

CONSTRUCTION DEVELOPMENT BOARD

यक्त्रिय्यम्भव्यं मिद्र प्रत्येता यमेद्र क्रिया

e-Zotin





Outline

- 1.Introduction
- 2.New Features of e-Zotin
- 3. Registration Process
- 4.Payment Methodology
- **5.Other Registration Services**





Introduction-eZotin

e-Zotin is a composure of online services rendered by CDB Secretariat. It has the following applications incorporated with it:

- 1. Contractor Registration & Performance System(CRPS).
- 2. Construction Industry Information System(CiNET
- 3. Online Evaluation Tool(e-Tool)
- 4. Secretariat's Website
- 5. Registration Services(Contractor,Consultant,Architect,Specialized Trade)



New Features



- 1. CRPS is online
- 2. All the applications are in single platform with single source of database.
- 3. Easier to manage.
- 4. Live validation of data with DCRC,RCSC and RSTA.
- 5. Enhanced device responsive interfaces.
- 6. Every applicant will have an account with the Secretariat to manage and avail services.
- 7. Tender download is possible only with the entry of valid email/phone number.
- 8. Tender once uploaded by agency cannot be deleted.
- 9. Managed access to the users.





List of Services for Contractor

- 1. New Registration
- 2. Renewal
- 3. Upgrade/Downgrade
- 4. Incorporation
- 5. Location Change
- 6. Firm Name Change
- 7. Ownership Change
- 8. Cancellation
- 9. Update Human Resource
- 10. Update Equipment
- 11. Update Profile Information





Must Haves Before Availing our Service

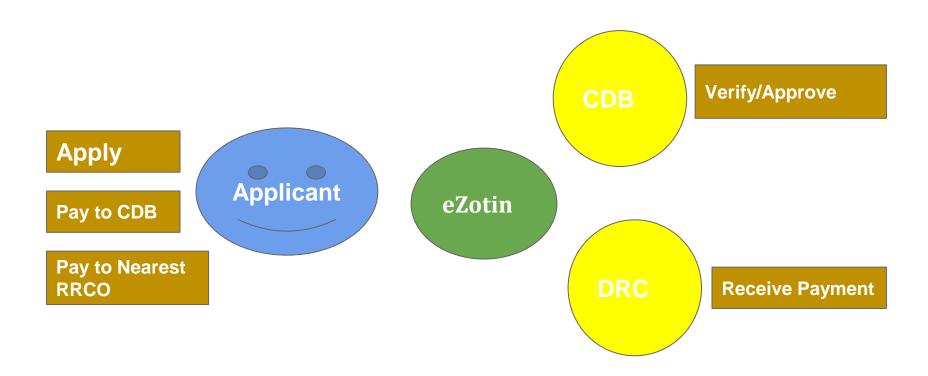
- 1.A valid **email address**(gmail,yahoo,any other)
- 2.A valid and active mobile number

To receive NOTIFICATIONS





Registration Process with eZotin







Create Account







CDB WEBSITE: www.cdb.gov.bt









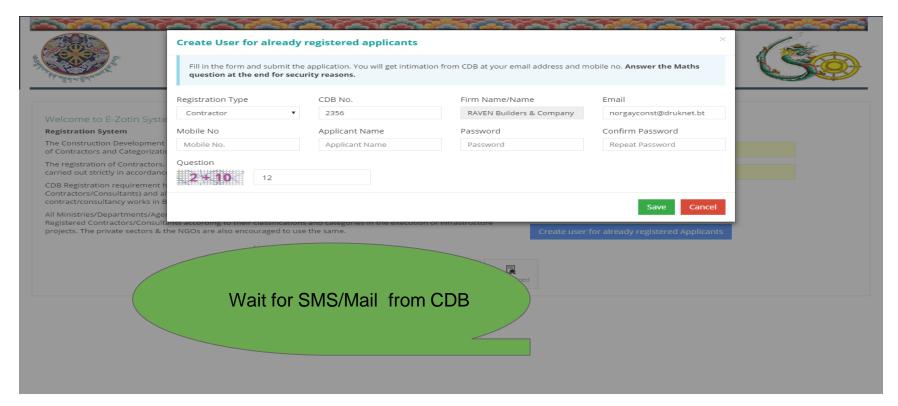
पर्ञे प्रभुव पॅट्रियय पर्गेट्र र्ळियाया Construction Development Board



=-Zotin Welcome to E-Zotin System **Registration System** Login to your account The Construction Development Board (CDB) has developed a Contractors Registration System based upon a classification arjuntez@cdb.gov.com of Contractors and Categorization of Works. The registration of Contractors, re-registration, up-gradation, and any matters related to Contractors registration shall be carried out strictly in accordance with the specified principles and procedures. <u>-</u> CDB Registration requirement henceforth shall apply to JVs (amongst National Contractors/Consultants or with Foreign Remember me Forgot Password? Contractors/Consultants) and also to independent Foreign Construction or Consultancy Firms if they wish to participate in contract/consultancy works in Bhutan. All Ministries/Departments/Agencies (government corporate agencies) concerned in the public sector shall use these Registered Contractors/Consultants according to their classifications and categories in the execution of infrastructure projects. The private sectors & the NGOs are also encouraged to use the same. Create user for already registered Applicants New Registration Contractor Consultant Architect Engineer Specialized Trade











Login Screen



বর্ষ'ব্রমুব'র্গ্ল'বের্থথ'বর্গান্'র্ক্জবামা Construction Development Board

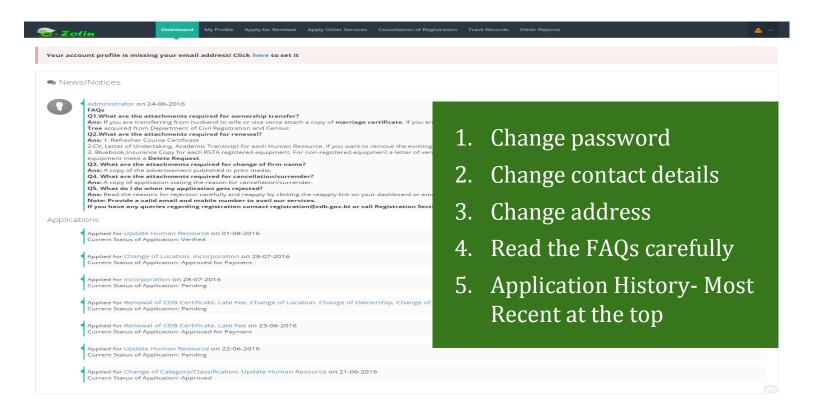


Welcome to E-Zotin System						E-Zotin
Registration System					1	Login to your account
The Construction Development Board (CDB) has of Contractors and Categorization of Works.	developed a Contrac	tors Registration	n System base	ed upon a class	fication	Username
The registration of Contractors, re-registration, carried out strictly in accordance with the specific			d to Contracto	ors registration :	shall be	■ Password
CDB Registration requirement henceforth shall Contractors/Consultants) and also to independent contract/consultancy works in Bhutan.						☐ Remember me Forgot Password?
All Ministries/Departments/Agencies (governme Registered Contractors/Consultants according t projects. The private sectors & the NGOs are als	o their classifications	and categories				Create user for already registered Applicants
	New Registr	ation				





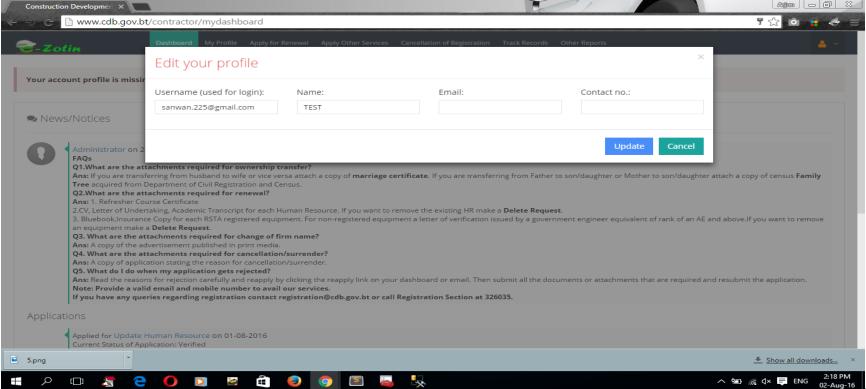
User Dashboard







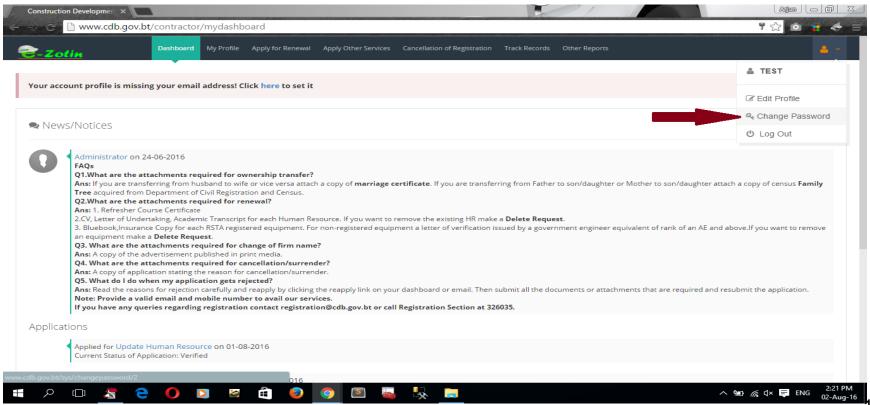
Update Profile







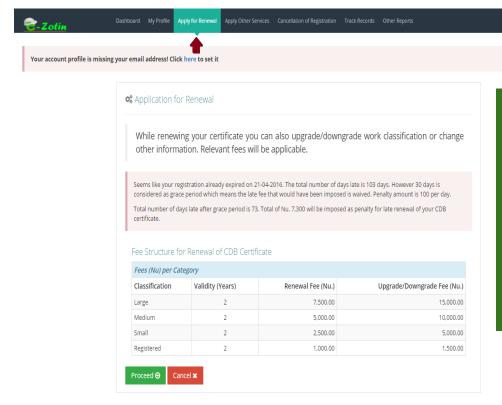
Change Password







Renewal/Re-registration

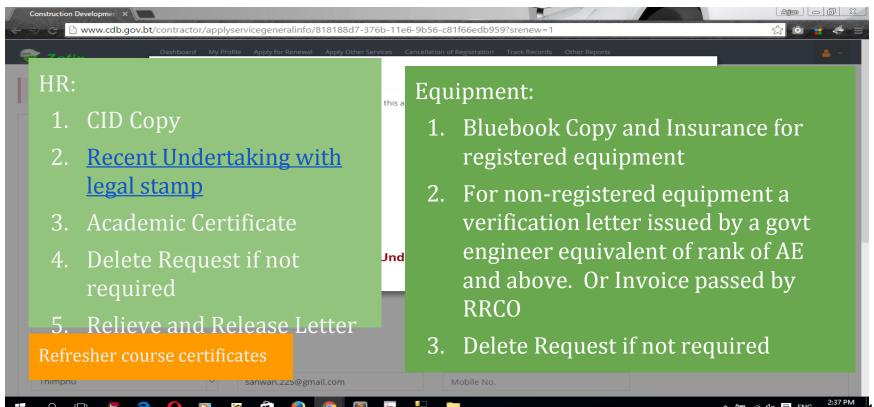


You will be able to avail this service
Only just one month prior to expiry.
Else you would not be able to apply for the service





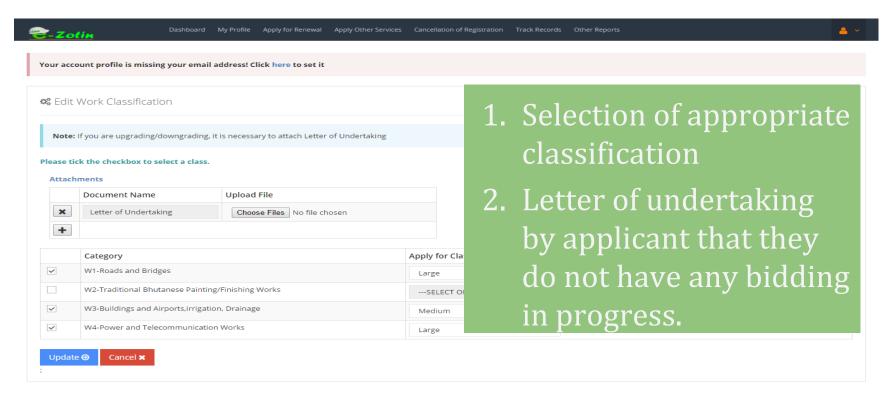
Renewal Contd..







Upgrade/Downgrade







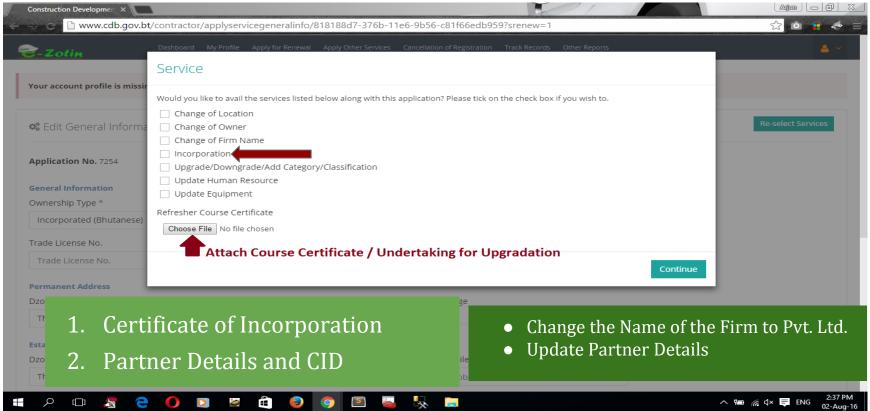
Application Submission

	e - Confirmation	responding button.	Accept the Terms	& Conditions	s to submit to CDB.			
Ger	neral Information	Wo	rk Classification			Human Resource		Equipment
Proposed Name TEST Pvt. Ltd		TEST Pvt. Ltd			Email		sanwan.225@gmail.com	
Country		Bhutan	Bhutan					
Dzongkhag		Thimphu	Thimphu					
Address		TOwn			Fax No.			
ame of Owner, Name	Partners and/or others with Cor CID No.	ntrolling Intrest	Sex	Country		Designation		Show in Certificate
WM	11806000379	11806000379		Bhutan		Owner/Partner		~
I am/we are aI/We shall noI/We have rea		ovided herein will re re incurred in proces nics' and shall perfor	sult in resising this and single sing		terms, th		ıbmit button v	vill be ded for in the





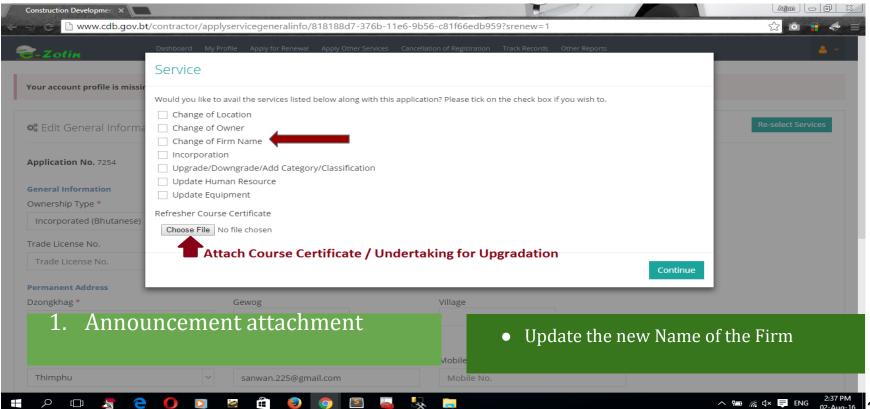
Incorporation







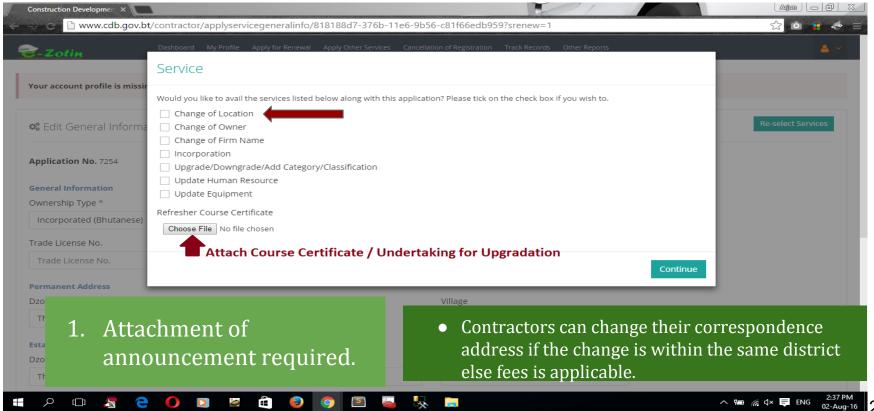
Firm Name Change







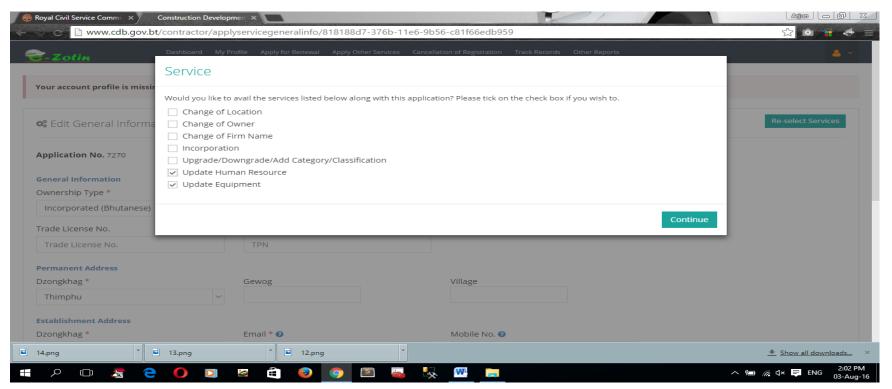
Location Change





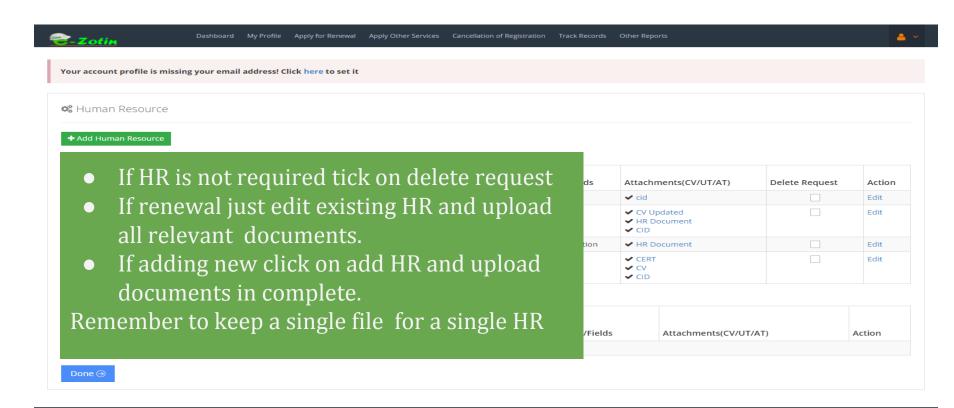


Update of HR & Equipment



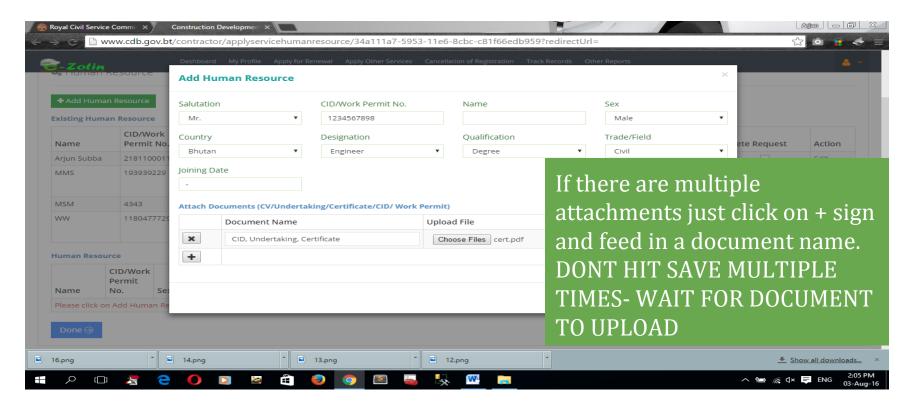






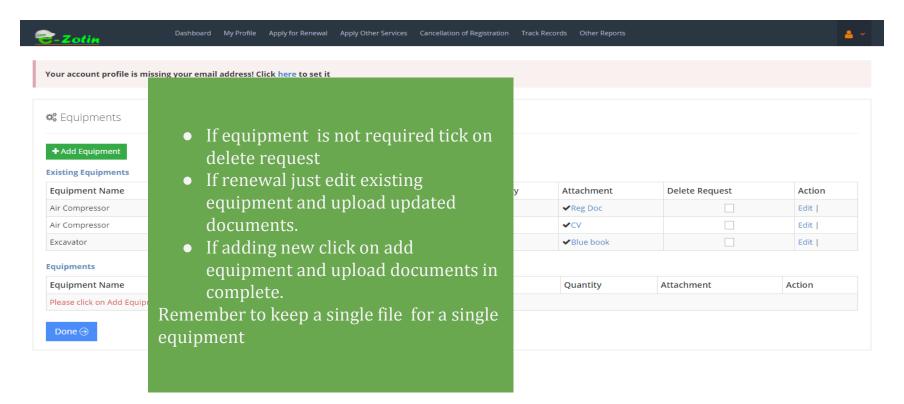






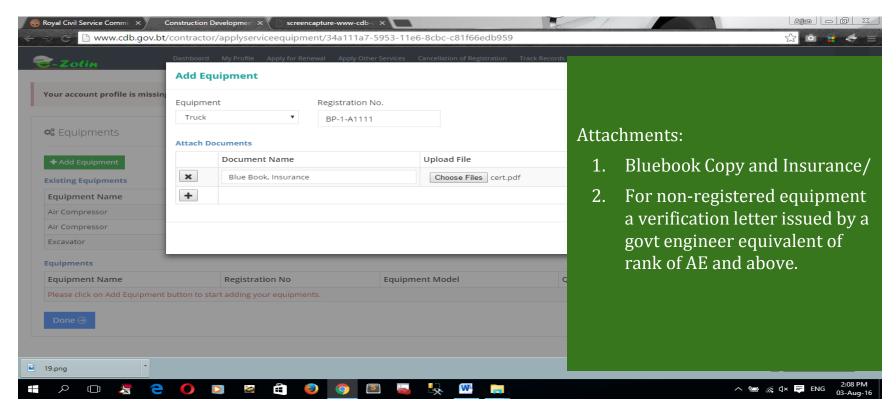
















If you need to edit any information, click on General Information Proposed Name Country Dzongkhag Address	the corresponding button. Accept the T Work Classific TEST Pvt. Ltd Bhutan Thimphu TOwn			an Resource	Equipment 5@gmail.com	
Proposed Name Country Dzongkhag	TEST Pvt. Ltd Bhutan Thimphu	ation	Email			
Dzongkhag	Thimphu		Telephone No.			
	· ·					
Address			Mobile No. Fax No.			
ame of Owner, Partners and/or others w Name CID No.	vith Controlling Intrest	Country	De	signation	Show in Certificat	te
SWM 11806000379	М	Bhutan	Ow	ner/Partner	~	
e declare and confirm that: All information and attachments with thi I am/we are aware that any false inform. I/We shall not make refund claims of exy I/We have read and understood the 'Cod applicable legislation of the country. I/We hereby declare that issue of CDB ce I agree to the above Terms & Conditio	is application are true and correlation provided herein will result penditure incurred in processing de of Ethics' and shall perform in ertificate does not in anyway constitute.	nabled and	d then sub	omit.		in the





www.cdb.gov.bt/web/trackapplication?ApplicantType=1&ApplicationReference=6353

Fee Structure

Fee Details for Applied Services

Service(s) Applied	Details								Amount (Nu.)
	Category	Existi	ng Applied	Verifie	d Approv	ed	Amoun	t	
Renewal of CDB Certificate	W1	S	S	S	S		2,500.0	0	
	W2	R	R	R	R		1,000.0	0	0.500.0
	W3	S	S	S	S		2,500.0	0	8,500.0
	W4	S	s	s	S		2,500.0	0	
	Total	otal 8,500.00							
Late Fee	No. of Days Late (Actual) No. of D After Gr Period			9	Penalty per Day (Nu.)	Α	otal mount lu.)		
	91 * 30 days is period. * Registratic Expired on 2016 * Applicatio Renewal or 06-2016	on 08-03- on for	61		100.00	3,	,000.00		3,000.0
	Total			•		3,	,000.00		
	<u> </u>							Total Amount Payable	11.500.0





Payment Methodology

The Secretariat recently had a consensus with DRC. It was agreed that the regional offices of the DRC would collect the fees on behalf of the Secretariat against the payment notice generated by online application of the Secretariat. The applicant can visit their nearest regional revenue collecting office.







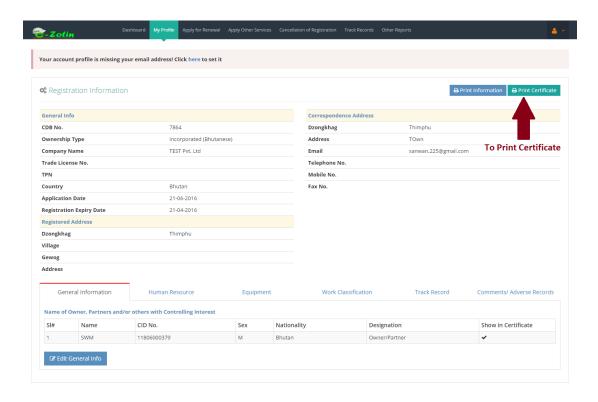
Tracking Application

You will be continuously notified via mail and SMS on progress of your application. However, you can track your application from our website. This notice can be printed and submitted to RRCOs for making your payment. The same can be printed from you mail box. Additionally call at 326035 in Registration Section for updates.



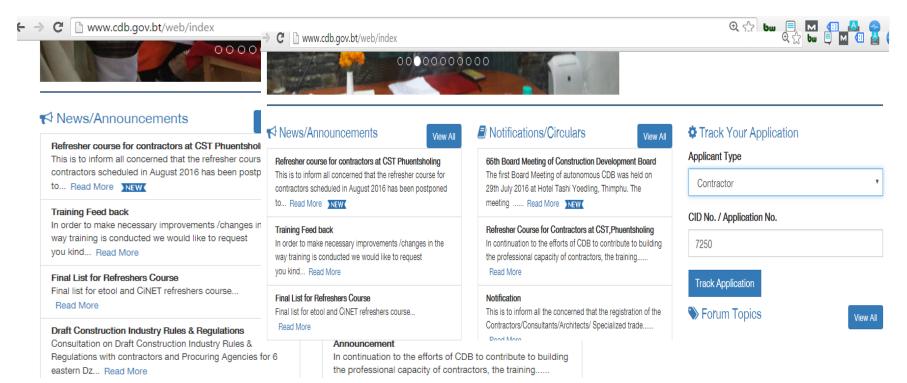


Print CDB Certificate from online.













Dashboard

With the user credentials the applicants can apply for the following services from their account:

- 1. Renewal
- 2. Upgradation
- 3. Downgrade
- 4. Cancellation
- 5. Ownership/Location Change
- 6. View their profile anytime
- 7. View Equipments/HR Engaged in projects
- 8. View trackrecord



Common Issues

- 1. User do not how to use computer.
- 2. User is not aware of the steps.
- 3. Attachments are huge
- 4. Several attachments
- 5. Attachment format supported
- 6. Do not know how to reapply
- 7. No correct email is provided
- 8. Pictures taken from smart phones are not that clear
- 9. Missing attachments
- 10.Standard procedure is not followed





- 11.Not submitting proper HR/ Equipment
- 12.Legal stamp missing in undertaking
- 13. Missing current undertaking
- 14.Missing Academic Transcript- Provisional/Marksheet NOT accepted
- 15.List of equipments not verified by Govt Eng(A.E)





Help & Support

- 1.Help Desk at CDB Office
- 2.Live Help but just limited to giving directions
- 3.Hot Line 326035 -Step by step Guide

