



Monitoring by [CDB](#)

# Monitoring by CDB

## **Office Establishment**

- Check the compliance of contactors to their registration requirements
- Suspend and downgrade upon default

## **Ongoing site checking**

- Check the compliance of contractors & procuring agencies to the contract documents
- Get the holistic picture of construction industry
- Data collection

# Objective of monitoring

## **Office Establishment**

- To create a dependable construction industry
- Ensure genuine contractors fair excess to award of contracts
- Develop the professionalism of Contractors

## **Ongoing site checking**

- Create a vibrant Construction Industry
- Find pertaining issues faced in construction Industry and carry out mitigation process



# Office establishment

- All Large and Medium class contractor should have a office establishment at their registered dzongkhag.
- Large class contractor should have a separate office (*its should not be combined with resident or shop*)
- Medium class contractor may keep their office with their resident provide the office is in separate room( not with bed room/sitting room)
- All offices should have a proper [signboard](#)
- All documents related to the firm should be kept at office



# Office establishment monitoring

- Monitoring team will check and verify the office.
- Check the monthly payroll of the firm with TDS and Health Contribution brochure from RRCO
- Firm should recruit and update HR in CDB system if the existing staffs reings.



# Actions

- No office establishment : Suspension for the period of 3 months
- No office signboard : Suspension for the period of 3 months
- Contractor who cannot be contacted : Suspension for the period of 3 months
  - *(Phone switch off/ not responding/ doesn't exits/ wrong number)*
- Deceiving on location change : Suspension for the period of 3 months
- Not fulfilling the HR requirements :Downgraded for the period of 6 month
  - *(As mandated by CDB)*



# Re-register after suspension

- The Firm should write to CDB after the suspension period is over
- CDB will not reinstate unless the firm comply with the CDB norms



# Re-upgrade

- Firm can apply for re-upgradation after recruiting required HR after 6 month

*Upgrade fee will charge as per registration requirement.*





# Points to remember

- Firm should established office in their registered dzongkhag
- Firm should change office location in CDB system incase the firm wants to shift to new location (New Dzongkhags)
- Should update right information such as contact number and office address
- Should update their HR & equipment in CDB system
- Should deposited TDS, HC & PF at least in quarterly basis
- Standard payroll [sample](#)

# On-going site monitoring



# Monitoring of Private work ( service by CDB)

- If a contractor are executing private works, CDB can registered the work in the system to increase their bid capacity and similar work experience
  - Eg: Private Hotels, resorts, Schools, etc...
- Contractor should request to update the private work at the **initial stage of work.**
- CDB will monitor the work at least three times during the execution of work
- CDB will check the authenticity of the work and amount

Thank you!