Guidelines for Submitting your Design and Quotation/Proposal or any other relevant documents for this Job

1. Go to the website **tenders.welcomenepal.com**
2. Click the item/icon you want to apply for. You can see the TOR and other necessary information herein. You can first go to **Login** .
3. If you have already Signed up and you are approved from Nepal Tourism Board, please Log in with the email ID and Password in the **Sign in** block.
4. If you have not signed up before, please fill up your details and click **Register**.
5. We will approve your submission as soon as possible or within 2 business days in maximum or write to you if we need any further necessary information.
6. After you are approved from Nepal Tourism, you can **Sign In** with the email ID and your password.

After Sign in

1. You will see **Dashboard, Profile, My Tenders and My Participation Applications**.
2. Please First click **Profile**. Fill up all necessary information.
3. **Profile** is not mandatory. But it helps to show your company profile. Once you create profile, you can opt for which experience or Awards/Accolade to show in particular tender/quotation and which not to show. You will get such options while you apply for tender/quotation.
4. Your **Financial** detail in **Profile** will show up to Nepal Tourism Board only if you apply to tenders/quotation. Otherwise, it will not show up. We will send payment to the **Beneficiary** in the Bank as per the details you furnish in **Financial** in your **Profile**.
5. Under **Profile**, in **Introduction**, you can opt for multiple **Company types:** , if applies. You can do so by Control+click .

While you Apply to any Tenders/Quotation

1. Please fill up your details and quote your Price.
2. While uploading documents, **Please do not forget to upload the signed and stamped TOR.** You can upload it by choosing the file.
3. Upload your dummy design by choosing file/document and give an appropriate name to it. You can upload your design of less than 2MB size at a time. You can upload multiple files of your design and other necessary information as needed by the TOR.
4. **Please do not forget to save or print your tender/quotation for your future reference**, as the quoted price shall remain encrypted and Nepal Tourism and any other cannot see the uploaded files including design and quoted price unless the deadline of tenders/quotation passes.
5. You can check your status of your tender/quotation proposal by opening My Tenders.

Thank You.