

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

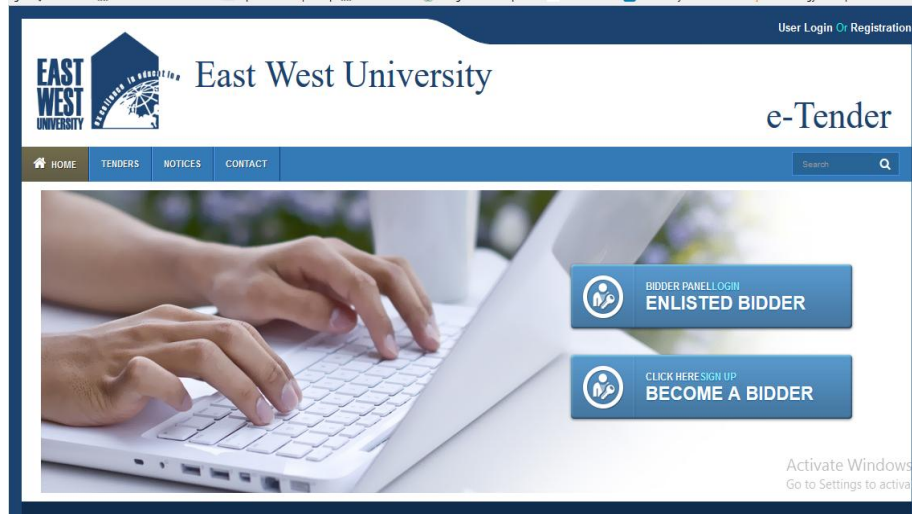
1. Please type <http://etender.ewubd.edu> and click "Enter".
2. EWU e-tender website will be opened. Then click the "**BECOME A BIDDER**" button for Enlistment.
3. A new webpage "Bidders Registration Details" - Login information, Organization information, Upload (TAX, VAT, TIN, Trade License and others (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

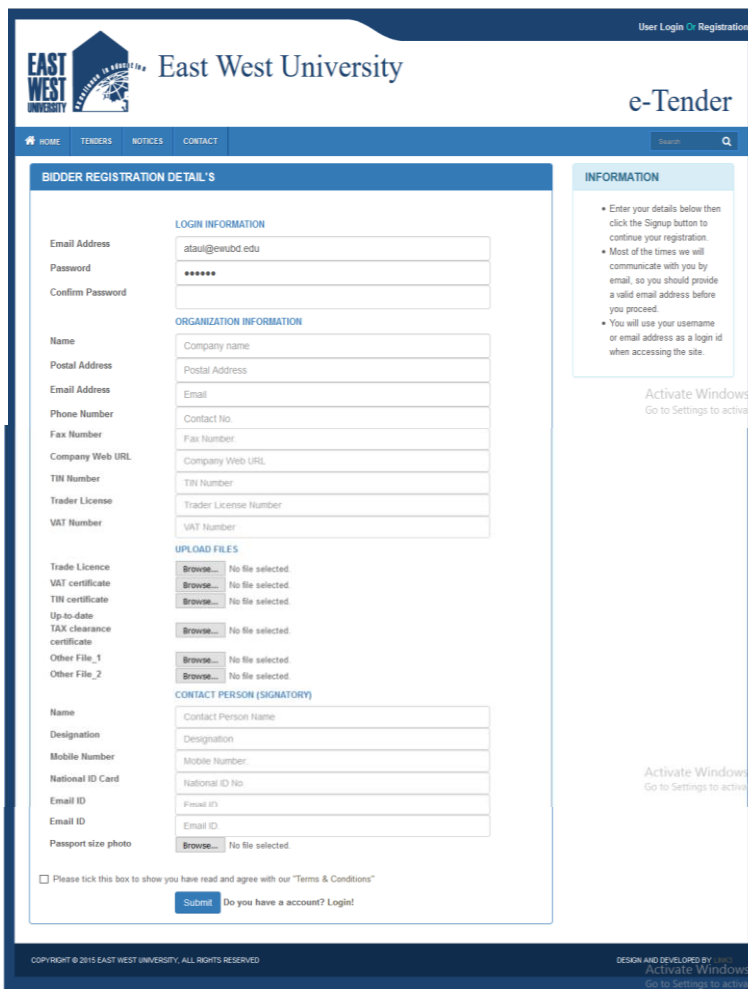
Step-1


<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.





East West University

[User Login](#) | [Registration](#)

[HOME](#)
[TENDERS](#)
[NOTICES](#)
[CONTACT](#)

BIDDER REGISTRATION DETAIL'S

LOGIN INFORMATION

Email Address:

Password:

Confirm Password:

ORGANIZATION INFORMATION

Name:

Postal Address:

Email Address:

Phone Number:

Fax Number:

Company Web URL:

TIN Number:

Trader License:

VAT Number:

UPLOAD FILES

Trade Licence: No file selected

VAT certificate: No file selected

TIN certificate: No file selected

Up-to-date TAX clearance certificate: No file selected

Other File_1: No file selected

Other File_2: No file selected

CONTACT PERSON (SIGNATORY)

Name:

Designation:

Mobile Number:

National ID Card:

Email ID:

Passport size photo: No file selected

INFORMATION

- Enter your details below then click the Signup button to continue your registration.
- Most of the times we will communicate with you by email, so you should provide a valid email address before you proceed.
- You will use your username or email address as a login id when accessing the site.

Please tick this box to show you have read and agree with our "Terms & Conditions"

[Do you have an account? Login!](#)

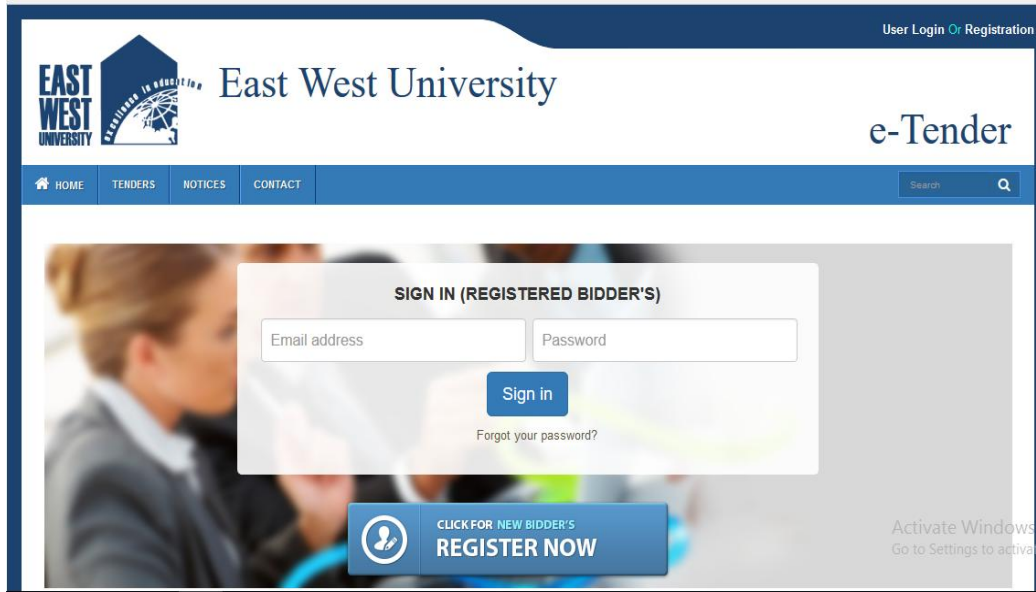
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DESIGN AND DEVELOPED BY: [Activate Windows](#)
Go to Settings to activate

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: -

East West University
HR & Logistic Department
A/2 Jahurul Islam Avenue
Jahurul Islam City | Aftabnagar | Dhaka
Call: 09666775577 | Ext- 334 | 273
Email: procurement@ewubd.edu