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CONSTRUCTION DEVELOPMENT BOARD
"Construction quality : through professionalization and technology"

Guidelines for
**REGISTRATION OF
Specialized Trade & Firm**

2020

First Publication 2020

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Foreword

The development process for construction work and project delivery modules are changing with the changing scenario and capacity of the Bhutanese market. Today, we can proudly say that there is potential for the Bhutanese to take part in trades that were dominated by foreign workers.

In recognition of such potential and aspiration indicated by the market, understanding the vulnerabilities of dependence on foreign workers for skills during situations such as in the current situation of the COVID-19 pandemic and gearing towards formalization and professionalism of specialized trades in the construction sector in the long run, the need for registration of specialized trade firms and skilled individuals is more apt than ever.

Further, in line with the Procurement Rules and Regulations of Bhutan, the Construction Development Board recognizes the importance of maintaining a repository of certified skilled individuals and firms to ensure employment of the required human resource and enhance project delivery with professionalism.

The PRR 2019 indicates the requirement for Principal Contractors to subcontract a substantial amount of work to CDB registered specialized firms and trades.

The **Guideline for Registration of Specialized Trades and Firms** will facilitate in promoting professionalism in the construction industry by registration of specialized trade and certified individuals with the Construction Development Board and will guide the Construction Development Board in implementing the due process.

The Guidelines shall also serve the purpose of informing the registrant on the due process for registration including the fees.

In pursuit of the above, the Construction Development Board hereby adopts the **Guideline for Registration of Specialized Trades and Firms 2020** on 9th July 2020.

Tashi Delek!



(Dorji Tshering)

Chairperson

Construction Development Board

Minister, Ministry of Works and Human Settlement

Introduction

The 51st Board Meeting of the Construction Development Board (CDB) decided on the introduction of a new class for specialty works as a step towards promoting an orderly growth of professionals and to encourage specialization.

Amongst the numerous trades/crafts that prevail in the construction industry, CDB started with five specific trades viz. in Masonry, Plumbing, Electrical House Wiring, Construction Carpentry and Welding & Fabrication.

Further, the Procurement Rules and Regulations 2019 and amended Standard Bidding Document for Works 2019 requires any specialized subcontracts to be mandatorily awarded to Specialized Trade/Firm registered with CDB. To facilitate the above objectives and requirements, the CDB will be guided by this Guidelines for Registration of Specialized firms and Trades.

Accordingly, the registration process for the same is categorized into two as follows:

- A. Specialized Trade**
- B. Specialized Firm**

Empowering Clause

1. Section 2.3.1.4 mandates of Procurement Rules and Regulations 2019 CDB as a competent authority of the government to establish and maintain the List of Registered Contractors and Consultants for Works.
2. Section 6.3.5.1 of Procurement Rules and Regulations 2019 provides for subcontract of works to registered specialized contractors available in the market.
3. Clause 33 (ITB) of SBD works (above 5 million) mentions that Specialized Subcontractors proposed by bidder shall be approved by employers only if registered in the Specialized trade/contractor of CDB.

A. Specialized Trade

1. Eligibility for registration

The graduates from the Technical and Vocational Training Institutes (TVET) within Bhutan and similar institutions outside Bhutan are eligible to get registered as specialized trade. The applicant for specialized trade is selected based on:

- a. National Level Certificate issued and accredited by Ministry of Labour and Human Resources.

2. Terms of Registration

- a. CDB Registration certificate is the property of the board and is neither transferable nor to be held or stored by other individuals that is otherwise named in the certificate.
- b. CDB Registration certificate holder is responsible for complying with the CDB Manual, relevant Guidelines issued

from time to time by CDB and any other relevant laws during the validity period.

- c. All registered specialized trade shall comply with the instructions, circulars and notifications issued by CDB from time to time vide conventional means of printing or electronic means.
- d. Without compromising the individual rights and the prevailing laws, CDB reserves the right to use and disclose such information in any form of publication for the use and benefit of the construction industry.
- e. Specialized trade registered shall be issued a CDB Registration Certificate with a validity period as stated on the Certificate.
- f. All registered specialized trades shall renew the CBD Registration Certificate before the expiry date.

3. Registration Application, Fees and Validity

- a. All applications for Specialized Trade registration shall be made as prescribed in the **Appendix 1** of this guideline.
- b. Registration and renewal fees shall be paid within 30 days from the date the application is approved by the applicant as follows:
 - i. Registration fee is not applicable for the first-time applicant;
 - ii. First renewal fee of Nu. 1000/-; and

- iii. Renewal fees of Nu. 500/- from second renewal onwards.
- c. A late fee of Nu. 100/- per day will be levied after grace period of 30 days from the expiry date of registration certificate upto a maximum of Nu. 3000/-.
- d. The validity of the registration certificate for specialized trade shall be for 3 years. The applicant is required to submit a renewal application within 30 days of expiry of registration certificate.

4. Registration Criteria

The following are the category of specialized trade with their respective qualifications in any of discipline under each category as follows:

SL. #	Category for Specialized Trade	Qualification required
1	SP1-Masonry	National Certificate Level
2	SP2-Plumbing	National Certificate Level
3	SP3-Electrical House Wiring	National Certificate Level
4	SP4-Construction Carpentry	National Certificate Level
5	SP5-Welding and Fabrication	National Certificate Level
6	SP6-Building Painting	National Certificate Level
7	SP7-Traditional Bhutanese Painting	National Certificate Level
8	SP8-Transmission & Distribution	National Certificate Level
9	SP9-Underground Power Cable Trenching & Laying	National Certificate Level
10	SP10-Computer Hardware & Networking	National Certificate Level

B. SPECIALIZED FIRM

1. Eligibility for registration

All Bhutanese citizens having attained the age of 18 years shall be eligible to be consider as a registered specialized firm with the CDB.

2. Terms of Registration

- a. CDB Registration certificate is the property of the board and is neither transferable nor to be held or stored by other individuals that is otherwise named in the certificate.
- b. CDB Registration certificate holder is responsible for complying with the CDB Manual, relevant Guidelines issued from time to time by CDB and any other relevant laws during the validity period.
- c. All registered specialized firms shall comply with the instructions, circulars and notifications issued by CDB from time to time vide conventional means of printing or electronic means.
- d. Without compromising the individual rights and the prevailing laws, CDB reserves the right to use and disclose such information in any form of publication for the use and benefit of the construction industry.
- e. Specialized firm shall be issued a CDB Registration Certificate with a validity period as stated on the Certificate.
- f. All registered specialized firm shall renew the CBD Registration Certificate before the expiry date.

3. Registration Application, Fees and Validity

- a. All applications for Specialized Trade registration shall be made as prescribed in the **Appendix 2** of this guideline.
- b. Registration fees shall be levied after approval of applications. The registration fee of Nu. 3000 per category shall be paid within 30 days from the date the application is approved.
- c. A late fee of Nu. 100/- per day will be levied after grace period of 30 days from the expiry date of registration certificate upto a maximum of Nu. 3000/-.
- d. The validity of the registration certificate for specialized firm will be for 2 years. The applicant is required to submit a renewal application within 30 days of expiry of registration certificate.

4. Registration Criteria

- a. The registration requirement for Specialized Firm will be based on Human Resource registered with CDB under clause B (4) of this guideline and shall meet the following criteria for each specialized category:

Sl #	Specialized category	Human Resource Required	
		Qualification level	Nos.
1	SF1-Masonry	National Certificate 3 (NC3)	1
		National Certificate 2 (NC2)	1
2	SF2-Construction carpentry	National Certificate 3 (NC3)	1
		National Certificate 2 (NC2)	2
3	SF3-Plumbing	National Certificate 3 (NC3)	1
		National Certificate 2 (NC2)	1
4	SF4-Electrical	National Certificate 3 (NC3)	1
		National Certificate 2 (NC2)	1
5	SF5-Welding & Fabrication	National Certificate 2 (NC2)	2
6	SF6- Painting	Certificate from relevant institutions or similar work experience certificate	1

Note: NC2 – Craftsperson, NC3 – Master Craftsperson

- b. If the proprietor is one of the NC holder required for the specialized category mentioned in clause 4 (a) in the firm, he/she shall suffice as one of the human resource required for that category.

Appendix 1:

Construction Development Board

Registration of Specialized Trade


Fee Structure	Personal Information	Category Details	Attachments
Type	Validity [years]	Amount [Nu.]	
Specialized Trade	3	n/a	

Note: The registration fee is not applicable for first time applicant. However, the first renewal fee is Nu. 1000/- and Nu. 500/- thereafter.

Enter your valid CID Number: *

Fee Structure	Personal Information	Category Details	Attachments
---------------	----------------------	------------------	-------------

Personal Details

Salutation: *	Select Mr./Mrs./Ms.	
CID No.:		
Name:		
Dzongkhag:		
Gewog:		
Village:		

Email: *

Mobile No.: *

Office/Employer Name

Office/Employer Address

Fee Structure	Personal Information	Category Details	Attachments
---------------	----------------------	------------------	-------------

Category Information >>Please tick the checkbox to select a category

Tick	Category
<input type="checkbox"/>	SP1- Masonry
<input type="checkbox"/>	SP2- Plumbing
<input type="checkbox"/>	SP3 -Electrical House Wiring
<input type="checkbox"/>	SP4 - Construction Carpentry
<input type="checkbox"/>	SP5 - Welding and Fabrication
<input type="checkbox"/>	SP6 - Lhadri (Traditional Bhutanese Painting)
<input type="checkbox"/>	SP7 - Patra (Curving)
<input type="checkbox"/>	SP8 - Transmission & Distribution
<input type="checkbox"/>	SP9 - Underground Power Cable Trenching & Laying
<input type="checkbox"/>	SP10 - Computer Hardware & Networking

Fee Structure	Personal Information	Category Details	Attachments
---------------	----------------------	------------------	--------------------

Attach your supporting documents [academic transcripts]: * please click on add more document button to add more attachments

Choose File	+ Add more documents
--------------------	----------------------

I declare and confirm that:

- All information and attachments submitted with this application are true and correct;
- I am aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted;
- I shall not make refund claims of expenditure incurred in processing this application.

I agree to the above terms and conditions.

Submit


Appendix 2:

Construction Development Board

Registration of Specialized Firm

Fee Structure	Personal Information/contact Details	Category details	Human Resources	Equipment's
Classification		Validity [years]	Amount [Nu.] per category	
Specialized Category		2	3000.00	

Enter your valid CID Number: *

Fee Structure	Personal Information/contact Details	Category details	Human Resources	Equipment's
Personal Details				
Salutation: *	Select Mr./Mrs./Ms./Dasho		Designation:	
CID No.:			Select: Owner/Owner cum Engineer	
Name:				
Gender:				
Dzongkhag:			Show in certificate	
Gewog:			<input type="checkbox" value="tick"/>	
Village:				

Contact Details

Email: *	<input type="text"/>	Mobile No.: *	<input type="text"/>
Ownership Type *	Select Sole proprietorship/Incorporated/Non-Bhutanese	Nationality *	select
Proposed Firm Name *			
<input type="text"/>			
Establishment Address: *	<input type="text"/>	Establishment Dzongkhag: *	select
Trade License [Add during renewal]	<input type="text"/>	TPN No.: [Add during renewal]	<input type="text"/>

Fee Structure	Personal Information/Contact Details	Category details	Human Resources	Equipment's
Category Details <i>Note: First tick the checkbox to select category. Then select the appropriate class of your choice</i>				
Category		Apply for Services [Please tick]		
Specialized category	<input type="checkbox"/> SF1	<input type="checkbox"/> SF2	<input type="checkbox"/> SF3	<input type="checkbox"/> SF4
	<input type="checkbox"/> SF5	<input type="checkbox"/> SF6		

Fee Structure	Personal Information/Contact Details	Category details	Human Resources	Equipment's					
Human Resource									
CID #	salutation	Name	Gender	Designation	Qualification	Trade	Service Type	Attachments	Action
									Edit Delete

[Add H](#)

Adding Human Resources Details

Nationality: *	<input type="text" value="select"/>	CID/Work Permit: *	<input type="text"/>
Salutation: *	<input type="text" value="Select Mr./Mrs./Ms./Dasho"/>	Name:	<input type="text"/>
Gender:	<input type="text" value="select"/>	Designation: *	<input type="text" value="select"/>
Qualification: *	<input type="text" value="select"/>	Trade: *	<input type="text" value="select"/>
Service Type *	<input type="text" value="select"/>		

Attach your supporting documents [undertaking letter, academic transcripts]:

[Add attachment](#)

Document Name	Document Attached	File size	Action
Latest Undertaking letter	Latest Undertaking letter		Edit delete
Academic transcripts	Academic transcripts		Edit delete

Fee Structure	Personal Information/Contact Details	Category details	Human Resources	Equipment's
Equipment's and Facilities				
Equipment Name	Registration Number	Quantity	Attachments	Action
select				Edit delete

[Add more equipment's](#)

Adding Equipment's

Equipment Name * Registration No. *

[add attachment](#)

Document Name	Document Attached	File size	Action
			Edit delete

Note: * - is mandatory requirement

Terms and Condition:

1. As provided in chapter 6, clause 6.3.5 of Procurement Rules and Regulations 2019, the holder of this Certificate is qualified for sub-contracting of parts of works for which there are registered specialized firms.
2. The issuance of CDB Registration Certificate will be based largely on the fulfillment of the minimum criteria set against classification and Categorization of Services.
3. 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.
4. CDB Registration Certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.
5. Notwithstanding the provisions of Companies Act of Bhutan, the certificate issued is non-transferable even if the promoters separate and establish similar companies.
6. CDB Certificate cannot be leased or subleased to any individual or another firm.
7. 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.
8. Failing to renew within the expiry date will lead to penalty of Nu.100 per day.
9. Failing to pay the fees for approved online application within 30 days will lead to cancellation of the application.
10. No FIRM can submit bid, participate in bidding or be on the contention for award if the registration has expired.
11. No FIRM can undertake/implement works which is not within the scope of the registration.
12. The registration is subject to verification whenever the CDB so desires. CDB will inspect the minimum mandatory requirement of manpower and equipment of firm and the during the time of monitoring, every firm must extend necessary support and cooperation to CDB Officials.
13. All registered FIRM must have Office established with Signboard (requirements of office and signboard as determined by CDB)
14. Registered firms are required to inform the CDB of any changes in their address, contact details or any pertinent particulars within one month.
15. The CDB Registration Certificate can be revoked, suspended or cancelled at any given time if the:
 - a. Holder undertakes unlawful participation in the procurement process;
 - b. Entity does not possess the minimum requirements during the physical

verification process (at the discretion of CDB);

- c. Entity has obtained the same due to false submissions;
- d. Entity becomes bankrupt or winds up; or
- e. Entity has been charged by the court for penal offence.

I declare and confirm that:

- d. All information and attachments submitted with this application are true and correct;
- e. I am/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted;
- f. I/We shall not make refund claims of expenditure incurred in processing this application;
- g. I/We have read and understood the any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
- h. I/We hereby declare that issue of CDB certificate does not in any way constitute an obligation on the part of CDB or any other Government agency to provide contract works.

I agree to the above terms and conditions.

Submit

CONSTRUCTION DEVELOPMENT BOARD

Tel. +975-2-326034/326035

Fax: +975-2-321989

Website: www.cdb.gov.bt mail: registration@cdb.gov.bt