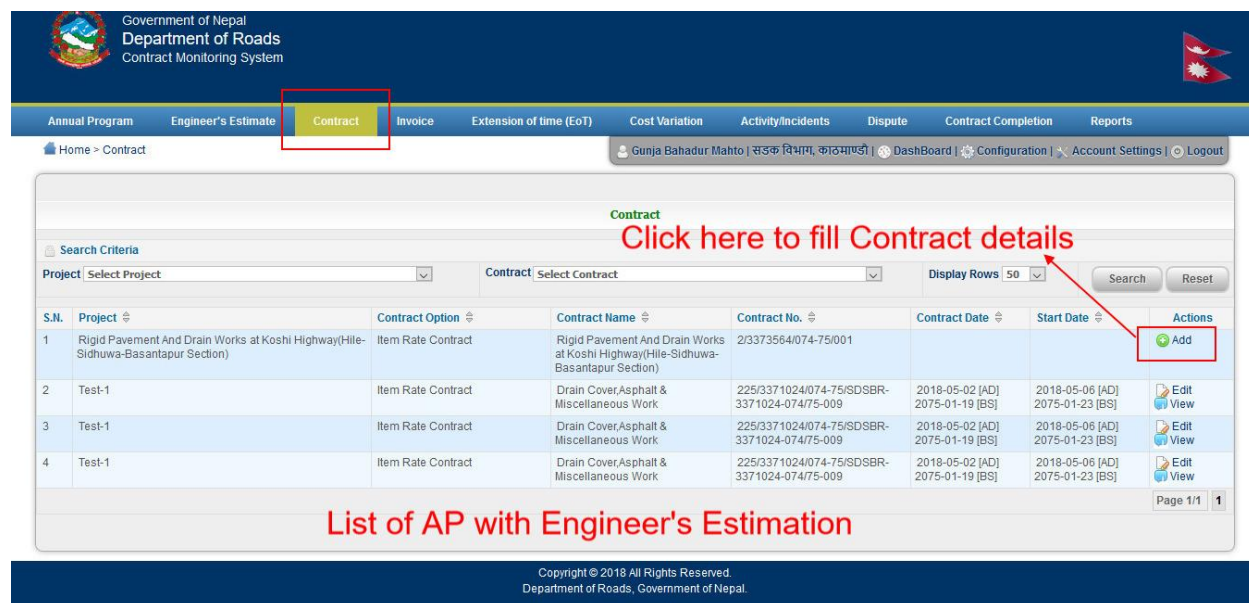
Figure 163: Engineer's Estimate Search Form

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.



The screenshot displays the CMS interface for the Government of Nepal, Department of Roads. The top navigation bar includes tabs for Annual Program, Engineer's Estimate, **Contract** (highlighted with a red box), Invoice, Extension of time (EoT), Cost Variation, Activity/Incidents, Dispute, Contract Completion, and Reports. Below the navigation bar, a breadcrumb trail shows 'Home > Contract'. The main content area is titled 'Contract' and features a search criteria section with dropdowns for 'Project' and 'Contract', a 'Display Rows' dropdown set to 50, and 'Search' and 'Reset' buttons. A red arrow points to the 'Add' button in the 'Actions' column of the first row, with the text 'Click here to fill Contract details' above it. The table lists four contracts, each with columns for S.N., Project, Contract Option, Contract Name, Contract No., Contract Date, Start Date, and Actions. The first row is highlighted in blue. Below the table, the text 'List of AP with Engineer's Estimation' is displayed. The footer contains copyright information: 'Copyright © 2018 All Rights Reserved. Department of Roads, Government of Nepal.'

S.N.	Project	Contract Option	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	Rigid Pavement And Drain Works at Koshi Highway(Hile-Sidhuwa-Basantapur Section)	Item Rate Contract	Rigid Pavement And Drain Works at Koshi Highway(Hile-Sidhuwa-Basantapur Section)	2/3373564/074-75/001			Add
2	Test-1	Item Rate Contract	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75/SDSBR-3371024-074/75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Edit View
3	Test-1	Item Rate Contract	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75/SDSBR-3371024-074/75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Edit View
4	Test-1	Item Rate Contract	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75/SDSBR-3371024-074/75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Edit View

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

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/SDSBR-3371024-074/75-009 Estimated Amount : 21,547,495.32 Project Completion Fiscal Year : 2075/76

Related Areas: Contract

Contract Summary Supplier/Contractor Contract Amount Guarantee Guarantee Amount Insurance Insurance Amount

* Contract Date : [AD] 2018-05-02 [BS] 2075-01-19 * Start Date: [AD] 2018-05-06 [BS] 2075-01-23

S.N.	Milestone Description	Days	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	Activate DLP
1.	test	100	[AD] 2018-05-06 [BS] 2075-01-23	365	[AD] 2019-05-06 [BS] 2076-01-23	☒

Project Manager : test

Engineer : test Subject to Price Escalation : ☒

* Payment Ratio Currency Single Currency ☒ Multiple Currency ☐

Remarks :

Contract Summary Form Save Contract Cancel

Figure 165: Add in Contract Tab

- 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)
- Click on **Save Contract** button to save. A Dialog box will display with Save Confirmation message as shown below,

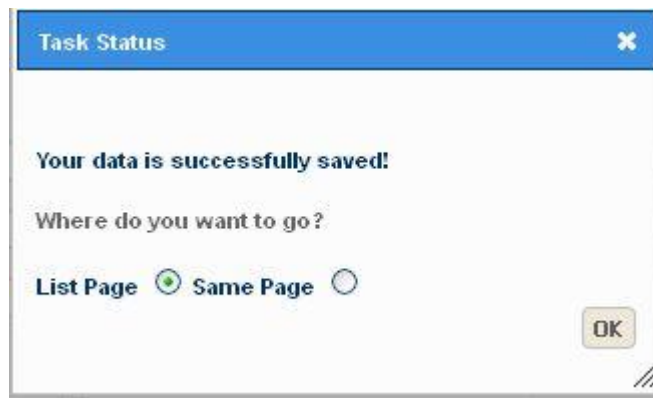


Figure 166: Confirmation Message

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

5.1.2 Parties

In parties tab the information about supplier are stored 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/SDSBR-3371024-074/75-009 Estimated Amount : 21,547,495.32 Project Completion Fiscal Year : 2075/76

Related Areas: [Contract](#)

Contract Summary **Supplier/Contractor** Contract Amount Guarantee Insurance Insurance Amount

Is Contractor: ☐ Single ☒ JV [\(Click Here to Create JV\)](#)

S.N.	JV Contractor	Supplier/Contractor	Share (%)	Remarks	Lead Party
1.	ABC JV	A. D. Builders	60		☒
2.		B.M Nirman Sewa Pvt.Ltd	30		☐
3.		Contech Pvt.Ltd	10		☐

Awarded Suppliers/Contractors

[Remove](#) [Save Parties](#) [Cancel](#)

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 [Add](#).
3. To Remove add Parties Click on [Remove](#).
4. Click on [Save Parties](#) button 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 168: 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](#)

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.

Home > Contract > Edit

superadmin | Department Of Road | Dashboard | Configuration | Logout

Program Details

Budget Head : 48-4-295	Budget Sub Head : 48-4-295	Program/Project : East-West himalayan highway	F.Y. : 2068/69	Project Start Date : 2068/69
Contract Name : EWHH	Contract No. : 07332	Estimated Amount : 3,346,322.94	Project Completion Date : 2068/69	

Related Areas: Contract

Contract Summary | Parties | **Price Schedule** | Guarantee | Insurance

Contract BOQ Details

Pay Item No.	Activity Nos.	Description of Items	Unit	Quantity	Currency	Rate	Agreed	Amount
EARTHWORKS								
1	9.01.a	road way excavation including disposal upto 10m and lift upto 1.5m etc. all complete as per specification. a) soft soil [905]	m3	12	NPR	123,123.00		
2	9.01.b	road way excavation including disposal upto 10m and lift upto 1.5m etc. all complete as per specification. b) hard soil/gravels/B.M.S. [905]	m3	12	NPR	123,213.00		
Sub-Totals:								0.00
Total:								0.00

Amount is automatically Calculated after you enter Agreed Price

2. Enter the Exchange Rate

S.N.	Currency	Amount	Estimated Exchange Rate	Exchange Rate	Total Amount	Remarks
1.	NPR		1		0.00	
Total Amount		0.00				
VAT Amount(13%):		0.00				
Total Amount (with VAT):		0.00				

Save Agreement Amount Cancel

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: Conformation 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

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	Estimated Amount : 4964.55	Project Completion Date : 2068/69	

Related Areas: **Contract**

Contract Parties Price Schedule **Guarantee** Guarantee Amount Insurance **Insurance Amount** Advance Payment

S.Jl.	Currency	Amount	Exchange Rate	Policy No.	Remarks
1.	Currency			32	

(+) Insurance Amount Add | (-) Insurance Amount Remove

Click Here to add more Insurance Amount

Save Insurance Amount Cancel

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.

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	Estimated Amount : 4964.55	Project Completion Date : 2068/69	

Related Areas: **Contract**

Contract Parties Price Schedule **Guarantee** Guarantee Amount Insurance Insurance Amount Advance Payment

S.Jl.	Guarantee Type	Bank Name Particular	Guarantee No.	Date of Issue	Validity	Extended Validity
1.	Advance Payment	EBL	12	1970-01-01	1970-01-01	1970-01-01

Add Remove

Advance Payment

Save Guarantee Cancel

Figure 176: Select Guarantee Type

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

Program Details

Budget Head : 48-4295	Budget Sub Head : 337-142	Program/Project : BAHEPA-BARDIBAS 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

Advance Payment

Advance Payment Amount is: 2400000

S.I.	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

2. Enter required data.

3. Click **Save Advance Payment** 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 178: Confirmation Message

4. Select **List Page** ☒ if you want to go back to view list after successfully save data. And click **OK**
5. 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.No	Project	Contract Name	Contract No.	Contract Date	Start Date	Completion Date	Action
1	Bkt road construction	fdg	1	01-JAN-12	05-JAN-12		Edit View
2	Bkt road construction	fg	4	01-JAN-70	01-JAN-70		Edit View
3	Bkt road construction	flthryh	1				Add
4	Bkt road construction	tyx	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 .
2. A form will display with 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/SDSBR-3371024-074/75-009 Estimated Amount : 21,547,495.32 Project Completion Fiscal Year : 2075/76

Related Areas: Contract

Contract Summary Supplier/Contractor Contract Amount Guarantee Guarantee Amount Insurance Insurance Amount

* Contract Date: [AD] 2018-05-02 [BS] 2075-01-19 * Start Date: [AD] 2018-05-06 [BS] 2075-01-23

Milestone(s) / Completion / DLP / Warranty

S.N.	Milestone Description	Days	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	Activate DLP
1.	all milestone	100	[AD] 2018-05-06 [BS] 2075-01-23	365	[AD] 2019-05-06 [BS] 2076-01-23	☒

Project Manager :

Engineer : Subject to Price Escalation : ☒

* 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.

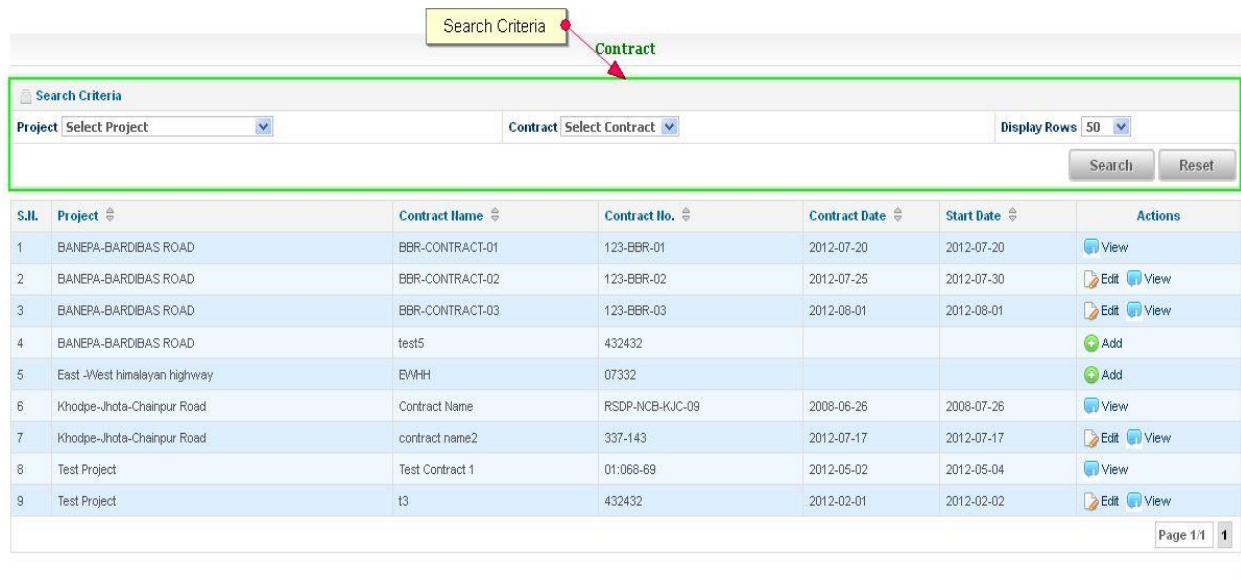
Program Details									
Budget Head : 3373694		Budget Sub Head : 3373694		Program/Project Name : Test-1		Fiscal Year : 2075/76		Project Start Fiscal Year : 2075/76	
Contract Name : Drain Cover,Asphalt & Miscellaneous Work		Contract No. : 225/3371024/074-75/SDSBR-3371024-074/75-009		Estimated Amount : 21,547,495.32		Project Completion Fiscal Year : 2075/76			
Related Areas: Contract List									
Contract Summary Parties Price Schedule Guarantee Guarantee Amount Insurance Insurance Amount									
Contract Date : [AD] 2018-05-02 — [BS] 2075-01-19				Start Date: [AD] 2018-05-06 — [BS] 2075-01-23					
Completion and DLP Date									
S.N.	Description	Days	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	Activate DLP			
1.		100	[AD] 2018-05-06 — [BS] 2075-01-23	365	[AD] 2019-05-06 — [BS] 2076-01-23	YES			
Project Manager :									
* Engineer :				Subject to Price Escalation :		NO			
Remarks :				Selected Currencies					
Cancel									

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

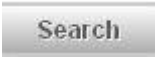
Display Rows 50

Search Reset

S.I.	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	BANEP-BARDIBAS ROAD	BBR-CONTRACT-01	123-BBR-01	2012-07-20	2012-07-20	View
2	BANEP-BARDIBAS ROAD	BBR-CONTRACT-02	123-BBR-02	2012-07-25	2012-07-30	Edit View
3	BANEP-BARDIBAS ROAD	BBR-CONTRACT-03	123-BBR-03	2012-08-01	2012-08-01	Edit View
4	BANEP-BARDIBAS ROAD	test5	432432			Add
5	East -West himalayan highway	EMHH	07332			Add
6	Khodpe-Jhota-Chainpur Road	Contract Name	RSDP-INCB-KJC-09	2008-06-26	2008-07-26	View
7	Khodpe-Jhota-Chainpur Road	contract name2	337-143	2012-07-17	2012-07-17	Edit View
8	Test Project	Test Contract 1	01:068-69	2012-05-02	2012-05-04	View
9	Test Project	t3	432432	2012-02-01	2012-02-02	Edit View

Page 1/1 1

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.	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	East -West himalayan highway	EMHH	07332			Add

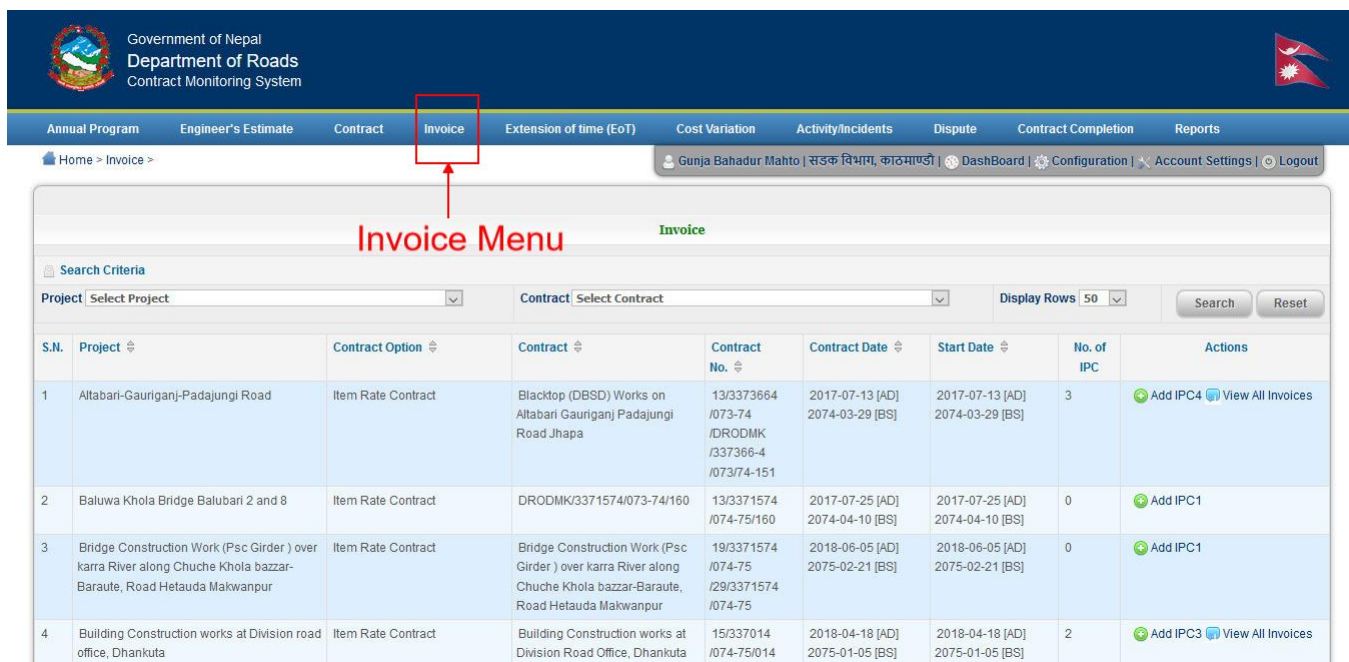
Page 1/1 1

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.



Invoice Menu

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	Altabari-Gauriganj-Padajungi Road	Item Rate Contract	Blacktop (DBSD) Works on Altabari Gauriganj Padajungi Road Jhapa	13/3373664 /073-74 /DRODMK /337366-4 /073/74-151	2017-07-13 [AD] 2074-03-29 [BS]	2017-07-13 [AD] 2074-03-29 [BS]	3	Add IPC4 View All Invoices
2	Baluwa Khola Bridge Balubari 2 and 8	Item Rate Contract	DRODMK/3371574/073-74/160	13/3371574 /074-75/160	2017-07-25 [AD] 2074-04-10 [BS]	2017-07-25 [AD] 2074-04-10 [BS]	0	Add IPC1
3	Bridge Construction Work (Psc Girder) over karra River along Chuche Khola bazzar- Baraute, Road Hetauda Makwanpur	Item Rate Contract	Bridge Construction Work (Psc Girder) over karra River along Chuche Khola bazzar- Baraute, Road Hetauda Makwanpur	19/3371574 /074-75 /29/3371574 /074-75	2018-06-05 [AD] 2075-02-21 [BS]	2018-06-05 [AD] 2075-02-21 [BS]	0	Add IPC1
4	Building Construction works at Division road office, Dhankuta	Item Rate Contract	Building Construction works at Division Road Office, Dhankuta	15/337014 /074-75/014	2018-04-18 [AD] 2075-01-05 [BS]	2018-04-18 [AD] 2075-01-05 [BS]	2	Add IPC3 View All Invoices

Figure 185: Invoice Menu and list of Project



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

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 : EWHY rout	Contract No. : 112	Estimated Amount :	Project Completion Date : 2068/69		
Supplier :					
Related Areas: View All Invoice List					
IPC					
S.J/L	Invoice IPC No.	Invoice Date	Certified Date	Receive Date	Action
1	1	01-JAN-12	02-JAN-12	03-JAN-12	Edit View

Page 1/1

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 : 48-4-295	Budget Sub Head : 337-142	Program/Project : BAHEPA-BARDIBAS 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	
Supplier : Ram, Kalika, Hari				

Related Areas: [Invoice](#)

Invoice

Invoice/IPC No. : 1	Certified Date : [AD] 2011-07-07 [BS] 2068-03-23
Invoice Date : [AD] 2011-07-07 [BS] 2068-03-23	Receive Date : [AD] 2011-07-09 [BS] 2068-03-25
Remarks : asda	

Agreement

S.JL	Currency	Amount
1.	NPR	21990000
Total Amount		21990000

BOO Details

Pay Rem No.	Activity Nos.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Total VO Qty	Total VO Amt	This IPC1 Qty1	This IPC1 Amt1
Approach Road												
1	5.01	Construction of Roadway in embankments with approved materials (all complete) [2012]	Cu.m	NPR	200	14000	2800000	Direct	0	0		
2	5.02	Supply and laying of Sub-base coarse 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	19.01	Providing and installing different type of<sub>st>nbsp; Bearings including all necessary auxiliary and incidental works etc. complete as per<sub>st>nbsp; drawing and specification. [1902]	no	NPR	500	25500	12750000	Direct	0	0		
2	19.02	Providing and installing Expansion Joints including all necessary auxiliary and incidental works etc. complete as per<sub>st>nbsp; drawing and specification. [1901]	m	NPR	230	28000	6440000	Direct	0	0		

Adjustment Details

S.JL	Adjustment	IPR	Description	Information (Previous IPCs Adjustment)
1	Price Escalation Addition	23423	dfssdf	

[Add](#) [Remove](#)

Total Invoice Detail

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

Figure 189: Edit Invoice

- Make necessary Change.



- 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 : 48-4-295				Budget Sub Head : 337-142				Program/Project : BAIHEPA-BARDIBAS ROAD				F.Y. : 2067/68		Project Start Date : 2067/68	
Contract Name : BBR-CONTRACT-01				Contract No. : 123-BBR-01				Estimated Amount : 25328950				Project Completion Date : 2068/69			
Supplier : Ram, Kalika, Hari															

Invoice																									
Invoice IPC No. : 1				Certified Date : 2011-07-07 [AD] — 2068-03-23 [BS]																					
Invoice Date : 2011-07-07 [AD] — 2068-03-23 [BS]				Receive Date : 2011-07-09 [AD] — 2068-03-25 [BS]																					
<table border="1"> <thead> <tr> <th colspan="3">Agreement</th> </tr> <tr> <th>S.Jl.</th> <th>Currency</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>NPR</td> <td>21990000</td> </tr> <tr> <td colspan="2">Total Amount</td> <td>21990000</td> </tr> </tbody> </table>								Agreement			S.Jl.	Currency	Amount	1.	NPR	21990000	Total Amount		21990000	Remarks : asda					
Agreement																									
S.Jl.	Currency	Amount																							
1.	NPR	21990000																							
Total Amount		21990000																							
BOQ Details										Total VO (Upto VO0)		This IPC1													
Pay Item No.	Activity Nos.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Qty	Amt	Qty1	Amt1													
Approach Road																									
1	5.01	Construction of Roadway in embankments with approved materials (all complete)	Cu.m	NPR	200	14000	2800000	Direct	0	0															
2	5.02	Supply and laying of Sub-base coarse including compaction and transportation upto 10m to 15m, 15cm thickness.	Cu.m		150	55000	8250000	Direct	0	0	0	0													
BEARINGS AND EXPANSION JOINTS																									
1	19.01	Providing and installing different type of_{st},nbsp; Bearings including all necessary axillary and incidental works etc. complete as per_{st},nbsp; drawing and specification.	no	NPR	500	25500	12750000	Direct	0	0															
2	19.02	Providing and installing Expansion Joints including all necessary axillary and incidental works etc. complete as per_{st},nbsp; drawing and specification.	m	NPR	230	26000	6440000	Direct	0	0															
Adjustment Details																									
S.Jl.		Adjustment		HPR		Description																			
1		Price Escalation Addition		23423		dfssdf																			
Total:				23423																					
Total Invoice Detail																									
Currency		HPR																							
Total LC Sum		Actual Total: Effect Total:																							
Total Direct Sum Before Adjustment		0																							
Total Direct Sum After Adjustment		23423																							

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

Project: Contract: Display Rows:

S.No.	Project	Contract	Contract No.	Contract Date	Start Date	No. of IPC	Actions
1	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-01	123-BBR-01	20-JUL-12	20-JUL-12	1	Add IPC2 View All Invoices
2	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-02	123-BBR-02	25-JUL-12	30-JUL-12	0	Add IPC1
3	East -West himalayan highway	EMHH	07332	11-NOV-11	11-DEC-11	0	Add IPC1
4	Khodpe-Jhota-Chainpur Road	Contract Name	RSDP-NCB-KJC-09	26-JUN-08	26-JUL-08	2	Add IPC3 View All Invoices
5	Khodpe-Jhota-Chainpur Road	contract name2	337-143	17-JUL-12	17-JUL-12	0	Add IPC1
6	Test Project	Test Contract 1	01:068-69	02-MAY-12	04-MAY-12	1	Add IPC2 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: Contract: Display Rows:

S.No.	Project	Contract	Contract No.	Contract Date	Start Date	No. of IPC	Actions
1	East -West himalayan highway	EMHH	07332	11-NOV-11	11-DEC-11	0	Add IPC1

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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

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

Figure 195: Add Extension of Time

- 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.

7.2 View All EOT

- Click on .
- 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: 

Extension of Time (EoT)				
S.N.	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

- Click on  button.
- 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 : Khodpe-Jhota-Chainpur Road	F.Y. : 2068/69	Project Start Date : 2064/65
Contract Name : Construction of Bishnumati Bridge	Contract No. : 01/968-69	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 : Khodpe-Jhota-Chainpur Road	F.Y. : 2068/69	Project Start Date : 2064/65
Contract Name : Construction of Bishnumati Bridge	Contract No. : 01/068-69	Estimated Amount : 16451790.57	Project Completion Date : 2068/69	

Related Areas: [View Agreement List](#)

Extension of Time (EoT)

EOT No : 1

Completion Description	Variation Days	Extended Completion Date	DLP / Warranty in Days	DLP / 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

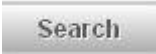
Search Criteria

Project Contract Display Rows

S.I.	Project	Contract	Contract No.	EOT No	Actions
1	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-02	123-BBR-02	2	Add EOT3 View All EOT
2	Khodpe-Jhota-Chainpur Road	Contract Name	RSDP-NCB-KJC-09	3	Add EOT4 View All EOT
3	Khodpe-Jhota-Chainpur 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.

Cost Variation Menu

Search Criteria

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

S.N.	Project Name	Contract	Contract No.	Contract Date	Start Date	VO Number	Actions
1	Test-1	Drain Cover, Asphalt & Miscellaneous Work	225/3371024 /074-75 /SDSBR-3371024-074 /75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	0	Add VO1

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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 : BANEPA-BARDIBAS ROAD			F.Y. : 2067/68		Project Start Date : 2067/68	
Contract Name : BBR-CONTRACT-01			Contract No. : 123-BBR-01			Estimated Amount :			Project Completion Date : 2068/69			
Related Areas: Cost Variation												
Cost Variation												
Variation No. : 1												
Add New Item												
BOQ Details								Total VO		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]	Cu.m	NPR	200	14000	2800000	0	0			
2	5.02	Supply and laying of Sub-base coarse including compaction and transportation upto 10m to 15m, 15cm thickness. [2012]	Cu.m		150	55000	8250000	0	0			
BEARINGS AND EXPANSION JOINTS												
1	19.01	Providing and installing different type of<sub>st> Bearings including all necessary axillary and incidental works etc. complete as per<sub>st> drawing and specification. [1902]	no	NPR	500	25500	12750000	0	0			
2	19.02	Providing and installing Expansion Joints including all necessary axillary and incidental works etc. complete as per<sub>st> drawing and specification. [1901]	m	NPR	230	28000	6440000	0	0			
Total Amount:								0				
Variation Detail												
Agreement Amount (Direct Payment Only)							Previous VO		This VO			
							Amount		Percentage			
30240000							0		0 %			
User Details												
Approved By :			Approved Date :			[AD]			[BS]			
Designation:			Office Name:									
Cause :			Remarks :									

Figure 201: Add Cost Variation

- Enter the required data.



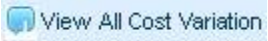
- Click on  button to save.

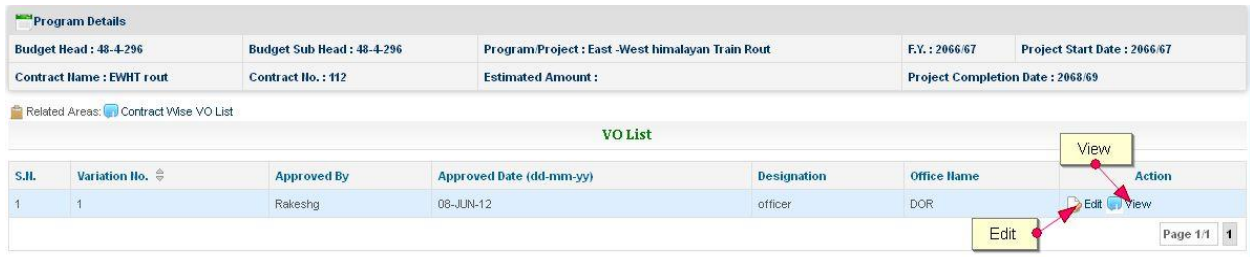


- If you want to cancel the process, then click  button.

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

8.2 View All Cost Variation

1. Click on .
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 : EWHT rout	Contract No. : 112	Estimated Amount :	Project Completion Date : 2068/69	

Related Areas:  Contract Wise VO List

VO List

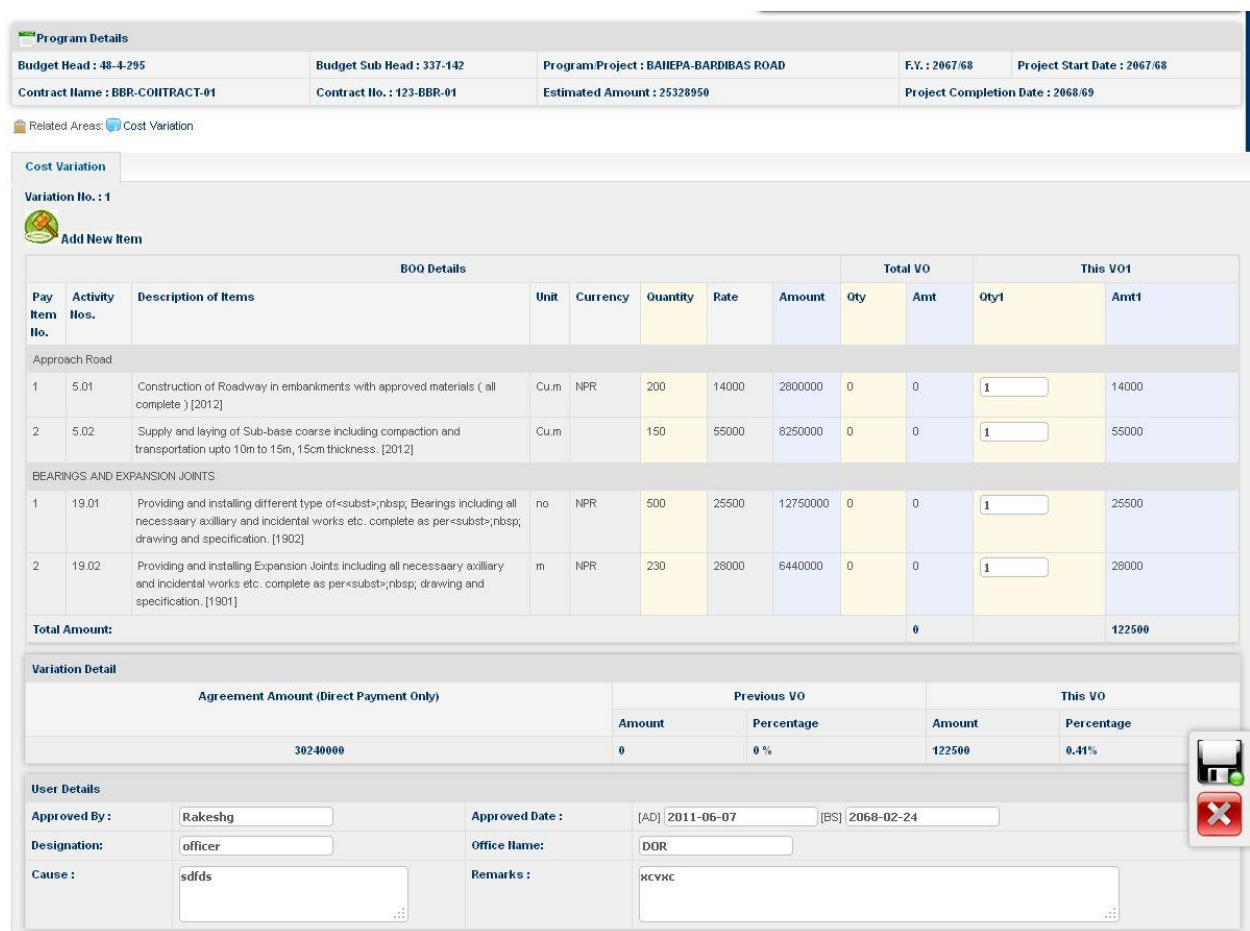
S.J.L	Variation No.	Approved By	Approved Date (dd-mm-yy)	Designation	Office Name	Action
1	1	Rakeshg	08-JUN-12	officer	DOR	  

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Figure 202: View List Cost Variation

8.2.1 Edit Cost Variation

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



Program Details

Budget Head : 48-4-296	Budget Sub Head : 337-142	Program/Project : BAIPEA-BARDIBAS ROAD	F.Y. : 2067/68	Project Start Date : 2067/68
Contract Name : BBR-CONTRACT-01	Contract No. : 123-BBR-01	Estimated Amount : 25328950	Project Completion Date : 2068/69	

Related Areas:  Cost Variation

Cost Variation

Variation No. : 1

 Add New Item

BOQ Details								Total VO		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]	Cu.m	NPR	200	14000	2800000	0	0	1	14000
2	5.02	Supply and laying of Sub-base coarse including compaction and transportation upto 10m to 15m, 15cm thickness. [2012]	Cu.m		150	55000	8250000	0	0	1	55000
BEARINGS AND EXPANSION JOINTS											
1	19.01	Providing and installing different type of<subst>,nbsp; Bearings including all necessary axillary and incidental works etc. complete as per<subst>,nbsp; drawing and specification. [1902]	no	NPR	500	25500	12750000	0	0	1	25500
2	19.02	Providing and installing Expansion Joints including all necessary axillary and incidental works etc. complete as per<subst>,nbsp; drawing and specification. [1901]	m	NPR	230	28000	6440000	0	0	1	28000
Total Amount:								0			122500

Variation Detail

Agreement Amount (Direct Payment Only)		Previous VO		This VO	
		Amount	Percentage	Amount	Percentage
30240000		0	0 %	122500	0.41%

User Details

Approved By :	Rakeshg	Approved Date :	[AD] 2011-06-07 [BS] 2068-02-24
Designation:	officer	Office Name:	DOR
Cause :	sdfds	Remarks :	xcvxc

Figure 203: Edit Cost Variation

4. Click on 

5. Click 

5. Click  button to cancel the edit process.

1. Click on View

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

8.3 Search Cost variation

To search Project under cost variation module,

Search Criteria → Cost Variation

Search Criteria

Project Select Project Contract Select Contract Display Rows 50

Search Reset

S.II.	Project Name	Contract	Contract No.	Contract Date	Start Date	VO Number	Actions
1	BANEPA-BARDIBAS ROAD	BER-CONTRACT-01	123-BER-01	20-JUL-12	20-JUL-12	1	+ Add VO2 🔍 View All Cost Variation
2	BANEPA-BARDIBAS ROAD	BER-CONTRACT-02	123-BER-02	25-JUL-12	30-JUL-12	0	+ Add VO1
3	East -West himalayan highway	BWHH	07332	11-NOV-11	11-DEC-11	0	+ Add VO1
4	Khodpe-Jhota-Chainpur Road	Contract Name	RSDP-NCB-KJC-09	26-JUN-08	26-JUL-08	3	+ Add VO4 🔍 View All Cost Variation
5	Khodpe-Jhota-Chainpur Road	contract name2	337-143	17-JUL-12	17-JUL-12	0	+ Add VO1
6	Test Project	Test Contract 1	01:068-69	02-MAY-12	04-MAY-12	1	+ Add VO2 🔍 View All Cost Variation

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1. Select the Project from drop down box.
2. Click on Search 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.

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

9.2 View Activity/Incident

- Click on **View All Incidents**.
- 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 : EWHT 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

- Click on **View**.
- 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 : EWHT 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

scene.jpg	View
-----------	----------------------

Add Incident Cancel

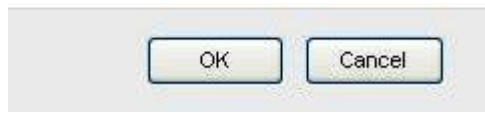
Figure 208: View Activity/Incident

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

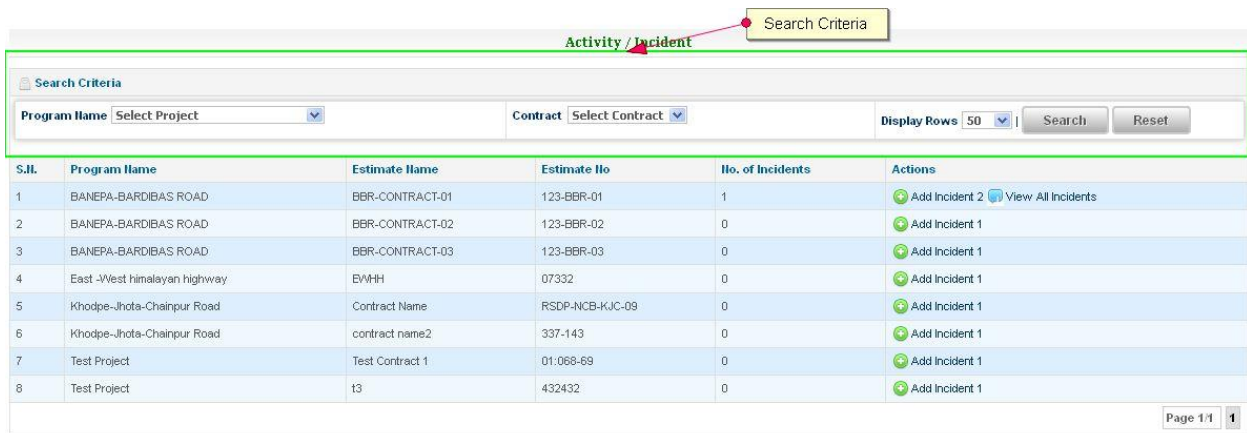
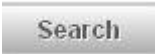


Figure 209: Search Extension of Time

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

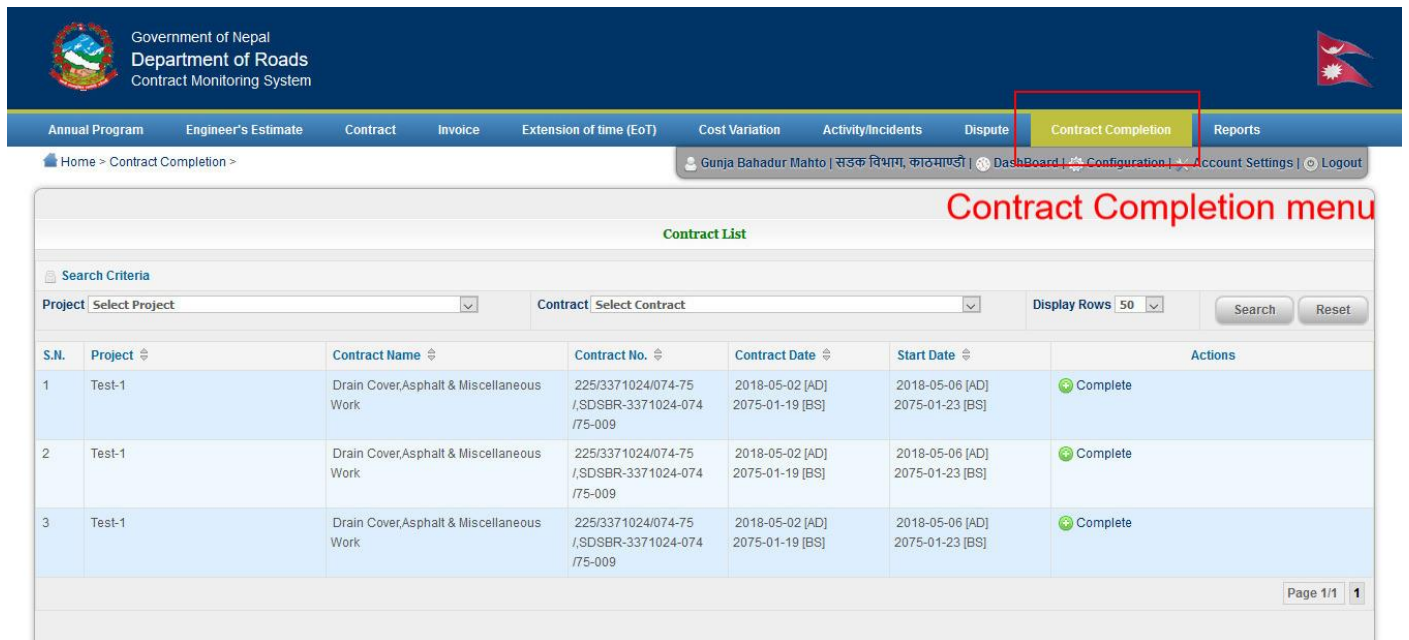
1. From the list page click on “Add dispute” for the particular program name
2. Following form will be displayed

Figure 211: Add dispute

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.



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 > Contract Completion >

Gunja Bahadur Mahto | सडक विभाग, काठमाण्डौ | Dashboard | Configuration | Account Settings | Logout

Contract Completion menu

Contract List

Search Criteria

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

S.N.	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	Test-1	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75 /SDSBR-3371024-074 /75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Complete
2	Test-1	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75 /SDSBR-3371024-074 /75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Complete
3	Test-1	Drain Cover, Asphalt & Miscellaneous Work	225/3371024/074-75 /SDSBR-3371024-074 /75-009	2018-05-02 [AD] 2075-01-19 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	Complete

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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 : EWHT 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 : 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 : EWHT 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 :	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 :	VCYKZVC	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 : 48-4-295	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 : 2012-09-08	Extended Completion Date :	
DLP Days :	Original DLP Date : 1970-01-01	Extended DLP Date :		

Related Areas: [Contract Completion](#)

Completion Letter



CENTRAL REGIONAL ROAD DIRECTORATE
(BANEPA-BARDIBAS ROAD)

Ref. No.: Date:

Cha. No.:

TO WHOM IT MAY CONCERN

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

Main 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 Cu.m

☐ Supply and laying of Sub-base coarse including compaction and transportation upto 10m to 15m, 15cm thickness : 151 Cu.m

BEARINGS AND EXPANSION JOINTS

☐ Providing and installing different type of<sub>nbsp; Bearings including all necessaary axillary and incidental works etc. complete as per<sub>nbsp; drawing and specification. : 501 no

☐ Providing and installing Expansion Joints including all necessaary axillary and incidental works etc. complete as per<sub>nbsp; drawing and specification. : 231 m

Details of the Contract is as below:

1. Original Contract Amount(Excl. VAT)	: Rs. 21990000
2. Revised Contract Amount(Excl. VAT)	: Rs. 30362500
3. Amount Paid upto Final Bill(Excl. VAT)	: Rs. 0
4. Date of Agreement	: 2012-07-20
5. Intended Date of Completion	: 2012-09-08
6. Revised Completion Date	:
7. Percentage of Share in Contract	: Ram : 60% : Kalika : 20% : Hari : 20%

I wish the Companies all the success in the future.

Approved By:

Approver's Designation:

CC:

Figure 217: Template of Completion Letter

- Enter required data.
- 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

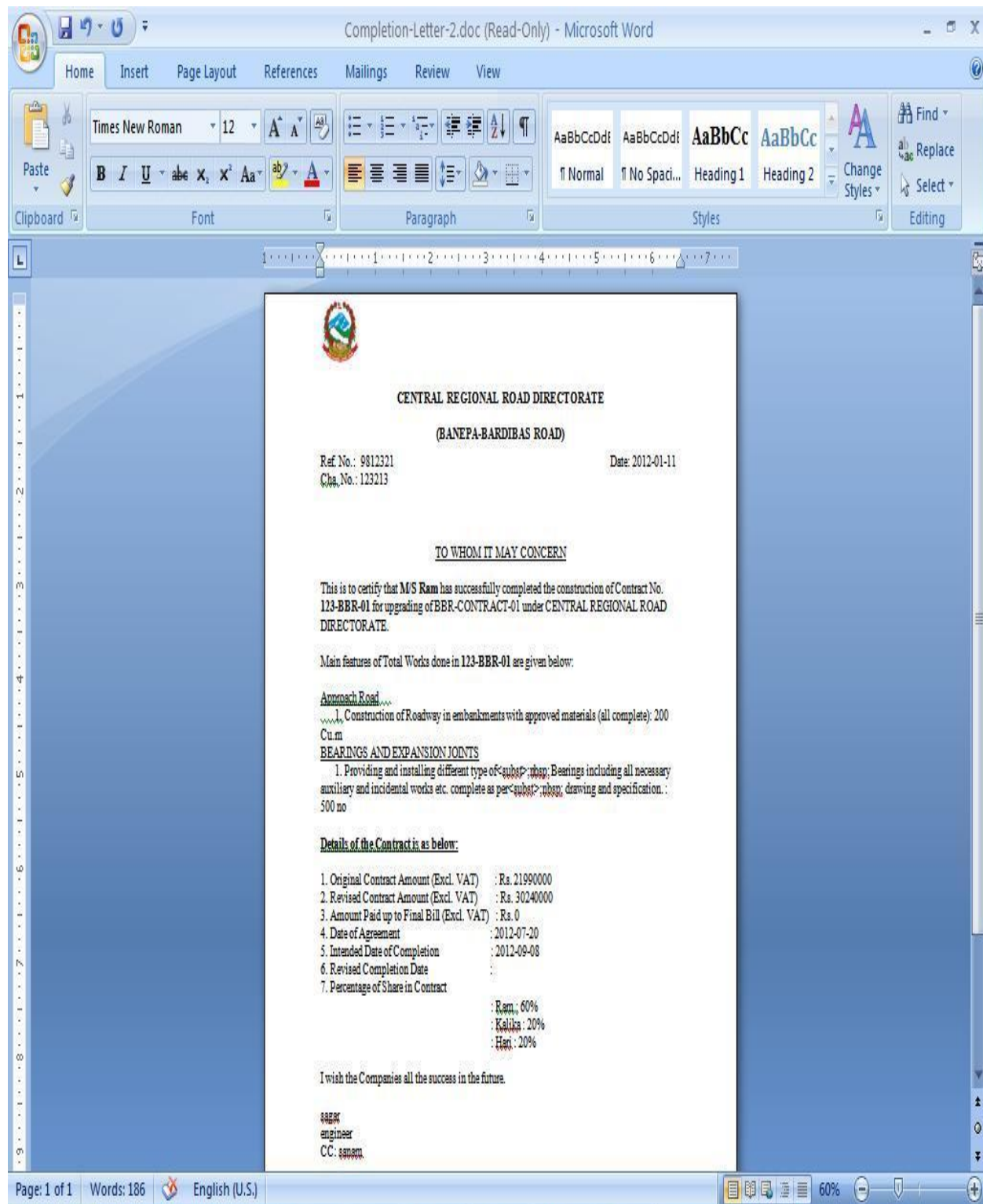


Figure 220: Generate Contract Completion Letter

11.5 Search Contract completion

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

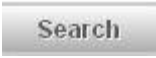
Search Criteria

Project: Contract: Display Rows:

S.I/L	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-01	123-BBR-01	20-JUL-12	20-JUL-12	
2	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-02	123-BBR-02	25-JUL-12	30-JUL-12	
3	BANEPA-BARDIBAS ROAD	BBR-CONTRACT-03	123-BBR-03	01-AUG-12	01-AUG-12	
4	East -West himalayan highway	BMHH	07332	11-NOV-11	11-DEC-11	
5	Khodpe-Jhota-Chainpur Road	Contract Name	RSDP-NCB-KJC-09	26-JUN-08	26-JUL-08	
6	Khodpe-Jhota-Chainpur 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/L	Project	Contract Name	Contract No.	Contract Date	Start Date	Actions
1	East -West himalayan highway	BMHH	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.

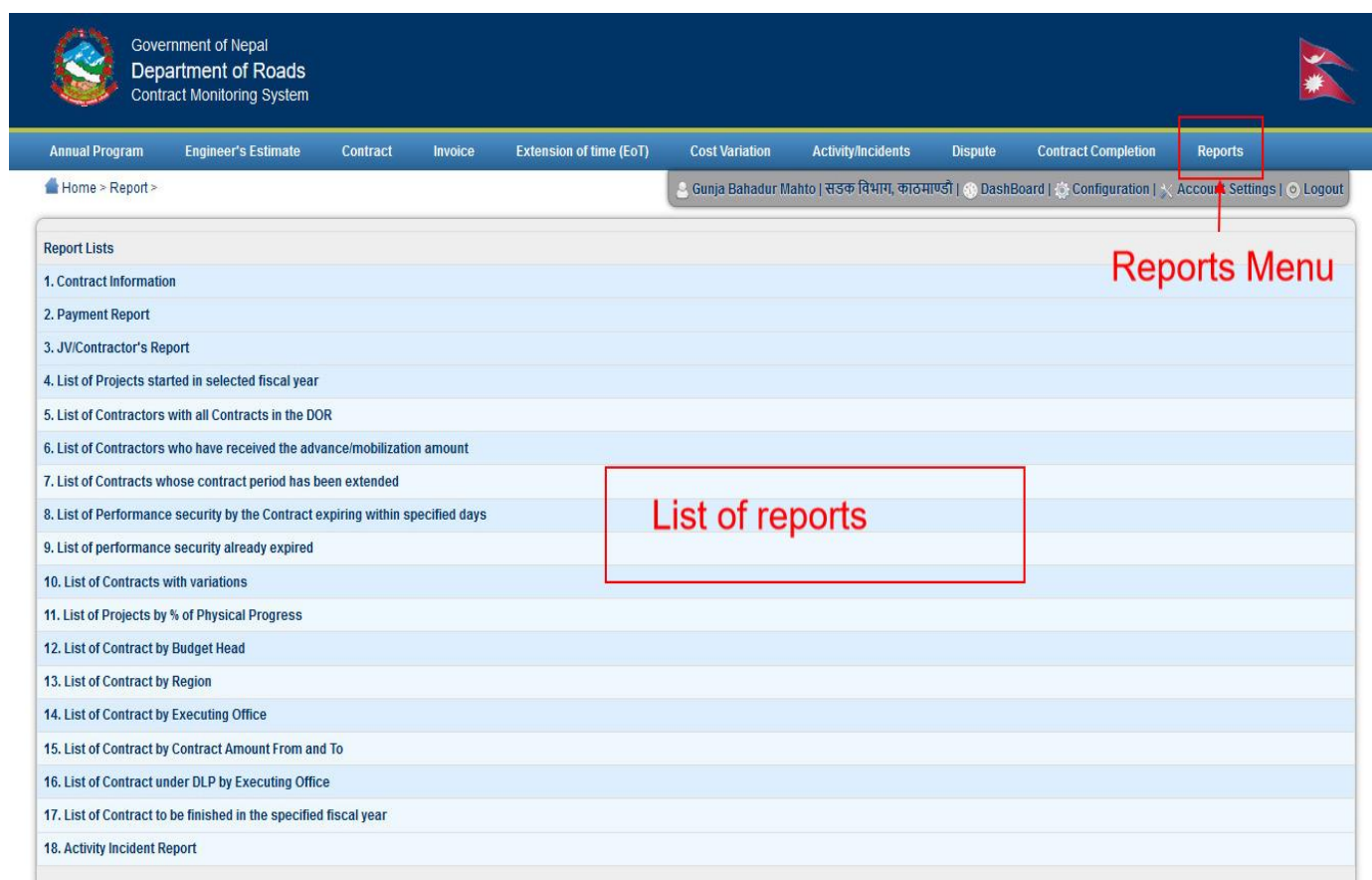


Figure 223: Report Menu with List

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.

Search Criteria

Budget Head :
F.Y. :

--Select All--
--Select All--

Budget Sub Head :
Total Rows

--Select All--
50

Export to Excel

Print

Filter

Export to Excel

Print

Reset

Contract Estimate General Report

Status of Contract

S.No.	F.Y.	Project	Contract Name	Contract No.	Project Start Date	Project Completion Date	Status	Action
1	2067/68	Bkt road construction	fg	4	2067/68	2067/68	Contract	Detail Progress Report
2	2067/68	Bkt road construction	tyr	4	2067/68	2067/68	Engineer's Estimate	Detail Progress Report
3	2067/68	Bkt road construction	fdg	1	2067/68	2067/68	Complete	Detail Progress Report
4	2067/68	Bkt road construction	ftthtyh	1	2067/68	2067/68	Engineer's Estimate	Detail Progress Report
5	2066/67	East -West himalayan Train Rout	Est train Rout	1343	2066/67	2068/69	Engineer's Estimate	Detail Progress Report
6	2066/67	East -West himalayan Train Rout	Est train Rout	12	2066/67	2068/69	Engineer's Estimate	Detail Progress Report
7	2066/67	East -West himalayan Train Rout	BWHT rout	112	2066/67	2068/69	Complete	Detail Progress Report
8	2066/67	Kathmandu-Sindhuli Fast Track	c	71	2066/67	2067/68	Contract	Detail Progress Report
9	2066/67	Kathmandu-Sindhuli Fast Track	Contract Name 1	1	2066/67	2067/68	Contract	Detail Progress Report
10	2067/68	Local Roads Bridge Programme	Construction of Bishnumati Bridge	01:068-69	2067/68	2068/69	Contract	Detail Progress Report
11	2067/68	Metro Train	cont	45	2067/68	2067/68	Complete	Detail Progress Report
12	2067/68	Metro Train	contract_name_test2	2	2067/68	2067/68	Engineer's Estimate	Detail Progress Report
13	2067/68	Nepal International Airport	contract name 9	9	2066/67	2067/68	Contract	Detail Progress Report
14	2067/68	Nepal International Airport	contract name 10	10	2066/67	2067/68	Invoice	Detail Progress Report
15	2066/67	Overhead Bridge	Overhead bridge Contract 4	0004	2066/67	2067/68	Engineer's Estimate	Detail Progress Report

Figure 224: View List of Report

Note: You can view the status of project via **Status Column**

- To Print Click on [Print](#) button.
- To Export Click on [Export to Excel](#) button.

12.1.1 Progress Report

In progress report of contract you can view the progress of contract, as finance wise and physical wise.

- Click on [Progress Report](#).
- A form will display as show below.

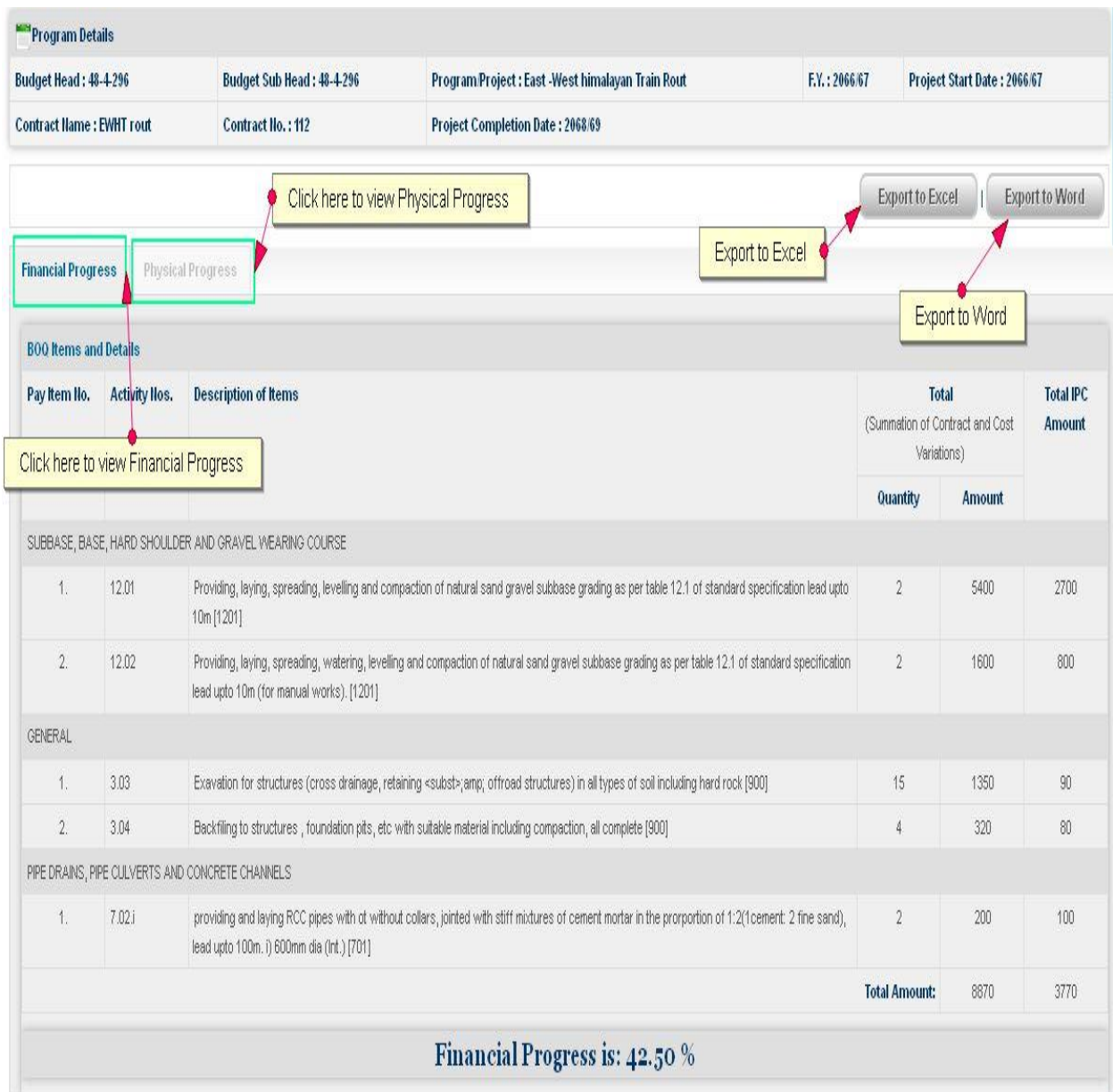


Figure 225: Financial Progress

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

Click here to view Physical Progress

Export to Excel | Export to Word

Financial Progress

Physical Progress

BOQ Items and Details

Pay Item No.	Activity Nos.	Description of Items	Total (Summation of Contract and Cost Variations)		Weightage
			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]	2	5400	0.6088
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]	2	1600	0.1804
GENERAL					
1.	3.03	Excavation for structures (cross drainage, retaining <sub>sub> and offroad structures) in all types of soil including hard rock [900]	15	1350	0.1522
2.	3.04	Backfilling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	4	320	0.0361
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS					
1.	7.02.i	providing and laying RCC pipes with or without collars, jointed with stiff mixtures of cement mortar in the proportion of 1:2(1 cement: 2 fine sand), lead upto 100m. i) 600mm dia (Int.) [701]	2	200	0.0225
Total Amount:			8870		1

Physical Progress is: 84.4983 %

Figure 226: Physical Progress

- 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.

- Click on .
- A 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 : EWHT rout	Contract No. : 112	Project Completion Date : 2068/69		

Click here to view contract

Export to Excel | Export to Word

Contract | BOQ Details | Payment Details

Contract Date : [AD] 01-JAN-12 [BS] 2068-09-17 Start Date: [AD] 01-JAN-70 [BS] 2026-09-17

Site Possession : [AD] 01-JAN-70 [BS] 2026-09-17 Effective Date: [AD] 01-JAN-70 [BS] 2026-09-17

Completion and DLP Date

S.N.	Description	Completion Date	DLP / Warranty in Days	DLP / Warranty End Date	EOT-1 Completion Date	DLP / Warranty in Days	DLP / Warranty End Date
1.	3242	1970-01-01	90	1970-01-01	1970-02-26	56	1970-02-26

Close

Figure 227: Contract Details

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

BOQ Details

Export to Excel

Export to Word

Contract

BOQ Details

Payment Details

BOQ Items and Details

Pay Item 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> and 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 or 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

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

Payment Details

Export to Excel

Export to Word

Contract

BOQ Details

Payment Details

BOQ Details

IPC1

Pay Item No.	Activity Nos.	Description of Items	Unit	Currency	Quantity	Rate	Amount	Payment Mode	Qty1	Amt1
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	1	2700	2700	Direct	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	1	800	800	Direct	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	10	90	900	Direct	1	90
2	3.04	Backfilling to structures , foundation pits, etc with suitable material including compaction, all complete [900]	cu.m.	NPR	2	80	160	Direct	1	80
PIPE DRAINS, PIPE CULVERTS AND CONCRETE CHANNELS										
1	7.02.i	providing and laying RCC pipes with ot without collars, jointed with stiff mixtures of cement mortar in the prporportion of 1:2(1 cement: 2 fine sand), lead upto 100m. i) 600mm dia (Int.) [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

- 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.

Search Criteria

Budget Head :

--Select All--

Budget Sub Head :

--Select All--

F.Y. :

--Select All--

Total Rows

50

Filter

Export to Excel

Print

Reset

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.

Budget Head :

48-4-296

Budget Sub Head :

48-4-296

F.Y. :

2066/67

Total Rows

50

Filter

Export to Excel

Print

Reset

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.

=>Report1 :: List of Projects started in F/Y- **2067/68**

Search Results									
S.II	Project	Location (District:VDC Municipality/Ward No)	Contract Name	Contract Number	Contractors Name	Contract Amount	Start Date	Contract Date	Executing Office
1	BANIPA- BARDIBAS ROAD	Sindhuli: Kamalamai, Ratamata VDC Kavrepalanchowk: Kavre Mun	BBR-CONTRACT-01	123-BBR-01	Hari, Kalika, Ram	21,990,000.00	2012-07-20	2012-07-20	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	Bajhang: 15, 13, 12	-	-	-	-	-	-	-

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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

Search Results								
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	Kamalimai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		BBR-CONTRACT-02	Sindhuli	Ratamata VDC, Kamalimai	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
2.	Kalika	BBR-CONTRACT-01	Sindhuli	Kamalimai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Bajhang	joloji	143313765	2008-06-26	2008-07-26	81.07
			Kavrepalanchowk	Kavre Mun				
3.	Lama	Contract Name	Bajhang	joloji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Bajhang	joloji	143313765	2008-06-26	2008-07-26	81.07
			Kavrepalanchowk	Kavre Mun				
4.	Ram	BBR-CONTRACT-01	Sindhuli	Kamalimai, Ratamata VDC	21990000	2012-07-20	2012-07-20	0.00
			Kavrepalanchowk	Kavre Mun				
		contract name2	Bajhang	joloji	149	2012-07-17	2012-07-17	0.00
			Kavrepalanchowk	Kavre Mun				
5.	Sharma	BBR-CONTRACT-02	Sindhuli	Kamalimai, Ratamata VDC	334000000	2012-07-25	2012-07-30	0.00
			Kavrepalanchowk	Kavre Mun				
		Contract Name	Bajhang	joloji	143313765	2008-06-26	2008-07-26	81.07
			Kavrepalanchowk	Kavre Mun				

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Figure 234: Report 2

- 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: Ratamata 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: joioji Kavrepalanchowk: Kavre Mun

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Figure 235: Report 3

- 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	joioji	2009-10-19	3555	3	2010-11-18
			Kavrepalanchowk	Kavre Mun				
2.	BBR-CONTRACT-02	Sharma, Hari	Sindhuli	Ratamata VDC, Kamalamai	2013-02-15	1260	2	2013-07-15
			Kavrepalanchowk	Kavre Mun				

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Figure 236: Report 4

- 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.

=>Report5 :: List of Performance security by the Contract expiring within 2012-11-15 [AD]

Search Results						
S.N	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 Mun
					Sindhuli	Kamalimai, Ratamata VDC

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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.No	Contract Name	Location	Executing Office	Security Amount	Security Validity Date	Expired By Days
1	Contract Name	Bajhang : joioji Kavrepalanchowk : Kavre Mun	BAGMATI	8100000	2010-12-18	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.No	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.

Search Criteria

List of Projects started in FY: --Select All--

Contract Name: --Select All--

Contract Start Date From: [] [AD] To: [] [AD]

Contract Amount From: [] To: []

Search | Reset

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.

Search Criteria

List of Projects started in FY: 2067/68

Contract Name: BBR-CONTRACT-03

Contract Start Date From: 2012-08-01 [AD] To: [] [AD]

Contract Amount From: [] To: []

Search | Reset | Export to Excel

=>Report8 ::

Search Results									
S.I	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

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Figure 242: Report 8

3. Click on  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 

Search Results									
S.No.	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	2012-09-08	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
		t3	2012-02-01	2012-02-02	2012-05-12	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	149		BAGMATI

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Figure 243: Report 9

1. Click on  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 :

Figure 244: Report 10 Search form

- Select region from dropdown.
- Click on , 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.II.	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress [%]
1.	Kalika	Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
2	Lama	Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
3	Sharma	Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
4	Hari	Test Contract 1	01:068-69		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
5	Ram	Test Contract 1	01:068-69		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.JL	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress [%]
1	Kalika	Contract Name	RSDP-NCB-KJC-09	Bajhang : jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
		contract name2	337-143	Bajhang : jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	149.00	2012-07-17	2012-07-17	0.00
2	Lama	Contract Name	RSDP-NCB-KJC-09	Bajhang : jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
3	Sharma	Contract Name	RSDP-NCB-KJC-09	Bajhang : jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
4	Hari	Test Contract 1	01:068-69		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
5	Ram	Test Contract 1	01:068-69		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
		contract name2	337-143	Bajhang : jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	149.00	2012-07-17	2012-07-17	0.00

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Figure 247: Report 11

3. 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

S.No.	Contractor's Name	Contract Name	Contract No.	Location	Executing Office	Contract Amount	Contract Date	Start Date	Physical Progress [%]
1	Hari	BBR-CONTRACT-01	123-BBR-01	Kavrepalanchowk : Kavrepalanchowk Sindhuli : Rindhuli	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-20	2012-07-20	0.00
		BBR-CONTRACT-02	123-BBR-02	Kavrepalanchowk : Kavrepalanchowk Sindhuli : Rindhuli	EQUIPMENT MAINTENANCE UNIT	334,000,000.00	2012-07-25	2012-07-30	0.00
		Test Contract 1	01-068-69		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
2	Kalika	BBR-CONTRACT-01	123-BBR-01	Kavrepalanchowk : Kavrepalanchowk Sindhuli : Rindhuli	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-20	2012-07-20	0.00
		Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
3	Ram	BBR-CONTRACT-01	123-BBR-01	Kavrepalanchowk : Kavrepalanchowk Sindhuli : Rindhuli	CENTRAL REGIONAL ROAD DIRECTORATE	21,990,000.00	2012-07-20	2012-07-20	0.00
		Test Contract 1	01-068-69		BAGMATI	402,000.00	2012-05-02	2012-05-04	26.09
4	Sharma	BBR-CONTRACT-02	123-BBR-02	Kavrepalanchowk : Kavrepalanchowk Sindhuli : Rindhuli	EQUIPMENT MAINTENANCE UNIT	334,000,000.00	2012-07-25	2012-07-30	0.00
		Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07
5	Lama	Contract Name	RSDP-NCB-KJC-09	Bajhang : Jajhang Kavrepalanchowk : Kavrepalanchowk	BAGMATI	143,313,765.00	2008-06-26	2008-07-26	81.07

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Figure 249: Report 12

3. Click on **Export to Excel** 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

S.No.	Contract Name	Contract Number	Contract Date [AD]	Work Start Date [AD]	Contract Amount	District	VDC
1.	Contract Name	RSDP-NCB-KJC-09	2008-06-26	2008-07-26	143,313,765.00	Bajhang	joloji
						Kavrepalanchowk	Kavre Mun
2.	contract name2	337-143	2012-07-17	2012-07-17	149.00	Bajhang	joloji
						Kavrepalanchowk	Kavre Mun
3.	BBR-CONTRACT-01	123-BBR-01	2012-07-20	2012-07-20	21,990,000.00	Kavrepalanchowk	Kavre Mun
						Sindhuli	Kamalamai, Ratamata VDC
4.	BBR-CONTRACT-02	123-BBR-02	2012-07-25	2012-07-30	334,000,000.00	Kavrepalanchowk	Kavre Mun
						Sindhuli	Kamalamai, Ratamata VDC

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Figure 250: Report 13

1. Click on **Export to Excel** 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.N	Contract Name	Contract Number	Contract Date [AD]	Work Start Date [AD]	Contract Finished Date [AD]	Completion Fiscal Year	Contract Amount	Physical Progress [%]	District	VDC
1.	Contract Name	RSDP-NCB-KJC-09	2008-06-26	2008-07-26	2009-10-19	2068/69	143,313,765.00	81.07	Bajhang	Joloi
2.	contract name2	337-143	2012-07-17	2012-07-17	2012-07-27	2068/69	149.00	0.00	Bajhang	Joloi
3.	BBR-CONTRACT-01	123-BBR-01	2012-07-20	2012-07-20	2012-09-08	2068/69	21,990,000.00	0.00	Kavrepalanchowk	Kavre Mun
4.	BBR-CONTRACT-02	123-BBR-02	2012-07-25	2012-07-30	2013-02-15	2068/69	334,000,000.00	0.00	Sindhuli	Kamalimai, Ratamata 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.

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	Altabari-Gauriganj-Padajungi Road	Item Rate Contract	Blacktop (DBSD) Works on Altabari Gauriganj Padajungi Road Jhapa	13/3373664 /073-74 /DRODMK /337366-4 /073/74-151	2017-07-13 [AD] 2074-03-29 [BS]	2017-07-13 [AD] 2074-03-29 [BS]	3	View All Invoices
2	Baluwa Khola Bridge Balubari 2 and 8	Item Rate Contract	DRODMK/3371574/073-74/160	13/3371574 /074-75/160	2017-07-25 [AD] 2074-04-10 [BS]	2017-07-25 [AD] 2074-04-10 [BS]	0	
3	Bridge Construction Work (Psc Girder) over karra River along Chuche Khola bazaar-Baraute, Road Hetauda Makwanpur	Item Rate Contract	Bridge Construction Work (Psc Girder) over karra River along Chuche Khola bazaar-Baraute, Road Hetauda Makwanpur	19/3371574 /074-75 /29/3371574 /074-75	2018-06-05 [AD] 2075-02-21 [BS]	2018-06-05 [AD] 2075-02-21 [BS]	0	
4	Building Construction works at Division road office, Dhankuta	Item Rate Contract	Building Construction works at Division Road Office, Dhankuta	15/337014 /074-75/014	2018-04-18 [AD] 2075-01-05 [BS]	2018-04-18 [AD] 2075-01-05 [BS]	2	View All Invoices

Fig 254: Payment Report-1

Program Details

Budget Head : 3373664

Budget Sub Head : 3373664

Contract Name : Blacktop (DBSD) Works on Altabari Gauriganj Padajungi Road Jhapa

Supplier :

Program/Project : Altabari-Gauriganj-Padajungi Road

Contract No. : 13/3373664/073-74/DRODMK/337366-4 /073/74-151

Estimated Amount : 169931647.43

Fiscal Year : 2073/74

:

2073/74

Fiscal Year :

:

2077/78

Related Areas:

View All Invoice List

List of IPC

Click here to view IPC details

S.N.	Invoice/IPC No.	Invoice Date	Certified Date	Receive Date	Action
1	1	2018-04-03 [AD] 2074-12-20 [BS]	2018-04-03 [AD] 2074-12-20 [BS]	2018-04-03 [AD] 2074-12-20 [BS]	View IPC Detail
2	2	2018-05-06 [AD] 2075-01-23 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	2018-05-06 [AD] 2075-01-23 [BS]	View IPC Detail
3	3	2018-07-05 [AD] 2075-03-21 [BS]	2018-07-15 [AD] 2075-03-31 [BS]	2018-07-15 [AD] 2075-03-31 [BS]	View IPC Detail

List of IPC

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Click here to view IPC details

List of IPC

Fig 255: List of IPC for a particular contract

Print IPC | Export to Excel

Government of Nepal
Ministry of Physical Infrastructure & Transport
Department of Roads
सडक विभाग, काठमाण्डौ
Contract Bill
IPC No. 1

Name of Project : Altabari-Gauriganj-Padajungi Road
Name of Work : Blacktop (DBSD) Works on Altabari Gauriganj Padajungi Road Jhapa
Contractor's Name : Bamli Bhandari Nirman Sewa
Contract No : 13/3373664/073-74/DRODMK/337366-4/073/74-151
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 : 0 [B.S.] (1970-01-01 [A.D.])
Inspection Date :
Measurement Date :
Measurement Book Page No :

Bill No : 1
Previous Bill No : no
Payment Voucher No :
Payment Date :
Page No :

BOQ Details						Total VO (Upto VO0)		Upto date Bill		Previous Bill		Current Bill		Remarks
Pay Item No.	Description of Items	Unit	Quantity	Rate	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
Item Rate Contract Summary														
1	Item Rate Contract Summary	Job	1.00	93268441.94	93268441.94	1.00	93268441.94	0.00	0.00	0.00	0.00	0.00	0.00	
Total Bill Amount with Quantity						1.00	93268441.94	0.00	0.00	0.00	0.00	0.00	0.00	
Sub Total							93268441.94		0.00		0.00		0.00	
VAT 13%							12124897.45		0.00		0.00		0.00	
Total							105393339.39		0.00		0.00		0.00	
Current Bill Amount														
Currency		NPR												
Total LC 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 (a+b+c+d+e+f)														
a) Mobilization Advance :						d) Material Cost :								
b) Equipment Hiring Cost :						e) Contract Welfare Tax :								
c) Deposit :						f) Others :								
						Net Payable Amount :				Cheque No :				
It is correct as per above														
Contractor:		Submitted By: (Sub-Engineer/Engineer)		Checked By: (Engineer/SDE)		Recommended By: (Account Officer)		Approved By: (Division Chief/DDG)						

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 JV

Started FY : --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

Search Results

JV Supplier Name : A/B/D JV

S.N	Contractor's Name	Contract Name	District	VDC/Municipality/Ward No	Executing Office	Contract Amount (Without VAT in NPR)	Start FY [BS]	Start Date [AD]	Physical Progress [%]
1.	A. D. Builders	Drain Cover, Asphalt & Miscellaneous Work	Kathmandu		सडक विभाग, काठमाण्डौ	18160552.32	2075/76	2018-05-06	0.00

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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.

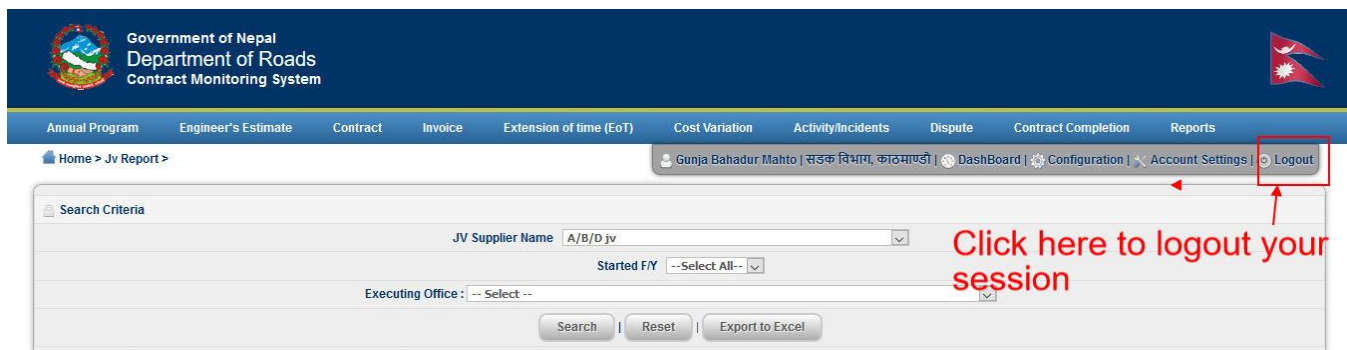


Figure 253: Logout

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.