

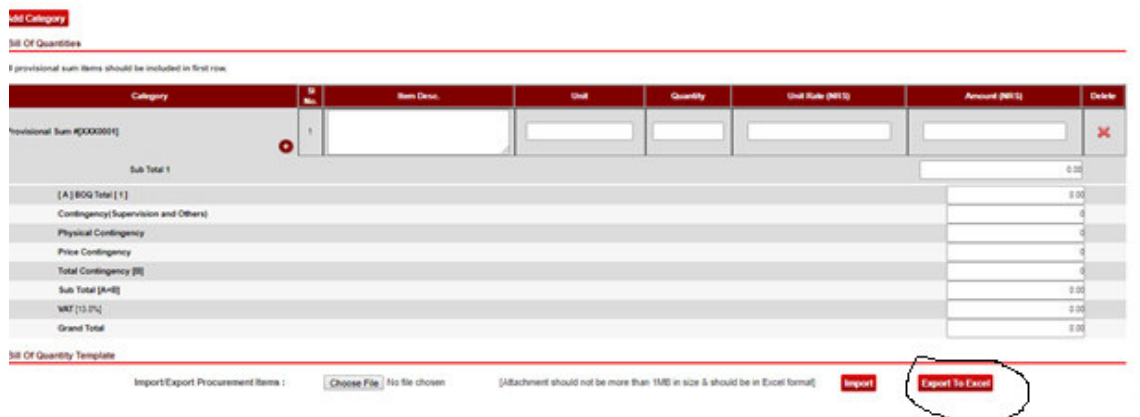
Manual for EGP II



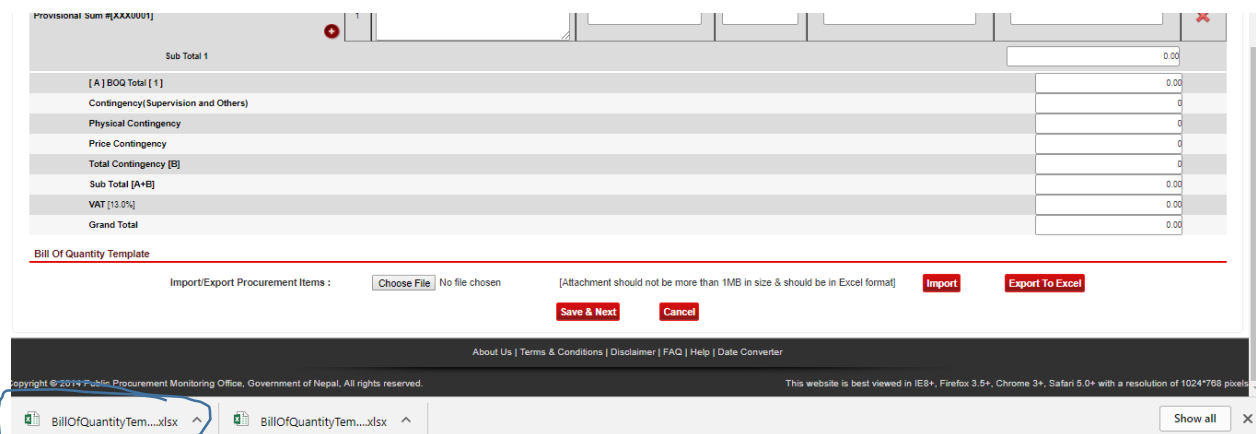
BOQ in EGP II

Manual for BOQ in EGP II

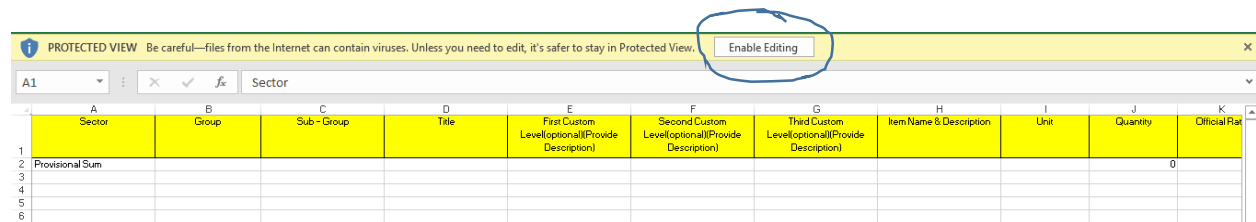
1) After going in the BoQ section, click export to excel



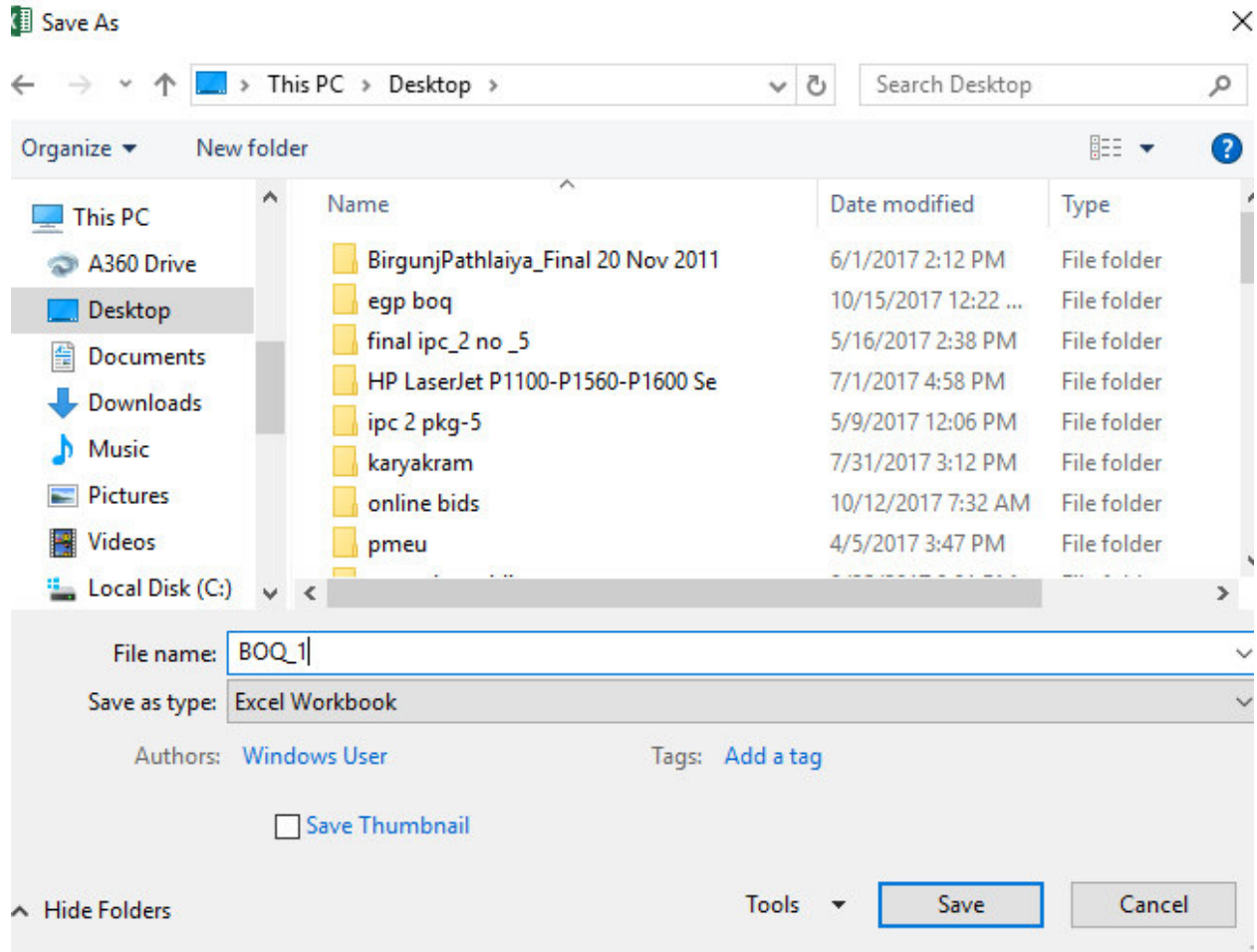
2. then the excel file will be downloaded as shown below.



3. Then open the file and select all and copy the content . [click on enable editing if enable editing is displayed as shown in fig below.]



4. The copy the all contents in the excel sheet mentioned above [for this press CTRL + A] and create new excel file and paste it on the created new excel file and save the file . it is displayed as given below.



	A	B	C	D	E	F	G	H	I	J	K
1	Sector	Group	Sub - Group	Title	First Custom Level(optional)(Provide Description)	Second Custom Level(optional)(Provide Description)	Third Custom Level(optional)(Provide Description)	Item Name & Description	Unit	Quantity	Official Rate
2	Provisional Sum #[XXX0001]									0	0
3											
4											
5											
6											
7											
8											
9											

5. Then open the estimate file and copy the estimate and convert it in to the value. The estimate file content shall not be in link.

Item No.	Description Of Works	Unit	Quantity	Rate (NRs)	Amount (NRs)
A	General				
A.1	Insurance for loss of or damage to works, plant, material, equipment, property and personnel injury or death and third party as per contract data including mobilization, demobilization expenses for manpower, equipment as per Specification and Instruction of Engineer. (Cl. 13 of CoC)	LS	1.00	1,060,000.00	1,060,000.00
A.2	Reconstruction and Relocation of damaged public utility services(Electricity,watersupply,telecom,etc) , supply of miscellaneous items(Survey and lab equipments etc.) required, engineers facilities, traffic management and traffic safety etc. during construction all complete as directed by Engineer .	PS	1.00	2,500,000.00	2,500,000.00

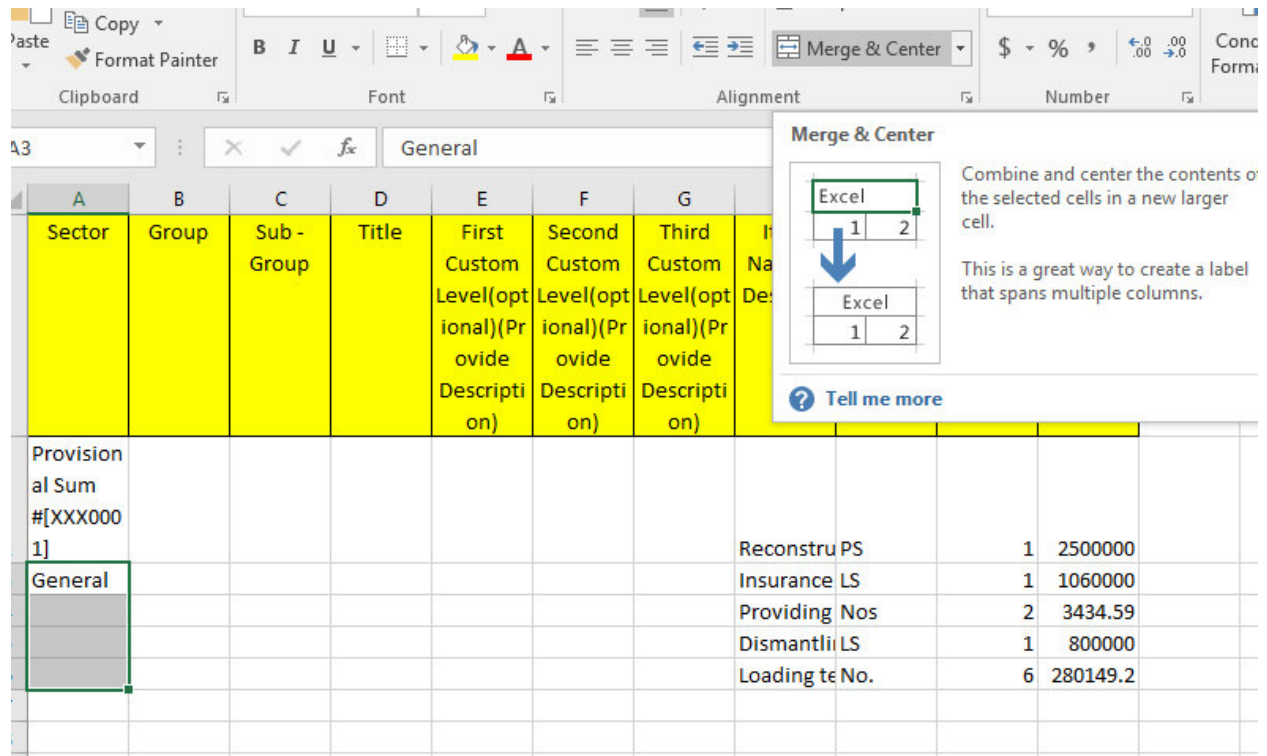
Sector	Group	Sub - Group	Title	First Custom Level(optional)(Provide Description)	Second Custom Level(optional)(Provide Description)	Third Custom Level(optional)(Provide Description)	Item Name & Description	Unit	Quantity	Official Rate
Provisional Sum #[XXX0001]							na	na	1	1
General										

Item No.	Description	Unit	Quantity	Rate	(NF Amount)	F
A	General					
1	Insurance	LS	1	1060000	1060000	
2	Reconstru	PS	1	2500000	2500000	
3	Providing	£ Nos	2	3434.59	6869.18	
4	Dismantlin	LS	1	800000	800000	
5	Loading te	No.	6	280149.2	1680895	

8. copy the sub items as shown in above figure (item descp, unit, qty and rate) and paste it under the item description, unit , quantity and official rate as show in fig below.

Sector	Group	Sub - Group	Title	First Custom Level(optional)(Provide Description)	Second Custom Level(optional)(Provide Description)	Third Custom Level(optional)(Provide Description)	Item Name & Description	Unit	Quantity	Official Rate
Provisional Sum #[XXX0001]							Reconstru	PS	1	250000
General							Insurance	LS	1	106000
							Providing	Nos	2	3434.5
							Dismantlin	LS	1	80000
							Loading te	No.	6	280149.

9) the merge the rows as given in fig below.



Sector	Group	Sub - Group	Title	First Custom Level(optional)(Provide Description)	Second Custom Level(optional)(Provide Description)	Third Custom Level(optional)(Provide Description)	Item Name & Description	Unit	Quantity	Official Rate
Provisional Sum #[XXX0001]							Reconstru PS		1	2500000
General							Insurance LS		1	1060000
							Providing Nos		2	3434.59
							Dismantli LS		1	800000
							Loading te No.		6	280149.2

9.1 repeat the steps from 7 to 9 until all the items are copied.

10. then click on the choose file as shown below.

Add Category

Bill Of Quantities

All provisional sum items should be included in first row.

Category	SI No.	Item Desc.	Unit	Quantity	Unit Rate (NRS)	Amount (NRS)
Provisional Sum #[XXX0001]	1					
Sub Total 1						0.0
[A] BOQ Total [1]						0.0
Contingency(Supervision and Others)						
Physical Contingency						
Price Contingency						
Total Contingency [B]						
Sub Total [A+B]						0.0
VAT [13.0%]						0.0
Grand Total						0.0

Bill Of Quantity Template

Import/Export Procurement Items : **Choose File** No file chosen [Attachment should not be more than 1MB in size & should be in Excel format] **Import** **Export To Excel**

No file chosen **Save & Next** **Cancel**

11 then chose the created excel file as shown in fig below: [here the BOQ_1 is the file that was created before]

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Desktop'. The left sidebar shows the navigation pane with 'Desktop' selected. The main pane displays a list of files and folders. The file 'BOQ_1' is highlighted. At the bottom of the window, the 'File name' field contains 'BOQ_1' and the file type is set to 'All Files'. The 'Open' button is circled in blue.

12 . click at open

13. after clicking at open the selected excel file is shown as below.

Bill Of Quantities

All provisional sum items should be included in first row.

Category	SI No.	Item Desc.	Unit	Quantity	Unit Rate (NRS)	Amount (NRS)
Provisional Sum #[XXX0001]	1					
Sub Total 1						0.00
[A] BOQ Total [1]						0.00
Contingency(Supervision and Others)						0
Physical Contingency						0
Price Contingency						0
Total Contingency [B]						0
Sub Total [A+B]						0.00
VAT [13.0%]						0.00
Grand Total						0.00

Bill Of Quantity Template

Import/Export Procurement Items : BOQ_1.xlsx [Attachment should not be more than 1MB in size & should be in Excel format]

14. then click at import

Import/Export Procurement Items : BOQ_1.xlsx [Attachment should not be more than 1MB in size & should be in Excel format]

15 after clicking at import the BOQ items are uploaded .

16 after the boq items are uploaded then add contingency amount by typing in the text box as given below.

[A] BOQ Total [1 + 2 + 3 + 4 + 5]	352416409.27
Contingency(Supervision and Others)	0
Physical Contingency	0
Price Contingency	0
Total Contingency [B]	0
Sub Total [A+B]	352416409.27
VAT [13.0%]	45814933.21
Grand Total	398232802.48

17. check the amount and then click at save and next

In case of ps item

1) If there not PS item then do as below.

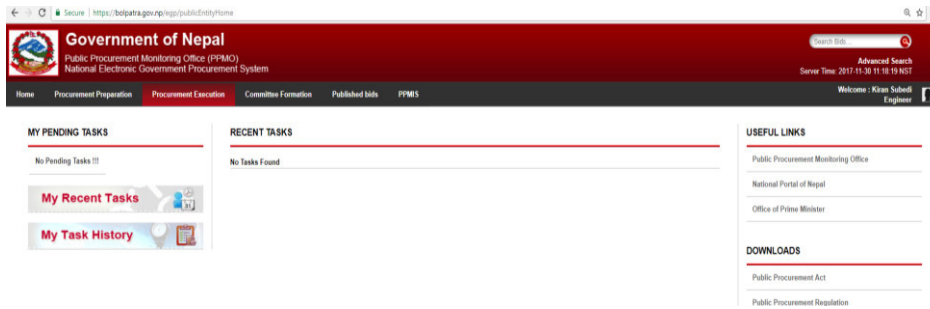
Sector	Group	Sub - Group	Title	Item Name & Description	Unit	Quantity	Official Rate
PS				NA	NA	1	1

2) If there is PS item then enter the value as per BOQ.

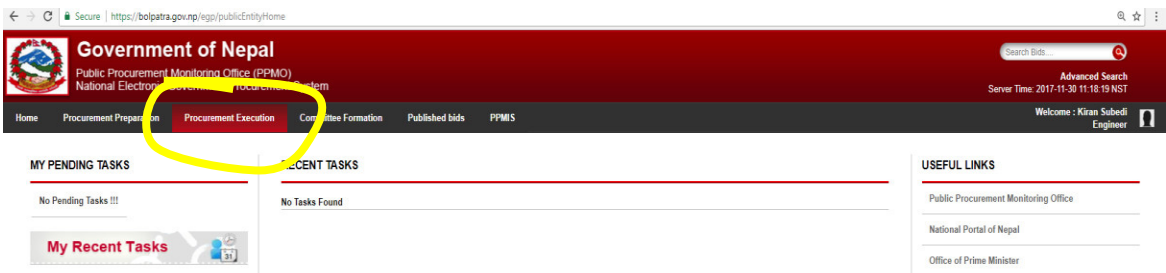
Uploading Addendum Documents

Manual for uploading addendum documents

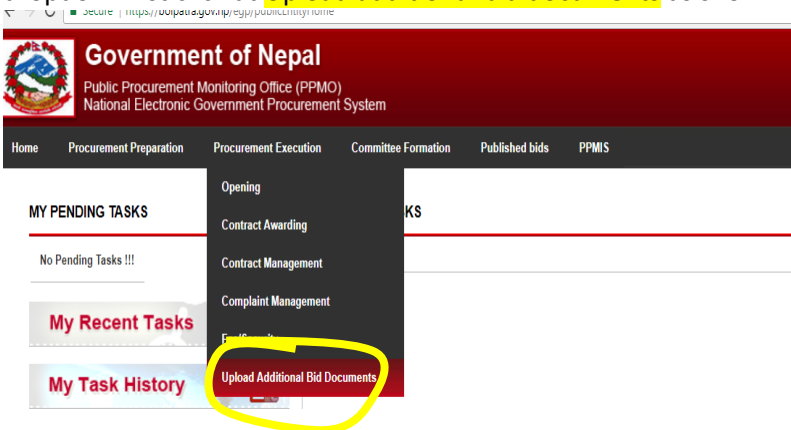
1. Step 1: login using **creator login credentials** and the following dashboard displays as:



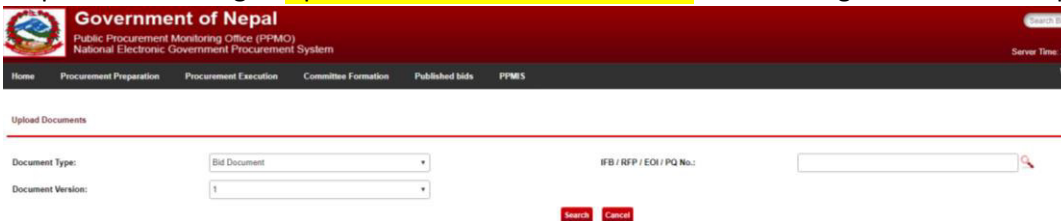
2. Step 2 : click at **Procurement Execution** as shown in Dashboard below:



3. Step 3 : After clicking at Procurement Execution the dropdown list is displayed and from the dropdown list click at **Upload additional bid documents** as shown in Dashboard below:



4. Step 4: After clicking at **Upload additional bid documents** the following dash board is displayed as :



5. Step 5 : Select **Addendum document** instead of Bid Document . .

The screenshot shows the 'Upload Documents' section of a web application. The 'Document Type' dropdown menu is highlighted with a yellow circle and contains the text 'Addendum Document'. Other fields include 'Document Version' (set to '1'), 'IFB / RFP / EO / PQ No.' (empty), and 'Search' and 'Cancel' buttons.

6. Step 6 : Click on **the magnifying glass icon** as shown in fig below:

This screenshot is similar to the previous one, but the magnifying glass icon on the search field is highlighted with a yellow circle. The 'Document Type' is still 'Addendum Document' and 'Document Version' is '1'.

7. Step 7 : After clicking on **the magnifying glass icon** the published tenders as listed below as:

The 'Search IFB' dialog box is open, showing search filters and a table of results. The 'IFB/RFP/EO/PQ No.' column in the table is highlighted with a yellow circle.

Selection	Public Entity Name	IFB/RFP/EO/PQ No.	Project Title	Bid Publication Date
<input type="radio"/>	504 Division Road Office Mahendranagar	DROMNR-01-074/75-04	Improvement and Rehab of Mahakali Highway (Ch.15+700 to 50+000)	23-11-2017 12:00
<input type="radio"/>	504 Division Road Office Mahendranagar	DROMNR-01-074/75	Recurrent Maintenance on East West Highway, Chisapani Attariya Section(Ch.901+000 to 980+000)	23-11-2017 06:00

8. Step 8 : Then select the tender to amend from the list . in the above figure , the tender no DROMNR-01-074/75-04 is selected. (**Note : Only one tender at a time.**)

9. Step 9 : Then click at **select** as shown in figure below.

This screenshot is identical to the previous one, but the 'Select' button at the bottom right of the dialog box is highlighted with a yellow circle.

10. Step 10 : Then click **search** button.

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

Home Procurement Preparation Procurement Execution Committee Formation Published bids PPMIS

Upload Documents

Document Type: Addendum Document IFB / RFP / EOI / PQ No.:
Document Version: 1

Search Cancel

Uploaded Document Details

Sl. No.	File Name
No Results Found	

11. Step 11 : After clicking search button the Document upload options is displayed as shown in figure below:

Government of Nepal
Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

Home Procurement Preparation Procurement Execution Committee Formation Published bids PPMIS

Upload Documents

Document Type: Addendum Document IFB / RFP / EOI / PQ No.: DROMNR-01-074/75-04
Document Version: 1

Search Cancel

Uploaded Document Details

Sl. No.	File Name
No Results Found	

Document Upload: Choose File No file chosen Submit

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12. Step 12 : Then click the **choose file button** and upload the file. After clicking on choose file button upload file. After uploading file click **submit**.