

E-Bidding System

Vendor User Manual

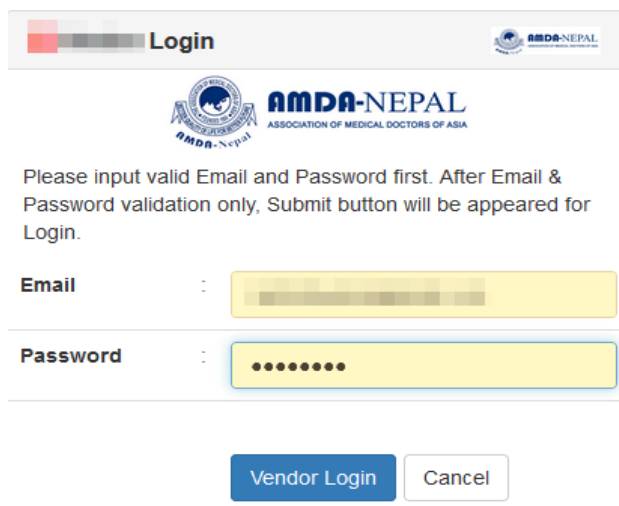
Vendor Registration गर्ने तरिका (नयाँ Vendor को लागि मात्र)

१. AMDA Nepal को आधिकारिक वेबसाईट <http://amda.org.np> मा गई E-Bidding मेनुमा click गर्नु होला ।
२. Vendor Registration button मा Click गर्नु होला ।
३. आवश्यक data(Company Name, Address, email address etc.)भरि Vendor Registration button मा Click गर्नु होला ।
४. Vendor Registration पछि तपाईंले registered गराउनु भएको Email address मा email Verification को लागि email आउछ ।
५. Email Verifyको लागि Verify Email Button मा Click गर्नु होला ।
(कृपया email को reply नगर्नु होला)

Image 1: Vendor Registration Form

Vendor Login गर्ने तरिका

१. Vendor login पेजमा जानुहोला ।
२. Email ID र Password राखेर Vendor Login button मा Click गर्नु होला ।
(कृपया password लेखेर केहि सेकेन्डको लागि पर्खनु होला)



Login

AMDA-NEPAL
ASSOCIATION OF MEDICAL DOCTORS OF ASIA

Please input valid Email and Password first. After Email & Password validation only, Submit button will be appeared for Login.

Email :

Password :

[Vendor Login](#) [Cancel](#)

Image 2: Vendor Login Form

३. Vendor Login पछि ड्यासबोर्ड देखिन्छ।

- ड्यासबोर्डमा Active Tenders को लिस्ट, Tender को जानकारी र Tender Overview देखिन्छ।
- लिस्टसंगै रहेको Icon  मा click गरि सम्बन्धित optionsको जानकारी हेर्न सकिन्छ।
- Tender मा भएको Items download गर्न 'Excel Export' मा click गर्नु होला ।

Tender Manager

Applied tenders are stored in Application Manager.

Application Manager

Notice No.	Description	Publish Date	Last Date	Download	Applied
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Active Tenders

Tender Overview

- Pending Application **2 Records**
- Short Listed **1 Records**
- Technical Selected **1 Records**
- Financial Selected **0 Records**
- Confirmed **0 Records**

Image 3: Vendor Dashboard

Menu Navigation

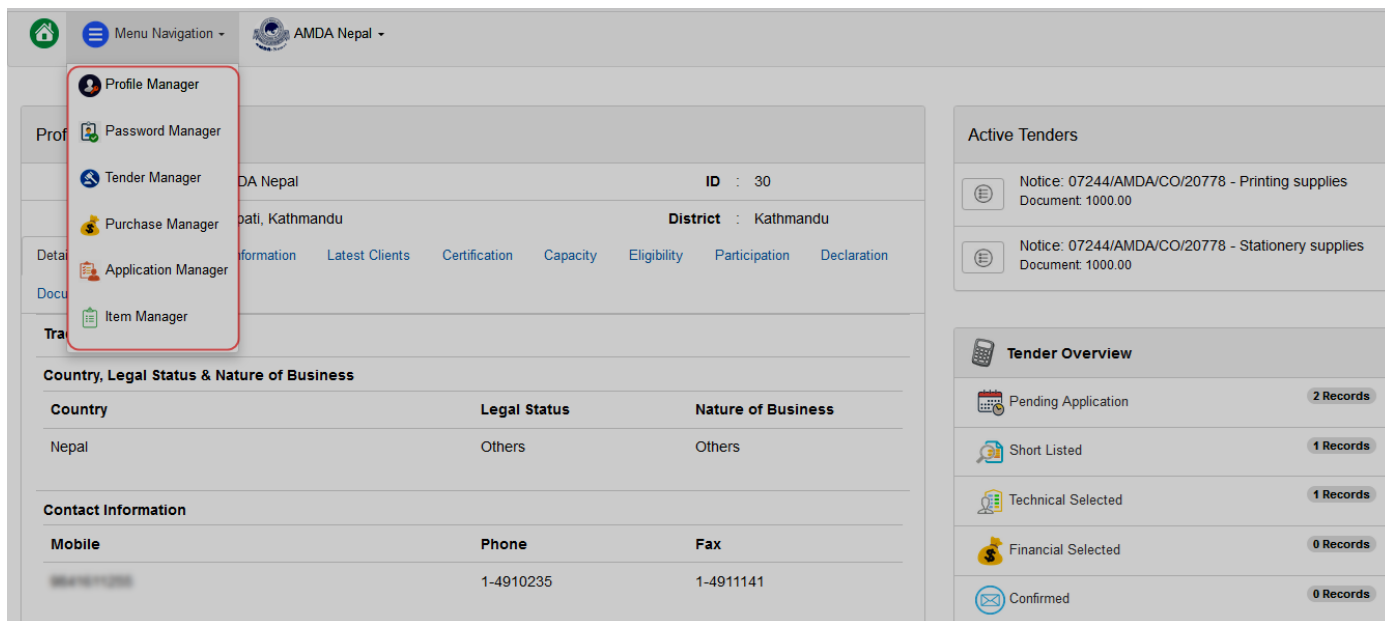


Image 4: Menu Navigation (मेनुहरुको नाम)

Menu navigation

१. Profile Manager
२. Password Manager
३. Tender Manager
४. Purchase Manager
५. Tender Application
६. Item Manager

१. Profile Manager (एक पटक वा आवश्यक परेमा)

यो मेनुमा Vendor ले आफ्नो संस्था सम्बन्धि सपुर्ण जानकारी उल्लेख गर्नु होला ।

१.१ Detail Information ट्याब: **Edit Profile Manager** मा click गरी सम्बन्धित फिल्डमा data भरि सेभ गर्नु होला ।

 Menu Navigation  AMDA Nepal

Profile Manager

Name : AMDA Nepal **ID** : 30

Address : Jorpati, Kathmandu **District** : Kathmandu

[Detail Information](#) [Financial Information](#) [Latest Clients](#) [Certification](#) [Capacity](#) [Eligibility](#) [Participation](#)

[Declaration](#) [Documents](#)

Trading Institution

Country, Legal Status & Nature of Business

Country	Legal Status	Nature of Business
Nepal	Others	Others

Contact Information

Mobile	Phone	Fax
9841811255	1-4910235	1-4911141

Email & Website

Email	Web
amda@amda.org.np	www.amda.org.np

Ownership Information

Proprietor	VAT PAN No.	Mode
AMDA Nepal	301789705	PAN

Contact Person Information

Contact Person	Designation
AMDA Nepal	AMDA Nepal

Company Information

Registration Date	Renewal Date	Employee Count	Branch Count
2074-08-08	2075-08-08	400	5

Branch Location : Address Information



Length and Height should be same to fit on the Profile Manager

Edit Profile Manager

Image 5: Vendor Profile

१.२ Financial Information ट्याब: संस्थाको तीन बर्षको आर्थिक बिबरण भर्नु होला ।

Detail Information	Financial Information	Latest Clients	Certification	Capacity	Eligibility	Participation
Declaration	Documents					

Financial Information : upto 3 Years

Fiscal Year	Export Amount	Sales Amount	Remarks	Create
YYYY-YY	Export Amount	Sales Amount	Remarks	Submit

१.३ Latest Clients ट्याब: Latest client छ भने भर्नु होला वा खालि छोड्नु होला

Detail Information	Financial Information	Latest Clients	Certification	Capacity	Eligibility	Participation
Declaration	Documents					

Latest Client Information

Client Name	Amount	Work Nature	Fiscal Year	Create
Client Name	Amount	Business Description	Fiscal Year	Submit

१.४ Certification ट्याब: जस्तै नेपाल गुनस्तर चिन्ग प्रप्त, ISO सर्टिफाईड छ भने भर्नु होला वा खालि छोड्नु होला।

Detail Information	Financial Information	Latest Clients	Certification	Capacity	Eligibility	Participation
Declaration	Documents					

Certification

Certificate No.	Institution	Description	Year	Create
Certificate No.	Institution	Description	Year	Submit

१.५ Capacity ट्याब

Detail Information Financial Information Latest Clients Certification Capacity Eligibility Participation		
Declaration Documents		
Capacity Information		Submit Capacity
ID	Description	Check
3.02	Detail of Branch offices (For International organization only):	
3.03	Will the supply of goods/services be as Per national/international standard?	Options v
3.04	Do you have enough technical skills to deliver the supply?	Options v
3.05	Do you have appropriate equipment/infrastructure/facilities to deliver the supply?	Options v
3.06	what is your average time (in days) to respond to request for proposal/quotation?	
3.07	What is your average time (in days) to deliver the goods/services the receipt, of Purchase Order?	

१.६ Capacity ट्याब

Detail Information Financial Information Latest Clients Certification Capacity Eligibility Participation		
Declaration Documents		
Eligibility		Submit Eligibility
ID	Description	Check
4.01	Have you or your company / principals have been subject of legal proceedings for insolvency, bankruptcy, receivership of your business activities suspended for related reasons?	Options v
4.02	Have you fulfilled your tax obligations for the last 3 years?	Options v
4.03	Is the firm / individual making this application or any of its directors been debarred or suspended from participating in public procurement ?	Options v
4.04	If you are current / previous supplier of AMDA Nepal, have you at any one time been issued with a letter of cancellation of Purchase Order for the failure to supply goods / services within the agreed time or supplying goods / services outside the ordered specifications?	Options v

१.७ Eligibility ट्याब

Detail Information
Financial Information
Latest Clients
Certification
Capacity
Eligibility
Participation

Declaration
Documents

Eligibility

Submit Eligibility

ID	Description	Check
4.01	Have you or your company / principals have been subject of legal proceedings for insolvency, bankruptcy, receivership of your business activities suspended for related reasons?	Options ▾
4.02	Have you fulfilled your tax obligations for the last 3 years?	Options ▾
4.03	Is the firm / individual making this application or any of its directors been debarred or suspended from participating in public procurement ?	Options ▾
4.04	If you are current / previous supplier of AMDA Nepal, have you at any one time been issued with a letter of cancellation of Purchase Order for the failure to supply goods / services within the agreed time or supplying goods / services outside the ordered specifications?	Options ▾

१.८ Participation ट्याब: (एक पटक वा आवश्यक परेमा थपघट गर्न सकिने)

आफुले Supply गर्न चाहेको वा सक्ने Categories एक वा एक भन्दा बढि Choose गर्नु होला ।

Detail Information
Financial Information
Latest Clients
Certification
Capacity
Eligibility
Participation
Declaration

Documents

Participation List

Submit Participation

ID	Description	Check
1	Medicine	☐
2	Medical Supplies (Surgical/lab items & Chemicals)	☒
3	Stationery/Office Supplies	☐
4	Office Equipment	☐
5	Printing/Publication	☐
6	Medical Equipment	☐
7	Repair & Maintenance of Vehicle	☐
8	Repair & Maintenance of office equipment	☐
9	Advertising	☐
10	Fuel	☐
11	Travel & Transportation	☐
12	Consultancy (Legal Advice, Auditing, IT etc.)	☐
13	Others (Please specify)	☐

१.९ Declaration ट्याब

[Detail Information](#) [Financial Information](#) [Latest Clients](#) [Certification](#) [Capacity](#) [Eligibility](#) [Participation](#) [Declaration](#)

[Documents](#)

Vendor Declaration

I hereby, declare that all the above information is true to the best of my knowledge and belief. AMDA Nepal has permission to verify any information provided as necessary. I full understand that it is unlawful to knowingly make any false statement or or representation on this registration form.

Authorized Person :

Designation :

Declaration Date :

Upload : No file selected.
Upload duly signed with Vendor Stamp

१.१० Documents ट्याब: Document एक-एक गरि Submit गर्नु होला ।

[Detail Information](#) [Financial Information](#) [Latest Clients](#) [Certification](#) [Capacity](#) [Eligibility](#) [Participation](#) [Declaration](#)

[Documents](#)

Vendor Documents

Document Description

Company Registration	Browse... No file selected.	Submit
Tax Registration	Browse... No file selected.	Submit
Tax Clearance Certificate	Browse... No file selected.	Submit
Citizenship ID	Browse... No file selected.	Submit
Audit Report	Browse... No file selected.	Submit

२. Password Manager

Menu Navigation AMDA Nepal

Password Manager

ID : 30

Name : AMDANepal

Email : amda@amda.org.np

Previous Password :

New Password :

Confirm Password :

[Change Password](#)

Image 6: password manager

3. Tender Manager: यो पेजमा सुचनाको बिबरण र Active Tender को लिस्ट पाउन सकिन्छ । सुचना नम्बरमा click गरि सम्बन्धित सुचनाको बिस्तृत जानकारी पाउन सकिन्छ। Applied option ले तपाईंले bid गरेको item/total item देखिन्छ।

Tender Manager

Applied tenders are stored in Application Manager. [Application Manager](#)

Notice No.	Description	Publish Date	Last Date	Download	Applied
007244/AMDA/CO/20778	Medicine	2020-09-16	2020-09-30		0 / 879
07244/AMDA/CO/20778	Medical supplies	2020-09-16	2020-09-30		0 / 494
07244/AMDA/CO/20778	Printing supplies	2020-09-16	2020-09-30		applied item/total
07244/AMDA/CO/20778	Stationery supplies	2020-09-16	2020-09-30		1 / 95

[Notice Publication](#)
[TOR Document](#)
[Agreement Document](#)

[View Transaction](#)
[Export Items](#)
[Purchase Document](#)
[Apply Tender](#)

Active Tenders

Notice: 007314/AMDA/AH/207778 ME - Medical Equipment/Hospital Supplies

Image 7: Tender Manager

3.8 Tender Apply गर्ने तरिका

- तल दिईएका Steps पालना गर्नुहोस ।

- १. Purchase Document,
- २. View Transaction and Upload Security Deposit,
- ३. Apply Tender
- Document को मुल्य छैन भने Step १ पर्दैन ।
- **Notice Publication, TOR Document र Agreement Document** को लागि download संगै रहेको icon  मा click गरि हेर्न र download गर्न सकिन्छ ।

३.१.१. (Steps १): **Purchase Document** : Voucher slip मा voucher को scan गरि PNG/JPG format मा attach गरी Save गर्नु होला ।

Tender : Purchase Manager	
ID :	30
Name :	AMDA Nepal
Address :	Jorpati, Kathmandu
Notice No. :	07244/AMDA/CO/20778
Vendor Name :	AMDA Nepal
Contact Person :	AMDA Nepal
Mobile :	
Phone :	
Email :	
Deposit Amount :	
Bank :	
Bank Account No. :	
Voucher Description :	Voucher Description
Remarks :	Remarks
Voucher Slip :	Browse... No file selected.
Submit Transaction	

Image 8: Purchase Document

३.१.२ (Steps २): **Detail Information Tab**: apply गर्न चाहेको tender को जानकारी अध्ययन गर्न सकिन्छ र **Security Deposit Information** Section Security Deposit Slip upload गर्नु होला ।

Medical Equipment/Hospital Supplies

Notice No. :
Published Date :

Duration : 15 Days
Last Date :

Category : Local Tender / Medical Equipment
Opening Date / Time :

Detail Information
Tender Items
Terms & Conditions
Documents Required
Custom Information

Detail Information
Items Count :

Tender Description :
Last Submission Date :
Opening Date :
Document Price :

Extension:
Venue: AMDA Nepal, Central office
Purchase Required : Y

Security Deposit Information
Application No.:

Security Deposit :
Security Deposit
None

Security Note :
Security Note
Choose File
No file chosen

Contact Person :
Contact Person
Contact No

☐ Accept All Terms and Conditions
I hereby declare that all the above information are true and correct. AMDA Nepal has permission to verify any information provided as necessary. I fully understand that it is unlawful to knowingly make any false statement or representation.

Create Application

Applied Item List
0 Items

Tender No.	Description	Quantity	Amount
			0.00

Instructions

Tender Manager provides the step by step tender application process

- First of all, provide the [Security Deposit](#) and other information and create the application record accepting all the terms and conditions.
- In the [Tender Items](#) search the items to apply with minimum 3 characters typing.
- If you are not familiar with item name, type %%% for displaying all items
- [Apply](#) leads to popup where you can provide and apply item item. This information will be instantly saved in the system.
- Within the valid period, you can [Delete](#) the applied item if not required from Applied Item List from right panel.

Communication

Comment
Go

Image 9: Security Deposit with Tender details

3.1.3. (Steps 3): Apply Tender :

- Tender Item Tab मा गई आफुले apply गर्न चाहेको item search गर्नु होला । Search गर्दा Item Name वा tender ID बाट minimum 3 character राखेर enter गर्नु होला (तल Image: 10.a देखिए जस्तै) ।
- Item को राईट साईडमा भएको **Apply** button मा click गरेपछि New Page देखिन्छ (तल Image: 10.b देखिए जस्तै) र **Origin of Country, Manufacture, Made in र Unit price** र Specification data entry गरी Submit Item मा click गर्नु होला । **Specification, Required** अनुसार छ भने टिक लगाई भर्नु होला।
- सोहि प्रकारले अरु Item को data entry गर्नु होला ।
- apply गरेको items को लिस्ट राईट साईडमा देखिन्छ र चाहेमा Excel मा Export पनि गर्न सकिन्छ।

Medical Equipment/Hospital Supplies				Applied Item List		7 Items
Notice No.	007314/AMDA/AH/207778 ME		Published Date	2020-10-02 / 2077-06-16		
Duration	15 Days		Last Date	2020-10-16 / 2077-06-30		
Category	Local Tender / Medical Equipment		Opening Date / Time	2020-10-18 15:30		
Detail Information Tender Items Terms & Conditions Documents Required Custom Information						
Search Item: Minimum 3 Characters Item ID or Description, use %%% for all items						
Tender ID	Item & Specification	Quantity	Est. Unit Price Including VAT	Apply		
HS-004	Hospital Bed Hydraulic with Mattress "Functions back up and down leg lifting function, whole bed panel lifting, Punching bed panel, ABS crank handle , Complete head and foot board panel, 5 bars allmuniums side rails, telescopic food	8.00 SET	0.00	Apply		
HS-006	IV Stand 4 Houck 5 legs portable 4 hooks height adjustable mild steel i.v drop stand	50.00 PC	0.00	Apply		
						625,204.00

Tender No.	Description	Quantity	Amount
HS-006	IV Stand 4 Houck	50.00 PC	
HS-007	Bed Side Locker	40.00 PC	
HS-008	Medicine Trolley with box	8.00 PC	
HS_005	Delivery Bed	1.00 PC	
ME-001	Digital Color Doppler Ultrasound with Advanced Echocardiography Set	1.00 SET	
ME-002	ECG Machine	1.00 PC	
hs-009	Emergency Drug Trolley	6.00 PC	

Image 10.a: Item Entry

HS_005 : Delivery Bed

Specification : * Tubular CRCA/MS powder coated frame work mounted on PVC Stumps, * Three section heavy SS Top, * Back rest section adjustable on ratchet, * Leg end section can slide under the middle section of
 Quantity : 1.00 PC **Estimated Rate** : 0.00

Origin of Country

Manufacturer

Made in

Select

Manufacturer

Made in

Model No.

Unit Price

Amount

Model No.

Unit Price

Automatic

☒ VAT Included

Specification	Required	Check	Remarks
Frame	Tubular CRCA/MS powder coated frame work mounted on PVC Stumps	☐	Rema
Section	Three section heavy SS Top	☐	Rema
PRODUCT SPECIFICATION	Length:- 180cm ≥, Frame material:- CRCA & Mild steel, Height:- 75cm ≥, Materials:- Top stainless steel, Width:- 68cm ≥.	☐	Rema

Submit Item

Close

Image 10.b: Item Entry

8. Purchase Manager

- Purchase manager मा Document purchase गरेको list देखिन्छ ।
-  Icon मा click गरि Voucher slip हेर्न सकिन्छ ।
- [Edit Transaction](#) मा click गरि **Document purchase** Edit गर्न सकिन्छ ।
- Voucher Slip submit गरिएको छ भने यो  button मा click गरि हेर्न सकिन्छ, Voucher देखिएको छैन भने, राख्न पाईन्छ ।

Tender Purchase Manager				
Purchase No.	Date	Notice No.	Vendor	Purchase Cost
2020092500021	2020-09-25	07244/AMDA /CO/20778/PS		1000.00
2020092500020	2020-09-25	07244/AMDA /CO/20778/SS		1000.00

Image 12: Tender Purchase Manager

9. Application Manager

- Apply गरेको list को Detail थाहा पाउन **Log No.** मा click गर्नु होला ।
- तपाईंले Submit गर्नु पर्ने Document(s) को लागि यो Icon  मा click गर्नु होला। (0/4 = बुझाउनु पर्ने document 4 जस्मा 0 document submit गरिएको छ ।)

Tender Application					
Document	Log No.	Vender Description	Notice No.	Security	Reward
	2020092500002	Team Next ICT Solution	07244/AMDA /CO/20778/SS		1,000.00
	2020092500003	Team Next ICT Solution	07244/AMDA /CO/20778/PS		1,000.00

Image 13: Application Manager

- Document Submission को लागि एक पटकमा एउटा document submit गर्नु होला ।
- तपाईंले अपलोड गर्नु भएको Security Deposit को detail Security Deposit Submission section को  Icon मा click गरि deposit slip हेर्न सकिन्छ। Deposit Slip mismatch भएमा वा नदेखिएको खण्डमा पुनः अपलोड गर्न सकिन्छ।

Tender Application : Document Submission
Application No. 2020101200040

Document Description	Upload	
Tax Certificate	Choose File No file chosen	Submit
Tax Clearance Document	Choose File No file chosen	Submit
Company Registration	Choose File No file chosen	Submit
Application Letter	Choose File No file chosen	Submit

Tender Application : Security Deposit Submission

Security Mode	Security Description	Amount	Upload	
v	sec note	100000.00	Choose File No file chosen	Submit

Image 14: Application Manager: Document & Security Deposit submission

६. Item Manager

- Vendor ले supply गर्न सकिने item, description भरि save गर्नु होला । यसरी सेभ गरेको Item AMDA Nepal ले Tender Invite गर्दा Vendor लाई Notification जान्छ ।

Item Manager

Image 14: Item Manager

