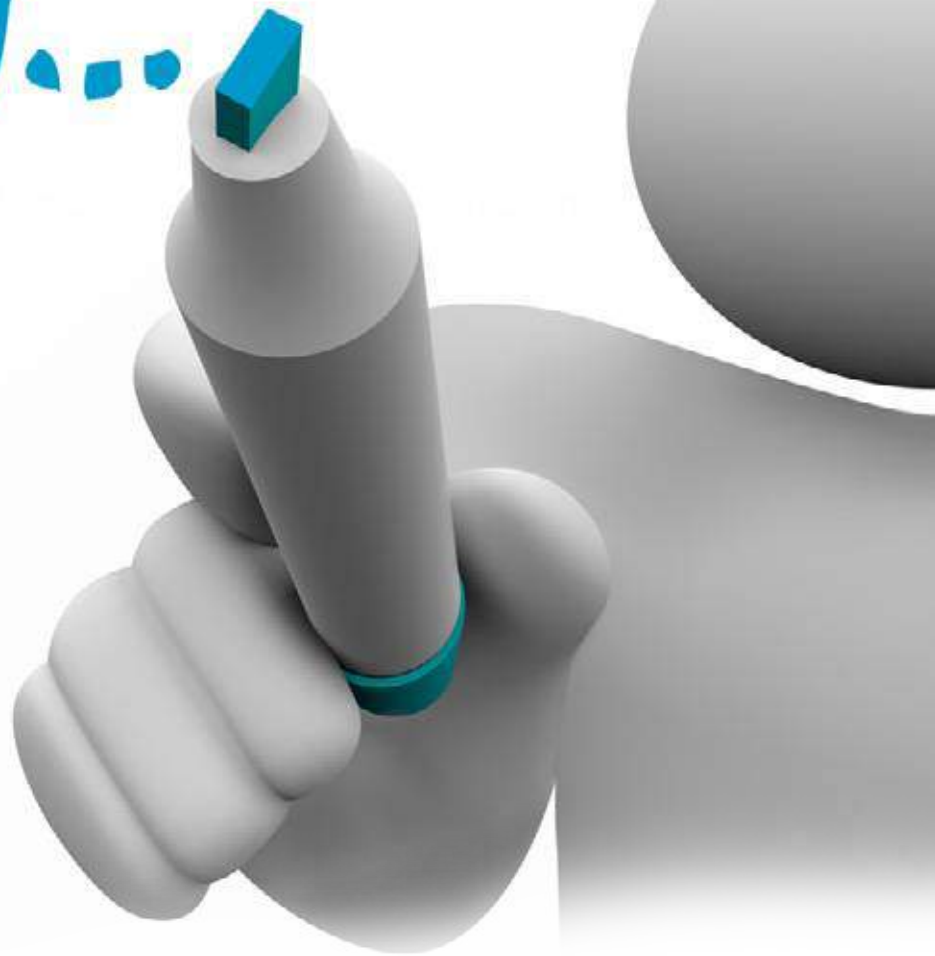


HOW  
TO...



 **Tender**Notice  
.com.np

# **Tender Notice User Manual Guide**

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# TenderNotice

Tender Notice is an electronic tendering system that helps to manage tenders through website. All the tender notices published in various newspapers are collected and posted online and users can access and download tender documents. It simply facilitates and manages tender process in a simple manner for all users. TenderNotice.com.np replaces the manual paper-based tender processes with electronically facilitated processes based on best tendering practices to save time and money. This reduces the need to go through many newspapers just to view tender notices.

## Site:

- You can visit the tender notice site through [www.tendernotice.com.np](http://www.tendernotice.com.np).
- You can see 5 latest tender notices without registration, to view more notices you have to register
- For registration, click on 'New User' option
- The homepage for the site looks like this:

**i** On clicking 'New User' option the following page appear

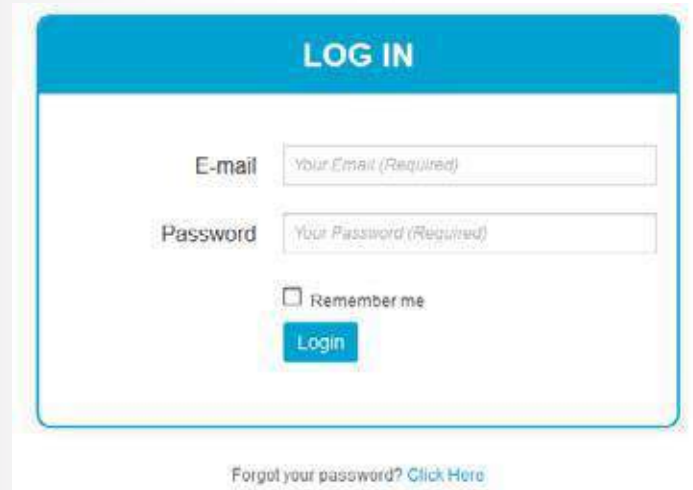


The screenshot shows the homepage of TenderNotice.com.np. At the top, there is a navigation bar with 'Home', 'About Us', and 'Contact Us' links. The main content area features a large banner with the text 'Welcome to TenderNotice.com.np' and a 'New User' button. Below the banner, there is a section titled 'Latest Tenders / Notices' which displays a table of tender listings. The table has columns for 'No.', 'Title', 'Tender No.', 'Tender Date', 'Tender Status', 'Tender Type', 'Tender Category', and 'Tender Location'. The table contains five rows of tender listings.

No.	Title	Tender No.	Tender Date	Tender Status	Tender Type	Tender Category	Tender Location
1	Supply of 10000 Nos. of 100% Pure...	2017/01/01	2017/01/01	Open	Supply	Construction	Chitwan
2	Supply of 10000 Nos. of 100% Pure...	2017/01/01	2017/01/01	Open	Supply	Construction	Chitwan
3	Supply of 10000 Nos. of 100% Pure...	2017/01/01	2017/01/01	Open	Supply	Construction	Chitwan
4	Supply of 10000 Nos. of 100% Pure...	2017/01/01	2017/01/01	Open	Supply	Construction	Chitwan
5	Supply of 10000 Nos. of 100% Pure...	2017/01/01	2017/01/01	Open	Supply	Construction	Chitwan

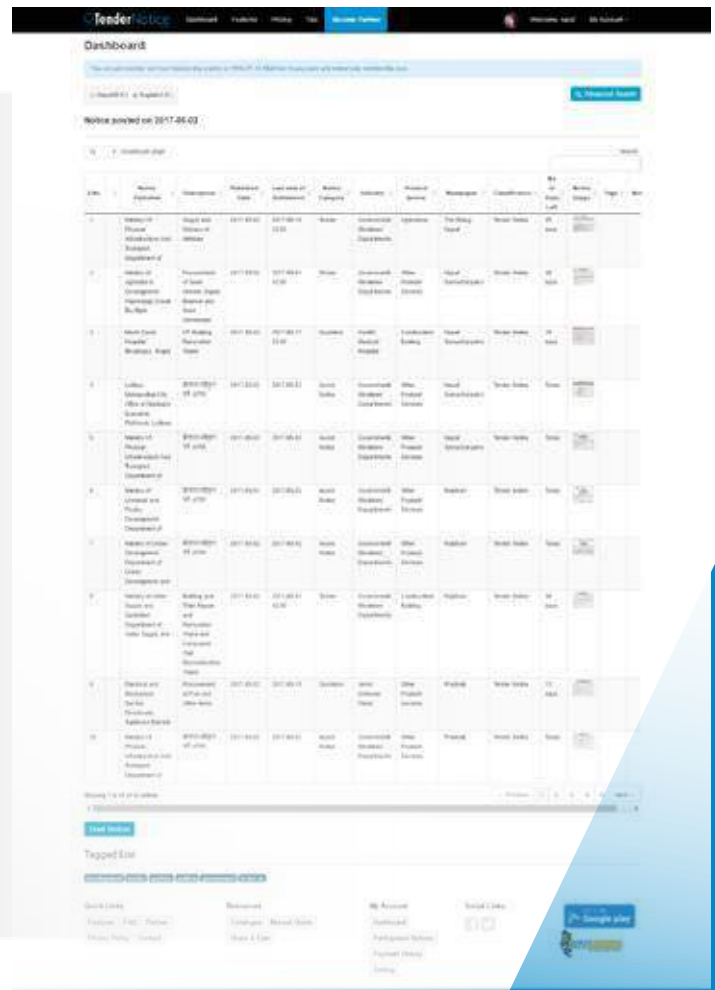
## LOGIN PAGE:

- On clicking 'New User' option the following page appear
- Provide the e-mail address, password, confirm password and click on 'create your account'
- The account registration e-mail will be sent to your inbox
- Go to your inbox, open the e-mail and finish the registration process
- After registration your dashboard looks like this



## DASHBOARD

- Now you can login to your tender notice account simply by using the e-mail address and password
- You get 7 days free trial to use full version of the software
- After the trial period expires you need to be the paid member to use full version
- The page shows list of published tenders
- To view scanned tender click on the image
- You can print the image as well by saving the image.



- To view tender details click on the tender description on dashboard



The image shows a screenshot of the Tender Notice dashboard. At the top, there is a header for 'ललितपुर महानगरपालिका' (Lalitpur Metropolitan City) and 'भन्सार कार्यपालिकाको कार्यालय, पुनर्बोध, ललितपुर' (Taxes Office, Punarbohadra, Lalitpur). Below the header, there is a section for 'खोलपत्र स्वीकृत गर्ने आह्वानको सूचना' (Notice of Invitation to Submit Bids) dated २०७४/०१/१९.

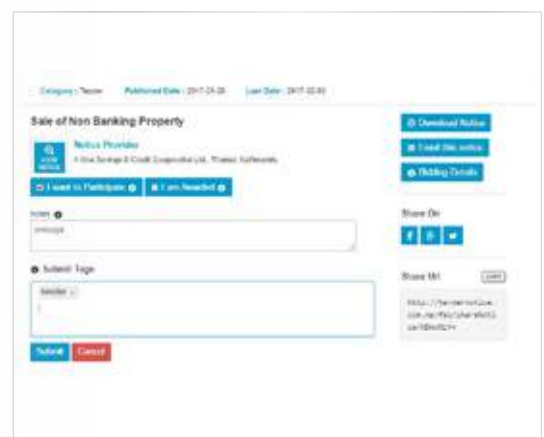
The main content is a table listing various tenders. The table has columns for 'क्रमांक नं.' (Serial No.), 'वर्ष नं.' (Year No.), 'आवकको विवरण' (Description of Bid), 'खोलपत्रदाताको पाठ' (Bidder's Name), and 'अंशको अंक (स्वात)' (Bid Amount).

क्रमांक नं.	वर्ष नं.	आवकको विवरण	खोलपत्रदाताको पाठ	अंशको अंक (स्वात)
००१-०३४-२४	२	सामान्य चोकबाट इन्टरनेट वायुकावाचक एवं लार्जको बाटो	श्री विद्युत कन्स्ट्रक्शन	३,८००,०००.००
००१-०३४-२४	२	इन्द्रायणी बाँकेर देखी एवं विन्नेङ्ग सम्म बाटो	श्री समरस्य विमान्य काली पा.वि. र इन्द्रा कन्स्ट्रक्शन	८,३४४,७६८.९९
००१-०३४-२६	२	साथमा पाँचथमताल बिक्रमी स्काउट बायामाई करिङ्गार सम्मको बाटो	श्री विद्युत कन्स्ट्रक्शन	३,१३३,४६३.००
००१-०३४-२७	३	हामिपट्टी तक रमा अक्षरखार पार्किङ्ग गरि बाटो	श्री एम एम विमान्य र समग्र विमान्य सेवा के पी	३,७०६,२९०.००
००१-०३४-२८	३	सुशीबुरा मसकाममा सिकर देखी रिङ्गार विन्नेङ्ग बाटो	श्री कालिका कन्स्ट्रक्शन प्रा.वि.	६,९०४,४७५.००
००१-०३४-२९	४	बुढाभीडन तालिक टुटे करिपमाला जाने बाटो	श्री विद्युत कन्स्ट्रक्शन	२,३८२,०९६.००
००१-०३४-३०	४	विन्नेङ्गको बाटो कुमारीको जाने बाटो	श्री कालिका कन्स्ट्रक्शन प्रा.वि.	६,७२९,९९९.००
००१-०३४-३१	३	साविकको देवि एवं सरस्वती बाँकेर करिपम साथमा अक्षरखार र लार्ज टुटे रिङ्गार सम्म बाटो	श्री सम्मान्य बाटोवि.के.पी.	६,०००,०००.००
००१-०३४-३२	३	विन्नेङ्गको बाटो करिपम टुटे रमा बाँकेर सम्म बाटो	श्री वि.आर.एम.कन्स्ट्रक्शन प्रा.वि.	४,१०७,९९९.००
००१-०३४-३३	२	थारुपाट बाँकेरको इन्टरनेटको बाटो	श्री अम साई विमान्य सेवा	४,९०३,३४९.००
००१-०३४-३४	२	हामिपट्टी करिपम बाटो कालिका टावरको अगाडी बाटो दिशाम टुटे अगाडी विन्नेङ्ग बाटो	श्री माईको कन्स्ट्रक्शन के.पी.एम. कन्स्ट्रक्शन प्रा.वि.	२,९९०,७२.९९

At the bottom of the table, there is a note: '१९. टुटेको नं.००१-०३४-३३ को मातहतमा प्रारी प्रमाण अगाडी बाटो इन्टरनेट वायुकावाचक बाटो सम्मको आवक रद्द गरिने कुरामा अनुरोध छ।' (Note: The bid for item 001-034-33 is cancelled as it is related to the provision of internet services for the road under construction.)

## NOTICE DETAILS:

- You can also tag required tenders and participate.
- Checking on participate option you will get alert when tender submission date approaches. They are sent along with daily email alerts. After participating the list of tenders can be viewed in 'Participated Notices' under 'My Account'
- You can add notes on same page make changes accordingly for future reference.
- You can share particular important notice to your colleagues by clicking on "Email this notice"
- You can add every Information's related to Bid Documents like you can upload relevant documents, add your competitors list on Bidders Details and get retrieved to it.



## LIST OF PARTICIPATED TENDERS:

**List of Participated Tenders**

Nepal(B.S.)  English(A.D.)
 Q Advanced Search

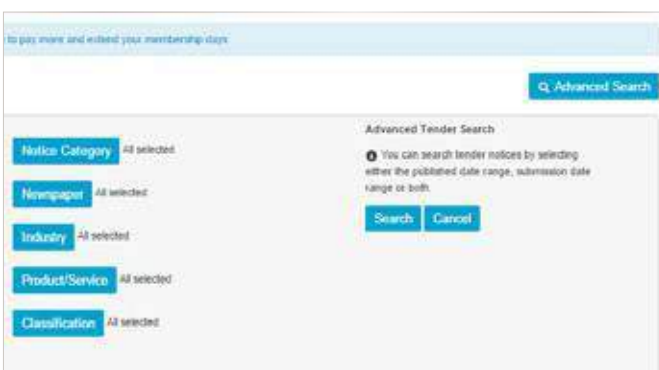
10 records per page Search:

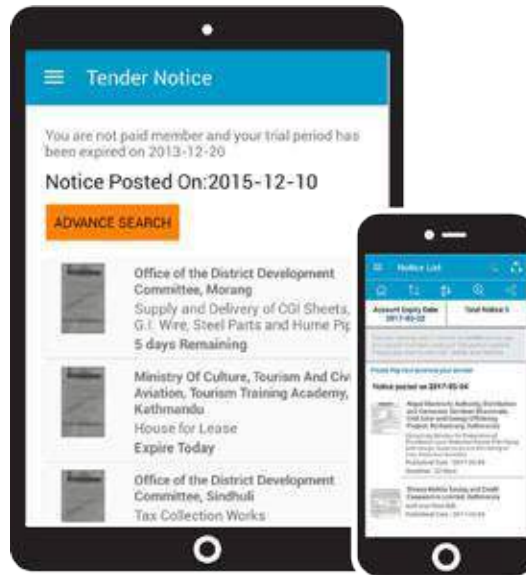
S.No.	Notice Publisher	Description	Published Date	Last date of Submission	Notice Category	Industry	Product Service	Newspaper	No of Days Left	Notice Image	Tags	Notes
1	W Nepal Airlines Corporation, Kantipath, Kathmandu	Wet Lease of Aircraft	2017-04-24	2017-05-08	Tender	Tourism/ Hotel/ Travel/ Airline	Automotive / Vehicles	Republica	6 days			Ramu Sharma

- You can also submit tag by giving tag name and clicking on submit
- Tagged tenders will now be shown under 'tagged list' showing the tagged name on the dashboard



- You can search older notices by clicking on Advance option. It contains all the past notices with all details which help in back dated research. Tender Notice simply offers you advance search option through you can filter your search according to your keyword.
- You can search notice by Published Date and Submission Date.





## MOBILE APP'S

- You can also get Tender Notice on your mobile by downloading Tender Notice App from Google Play store and view notice easily where ever you are.



**Tender Notice  
Business**

## PAYMENT DETAILS:

- You can view the payment details by clicking on 'payment history' under 'My Account' menu
- Clicking on pricing you can see the payment history and payment plans

### Payment Plans (Nepal Users)

All plans contain Daily Email Alert, Submission Date Alert, Sharing/ Tagging, Download Facility, Nepali/ English Date

6 Months Package	12 Months Package	24 Months Package	60 Months Package
Rs. <b>1800</b> /6 Months	Rs. <b>3600</b> /12 Months	Rs. <b>7200</b> /24 Months	Rs. <b>18000</b> /60 Months
7% Discount Rs. <b>1674</b> /- Monthly Rs 279 /-	15% Discount Rs. <b>3060</b> /- Monthly Rs 255 /-	25% Discount Rs. <b>5400</b> /- Monthly Rs 225 /-	40% Discount Rs. <b>10800</b> /- Monthly Rs 180 /-
<a href="#">Order Now</a>	<a href="#">Order Now</a>	<a href="#">Order Now</a>	<a href="#">Order Now</a>

- Clicking on payment details you will see the payment schemes and discount rates
- Clicking on the payment scheme you want to use, you can see the page from where you can make online payment on mentioned Bank Accounts.

### Invoice

To: nupa | nupa@nupa.com.np | Bafuwatar Mobile: 9841687047

You selected the plan below

Time Period	Price	Discount	Total
6 Month	1950 \$	7%	1814.0

**Pay With PayByOnline**  
Get 10% more discount when paying from PayByOnline

Pay With PayByOnline

**Pay Via Bank**

Additionally you can deposit in our following Bank Accounts and email us at support@tendernotice.com.np with a copy of scanned payment copy.

S. No.	BANK NAME	A/C NAME	A/C NO.	BRANCH
1.	Mega Bank	Nepal E. Bz. Management Pvt. Ltd.	0010010229815	Kantipath
2.	Nepal Investment Bank	Nepal E. Bz. Management Pvt. Ltd.	01201020257808	Putabadar
3.	Kumal Bank Nepal	Nepal E. Bz. Management Pvt. Ltd.	010152404299015	Putabadar

Please email to support@tendernotice.com.np with your email ID and payment copy once you deposited in mentioned bank and your status will be paid member once we verify. Please allow us maximum 48 hours to verify account.

**Cash Payment**  
You can deposit cash at Accounts Department, Nepal E. Bz. Management Pvt. Ltd. Please contact +977-98516-60622 for further details.

## SETTINGS:

- You can view your profile by clicking on 'Setting' under 'My Account' menu

TenderNotice
Dashboard Features Pricing Tips Become Partner
Welcome, nupa | My Account

### Profile and Setting

#### Edit Profile

Cancel
Submit

name: nupa@nupa.com.np

email: nupa@nupa.com.np

phone: 9841687047

address: Bafuwatar

password: [input type="password"]

confirm password: [input type="password"]

#### Tender Option Setting

- 1. My Account Setting
- 2. Profile Setting
- 3. Category Setting
- 4. Tender Setting
- 5. Products and Services Setting
- 6. Email Setting
- 7. Tips Setting
- 8. Newsletter Setting

Update
Reset

#### Quick Links

- Features
- FAQ
- Privacy Policy
- Contact

#### Resources

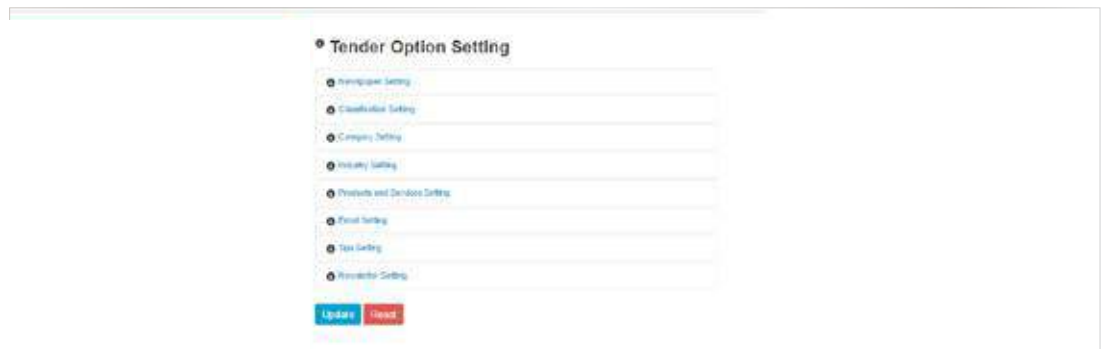
- Catalogue
- Manual Guide
- Share & Fun

#### My Account

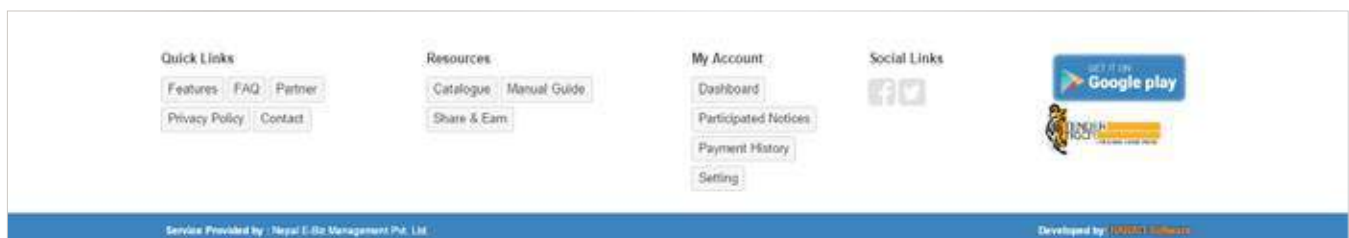
- Dashboard
- Participated Notices
- Payment History
- Setting

#### Social Links

Service Provided by: Nepal E. Bz. Management Pvt. Ltd. Developed by: [Logo]



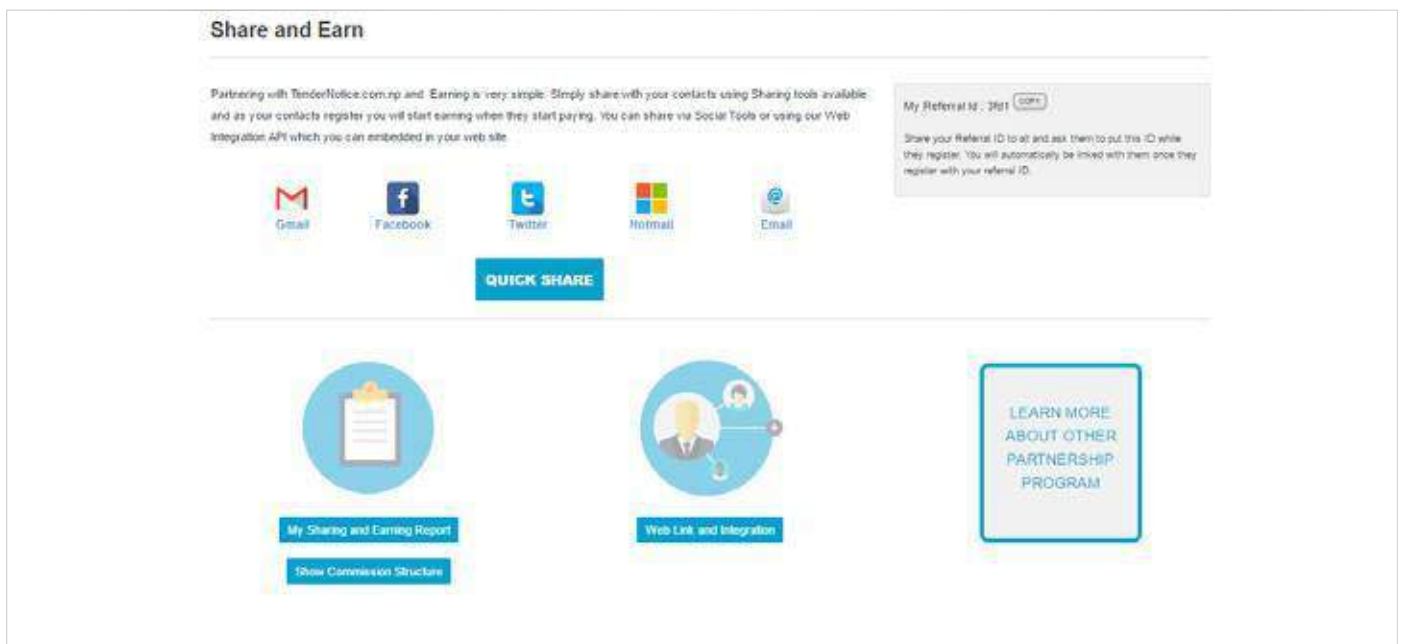
- You can upload your image and update the profile details
- Also you can choose to receive tender notices from certain newspapers simply by selecting the required newspaper names
- You can classify your field relevant to you and get notice related to you. You can categorize notices by your Industry, Products and services rather than spend time by searching one by one. You can see selected notices on the dashboard without having to search every time you log in.
- You can get image attachment by changing Email setting.
- You can choose to subscribe or unsubscribe the daily email alert system by checking on 'subscribe' or 'Unsubscribe' option





## BECOME PARTNER:

- On clicking 'Become Partner' option the following page appear
- You can become a partner with us and earn as well



- You can get your referral Id at the top right of the page
- You can share your referral code link to your friends clicking on Gmail, Facebook, Twitter, Hotmail, Email
- You can view and share your web link by clicking on "Web Link and Integration"
- You can check your Earning report clicking on "My Sharing and Earning"
- You can check your commission structure clicking on "Show Commission Structure"
- You can learn and get more detail by clicking on "Learn more about other partnership program"



## FEATURES:

- Clicking on features menu you can view features of TenderNotice.com.np



### Replace the need to buy newspaper

TenderNotice.com.np replaces your need to buy newspapers everyday. Get all tenders or notices in just a click.



### View all tender notices in one place

With tenderNotice.com.np, now you can view all tender notices published in various newspapers in one place which helps to save your time and money.



### Participate and Tag

Users can choose to participate in any tender to get email alert or tag various notices for easy viewing.



### Tender Email Alert System

All subscribed users get daily email alert after the tender has been uploaded which helps you to get informed without logging in.



### Get notification on approaching tender submission date

When submission date for any participated tender approaches, you will get notified through an email.



### Tender download facility

You can download any tender you like and save it which helps in swift viewing of multiple tender notices.



### Easy Payment System

You do not have to worry about making payment on cash. You can easily make online payment through our site.



### Track Record of Bidding Details and Awarded Bids and Tenders

You can track record of all Participated, Awarded and Rejected bids and Tenders. You can upload any number of documents related to particular bid or tender. You can add information of competitors including their quoted price and also can store your quoted price. Those information while you store could be very informative for your future reference.



### Covers all Newspaper

TenderNotice.com.np published tenders and notices of all daily newspaper published in Nepal. This includes more than 20 numbers of daily newspaper. This simply reduces your time to go through all those huge number of newspaper in a single day.

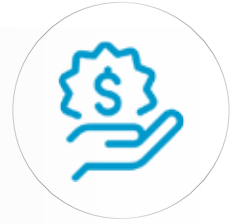


### Nepali/ English Date

Users can choose to view tender published and submission date either in Nepali or English date system.

## PRICING:

- Clicking on pricing menu you can view payment plans like before



## FAQ:

- Click on FAQ to solve your queries regarding tendernotice.com.np.



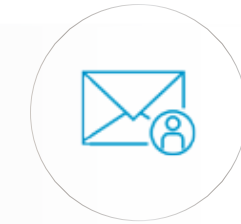
## PARTNER:

- Partner' menu shows the information our partnership program



## CONTACT:

- If you have any problems, queries or suggestions you can contact us from here



### Contact Us

**TenderNotice**

First Name	Last Name
Email Address	Mobile Number
Your Remarks	

I have company

[Apply](#)

अन्य जानकारी को लागि कृपया सम्पर्क गर्नु होला ।

**Nepal E- Biz Management Pvt Ltd**  
Maitighar Height, Kathmandu Nepal  
Tel: +977 - 01- 4218345, 4268214, 4260622, 4253658, 4244901  
Fax : +977 - 01- 4267810  
Support : +977- 9801060622  
Email : [support@tendernotice.com.np](mailto:support@tendernotice.com.np)

हामी तपाईंलाई छिटो सम्पर्क गर्ने को ।

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## **Nepal E- Biz Management Pvt Ltd**

Kumari Marga, Kupondole, Lalitpur, Nepal  
P.O.Box # 10376 | Toll Free: 16600160622  
Hunting Line: +977-01-5540244 / 115 / 058  
Support : +977- 9801060622  
Email :support@tendernotice.com.np

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[www.tendernotice.com.np](http://www.tendernotice.com.np)

