IMED, MINISTRY OF PLANNING, GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Bangladesh Public Procurement Authority

Manual for

Tenderers, Consultants, Government Owned Enterprise, Media On Registration Process For the e-GP System

(https://eprocure.gov.bd)

Bangladesh Public Procurement Authority (BPPA)

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Date: September 30, 2025

Important Notes for Tenderers Registration on e-GP Portal

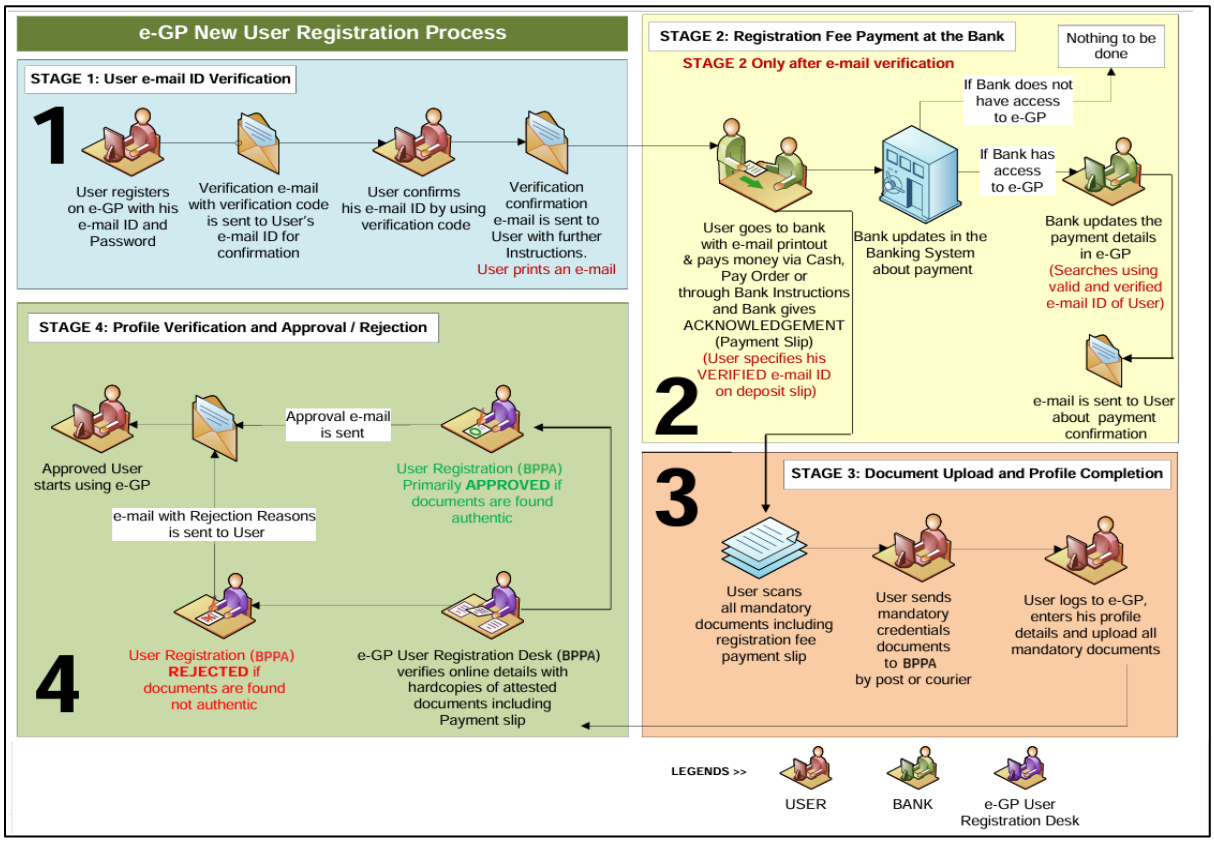
Tenderers, Consultants, other potential users of the e-GP system are requested to please note the following points before applying for the 'New User Registration' on to the e-GP Portal.

- ✓ ***Ensure that you have a valid e-mail ID before initiating the process of registering on to the e-GP Portal of the Govt. of the People's Republic of Bangladesh.***

- ✓ ***Ensure that you have scanned copies of all required documents (as per the Registration type opted) mentioned below, in the local PC, to be uploaded for registration purpose.***

- ✓ ***Ensure installation of one of the browsers versions which is tested & certified by BPPA (viz. Internet Explorer 8.x, Internet Explorer 9.x, Internet Explorer 10.x, Internet Explorer 11.x, Mozilla Firefox 13x, 14x, 29.x, 52.x, 53.x, 62.x, 70.x, 71.x, 72.x, 77.x, 86.x and Google Chrome 79.x).***

Tenderers, Consultants, other potential Users may also see the following 'e-GP New User Registration Process' by clicking the button on the left side of the home page and have some ideas on the steps to be followed for the registration



Flow of the Registration Process

The documents are required to be uploaded during the registration based on the types of Users:

- **Tenderer / Consulting Firms (National)**
  - Company Incorporation Certificate (in case of Company) **OR** Registration Document.
  - Trade License.
  - Valid Tax Identification Number (TIN) Certificate.
  - Value Added Tax (VAT) Certificate.
  - Authorization letter from the Owner for the Firm/Company's Admin; National ID or Passport of Authorized Admin (First 2 pages of passport);
  - e-GP Registration Fee Payment Slip.
  - One Passport size photograph of the Authorized Admin.

- **Tender Consulting Firm (International)**
  - Company Incorporation Certificate (in case of Company) **OR** Registration Document.
  - Trade License (If Applicable).
  - Valid Tax Identification Number (TIN) Certificate (If Applicable).
  - Value Added Tax (VAT) or Goods and Service Tax (GST) Registration Certificate.
  - Authorization letter from the Owner for the Firm/Company's Admin
  - National ID or Passport of Authorized Admin (First 2 pages of passport).
  - e-GP Registration Fee Payment Slip.
  - One Passport size photograph of the Authorized Admin.

- **Government Owned Enterprise (National)**
  - Government Order as a Proof of Statutory Status.
  - Financial Autonomy Certificate from Finance Division (FD).
  - National ID or Passport of Authorized Admin (First 2 pages of passport).
  - One Passport Size photograph of the Authorized Admin.
  - Letter of Authorization for Authorized Admin.
  - e-GP Registration Fee Payment Slip.

- **Individual Consultant (National)**
  - National ID or Passport (First 2 pages of Passport).
  - e-GP Registration Fee Payment Slip.
  - One Passport size photograph.

- **Individual Consultant (International)**
  - National ID or Passport (First 2 pages of Passport).
  - e-GP Registration Fee Payment Slip.
  - One Passport size photograph.

- **Media (National)**
  - Identity Card Issued by a Media Company
  - National ID or Passport (First 2 pages of passport)
  - One Passport size photograph.

- **Media (International)**
  - Identity Card Issued by a Media Company
  - National ID or Passport (First 2 pages of passport)
  - One Passport size photograph.

***Once all the necessary required documents mentioned above are ready, please follow the instructions as given below to register on e-GP Portal*:**

Steps for registering on e-GP Portal

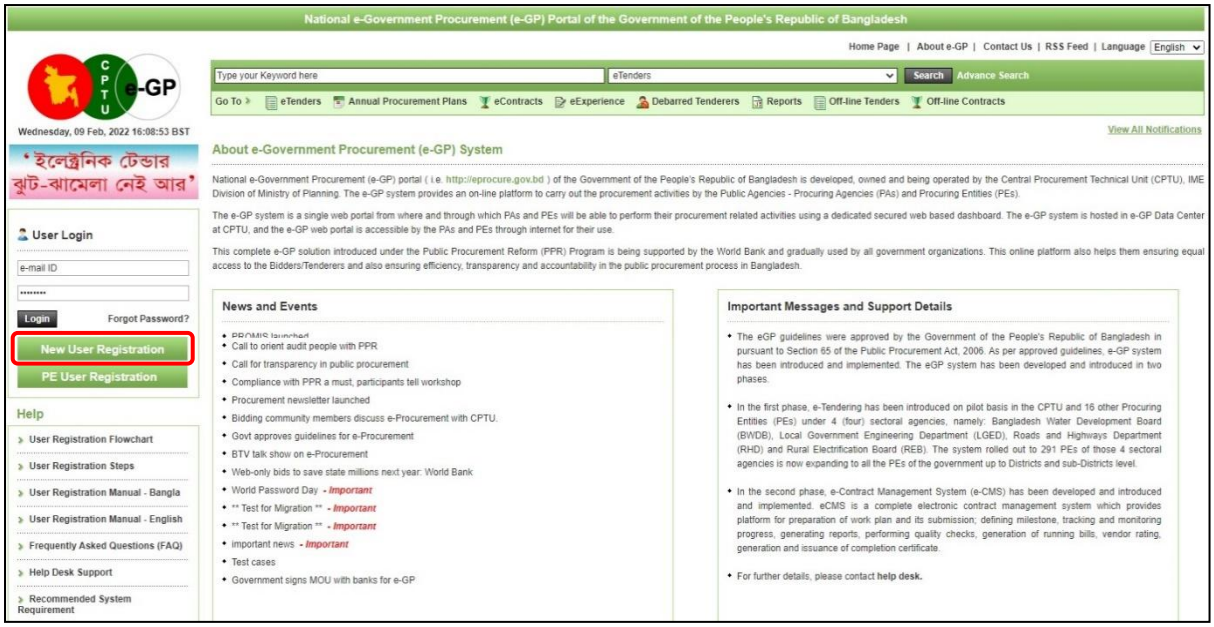
1. Please Make sure you have one of the browser versions certified by BPPA - i.e., Internet Explorer 8.x, 9.x, 10.x, 11.x, or Mozilla Firefox 13x, 14x, 29.x, 52.x, 53.x, 62.x, 70.x, 71.x, 72.x, 77.x, 86.x or Google Chrome 79.x. If you don't have one of those Internet browsers, please download and install in your computer.

   To Download Browser Versions, visit the following URLs:

   - IE 8.x, 9.x, 10.x, 11.x, Go To URL - http://www.microsoft.com/windows/internet-explorer/
   - MF 13x, 14x, 29.x, 52.x, 53.x, 62.x, 70.x, 71.x, 72.x, 77.x, 86.x, Go To URL - http://www.mozilla.com/en-US/firefox/
   - Google Chrome 79x, Go To URL - https://www.google.com/chrome

2. Open the e-GP Portal by typing the URL http://eprocure.gov.bd

3. Click on the "**New User Registration**" link (As shown in **Screen - 1)** to open a new page for entering the Login Account Details (As shown in **Screen - 2)**.



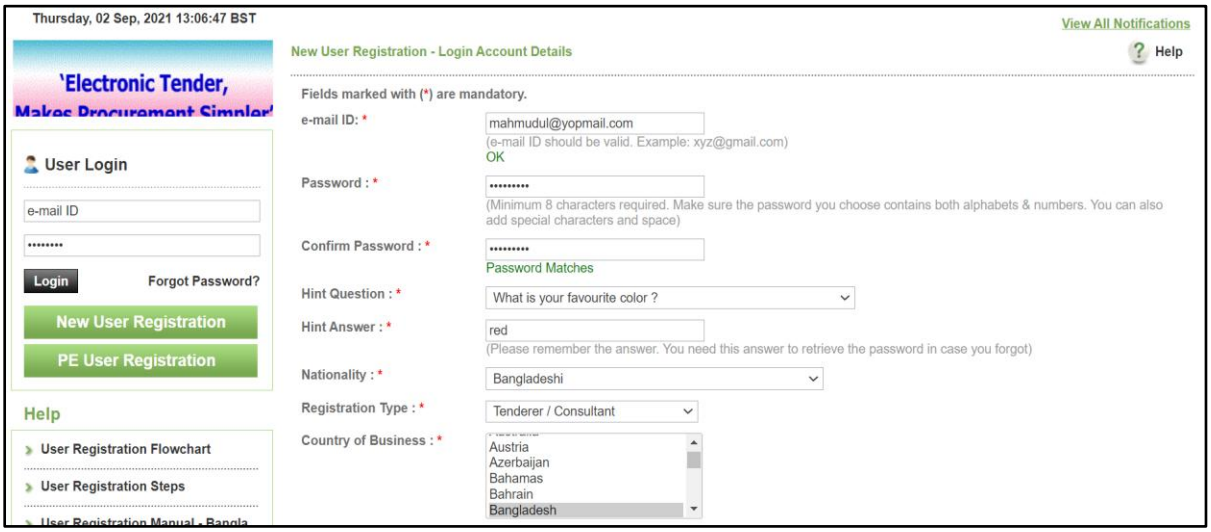
Screen – 1

****This Page allows Tenderers / Consultants etc. to register on to the e-GP System.**

Before you start registration process, kindly note the following IMPORTANT points:

- Please ensure that you have a valid e-mail ID registered in your name, which is only used by you. All the e-mail alerts will be sent by the e-GP system to this e-mail ID only.
- Please ensure that only one person from a firm, who is authorized to register on behalf of the firm as the **Tenderer Admin** and authorized to further create other users for the firm in e-GP system to participate in e-tendering process should register on the e-GP portal.

4. In the **New User Registration – Login Account Details**, please enter the details (As shown in **Screen - 2)** as mentioned below:



Screen - 2

a) Please enter the **Unique e-mail ID**. This e-mail ID will be the User-ID (Login-ID) for the tenderer on the e- GP portal. **(Please note that the verification code will be mailed to this e-mail ID only).**

b) Please enter the **Password**. (**It is very important to note that the Minimum length of the password should be 8 characters and must contain both Alphabets & Numbers**). Please see few of the examples in the table below:

Sl.	Password	Valid / Invalid	Reason(s)
1.	yakub@1	Invalid	Less than 8 characters.
2.	yakubislam	Invalid	No numeric number in the password.
3.	12345678	Invalid	Only numeric number. No alphabets.
4.	I'm 16 Years Old.	Valid	Matches the required criteria. Minimum 8 characters, contains alphabets & numeric numbers. Tenderers can also add special characters l ke '&', #, -, etc in the password.

****Please note that password is case-sensitive. For example, if you enter the password as 'Yakub123', you should enter in the same case i.e., Letter "Y" in capital / upper case only. Moreover, system allows alphabets (a,b,c), numbers (1,2,3) & special characters (!, @, #) & space in the password, but the length of the password must not be less than 8 characters.**

c) Please re-enter the same password and re-confirm the Password which has been entered in the above to make sure that you have entered the same password.
(Please note that this password & the password entered earlier is the same).

d) Please select the Hint Question from the drop-down box or select the item from the drop down "**Create your own Question**" if you want to create your own **Hint Question**.
(Hint Question is used to reset the password if the user has forgotten the password.)

e) Enter the **Hint Answer** to the Question selected or created above.

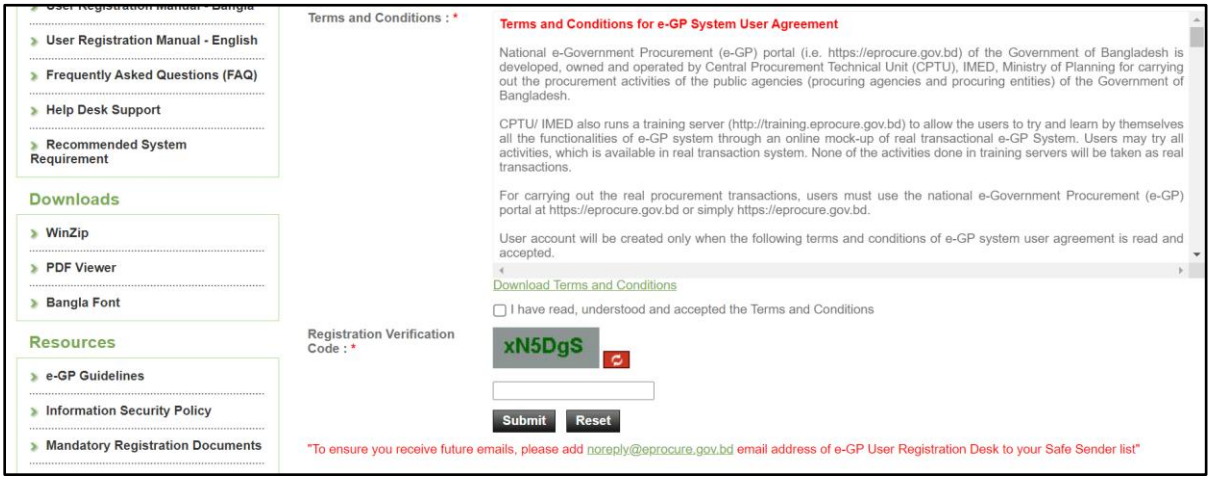
f) Select the Nationality from the drop-down box.
(Please note that only one country can be selected.)

g) Select the Registration type from the drop-down box from the following options:

- **Tenderer / Consultant**, if the Tenderer is a Contractor or a Consultant or registered as the **Individual proprietor**.

- **Individual Consultant,** if the Tenderer is a Consultant working independently.
- **Government Owned Enterprise**, if the Tenderer/Consultant is a Company owned by Government of Bangladesh.
- **Media**, representing a Media Company. This user will not be allowed to participate in any online tenders on e-GP portal.

h) Select the country of business. ***(Please note that multiple country can be selected).***



Screen – 3

i) Enter the **Captcha Code** which is generated on the screen in the given box (As shown in **Screen - 3)**. Captcha code is a garbled graphical text used to prevent from unsolicited automated registration on e-GP Portal.

- If the Captcha text is not readable, click on "**Refresh**" button. This will generate a new text. The tenderer can enter this text & proceed further.

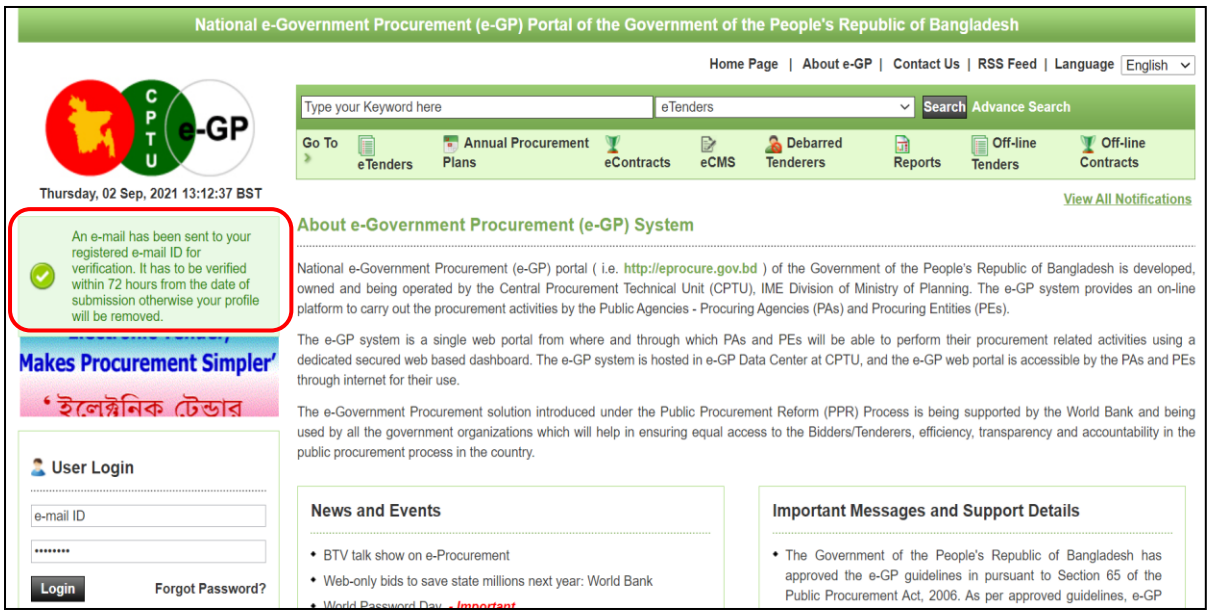
j) Please read the **Terms and Conditions** and to proceed further click on the check box containing the text "I have read, understood and accepted the Terms & Conditions". (As shown in **Screen - 3)**.

- This is an acceptance that the Tenderer is accepting to all the stipulated mandatory terms & conditions for accessing the e-GP portal.
- Please note that if you do not accept the Terms and Conditions, you cannot further proceed with the e-GP System.

k) Click on the "**Submit**" button to submit the details and complete the phase-1 of the Registration process. (As shown in **Screen - 3)**.

Note: *Before pressing Submitting the form, the user may click on "Reset" button and refill the form again.*

5. After submission an automatic e-mail will be sent to the e-mail ID using which the tenderer has registered. This e-mail would contain the Verification Code & the link to the e-mail verification page.

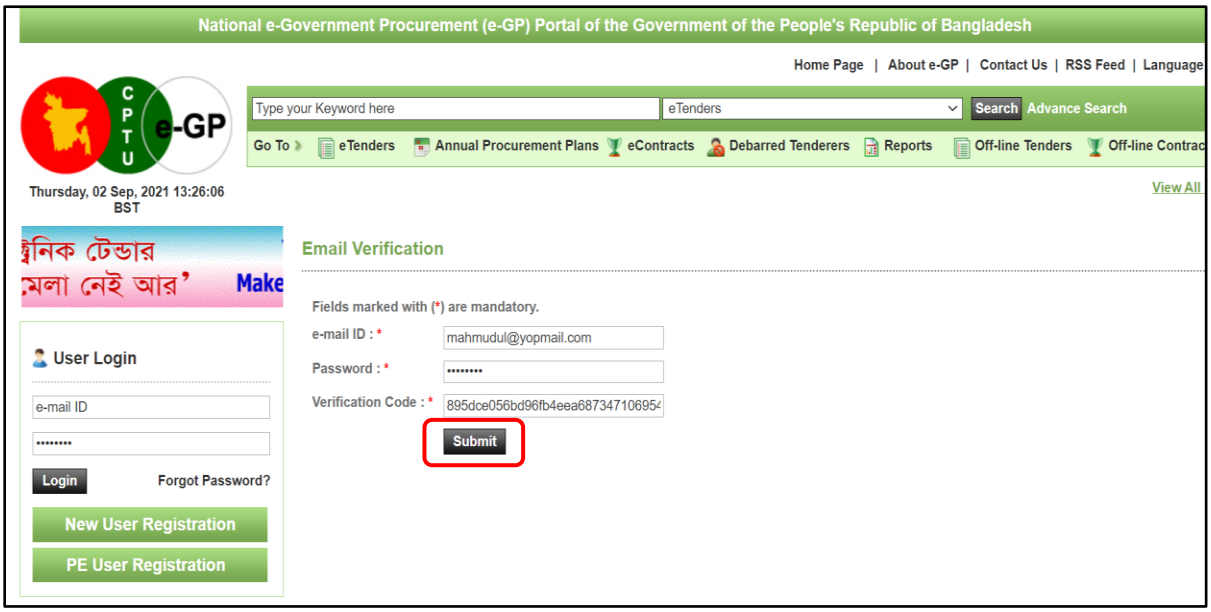


Screen - 4

6. Please check your e-mail account, where you should have received the e-mail with following e-mail verification details:
   a) Login - ID - (which would be the e-mail ID itself)
   b) Password - (Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone)
   c) Verification Code - (System Generated Verification Code)

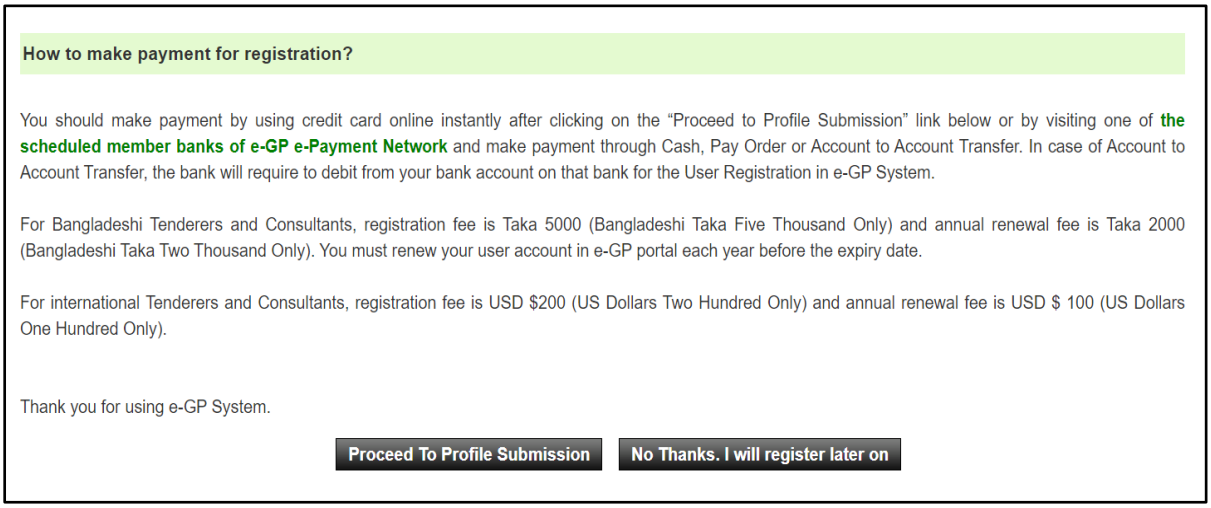
Login ID	mahmudul@yopmail.com
Password	(Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone)
Verification Code	89766bb3f5ead572f8921597158d65b811d1kl98

7. On clicking on the link for verification, a new page will open up, where the tenderer needs to enter the following: (As shown in **Screen - 5)**.
   a) e-mail ID.
   b) Password.
   c) Verification Code



Screen - 5

- The moment tenderer clicks on ***"Submit"*** button, another new window will be opened which gives two options (As shown in **Screen - 6):**
  - ✓ **Proceed to Profile Submission**
  - ✓ **No Thanks, I will register Later on**



Screen - 6

(***Please note that it is mandatory for the Tenderers to verify their account within 72 hours. Also, the final submission of the Complete Profile must be done within 7 days from the date of e-mail verification***)

8. **Company details:** If the details of the Tenderer match, they will be allowed to enter their Company details in the Registration Process. The following details are to be entered:

8.1 **Company Registration No.** – The Tenderer needs to specify the Unique Registration number assigned by the relevant Government Authority.

(***Please note that the No two companies can have the same registration number if they have registered in the same country.)***

8.2 **Company Name** – Enter the Company Name as mentioned in your Registration Certificate. System will check if there is any company already registered with same company name then it will verify TIN and Trade License No.

8.3 **Company Name in Bangla** – If the Company is Domestic Company from Bangladesh, enter the Company Name in Bangla. ***(This is not a mandatory field).***

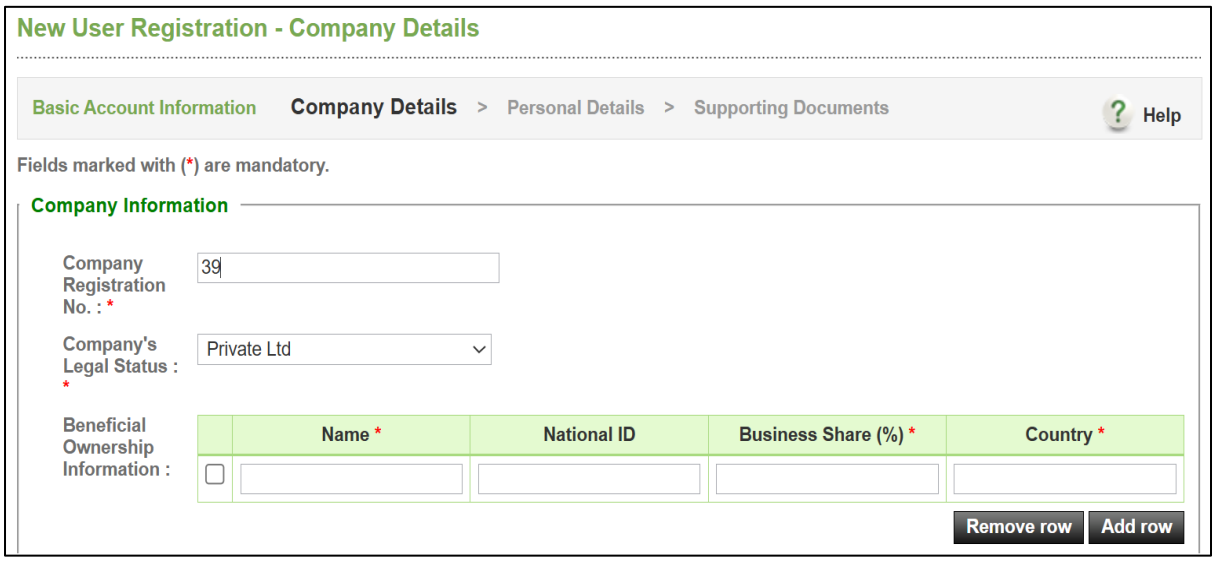
8.4 **Company Legal Status** – The Tenderer needs to select any of the options as app*licable from the dropdown box. Th*e options available are as given below:

- **Public Limited** – If the Tenderer's Company is Publicly Listed Company.
- **Private Limited – If the Tenderer's Company is Privately held Company.**
- **Partnership – If the Tenderer's Company is a Partnership firm.**
- **Proprietor – If the Tenderer's firm is a Proprietorship firm.**
- **Government Undertaking – If the Tenderer's Company is Company** owned by Government of Bangladesh.
- **NGO** – If the Tenderer's Company is Non-Governmental organization.

8.4.1 **Beneficial ownership information**: During the registration period, the tenderer shall provide the beneficial ownership information on the '**Company Details**' page. The tenderer must select the company's legal status from the dropdown menu to provide the beneficial ownership information.

Screen – 7.1

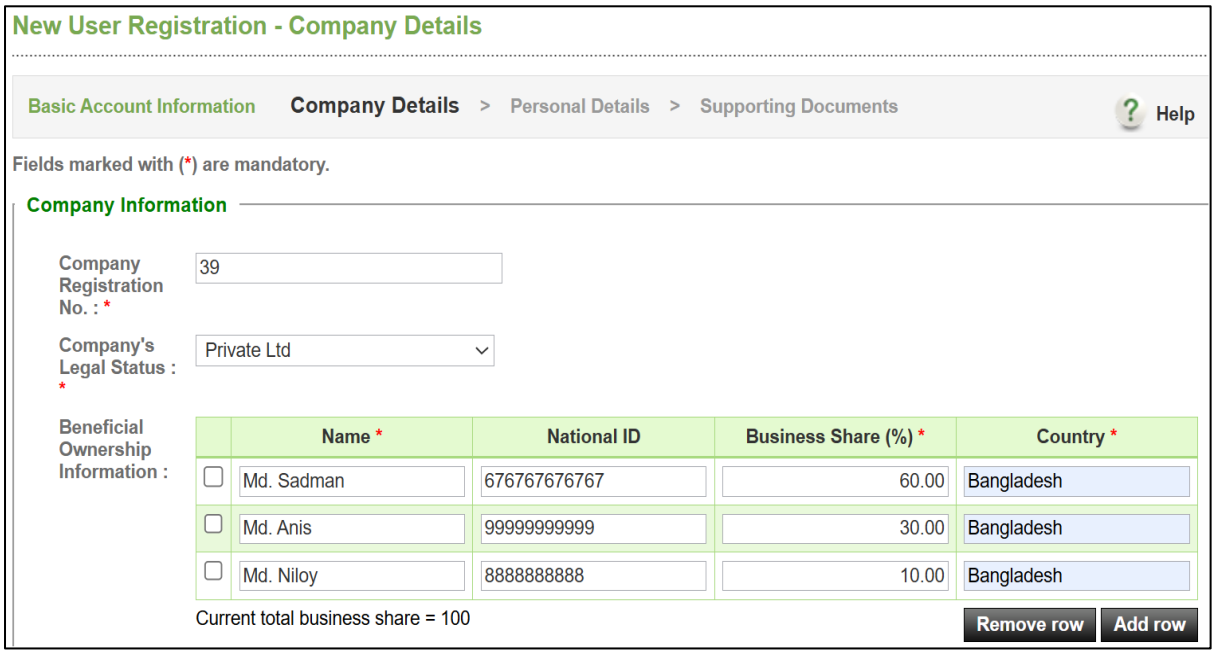
8.4.2 After selecting the legal status Tenderer will find following scenario. (As shown in **Screen – 7.2**)



Screen – 7.2

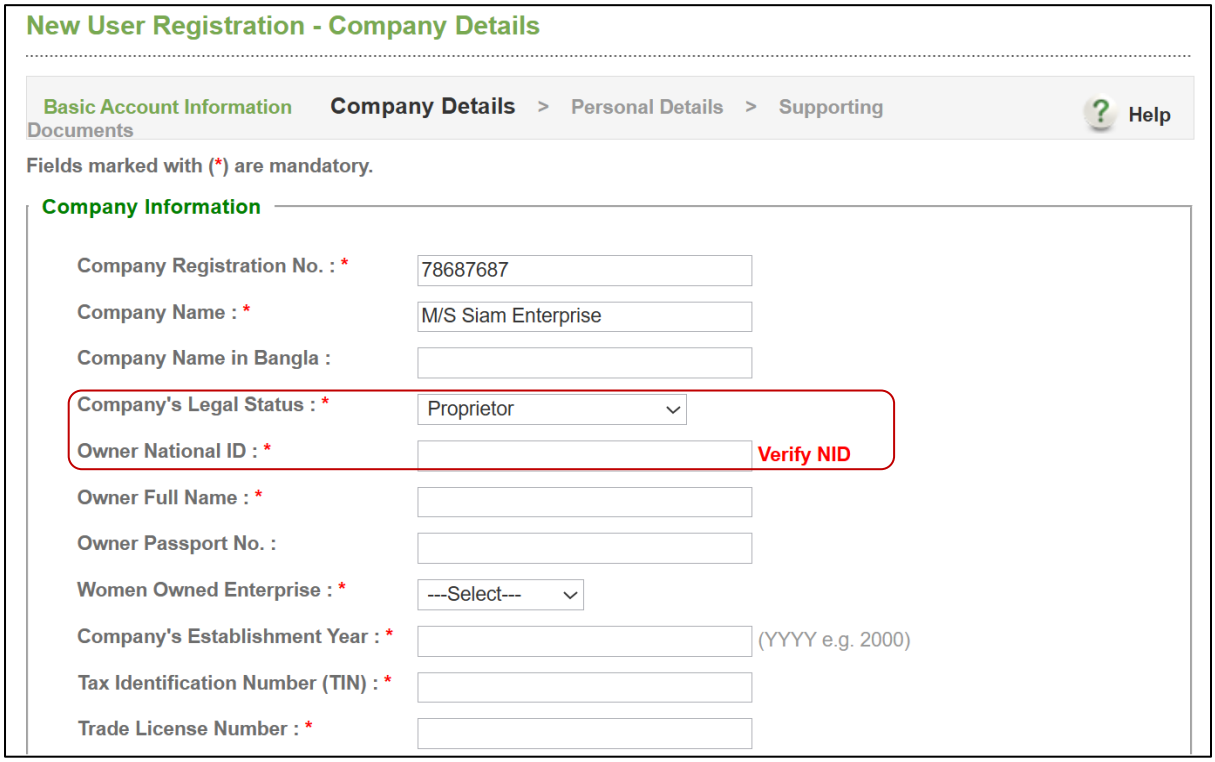
8.4.3 Except for proprietorship, Tenderers of all other categories must provide the beneficial ownership information before proceeding with the remaining steps.

Note: For proprietorship entities, beneficial ownership information is not required.



Screen – 7.3

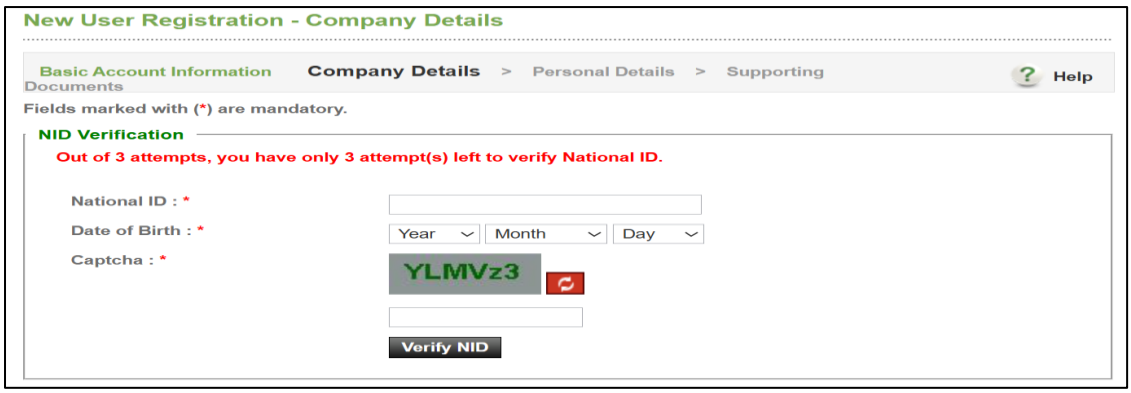
8.4.4 If the Tenderer selects '**Proprietor**' as the Company Legal Status, then they must verify their NID on the Company Details page. If they select Private Ltd. / Partnership or another status, then they must verify their NID on the Personal Details page.



Screen – 7.4

8.4.5 To Verify National ID, follow these steps:

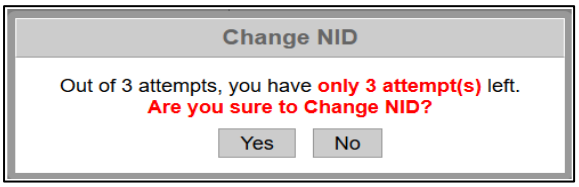
- **Enter National ID Number:** Input your National ID Number into the designated field.
- **Date of Birth:** Provide your Date of Birth as per the required format.
- **Captcha Verification:** In the text box displayed, accurately reproduce the characters shown in the captcha image. If needed, you can refresh the captcha text by clicking on the reload icon located beside the captcha image.
- **Verify NID:** After ensuring all the information is correctly entered, click on the "***Verify NID***" button. This action will initiate the verification process for your National ID. (As shown in **Screen – 7.5**)



Screen – 7.5

8.4.6 After clicking on "***Verify NID***" *Button*, a warning message will appear in a pop-up window. This message will inform you of the remaining number of attempts you have to successfully verify your National ID. Each user is granted a total of three attempts to verify their National ID. If, unfortunately, you fail to successfully verify your National ID within the allotted three attempts, the system will automatically lock the verification process. At this point, you may need to contact the system administrator to unlock the process and attempt verification again.

8.4.7 Click on "***Yes***" to continue, please select this option if you wish to proceed with the action presented.



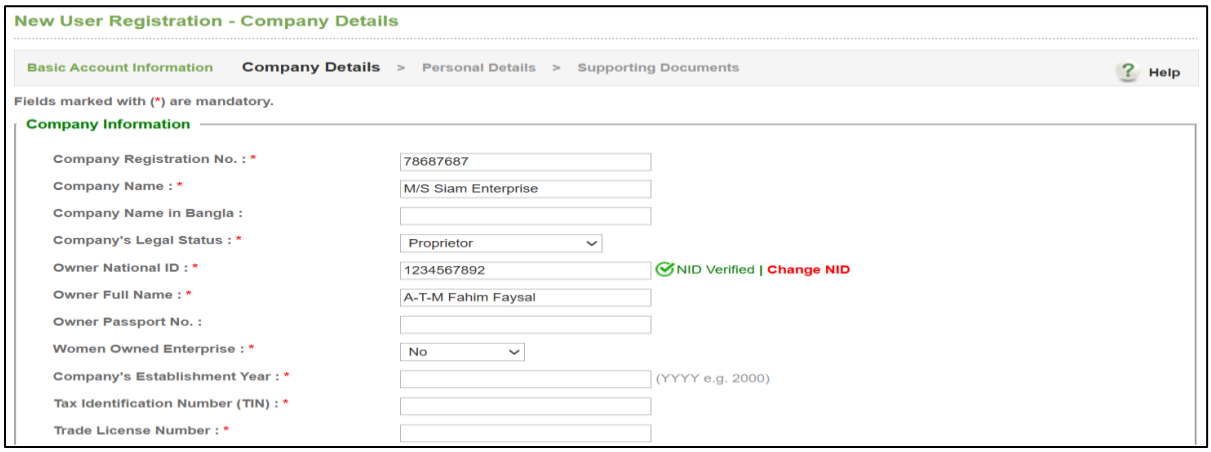
Screen – 7.6

8.4.8 After clicking the "***Yes***" button, the system will initiate a process to verify the data you provided with the National ID (NID) server.

8.4.9 Upon the successful verification of your National ID, the system will retrieve your name and name in Bangla from the server. A success message will appear in a pop-up window, stating "**NID Verification Successful**." This message confirms that your National ID verification was completed successfully, and your provided information matches the records on the server.

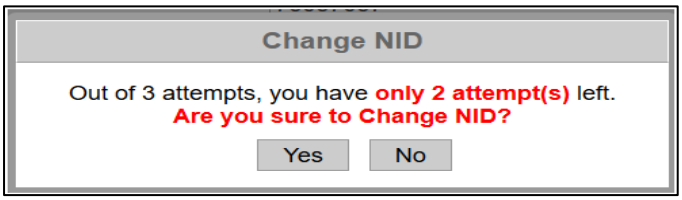
Screen – 7.7

8.4.10 Upon successful verification of your National ID through the National ID server, the system will display a status indicator "NID Verified" next to the National ID field.



Screen – 7.8

8.4.11 If you change your mind and want to change the NID, simply click the '**Change NID**' link. A pop-up alert message will appear—click '**Yes**' to proceed and complete the process.



Screen – 7.9

Then Tenderer will fill up all other information in Company Details page.

8.5 **Women Owned Enterprise** – Tenderer will select Women Owned Enterprise as Yes/No based on the following criteria.

- Women owned enterprise option will be not applicable for **Public Limited** and **Government Undertaking** companies.
- For "**Proprietorship**" as company legal status, women owned enterprise will be yes if trade license is issued to a woman.
- In case of "**Partnership**" & "**Private Ltd**", the company is defined as women owned enterprise if the percentage of share of woman [one or more (in combination)] has more than fifty percent.

8.6 **Company's Year of Establishment** – Enter the year in YYYY format (e.g., 2011)

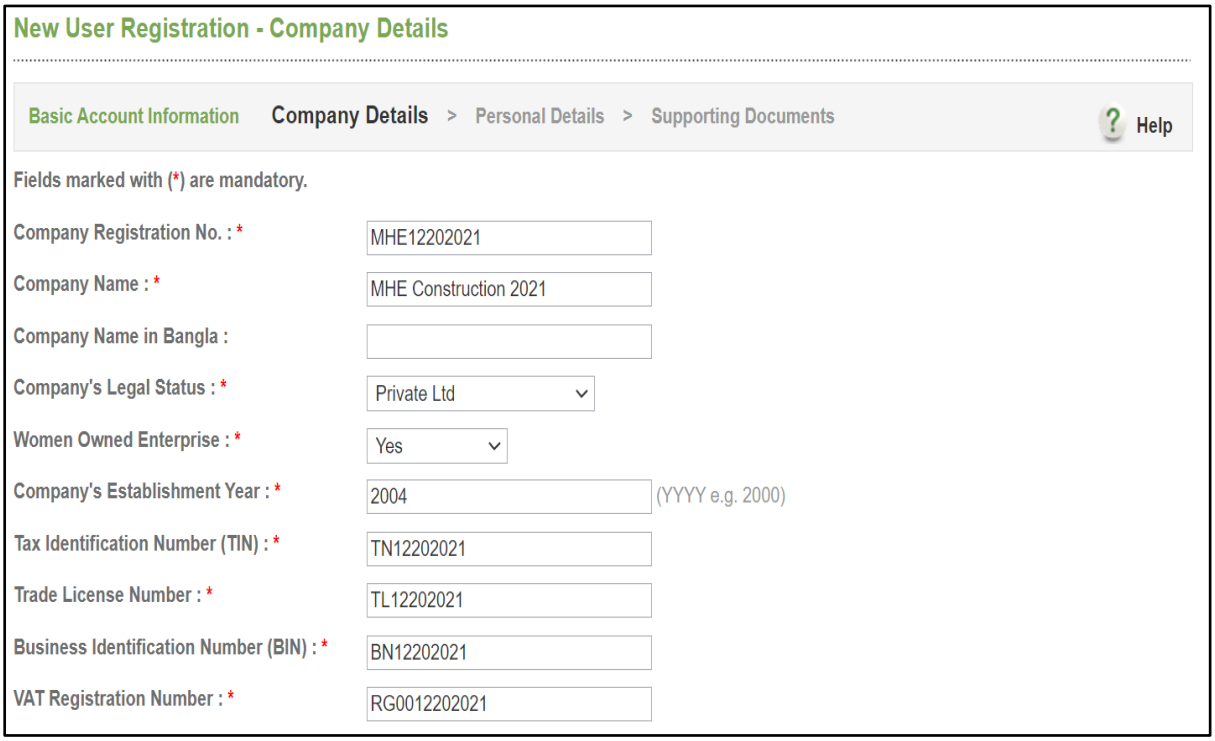
8.7 **Tax Identification Number (TIN)** – Put TIN and in case of Companies from outside Bangladesh, select other document, type the number, and specify more details to complete the step.

8.8 **Trade License:** Enter Trade License information

8.9 **Business Identification Number (BIN):** Enter unique BIN number. If BIN is not unique then system will not allow to register as a Tenderer.

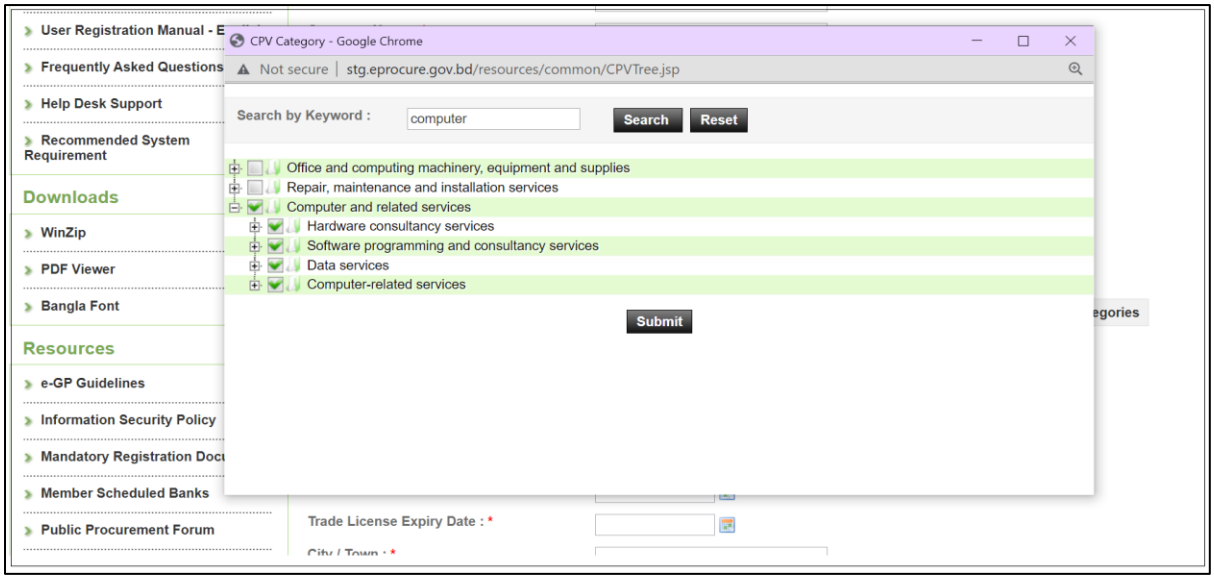
8.10 **Unique VAT**: Enter unique VAT information. If VAT is not unique then system will not allow to register as a Tenderer.

Note: Either Business Identification Number (BIN) or VAT Registration Number is mandatory.



Screen – 8

8.11 **Nature of Business** – Click on the "***Select Category***" link. A new window will be opened which will list the different categories of works, goods, and services as per Common Procurement Vocabulary (CPV) classification structure. Select the relevant Category by ticking on the Check Box for which tenderer would like to **enlist** for The Tenderer can also select multiple categories.



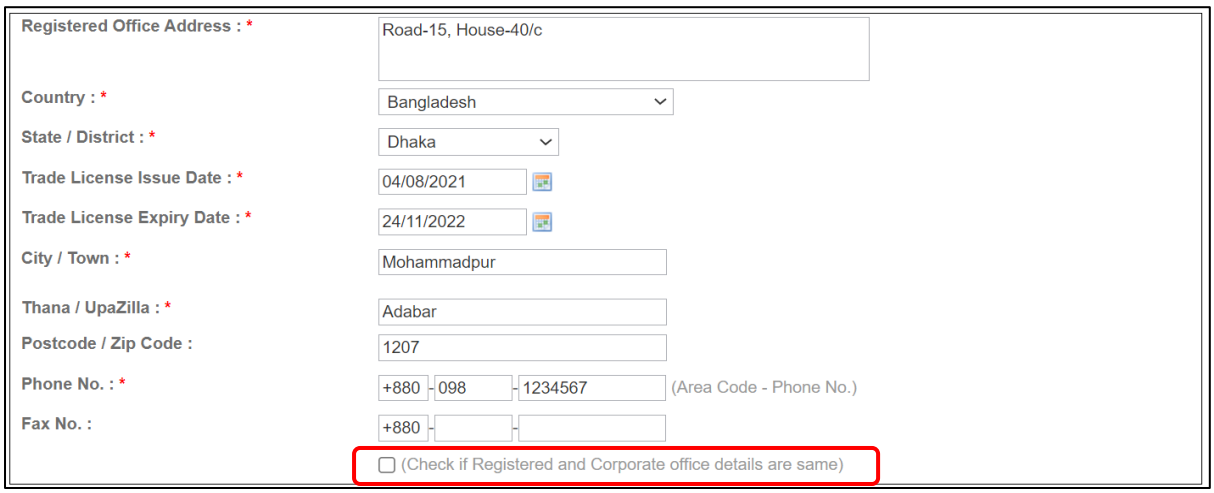
Screen – 9

8.12 **Registered Office Address** – The Tenderer needs to enter the details as mentioned below:

- **Country** – Select from the dropdown box.
- **State /District** – Enter State / District.
- **City / Town** - Enter the City / Town.
- **Thana / Upazilla** – Enter Thana / Upazilla.
- **Post Code** – Enter Postcode / Zip Code.
- **Phone No.** – Enter Phone No with the specified format.
- **Fax No.** – Enter the Fax No if any.

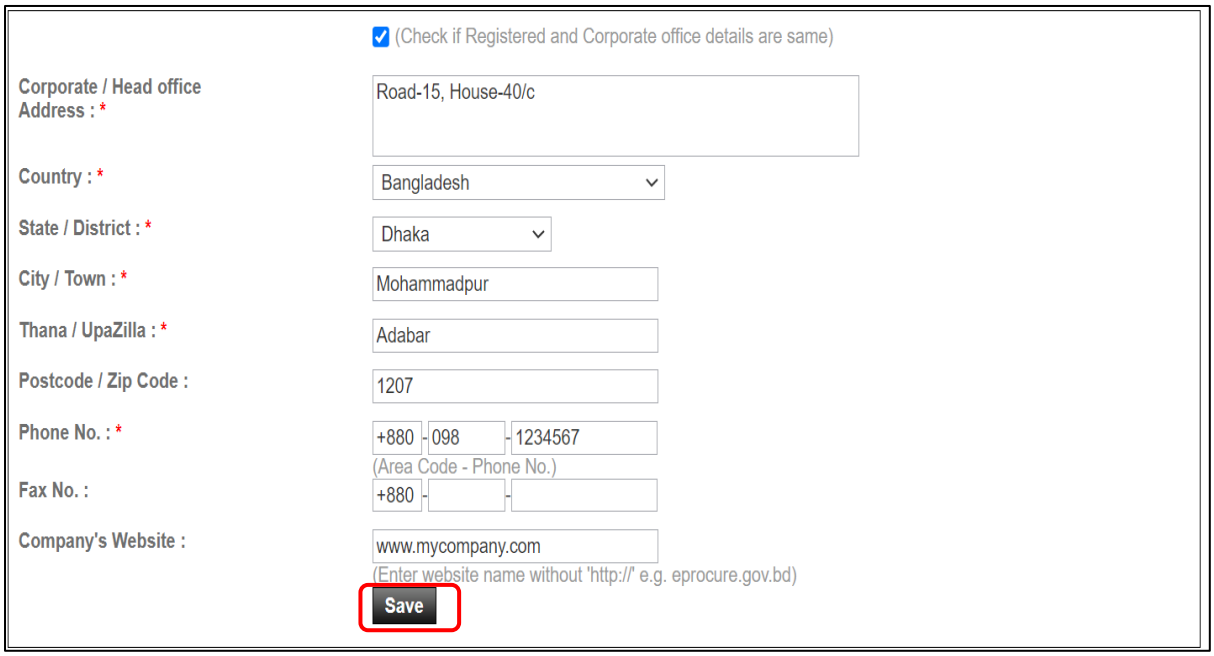
8.13 **Trade License Issue Date** – Select the trade license issue date from the Calendar.

8.14 **Trade License Expiry Date** – Select the trade license expiry from the Calendar.



Screen – 10

8.15 **Corporate Office Address** – If the Corporate Office Address is same as that of Registered Office Address, tick on the Checkbox to indicate that both the addresses are same. If not, enter all the relevant details similar to the fields of Registered Office Address.

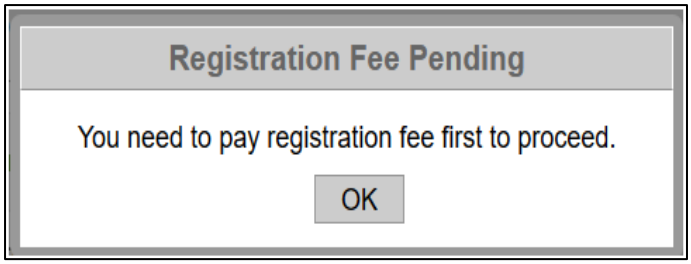


Screen – 11

Once all the details are entered, click on "Save" button to save the information. If any of the mandatory fields are missing or not verified, then the system will point out the same. Else it will proceed to the page to enter the Personal Information.

Please note that the option of entering "Company Details" will not be available if the tenderer is an "Individual Consultant".

9. After clicking the '**Save**' button, the system will redirect you to the following window.



Screen – 12

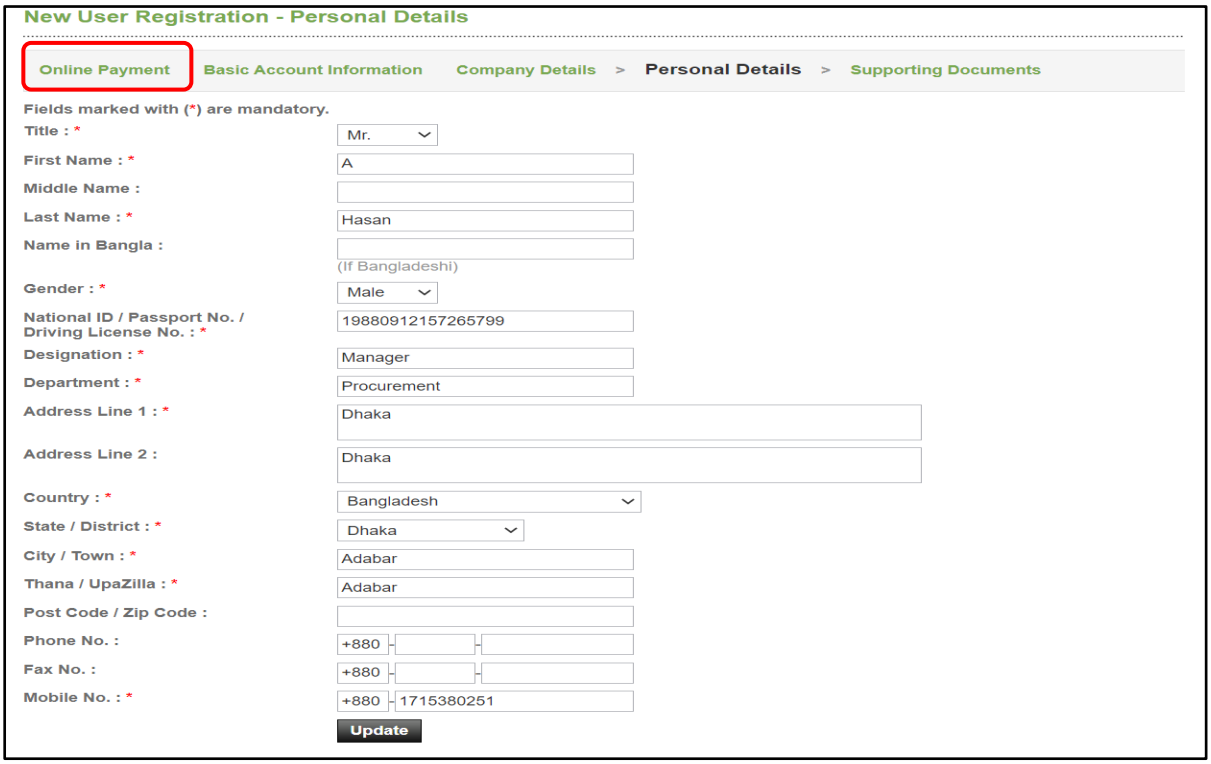
Before going to next process Tenderer has to pay Registration fee first.

10. Pay Registration Fee

- ✓ The e-GP system Registration and Renewal fees for National Tenderers will be Tk. 5,000.00 and Tk. 2,000.00 respectively.
- ✓ The e-GP system Registration and Renewal fees for International Tenderers will be Tk. 12,000.00 and Tk. 5,000.00 respectively.
- ✓ Tenderer can pay registration fee through: e-GP enlisted bank (https://www.eprocure.gov.bd/BranchDetail.jsp) or online payment gateway.

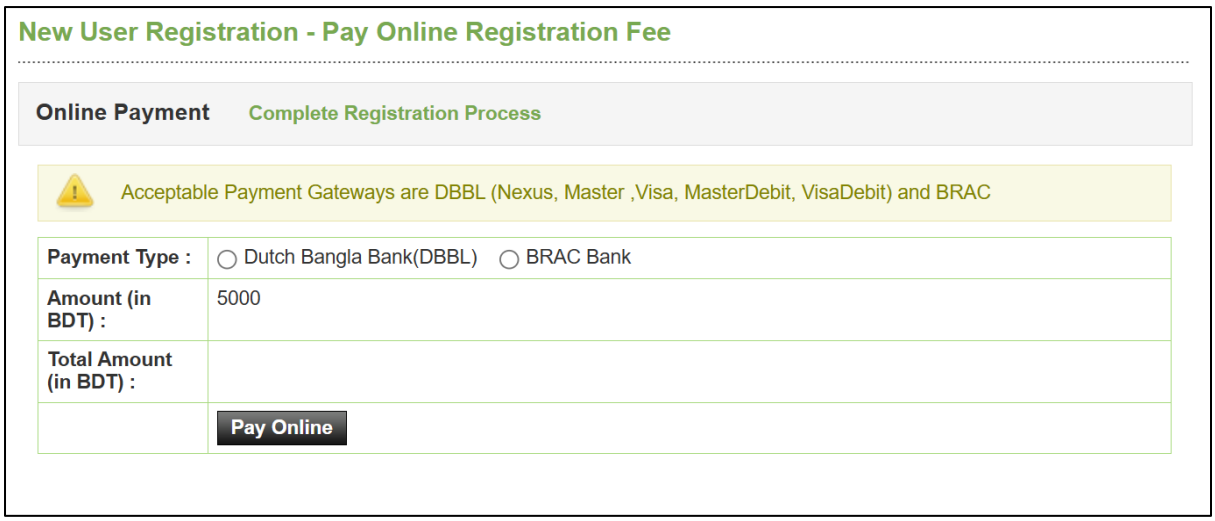
Online Payment Procedure:

- ➢ Click on the Online Payment menu to pay registration fee through online.



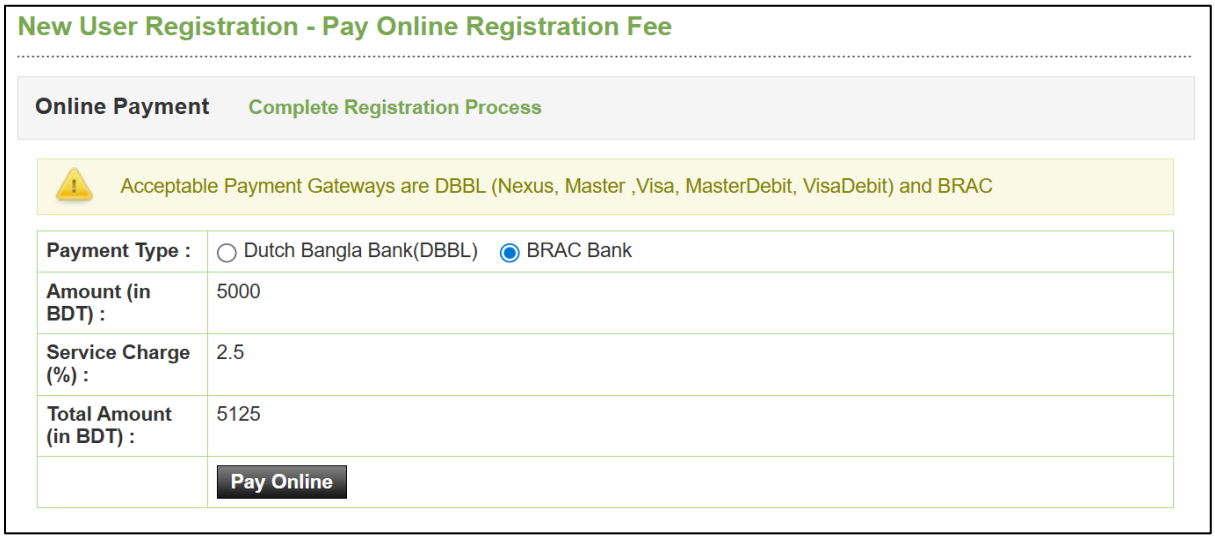
Screen – 13

- ➢ Tenderer can pay the registration fee in the following ways through online.
  - a) Through payment gateway of Dutch Bangla Bank (DBBL).
  - b) Through payment gateway of Brac Bank.

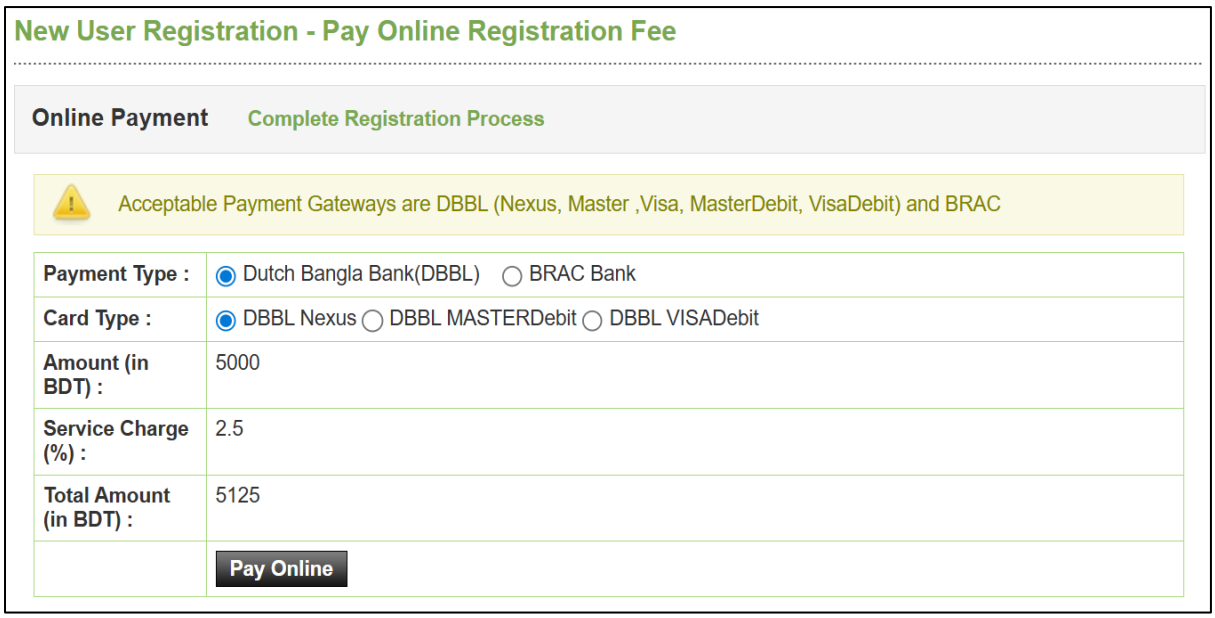


Screen – 14

- Tenderer who wants to pay the registration fee online using the above method, after selecting that method as payment type, click on "**Pay Online**" button (As shown in **Screen – 15 & Screen – 16**).

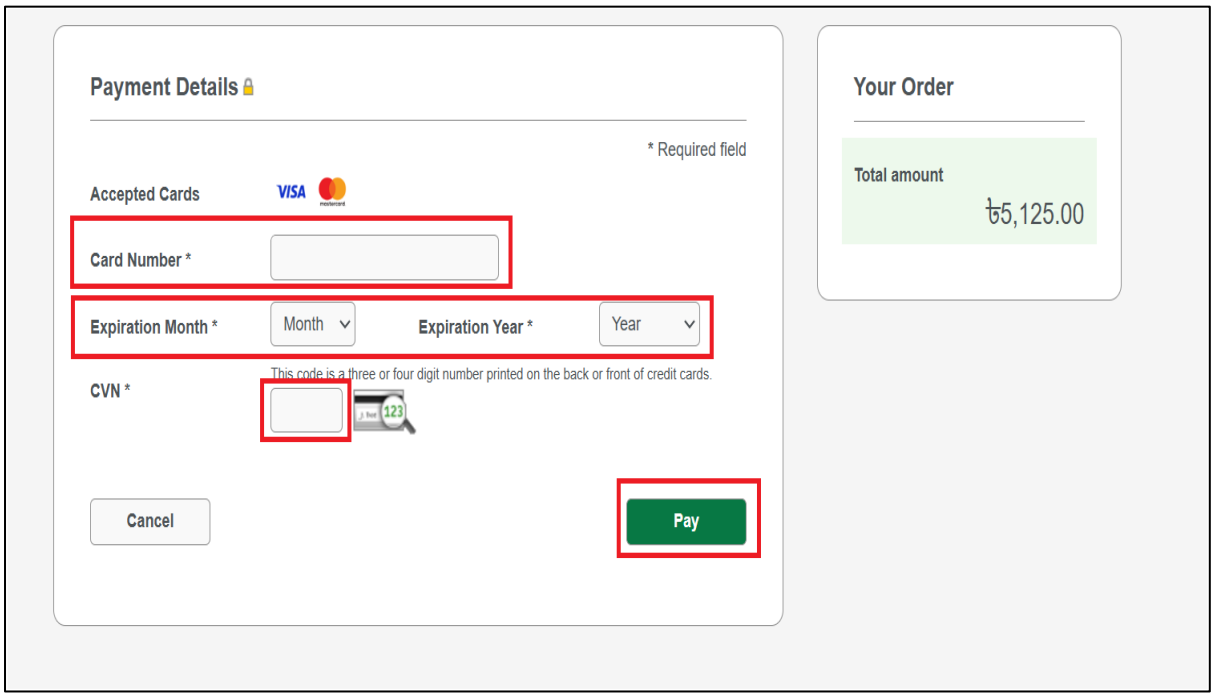


Screen – 15



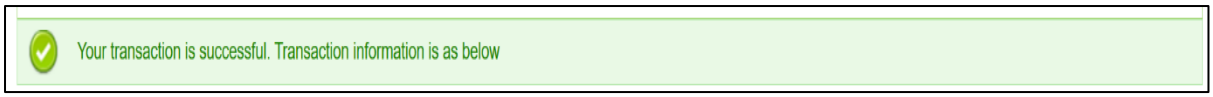
Screen – 16

- After clicking on the "**Pay Online**" button, the e-GP system will take you to the website of the respective payment gateway. Here Tenderer will give Card Number, Expiration Month & Year and CVN number to complete the payment. Then, Tenderer will click on "**Pay**" button.



Screen – 17

➢ After verifying the card information, payment of Registration Fee will be completed, and it will redirect to e-GP System with a success message i. e. "***Your transaction is successful. Transaction information is as below***". (As shown in **Screen – 18**).



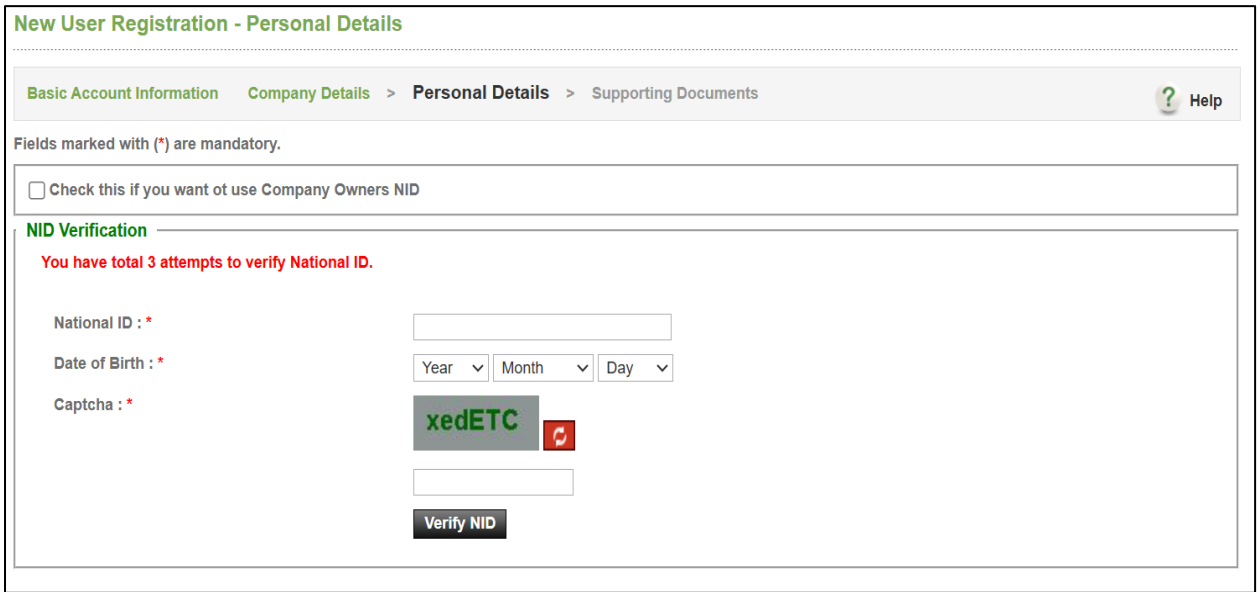
Screen – 18

➢ Tenderer online payment information. (As shown in **Screen – 19**)

Screen – 19

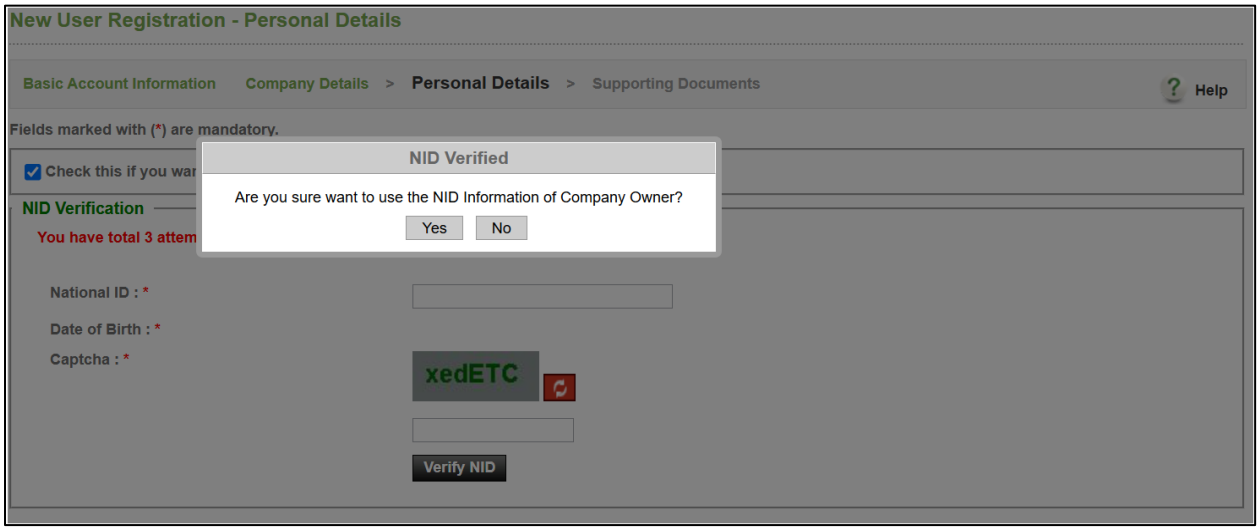
11. Personal Details – The Tenderer needs to enter all the relevant personal details of the key employee who is going to participate & conduct all the activities on the e-GP portal.

➢ The following window will appear when the Tenderer clicks on the '**Personal Details**' page, provided '**Proprietor**' is selected as the Company Legal Status on the **Company Details** page. (As shown in **Screen – 20**)



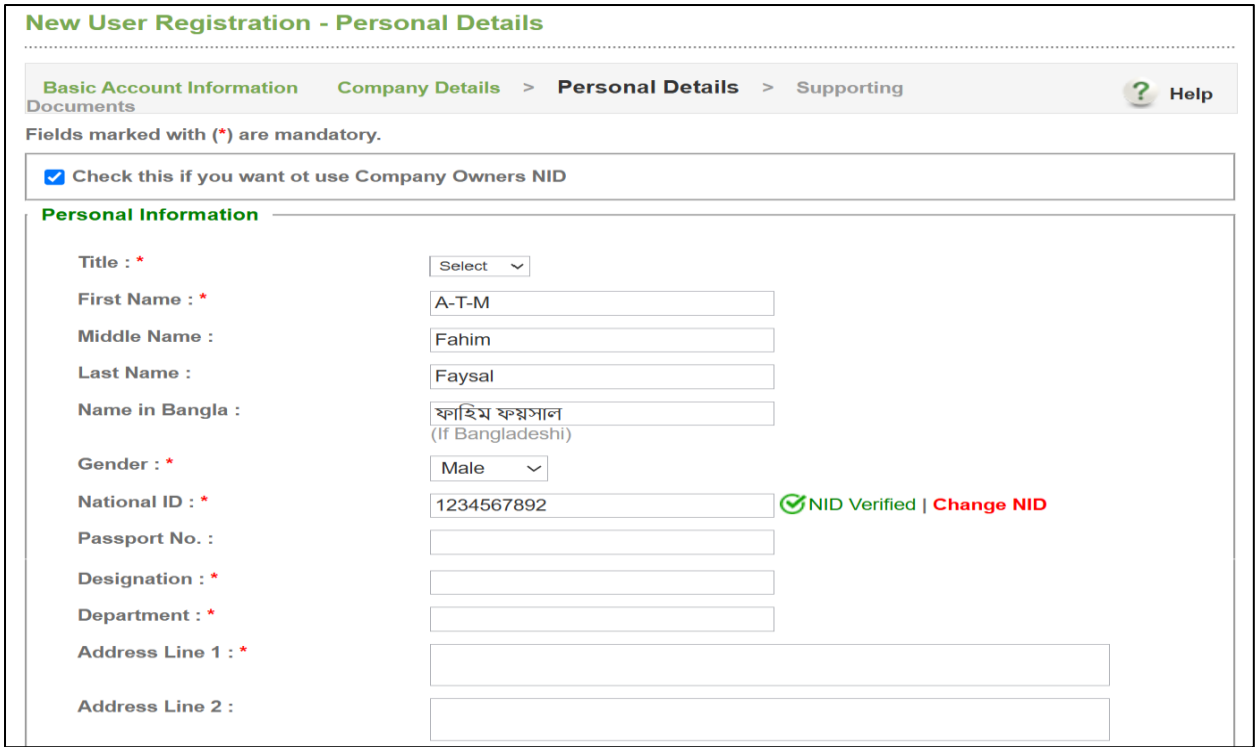
Screen – 20

- If the company owner intends to participate and perform all activities on the e-GP portal, then he must select the checkbox. If the owner wishes to authorize another person to participate and carry out all activities on the e-GP portal on behalf of the company, then he must provide and verify the new person's NID information. (As shown in **Screen – 21**)



Screen – 21

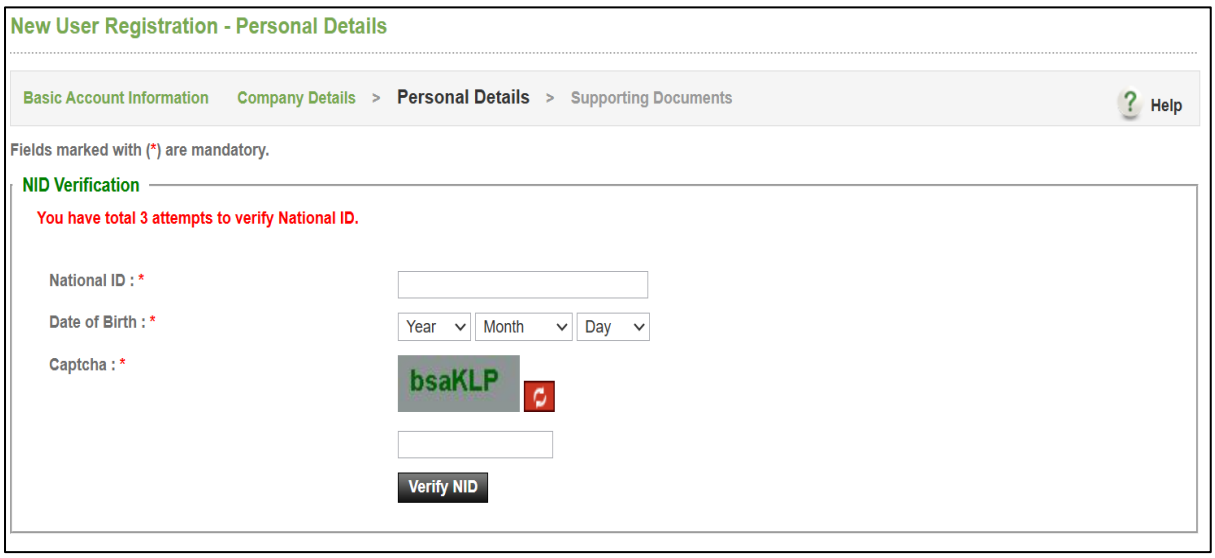
- After clicking "**Yes**" button system will generate a new window. (As shown in **Screen – 22**)



Screen – 22 (Part – A)

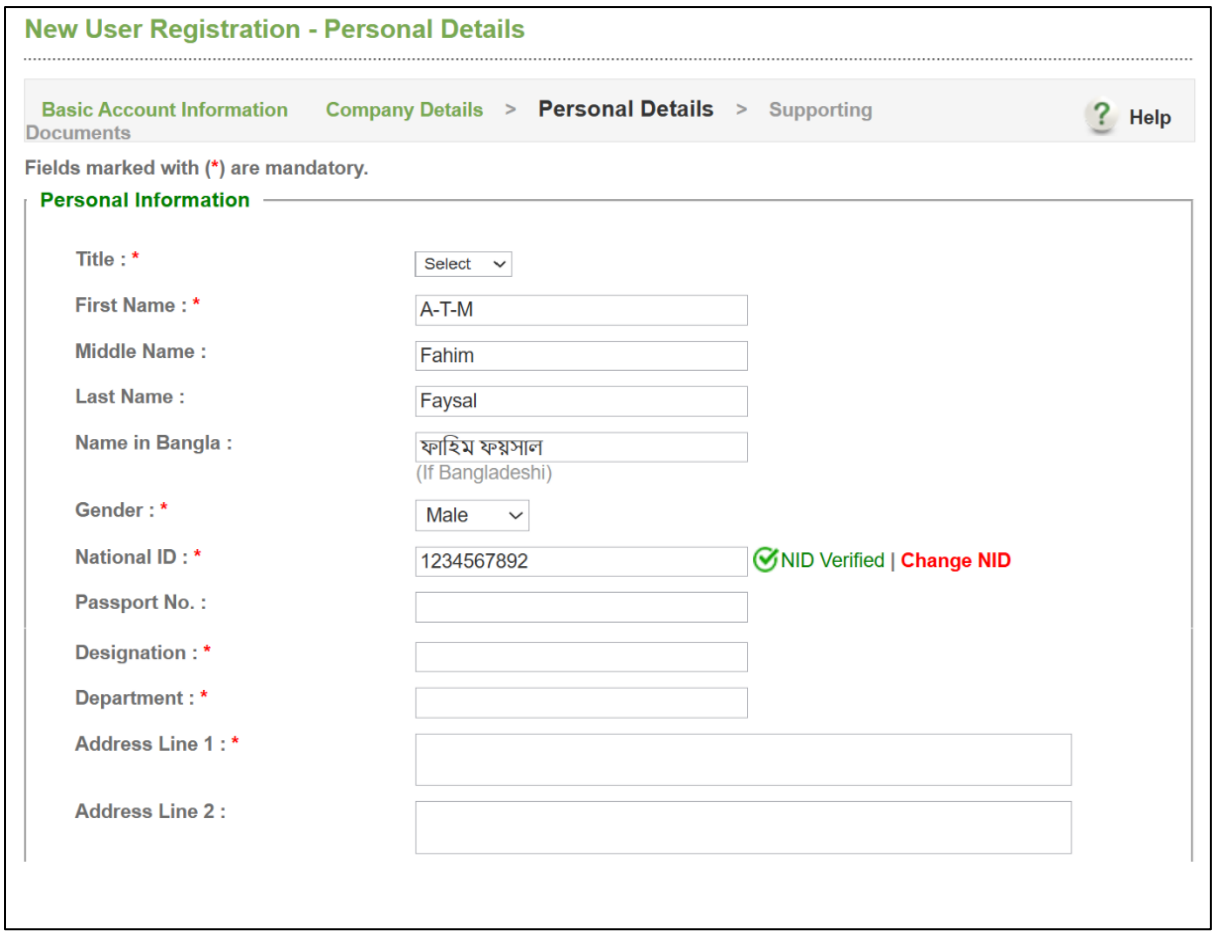
Screen – 22 (Part - B)

- If the tenderer selects a company legal status other than "Proprietor," the following window will appear. Here, the tenderer must verify the NID of the person who will participate in and conduct all activities on the e-GP portal. (As shown in **Screen – 23.1**)

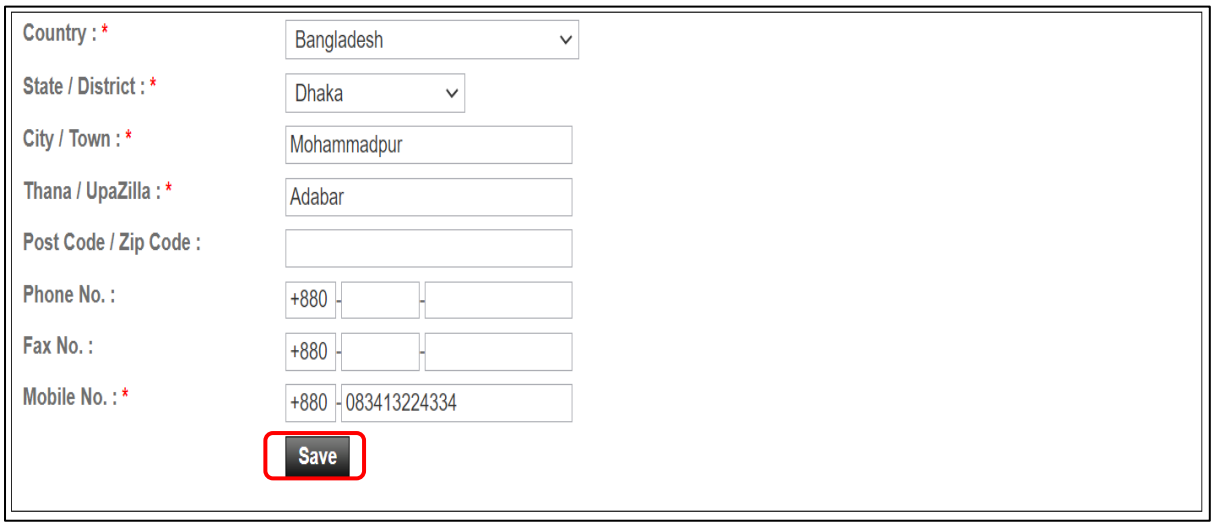


Screen – 23.1

- After verify the NID, system will generate a new window. (As shown in **Screen – 23.2**)



Screen – 23.2 (Part - A)



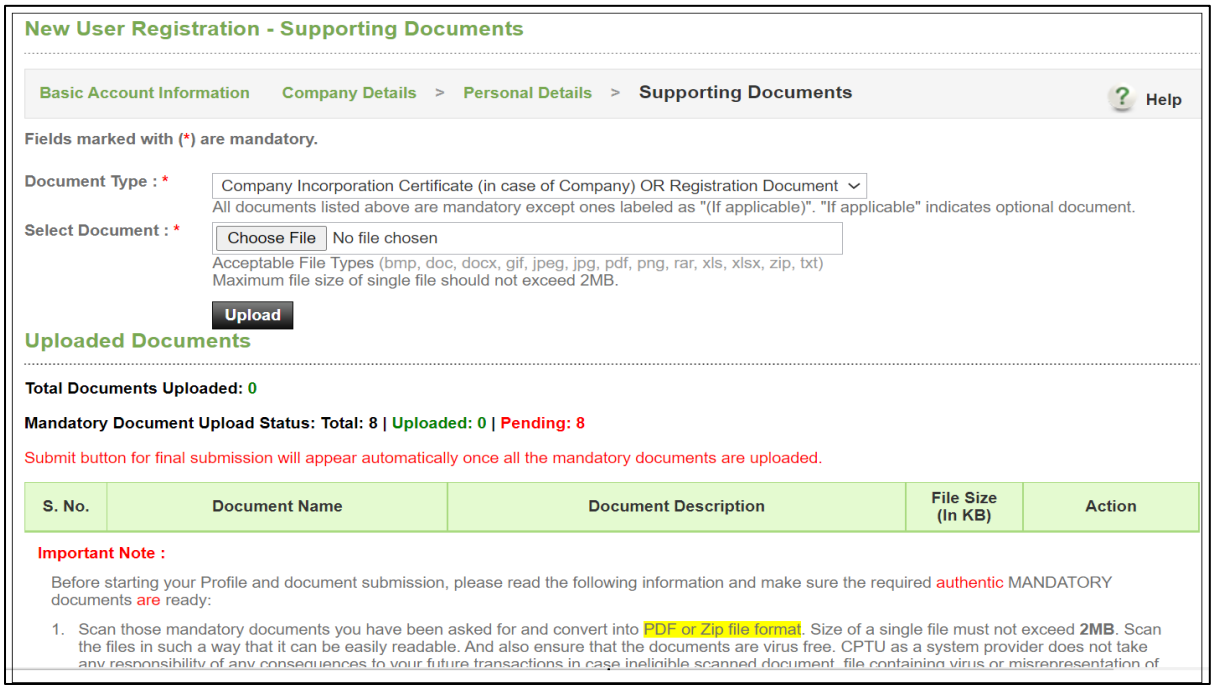
Screen – 23.2 (Part - B)

Once all the details are entered, click on "Save" button to save the information. If any of the mandatory fields are missing, the system will point out the same.

12. Supporting Documents – This page allows the Tenderer to upload all the supporting

documents required as per the Registration Type opted to complete the registration process.

Please note that the Tenderer should have to make payment from Bank or online. He has to upload scan copy of Payment slip or Challan form along with all the documents saved in the local PC to be uploaded for registration purpose.

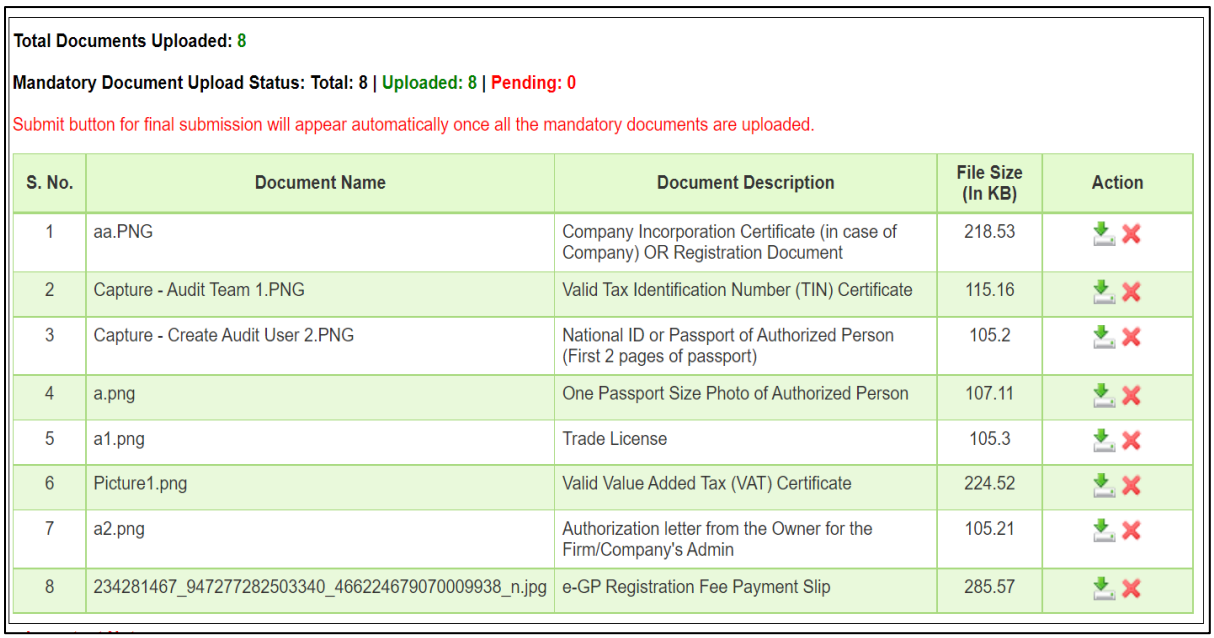


Screen – 24.1

- To upload the documents, follow the process as mentioned:
  - Select the document type from the dropdown.
  - Click on the "***Choose File***" button.
  - Select the document from your PC.
  - Click on "***Upload***" button to upload the files.

- Please observe the following points while uploading the files:
  - Please do not Upload any file which is Password protected.
  - Please ensure that the file is not infected with virus.
  - Please note that only those files mentioned on the website can be uploaded.

Once necessary documents are uploaded by the tenderer, tenderer will get an option of download and delete of the same. Moreover, tenderer will get a status how many documents are uploaded and how many are pending with the help of "Document Uploaded Status".



Total Documents Uploaded: 8

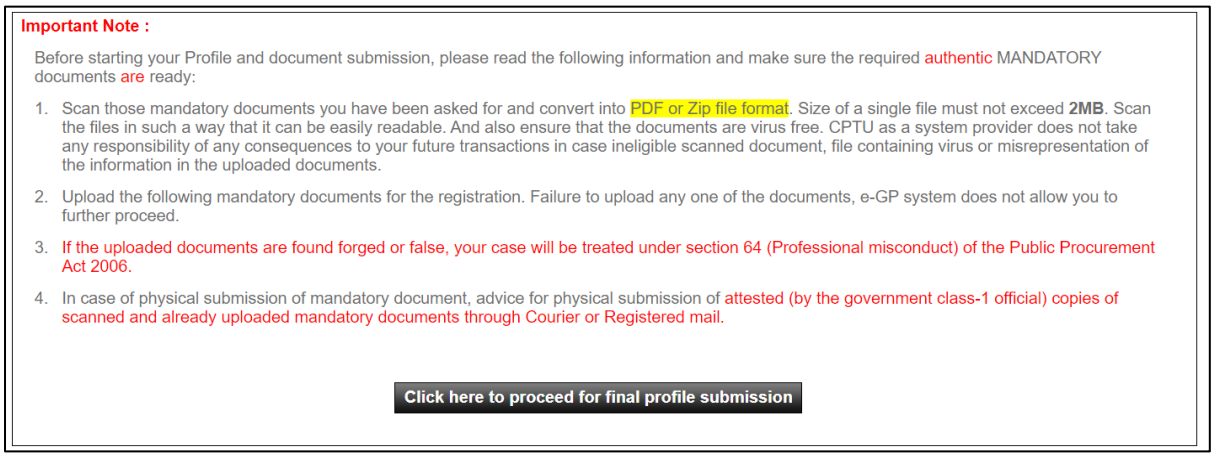
Mandatory Document Upload Status: Total: 8 | Uploaded: 8 | Pending: 0

Submit button for final submission will appear automatically once all the mandatory documents are uploaded.

S. No.	Document Name	Document Description	File Size (In KB)	Action
1	aa.PNG	Company Incorporation Certificate (in case of Company) OR Registration Document	218.53	
2	Capture - Audit Team 1.PNG	Valid Tax Identification Number (TIN) Certificate	115.16	
3	Capture - Create Audit User 2.PNG	National ID or Passport of Authorized Person (First 2 pages of passport)	105.2	
4	a.png	One Passport Size Photo of Authorized Person	107.11	
5	a1.png	Trade License	105.3	
6	Picture1.png	Valid Value Added Tax (VAT) Certificate	224.52	
7	a2.png	Authorization letter from the Owner for the Firm/Company's Admin	105.21	
8	234281467_947277282503340_466224679070009938_n.jpg	e-GP Registration Fee Payment Slip	285.57	

Screen – 24.2

13. The moment all the necessary documents are uploaded on e-GP portal, below mentioned screen will be displayed to tenderer, which is having ***"Important Note"*** along with ***"Click here to proceed for final profile submission"*** button. (As shown in **Screen – 25.1**)



Important Note :

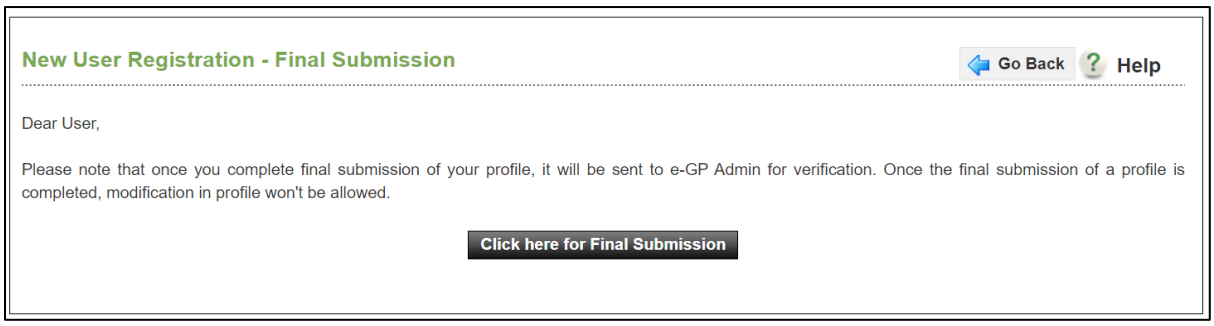
Before starting your Profile and document submission, please read the following information and make sure the required authentic MANDATORY documents are ready:

1. Scan those mandatory documents you have been asked for and convert into PDF or Zip file format. Size of a single file must not exceed **2MB**. Scan the files in such a way that it can be easily readable. And also ensure that the documents are virus free. CPTU as a system provider does not take any responsibility of any consequences to your future transactions in case ineligible scanned document, file containing virus or misrepresentation of the information in the uploaded documents.
2. Upload the following mandatory documents for the registration. Failure to upload any one of the documents, e-GP system does not allow you to further proceed.
3. If the uploaded documents are found forged or false, your case will be treated under section 64 (Professional misconduct) of the Public Procurement Act 2006.
4. In case of physical submission of mandatory document, advice for physical submission of attested (by the government class-1 official) copies of scanned and already uploaded mandatory documents through Courier or Registered mail.

Click here to proceed for final profile submission

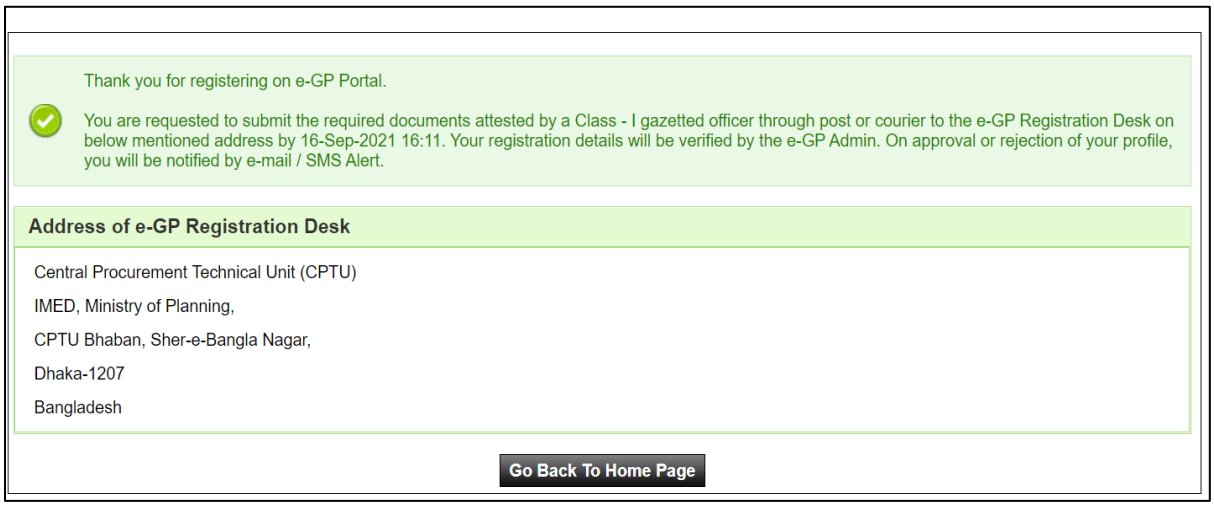
Screen – 25.1

- After completing all the above processes, the tenderer needs to click on ***"Click here for Final Submission"*** for submitting the profile. Please note that this final submission has to be done within 7 days from the date of e- mail Verification. (As shown in **Screen – 25.2**)



Screen – 25.2

- Once the final submission is done, the tenderer gets a message like below, on his screen. (As shown in **Screen – 26**)



Screen – 26

14. Once all the above activity is performed, the data is updated in e-GP system. The tenderers also need to send the attested photocopies of the uploaded scanned credential documents to BPPA via post or courier for verification. After verification of the document and the online data the tenderer provided during registration process, e-GP User Registration Desk in The BPPA would take a decision to approve / reject the registration based on the information and document provided by the Tenderer. In either case, the Tenderer will receive an automated e-mail about approval or rejection.

15. If approved the Tenderer, consultant--- will have access to the e-GP portal and can use the portal for tendering purposes.