

**CONSTRUCTION DEVELOPMENT BOARD
ROYAL GOVERNMENT OF BHUTAN
THIMPHU: BHUTAN**

“Construction quality: through professionalization and technology”



**Terms and Conditions for
e-Zotin Users 2017**



September 6, 2017

FOREWORD AND ADOPTION

The Construction Development Board is mandated to ensure fair and equal access to the award of contract and provide registration services to construction firms and construction professionals. To accomplish the aforementioned mandate, the Secretariat had developed Online Construction Industry Information (CiNET) in 2009 and online evaluation tool (e-tool) in 2011 and launched online registration services in 1 June 2016. All the online application system of the Secretariat is collectively known as e-Zotin.

While the online systems have been instituted for efficiency, transparency and accountability, the access by individual user of e-Zotin is of paramount importance. The individual users need to exercise due diligence and maintain highest ethical standards to ensure fairness and integrity while using the system. Any oversights, whether intentional or otherwise given an undue advantage triggers unethical access and exposure of confidential construction industry information which might have huge financial implications to the Royal Government.

For ensuring the above, the Construction Development Board has formulated Terms and Conditions for e-Zotin users. Further, this would enable to fix accountability and encourage ethical use of the online systems

The Construction Development Board hereby adopts *Terms and Conditions for e-Zotin Users 2017* on this 6th Day of September 2017

Tashi Delek

Chairperson

Hon'ble Zhabtogye
Minister
Ministry of Works & Human Settlement
Thimphu : Bhutan

1. BACKGROUND:

The CDB secretariat is mandated to collate and disseminate construction data to provide good and reliable statistics about construction industry. The data collection is done through various means such as the registration forms, bidding and completion forms and tender documents. All of the above information is collected through online application called e-Zotin. e-Zotin broadly consist of following applications/Services:

- i. CRPS
- ii. e-Tool
- iii. CiNET
- iv. Registration Services

2. MANDATES:

In keeping with the CDB's mandate of being an autonomous body, CDB shall :

- i. Act as promoter as well as regulator of the Construction Industry;
- ii. Act as bridging organization to take the roles of coordinator, facilitator and enable to develop Construction Industry by mobilizing the efforts and resources of both public and private Sectors;
- iii. Assist the private Sector in undertaking more expansive part in the Industry through business, technology and manpower development;
- iv. Assist the Government in obtaining increased returns on its investment through the promotion of an efficient and quality based Construction Industry;
- v. Ensure fair and equal access to the award of contracts as well as treatment in the execution of contracts;
- vi. Provide essential services to construction Industry and to act as a catalyst to fulfill the needs of the Industry; and
- vii. Collate and disseminate Construction Industry Information.

3. OBJECTIVES / PURPOSE:

- i. to ensure fair and transparent registration procedures;
- ii. to ensure fair evaluation procedures;

- iii. To ensure uniform application of laws, rules, regulations and norms in a fair and just manner;
- iv. To foster transparency and accountability in the decision making process;
- v. To share correct/authentic information;
- vi. To timely updating of information; and
- vii. To maintain proper Audit trails of the system and users.

4. Nomination/Appointment of Users/Focal Person

The respective Head of Department/Agencies/Division should:

- i. Nominate focal person based on the nature of job responsibilities;
- ii. Have contingency plan to replace/deactivate user credential in case of transfer or resignation of the existing Focal Person;
- iii. Make use of Focal Person throughout the procurement cycle;
- iv. Make use of e-tool certified individuals as focal person; and
- v. Verify, accept the substitution of HR and Equipment and request release of any in writing to CDB Secretariat.

5. Declaration of 'Conflict of Interest'

- i. A focal person who is directly or indirectly, related to the bidders shall declare '**Conflict of Interest**' as per PRR and SBD or any other relevant sub-ordinate legislations.

6. Responsibilities/duties of the Users

i. The CRPS users:

- a. are provided with user credential for specific purpose based on the nature of the job responsibilities;
- b. should strictly follow the registration protocols/procedure and due diligence;
- c. should strictly do the Editing/alteration of records for official purpose;
- d. Should edit/alter records on request of the concern parties upon approval of the Head of Agency ;

- e. Should not share HR, Equipment & contractor's information to other individual or parties unless official;
- f. To maintain and publish following reports on quarterly basis :
 - (i)Numbers of Contractors/consultants /architects etc ;
 - (ii)Types of services availed/provided; and
 - (iii)Revenue generated from above services.

ii. The e-tool and CiNET Users:

The duties of e-tool and CiNET Users are:

- a. To Provide Construction Industry information to their respective agency;
- b. To create awareness on e-tool & CiNET to their respective agency;
- c. To upload NIT and tender documents on CDB web;
- d. To help evaluate bids;
- e. To validate the HR and Equipment during evaluation process;
- f. to keep record of clarifications sought in writing;
- g. to keep record of evidences for justifying evaluation;
- h. to keep record of Minutes of any decisions pertaining to the evaluation;
- i. to Provide evaluation report as and when requested by the concerned agency;
- j. to Update the work information on e-Tool/CiNET on time;
- k. To Perform 'check operations' as required during evaluation;
- l. To Make tenders available for download in time;
- m. To Make addendums and corrigendum's available in time;
- n. To Provide authentic contact information for the works being tendered;
- o. To Provide correct information at all times; and
- p. To maintain complete confidentiality of the bidding process.

iii. The Focal Person should be Accountable for unauthorized sharing of his/her user credentials.

iv. The Focal Persons should not:

- a. Give access to any information unless it is for evaluation or official purpose;
- b. Share evaluation details with others except for evaluation Committee and Tender Committee; and
- c. Perform evaluation and update work information off hours unless exceptionally required

v. The Registrant Users (Contractors/Consultants/Architects/ Construction Professional):

- a. To use the credentials for firms registration purpose only;
- b. To adhere to the registration rule/ protocol/Guidelines/ procedure;
- c. To declare all ongoing works and update with CDB;
- d. To maintain the update list of employees and equipments; and
- e. To update correct information;

Disclaimer: *The Procuring Agencies/Focal Person should avoid evaluating multiple packages at the same time as a bidder might submit same documents in all the packages. Any event occurred thereafter, CDB will not be responsible.*

NOTE :

This Terms and Conditions is a dynamic document and may be reviewed and changed in the form of amendment, additions or deletions according to the needs of changing times.