

**CDB** བཟོ་བསྐྱོན་གོང་འཕེལ་བཀོད་ཆོགས།

**CONSTRUCTION DEVELOPMENT BOARD**

“Construction quality: through professionalization and technology”



# REGISTRATION **GUIDELINES 2018**



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# FOREWORD

The Construction Development Board (CDB) is pleased to bring out [registration guidelines 2018](#) encapsulating the registration procedure of construction services vis-à-vis new registration, renewal, incorporation & etc for contractors, consultants, and architect and specialized trade. The objective of guideline have been anchored and drawn from Chapter II, Clause 2.1 - 2.3.1 of Procurement Rules and Regulation 2009," to facilitate efficient functioning and effective implementation of works in the best interest of the Government" .

Notably, the guideline will enable insight and keep abreast of all registered contractors and aspiring contractors as well on modus operandi on registration and its pre-requisite criteria to venture into construction sector.

The formulation of guideline coincided with the most joyous moment for our nation celebrating the 2<sup>nd</sup> birth anniversary of our future king: His Royal Highness Jigme Namgyal Wangchuck. Blessed with these auspicious events, the guideline is expected to bring about grater synergy and uniformity in process of registration towards achieving standard and professionalism in construction industry.

In pursuit of above, the Construction Development Board (CDB) hereby adopts Registration Guidelines 2018 for Registered Contractors and Consultants including construction professionals on this 5<sup>th</sup> day of February 2018.

Tashi Delek



(DORJI CHODEN)

Chairperson, CDB

Minister, Ministry of Works and Human Settlement

## 1. INTRODUCTION

The Construction Development Board (CDB) was established in 1987 as an independent interagency representative organization of the Royal Government of Bhutan with mandate to act as *promoter* and *overseer* of construction industry and to develop an *efficient & quality based* construction industry within Bhutan. In order to promote greater professionalism and accountability and as mandated by the [Procurement Rules and Regulation 2009 \(Clause 2.3.1\)](#) empowers CDB to issue the standard guidelines on registration of contractors and consultants for works from time to time to facilitate efficient functioning and effective implementation of works in the best interest of the Government.

With the launched of [e-Zotin](#) from 10<sup>th</sup> May 2016 by the Hon'ble Prime Minister of Bhutan and the services made live from 1<sup>st</sup> June 2016, it is mandatory for all contractors, consultants & construction professionals, to be registered with CDB to submit the applications online via [www.cdb.gov.bt](http://www.cdb.gov.bt) ([e-zotin](#)) for classification and registration based on the fulfillment of set criteria of requirement provided for the contractor, consultants, construction professionals, etc.

## 2. OBJECTIVE

The main objectives of the Guidelines is:

- to provide standard procedure that can be easily followed by dealing officers (CDB) and firms applying for the services;
- to provide an easy reference on the application procedures and requirements of criteria for registration;
- to provide the use of uniform procedures and criteria and;
- to avoid possible irregularities attributed to adhoc/multiple/inconsistent registration.

### 3. WHY REGISTER?

As mandated by the [Procurement Rules and Regulation 2009](#), Clause 2.3.1.2 states that Registration with the CDB and possession of a valid CDB certificate shall, in accordance with clause 2.1.1.2, Proof of enrolment in an authorised and properly constitute a presumption of overall suitability of a bidder to participate in a public procurement procedure in respect of the classification for which he has been registered.

Bidders who are not registered with the (CDB) and are not in possession of a valid CDB certificate shall not benefit from such a presumption of suitability and will be required to demonstrate their qualifications to participate in the procurement procedure. The CDB shall make the determination by no later than 1 month of the date the request is made by the bidder.

### 4. WHO CAN APPLY?

Any Bhutanese individual upon attaining the age of 18 years is eligible to be issued Certificate as a:-

#### 4.1 BHUTANESE CONTRACTOR:-

- if the person upon production of certificate of a [mandatory induction course](#);
- if the person is a company, upon production of valid certificate of incorporation from the Register of Companies, MoEA; and
- if the person fulfills the minimum—
  - human resources requirements of key personnel already employed or proposed to be employed specified in [Table 3](#); and
  - equipment or facilities requirements specified in [Table 4](#):

- The requirements for a mandatory induction course is **not** necessary, if an applicant for -
  - ❖ a **LARGE CLASS** Contractor:
    - has employed, on a regular basis, a civil engineer possessing a **bachelor degree** with at least three (3) years of work experience provided that such civil engineer was not used earlier by any other Contractor for the purpose of registration; and
    - continues to employ such a civil engineer for a minimum duration equivalent to the validity of Certificate.
  - ❖ a **MEDIUM** class Contractor—
    - has employed, on a regular basis, a civil engineer possessing a **diploma** with at least three (3) years of work experience provided that such civil engineer was not used earlier by any other Contractor for the purpose of registration; and
    - continues to employ such a civil engineer for a minimum duration equivalent to the validity of Certificate.

#### 4.2 AS A FOREIGN CONSTRUCTION FIRM:-

- All foreign construction firms wishing to execute work in Bhutan shall register with CDB.
- A foreign construction firm is eligible to be issued **Temporary Certificate** (work based) as a Contractor for the purposes of International Competitive Bidding, JV, Donor funded projects prior to bidding.
- the applicant need to furnishes the following -
  - a brief company profile;
  - a specific description of Construction Work for which registration is sought;
  - a copy of a valid license duly attested by a

competent authority;

- a copy of all documents evidencing relevant past experience duly verified by previous clients and authenticated by client(s) floating ICB where the Construction Works have been undertaken;

#### 4.3 AS A CONSULTANT:-

- if the person fulfills the minimum human resources requirements of key personnel already employed or proposed to be employed specified in Table 6 for respective Consultancy Services.

#### 4.4 AS A CONSTRUCTION PROFESSIONAL:-

- should submit the following—
  - a valid academic transcript or;
  - if the person is a skilled worker and wants to register as a special trade professional, a valid skill assessment certificate issued by Ministry of Labour and Human Resources (MoLHR) or;
  - certified by the Council of Engineers & Architects

## 5. SCOPE OF REGISTRATION

### 5.1 General

There are 3 different classes according to which contractors are classified and registered namely: **Large**, **Medium** and **Small**.

Infrastructure projects will be categorized into 4 separate **Headings** itemized under reference **W1 to W4**. Each heading generally covers the types of works that are executed under the Government's infrastructure program. A brief description of each Heading is given in Table 1.



**Table 1: INFRASTRUCTURE PROJECTS CATEGORIES**

CATEGORIES	HEADINGS	DESCRIPTIONS
W1	Roads & Bridges	<p>Construction of roads (laterite, prime and seal Flexible or rigid pavement); timber or concrete or steel bridges, culverts, surface drainage, kerbs, footways, pedestrian overhead crossings, airport runways and aprons</p> <p>Rehabilitation, reinstatement, improvement to embankment, slope stabilization, provision of adequate drainage system, re-gravelling or resealing existing pavement, repair, improvement or reconstruction of road sections or repair or reconstruction of damaged or destroyed bridges.</p> <p>Construction of all types of bridges, aqueducts and flyovers</p>
W2	Traditional Bhutanese Painting/Finishing Works	<p>Internal and external finishing and decorations of all structures in traditional Bhutanese paintings.</p>
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply & Sewerage	<p>Construction of all kinds of buildings including that of timber, masonry, concrete or steel. Services such as storms and sanitary drainage system.</p> <p>Rehabilitation and restoration of all physical facilities in damaged or destroyed buildings.</p> <p>Construction of drainage systems, terminal buildings, hangers, warehouses Depots, any appurtenant structures.</p> <p>The construction includes all the internal electrification( new and renovation, repair), plumbing, painting and finishing work other than Internal and external finishing and decorations of structures in traditional Bhutanese paintings</p>
W4	Power & Telecommunication Works	<p>Construction, rehabilitation and improvement of civil works in hydropower facilities, such as dams tunnels and power generating plant buildings. Installation of underground cables, overhead transmission and distribution lines, compound lighting, construction of substations including the installation of switchgear, transformers and low voltage distribution board.</p> <p>Construction of Substations &amp; Transmission Lines</p> <p>Laying ducts and construction of junction boxes and of manholes for telephone cable networks.</p>

## 5.2 Classification & Eligibilities of Contractors

The Contractors will be classified according to his/her capabilities for each category of work. There are three classifications ranging from "Small" to "Large". Contractors' classification will determine the size of construction works that he/she is eligible to undertake, as well as the maximum number of contracts that can be awarded at a time. Table 2 lists the four classifications available for each category of work:

Table 2: PERMISSIBLE WORK VOLUMES & VALUES OF CONTRACT (in millions):

DETAILS	LARGE CLASS	MEDIUM CLASS	SMALL CLASS
Eligible bid amount (million Nu.)	> 15.0	> 4.0 - 15.0	< 4.0
Maximum number of contracts at a time	5	4	2 (provided the total amounts is < 4mn)
Maximum value of contracts at a time(million Nu.)	No ceiling	No ceiling	≤ 4.0

Note: The above values are based on the agencies estimate and not the quoted value.

The Contractor classification, upgrading of classification and/or to request other categories of work is based on the Contractors' human resources and equipment & facilities as prescribed in Table 3 & Table 4 below submitted along with an Contractors Registration Form (CTR01).

Because a Contractors classification is partly determined by their experience in a sector, it is anticipated that Contractors will maintain different classifications for different categories of work. For example, a Contractor may be eligible as a "Large" Contractors for category W1 (Roads and Bridges), yet only be eligible as a "Medium" Contractors for category W3 (Buildings). In this case, the Contractors will maintain 2 classifications.

W2 will not have any category such as Large, Medium and Small.

**Table 3: MINIMUM MANDATORY HUMAN RESOURCES REQUIRED**

	For Large class:			For Medium Class			For Small Class		
Description	W1	W3	W4	W1	W3	W4	W1	W3	W4
Manager	1*	1*	1*	1*	1*	1*	-	-	-
Graduate Engineer	1* C	1* C	1 E	-	-	-	-	-	-
Diploma Engineer	2* C	2* C	1 E	1* C	1* C	-	-	-	-
Accountant	1*	1*	1*	-	-	-	-	-	-
Site Supervisor	2*	2*	2	1*	1*	1	1*	1*	1*
<b>Total:</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

**note: \*minimum only, C-Civil, E-Electrical**

**Table 4: MINIMUM MANDATORY EQUIPMENT & FACILITIES REQUIRED**

	For Large class:			For Medium Class		
Description	W1	W3	W4	W1	W3	W4
Excavator/Pay Loader	1	1	-	-	-	-
Road roller	1	-	-	-	-	-
Truck	1	1	1	1*	1*	1*
Air Compressor	1	1	1	-	-	-
Survey equipments**	1*	1*	1*	1*	1*	1*
Concrete mixer	-	1	1	1*	1*	-
Vibrator	-	1	1	1*	1*	-
Crane Truck	-	-	1	-	-	-
Steel Shuttering set (sft)	-	5000	-	-	2000	-
Water pump/Multi-meter	-	-	1	-	-	1
Meggar	-	-	1	-	-	1
Max puller	-	-	1	-	-	-

**note: \*minimum only, \*\* Total Station & Leveling machine for 'L' & 'M' respectively**

### 5.3 Classification & Eligibilities of Consultants

The Consultants are categorized into (i) **Civil Engineering Services**, (ii) **Electrical Engineering Services** & (iii) **Architectural Services** and based on the human resources as prescribed in **Table 5 & 6** below.

The three classification are further sub-divided into the following categories.

**Table 5: Classification of Consultants**

Civil Engineering Services		Electrical Engineering Services		Architectural Services	
C1	Structural Design	E1	Investigation & Design of Hydro Power Projects	A1	Architectural and Interior Design
C2	Geo-Tech Studies	E2	Operation & Maintenance of Hydro Power Projects	A2	Urban Planning
C3	Social & Environment Studies	E3	Urban & Rural Electrification, Transmission Line, Communication & Scada	A3	Landscaping and Site Development
C4	Roads, Bridges, Buildings & Air Ports	E4	Construction Management & Site Supervision		
C5	Irrigation, Hydraulics, Water Supply, Sanitation, Sewerage & Solid Waste	E5	Sub-station		
C6	Construction Management, Site Supervision & Surveying	E6	Energy Efficiency Services		
C7	Water Resources & Hydro Power Projects	E7	House Wiring		

**note: Consultancy Services will not have any Class.**

**Table 6: Minimum Requirements : Human Resources (Permanent Personnel):**

Description	C1 & C4	C2	C3	C5 & C6	C7	E1 & E2	E3 & E4	E5 & E6	E7	A1, A2 & A3
Degree Engineer (Civil)	1	-	-	-	1	1	-	-	-	-
Degree Engineer (Electrical)	-	-	-	-	-	1	1	1	-	-
Degree Engineer (Geo tech)	-	1	-	-	-	-	-	-	-	-
Degree Engineer (SS/Env.)	-	-	1	-	-	-	-	-	-	-
Degree Engineer (Mechanical)	-	-	-	-	-	1	-	-	-	-
Degree Engineer (Hydrologist)	-	-	-	-	-	1	-	-	-	-
Diploma Engineer (Civil)	-	-	-	1	-	-	1	1	-	-
Diploma Engineer (Electrical)	-	-	-	-	-	-	-	-	1	-
Surveyor	-	-	-	1	-	-	-	-	-	-
Architect (Degree/Master)	-	-	-	-	-	-	-	-	-	1*
Total:	1	1	1	2	1	4	2	2	1	1

*note: \*minimum only*

#### 5.4 Validity of Certificate of Registration

DETAILS OF CERTIFICATE	Certificate validity (from the date of approval)
Contractors (Bhutanese)	2 Years
Non-Bhutanese Contractors	1 Year
Consultants	2 Years
Architects in the public service	5 Years
Architects in the private service	2 Years
Special trade professionals	3 Years

Any Contractors/Consultants may apply online application form (CTR01/CR01) for upgrading of his category and/or for additional classification Headings/Sub-headings to be included :-

- a) at any time during the validity of Certificate; or
- b) at the time of re-registration.

A Fine of Nu. 100/ day shall be levied for each day of delay and renewal of the certificate of registration **MUST** be applied within thirty (30) days of its expiration date.

**No PROVISIONAL Certificates will be issued except for the renewal/recruitment of labours/engineer's permit.**

### **5.5 Down grading/Cancellation**

If during verification at any time it is found the required criteria are not met, CDB reserves the right to down grade, suspend or cancel the CDB Registration Certificate. Firms once down-graded cannot apply for up-gradation for atleast **6months** from the date of down-gradation. During the suspension period, firms cannot avail any services till the time it is lifted.

### **5.6 Terms and Conditions of Certification**

- As provided in clause 2.1.1.2 and 2.3.1 of Procurement Rules and Regulations 2009, the holder of this Certificate is qualified to participate in public procurement procedure.
- The issuance of CDB Registration Certificate will be based largely on the fulfillment of the minimum criteria set against classification of Contractor/Consultant and Categorization of Works and upon certification by competent authority for construction professionals.

- All the registered contractors should comply with 'Code of ethics for Contractors' & Terms and conditions of e-zotin.
- CDB will not be accountable for any false/fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of CDB Registration Certificate.
- CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.
- Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable even if the promoters separate and establish similar companies.
- CDB Certificate cannot be leased or subleased to any individual or another firm.
- Certificate is valid during the period for which it was issued provided it has not been cancelled, suspended or revoked by CDB or any other competent authority.
- Failing to renew within the expiry date will lead to penalty of Nu.100 per day.
- Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.
- All registered construction firm must attend the mandatory refresher course in order to apply for renewal.
- No Contractors can submit bid, participate in bidding or be on the contention for award if the registration has expired.

- No Contractors can undertake/implement works which is not within the scope of the registration.
- CDB may verify the resources committed for the projects as and when desires.
- The registration is subject to verification whenever the CDB so desires. CDB will inspect the minimum mandatory requirement of manpower and equipment of Large and Medium contractors and during the time of monitoring, every firm must extend necessary support and cooperation to CDB Officials.
- Large and Medium Contractors must have Office established with Signboard (*requirements of office and signboard as determined by CDB*)
- Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars *within one month*.
- The CDB Registration Certificate can be revoked, downgraded, suspended or cancelled at any given time if the:
  - ✓ *Holder undertakes unlawful participation in the procurement process;*
  - ✓ *Entity does not possess the minimum requirements during the physical verification process (at the discretion of CDB);*
  - ✓ *Entity has obtained the same due to false submissions;*
  - ✓ *Entity becomes bankrupt or winds up; or*
  - ✓ *Entity has been charged by the court for penal offence.*



## 5.7 Monitoring of the Contractors

The CDB shall monitor the capability of the Contractors/Consultants under its present Classification and the Categorization. It shall, also, take appropriate action (such as downgrading its classification and/or suspension of certificate) if the Contractors/Consultants fails to maintain the prescribed minimum requirements for such classification and category at any time during the validity of the Certificate of Registration.

## 6. HOW TO REGISTER?

To register, each must select and complete the online application either as a contractors/ consultants/construction professionals as applicable. The contractor/consultant may only carry out work in the class of works they are registered in, and up to the maximum value of work permissible in their registered grading level. Each class of works must therefore be individually and separately applied for.

## 7. APPLICATION SUBMISSION METHODS

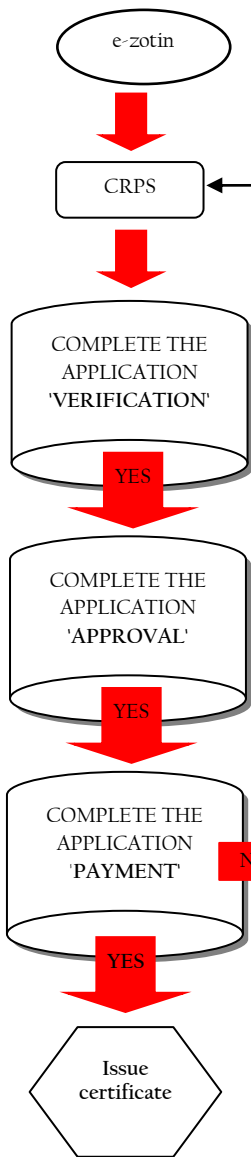
- 7.1 Application must be completed in full and submit online forms (CTR01-Contractor, CR01-Consultant, AR01-Architect, SP01- Specialized Trades) via [www.cdb.gov.bt](http://www.cdb.gov.bt) ([e-zotin](mailto:e-zotin@cdb.gov.bt)) for classification and registration based on the fulfillment of set criteria of requirement provided for the contractor, consultants, construction professionals, etc with all required supporting documents;
- 7.2 After completing the online application form, receive a sms/mail notifying the application status. The application can also be track on CDB website ([www.cdb.gov.bt](http://www.cdb.gov.bt)) - Track

Your Application;

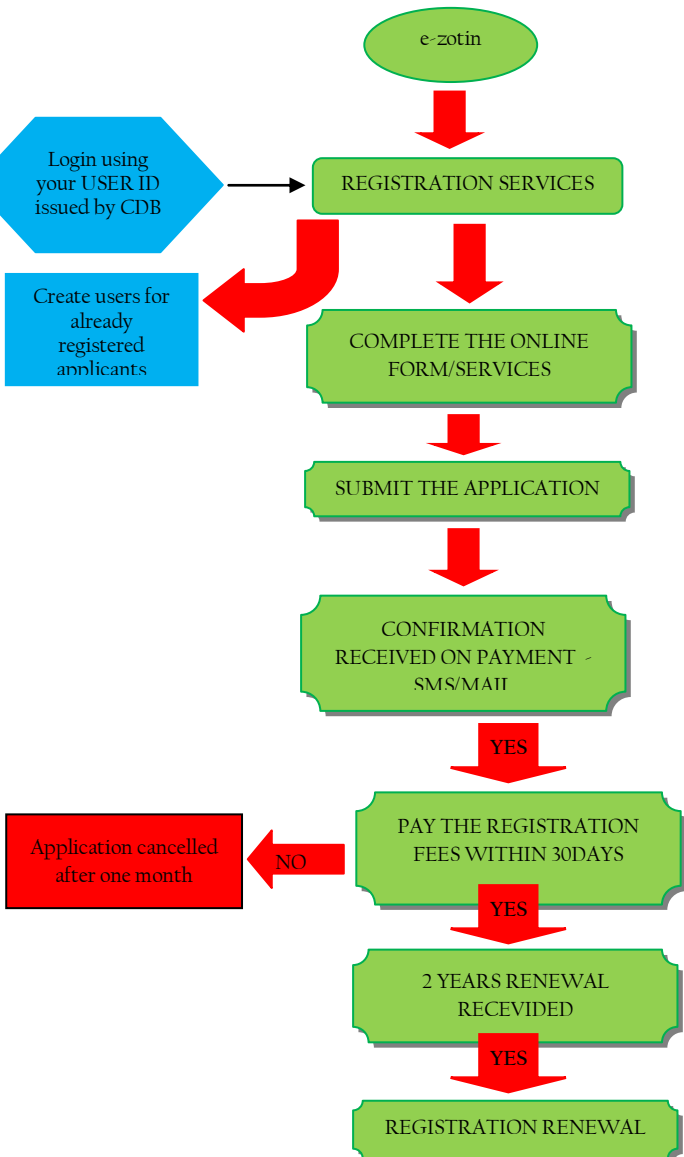
- 7.3 If it is successful, receive a sms/mail notifying successful application and the registration fee amount to be paid. Check the details of the result before making payment.
- 7.4 Pay the registration fee for the issuance of the Contractor Registration Certificate at the [CDB Office](#), Thimphu or at the [nearest Regional Revenue and Customs Office\(RRCO\)](#), Bhutan; e-mail a copy of the money receipt to CDB accountant at [accountant@cdb.gov.bt](mailto:accountant@cdb.gov.bt) or [registration@cdb.gov.bt](mailto:registration@cdb.gov.bt);
- 7.5 A registration certificate is awarded to the applicant after the receipt of fees. Please note that registration fees are calculated per category. The more categories that are awarded, the higher the total registration fees will be. Applicant must insist on proper receipt every time a payment is made.

# 8. Online Application Flowchart

a) Users (CDB Officials):



b) Users (Applicants)



## 9. SCHEDULE OF FEES

A Contractor/Consultant, who is issued a new Certificate of Registration, shall pay the Registration Fee corresponding to the Classification. The Contractors/Consultants shall apply for re-registration one month before the expiry of the registration validity.

Registration fees are based on the categories that are applied for. The more categories the Contractors/Consultants apply for, the higher their fees will be.

The following table provides the fee structures. Fees are paid after the CDB has assess a Contractors/Consultants' application and has determine their eligible categories and classifications. All fees must be paid before a registration certificate will be issued. All fees shall be payable by cash, fees once paid are not refundable.

**Table : SCHEDULE OF FEES:**

CATEGORIZATION	NEW REGISTRATION	RENEWAL	Late fee
Large	Nu. 15,000/category	Nu. 7,500/category	Nu. 100/day
Medium	Nu. 10,000/category	Nu. 5,000/category	Nu. 100/day
Small	Nu. 5,000/category	Nu. 2,500/category	Nu. 100/day to a max. of Nu. 3000/-
W2	Nu. 1,500/-	Nu. 1,000/-	Nu. 100/day to a max. of Nu. 3000/-
Architect (Private)	Nu. 2,000/-	Nu. 1,000/-	Nu. 100/day to a max. of Nu. 3000/-
Consultancy	Nu. 3,000/category	Nu. 1,500/category	Nu. 100/day
Specialized Trade*	FREE	Nu. 1000/- for first renewal, thereafter Nu. 500/-	Nu. 100/day to a max. of Nu. 3000/-

#### OTHERS FEES:

Ownership Transfer	Nu. 1,000/-
Location change	Nu. 500/-
Firm name change/Incorporation	Nu. 500/-

note: \*if registration expires if not renewed within a year, will entail re-registration with a fee of Nu. 5000/-

## 10. Procedure on the assessment of application

### CONTRACTOR:

#### "NEW REGISTRATION":

If Applicant?	what to VERIFY or Documents required?	Remarks
Diploma in 'Engineering' and above	<ul style="list-style-type: none"> <li>✓ Qualification certificates;</li> <li>✓ Shall have the option of direct entry in respective Class depending on their capacity.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mandatory induction course is not necessary</li> </ul>
Large Class	<ul style="list-style-type: none"> <li>✓ Should have one Bhutanese Degree Civil Engineer with minimum 3years work experience.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mandatory induction course is not necessary</li> </ul>
Medium Class	<ul style="list-style-type: none"> <li>✓ Should have one Bhutanese Diploma Civil Engineer with minimum 3years work experience.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mandatory induction course is not necessary</li> </ul>
General	<ul style="list-style-type: none"> <li>✓ mandatory induction course certificate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Valid - one year from the date of issue of certificate.</li> </ul>

SMALL CLASS	Documents required?	what to VERIFY?
APPLICANT	<ul style="list-style-type: none"> <li>✓ Induction course certificate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Validity (valid for one year from the date of issue)</li> </ul>
SITE SUPERVISOR	<ul style="list-style-type: none"> <li>✓ CID copy</li> <li>✓ Undertaking letter</li> <li>✓ Academic Transcripts*</li> </ul>	<ul style="list-style-type: none"> <li>✓ Should be readable;</li> <li>✓ Should be latest his/her status with the firm with legal stamp;</li> <li>✓ Should be Class X and above, if they are not able to commit the existing site supervisor.</li> </ul>

\* School leaving certificate/pass certificate/final mark sheet with pass remarks  
- all the employees

MEDIUM CLASS	Documents required?	what to VERIFY?
APPLICANT	✓ Induction course certificate	✓ Validity
SITE SUPERVISOR	✓ CID copy ✓ Undertaking letter  ✓ Academic Transcripts*	✓ Should be readable; ✓ Should be latest his/her status with the firm with legal stamp ✓ Should be Class X and above, if they are not able to commit the existing site supervisor.
ENGINEER	✓ CID copy ✓ Undertaking letter  ✓ Academic Transcripts*	✓ Should be readable; ✓ Should be latest his/her status with the firm with legal stamp; ✓ Diploma/Degree and above.

\* School leaving certificate/pass certificate/final mark sheet with pass remarks  
- all the employees

LARGE CLASS	Documents required?	what to VERIFY?
APPLICANT	✓ Induction course certificate	✓ Validity
SITE SUPERVISOR	✓ CID copy ✓ Undertaking letter  ✓ Academic Transcripts*	✓ Should be readable ✓ Should be latest his/her status with the firm with legal stamp ✓ Should be Class X and above, if they are not able to commit the existing site supervisor
ENGINEER	✓ CID copy ✓ Undertaking letter  ✓ Academic Transcripts*	✓ Should be readable ✓ Should be latest his/her status with the firm with legal stamp ✓ Diploma/Degree and above

LARGE CLASS	Documents required?	what to VERIFY?
<b>ACCOUNTANT</b>	<ul style="list-style-type: none"> <li>✓ CID copy</li> <li>✓ Undertaking letter</li> <li>✓ Academic Transcripts*</li> </ul>	<ul style="list-style-type: none"> <li>✓ Should be readable</li> <li>✓ Should be latest his/her status with the firm with legal stamp</li> <li>✓ Degree in the field of Commerce, Business Management, Business Administration and Accountancy</li> </ul>
<b>MANAGER</b>	<ul style="list-style-type: none"> <li>✓ CID copy</li> <li>✓ Undertaking letter</li> <li>✓ Academic Transcripts*</li> </ul>	<ul style="list-style-type: none"> <li>✓ Should be readable</li> <li>✓ Should be latest his/her status with the firm with legal stamp</li> <li>✓ Should be Class XII and above or</li> <li>✓ Should be Proprietor himself.</li> </ul>

\* School leaving certificate/pass certificate/final mark sheet with pass remarks - all the employees  
note: any provisional certificate issued to engineer - valid for 2year from date of issue.

### Equipment or facilities owned:

	what to VERIFY?
<b>Equipments registered with RSTA</b>	<ul style="list-style-type: none"> <li>✓ Should be in the name of applicant;</li> <li>✓ Should be in the name of company if incorporated;</li> <li>✓ valid blue book copies supported by valid insurance.</li> </ul>
<b>Equipments NOT registered with RSTA</b>	<ul style="list-style-type: none"> <li>✓ Latest bills/invoice endorsed by DRC;</li> <li>✓ Bills/invoice older than one year - <b>fresh verification</b> from the Govt. Engineer (not less than the rank of AE) with his/her office seals on it or;</li> <li>✓ Latest Letter issued by the Procuring Agency</li> </ul>



## To register as a "NON-BHUTANESE CONTRACTOR":

### what to VERIFY?

- |                                 |   |
|---------------------------------|---|
| <b>Non-Bhutanese Contractor</b> | <ul style="list-style-type: none"><li>✓ Company profile;</li><li>✓ Evidencing the authenticity of its legal status in its place of residence;</li></ul> |
|---------------------------------|---|

## To register as a "COMPANY ":

### what to VERIFY?

- |                         |   |
|-------------------------|---|
| <b>Company Pvt. Ltd</b> | <ul style="list-style-type: none"><li>✓ Incorporation articles &amp; certificate issued by register of Company, MOEA;</li><li>✓ Details for the Board of Directors &amp; CEO for the company;</li><li>✓ Mandatory equipments requirements registered with RSTA should be transfer in the name of company.</li></ul> |
|-------------------------|---|

## Re-registration of Registrant:

### what to VERIFY?

- |                        |   |
|------------------------|---|
| <b>RE-REGISTRATION</b> | <ul style="list-style-type: none"><li>✓ Mandatory training certificate (Valid for one year from the date of issue of certificate)</li><li>✓ Mandatory human resources &amp; equipments requirements in respect of the existing class <b>(re-submit fresh and valid documents)</b></li></ul> |
| <b>UP-GRADATION</b>    | <ul style="list-style-type: none"><li>✓ Undertaking letter, that they have not bid in any work in the existing <b>registered class/category</b>.</li><li>✓ Mandatory human resources &amp; equipments requirements in respect of the existing class/category.</li></ul>                     |

## Deregistration of Registrant:

	what to DO?	Remarks
<b>Deregistration</b>	<ul style="list-style-type: none"> <li>✓ Delete all the HR and equipments registered with the firm.</li> </ul>	<ul style="list-style-type: none"> <li>✓ any Registrant who has been deregistered for whatever reason remains in force for <b>two (2) years</b> from the date of deregistration.</li> </ul>

## Transfer of Certificate:

	what to VERIFY?	Remarks
<b>INDIVIDUAL</b>	<ul style="list-style-type: none"> <li>✓ direct inheritor of licensee/certificate holder proven by property inheritance documents duly endorsed by competent authorities</li> <li>✓ Marriage certificate /Death certificate</li> <li>✓ Letter stating the reasons for transfer</li> </ul>	<ul style="list-style-type: none"> <li>✓ Parents to Children or vice versa</li> <li>✓ Husband to wife or vice versa</li> </ul>
<b>COMPANY</b>	<ul style="list-style-type: none"> <li>✓ entitled as per the Certificate issued under the Companies Act of Bhutan</li> </ul>	

NOTE: Change of ownership in the CDB Registration Certificate will not constitute/warrant an automatic/right for change of Trade License. It will be at the discretion of the MOEA to grant/not grant the change in the Business license as per their norms prevailing at that time.

### Change in the Firm's Name:

	what to VERIFY?	Remarks
<b>FIRM'S NAME</b>	<ul style="list-style-type: none"> <li>✓ Attachment of announcement details in the news media;</li> <li>✓ Letter stating the change with reasons</li> </ul>	<ul style="list-style-type: none"> <li>✓ Approved after one month observation period</li> </ul>

### Change in Location:

	what to VERIFY?	Remarks
<b>LOCATION CHANGE</b>	<ul style="list-style-type: none"> <li>✓ Letter stating the change with reasons</li> </ul>	<ul style="list-style-type: none"> <li>✓ Approved after one month observation period</li> </ul>

### Suspension/Cancellation of Certificates:

	what to VERIFY?	Remarks
<b>Any legal issues with the registered firms</b>	<ul style="list-style-type: none"> <li>✓ written letter for Suspended/cancellation from ACC/ OAG/ Court</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Legal section</b> - for adverse recording in the system;</li> <li>✓ <b>Registration Section</b> - for suspension / cancellation in coordination with legal section &amp; relevant sections</li> </ul>

### Surrender of Registrant:

	Documents required?	Responsible
<b>For Election purpose/studies</b>	<ul style="list-style-type: none"> <li>✓ Letter from concern agency</li> <li>✓ Written request letter from the applicant</li> </ul>	<ul style="list-style-type: none"> <li>✓ Registration Section</li> </ul>

### Release of HR & Equipment's:

	what to VERIFY?	Remarks
<b>From FIRM</b>	<ul style="list-style-type: none"> <li>✓ Mandatory minimum human resources &amp; equipments requirements in respect of the approved class;</li> <li>✓ Attachment of relieving letter.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Replacement within one month notice; if not downgrade to lower class.</li> <li>✓ <b>Responsible - REGISTRATION SECTION</b></li> </ul>
<b>ENGAGED</b>	<ul style="list-style-type: none"> <li>✓ Written request letter from the Procuring Agency</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Responsible - ICT Section</b></li> </ul>

### Issuance of recommendation letters:

	what to VERIFY?	Remarks
<b>For labours recruitments/renewal of work permit</b>	<ul style="list-style-type: none"> <li>✓ Written application along with work order</li> </ul>	<ul style="list-style-type: none"> <li>✓ Write a letter to the concern immigration office - signed by <b>REGISTRATION Head</b></li> </ul>
<b>For HR recruitment/renewal of work permit</b>	<ul style="list-style-type: none"> <li>✓ Written request application</li> </ul>	<ul style="list-style-type: none"> <li>✓ Write a letter to MOLHR for recommendation - signed by <b>REGISTRATION Head</b></li> </ul>
<b>To whom It May Concern (Firm/Ownership's name Change)</b>	<ul style="list-style-type: none"> <li>✓ Written request application</li> </ul>	<ul style="list-style-type: none"> <li>✓ letter will be signed by Director</li> </ul>

## Re-setting of User ID & Password:

	Documents required?	Responsible
User ID & Password	✓ Written request application or; ✓ through mail	✓ ICT Section

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## CONSULTANT:

### "NEW REGISTRATION":

	Documents required?	what to VERIFY?
<b>Applicant</b>	✓ CID copy	✓ Should be readable;
<b>Human Resources</b>	✓ CID copy	✓ Should be readable;
	✓ Undertaking letter	✓ Should be latest his/her status with the firm with legal stamp
	✓ Academic Transcripts*	✓ As per the Mandatory minimum human resources requirements in respect of the approved category;

\* School leaving certificate/pass certificate/final mark sheet with pass remarks - all the employees

### "Re-REGISTRATION":

	Documents required?	what to VERIFY?
<b>Human Resources</b>	✓ As per the Mandatory minimum human resources requirements in respect of the approved category;	✓ Same as per the New Registration

## ARCHITECTS:

### "NEW REGISTRATION":

	Documents required?	what to VERIFY?
<b>Architect</b>	✓ CID copy ✓ Academic Transcripts	✓ Should be readable; ✓ Degree/Masters certificates in the field of Architect

### "Re-REGISTRATION":

	Documents required?	what to VERIFY?
<b>Architect</b>	✓ upto the Applicant	✓ registered number issued by CDB

## SPECIALIZED TRADES:

### "NEW REGISTRATION":

	Documents required?	what to VERIFY?
Specialized Trade	✓ CID copy	✓ Should be readable;
	✓ Academic Transcripts	✓ a valid skill assessment certificate issued by Ministry of Labour and Human Resources

### "Re-REGISTRATION":

	Documents required?	what to VERIFY?
Specialized Trade	✓ upto the Applicant	✓ registered number issued by CDB



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