

# Tender Notice User ManualGuide

# **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. Tender Notice. 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:

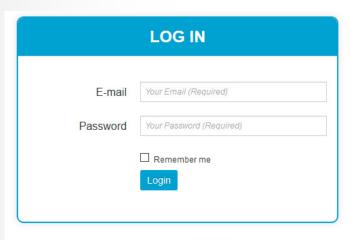
- You can visit the tender notice site through <u>www.tendernotice.com.np</u>.
- You can see 5 latest tender notices without registration, to view more notices you have to register
- For registration, click on 'New User' option
- The homepage for the site looks like this:
- 1 On clicking 'New User' option the following page appear





## **LOGIN PAGE:**

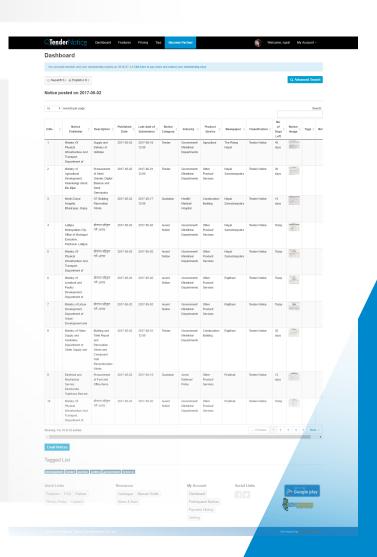
- On clicking 'New User' option the following page appear
- Provide the e-mail address, password, confirm password and click on 'create your account'
- The account registration e-mail will be sent to your inbox
- Go to your inbox, open the e-mail and finish the registration process
- After registration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



Forgot your password? Click Here

## **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

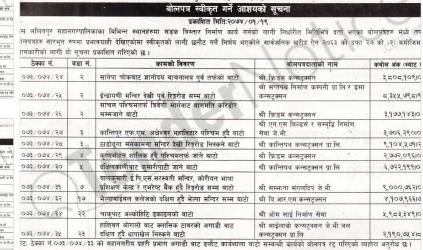


इंग्डापणी मन्तिर देशी पूर्व रिहरोड सम्म आहे। साचन परिचमतर्थ विश्वेणी मार्चशाह सामग्रीत प्रतिहोत

पाक्षाट सकारार इकाइनको बारा थी ओम नाई। हासिकन जोगानी बार क्लांसिक टाकरको अनादी बार थी माईलावो व दक्षिण हर्दै धाराक्षेत्र किस्को बारो

पश्याताको नाम	क्योत	करमको विवरम	बोलपबराताको
हस्मन	2,0	सानेया पोकपार जानीयम बाजनालम पूर्व तर्शको बाटो	थी। फ्रिट्स कम्सहकार
र्मण कम्पनी प्राप्ति र इसा	6,	इंन्यायणी मन्दिर देखी पूर्व रिक्रगेड सम्म बाटो	श्री सप्तवस निर्माण कम्पन् कन्सट्डसन
ट्यान	2.	साचन परिष्यमतर्थ विवेधी सार्ववाट बागमति करिद्वोर सम्मजने बाटो	भी फ्रिइम कन्सट्स्सन
दर्श र सम्बुद्धि निर्माण	0,1	कान्तिपुर एक एक अक्षेत्रकर महाविकार परिचय होई याही	श्री एन.एस पिछाने र सम् सेवा जे.भी.
व्यवस्थात पावित		ठाडोड्ना मनकामना बन्दिर देखी रिप्टरोड निरुक्तने बाटो	श्री कान्तिक कमाद्रसन
दुबसन '	- 8	क्ष्मभोतन तासिक हुँदै परिचमतकं जाने बाटो	थी फिडम कन्सट्कान
म्सर्कान प्राप्ति	ς,	वीक्षणकानीचाट कुमारीचाटी जाने बारो	थी कान्तिया कन्नदुब्सन
ानदिए जे.भी		चालकुमारी ई.वि.एस.सरस्वती मन्दिर, कोरीयन भागा प्रशिक्षण केन्द्र र एमरेच्ट बैंक हुई रिडरोड सम्म बाटो	श्री सम्बन्ध मंत्रसंदिप हे.
क्रमाट्समा	Y	भैत्याबाईबन कनेजको दक्षिण हुदै भेल्या मन्दिर सम्म चाटी	श्री पि आर एम कम्बद्धार
नर्माण मेवा	X,	पारुपाट अल्बोडिटि इकाइलको बाहा	थी ओम साई नियांण सेव
न्सट्रक्सन जे.भी.जस म	2,5	ग्रांसिकन ओरामो बाट क्सांसिक टावरको अगाडी बाट दक्षिण हुँदै आपाक्षेत निरुक्तने बाटो	श्री माईताची कलाइकान कलाइकान प्राप्ति
को बोलपत रह गरिएको व्य	रोग अन्	को महानगरीय पहरी प्रभाग बगाडी बाट इलीट कार्यशाला व	हो सम्बन्धी बरवंको बोलप

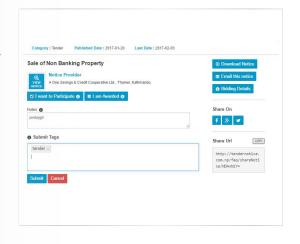
দুখল গ, ৭, ধবিৰ বীবেশন কৰিছে। কৰিছিল বিচিত্ৰক প্ৰথ ভাষাৰ কৰিছে ক	प्याने सूच्या १८७९ को नानी निर्धासन विश्वित दर्गा
प्रस्तवित विति:२०४४/। श विभिन्न स्थानहरमा सडक विस्तार निर्माण वर्षा गर	त्र/१९ को सामी निश्चेमत विक्रिक्ट दर्ता
। विभिन्न स्थानहरूमा सङ्गक विस्तार निर्माण कार्य गर	को लगी निशंशित विविधित दर्गा
र्वातत गरिएको छ ।	सेने मार्थजनिक सरीद ऐन २०६३ व
शसको विवरण	बोलपबदाताको नाम
सारेचा पोकवार जानीदय बाचनालय पूर्व तलंबी बाटी	थी फ्रिट्स कम्सटकार
इंन्ह्रायणी मनिवर देखी एवं रिक्टोड सम्म आटी	श्री सप्तच्छ निर्माण कम्पनी प्राप्ति कन्सटुक्सन
साचन परिष्यमतर्थ विवेधी मार्गवाट बागमति वरिद्वीर सम्मजने बाटो	श्री फ्रिडम कन्सरकान
सन्तित्र एक.एम. अक्षेत्रकर महाविद्यार चरित्रम हवे बाटो	श्री एन एस पिछाने र सम्बद्धि नि सेवा जे.मी.
ठाडोड्ंग मनकामना मन्दिर देखी रिक्टोड निरुक्तने बाटो	श्री वान्तियथ कन्यद्रस्तन प्र.सि.
कृष्णभोतन राजिक हुँदै पश्चिमतक जाने बाटो	थी फिडम कम्सद्वसन
र्वाक्षणकानीचाट कमारियाटी जाने बारो	श्री कान्तिका कन्मद्रस्तन प्राप्ति
पालकुमारी है वि.एस.सरस्वती मन्दिर, कोरीवन भागा प्रशिक्षण केन्द्र र एमरेप्ट बैंक हुदै रिडरोड सम्म वाटो	श्री सम्बन्धा मंत्रासीहर के श्री
भेत्याबाईबन कनेजको रक्षिय हुँदै भेल्या मन्दिर सम्म चाटी	श्री वि.बार.एम.कम्बद्धमन
पारुपाट अल्लोडिट इकाइलको बाटा	श्री ओम माई रिकांग मेवा
	श्री माईलाको कन्सटकान ने भी न
पार्चाट संस्थाता इकाइनका बाहा तातिवन जोरामो बाट क्लांसिक टावरको अगाडी बाट दक्षिण हुँदै आयाक्षेल निरुकत्रे बाटो	कन्यद्रकान प्रति



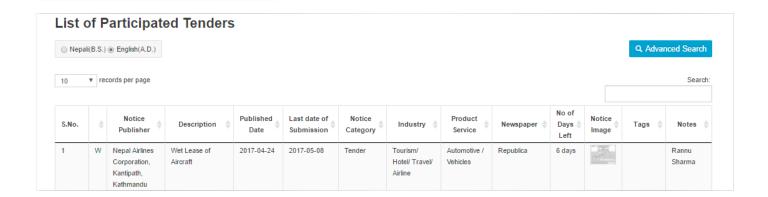
लिलितपुर महानगरपालिका गर्यपालिकाको कार्यालय, पुल्चोक, ल ३ नं.प्रदेश, नेपाल सचना नं २६ खरीद ईकाई

## **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.



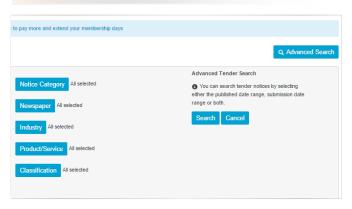
## **LIST OF PARTICIPATED TENDERS:**



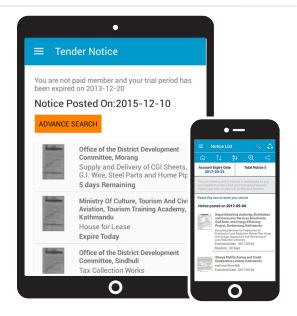
- You can also submit tag by giving tag name and clicking on submit
- Tagged tenders will now be shown under 'tagged list' showing the tagged name on the dashboard
- Tagged List

  Bank Road Buildingd software Vehicles

- 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**

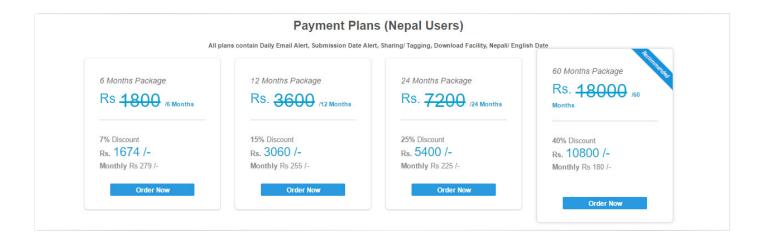
 You can also get Tender Notice on your mobile by downloading Tender Notice App from Google Play store and view notice easily where ever you are.



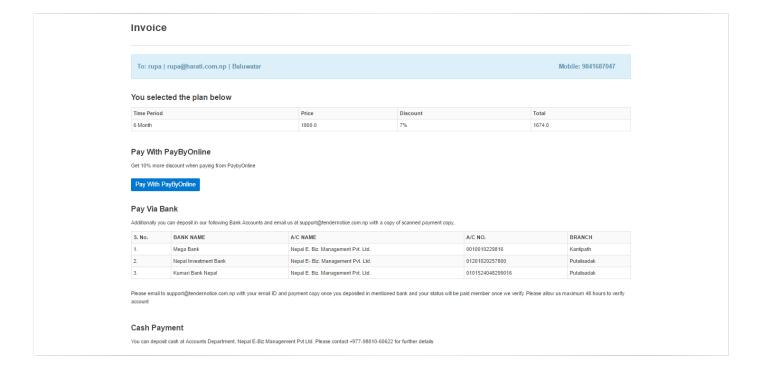
Tender Notice
Business

## **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

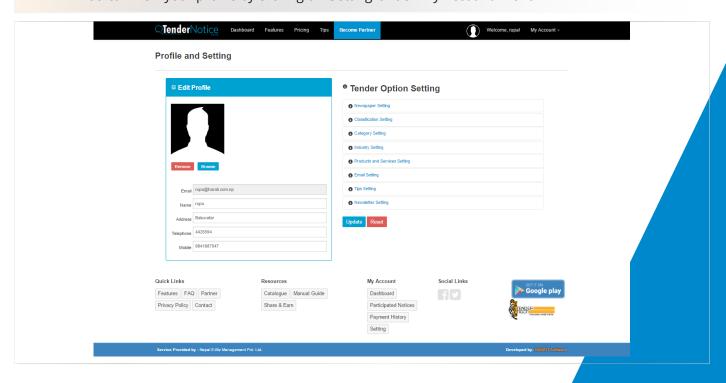


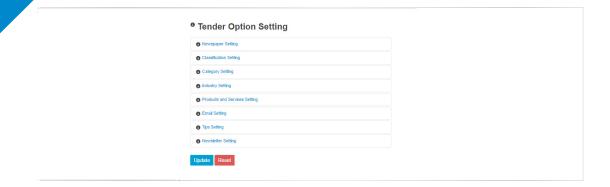
- Clicking on payment details you will see the payment schemes and discount rates
- Clicking on the payment scheme you want to use, you can see the page from where you can make online payment on mentioned Bank Accounts.



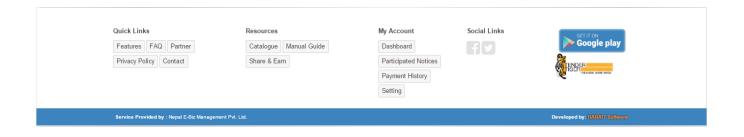
### **SETTINGS:**

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



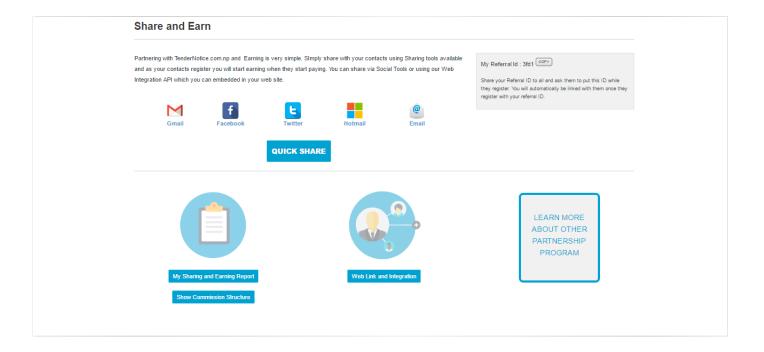


- You can upload your image and update the profile details
- Also you can choose to receive tender notices from certain newspapers simply by selecting the required newspaper names
- You can classify your field relevant to you and get notice related to you. You can categorize notices
  by your Industry, 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

Tender/Notice.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

st Name	Last Name	अन्य जानकारी को लागि कृपया सम्पर्क गर्नु होला ।
nail Address	Last Name  Mobile Number	Nepal E- Biz Management Pvt Ltd Maitighar Height, Kathmandu Nepal Tel: +977 - 01- 4218345, 4268214, 4260622, 4253658, 42449
four Remarks		Fax: +977 - 01- 4267810 Support: +977 - 9801060622
ur Remarks		Email::support@tendernotice.com.np
I have company		

हामी तपाईंलाई छिटै सम्पर्क गर्ने छौ ।.



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

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Support: +977- 9801060622

Email:support@tendernotice.com.np

www.tendernotice.com.np

