



National Highway Authority

e-Bidding System



User Guide

Powered by **Tejari**
Pakistan

Standard operating Procedure for Online User Account Creation

What are the requirements for User Account Creation?

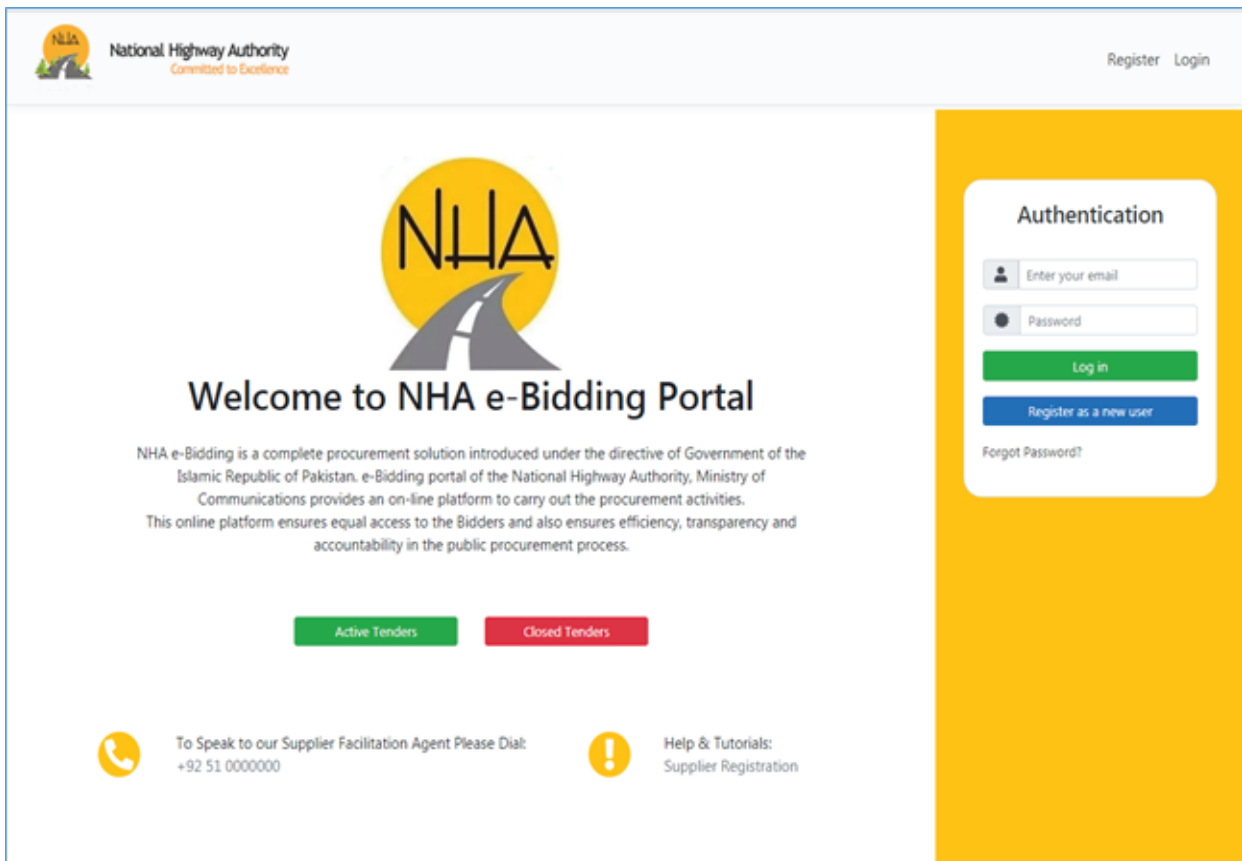
To create account on NHA e-Bidding system, user would need to have essential documents in PDF format which would be processed further for approval. Once approved user would be able to participate in active tenders and will be updated accordingly.

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e -Bidding System

Log on to www.ebidding.nha.gov.pk the homepage of NHA e-Bidding System



2



Sign Up

Click on "Create New User" which will prompt to the "Sign Up" Screen

Sign Up

Name*

First Name

Last Name

CNIC*
e.g 99999-9999999-9

CNIC Attachment*

No file chosen

Scanned CNIC in PDF

Phone*
e.g. 923999999999

Email*
abc@organization.com

Password*
Password (A-Z , a-z , 0-9 and Special Characters)

Confirm password*
Confirm Password

I'm not a robot

reCAPTCHA
Privacy - Terms

Register

Go to Login

Enter the Basic information of Contact Person (Administrator/Primary user), Name, CNIC, Email Address & Phone Number. Phone number must be entered in correct format i.e. "923XXXXXXXX". Scanned copy of CNIC in PDF format must be attached. The password must contain at least one capital letter, one small letter, one numeric & one special character. The password should be between 6-10 characters. After CAPTCHA verification, click on "Register" which will prompt to the following Screen:

National Highway Authority
Committed to Excellence

Register Email

Please check your email to confirm your account.

A confirmation link via email. Click on the provided link which will redirect to NHA e-Bidding System with the following message:



Confirm email

Thank you for confirming your email. [Click here](#) to confirm your phone number

After Email confirmation, the system will prompt to the Mobile number verification screen. Click on the button to send an OTP (one time password) on the provided mobile number. Enter the received OTP and Click " Verify"



Register Phone

Verify your phone number

Click on the login button which will re-direct to the homepage for authentication.



Register Phone

Your phone is confirmed. Go to [Login](#)

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Login

Provide registered email and password

Authentication

[Forgot Password?](#)

Click on the login button which will re-direct to the homepage for authentication.



Organization Details

Select the "Category" of the firm from the provided options by clicking the relevant checkboxes.

Category				
<input checked="" type="checkbox"/> Constructors	C1	PEC Licence	Choose PDF file	Browse
<input checked="" type="checkbox"/> Consultants		PEC Licence	Choose PDF file	Browse
<input checked="" type="checkbox"/> Operator	O1	PEC Licence	Choose PDF file	Browse
<input checked="" type="checkbox"/> Suppliers				

Here five cases may appear:

Case-1:

If "Consultant" then check the box labeled as "Consultant", enter PEC Registration Number & upload the certificate.

Case-2:

If "Constructor" then check the box labeled as "Constructor". Choose the PEC category from the dropdown menu, enter the PEC license Number & upload the certificate.

Case-3:

If "Operator" then check the box labeled as "Operator" Choose the PEC category from the dropdown menu, enter the PEC license Number & upload the certificate.

Case-4:

If "Supplier" then check the box labelled as "Supplier" .PEC registration is not applicable in this case.

Case-5:

In some cases a firm may select two or more services simultaneously, in this case select all the relevant categories and complete the respective details as mentioned in above 4 cases.

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Organization Profile

Enter the basic information i.e. Registered Name, Email, Phone Number , Website and Address as shown below:

Organization

Name

Email

Phone

Website

Address

Country

State/Province

City

Next add NTN (National Tax Number)

NTN *

In case of a Supplier "STRN Number" is required as well.

STRN

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Legal Documents

Legal Documents section is an interactive section which changes accordingly depending upon the legal structure selected earlier

Legal Structure *

Legal Documents

There are eight cases based on legal structure and these documents are mandatory to be provided in order to verify company/firm profile

Case-1:

If the "legal Structure" of the firm is "Company" then upload the following documents in PDF format:

- 1) Certificate of Incorporation
- 2) Memorandum of Association
- 3) Article of Association
- 4) (Form 29, Form A) OR Form C
- 5) Active Tax Payer Status Evidence

Case-2:

If the "legal Structure" of the firm is "Sole Proprietor", then upload the following documents in PDF format:

- 1) Affidavit of Sole Proprietorship
- 2) Tax Payer Registration Certificate

Legal Structure *

Legal Documents

Affidavit of Sole Proprietor *

Tax Registration Certificate *

Case-3:

If the "legal Structure" of the firm is "Partnership", then upload the following documents in PDF format:

- 1) Partnership deed
- 2) Association of Persons
- 3) Active Taxpayer Status Evidence
- 4) Form C, D & H (as applicable) issued by the concerned authority.

Legal Structure * Partnership

Legal Documents

Form C, D, H (As Applicable) *

Choose PDF file

Association of Person (AOP)/Partnership Deed *

Choose PDF file

Active Tax Payer Status Evidence *

Choose PDF file

Case-4:

If the "legal Structure" of the firm is "Government Entity" then upload the following documents in PDF format:

- 1) Notification issued by Competent Authority
- 2) Other Legal Document
- 3) Active Taxpayer Status Evidence

Legal Structure * Government Entity

Legal Documents

Notification issued by Competent Authority *

Choose PDF file

Other *

Choose PDF file

Active Tax Payer Status Evidence / Tax Exemption Certificate *

Choose PDF file

Case-5:

If the "legal Structure" of the firm is "Individual", then upload the following documents in PDF format:

- 1) CV
- 2) Active Taxpayer Status Evidence

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Details of Managing Members/ Partners/Sole Proprietor

Next Section will be "Details of Managing Directors/Partners/Sole Proprietor"

User will click on "Add Member" and will add details of all the Managing Members/Partners/Sole Proprietor in the popup menu

This screen requires the details of Managing Members of the firm. User will enter Name, Designation, CNIC & Contact No. of each member depending upon the Legal Structure.

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Administrator Information

Next step is verification of the Authorized User (Administrator), all basic information of contact person is already displayed. For verification purpose choose "yes" on the toggle button to confirm as "Authorized Representative" of the company/firm and attach the scanned Copy of "Authority Letter" in PDF format.

Administrator Information

User Name	dm [redacted].com
First Name	T [redacted]
Last Name	R [redacted]
CNIC	1 [redacted]-8
Mobile	923 [redacted]
Email	dm [redacted].com
Authorized Representative	<input checked="" type="checkbox"/> Yes
Authority Letter *	<input type="text" value="Choose PDF file"/> <input type="button" value="Browse"/>

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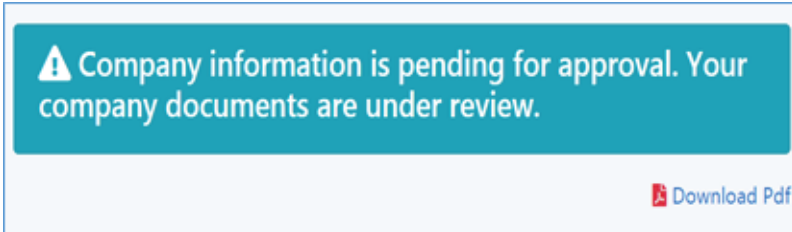
Terms and Conditions

Thoroughly read and agree to "Terms and Conditions" of NHA e-Bidding system in order to finish the registration process and click on "Submit".

I agree with [Terms & Conditions](#)

PDF Documents Generation

Following message will appear next confirming that the application is submitted successfully and is under-review by NHA. The "Download PDF" button is for printing and submitting the complete profile to NHA. User can also review its profile on this screen



Sending all Generated PDF Documents to NHA

The user make sure that all the generated PDF documents including original "Authority letter" are received by NHA. After verification of all mandatory Documents the Online User Account will be approved by NHA Personnel. Upon approval, user will be granted access to e-Bidding System

Contact Details >>>

Address:

28 Mauve Area, Sector G-9/1, Kashmir Highway,
Service Road South, Islamabad Capital Territory

Support.ebidding@nha.gov.pk



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