

Tender ID:

Name of the Procuring Agency:

Project Site:

Dzongkhag:

Submission Date:

Sl no	Name	CID	Designation	Qualification	Contact No

Document Required to substantiate the above employment:

1. CID copy
2. Contract Appointment Letter (or) Employee agreement letter
3. Pay Slip with TDS (not applicable for pay below Nu. 25,000)/ Health contribution/ Provident Fund.
4. Academic or Qualification Certificate
5. Curriculum vitae (using the standard CV format from e-GP)

Note:

This form should be submitted three days from tender submission deadlines so that the Association have enough time to review the application.

This form must be signed by the Proprietor, CEO, or any authorized company official who can take full responsibility.

Once submitted, exchange of HR shall not be entertained.

If the HR doesn't fit in the above template, kindly use an external sheet and submit along this form with signatory details as below.

Name of Authorized Signatory:

CID No.

Designation:

Mobile No..... Email Address

Date & Seal

Declaration and Legal Undertaking for Contract HR Verification

I, the undersigned, on behalf of _____, BCTA No....., hereby declare and affirm that all information, documents, and details submitted to the Construction Association of Bhutan (CAB) about the contract Human Resource (HR) personnel of our firm are **accurate, complete, and correct** to the best of our knowledge and belief.

I further confirm that the contract HR personnel listed and submitted for verification are physically present and actively working for the firm, and are not engaged with or employed by any other firms, agencies, or organizations.

I understand and acknowledge that:

1. The verification and endorsement of contract HR personnel by CAB shall be based solely on the information provided by our firm.
2. Any **misrepresentation, falsification, or concealment** of material facts shall constitute a breach of this declaration and shall result in the **revocation** of the endorsement issued by CAB;
3. The CAB's endorsement of our contract HR personnel shall be deemed **valid for use** in the tender submission process as required by the Standard Bidding Document 2025, section III, provided the details remain accurate and unchanged.
4. If any falsification, forgery, or misrepresentation surfaces after the endorsement by the Construction Association of Bhutan (CAB), CAB shall be fully absolved from any legal, administrative, or disciplinary proceedings. In such a case, the undersigned company shall assume full responsibility. It shall be held liable for all resulting consequences, including but not limited to administrative, legal, and financial actions as deemed appropriate by the relevant authorities under the prevailing laws of Bhutan.

This declaration is made in sound health, of my own free will, and with complete understanding of its legal implications.

Name of Authorized Signatory: _____

CID No.: _____

Designation: _____

Mobile No.: _____

Date: _____

Official Seal