

# CONSTRUCTION DEVELOPMENT BOARD

## CONTRACTOR REGISTRATION FORM (CTR01)

### SECTION I : GENERAL INFORMATION

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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 Name of applicant/firm: M/s \_\_\_\_\_

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

Name	Designation	ID #	Nationality	Sex

6 Census address of applicant/firm:

Address 1:		
Address 2:		
Dzongkhag:	Country:	Post Code:

7 Establishment address of applicant/firm:

Address 1:		
Address 2:		
Dzongkhag:	Country:	Post Code:

8 Telephone No. : \_\_\_\_\_

9 Fax No. : \_\_\_\_\_

10 E-mail address: \_\_\_\_\_

**11 General locations of intended business:** (Check up to 5 locations)

Note: You are not restricted to business in these areas. The information is for statistical purposes only.

Bumthang	Chukha	Dagana	Gasa
Haa	Lhuntse	Mongar	Paro
Pema Gatshel	Punakha	Samdrup Jongkhar	Samtse
Sarpang	Thimphu	Trashi Yangtse	Trashigang
Trongsa	Tsirang	Wangdue	Zhemgang

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

Category	A	B	C	Petty (D)
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				

**13 What is the highest classification (A,B,C,D) applied for:** \_\_\_\_\_

Please use this classification for completing the following section.

## SECTION II : FINANCIAL CAPACITY

### 14 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:**

1. Total gross income should include realised income from all sources of business.
2. Assets must be registered in the name of the applicant/firm.
3. For A & B classifications, please attach certified audited financial statements from a recognised auditing firm.
4. For C & D classifications, please attach certified documentation to support your claims.

### 15 Credits, Loans and Overdraft Facilities

Please list the total credits received for the purpose of contract works during previous two years:

Name of Bank/Creditor	In Nu.		Average Annual Credit
	Year ( )	Year ( )	
			X
			X
			X
			X
<b>Total credits, loans and overdrafts</b>			

**Notes:**

1. Attach confirmatory statements from the bank/creditor describing the credits provided.
2. If necessary, attach additional sheets.

### 16 Bank Facilities

Name of Bank : \_\_\_\_\_

Address of Bank: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

**Notes:**

1. If necessary, attach additional sheets to describe more than one bank facility.

## SECTION III : HUMAN RESOURCES

### 17 Number of Key Personnel:

	Designation	Permanent		Temporary (Hired in past 2 years)		Remarks
		National	Non-National	National	Non-National	
<b>KEY PERSONNEL</b>	Manager					
	Engineer, Graduate					
	Engineer, Diploma					
	Accountant					
	Site Supervisor					
	Technical/Skilled workers					
	<b>Total key personnel</b>					
	Others (excl. labourers)					
	<b>Total personnel</b>					

### 18 Total value of temporary "key personnel" hired in the past 2 years: Nu \_\_\_\_\_

Please attach the Curriculum Vitae (CV) of each key personnel in the sample format of Attachment A, include any competency certificates.

### 19 Organisation and Staff

**PROPRIETOR (Name):** \_\_\_\_\_

**MANAGER (Name):** \_\_\_\_\_

**DY. MANAGER (Name):** \_\_\_\_\_

OFFICE UNIT	Nos.	FIELD UNIT	Nos
1. Administrative in-charge		1. Engineer (Graduate)	
2. Office Supdt/Stenographer		2. Engineer (Diploma)	
3. Computer operator/LDC Typist		i) Civil Engineer	
4. Store Keeper		ii) Electrical Engineer	
5. Office Watchman/Guard(s)		iii) Mechanical Engineer	
6. Finance Manager		3. Surveyor	
7. Accountant		4. Site Store-in-charge	
8. Driver(s)		5. Site Clerk	
9. Runner/Messenger(s)		6. Work Supervisor	
10. Others (attach list)		7. Workforce in-charge	
		8. Machinery/Tools & Plants I/C	
		9. Operators (Machinery)	
		10. Drivers (heavy vehicle)	
		11. Drivers (light vehicle)	
		12. Others (attach list)	
<b>Total</b>			

## SECTION IV : EQUIPMENT AND FACILITIES

20 For each of the categories applied, please list the type of equipment and facilities owned.

**Notes:**

1. Only equipment listed on the enclosed list of qualifying equipments will be considered. Please refer to Attachment B for the list of qualifying equipment for each category.
2. Documentary evidence of ownership (such as copies of registration booklets, bills of sale, import certificates, etc.) must be provided for the equipment to be considered.
3. The same equipment/facility can be used for more than one category for "C" Class
4. Documentary evidence of qualifying equipment hired must also be provided.
5. All equipment must be operable at the time of registration.

20.1 W1: Roads and Bridges:

#	Type of Equipment	Description	Registration Number	Chassis or Serial Indentification Number	Engine Indentification Number
<b>Total value of (W1) equipment and facilities owned:</b>					<b>Nu.</b>
<b>Total value of (W1) equip. and facilities hired over the past two years:</b>					<b>Nu.</b>

20.2 W2: Traditional Bhutanese Painting/Finishing Works:

#	Type of Equipment	Description	Registration Number	Chassis or Serial Indentification Number	Engine Indentification Number
<b>Total value of (W2) equipment and facilities owned:</b>					<b>Nu.</b>
<b>Total value of (W2) equip. and facilities hired over the past two years:</b>					<b>Nu.</b>

**20.3 W3: Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage:**

#	Type of Equipment	Description	Registration Number	Chassis or Serial Identification Number	Engine Identification Number
<b>Total value of (W3) equipment and facilities owned:</b>					<b>Nu.</b>
<b>Total value of (W3) equip. and facilities hired over the past two years:</b>					<b>Nu.</b>

**20.4 W4: Power and Telecommunication Works:**

#	Type of Equipment	Description	Registration Number	Chassis or Serial Identification Number	Engine Identification Number
<b>Total value of (W4) equipment and facilities owned:</b>					<b>Nu.</b>
<b>Total value of (W4) equip. and facilities hired over the past two years:</b>					<b>Nu.</b>

## SECTION V : TRACK RECORD

Please provide information on contract works completed by your firm or joint venture for each category (W1..W4) applied for. If applying for more than one category, please list your experience under the category that best described the work. Please only list projects that started within the past two years. New applicants should provide their engineer's direct work experience during the past three years. To be evaluated, all projects listed must be supported by copies of contract, work orders, or other documentation that clearly illustrates the project's particulars. Please clearly list projects from oldest to newest. Photocopy or duplicate this form if more space is required.

**Track Record Format** Please check relevant category (Please photocopy for additional categories)

W1	Roads and Bridges
W2	Traditional Bhutanese Painting/Finishing Works
W3	Buildings, Irrigation, Drainage, Flood Control, Water Supply and Sewerage

W4	Power & Telecommunications works
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Contract Start Date	Contract/Work Order Ref. #	Contract Description	Client	Contract Value

**Note:** 1. If joint venture, the contract value shall be the total value of the contract.  
2. If subcontract works, the contract value shall be the value of the subcontract and the start date shall be for the subcontract works.

## DECLARATION

1. I/We declare and confirm that:-
  - a. The information submitted herein concerning the Applicant/Firm's financial capacity, personnel, plant & equipment and track record 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
  
2. I/We enclosed herewith a crossed cheque/ postal order/ banker's draft/ cash receipt number \_\_\_\_\_ in the amount of Nu. \_\_\_\_\_ for processing fee.

\_\_\_\_\_  
(Signature of Owner(s))

Name(s) in full \_\_\_\_\_

I/D No(s) \_\_\_\_\_

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

Date \_\_\_\_\_

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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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#### **For Official Use**

The Construction Development Board approves the following categories/classifications on this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Registration No. \_\_\_\_\_ Dated: \_\_\_\_\_.

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

\_\_\_\_\_  
Authorised Signatory  
CDB

## 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.  
3.

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

**DECLARATION FORM TO BE FILLED UP BY THE APPLICANT**

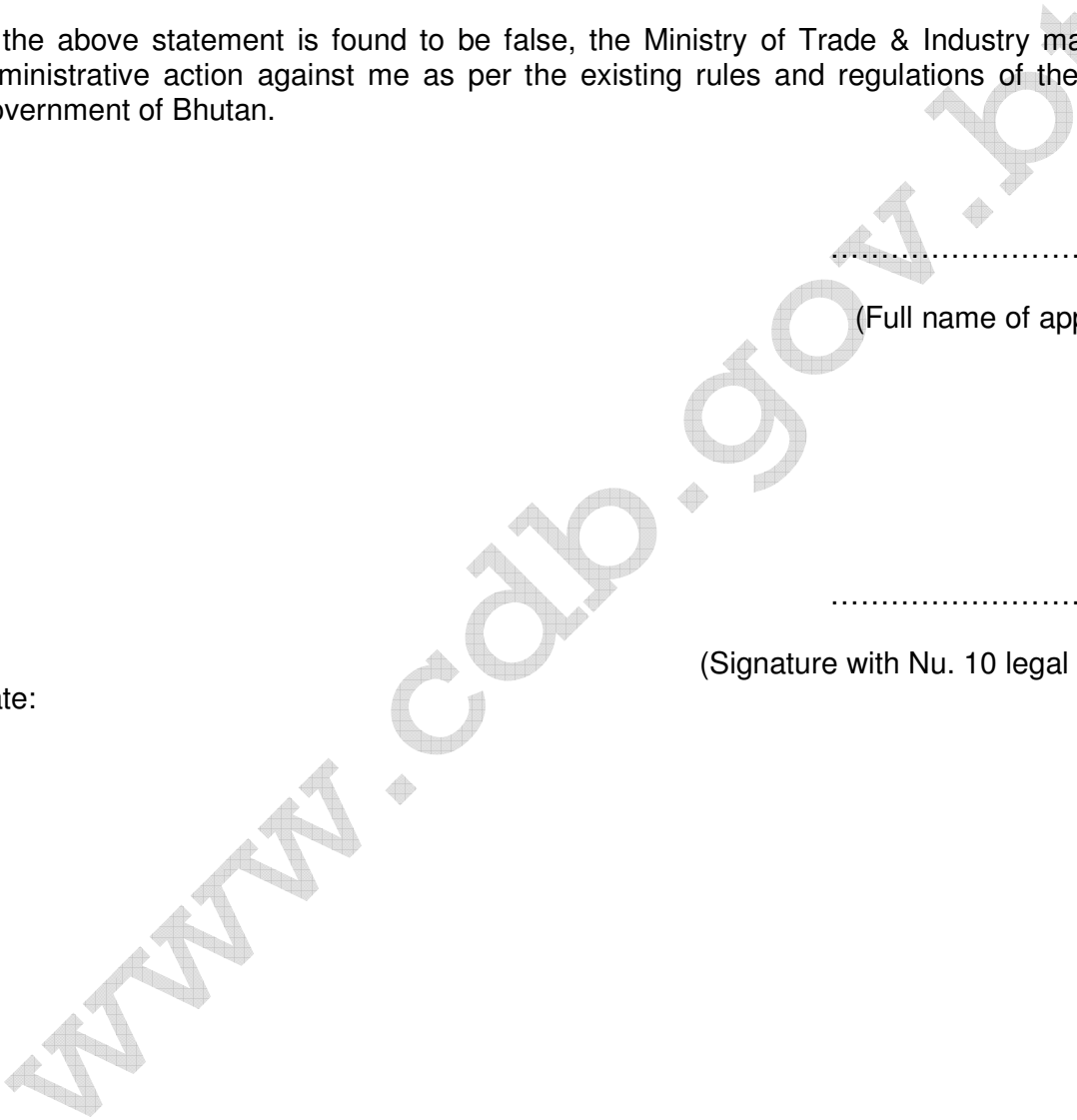
I do hereby declare that I am/am not a spouse/dependant of Mr./Mrs./Ms.....,a civil servant working in the Ministry/Department/Agency.....I am applying a Trade License(s) for.....under Thimphu / Phuentsholing / Gelephu / Samdrup Jonkhar region.

If the above statement is found to be false, the Ministry of Trade & Industry may take administrative action against me as per the existing rules and regulations of the Royal Government of Bhutan.

.....  
(Full name of applicant)

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

Date:



## CONSTRUCTION DEVELOPMENT BOARD

### CONTRACTOR REGISTRATION PRELIMINARY ASSESSMENT FORM (CTR02)

(To be checked by Construction Association of Bhutan)

S.N	Particulars	Yes	No
1	Particulars of Applicant: are they properly provided?		
2	Type of Application/Classification Heading: are they clearly identified?		
3	<b>Section I – General Information:</b> Is it adequately completed?		
4	<b>Section II - Financial Information:</b> Is it adequately completed, and supporting financial data provided?		
5	<b>Section III - Human Resources Information:</b> Is it adequately completed, and supporting CVs/academy certifications provided?		
6	<b>Section IV - Plant and Equipment Information:</b> Is it adequately completed, and supporting evidence ownership or purchase documents provided?		
7	<b>Section V - Track Record Information:</b> Is it adequately completed, and supporting work certificates provided?		
8	Signature: Is the application signed by the applicant?		

Authorised Signatory  
Construction Association of Bhutan

Date: .....