

CDB བཟོ་སྐྱེད་གོང་འཕེལ་བ་ཀོད་ཚྭ་གས།

CONSTRUCTION DEVELOPMENT BOARD

"Construction quality : through professionalization and technology"



བཟོ་སྐྱེད་གོང་འཕེལ་བ་ཀོད་ཚྭ་གས།
CDB
BHUTAN

REGISTRATION **GUIDELINES**

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Foreword

The Construction Development Board (CDB) is pleased to bring out **revised registration guidelines 2020** encapsulating the registration procedure of construction services vis-à-vis new registration, renewal, incorporation; etc for contractors, consultants, specialized firms and construction professional. The objective of guideline have been anchored and drawn from Chapter 2, **Clause 2.3.1.2** and **Clause 2.3.1.3** 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.

In pursuit of above, the Construction Development Board (CDB) hereby adopts Revised Registration Guidelines 2020 for Registered Contractors and Consultants including construction professionals on this **3rd day of February 2021**.

Tashi Delek!



(Dorji Tshering)

Chairperson

Construction Development Board

Minister, Ministry of Works and Human Settlement

1. Introduction

In line with the Procurement Rules and Regulations of Bhutan, the Construction Development Board shall be the competent authority of the Government to establish and maintain the List of Registered Contractors and Consultants for Works as specified under clause 2.1.2.1. It shall issue 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.

To facilitate the above objectives and requirements, the CDB will be guided by this Guidelines for Registration of Contractors, Consultancy, Construction Professionals, Specialized firms and Trades, etc. All information / documents submitted become the property of CDB. The CDB reserves the right to use and disclose such information in any form of publication for the purposes and interests of the construction industry.

2. Empowering Clause

The authority to register and classify registrants is derived from Chapter 2 of Procurement Rules and Regulations 2019 and in particular following sections:

- i. Section 2.1.1.2 of Procurement Rules and Regulations 2019: Proof of enrolment in an authorized and properly constituted Registration system shall constitute a presumption of overall suitability of a bidder to participate in a public procurement procedure.
- ii. Section 2.1.2.1 of Procurement Rules and Regulations 2019: Appropriate technical authorities of the relevant Sectors, as may be identified by the Government from time to time, may establish Lists of Registered Suppliers /Contractors /Consultants, hereinafter called Registers.
- iii. Section 2.1.3.4 of Procurement Rules and Regulations 2019: Evidence of the party's technical ability may be furnished by any of the following means:
 - a. The educational and professional qualifications of the managerial and supervisory staff of the party, and in particular, those of the person or persons responsible for carrying out the assignments;
 - b. A description of the party's technical facilities, including reference to the tool, plant and technical equipment available.

- iv. Section 2.3.1.1 of Procurement Rules and Regulations 2019: Construction Development Board (CDB) shall be the competent authority of the Government to establish and maintain the List of Registered Contractors and Consultants for Works as specified under clause 2.1.2.1. It shall issue 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.
- v. Section 2.3.1.2 of Procurement Rules and Regulations 2019: Registration with the CDB and possession of a valid CDB certificate shall, in accordance with clause 2.1.1.2, 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.
- vi. Section 2.3.1.4 of Procurement Rules and Regulations 2019: The List of Registered Contractors and consultants including construction professionals is formally established by the CDB and shall be updated from time to time. The List of Registered Contractors including Architects and Engineers shall be made available in the web site of CDB.
- vii. Section 2.3.1.5 of Procurement Rules and Regulations 2019: Admission to the List of Registered Contractors and consultants including construction professionals shall be

made by written application pursuant to the procedure set out in the Manual of the Construction Development Board.

3. Objective

The main objectives of the Guidelines are to:

- i. Provide standard procedure to CDB officials while providing registration services;
- ii. Provide an easy reference on the registration procedures and criteria for registration;
- iii. Ensure all registrants comply the uniform procedure and requirements; and
- iv. Ensure professionalization with enhanced certification and registration.

4. Adoption clause

This guideline shall come into force on the day the ‘letter of foreword’ is signed by the chairperson of the Board.

5. Terms and Conditions of Certification

- i. The holder of registration certificate issued by CDB is qualified to participate in public procurement procedure.
- ii. The issuance of registration certificate will be based largely on the fulfillment of the minimum criteria set against classification and categorization as applicable and upon certification by competent authority for construction professionals.

- iii. Registration certificate holder is responsible for complying with the CDB Manual, relevant Guidelines and other legal instruments issued from time to time by CDB and any other relevant laws during the validity period.
- iv. Without compromising the individual rights and the prevailing laws, CDB reserves the right to use and disclose such information in any form of publication in the interest of general public.
- v. CDB will not be accountable for any or fabricated submission that could have led to the fulfillment of the criteria and subsequent issue of registration certificate.
- vi. Applicant shall be liable for penalty for forgery of documents as mentioned in the Penal Code of Bhutan and any other relevant laws.
- vii. Registration certificate once issued would not relieve the certificate holder of any relaxation on the minimum requirements for registration.
- viii. In pursuant to the provisions of Companies Act of Bhutan and other applicable laws, the certificate issued is non-transferable even if the promoters separate and establish similar companies.
- ix. Registration certificate cannot be leased or subleased to any individual or another firm.

- x. Registration certificate is valid during the period for which it was issued provided it has not been cancelled, de-registered, suspended or revoked by CDB or any other competent authority.
- xi. Firms failing to renew registration certificate after 13 months from the expiry date will be de-registered. 13 months hereby includes one month of grace period provided to the registrants.
- xii. De-registered applicant remains in force for two years from the date of deregistration except for those applicants who could not renew despite reasonable efforts.
- xiii. Failing to renew registration certificate within the expiry date will lead to penalty of Nu.100 per day and renewal of the registration certificate shall be applied after thirty days of its expiry.
- xiv. Failing to pay the fees for approved application within 30 days shall lead to cancellation of the application.
- xv. All registered construction firm or other registrants as may be applicable shall produce certificate of the mandatory course in order to apply for renewal of the registration certificate.
- xvi. Any registrants as may be applicable may apply online using Application Form for upgrading of his category and or for additional classification, categories and sub-categories: -

- a. at any time during the validity of certificate; or
 - b. at the time of renewal.
- xvii. No provisional certificates shall be issued except for the following if the registration certificate has expired:
 - a. Issuance or renewal of labour permit; or
 - b. Issuance or renewal of engineer's permit.
- xviii. No contractor can submit bid, participate in bidding or be on the contention for award if the registration has expired.
- xix. No contractor can undertake works which is not within the scope of the registration.
- xx. CDB may verify the resources committed for the projects as and when desires.
- xxi. Large and medium contractors and consultants shall have office established with signboard and requirements determined by CDB.
- xxii. Registrants as may be applicable, shall update any changes online in their establishment address, contact details or any pertinent particulars within one month from the respective changes.
- xxiii. The registration is subject to verification whenever the CDB so desires for which the mandatory requirement of manpower and equipment as may be applicable shall be

monitored respectively and during the time of which every firm or individual must extend necessary support and cooperation.

- xxiv. The CDB Registration Certificate shall be downgraded, suspended or cancelled at any given time if the:
- a. Holder has contravened provisions of this Guideline, other Guidelines and any other relevant laws in force;
 - b. Holder undertakes unlawful participation in the procurement process;
 - c. Holder does not possess the minimum requirements prescribed by CDB during the physical verification;
 - d. Holder has obtained the same due to false submissions;
 - e. Holder becomes bankrupt or winds up;
 - f. Holder has been adjudged unsound mind by a competent court;
 - g. Holder engages in fronting;
 - h. Holder has been found guilty of professional misconduct after an inquiry held; or
 - i. Holder has been charged by the court for penal offence.

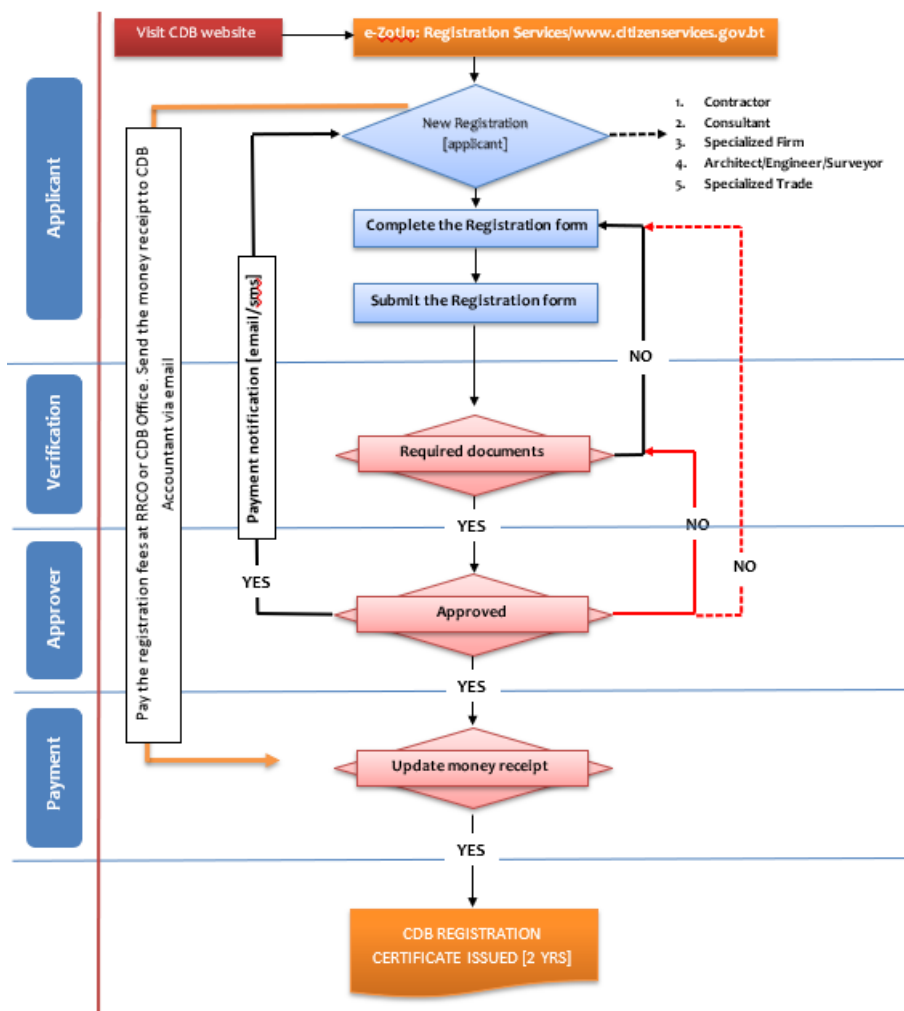
6. Eligibility

- i. Any Bhutanese individual upon attaining the age of 18 years is eligible to get registration certificate after compliance to other requirements mentioned under other provisions of this guidelines.
- ii. Any foreign company who wish to work in Bhutan can make an application for issuance of registration certificate as a non-Bhutanese contractor or consultant.

7. Registration Process

- i. The following flowchart and subsequent clauses shows the registration process in brief and in general for all registrants which includes contractors, consultants, specialized firms, specialized trades and construction professionals:

a. Registration flowchart:



- b. Applicant shall apply online using the online application form available at www.cdb.gov.bt or www.citizenservices.gov.bt
- c. Applicant shall upload supporting documents against the classification and registration based on the set criteria and other requirements for the registrants provided in this guideline or other relevant documents.
- d. Applicant shall receive a message or email notifying the status of the application which can also be tracked on CDB website at www.cdb.gov.bt by clicking on 'Track Your Application' button.
- e. Applicant shall receive the results of the application indicating whether the registration is successful or otherwise as follows:
 - i. Registration unsuccessful: Applicant shall receive a message or mail explaining the reason the registration is unsuccessful for which the registrant needs to re-apply complying with the instructions or reasons for the rejection of application or registration; or
 - ii. Registration successful: Applicant shall receive a message or email notifying successful application with the approved class, work category, specialization etc., and the amount of registration fee to be paid for the issuance of the Registration Certificate.
- f. Applicant shall pay the prescribed registration fees within 30 days from the day the application is approved. Failure to do so

will lead to cancellation of the application without any further notice.

- g. Applicant shall require to re-apply if the application is cancelled in pursuant to clause 5 i (f) of this guideline.
- h. Applicant shall pay the prescribed fees and penalties if applicable through G2C payment gateway, at the CDB Office or at the nearest Regional Revenue and Customs Office of Ministry of Finance.
- i. In pursuant to clause 5 i (h) of this guideline, if fees and penalties as applicable are paid using other than G2C payment gateway, the applicant shall intimate a copy of the money receipt to CDB accountant.
- j. For new registration, an applicant shall receive a user credential via email to log in to the CDB registration system after payment of the prescribed registration fees.
- k. Successful applicant shall be able to print system generated registration certificate.

8. Registration Form

- i. In pursuant to clause 5 i (b) of this guideline, the applicant or registrant shall use the forms provided in the table below which shows the types of registration and the corresponding forms:

Types of Registration:

SI No.	Type of Application	Application Form
1	Contractor Registration: » Sole proprietorship » Incorporated company » Non- Bhutanese	Registration form for Contractor
2	Consultant Registration: » Sole proprietorship » Incorporated company » Non- Bhutanese	Registration form for Consultant
3	Specialized Firm Registration: » Sole proprietorship » Incorporated company	Registration form for Specialized firm
4	Architect Registration: » Government Architect » Private Architect	Registration form for Architect
5	Engineer Registration: » Government Engineer » Private Engineer	Registration form for Engineer
6	Surveyor Registration: » Government Surveyor » Private Surveyor	Registration form for Surveyor
7	Specialized Trade Registration: » Individual	Registration form for Specialized Trade

9. Application Processing Time

- i. The application for registration and other services shall be processed in compliance to the processing time provided in the following table:

Processing Time

SI No.	Type of Application	Processing Time
1	Contractor Registration: » Sole proprietorship » Incorporated company » Non- Bhutanese	1 working day
2	Consultant Registration: » Sole proprietorship » Incorporated company » Non- Bhutanese	1 working day
3	Specialized Firm Registration: » Sole proprietorship » Incorporated company	1 working day
4	Architect Registration: » Government Architect » Private Architect	1 working day
5	Engineer Registration: » Government Engineer* » Private Engineer*	1 working day
6	Surveyor Registration: » Government Surveyor » Private Surveyor	1 working day
7	Specialized Trade Registration: » Individual	1 working day

Note: *The processing time varies for the engineer registration as he/she has to visit CDB office in person after submission of online application.

10. Fees for registration and other services

- i. The registration fee payable is stated in the notice of successful application which is due within thirty days from the date of the notice of approval.
- ii. The application shall be automatically cancelled without notice if the registration fee is not paid as prescribed in clause 8, i of this guideline.
- iii. Applicant shall submit a new application once the application is cancelled in pursuant to clause 8, ii of this guidelines.
- iv. The registration certificate shall be issued upon payment of prescribed fees respectively as provided in the following table:

SCHEDULE OF Fees for Registration & Renewal:

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/-
Consultancy	Nu. 3,000/category	Nu. 1,500/category	Nu. 100/day
Specialized Firm	Nu. 3,000/category	Nu. 1,500/category	Nu. 100/day
Architect (Private)	Nu. 2,000/-	Nu. 1,000/-	Nu. 100/day to a max. of Nu. 3000/-
Engineer (Private)	Nu. 2,000/-	Nu. 1,000/-	Nu. 100/day to a max. of Nu. 3000/-
Surveyor (Private)	Nu. 2,000/-	Nu. 1,000/-	Nu. 100/day to a max. of Nu. 3000/-
Specialized Trade*	Not applicable	Nu. 1000/- for first renewal, thereafter Nu. 500/-	Nu. 100/day to a max. of Nu. 3000/-

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

OTHERS FEES:

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

- v. Applicant shall pay all fees and penalties in the favor of Director of Construction Development Board.
- vi. Notwithstanding the clause 5, f, h & l of this guideline, applicant shall not make payments using company or personal cheques and the fees paid are not refundable.

11. Classification, Categorization and Registration requirements

The applicant shall fulfill the minimum requirements set against each trade mentioned below in the provisions of this guideline:

- a. Contractor;
- b. Consultant;
- c. Construction Professional;
- d. Specialized Trade; or
- e. Specialized Firm.

i. Contractor

- a. A contractor shall be classified and registered into three different classes which are 'Large class', 'Medium class' and 'Small class'.
- b. Each contractor is registered within a class according to the contractor's capability to fulfil the criteria for such and category of projects mentioned in clause 9, ii, c of this guideline.
- c. Infrastructure projects will be categorized into 4 separate categories defined under reference 'W1, W2, W3 & W4' which generally covers the types of works as follows:

INFRASTRUCTURE PROJECTS CATEGORIES

CATEGORIES	HEADINGS	DESCRIPTIONS
W1	Roads & Bridges	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
		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.
		Construction of all types of bridges, aqueducts and flyovers
W2	Traditional Bhutanese Painting/Finishing Works	Internal and external finishing and decorations of all structures in traditional Bhutanese paintings.
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply & Sewerage	Construction of all kinds of buildings including that of timber, masonry, concrete or steel. Services such as storms and sanitary drainage system.
		Rehabilitation and restoration of all physical facilities in damaged or destroyed buildings.
		Construction of drainage systems, terminal buildings, hangers, warehouses Depots, any appurtenant structures.
		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
W4	Power & Telecommunication Works	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.
		Construction of Substations & Transmission Lines
		Laying ducts and construction of junction boxes and of manholes for telephone cable networks.

- d. As provided in clause 9, ii, b & c of this guideline, contractor's classification will determine the size and maximum number of construction works that he or she is eligible to undertake as provided in following table:

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

DETAILS	LARGE CLASS	MEDIUM CLASS	SMALL CLASS
Eligible bid amount (million Nu.)	> 20.0	> 5.0 - ≤ 20.0	≤ 5.0
Maximum number of contracts at a time	8	4	2

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

- e. Complying clause 9, ii, a & c of this guideline, a contractor has the right to maintain same or different classifications for different categories of work or projects for which a contractor can have more than one classification.
- f. For contractors having more than one classification, higher class shall be considered except for procurement purposes.
- g. Referring clause 9, ii, c & d of this guideline, classification of firms into Large, Medium and Small classes and application of permissible work volume shall not apply to W2 category.
- h. In compliance to clause 9, ii, a, & c and other provisions and of this guideline, contractor classification, renewal, upgrading of classification and/or to request other categories of work is based on the contractors' human

resources, equipment and facilities as provided in the following tables for ‘Minimum Mandatory Human Resources’:

MINIMUM MANDATORY HUMAN RESOURCES REQUIRED

Large Class

Description	W1	W2	W3	W4
Manager	1*	1*	1*	1*
Degree Engineer	1(C)*	-	1(C)*	1(E)
Diploma Engineer	2(C)*	-	2(C)*	1(E)
Accountant	1*	-	1*	1*
Site Supervisor	2*	-	2*	2
Total	7	1	7	6

Note: Proprietor himself can be the Manager/Engineer of his firm, C-Civil, E-Electrical, * minimum only. The firm needs to have Safety Committee & appointment of one safety Officer among their permanent employees.

Medium Class

Description	W1	W2	W3	W4
Manager	1*	1*	1*	1*
Diploma Engineer	1(C)*	-	1(C)*	-)
Site Supervisor	1*	-	1*	1*
Total	3	1	3	2

Note: Proprietor himself can be the Manager/Engineer of his firm, C-Civil, E-Electrical, * minimum only

Small Class

Description	W1	W2	W3	W4
Site Supervisor	1*	1*	1*	1*
Total	1	1	1	1

Note: * minimum only

- iv. Complying other relevant provisions of this guideline, a proprietor of a construction firm can suffice the human resource required for the firm as follows provided he or she fulfils the qualification mentioned in clause 9, ii, h of this guideline under the table for ‘Minimum mandatory human resources’:
 - a. As a Manager of the firm; or
 - b. Engineer of the firm.
- v. In pursuant to clause 9, ii, a, c & h of this guideline, contractor classification, renewal, upgrading of classification and/or to request other categories of work is also based on the contractor’s equipment and facilities as provided in the following table for ‘Minimum mandatory equipment & facilities’:

MINIMUM MANDATORY EQUIPMENT & FACILITIES REQUIRED

Large class

Description	W1	W3	W4
Excavator/Payloader	1	1	-
Road roller	1	-	-
Truck	1	1	1
Air Compressor	1	1	1
Survey equipment's**	1*	1*	1*
Concrete mixer	-	1	1
Vibrator	-	1	1
Crane Truck	-	-	1
Steel Shuttering set (sft)	-	5000	-
Water pump/Multi-meter	-	-	1
Meggar	-	-	1
Max puller	-	-	1

Note: * minimum only, ** Total Station

Medium class

Description	W1	W3	W4
Truck	1*	1*	1*
Survey equipment's**	1*	1*	1*
Concrete mixer	1*	1*	-
Vibrator	1*	1*	-
Steel Shuttering set (sft)	-	2000	-
Water pump/Multi-meter	-	-	1
Meggar	-	-	1

note: *minimum only, ** Leveling machine

ii. Consultants

a. Consultants shall be categorized into:

- (i) Architectural Services;
- (ii) Civil Engineering Services;
- (iii) Electrical Engineering Services; and
- (iv) Surveying Services.

b. In pursuant to clause 9, iii, a of this guideline, consultants are further sub-categorized as provided in the following table for ‘categorization of consultants’:

Classification of Consultants

Architectural Services

Category	Description
A1	Architectural and Interior Design
A2	Urban Planning
A3	Landscaping and Site Development

Civil Engineering Services

Category	Description
C1	Structural Design
C2	Geo-Tech Studies
C3	Social & Environment Studies
C4	Roads, Bridges, Buildings & Air Ports
C5	Irrigation, Hydraulics, Water Supply, Sanitation, Sewerage & Solid Waste
C6	Construction Management & Site Supervision
C7	Water Resources & Hydro Power Projects

Electrical Engineering Services

Category	Description
E1	Investigation & Design of Hydro Power Projects
E2	Operation & Maintenance of Hydro Power Projects
E3	Urban & Rural Electrification, Transmission Line, Communication & Scada
E4	Construction Management & Site Supervision
E5	Sub-station
E6	Energy Efficiency Services
E7	House Wiring

Surveying Services

Category	Description
S1	Cadastral Surveying
S2	Topographical Surveying, Topographical Control Surveying, Engineering Surveying Cartography
S3	Bathymetric Surveying
S4	Geodetic Surveying, Precision Levelling
S5	Photogrammetric Surveying
S6	GIS, Remote Sensing
S7	Survey Instrument Calibration, maintenance and certification services

- c. In pursuant to clause 9, iii, a & b and other provisions of this guideline, consultant categorization, renewal, change of categories of services is based on the consultant's human resources, equipment and facilities provided in the following tables for 'Minimum Mandatory Human Resources' and 'Minimum Mandatory Equipment & Facilities':

MINIMUM MANDATORY HUMAN RESOURCES REQUIRED

Architectural Services

Description	A1	A2	A3
Architect (Degree & above)	1 *	1*	1 *
Total	1*	1*	1*

Note: * minimum only

Civil Engineering Services

Description	C1 & C4	C2	C3	C5 & C6	C7
Degree Engineer (Civil)	1*	-	-	-	1
Degree Engineer (Geo Tech)	-	1	-	-	-
Degree (SS/Env.)	-	-	1	-	-
Diploma (Civil)	-	-	-	1*	-
Total	1	1	1	1	1

Note: * minimum only, SS-Social Science, E-Environmental

Electrical Services

Description	E1 & E2	E3 & E4	E5 & E6	E7
Degree Engineer (Civil)	1*	-	-	-
Degree Engineer (Electrical)	1*	1*	1*	-
Degree Engineer (Mechanical)	1*	-	-	-
Degree (Hydrologist)	1*	-	-	-
Diploma (Civil)	-	1*	1*	-
Diploma (Electrical)	-	-	-	1
Total	4	2	2	1

Note: * minimum only

Surveying Services

Description	S1	S2	S3	S4	S5	S6	S7
Professional in field of specialization	-	-	-	1*	1*	1*	-
Diploma (Cadastral Surveyor)	2	-	-	-	-	-	-
Diploma in field of specialization	-	1*	1*	-	-	-	1
Certificate in field of specialization	-	1*	1*	-	-	-	-
Total	2	2	2	1	1	1	1

Note: * minimum only

MINIMUM MANDATORY EQUIPMENT & FACILITIES REQUIRED

Surveying Services

Description	S1	S2	S3	S4	S5	S6	S7
Total Station (3 sec or better)	1*	-	-	-	-	-	-
Total Station (5 sec or better)	-	1	-	-	-	-	-
GNSS/RTK: 1 set	1*	1	-	-	-	-	-
Levelling instrument	-	1	-	-	-	-	-
Bathymetric Survey Instrument	-	-	1	-	-	-	-
Survey Grade GNSS	-	-	-	4	-	-	-
Precision Levelling instrument	-	-	-	1	-	-	-
Licensed GNSS Data Processing & adjustment Software	-	-	-	1	-	-	-
DPWS	-	-	-	-	1	-	-
Licensed Photogrammetric software	-	-	-	-	1	-	-
Established collimator	-	-	-	-	-	-	1
Total	1	3	1	6	2	-	1

Note: * minimum only

iii. Construction Professional

- a. In compliance to the provisions of the Guidelines for Construction Professional 2020, the following construction professionals shall be registered with CDB:
 - (i) Engineers of both private and government under following categories:
 - a) Civil;
 - b) Architectural;
 - c) Electrical;
 - d) Mechanical;
 - e) Survey;
 - f) Geotechnical; and
 - g) Hydrological.
 - (ii) Other construction professionals under following categories:
 - a) Managerial;
 - b) Accountancy; and
 - c) Site Supervision.

iv. Specialized Trade

- a. In pursuant to the provisions of Guidelines for Specialize Trade and Firm 2020, the graduates from the Technical and Vocational Training Institutes within Bhutan and similar institutions outside Bhutan are eligible to get registered as specialized trade.
- b. The applicant for specialized trade is selected based on 'National Level Certificate' issued and accredited by Ministry of Labour and Human Resources.

- c. In pursuant to clause 9, v, a of this guideline, a Specialized Trade shall be registered under the categories provided in the following table of ‘Category for Specialized Trade’:

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

Note: refer Guidelines for Specialized Trade & Firm 2020 for details

v. Specialized Firm

- a. Complying the provisions of Guidelines for Specialize Trade and Firm 2020, a Specialized Firm shall be registered into the following categories:
- SF1 – Masonry;
 - SF2 – Construction Carpentry;
 - SF3 – Plumbing;
 - SF4 – Electrical;
 - SF5 – Welding & Fabrication; or
 - SF6 – Painting.
- b. In pursuant to clause 9, vi, a of this guideline, Specialized Firms shall be registered upon fulfilment of the human

Resources and qualification provided in the following table for ‘Minimum Mandatory Human Resource for Specialized Firm’:

MINIMUM MANDATORY HUMAN RESOURCE for Specialized Firm

Sl #	Specialized Trade Category	Qualification required	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	

Note: refer Guidelines for Specialized Trade & Firm 2020 for details

12. Downgrading, Suspension and Cancellation of registration certificate

- CDB reserves the right to downgrade, suspend or cancel as applicable for non-compliance to this guideline.
- Firms may be suspended upon written instructions from Anti-Corruption Commission, Court of Law and other law enforcing institutions.

- iii. Registration certificate of a firm shall be cancelled upon receipt of written order of court of law to do so.
- iv. Firms cannot avail any services available by virtue of the certificate being valid during the suspension period.

13. Validity of Registration Certificate

- i. Validity of registration certificate shall be as provided in the following table for ‘Certificate Validity’:

DETAILS OF CERTIFICATE	Certificate validity
Contractor:	
» Bhutanese	2 years
» Non-Bhutanese	1 year
Consultant:	2 years
Architect:	
» Public service	5 years
» Private service	2 years
Engineer:	
» Public service	5 Years
» Private service	2 Years
Surveyor:	
» Public service	5 Years
» Private service	2 Years
Specialized Trade:	3 Years
Specialized Firm:	2 Years

14. Monitoring of Registrants

- i. The registration requirements provided in the provisions of this guideline shall be monitored by CDB as and when required complying the procedure and requirements set in the Monitoring Guidelines of CDB.
- ii. In addition to clause 10 of this guideline, CDB shall impose appropriate sanctions prescribed in Monitoring Guideline, Ethical Code of Conduct for Contractors and other legal instruments of CDB.

15. Compliance to Occupational Health and Safety aspects

- i. All registrants shall comply with occupational health and safety legal instruments published by CDB and other relevant institutions mandated by law.
- ii. All contractors shall nominate or appoint one safety officer and designate safety committee amongst the existing human resource for administering occupational health and safety aspects at worksite and offices.
- iii. In pursuant to the provisions of Monitoring Guideline, CDB is mandated to regulate occupational health and safety compliance by the registrants.

16. Details of Documents for Services

- i. Registrants shall mention as a remark across or at the end of the documents with signature the purpose for which documents is provided as follows:
 - a. ‘provided to M/s.....construction (mention name of the firm) for registration / renewal/replacement (mention purpose).
- ii. A registrant shall comply or submit the documents with details mentioned in the following table for ‘Details of Documents for Services’:

SERVICES	REQUIREMENT	VERIFICATION
16.1 Contractor		
	» Induction course certificate	» Validity – 1year » In the name of owner
New Registration	Small Class [Human Resource]	
	Site supervisor	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above or; » CDB Registration Number (if any)
New Registration	Medium Class [Human Resource]	
	Manager	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above

SERVICES	REQUIREMENT	VERIFICATION
	Engineer (Civil)	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Diploma & above or; » CDB Registration Number
	Site supervisor	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above or; » CDB Registration Number (if any)
New Registration	Large Class [Human Resource]	
	Manager	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above
	Engineer	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Degree/Diploma; » CDB Registration Number
	Accountant	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above with certificate in commercial accounting or; » CDB Registration Number

SERVICES	REQUIREMENT	VERIFICATION
	Site supervisor	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» Class X & above or; » CDB Registration Number (if any)
* School leaving certificate/pass certificate/final mark sheet with pass remarks for all the employees		
New Registration	Large/Medium Class	Equipment's/Facilities
	» Equipment's registered with RSTA	» In the name of Owner
		» In the name of company if incorporated
		» Valid blue book copies supported by valid insurance
		» Details generated from RSTA database
	» Non-Registered equipment's	» Latest bills/invoice endorsed by DRC if equipment is 1year after purchase;
		» For equipment more than 1year of purchase – verification letter issued by Govt. Engineer (not less than the rank of AE) with his/her office seals on it or;
		» Any equipment's verification Letter issued by the Procuring Agency
New Registration	Foreign Firm	
	» a company profile	» company profile
	» license/incorporation certificate from their Country of establishment	» incorporation certificate

SERVICES	REQUIREMENT	VERIFICATION
Renewal	For ALL Classes [Large, Medium & Small]	
	» should attend Mandatory course by owner or employee	» Mandatory course details
	Existing Human Resource	
	» Undertaking letter/ Employment agreement	» Latest
	New Human Resource	
	» as per the new registration requirements	» Mandatory requirements set against each class
	For Equipment's Registered with RSTA	
	» Valid blue book/Insurance copies	» Owner details
	Non-Registered equipment's	
	» Verification letter from CAB	» Verification letter issued by CAB
Change of Location		
	» Online application with Letter stating the change for reasons	» As per the applicant request
Change of Owner		
	» Letter duly endorsed by competent authorities	» Letter issued by MOHCA [Parents to Children or vice versa]
	» Marriage certificate /Death certificate	» MC [Husband to wife or vice versa]
	Company Transfer:	
	» Letter/Certificate issued by register of Company, MoEA	» letter/certificate
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.		

SERVICES	REQUIREMENT	VERIFICATION
Change of Firm Name		
	» Announcement details in the news media for change	» Copy of announcement in news media
	» Letter stating the change with reasons	
Incorporation as Company Private limited		
	» Details of the Board of Directors	» Updated Board of Directors for the company
	» Incorporation articles & certificate issued by register of Company, MoEA	» Certificate from RoC, MoEA
	» Equipment's registered with RSTA should be in the name of company	» Equipment's in the name of company registered
Upgrade to Medium or Large Class		
	» Undertaking letter stating that the firm has not bid in any work	» Latest
	» Mandatory HR and equipment requirement	» Documents for HR & equipment
Downgrade to Medium or Small Class		
	» Non-fulfillment of mandatory requirements	» At the directives of management
	» Online application	» As per the request of applicant
Additional category for Small Class		
	» Online application	» As per the request of applicant
De-registration of Registration certificate		
	» Expired more than 13 months	» To verify the duration of expiry

SERVICES	REQUIREMENT	VERIFICATION
Cancellation of Registration certificate		
	» Online cancellation	» Inform ICT Services to Delete HR/Equipment, » Approve online cancellation
Suspension of Registration certificate		
	» Written order from ACC/OAG/Court etc.	» Record it in the 'adverse record column' in the system
	» During monitoring	» As per the directives of Monitoring committee
Update Human Resource		
	To ADD:	
	» Online application with required documents	» Check engagement with firm or work
	To Delete/Relieve from firm:	
	» Online application or upon complaint by HR	» Check engagement with firm or work
		» One-month notice for replacement after completing grievance redressal proceeding if applicable
		» Downgrade – if no replacement after one-month notice
		» HR requirement not fulfill – ask for replacement
	If Engaged in work:	
	» Request letter from procuring agency	» Letter from Procuring agency
Update Equipment's		
	To ADD:	
	» Online application with required documents	» Check engagement with firm or work
		» Owner details

SERVICES	REQUIREMENT	VERIFICATION
	To Delete/Relieve from firm:	
	» Online application	» Check engagement with firm or work
	» Verification letter from CAB for NRE	» Verification letter from CAB
	If Engaged in work:	
	» Request letter from procuring agency	» Letter from Procuring agency
Issuance of recommendation letters:		
	For labors recruitment/renewal:	
	» Application along with letter of Acceptance or Award	» CDB shall issue letter to concern Immigration office
	For HR recruitment/renewal:	
	» Application	» CDB shall issue letter to MoLHR
Re-setting of user ID/email ID:		
	» Application to ICT services via webmaster@cdb.gov.bt	» Application

SERVICES	REQUIREMENT	VERIFICATION
16.2 Consultant		
New Registration	Human Resources	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts*	» As per the mandatory requirements;
		» CDB Registration Number
Additional category		
	» Mandatory HR and equipment requirement	» Documents for HR & equipment
Renewal	Existing Human Resources	
	» Undertaking letter/ Employment agreement	» Latest
	New Human Resources	
	» as per the new registration requirements	» Mandatory requirements set against each service
Cancellation		
	» Online cancellation	» Inform ICT Services to Delete HR/Equipment, » Approve online cancellation

SERVICES	REQUIREMENT	VERIFICATION
16.3 Construction Professional		
Architect		
New Registration	» CID copy	» Readable
	» Academic transcripts	» Qualification certificate
Renewal	» Apply for renewal	» CDB registration number
Cancellation	» Apply online for cancellation	» Approve the application as requested
Engineer		
New Registration	» CID copy	» Readable
	» Academic transcripts	» Qualification certificate
	» Undertaking letter	» In person at office for signing
Renewal	» Apply for renewal	» CDB registration number
Cancellation	» Apply online for cancellation	» Approve the application as requested
Surveyor		
New Registration	» CID copy	» Readable
	» Certificate issued by ISSSPB	» Certificate issued by ISSSPB
Renewal	» Apply for renewal	» CDB registration number
Cancellation	» Apply online for cancellation	» Approve the application as requested
16.4 Specialized Trade		
New Registration	» CID copy	» Readable
	» Academic transcripts	» TVET certificate or;
	» Certificate from MOLHR	» Certificate issued by MOLHR
Renewal	» Apply online	» CDB Registration number
Cancellation	» Apply online for cancellation	» Approve the application as requested

SERVICES	REQUIREMENT	VERIFICATION
16.5 Specialized Firm		
New Registration	Applicant	
	» CID copy	» Readable
	Human Resource	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts	» TVET or MoLHR certificate or; » CDB Registration Number
Renewal	Existing HR	
	» Undertaking letter/ Employment agreement	» Latest
	New HR	
	» CID copy	» Readable
	» Undertaking letter/ Employment agreement	» Latest
	» Academic transcripts	» TVET or MoLHR certificate or; » CDB Registration Number

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