

**CONSTRUCTION DEVELOPMENT BOARD**  
**CONTRACTOR REGISTRATION FORM (CTR01)**  
*(For Petty Contactors only)*

**GENERAL INFORMATION**

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1 Date of application: \_\_\_\_\_

2 Type of application *(please check)*:

<input type="checkbox"/>	New registration
<input type="checkbox"/>	Re-registration
<input type="checkbox"/>	Up-gradation
<input type="checkbox"/>	Additional category head(s)

3 Current CDB registration number: \_\_\_\_\_  
*(for re-registration and upgradation only)*

4 Name of the firm: M/s \_\_\_\_\_

5 Name of owner, partners and/or others with controlling interest:

Name	Designation	ID #	Qualification	Experience (if any)

6 Registered address of applicant/firm:

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Dzongkhag: \_\_\_\_\_

Post Code : \_\_\_\_\_

7 Telephone No. : \_\_\_\_\_

8 Fax No. : \_\_\_\_\_

9 E-mail address: \_\_\_\_\_

10 Type of classification headings applied *(check appropriate box/boxes)*:

Category	Category requested
W1 Roads and Bridges	
W2 Traditional Bhutanese Painting/Finishing Works	
W3 Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage	
W4 Power and Telecommunication Works	

## DECLARATION

1. I/We declare and confirm that:-

- a. All information and attachments submitted with this application are true and correct.
- b. I am/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registration granted.
- c. I/We shall not make refund claims of expenditure incurred in processing this application.
- d. I/We do hereby declare that I am not a civil servant. However, my family members working in civil service are as given below:

1. Name ..... Agency .....

2. Name ..... Agency .....

- e. I/We hereby declare that issue of CDB Certificate does not in anyway constitute an obligation on the part of CDB or any other Government agency to provide contract works.

\_\_\_\_\_  
(Signature with Nu. 10 legal stamp)

Name in full \_\_\_\_\_

I/D No. \_\_\_\_\_

Date \_\_\_\_\_

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Recommended / Not Recommended (by the authority of Dongkhag where the applicants census is registered and in case census being registered in municipalities endorsement by the concerned Thrompon)

**Dzongdag/Thrompon  
Dzongkhag Administration/Municipal Corporation**

Date:

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**PRELIMINARY ASSESSMENT FORM (CTR02)**  
**CONTRACTOR REGISTRATION**  
*(To be checked by Contractors Association of Bhutan)*

Sl.#	Particulars	Yes	No
1	<b>Application/Classification Heading:</b> are they clearly identified?		
2	<b>Section I – General Information:</b> Is it adequately completed/filled up?		
3	<b>Addresses:</b> Are all the postal addresses adequately provided?		
4	<b>Attachments:</b> Are all the necessary requirements attached to the form?		
5	<b>Signature:</b> Is the application, wherever necessary, signed by the applicant?		
6	<b>Endorsements:</b> Is the application form endorsed by Dzongkhag Authority/Thrompon for new registrations?		

This is to certify that the facts and figures mentioned by the applicant has been duly verified in preliminary screening by the Contractors Association of Bhutan and hence recommended for Registration by Construction Development Board.

Record # .....

Authorized Signatory  
Contractors Association of Bhutan (CAB)

Date: .....

**TRACK RECORD (For re-validation only):**

Please provide information on contract works completed by your firm supported by Work Order/Work completion certificates of the last 2 years. Alternatively, submit the evidence of having participated in at least 2 (two) bids floated by Govt. agencies during the last 2 years.

**Track Record Format** Please check relevant category (Please photocopy for additional categories)

<input type="checkbox"/>	W1	Roads and Bridges
<input type="checkbox"/>	W2	Traditional Bhutanese Painting/Finishing Works
<input type="checkbox"/>	W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage

<input type="checkbox"/>	W4	Power & Telecommunications works
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Contract Start Date	Contract/Work Order Ref. #	Contract Description	Client	Contract Value