



STANDARD OPERATING PROCEDURE

ONBOARDING OF AE

MINISTRY OF ROAD TRANSPORT AND HIGHWAY

Standard Operating Procedure of “On Boarding of AE”

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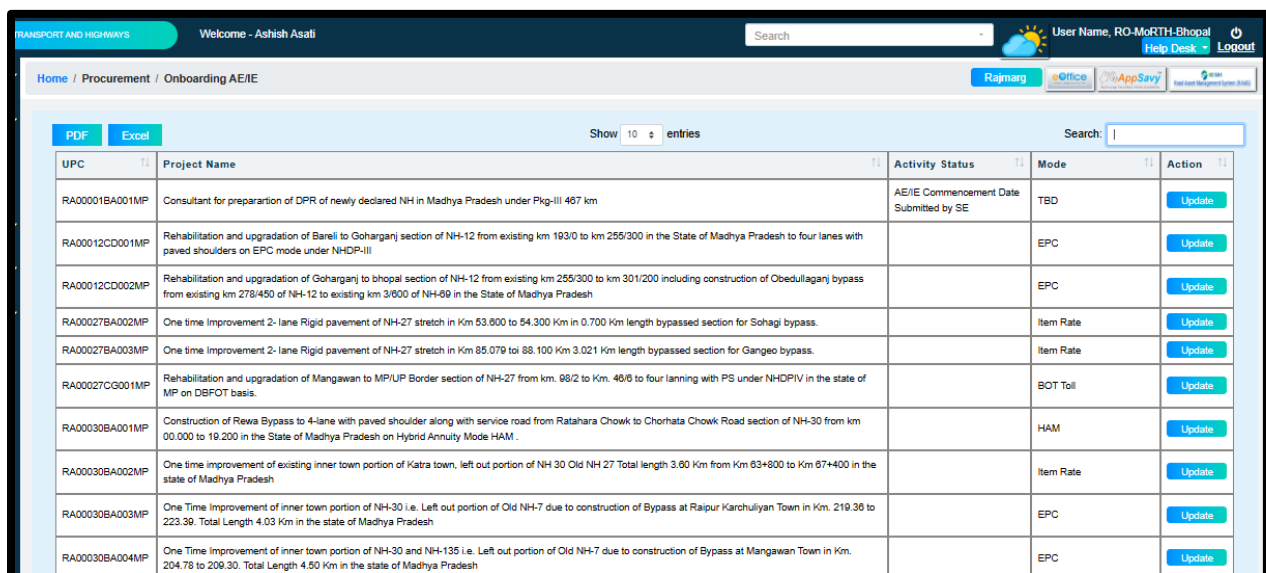
Onboarding of AE/IE

Initiator can be **RO-MoRTH/HQ MoRTH(SE/CE)**

BELOW SOP IS WITH RO-MoRTH

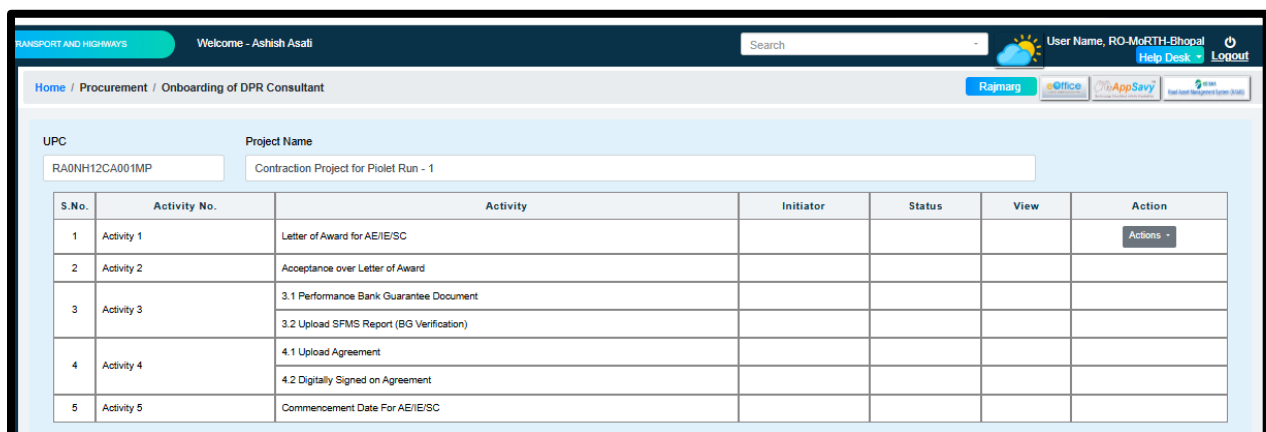
1) INITIATOR Login:

This screen will appear in **INITIATOR** login where he can update the AE/IE award details.



UPC	Project Name	Activity Status	Mode	Action
RA00001BA001MP	Consultant for preparation of DPR of newly declared NH in Madhya Pradesh under Pkg-III 467 km	AE/IE Commencement Date Submitted by SE	TBD	Update
RA00012CD001MP	Rehabilitation and upgradation of Bareilly to Goharganj section of NH-12 from existing km 193/0 to km 255/300 in the State of Madhya Pradesh to four lanes with paved shoulders on EPC mode under NHDP-III		EPC	Update
RA00012CD002MP	Rehabilitation and upgradation of Goharganj to bhopal section of NH-12 from existing km 255/300 to km 301/200 including construction of Obodullaganj bypass from existing km 278/450 of NH-12 to existing km 3/600 of NH-69 in the State of Madhya Pradesh		EPC	Update
RA00027BA002MP	One time Improvement 2-lane Rigid pavement of NH-27 stretch in Km 53.800 to 54.300 Km in 0.700 Km length bypassed section for Sohagi bypass.		Item Rate	Update
RA00027BA003MP	One time Improvement 2-lane Rigid pavement of NH-27 stretch in Km 85.078 to 88.100 Km 3.021 Km length bypassed section for Gangeo bypass.		Item Rate	Update
RA00027CG001MP	Rehabilitation and upgradation of Mangawan to MPI/UP Border section of NH-27 from km. 98/2 to Km. 46/8 to four lanning with PS under NHDP/IV in the state of MP on DBFOT basis.		BOT Toll	Update
RA00030BA001MP	Construction of Rewa Bypass to 4-lane with paved shoulder along with service road from Ratahara Chowk to Chorhata Chowk Road section of NH-30 from km 00.000 to 19.200 in the State of Madhya Pradesh on Hybrid Annuity Mode HAM.		HAM	Update
RA00030BA002MP	One time improvement of existing inner town portion of Katra town, left out portion of NH 30 Old NH 27 Total length 3.60 Km from Km 63+800 to Km 67+400 in the state of Madhya Pradesh		Item Rate	Update
RA00030BA003MP	One Time Improvement of inner town portion of NH-30 i.e. Left out portion of Old NH-7 due to construction of Bypass at Raipur Karchuliyan Town in Km. 219.36 to 223.39. Total Length 4.03 Km in the state of Madhya Pradesh		EPC	Update
RA00030BA004MP	One Time Improvement of inner town portion of NH-30 and NH-135 i.e. Left out portion of Old NH-7 due to construction of Bypass at Mangawan Town in Km. 204.78 to 209.30. Total Length 4.50 Km in the state of Madhya Pradesh		EPC	Update

2.) After clicking on the update button this screen will appear, where **INITIATOR** has to update the details of Letter of Award in **Activity 1**.



S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC				Actions
2	Activity 2	Acceptance over Letter of Award				
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)				
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

3.) Select the process type in the drop down given in this screen.

The screenshot shows a web application interface for 'TRANSPORT AND HIGHWAYS'. The user is logged in as 'Ashish Asati'. The breadcrumb trail is 'Home / Procurement / Onboarding of DPR Consultant'. The 'UPC' field contains 'RA0NH12CA001MP' and the 'Project Name' is 'Contraction Project for Piolet Run - 1'. A 'Back' button is visible. The 'Process Followed for AE/IE' section has a 'Process Type' dropdown menu open, showing options: 'Select', 'Through Normal Bidding', and 'Through COS of Another Work'.

4.) After selecting the process type following screen will appear where **INITIATOR** has to fill the given fields.

The screenshot shows the same web application interface, but the 'Process Type' dropdown is now set to 'Through COS of Another Work'. The 'COS of Another Work' section is expanded, showing fields for 'Agency Name' (dropdown), 'Address' (text, maximum 150 characters), 'Email Id' (text, with email icon), 'Contact Person Name' (text, maximum 50 characters), 'Contact Number' (text, with country code '+91' and 'Mobile Number' label), and 'Contract Price (In INR)' (text, with INR symbol). The 'Letter of Award to AE/IE' section is also visible, with a 'Do you want to issue LOA?' question (Yes/No radio buttons) and a 'Likely Award Date' text field. A 'Submit' button is at the bottom right.

5.) In the Letter of Award section given in the lower end, it will ask- **Do you want to issue LOA?**

If you choose **Yes**, you have to fill the related field given in this page and if you choose **No**, you have to select the likely award date.

The screenshot shows a web application interface for the Ministry of Road Transport and Highways (MORTH), Bhopal. The user is logged in as 'Ashish Asati'. The page title is 'Home / Procurement / Onboarding of DPR Consultant'. The main form is titled 'COS of Another Work' and 'Letter of Award to AE/IE'. It contains several input fields for agency details, contact information, and contract specifics. The 'Letter of Award to AE/IE' section includes a 'Do you want to issue LOA?' question with 'Yes' and 'No' radio buttons. If 'Yes' is selected, it prompts for 'LOA Number', 'LOA Date', 'Performance Bank Guarantee' (Percentage or Fixed), 'Bank Guarantee (%)', 'Bank Guarantee Amount (in INR)', and 'No. of days Allowed to Submit Bank Guarantee'. There are buttons for 'Generate Letter' and 'Upload Letter'. A 'Submit' button is at the bottom right.

6.) After filling the required details, have to **Generate LOA** and the following screen will appear. Here you have to paste the complete LOA format.

The screenshot shows a 'Generate Letter' popup window. It contains a rich text editor with a toolbar. The text inside the editor is as follows:

Sub: _____

Ref: (i) Technical Bid opened on: _____
(ii) Financial Bid opened on: _____

Sir,

This has reference to your Technical and Financial proposal submitted for the subject consultancy project.

2. The Competent Authority has accepted your proposal for the contract value of Rs. 9000000 (Ninety Lakh). The above contract amount is inclusive of all taxes(except Goods & Service Tax), duties, fees, levies and other imposition as may be levied under the applicable law and NHAI shall deduct taxes as applicable, out of the eligible payments to be made to the Consultant. The amount of Goods and Service Tax shall be paid by NHAI separately on reimbursement basis, after submission of proof of depositing the same with concerned authorities by the Consultant.

3. The following key personnel are approved as part of the Contract:

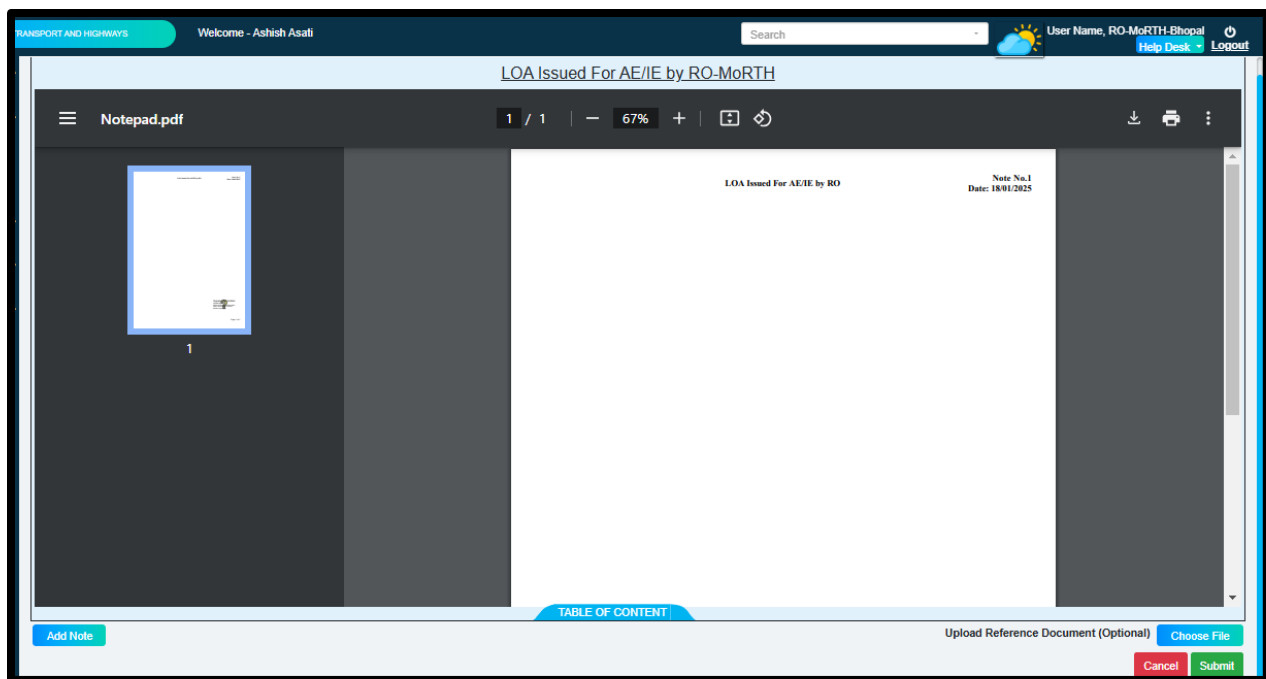
Position	Name	Infracon ID	DOB	Approved Remuneration(in Rs.)	Remark

4. It is requested to submit the acceptance of this LOA within _____ of issuance of this LOA Letter. It is also requested to furnish within 90 days of issuance of this Letter of Award(LOA), an unconditional Bank Guarantee from a Nationalized Bank as per details mentioned in _____ of RFP for an amount equivalent to 39 % of the Total Contract Value towards Performance Security. This Bank Guarantee shall be as per relevant format given in the RFP. This Performance Security shall be valid for a period of _____.

body

Close Sign & Save

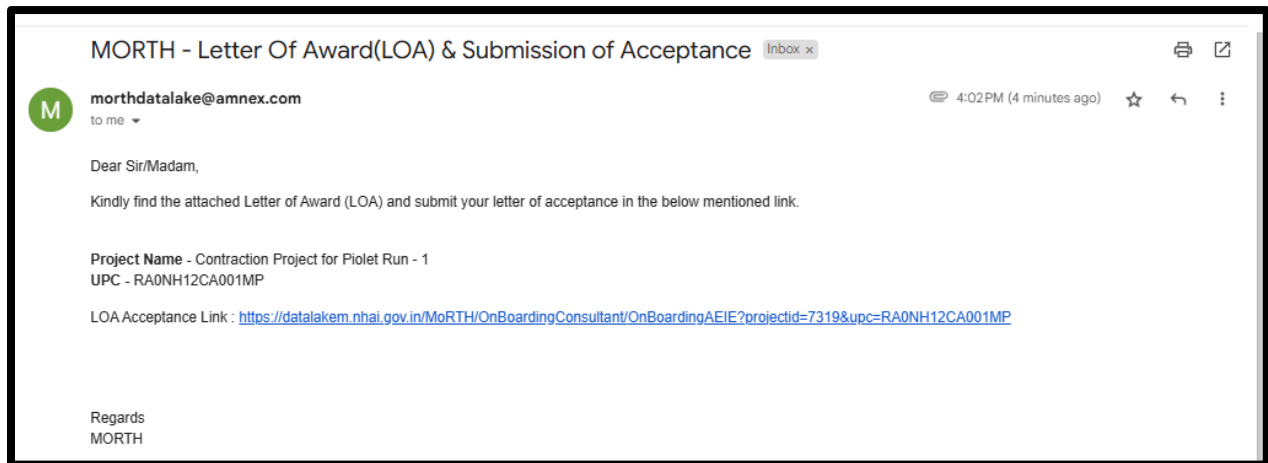
7.) Select **sign & save** button and this popup screen will appear where you have to sign the document using your Digital Signature.



10) After submitting **Activity 1**, the **Action** button will appear, and an email with the **LOA letter** attached and an **acceptance link** will be sent to the consultant for submitting the **LOA acceptance letter**.

By using the provided link, the consultant can access the page to submit the acceptance details.

TRANSPORT AND HIGHWAYS		Welcome - Ashish Asati		Search	User Name, RO-MoRTH-Bhopal	Logout
Home / Procurement / Onboarding of DPR Consultant		Rajmarg		Office	AppSavy	HRMS
UPC		Project Name				
RA0NH12CA001MP		Contraction Project for Piolet Run - 1#				
S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award				Actions -
3	Activity 3	3.1 Performance Bank Guarantee Document				
		3.2 Upload SFMS Report (BG Verification)				
4	Activity 4	4.1 Upload Agreement				
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				



11.) On clicking on LOA Acceptance Link received in given Email id

A web form titled 'LOA Acceptance'. It contains two main input fields: 'LOA Acceptance Date' with the value '04/02/2025' and 'LOA Acceptance letter' with a 'Choose file' button and the text 'No file chosen'. To the right of these fields is an 'Actions' dropdown menu, which has a 'Generate OTP' option visible.

12.) After uploading a LOA acceptance letter, the consultant has to click on generate OTP which will be sent to his registered email ID. Using that OTP, consultant can successfully submit LOA Acceptance.

LOA Acceptance

LOA Acceptance Date: 16/07/2022

LOA Acceptance letter: Choose File | AEI/LOA_1657

Generate OTP

Enter OTP: A1F2B178

Submit LOA Acceptance Cancel

Success: On Boarding DPR LOA Acceptance submitted successfully

Waiting for datakeg.nha.gov.in...

13.) After submission of LOA acceptance by consultant **through email link**, INITIATOR can approve the acceptance letter in the action button of **Activity 2**.

TRANSPORT AND HIGHWAYS | Welcome - Ashish Asali | Search | User Name: RO-MoRTH-Bhopal | Help Desk | Logout

Home / Procurement / Onboarding of DPR Consultant

UPC: RA0NH12CA001MP | Project Name: Contruction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Accepted by AE/IE		Actions -
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)				
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

14.) In this page, INITIATOR can download the uploaded acceptance letter and has options to **Approve** and **Reject & Resubmit** the acceptance letter.

TRANSPORT AND HIGHWAYS | Welcome - Ashish Asati | Search | User Name, RO-MoRTH-Bhopal | Help Desk | Logout

Home / Procurement / Onboarding of DPR Consultant | Rajmarg | eOffice | AppSavy

UPC: RA0NH12CA001MP | Project Name: Contraction Project for Piolet Run - 1#

LOA Acceptance

LOA Acceptance Date: 04/02/2025 | LOA Acceptance letter: [Upload Icon]

Actions:

- Approve
- Reject & Resubmit

Back

15.) If the consultant submitted the acceptance letter other than email link then INITIATOR has an option to upload the acceptance from his own login ID and click on the approve button to move ahead.

TRANSPORT AND HIGHWAYS | Welcome - Ashish Asati | Search | User Name, RO-MoRTH-Bhopal | Help Desk | Logout

Home / Procurement / Onboarding of DPR Consultant | Rajmarg | eOffice | AppSavy

LOA Acceptance

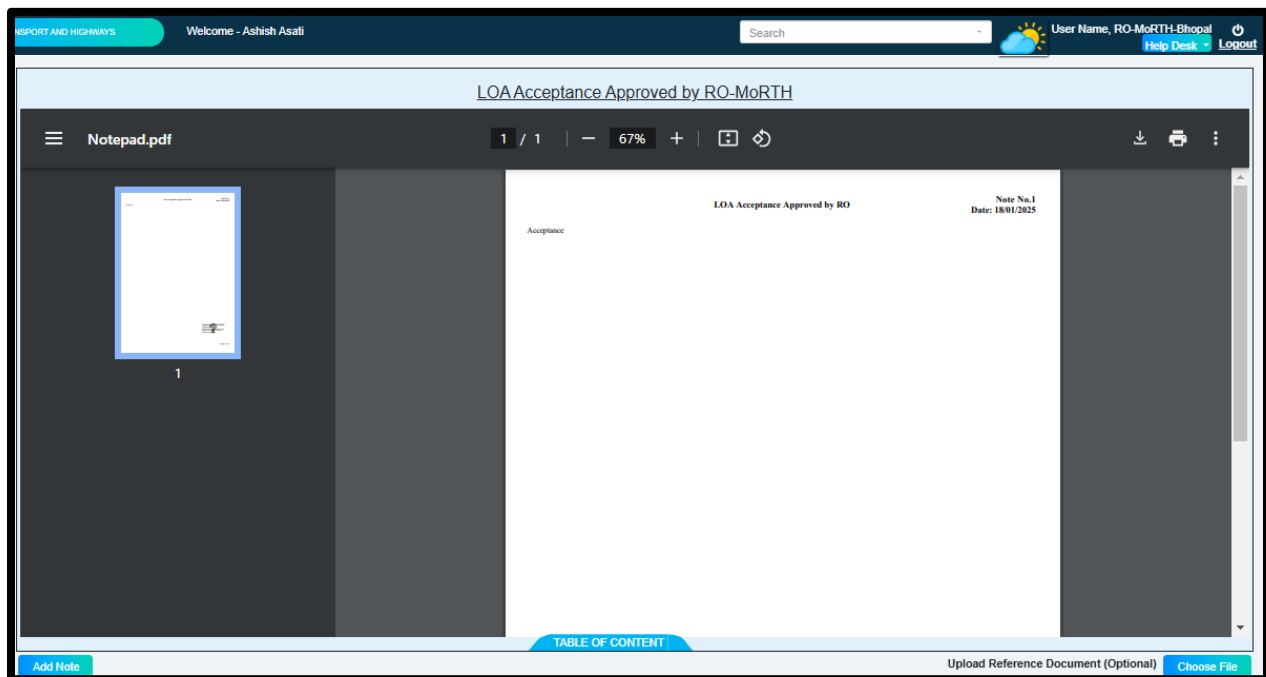
LOA Acceptance Date: [Text Field] | LOA Acceptance letter: [Choose File]

Actions:

- Approve
- Reject & Resubmit


Back

16.) In the next page INITIATOR can add digitally signed notes and upload corresponding documents related to approval of LOA acceptance. After that he can finally submit the approval of the LOA acceptance letter.



17.) In the table of content you can check the uploaded documents and the added notes.

The screenshot shows the same web application interface as above, but with the 'TABLE OF CONTENT' button clicked, displaying a table of content. The table has the following data:

S.No	Datalake User	Date	Activity	Notes	Reference Document Title	Reference Document
1		04/02/2025	LOA Accepted by AE/IE	N/A		N/A
2	RO-MoRTH-Bhopal	18/01/2025	LOA Acceptance Approved by RO-MoRTH			N/A

18.) **AE Login**

After final submission of **Activity 2** this page will appear and **Activity 3** i.e. Performance Bank Guarantee Document has to be submitted by the consultant.

TRANSPORT AND HIGHWAYS Welcome - Ashish Asali Search User Name, RO-MoRTH-Bhopal Help Desk Logout

Home / Procurement / Onboarding of DPR Consultant Rajmarg eOffice AppSavy

UPC: RA0NH12CA001MP Project Name: Contraction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View -	
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)				
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

19) After submission of **Activity 2 by INITIATOR**, this page will be visible in the login ID of consultant where he can upload the Performance Bank Guarantee Document using action button in activity 3.

TRANSPORT AND HIGHWAYS Welcome - AAA Engineers PVT LTD Search User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP Help Desk Logout

Home / Procurement / Onboarding AE/IE

UPC: RA0NH12CA001MP Project Name: Contraction Project for Piolet Run - 1

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View -	
3	Activity 3	3.1 Performance Bank Guarantee Document 3.2 Upload SFMS Report (BG Verification)				Actions -
4	Activity 4	4.1 Upload Agreement 4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

20) In this page, consultant can add the Performance Bank Guarantee details and submit an action button.

TRANSPORT AND HIGHWAYS Welcome - AAA Engineers PVT LTD Search User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP Help Desk Logout

Home / Procurement / Onboarding AEIE

UPC RA0NH12CA001MP Project Name Contraction Project for Piolet Run - 1 Back

Performance Bank Guarantee

Submission of Performance Security (Actual Date) 04/02/2025	Performance Security (In Cr.) 02	Performance Security Validity 02/01/2025	Performance Security Amount Paid (In Cr.) 03
Performance Security Bank Name abc	Performance Security Reference No. 	Performance Bank Guarantee Security Choose file Test12111.pdf	Notice to Authority for Completing Authority's Condition Precedent Choose file No file chosen

Remarks

Actions
Submit

PBG Submitted by AEIE

Notepad.pdf 1 / 3 67% +

1

2

BG Approved by RO

Note No.3
Date: 18/01/2025

TABLE OF CONTENT

Add Note Upload Reference Document (Optional) Choose File

21) After submission, this page will appear where consultant can add the digitally signed notes

[illegible]

22) After submission of Bank Guarantee by the consultant, action button will be visible in Activity 3 of **INITIATOR login ID**, where he can take action on submitted bank guarantee.

TRANSPORT AND HIGHWAYS
Welcome - Ashish Asali

User Name, RO-MoRTH-Bhopal
Help Desk
Logout

Home / Procurement / Onboarding of DPR Consultant

Rajmarg
eOffice
iAppSavy
24x7 Real Time Monitoring System (RTMS)

UPC

RA0NH12CA001MP

Project Name

Contraction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View	
2	Activity 2	Aceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	AE/IE	PBG Submitted by AE/IE	View	Actions
		3.2 Upload SFMS Report (BG Verification)				Update
4	Activity 4	4.1 Upload Agreement				
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

23) In this page, INITIATOR can view the submitted details of PBG and can choose any option as given under action button i.e. **Approve, Seek Clarification and Reject & Resubmit.**

UPC
Project Name

RA0NH12CA001MP
Contraction Project for Piolet Run - 1#

Back

Performance Bank Guarantee

Submission of Performance Security (Actual Date)
04/02/2025

Performance Security (In Cr.)
2

Performance Security Validity
06/02/2025

Performance Security Amount Paid (In Cr.)
3

Performance Security Bank Name
abc

Performance Security Reference No.
r123

Performance Bank Guarantee Security

Notice to Authority for Completing Authority's Condition Precedent

Remarks

Performance Bank Guarantee

Approve
Seek Clarification
Reject & Resubmit
Actions

S.No.	PBG Submission Date	Date of Rejection	Acceptance Letter
1	04/02/2025		

24) In this page, INITIATOR has to add digitally signed notes and can upload corresponding documents after that he can finally submit it.

INITIATOR will update details related to upload SFMS Report (BG Verification).

TRANSPORT AND HIGHWAYS
Welcome - Ashish Asati
Search
User Name, RO-MoRTH-Bhopal
Help Desk
Logout

Home / Procurement / Onboarding of DPR Consultant
Rajmang
eOffice
AppSavy

UPC
Project Name

RA0NH12CA001MP
Contraction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View -	
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View -	
		3.2 Upload SFMS Report (BG Verification)				Actions -
4	Activity 4	4.1 Upload Agreement				
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

26) After submission of **Activity 3.2**, action button for Activity 4 (Consultant Agreement) will be visible in **INITIATOR** login where he can upload the signed agreement of consultant.

UPC: RA0NH12CA001MP Project Name: Contraction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA issued For AE/IE by RO-MoRTH	View	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View	
		3.2 Upload SFMS Report (BG Verification)	RO	SFMS(BG) Approved by RO-MoRTH	View	
4	Activity 4	4.1 Upload Agreement				Actions
		4.2 Digitally Signed on Agreement				
5	Activity 5	Commencement Date For AE/IE/SC				

27) After above action this page will appear, where INITIATOR can update the given fields

UPC: RA0NH12CA001MP Project Name: Contraction Project for Piolet Run - 1#

[Back](#)

AE/IE Agreement

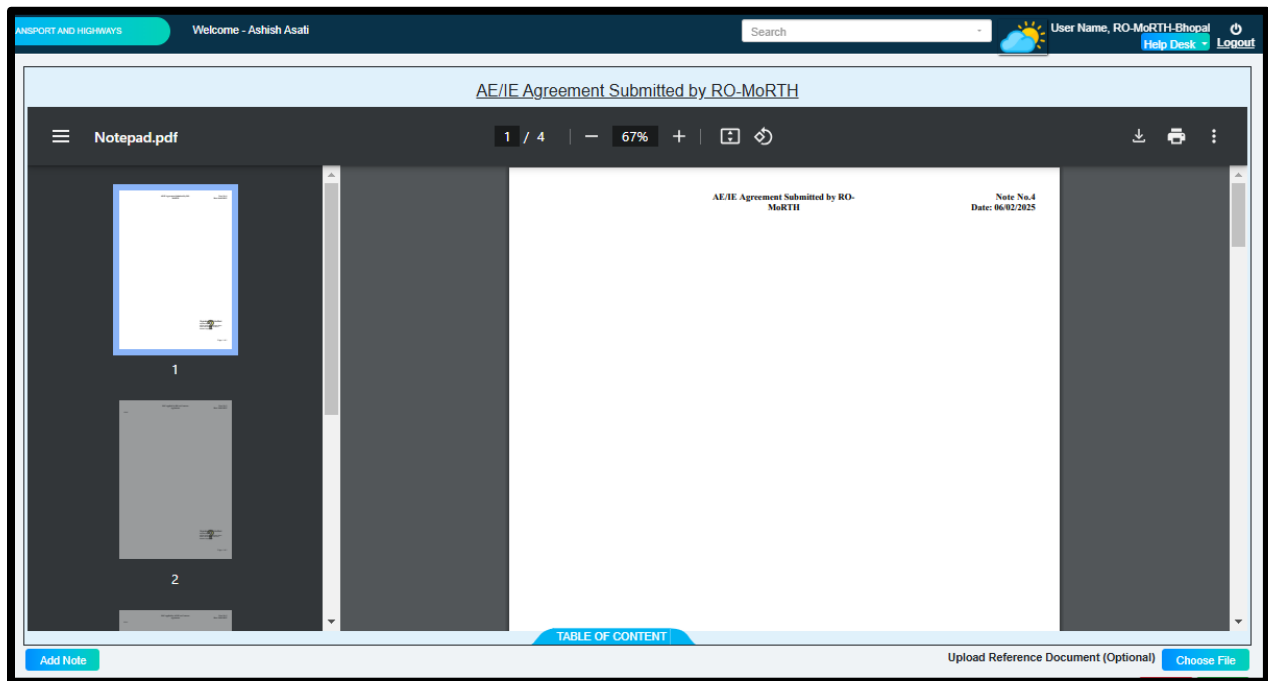
Date of Agreement: 04/02/2025 Date of Upload: 06/02/2025

Uploaded Agreement: [Choose file](#) No file chosen

[Actions](#)

[Submit](#)

28) After above submission this page will appear where **INITIATOR** can add digitally signed notes and can upload Reference documents also, after that he can finally submit.



29) After submitting the agreement, an **Action** button will appear for **AE** to proceed with the **DSC**.

Upon clicking the **Action** button, **AE** will **sign and submit** the agreement.

<div> <div>TRANSPORT AND HIGHWAYS</div> <div>Welcome - AAA Engineers PVT LTD</div> <div>Search</div> <div> <div>User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP</div> <div>Help Desk Logout</div> </div> </div>						
Home / Procurement / Onboarding AE/IE						
UPC		Project Name				
RA0NH12CA001MP		Contracton Project for Piolet Run - 1				
S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA issued For AE/IE by RO-MoRTH	View	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View	
		3.2 Upload SFMS Report (BG Verification)	RO	SFMS(BG) Approved by RO-MoRTH	View	
4	Activity 4	4.1 Upload Agreement	RO	AE/IE Agreement Submitted by RO-MoRTH	View	
		4.2 Digitally Signed on Agreement				Actions
5	Activity 5	Commencement Date For AE/IE/SC				

30) Upon clicking the **Action** button, **AE** will **sign and submit** the agreement.

ANSPORT AND HIGHWAYS Welcome - AAA Engineers PVT LTD Search User Name, AE_RA0NH12CA001MP UPC : RA0NH12CA001MP Help Desk Logout

Home / Procurement / Onboarding AE/IE

UPC RA0NH12CA001MP Project Name Contraction Project for Piolet Run - 1 Back

AE/IE Agreement

Date of Agreement 04/02/2025 Date of Upload 06/02/2025 Draft Uploaded Contract Agreement

Upload Authority Person Identity proof Choose file No file chosen Power of Attorney Choose file No file chosen

Actions Sign & Submit

31) After clicking on Sign and submit, DSC is applied by AE on Agreement.

Add Notes

Source

B I U S X | Font Size | Styles | Format | Font | Size | ?

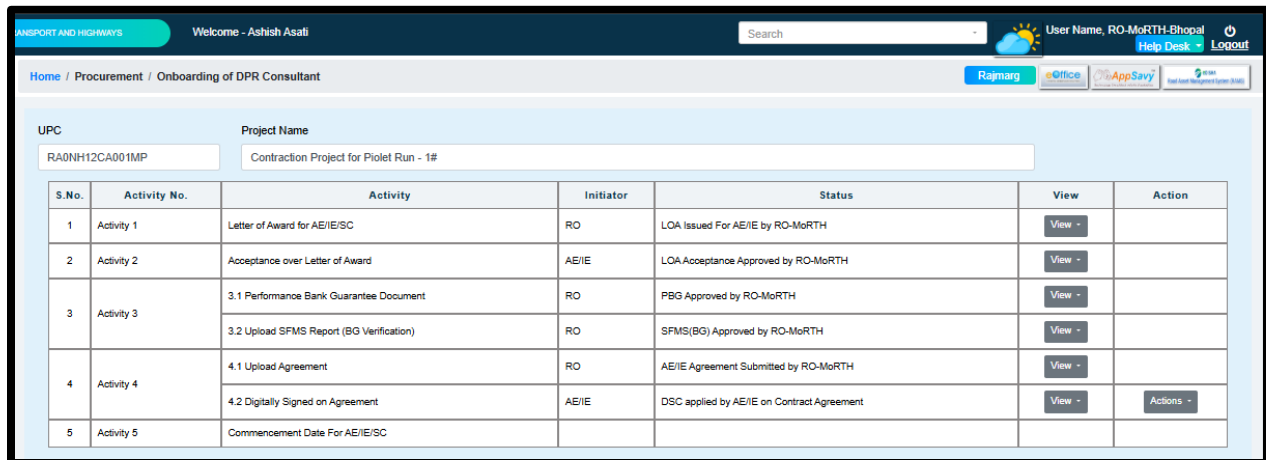
DSC applied by AE/IE on Contract Agreement

Note No.5 Date: 06/02/2025

Close Sign & Save

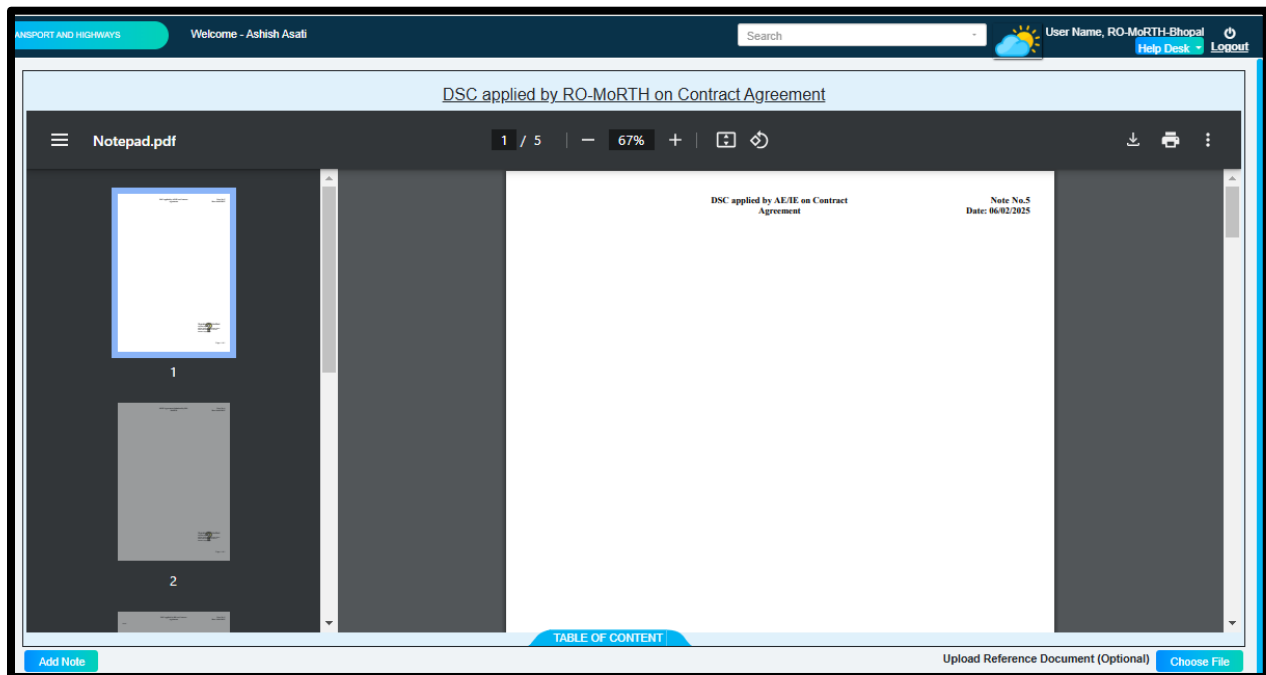
32) Once the **DSC** is applied by **AE**, the **Action** button will reappear for **INITIATOR**.

After clicking the **Action** button, **INITIATOR** can apply the **DSC** on the agreement.



The screenshot shows a web application interface for 'Onboarding of DPR Consultant'. It includes a header with 'Welcome - Ashish Asati' and a search bar. Below the header, there are input fields for 'UPC' (RA0NH12CA001MP) and 'Project Name' (Contraction Project for Piolet Run - 1#). The main content is a table with 7 columns: S.No., Activity No., Activity, Initiator, Status, View, and Action.

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View -	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View -	
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View -	
		3.2 Upload SFMS Report (BG Verification)	RO	SFMS(BG) Approved by RO-MoRTH	View -	
4	Activity 4	4.1 Upload Agreement	RO	AE/IE Agreement Submitted by RO-MoRTH	View -	
		4.2 Digitally Signed on Agreement	AE/IE	DSC applied by AE/IE on Contract Agreement	View -	Actions -
5	Activity 5	Commencement Date For AE/IE/SC				



33) After the above submission, this page will appear in **INITIATOR login** where the action button will be visible in **Activity 5** to update the commencement date of the consultant.

UPC: RA0NH12CA001MP Project Name: Contruction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View	Action
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View	
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View	
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View	
		3.2 Upload SFMS Report (BG Verification)	RO	SFMS(BG) Approved by RO-MoRTH	View	
4	Activity 4	4.1 Upload Agreement	RO	AE/IE Agreement Submitted by RO-MoRTH	View	
		4.2 Digitally Signed on Agreement	AE/IE	DSC applied by AE/IE on Contract Agreement	View	
5	Activity 5	Commencement Date For AE/IE/SC				Actions

34) After selecting the action button in the above step the following page will appear in INITIATOR login where he will be asked Commencement Date for AE/IE.

Home

Commencement Date For AE/IE

Do you want to issue Appointed Date Letter?
 Yes ☐ No ☐

[Back](#) [Submit](#)

35) If you choose **Yes**, the following screen will appear where you have to fill the given fields. After that you have to click on **Generate letter** to generate the commencement letter of the

consultant.

The screenshot shows a web application interface for 'AIRPORT AND HIGHWAYS'. The user is logged in as 'User Name, RO-MoRTH-Bhopal'. The breadcrumb trail is 'Home / Procurement / Onboarding of DPR Consultant'. The form contains the following fields:

- UPC:** RA0NH12CA001MP
- Project Name:** Contraction Project for Piolet Run - 1#
- Commencement Date For AE/IE:** A section with the following sub-fields:
 - Do you want to issue Commencement Letter?** Yes ☒ No ☐
 - Commence Date Letter No. ***: A text box with a placeholder 'Maximum 50 characters'.
 - Appointed Letter date ***: A date picker showing '06/02/2025'.
 - Commence Date of Agency ***: A date picker showing '04/02/2025'.
 - Letter type:** Generate Letter (selected), Upload Letter.
 - Buttons:** 'Generate Letter' (green) and 'Submit' (blue).

36) This page will appear after you click on the Generate Letter button and here INITIATOR has to paste the letter format and digitally sign the letter for further submission.

The screenshot shows a 'Generate Letter' form with a rich text editor. The form contains the following text:

Sub: _____ - Commencement of consultancy services reg.

Ref: (i) Consultancy agreement signed on: _____

Sir,

Consequent upon signing of the Consultancy Contract Agreement for aforesaid work on _____, you are hereby instructed to commence the services in accordance with the agreed minutes of negotiations, Manning schedule and consultancy agreement.

2. You are hereby requested to mobilize/deploy the Key Personnel and support staff for the assignment in consultation with the RO _____/ Project Director, MoRTH PIU, _____ as per requirements of project site.

3. In this connection, it is requested to intimate and confirm the following to _____:

- a. The schedule for mobilization of each key personnel.
- b. Location of site office.
- c. Contact numbers and
- d. Any other relevant information.

4. The date of commencement shall be reckoned from the date of issue of this letter i.e. _____

Please acknowledge the receipt of this letter.

body of li span

Buttons: 'Close' and 'Sign & Save'.

37) After completion of above step this page will appear where INITIATOR has to submit the generated commencement letter.

TRANSPORT AND HIGHWAYS Welcome - Ashish Asali Search User Name, RO-MoRTH-Bhopal Help Desk Logout

Home / Procurement / Onboarding of DPR Consultant Rajmarg Office AppSany

UPC RA0NH12CA001MP Project Name Contraction Project for Piolet Run - 1# Back

Commencement Date For AE/IE

Do you want to issue Commencement Letter?
Yes ☒ No ☐

Commence Date Letter No. * Maximum 50 characters

Appointed Letter date * 06/02/2025

Commence Date of Agency * 04/02/2025

Letter type
Generate Letter ☒ Generate Letter ☐ Upload Letter

Commencement Letter	Preview	Download	Remove
AEIEADL_1738822510993.pdf			

Submit

38) After completion of above step this page will appear where INITIATOR has to add the digitally signed notes and can upload the reference documents using **choose file** option in the bottom right corner of the page.

TRANSPORT AND HIGHWAYS Welcome - Ashish Asali Search User Name, RO-MoRTH-Bhopal Help Desk Logout

AE/IE Commencement Date Submitted by RO-MoRTH

Notepad.pdf 1 / 1 67%

TABLE OF CONTENT

Add Note Upload Reference Document (Optional) Choose File

39) After final submission in the above step this page will appear where INITIATOR can **view** the submission and activity log.

TRANSPORT AND HIGHWAYS
Welcome - Ashish Asati
Search
User Name, RO

Home / Procurement / Onboarding of DPR Consultant
Rajmang
eOffice

UPC
RA0NH12CA001MP

Project Name
Contraction Project for Piolet Run - 1#

S.No.	Activity No.	Activity	Initiator	Status	View
1	Activity 1	Letter of Award for AE/IE/SC	RO	LOA Issued For AE/IE by RO-MoRTH	View
2	Activity 2	Acceptance over Letter of Award	AE/IE	LOA Acceptance Approved by RO-MoRTH	View
3	Activity 3	3.1 Performance Bank Guarantee Document	RO	PBG Approved by RO-MoRTH	View
		3.2 Upload SFMS Report (BG Verification)	RO	SFMS(BG) Approved by RO-MoRTH	View
4	Activity 4	4.1 Upload Agreement	RO	AE/IE Agreement Submitted by RO-MoRTH	View
		4.2 Digitally Signed on Agreement	AE/IE	DSC applied by AE/IE on Contract Agreement	View
5	Activity 5	Commencement Date For AE/IE/SC	RO	AE/IE Commencement Date Submitted by RO-MoRTH	View