

**CONSTRUCTION DEVELOPMENT BOARD**  
**CONTRACTOR REGISTRATION FORM (CTR01)**  
*(For Medium/Large Contractors only)*

**SECTION I : GENERAL INFORMATION**

**1** Date of application: \_\_\_\_\_

**2** Type of application *(please check)*:

<input type="checkbox"/>	New registration
<input type="checkbox"/>	Re-registration
<input type="checkbox"/>	Upgrading of classification
<input type="checkbox"/>	Additional category head(s)

**3** Current CDB registration number: \_\_\_\_\_  
*(for re-registration and upgrading only)*

**4** Trade Licence No : \_\_\_\_\_

**5** Name of firm: M/s \_\_\_\_\_

**6** Name of owner, partners and/or others with controlling interest:

Name	Designation	New CID #	Nationality	Sex

**7** Registered address of applicant/firm:

Address :		
Dzongkhag:	Country:	Post Code:

**8** Correspondence address (if different from above):

Address :		
Dzongkhag:	Country:	Post Code:

**9** Telephone No. : \_\_\_\_\_

**10** Fax No. : \_\_\_\_\_

**11** E-mail address: \_\_\_\_\_

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**12 Type of classification headings applied (check appropriate box/boxes):**

Category		Large	Medium	Small
W1	Roads and Bridges			
W2	Traditional Bhutanese Painting/Finishing Works			
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage			
W4	Power and Telecommunication Works			

**SECTION II: FINANCIAL CAPACITY**

**13 Financial Information of Application/Firm**

a) Please list the following financial data for the previous three (3) years:

Description	In Nu.			Average Annual Income
	Year ( )	Year ( )	Year ( )	
Total Gross Income				

- b) Total Assets: Nu. \_\_\_\_\_
- c) Total Liabilities: Nu. \_\_\_\_\_
- d) **Total Net Worth (b - c):** Nu. \_\_\_\_\_

**Notes:**

- Total gross income should include realised income from all sources of business.
- Assets must be registered in the name of the applicant/firm.
- For **Large & Medium** classifications, please attach certified audited financial statements from a recognised auditing firm.
- For **Small** classifications, please attach certified documentation to support your claims.

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**SECTION III : HUMAN RESOURCES**

**14 Number of Key Personnel (Permanent Key Employees):**

	Designation	Name	Qualification	Remarks
<b>KEY PERSONNEL</b>	Manager	1.		
		2.		
	Engineer, Graduate (Civil)	1.		
		2.		
		3.		
		4.		
	Engineer, Graduate (Elec.)	1.		
		2.		
		3.		
		4.		
	Engineer, Diploma (Civil)	1.		
		2.		
		3.		
		4.		
	Engineer, Diploma (Elec)	1.		
		2.		
		3.		
		4.		
	Accountant	1.		
		2.		
	3.			
Site Supervisor	1.			
	2.			
	3.			
	4.			

**Note:**

Please attached the following documents of each key personnel (in the sample format of Attachment A) to authenticate information on key personnel:

- **Curriculum Vitae** of all employees with his/her signature including submission of academic transcripts, years of experience, and other relevant information to demonstrate competence,
- Proof of TDS and Health contribution for the last 6 months.

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**SECTION IV: EQUIPMENT AND FACILITIES**

**15 Number of Equipment and Facilities owned.**

Sl #	Mandatory Equipments & Facilities	Registration Number	Numbers of equipments	Remarks
1	Excavator (or) Pay Loader (or) Motor Grader for W1	1.		
		2.		
		3.		
		4.		
2	Road Roller	1.		
		2.		
3	Truck (Truck/Tractor for Medium)	1.		
		2.		
		3.		
		4.		
4	Air Compressor	N/A		
5	Survey equipments (theodolite/Total stn.)	N/A		
6	Concrete mixer	N/A		
7	Vibrator	N/A		
8	Crane Truck (W4-Large)	1.		
		2.		
9	Steel shuttering set (5000sft.)	N/A		
10	Water pump	N/A		
11	Megger	N/A		
12	Max puller	N/A		

**Note:**

To fulfill the minimum mandatory requirement of equipment and facilities, a Contractor must:

1. show that the registration of equipments declared to CDB are be in the name of applicant only.
2. submit blue book copies supported by Route Permits and insurances for all RSTA registered equipments.
3. submit equipments verification reports duly endorsed by a Govt. Engineer (not less than the rank of AE) for those equipment, which are not dealt by RSTA.

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**DECLARATION**

1. I/We declare and confirm that:-

- a. The information submitted herein concerning the Applicant/Firm's financial capacity, personnel, plant & equipment etc pertains solely to the Applicant/Firm and that such information does not relate to or arise from any other Applicant/Firm registered or to be registered at the CDB in which I/We have any interest and/or controlling interest by way of either direct or indirect ownership.
- b. All information and attachments submitted in this application are true and correct.
- c. I/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted.
- d. I/We shall not make refund claims of expenditure incurred in processing this application

\_\_\_\_\_  
(Signature with Nu. 10 legal stamp)

Name in full : \_\_\_\_\_

I/D No. : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Date : \_\_\_\_\_

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**Note:**

**For Re-Validation:**

- *Applicant is required to submit original CDB certificate.*
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**Construction Association of Bhutan**

This is to certify that the facts and figures mentioned by the applicant has been duly verified in preliminary screening by the Construction Association of Bhutan and recommended for detailed assessment by Construction Development Board.

\_\_\_\_\_  
Authorised Signatory  
CAB

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ATTACHMENT A

### CURRICULUM VITAE

(CV)

Name: \_\_\_\_\_

Position in the company: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Education: \_\_\_\_\_

Nationality: \_\_\_\_\_ Address: \_\_\_\_\_

Languages: \_\_\_\_\_

Date		Employer	Position in the firm	Achievements (All past details only)
From	To			

Reference (Tel.no): 1.

2.

\_\_\_\_\_  
(Name and Signature)