User Account Creation & Company Profile Data

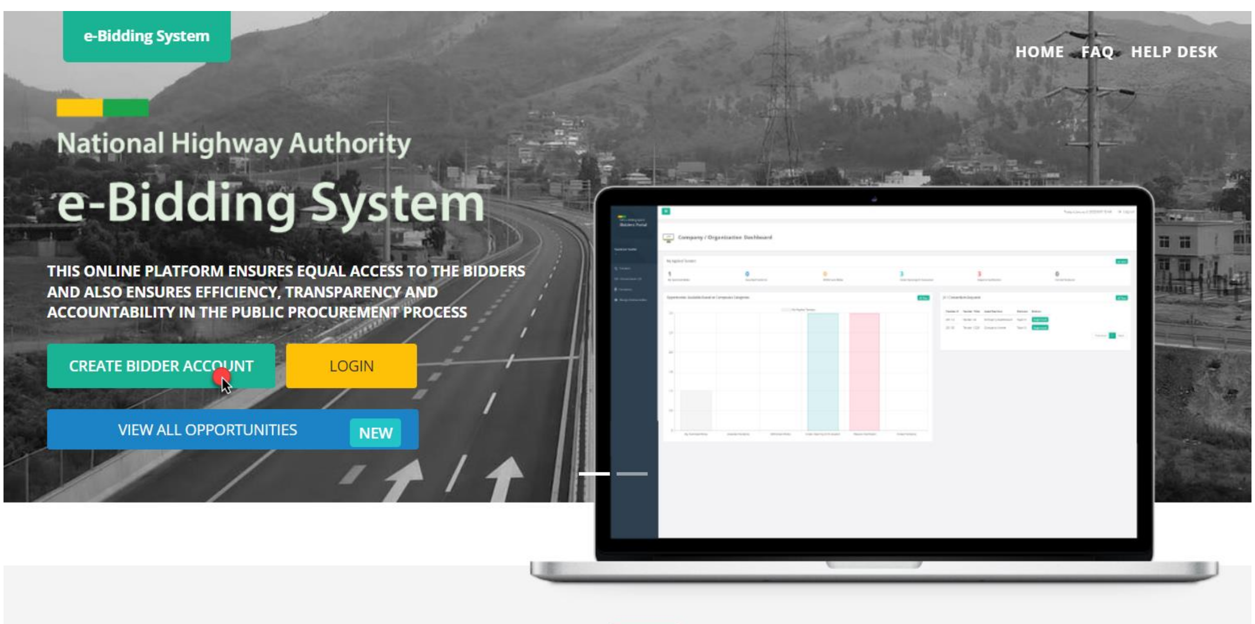
For Use of **e-Bidding System** (National Highway Authority)

-- *Please note that the information provided in this user manual is subject to change without notice. We recommend that you periodically review this manual for any updates or changes. If you have any questions or concerns about the software, please refer to the support resources provided by the e-bidding help cell*
+92 340 0026 666. --

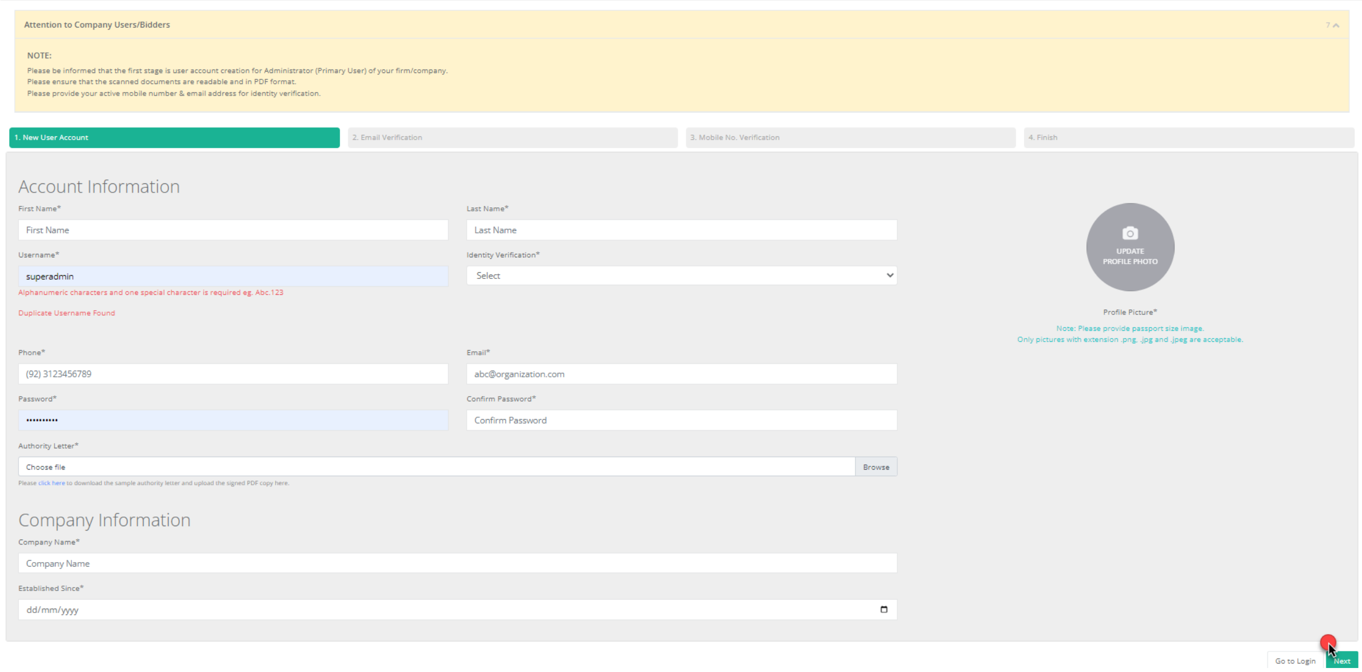
Company User Account Creation on e-Bidding System (National Highway Authority)

1. Visit our official website at www.ebidding.nha.gov.pk. This website serves as the centralized platform for all e-bidding activities of the National Highway Authority (NHA).

2. On the homepage, locate and click on the prominent "Create Bidder Account" button. This will initiate the account creation process, allowing you to establish your presence on the platform.



3. After clicking the button, you will be seamlessly redirected to the "User Account Creation" page, where you will be prompted to provide the necessary information to create your account. It is essential to note that this account creation is specifically intended for the primary user who will assume the responsibility of managing their respective company profile account.



4. Begin by meticulously filling in all the required fields with accurate and up-to-date information. The information to be provided includes:

   a. **First Name**: Enter your given name or first name as per official records.

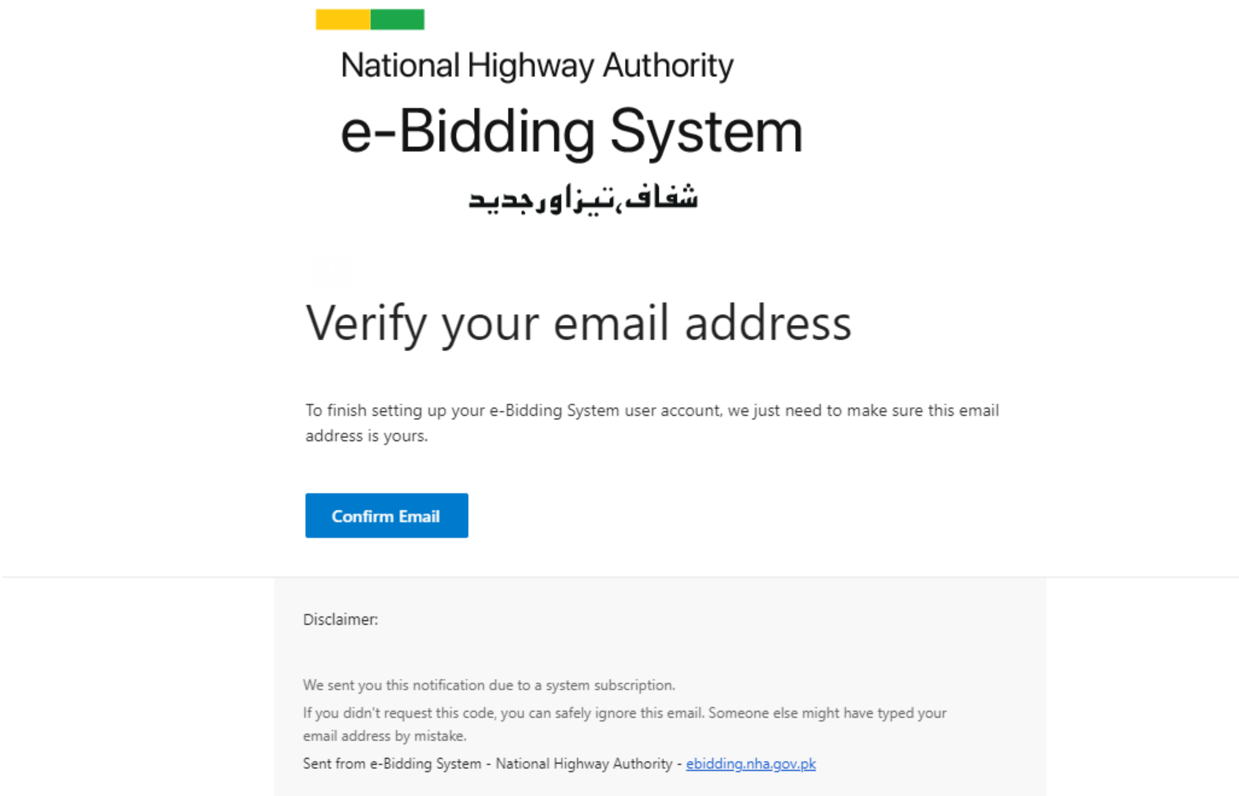
   b. **Last Name:** Input your surname or last name, ensuring it matches your official documents.

   c. **Username:** Choose a unique and memorable username for your account. It is crucial to select a username that is not only distinctive but also secure, as it cannot be changed once created. Safeguard your chosen username to ensure the security of your account.

d. **Identity Verification:** Depending on your nationality and location, provide the necessary identification details. If you are a citizen of Pakistan, provide your Computerized National Identity Card (CNIC) number. For international users, please furnish your passport information.
e. **Email Address:** Enter a valid and frequently accessed email address. This email will be used for communication and account-related notifications.
f. **Authority Letter:** As part of the account creation process, you will need to complete an authority letter. This letter serves as an official authorization for your company's participation in e-bidding activities. We have provided a sample authority letter for your convenience. Fill out the letter with the required information, including your signature and official company stamp. Once completed, please scan the letter and upload the digital copy.
g. **Company Title:** Specify the official title or name of your company. Ensure accuracy and consistency with your company's registration documents.
h. **Date of Registration/Establishment:** Indicate the date of your company's registration or establishment. This information will help establish your company's tenure and provide a comprehensive profile.
i. **Profile Picture:** Upload profile picture of primary user

Note: It is crucial to provide accurate and complete information during the account creation process. This ensures the integrity and reliability of your account and enhances the transparency of the e-bidding system. Additionally, please remember to keep your chosen username safe and secure, as it will be utilized for future login purposes.

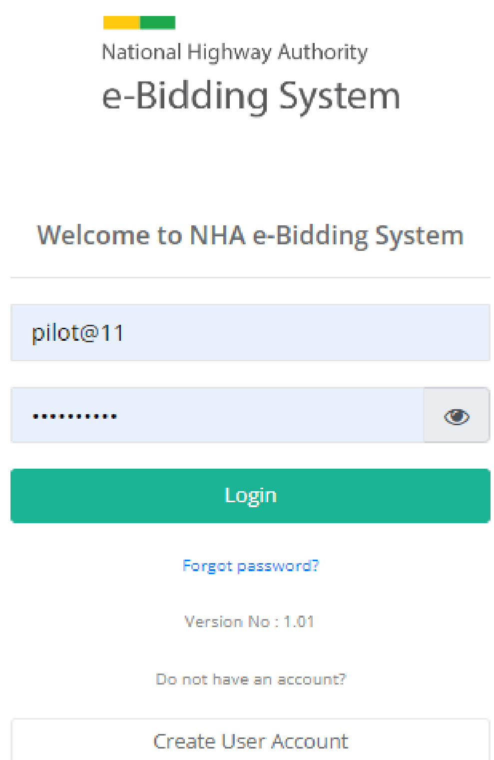
5. Once you have successfully completed the account creation process, you will receive an email shortly. Please check your inbox and locate the email from us. In the email, you will find a button labeled "Confirm Email." Click on this button to verify your email address and activate your account.



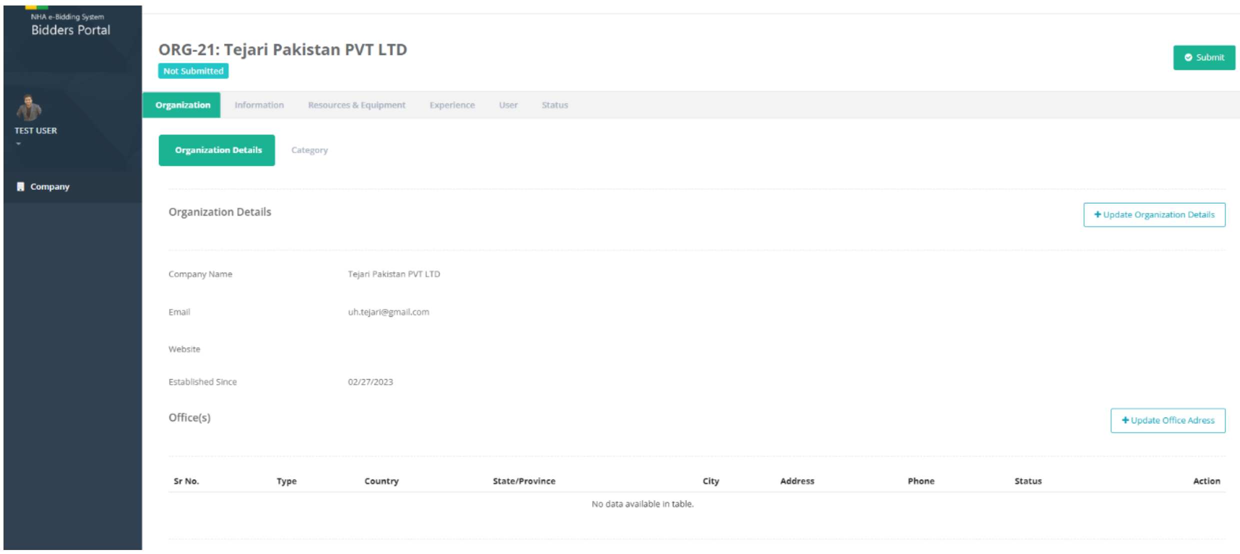
6. Additionally, you will receive a One-Time Password (OTP) on your registered mobile number. Retrieve the OTP and enter it in the designated field to verify your phone number. This step ensures the security and validity of your contact information..

7. After confirming your email and phone number, return to the www.ebidding.nha.gov.pk website. On the homepage, locate the <Login> option and click on it. You will be redirected to the login screen, which will prompt you to enter your credentials. Provide the following information.

   a. Username: Enter the username you selected during the account creation process.
   b. Password: Input your password associated with your account.
   c. Click on the <Login> button to proceed.



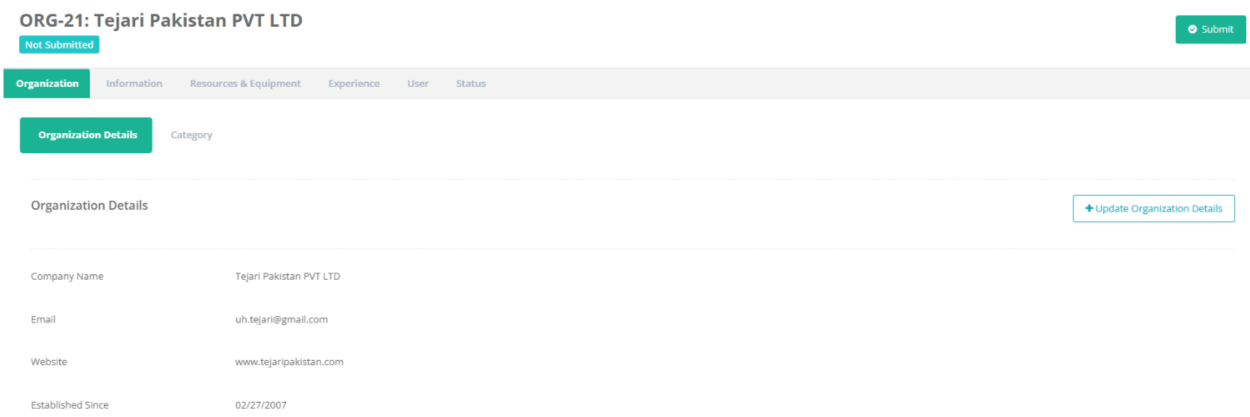
8. Upon successful login, you will be directed to the company registration page. This page allows you to provide and update your organization's details for a comprehensive profile.



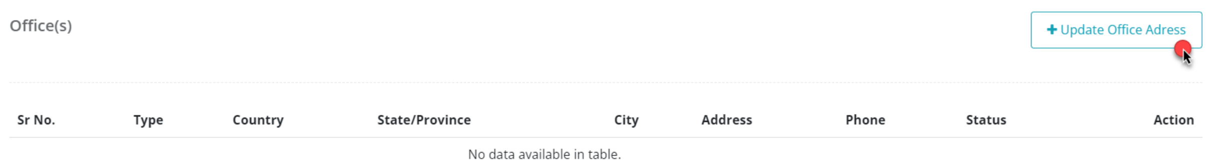
9. To update your organization details, click on the <Update Organization Details> option. This will open a form where you can input the following information:

   a. **Company Name:** Enter the full name of your company or organization.
   b. **Email:** Provide the email address associated with your organization.
   c. **Website:** If applicable, enter the website URL of your organization.

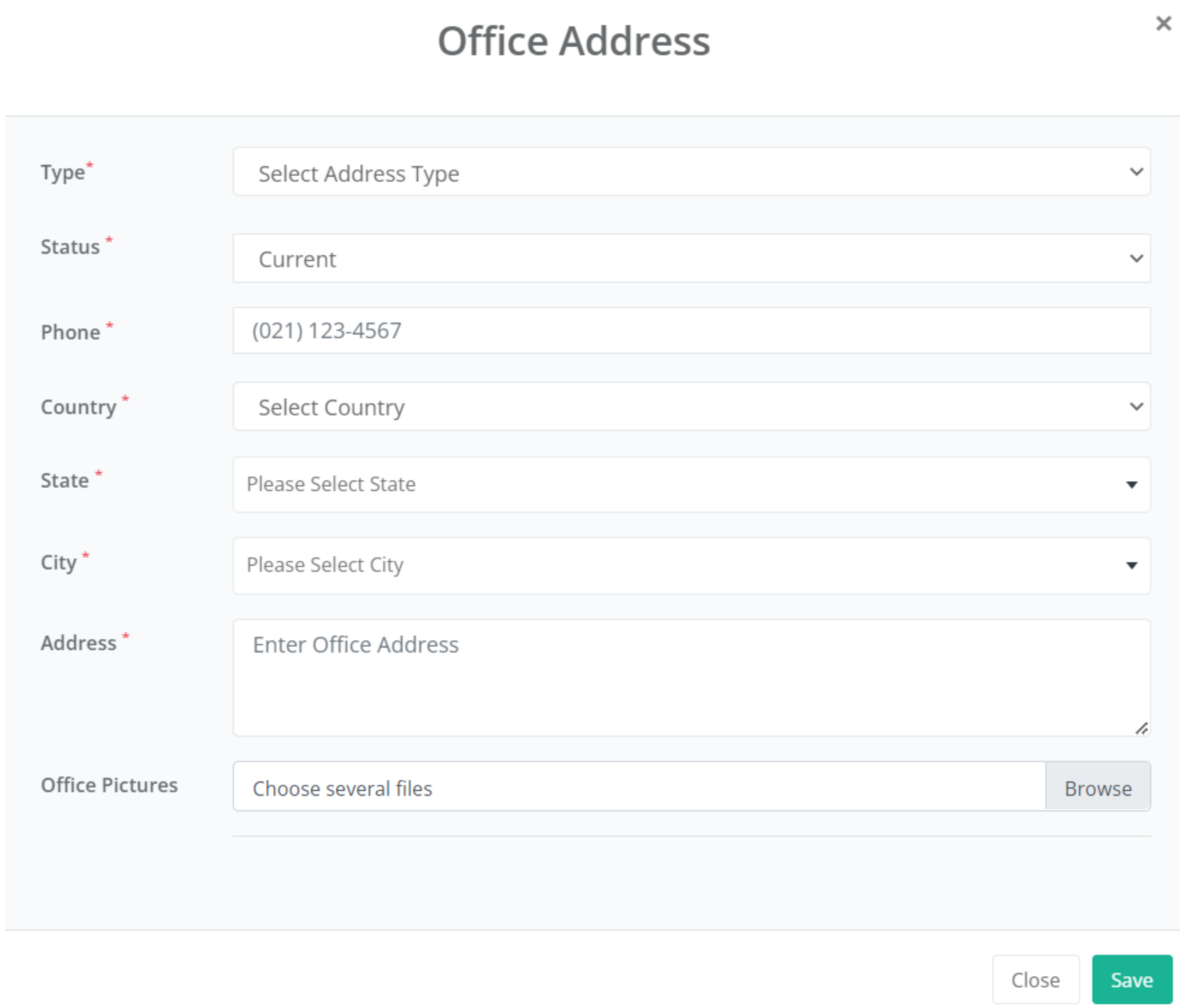
d. **Established Since**: Specify the year when your organization was established.



10. Click on <Update Office Addresses>



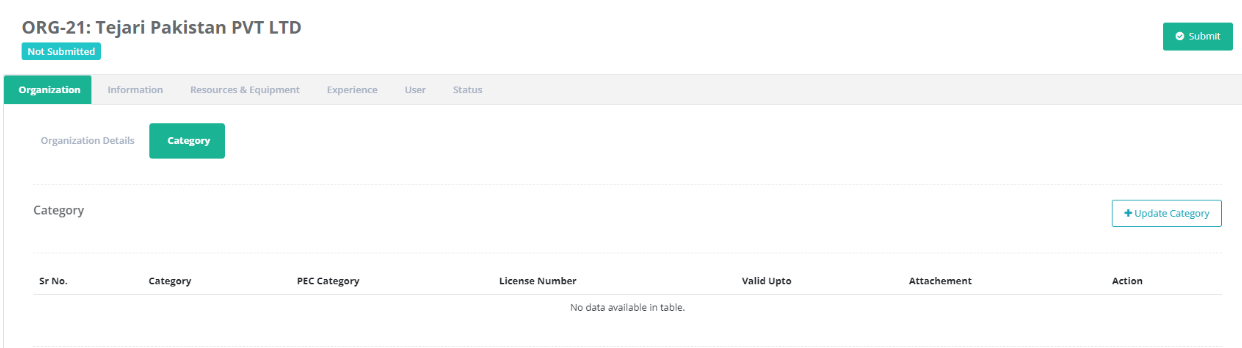
click on the "Update Office Addresses" button. This will allow you to provide detailed information regarding your office locations.



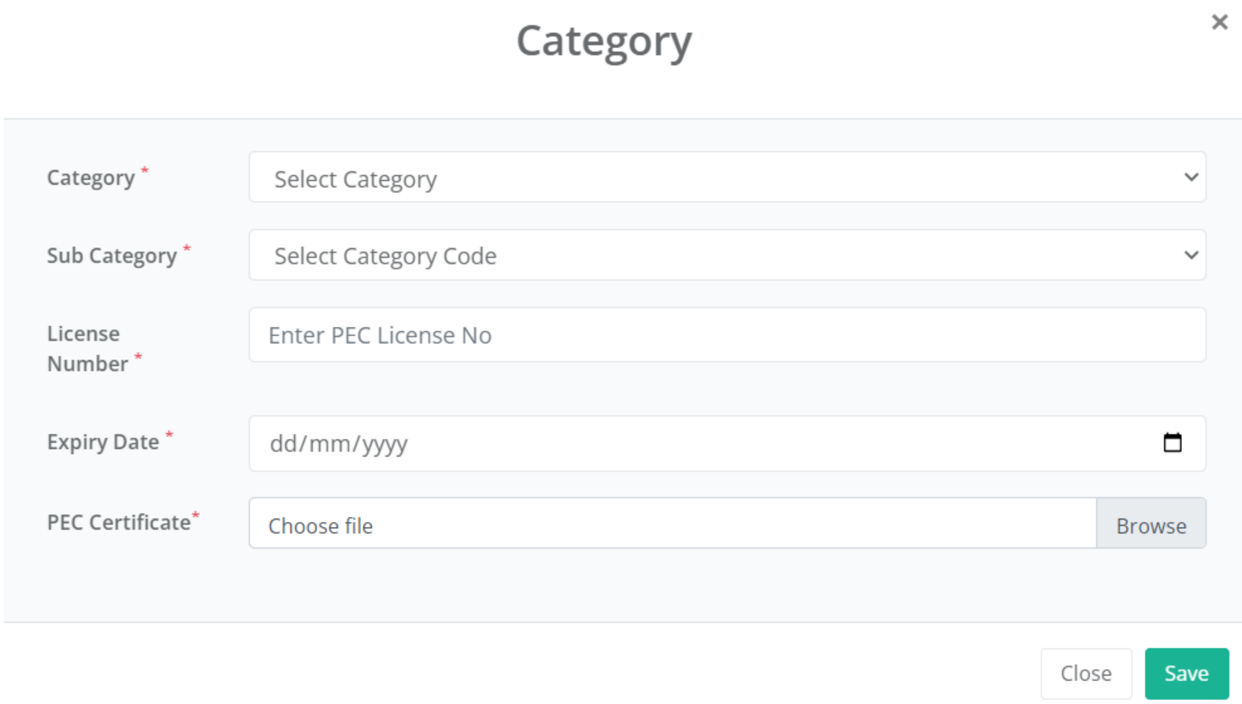
Fill in the following information for each office:

a. **Office Type**: Specify whether the office is the head office or a site office.
b. **Status**: Indicate whether the office is current or old. Select "old" in case of an update.
c. **Phone Number**: Enter the contact number associated with the office.
d. **Country**: Select the country where the office is located.
e. **State**: Specify the state or province of the office location.
f. **City**: Indicate the city where the office is situated.
g. **Address**: Provide the complete address, including street, building, and postal code.
h. **Office Pictures:** You have the option to upload pictures of the office for reference and verification purposes.

11. Click on tab <Category> then <Update Category> to update the PEC License and Category



a. On the user dashboard, locate and click on the <Update Category> option.



This will take you to a form where you can provide the following details:

b. **Category**: Select the relevant category that corresponds to your organization's field or specialization.

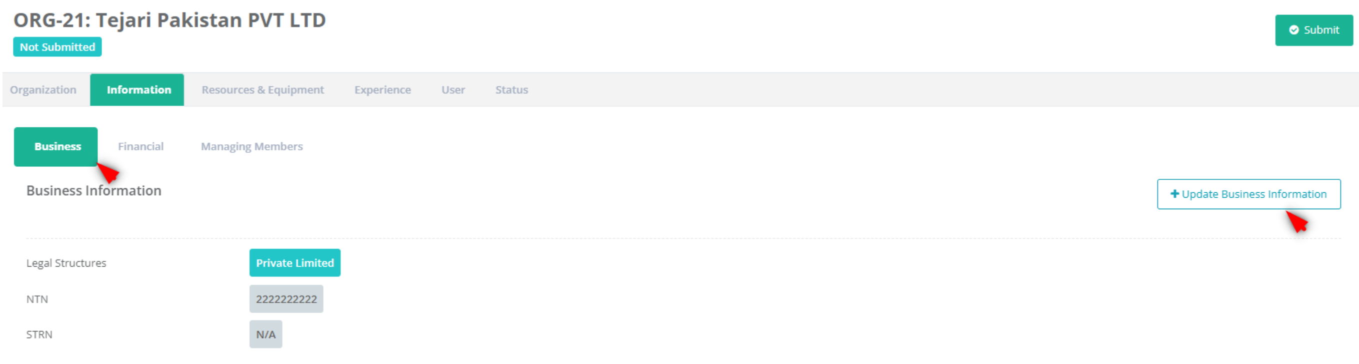
c. **Sub Category**: Choose the specific sub-category that best represents your organization's area of expertise.

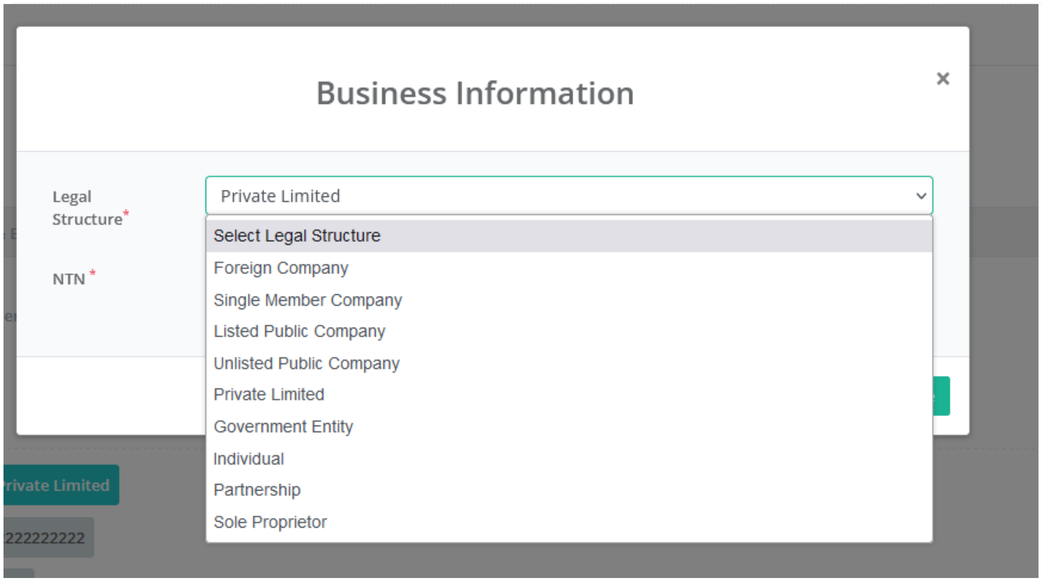
d. **License Number**: Enter the license number associated with your PEC (Pakistan Engineering Council) license.

e. **Expiry Date**: Specify the expiration date of your PEC license.

f. **PEC Certificate**: Upload a scanned copy of your valid PEC certificate.

12. On the user dashboard, locate and click on the tab <Information> click on sub tab <Business> and click "Update Business Information" option. This will take you to a page where you can upload the necessary details.

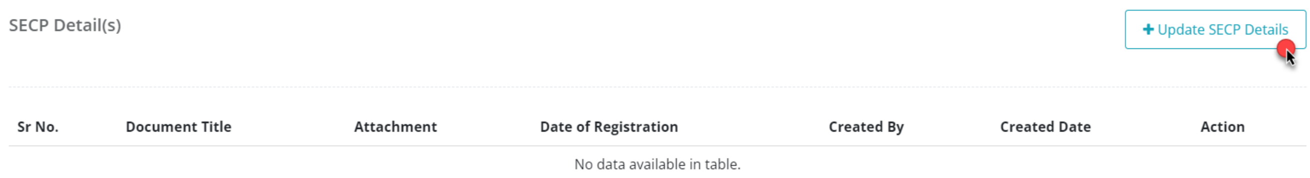




a. **Legal Structure**: Select the appropriate legal structure of your company, such as Private Limited, Sole Proprietorship, Partnership, etc.

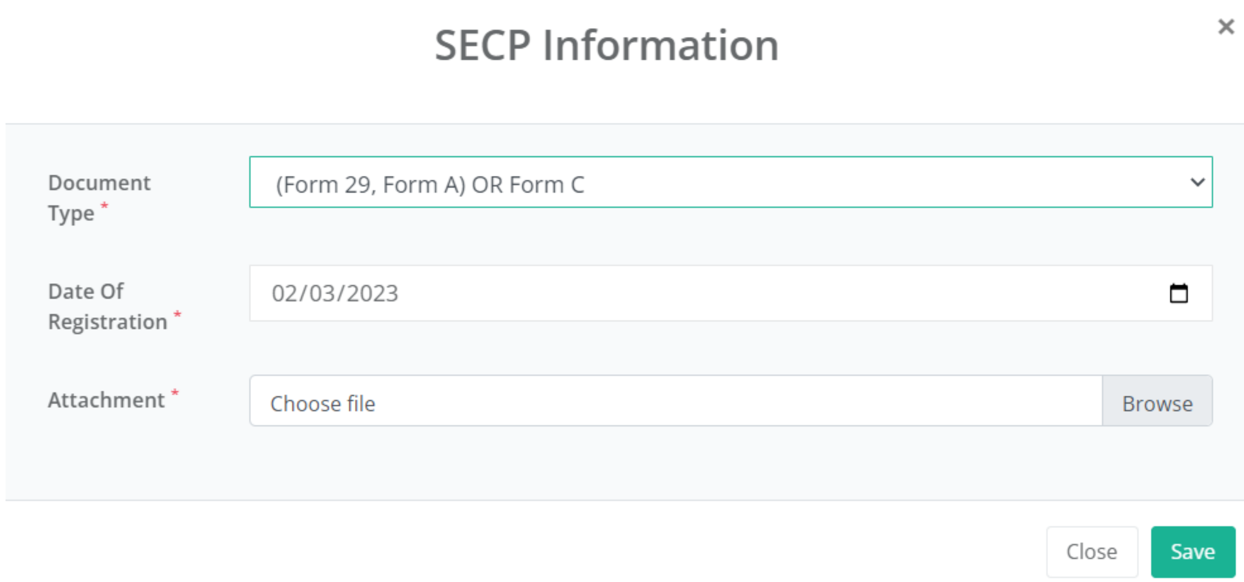
b. **NTN Number**: Enter your company's National Tax Number (NTN). This is a mandatory field for all categories.

c. **STRN** (Sales Tax Registration Number): If you have previously selected "Supplier" as your category, provide your Sales Tax Registration Number.



d. Click on <Update SECP Details> If you have a legal structure of listed Foreign Company Single Member Company, Listed Public Company , Unlisted Public Company, Private Limited.

13. Update Information in SECP Detail(s):

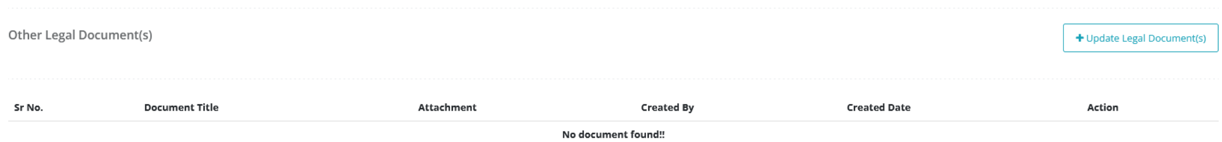


a. **Document Type**: Select the appropriate document type from the provided options. This may include Form 29, Form A, Form C, Article of Association, Memorandum of Association, Certificate of Incorporation, or other relevant documents.
b. **Date of Registration**: Enter the date when your company was registered with SECP.

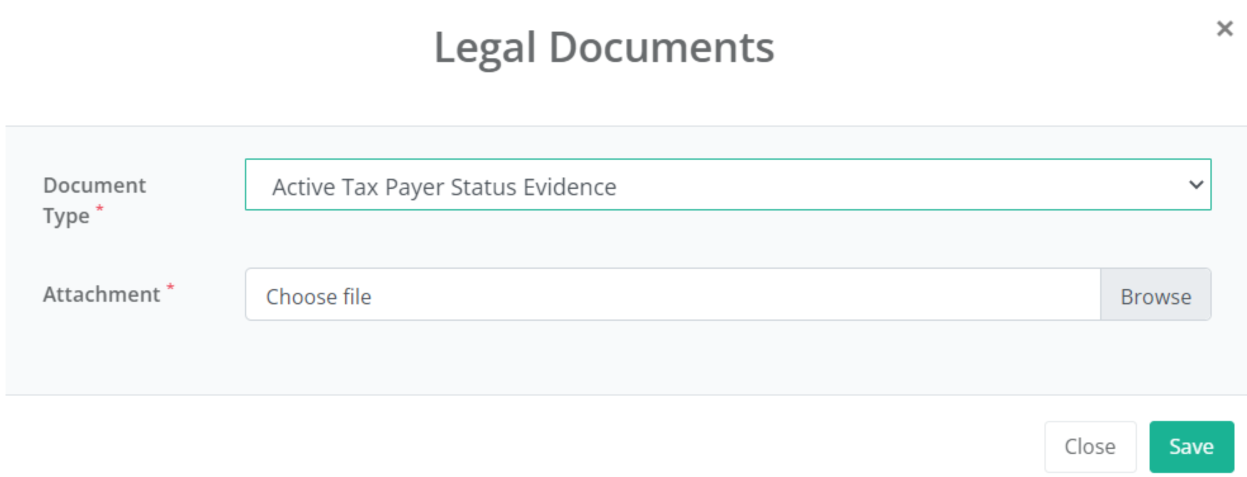
c. **Attachment**: Upload the scanned copy of the relevant document as proof of your SECP registration. Ensure that the document is legible and in an acceptable file format (PDF).

Make sure to review the provided information and uploaded document for accuracy and completeness before proceeding.

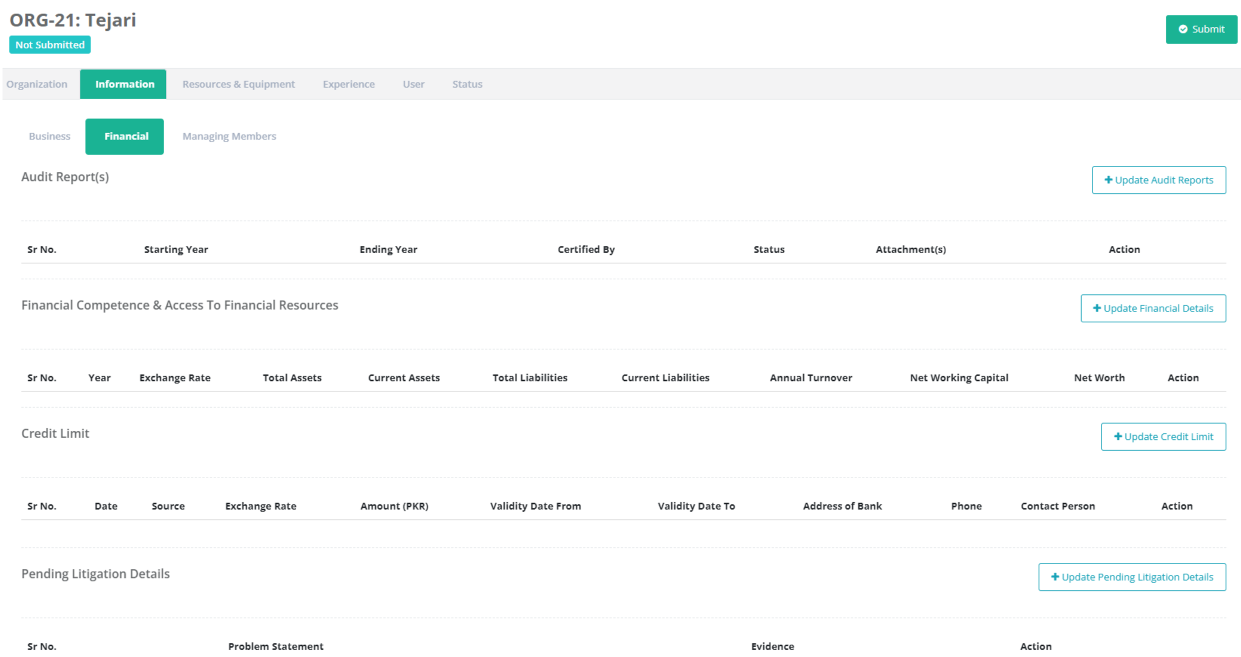
14. Click on <Update Legal Documents>



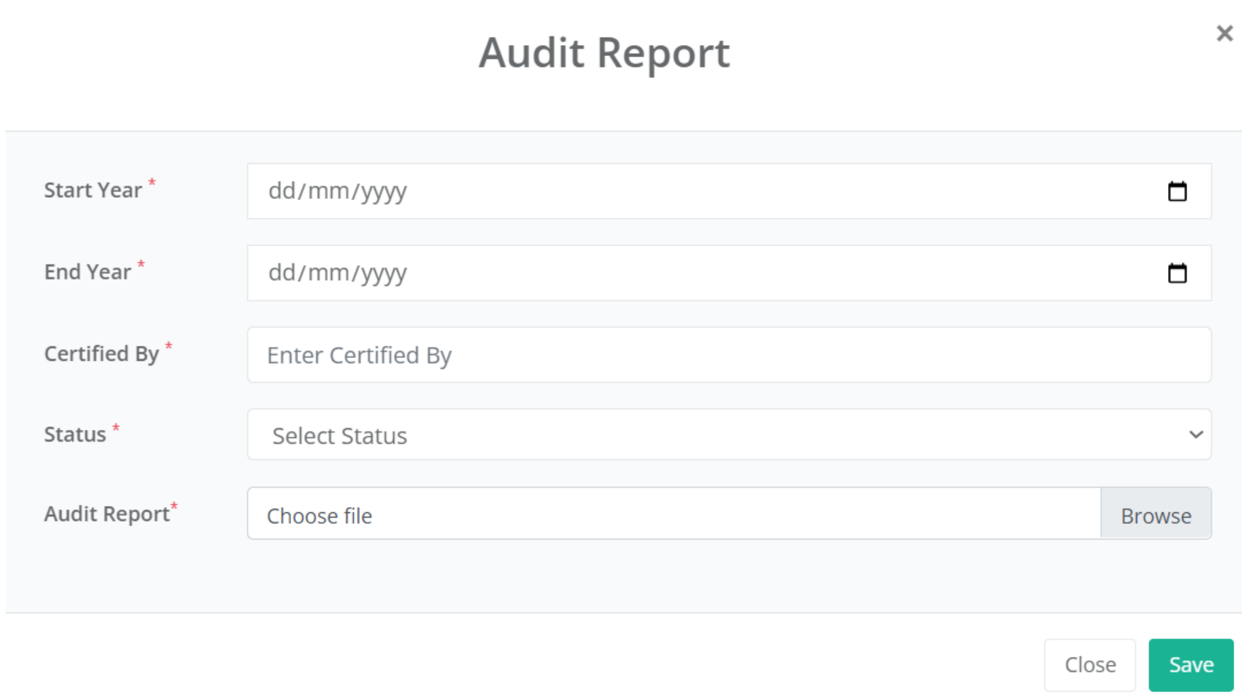
a. Click on <Update Legal Documents> and provide the following details.



15. Click on <Financial Information> and provide the following details.



16. To provide the details of your Audit Report click on <Update Audit Reports> and enter the following information:



a. **Start Year**: Enter the starting year of the audit report period.

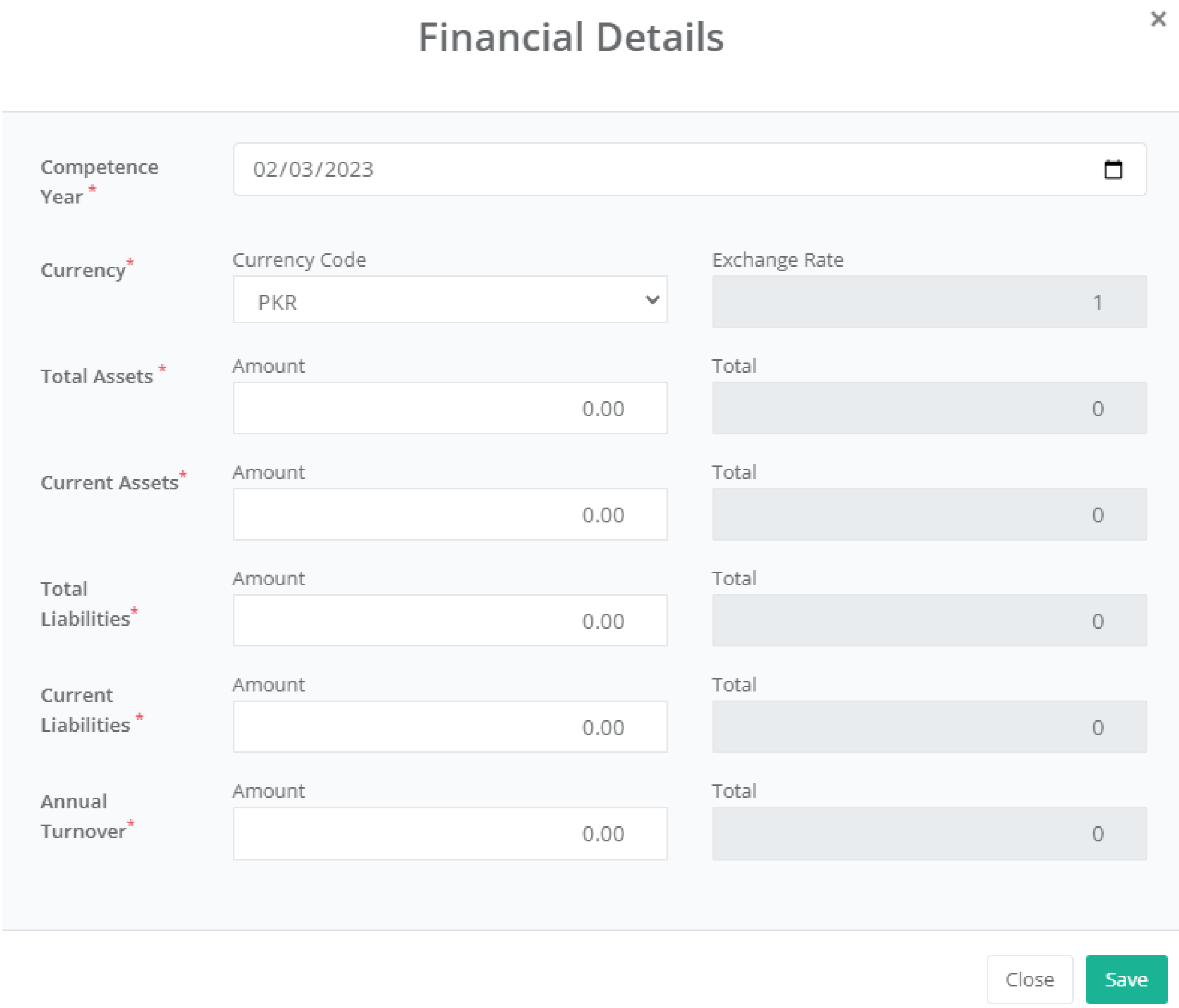
b. **End Year**: Enter the ending year of the audit report period.

c. **Certified By (Certifying Body)**: Specify the name of the certifying body responsible for auditing your company.

d. **Status (In Progress, Verified):** Indicate the current status of the audit report. Select "In Progress" if the report is still being prepared or reviewed or select "Verified" if the report has been finalized and certified.

e. **Audit Report (Attachment PDF)**: Upload the PDF file of the audit report. Make sure the file contains the complete and accurate information. The file should be in a PDF format for easy viewing and sharing.

17. Provide <Financial> Details by clicking on <Update Financial Details> and follows these steps

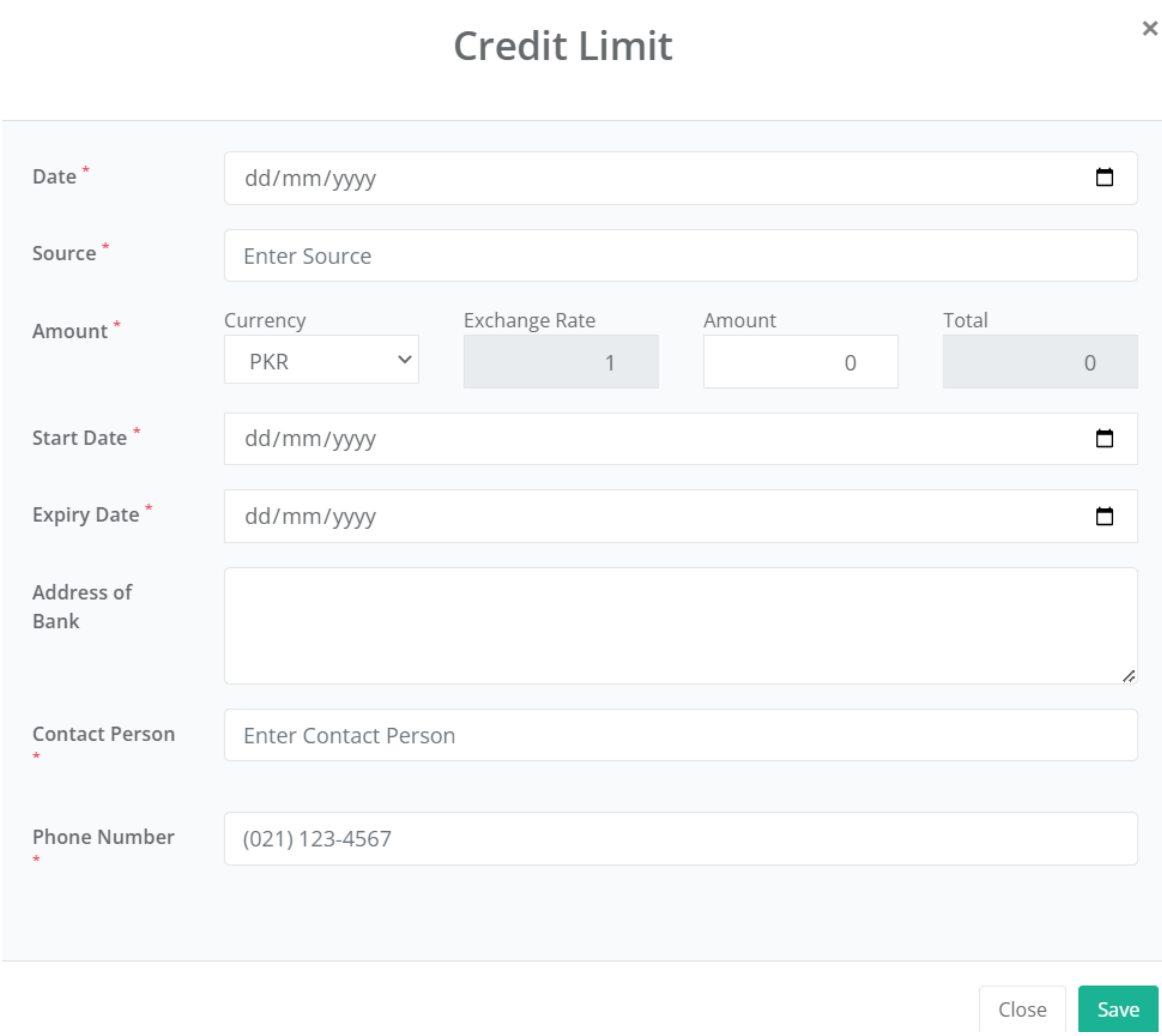


a. **Competence Year**: Enter the year for which the financial details are being provided.
b. **Currency**: Specify the currency in which the financial figures are stated.
c. **Total Assets**: Enter the total value of assets owned by the company.
d. **Current Assets**: Specify the value of current assets, including cash, inventory, and other liquid assets.
e. **Total Liabilities**: Enter the total amount of liabilities owed by the company.

f. **Current Liabilities**: Specify the value of current liabilities, including short-term debts and obligations.

g. **Annual Turnover**: Provide the annual turnover or revenue generated by the company.

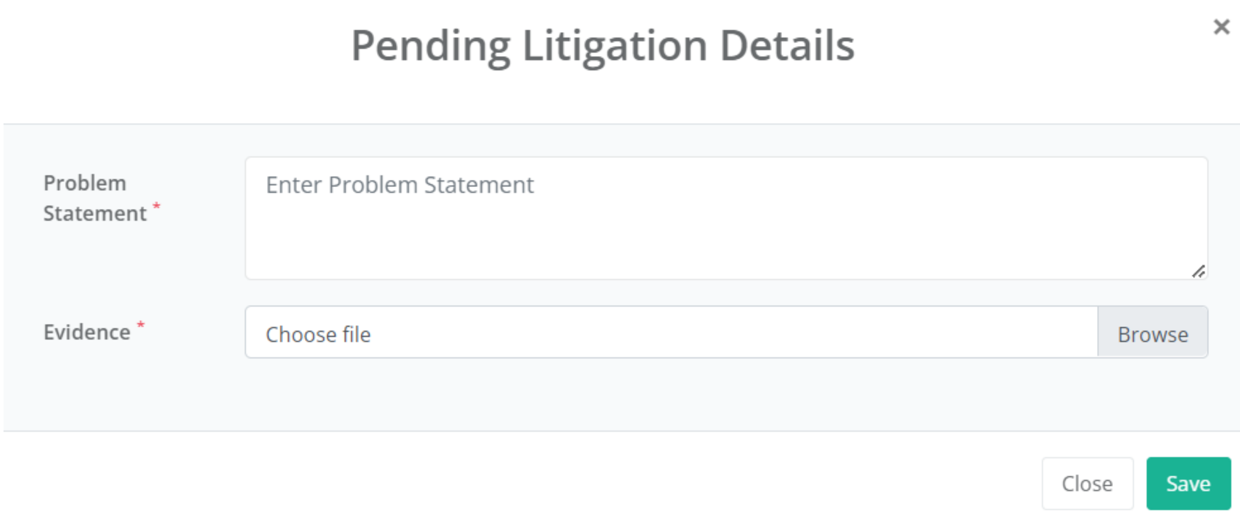
18. Provide <Credit Limit> by clicking on <Update Credit Limit>



a. **Date**: Enter the date of the credit limit update.
b. **Source**: Specify the source of the credit limit information.
c. **Amount**: Enter the approved credit limit amount.
d. **Start Date**: Specify the start date of the credit limit validity period.
e. **Expiry Date**: Specify the expiry date of the credit limit validity period.
f. **Address of Bank**: Provide the address of the bank issuing the credit limit.
g. **Contact Person**: Enter the name of the contact person at the bank.
h. **Phone Number**: Provide the phone number of the contact person.

Ensure that the provided credit limit details are accurate and up-to-date. This information will help facilitate the evaluation of your organization's creditworthiness.

19. Provide <Pending Litigations> (If any) by clicking on <Update Pending Litigations >

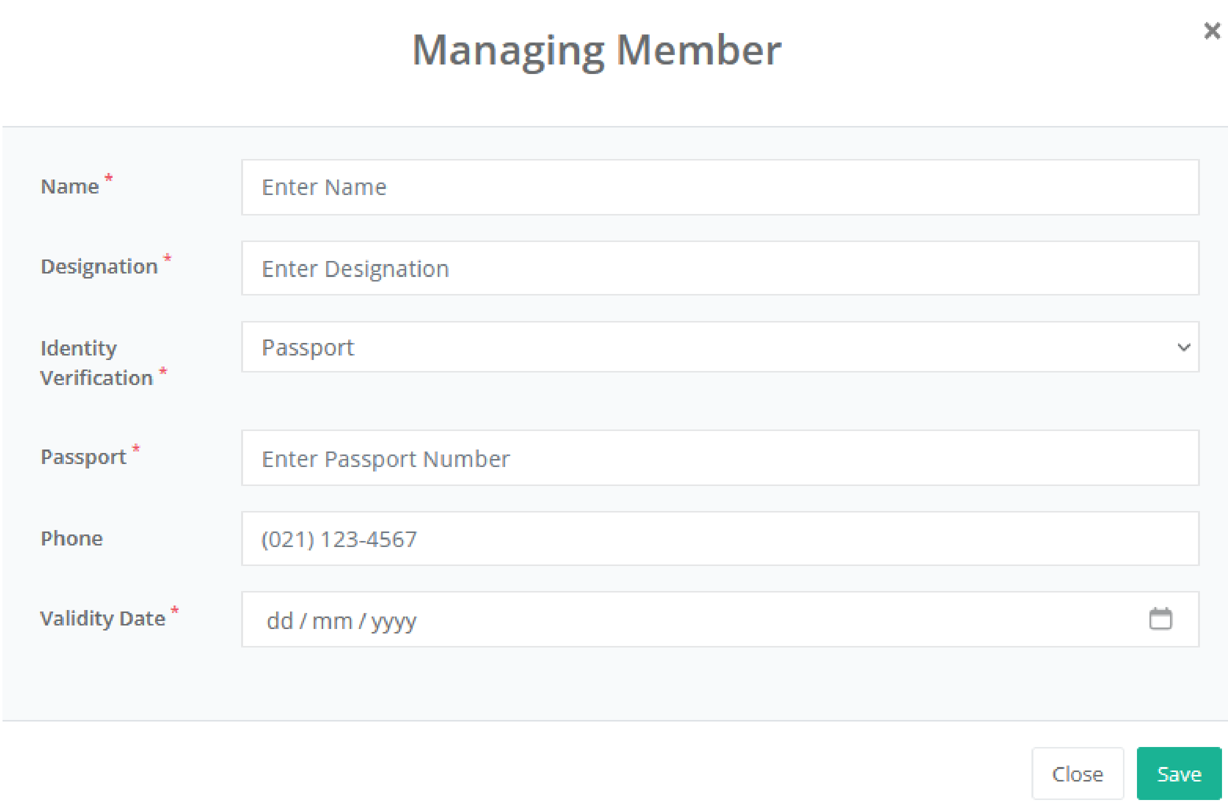


a. Problem Statement: Describe the issue or problem related to the pending litigation in a clear and concise manner.

b. Evidence: Upload any supporting evidence or documents that substantiate the pending litigation.

Ensure that you provide accurate and relevant information regarding any pending litigations your organization is involved in. This will help in assessing any potential risks or liabilities associated with your organization's legal matters.

20. Provide <Managing Members> by clicking on < Managing Members>

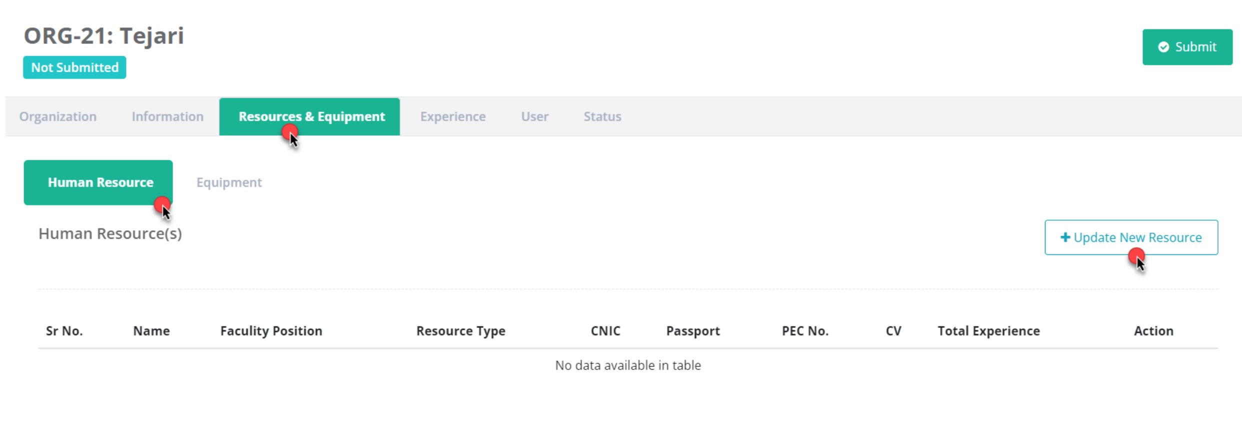


a. **Name**: Enter the name of the managing member.
b. **Designation**: Specify the designation or role of the managing member within the organization.

c. **Identity Verification**: Provide the identity verification details of the managing member, such as CNIC (for Pakistan) or Passport (for international users).
d. **Validity Date of Passport/CNIC**: Enter the validity date of the managing member's passport or CNIC.
e. **Phone**: Provide the contact phone number of the managing member.

Make sure to provide accurate and up-to-date information for each managing member to ensure proper identification and communication within the system.

21. Click on <Resources & Equipment>



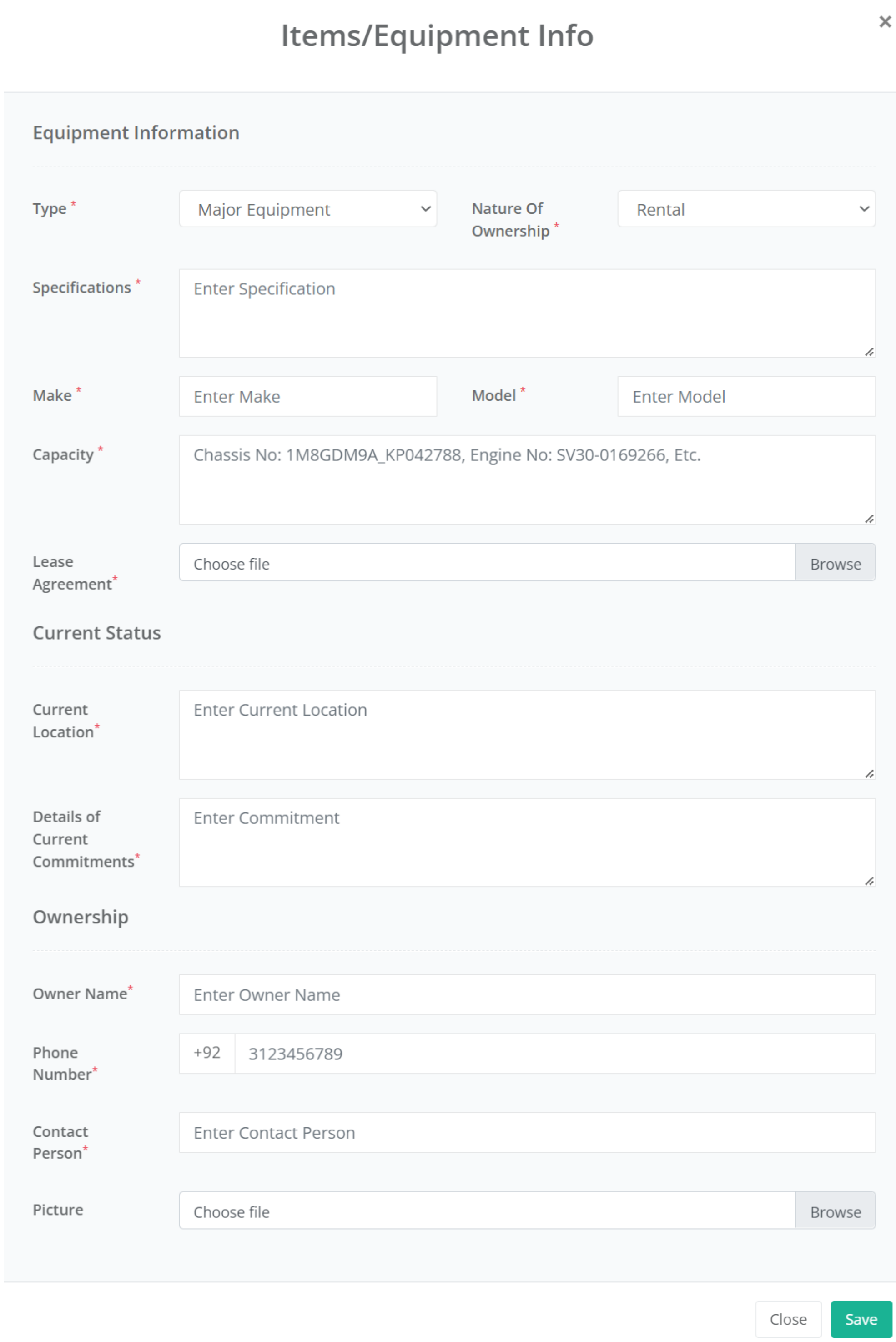
Provide the following information regarding <Human Resource>

a. **Full Name**: Enter the full name of the resource.
b. **Date of Birth**: Specify the date of birth of the resource.
c. **Nationality**: Provide the nationality of the resource.
d. **Phone**: Enter the contact phone number of the resource.
e. **Email Address**: Provide the email address of the resource.
f. **Residential Address**: Specify the residential address of the resource.
g. **Position**: Enter the position or role of the resource within the organization.

h. **Resource Type**: Select the resource type as either Technical or Non-Technical.
i. **Identification Verification**: Provide the identification verification details of the resource.
j. **CNIC**: Enter the CNIC number of the resource.
k. **PEC License**: Specify the PEC license details, if applicable.
l. **Experience Type**: Select the type of experience the resource has, such as Building, Highway, or Structure.
m. **Other Attachment**: Attach any additional relevant documents or information related to the resource.

Ensure that all the information provided is accurate and up-to-date to effectively manage and evaluate the human resources within the system.

22. Provide the following information regarding <Equipment>

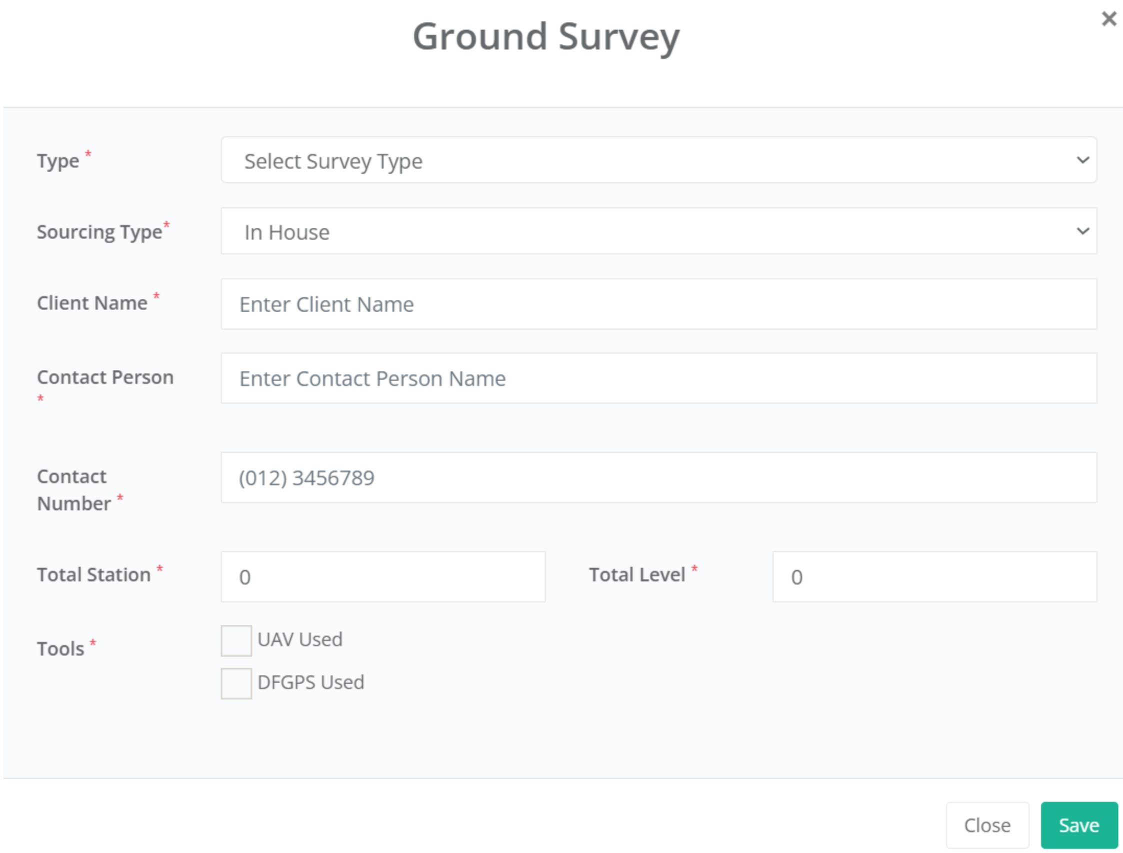


a. **Type**: Select the type of equipment from the options available, such as Software, Hardware, or Major Equipment.

b. **Nature of Ownership**: Specify the nature of ownership for the equipment, whether it is Rental, Owned, or Trial.
c. **Specifications**: Enter the specifications or technical details of the equipment.
d. **Make**: Specify the make or manufacturer of the equipment.
e. **Model**: Enter the model number or name of the equipment.
f. **Lease Agreement**: If applicable, provide details of the lease agreement for the equipment.
g. **Current Location**: Specify the current location where the equipment is located.
h. **Details of Current Commitments:** Provide any details regarding current commitments or usage of the equipment.
i. **Owner's Name**: Enter the name of the equipment owner.
j. **Phone Number**: Provide a contact phone number for the equipment owner.
k. **Contact Person**: Specify the contact person's name for any inquiries related to the equipment.
l. **Picture**: Attach a picture or image of the equipment for reference, if available.

Ensure that all the information provided is accurate and up-to-date to effectively manage and track the equipment within the system.

23. Click on <Experiences> to provide the Ground Surveys, Previous and On-Going Projects.



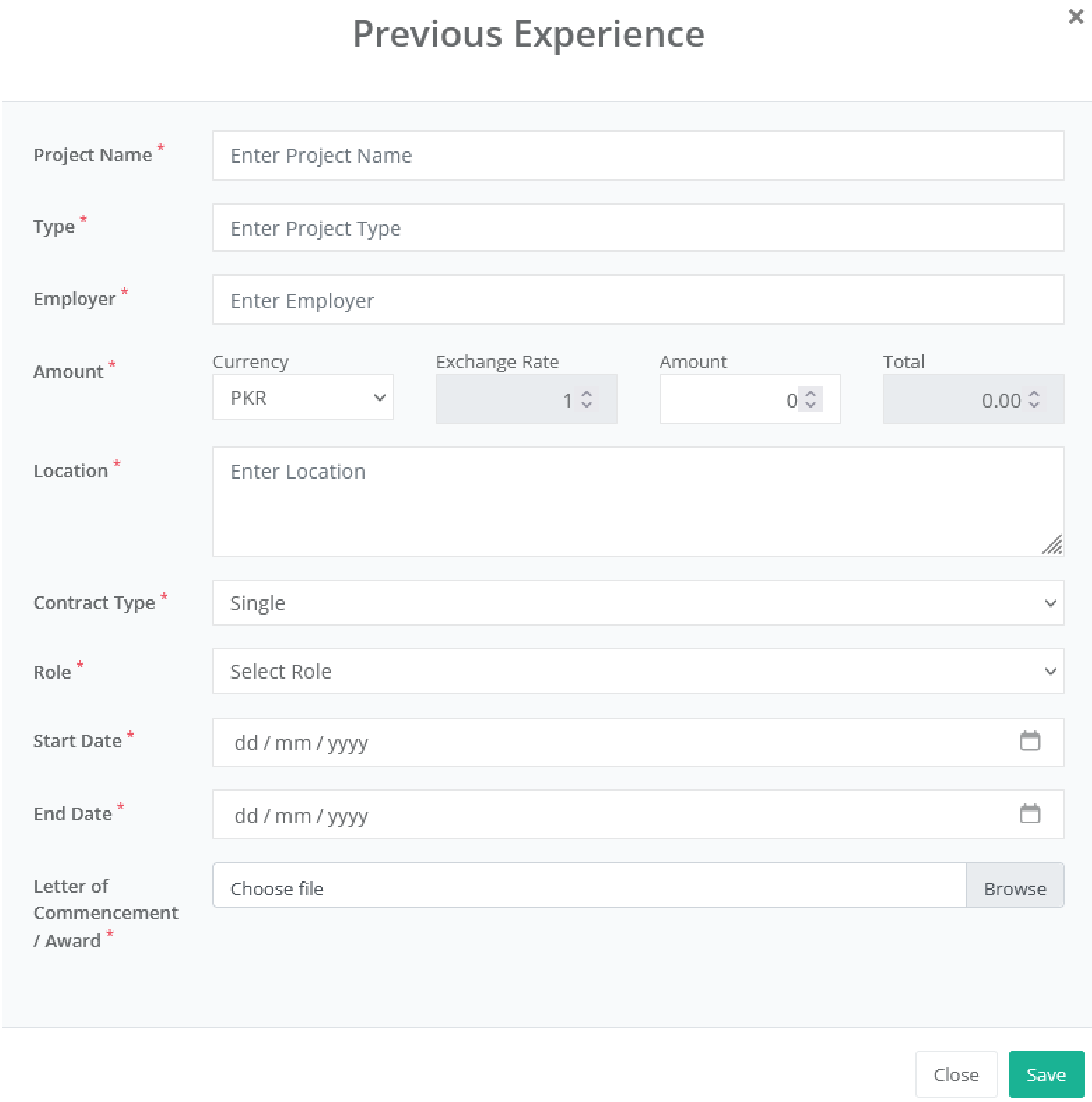
Provide <Ground Survey> Details:

a. **Type**: Select the type of ground survey from options such as Soil, Geo Tech, or Traffic Count.
b. **Sourcing Type**: Specify whether the survey was conducted In-House or Outsource.
c. **Client Name**: Provide client details.
d. **Contact Person**: Enter the name of the contact person responsible for the ground survey.

e. **Contact Number**: Provide a contact number for the designated contact person.
f. **Total Station**: Indicate the total number of stations used during the survey.
g. **Total Level**: Specify if total number of Level equipment utilized for the survey.
h. **Tools**: Mention any additional tools or equipment used, such as UAV (Unmanned Aerial Vehicle) or DFGPS (Differential Global Positioning System).

Ensure that all the details provided accurately reflect the ground survey activities, including the type, sourcing, contact information, and tools utilized. This information will contribute to a comprehensive overview of your experiences and capabilities.

24. Provide <Previous Experience> Details



To provide Previous Experience details, please follow these steps:

Click on <Previous Experience> to access the relevant section.

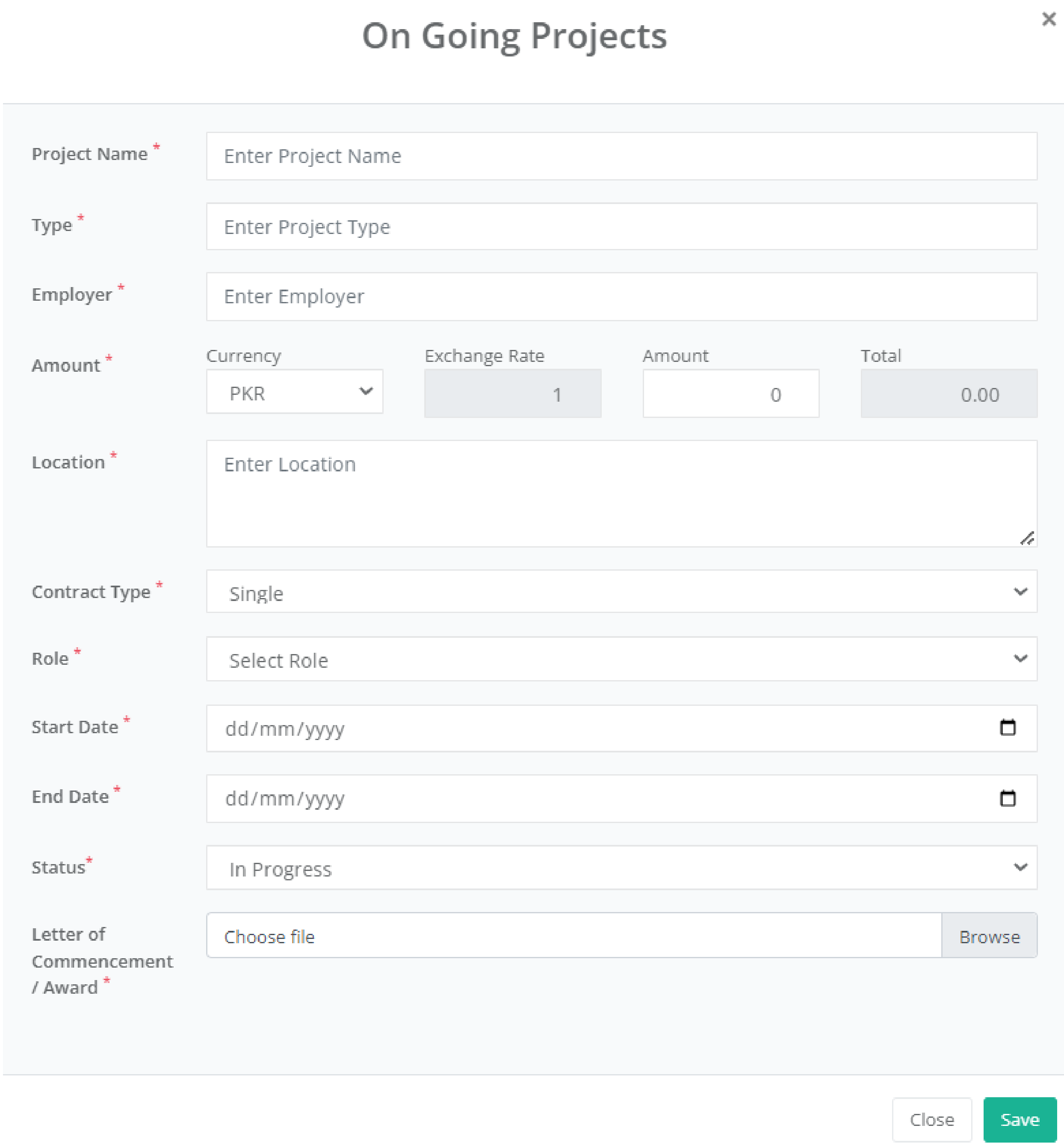
a. **Project Name**: Enter the name of the project you have previously worked on.

b. **Type**: Specify the type of project, such as construction, infrastructure, or engineering.

c. **Employer**: Provide the name of the organization or client for whom the project was completed.
d. **Amount**: Indicate the contract value or project cost.
e. **Location**: Specify the geographical location where the project was executed.
f. **Contract Type**: Select the contract type from options such as Single, JV/Consortium.
g. **Role**: Specify your role in the project, such as Constructor, Operator, Consultant, or Supplier.
h. **Start Date**: Enter the start date of the project.
i. **End Date**: Provide the end date or expected completion date of the project.
j. **Status**: Indicate the current status of the project, whether it is In Progress or Extended.
k. **Letter of Commencement / Award**: Attach the scanned copy of the Letter of Commencement or Award received for the project.

Ensure that all the details provided accurately represent your previous experience, including project name, employer, contract details, and relevant attachments. This information will help showcase your track record and expertise in executing similar projects.

25. Provide On-Going Project Details



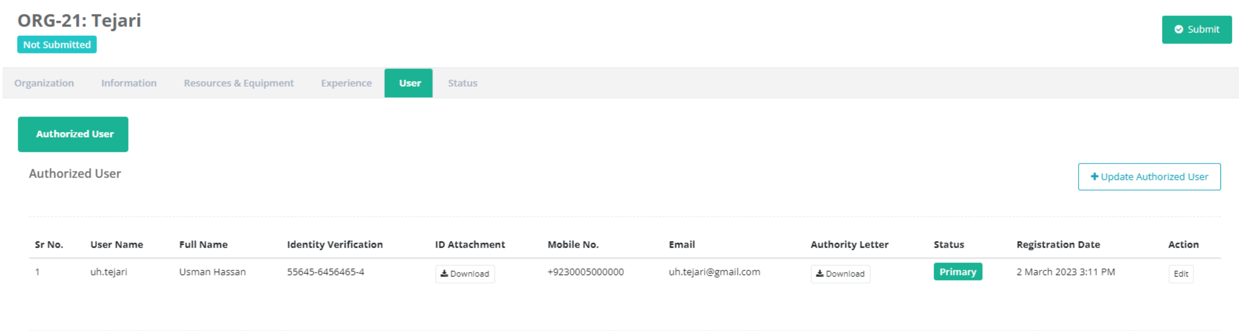
a. **Project Name**: Enter the name of active project.

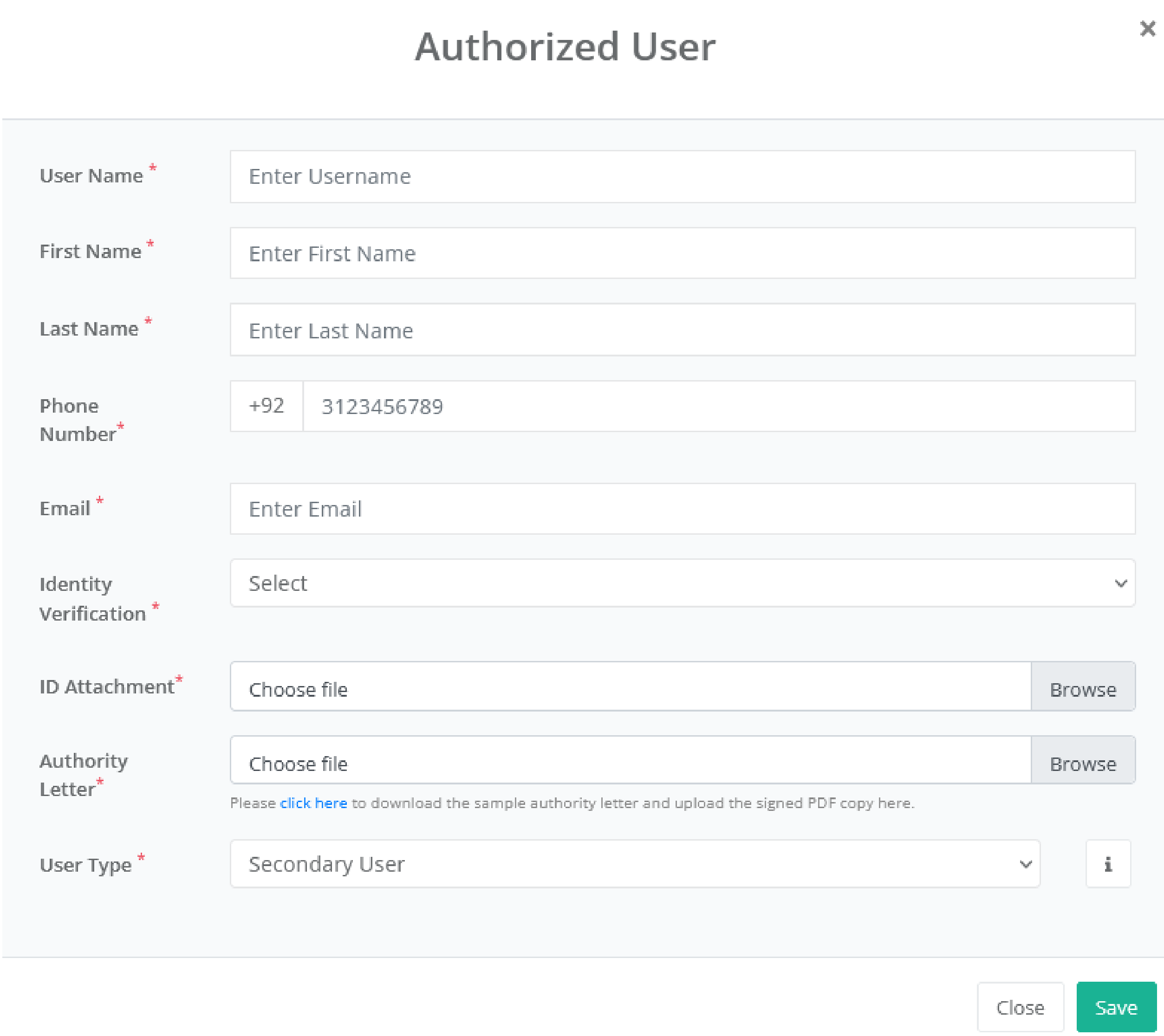
b. **Type**: Specify the type of project, such as construction, infrastructure, or engineering.

c. **Employer**: Provide the name of the organization or client of the project.
d. **Amount**: Indicate the contract value or project cost.
e. **Location**: Specify the geographical location where the project is being executed.
f. **Contract Type**: Select the contract type from options such as Single, JV/Consortium.
g. **Role**: Specify your role in the project, such as Constructor, Operator, Consultant, or Supplier.
h. **Start Date**: Enter the start date of the project.
i. **End Date**: Provide the end date or expected completion date of the project.
j. **Status**: Indicate the current status of the project, whether it is In Progress or Extended.
k. **Letter of Commencement / Award**: Attach the scanned copy of the Letter of Commencement or Award received for the project.

Ensure that all the details provided accurately represent your previous experience, including project name, employer, contract details, and relevant attachments. This information will help showcase your track record and expertise in executing similar projects.

26. Go to <Authorized User> Tab if you want to create more users of your company.



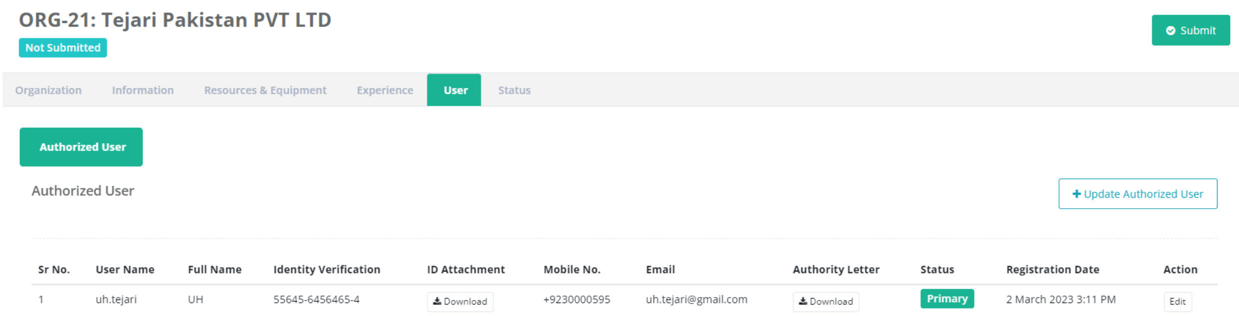


Provide the following details for each user:

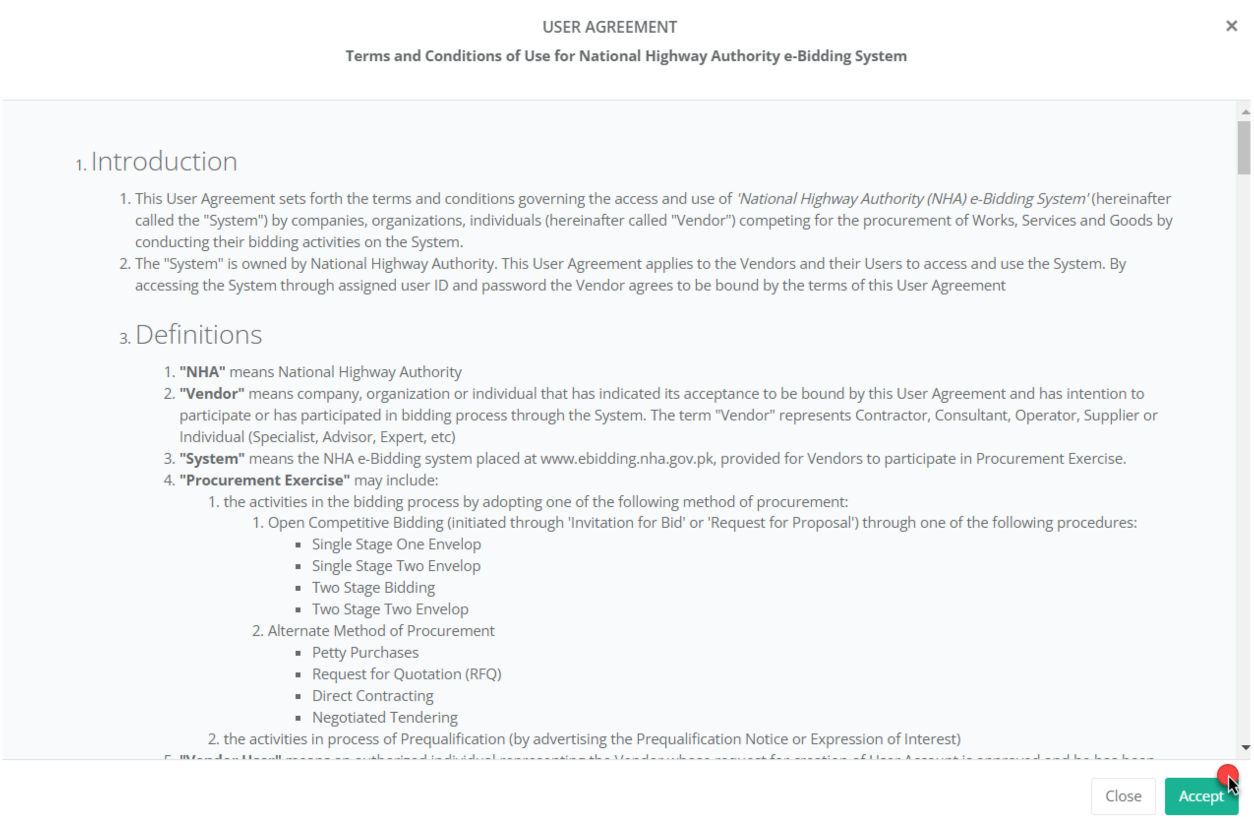
a. **User Name**: Enter a unique username for the user.
b. **First Name**: Enter the first name of the user.
c. **Last Name**: Enter the last name of the user.
d. **Phone Number**: Provide the contact number of the user.
e. **Email**: Enter the email address of the user.
f. **Identity Verification**: Specify the type of identity verification required (e.g., CNIC, Passport).
g. **ID Attachment**: Upload a scanned copy of the user's identification document (e.g., CNIC, Passport).
h. **Authority Letter**: Attach a scanned copy of the authority letter granting access to the user.
i. **User Type**: Select the user type from options such as Primary User or Secondary User. Primary users typically have more administrative privileges compared to secondary users.

Ensure that all the provided details are accurate and complete for each user you create. This will allow authorized individuals from your company to access and use the software with their respective user accounts.

27. Once all data is completed then click on <Submit> Button and your status will change from <Not Submitted> to <Pending at NHA>



28. Accept the User Agreement


USER AGREEMENT

Terms and Conditions of Use for National Highway Authority e-Bidding System

1. Introduction

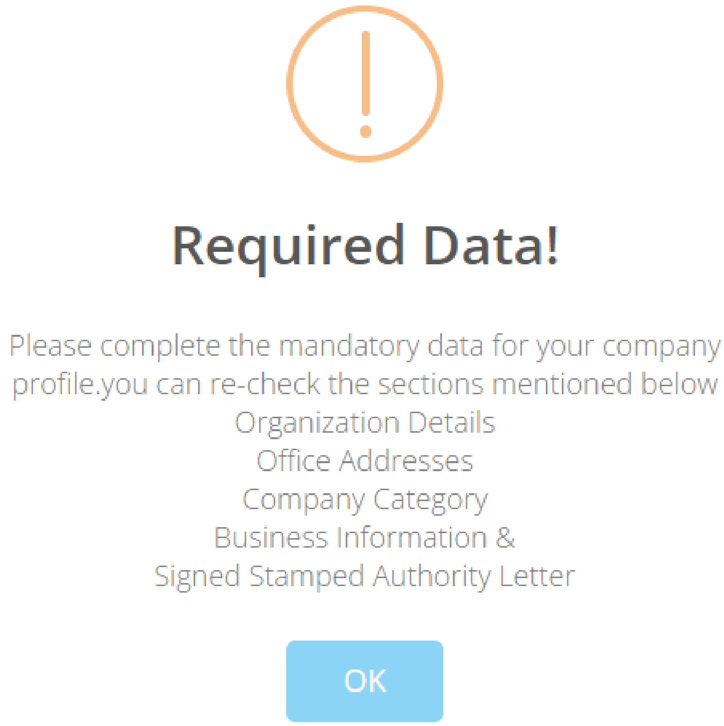
1. This User Agreement sets forth the terms and conditions governing the access and use of *'National Highway Authority (NHA) e-Bidding System'* (hereinafter called the "System") by companies, organizations, individuals (hereinafter called "Vendor") competing for the procurement of Works, Services and Goods by conducting their bidding activities on the System.
2. The "System" is owned by National Highway Authority. This User Agreement applies to the Vendors and their Users to access and use the System. By accessing the System through assigned user ID and password the Vendor agrees to be bound by the terms of this User Agreement

3. Definitions

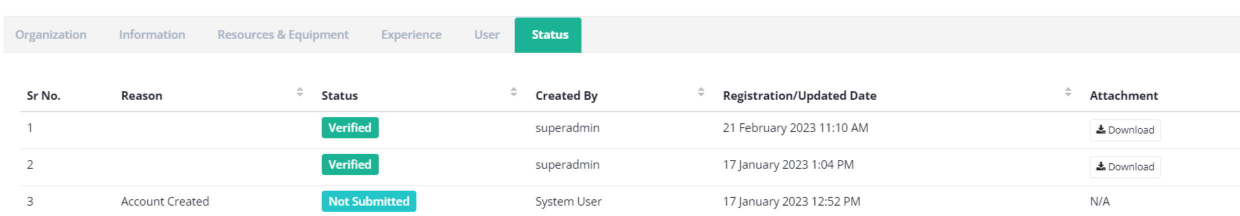
1. **"NHA"** means National Highway Authority
2. **"Vendor"** means company, organization or individual that has indicated its acceptance to be bound by this User Agreement and has intention to participate or has participated in bidding process through the System. The term "Vendor" represents Contractor, Consultant, Operator, Supplier or Individual (Specialist, Advisor, Expert, etc)
3. **"System"** means the NHA e-Bidding system placed at www.ebidding.nha.gov.pk, provided for Vendors to participate in Procurement Exercise.
4. **"Procurement Exercise"** may include:
    1. the activities in the bidding process by adopting one of the following method of procurement:
        1. Open Competitive Bidding (initiated through 'Invitation for Bid' or 'Request for Proposal') through one of the following procedures:
            - Single Stage One Envelop
            - Single Stage Two Envelop
            - Two Stage Bidding
            - Two Stage Two Envelop
        2. Alternate Method of Procurement
            - Petty Purchases
            - Request for Quotation (RFQ)
            - Direct Contracting
            - Negotiated Tendering
    2. the activities in process of Prequalification (by advertising the Prequalification Notice or Expression of Interest)

Close
Accept

29. If there is any required data that you have not updated, then the system will show a prompt similar to this



30. Once your profile is submitted, the NHA personnel will review and mark the status on your profile. Once submitted, you will be granted access to bid on open opportunities. Pending at NHA status indicates that your profile has met a minimum threshold of necessary requirements and is under review meanwhile you are eligible to participate in the bidding process. You can then proceed to browse and bid on the available opportunities as per your company's interests and capabilities.



Sr No.	Reason	Status	Created By	Registration/Updated Date	Attachment
1		Verified	superadmin	21 February 2023 11:10 AM	Download
2		Verified	superadmin	17 January 2023 1:04 PM	Download
3	Account Created	Not Submitted	System User	17 January 2023 12:52 PM	N/A