



User Guide for
Bangladesh Bank
eTender System

For the tendering process
of Bangladesh Bank

www.bb.org.bd

What is e-Tendering?

Bangladesh Government has decided to introduce e-tender system to put an end to tender manipulation. To imply the policy and to facilitate the procurement process, BB introduces the online tendering system. e-Tendering is the tendering process conducted via the Internet. In the system, all Tender/Procurement notice of BB will be published via internet, after registration Bidders will receive email alert from the system, and Bidders will participate the Bid online.

Who can use the system?

Any person who qualifies according to BB procurement Regulation, 2004 can use the system to participate in BB tender/procurement.

What is required to use the system?

Hardware & Software Requirements

- Computer with Internet connectivity
- A browser preferably Internet Explorer/Mozilla Firefox
- PDF viewer for viewing the tender documents

How to access BB e-tendering System?

The home page of the tender site <http://203.76.110.138/etender> is as shown below.

For Registered users:

Users who have a user-id (email address) for the BB e-tender can login to the system by giving the user id and password in the respective boxes.

For New Registration as a Bidder:

Those who are new to the tender site has to obtain their user id and password for getting into the tender activities. For getting the user id and password please follow the following sequence.

- Click on the **Register Now!** Button on the bottom of the sign in page. On clicking the 'Register Now' button the following screen will appear.

- Fill all information correctly. The red marks on the left of each field marked, are mandatory fields.
- You have to provide a valid email address. You will use this email address as your user id to login to system. Also Bangladesh Bank will communicate with you with the given email address.
- You have to accept the Terms & Conditions for Register in the System.

- After filling all details click on the **Save** button.
- If the details entered by the bidder (supplier/vendor/contractor etc) are accepted, you will receive an email to confirm your registration. Please **click the link from your mail** to validate your registration.

Create Interest List

Bangladesh Bank calls for different categories of tender/procurement. Like construction, equipment, stationeries, out sourcing of employees etc. You can show your interest for more than a category.

How it helps you?

When a new tender published in our website, you will receive an email alert, for which you show your interest.

How to do it?

From menu, click Profile->Interest List. A page like below will be opened:

Choose the different options you like to receive email alert and participate in the bid.

Participate in a Bid

You can view all available tenders from the menu, Tender->Available Tenders. At first you can see the tenders which fall in your interest list. To see [all available tenders](#), click the link on top 'view all tenders'. Then from the link, select the tender you want to participate.

If the tender has a price, to participate you will have to purchase a security number from tender caller entity for example common service department or Motijheel office. Or the bidder may participate in the tender free of cost.

Tender Notice
Details of the selected notice are shown below.

Introduction	
Title	: Construction of New Sewer line after removal of the existing old sewer line at Bangladesh Bank Staff quarter premises, Motijheel, Dhaka-1000.
Published by	: Common Services Department
Publication date	: 11 April, 2010
Reference No. & date	: 41/2009-2010, 1 May, 2010
Key Information	
Procurement Method:	: Open Tendering Method
Particular Information	
Last Selling Date & Time	: 3 June, 2010, 06:00:00 PM
Closing Date & Time	: 4 June, 2010, 02:30:00 PM
Opening Date & Time	: 4 June, 2010, 02:30:00 PM
Information for Tenderer	
Bidders Eligibility	: This Invitation for Tender is open to all (except tenderers from Israel) eligible Contractors/Construction Firms who have satisfactorily completed at least 02(Two) works of similar nature
Procuring Entity Details	
Tender invited by	: Md. Ataur Rahman General Manager Phone:7120959

To download the schedule click the button "[Download Schedule](#)", and to fill up the forms online click "[Fill up Forms](#)".

The schedule of items and Bill of quantities form will open, you have to fill up the form.

Follow the instruction given in each pages to complete your Bid.

You can edit your bid till the closing date. To do this, use the draft mode. And when you finished working on your bid, click, "[Final Submit](#)". Remember after final submission, you cannot edit or change your bid.

Support

For any problem you can mail us to webmaster@bb.org.bd with your [name, contact number](#).

We will contact you to solve the problem.
