Bidders Registration or enlistment Steps

Bidders Registration process:

Bidders have to register themselves on the EWU e-Tender portal to participate in any tender. The following section outlines the procedure for 'Bidders Registration'

Before you Start

1. Computer with any browsers (Internet Explorer 8.x, Internet Explorer 9.x, or Mozilla Firefox 3.6x)
2. Internet connectivity with appropriate bandwidth level
3. Valid e-mail account

Steps for Bidders Registration

1. Please type http://etender.ewubd.edu and click "Enter".
2. EWU e-tender website will be opened. Then click the "**BECOME A BIDDER**" button for Enlistment.
3. A new webpage "Bidders Registration Details" - Login information, Organization information, Upload (TAX, VAT, TIN, Trade License and others (if available), Contact person (Signatory) along with photograph." will open.
4. Fill up all the information (required) and click the check box at the end of the form for accepting the Terms and Conditions and then "Submit"
5. Now you will receive an e-mail with Verification link in your own e-mail account which you have provided for registering into the e-tender System.
6. Open the e-mail you received from e-tender System, and click on the link provided in the e-mail. It will open a page in e-tender website for e-mail verification.
7. Registration of the bidder will be approved automatically by the system and the bidder will receive a mail indicating the successfully completed.
8. Now you can login as '**Enlisted Bidders'** (email ID & password) to e-tender system and start using the system to participate in e-Tendering process.

E-Tender Assistance:

➢ Email on procurement@ewubd.edu
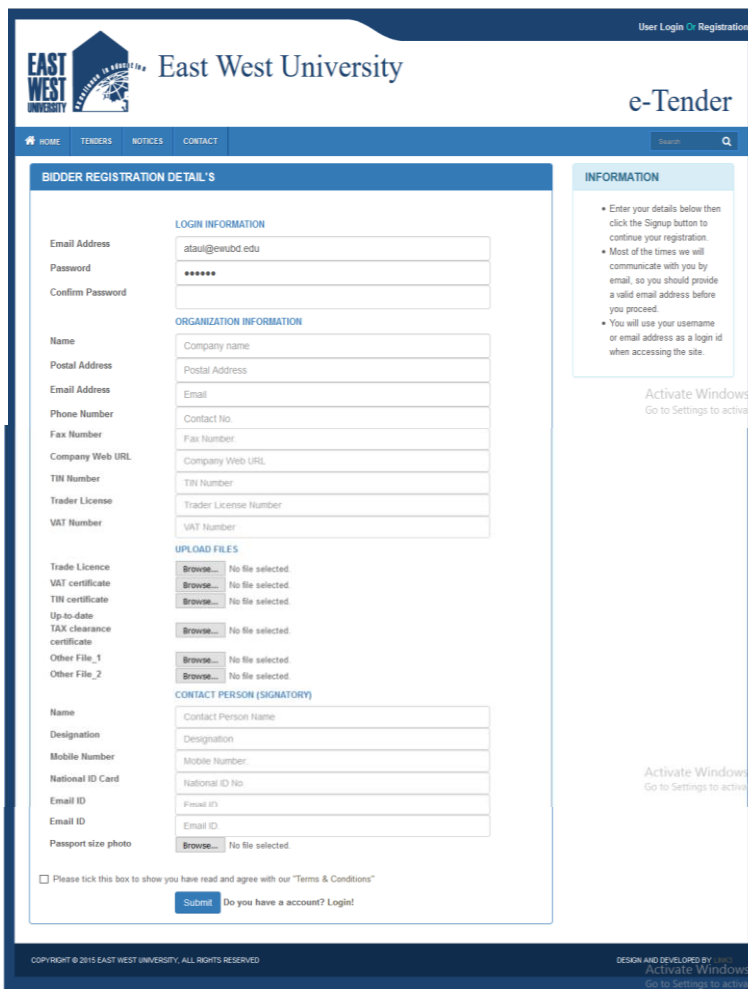➢ Call us on **09666775577 | Ext : 334 | 273**

Step-1

http://etender.ewubd.edu
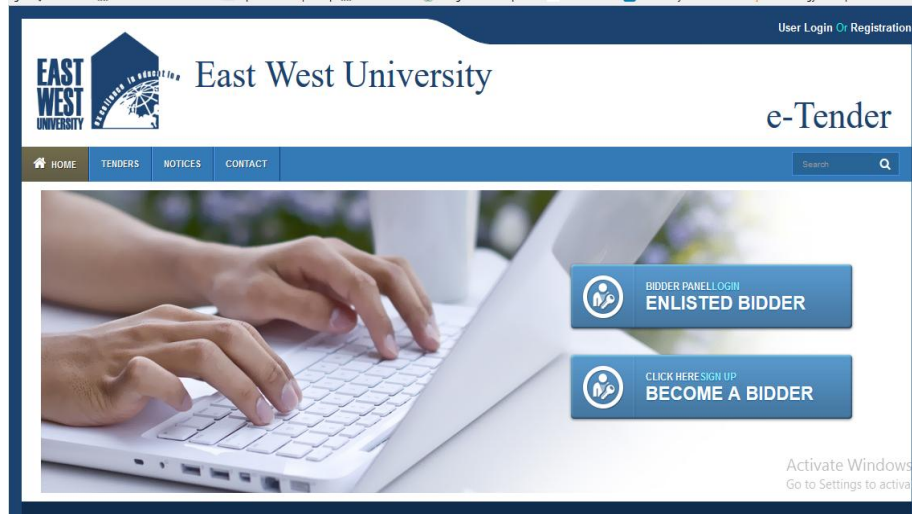
Step-2

EWU e-tender website will be opened. Then click the "**BECOME A BIDDER**" button for Enlistment. A new webpage "Bidders Registration Details" - Login information, Organization information, Upload (TAX, VAT, TIN, Trade License and others (if available), Contact person (Signatory) along with photograph." will open.

Fill up all the information (required) and click the check box at the end of the form for accepting the Terms and Conditions and then "Submit".

Step-3

Bidders can login as enlisted bidders using their email ID and Password.
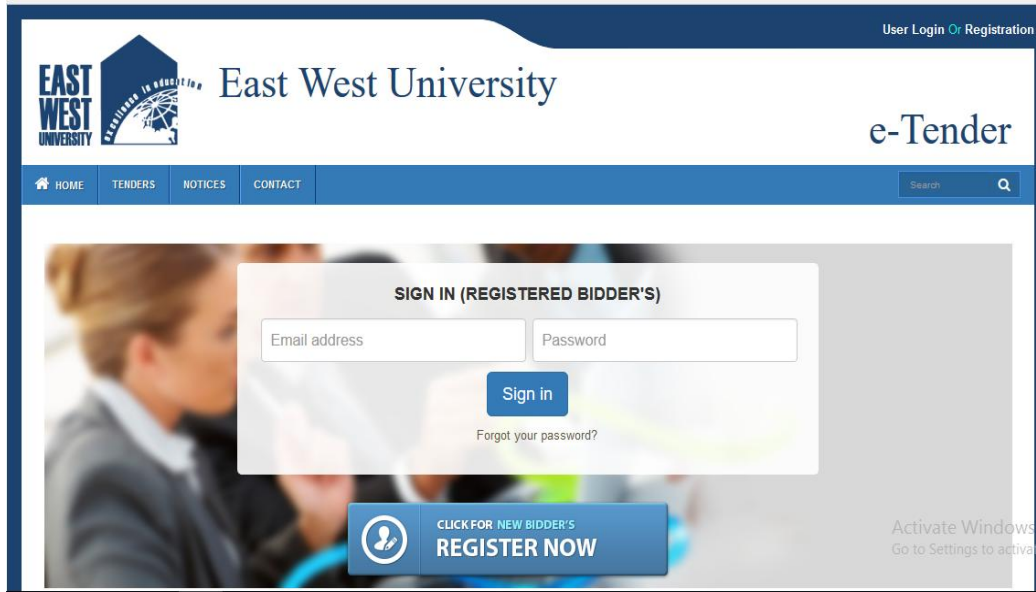
For further help **bidders may contact: -**

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