

User Manual



FOR

(E-Zotin)
**Contractor Registration and Performance
System (CRPS)**

Construction Development Board
Ministry of Works and Human Settlement

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1 Introduction

E-Zotin system is initiated by CDB secretariat to integrate CRPS, e-tool and CiNet into a single platform with a common database. Contractor registration and performance system (CRPS) is a web-based system where contractor, consultant, architect, engineer and specialized trade can register online with CDB and avail various services.

The entire verification and approval process of registration, payment and other services will also be done online. Applicant will be given a user name and password with which they can view their profile and apply for other services. It is a role based system where each user will be provided with a username and password through which will be used to access only the authorized services.

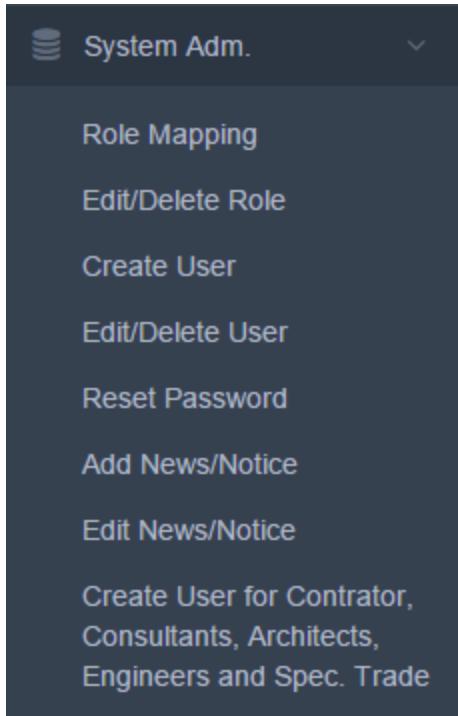
2 Starting the Contractor Registration and Performance System (CRPS)

Click on single name (e-zotin) on the CDB website. A dropdown menu will appear. Click on CRPS menu to avail services from CRPS.



3 System Administration

System administration module is for administrating the application like:



3.1 Role Mapping

Role mapping will help CDB administrator to manage authorization, which enables CDB admin to specify the resources that users in your application are allowed to access. Admin will create roles by assigning users to groups such as Administrators, CDB staff, and so on.

- Enter group name and assign role by ticking check box against each role.
- Click on “Save” button to save the roles.
- Click on “Cancel” button to cancel the process.

Role

Name		Module	Page	View
Description		Masters	Dzongkhag	<input type="checkbox"/>
			Country	<input type="checkbox"/>
			Service Sector Type	<input type="checkbox"/>
			Designation	<input type="checkbox"/>
			Qualification	<input type="checkbox"/>
			Work Execution Status	<input type="checkbox"/>
			Trade	<input type="checkbox"/>
			Ministry	<input type="checkbox"/>
			Contractor Project Category	<input type="checkbox"/>
			Contractor Classification	<input type="checkbox"/>
			Procuring Agency	<input type="checkbox"/>
			List of Equipment	<input type="checkbox"/>
			Financial Institution	<input type="checkbox"/>
			Salutation	<input type="checkbox"/>
			consultant Service Category	<input type="checkbox"/>
			Consultant Service Ownership Type	<input type="checkbox"/>
			Specialized Trade Category	<input type="checkbox"/>
		Contractors	Verify Registration	<input type="checkbox"/>
			Approve Registration	<input type="checkbox"/>
			Edit Information	<input type="checkbox"/>
			Print/View	<input type="checkbox"/>
			New Comments/Adverse Record	<input type="checkbox"/>
			Edit Comments/Adverse Record	<input type="checkbox"/>
			Deregister/Blacklist	<input type="checkbox"/>
			Bidding Form	<input type="checkbox"/>
			Completion Form	<input type="checkbox"/>
			Edit Completion Form	<input type="checkbox"/>
		Consultants	Verify Registration	<input type="checkbox"/>
			Approve Registration	<input type="checkbox"/>
			Edit Information	<input type="checkbox"/>
			Print/View	<input type="checkbox"/>
			New Comments/Adverse Record	<input type="checkbox"/>
			Edit Comments/Adverse Record	<input type="checkbox"/>
			Deregister/Blacklist	<input type="checkbox"/>
			Bidding Form	<input type="checkbox"/>
			Completion Form	<input type="checkbox"/>
			Edit Completion Form	<input type="checkbox"/>
			Approve Registration	<input type="checkbox"/>
			Edit Information	<input type="checkbox"/>
			Print/View	<input type="checkbox"/>
			New Comments/Adverse Record	<input type="checkbox"/>
			Edit Comments/Adverse Record	<input type="checkbox"/>
			Deregister/Blacklist	<input type="checkbox"/>
		Engineers	Verify Registration	<input type="checkbox"/>
			Approve Registration	<input type="checkbox"/>
			Edit Information	<input type="checkbox"/>
			Print/View	<input type="checkbox"/>
			New Comments/Adverse Record	<input type="checkbox"/>
			Edit Comments/Adverse Record	<input type="checkbox"/>
			Deregister/Blacklist	<input type="checkbox"/>
		Specialized Trades	Verify Registration	<input type="checkbox"/>
			Approve Registration	<input type="checkbox"/>
			Edit Information	<input type="checkbox"/>
			Print/View	<input type="checkbox"/>
			New Comments/Adverse Record	<input type="checkbox"/>
			Edit Comments/Adverse Record	<input type="checkbox"/>
			Deregister/Blacklist	<input type="checkbox"/>
		System Adm.	Role Mapping	<input type="checkbox"/>
			User	<input type="checkbox"/>
			Reset Password	<input type="checkbox"/>
		Contractor-My Menu	My Profile	<input type="checkbox"/>
			Apply for Service	<input type="checkbox"/>
		Consultant-My Menu	My Profile	<input type="checkbox"/>
			Apply for Service	<input type="checkbox"/>

Save **Cancel**

3.2 Edit and Delete Role

Edit/Delete Role		
Role	Description	Actions
Administrator	Administrator for e-zhotin	Edit Delete
Architects	All the user of architects	Edit Delete
CDB Staff	Staffs of CDB	Edit Delete
Consultant	All the user of Consultants	Edit Delete
Contractors	All the user of Contractors	Edit Delete
Engineers	All the users of Engineers	Edit Delete
Procuring Agency (CiNet)	User for procuring agency CiNet	Edit Delete
Procuring Agency (e-tool)	Users for procuring agency for etool	Edit Delete
Specialized Trades	All the user of Specialized Trades	Edit Delete

CDB administrator can edit and delete role that has already been created.

3.3 Create User

CDB administrator will create user and assign role to them. This user management service enables the CDB admin to create and manage login credentials for each user. Only one username and password is required to access all applications that are available to the user.

System Adm. > User

User											
Name of User	Assign a role to the user by ticking on the checkbox										
Username (<i>Used for signing in to the system</i>)	<table border="1"> <thead> <tr> <th>Role</th> <th>Procuring Agency</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Administrator</td> <td></td> </tr> <tr> <td><input type="checkbox"/> CDB Staff</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Procuring Agency (CiNet)</td> <td>---SELECT ONE---</td> </tr> <tr> <td><input type="checkbox"/> Procuring Agency (e-tool)</td> <td>---SELECT ONE---</td> </tr> </tbody> </table>	Role	Procuring Agency	<input type="checkbox"/> Administrator		<input type="checkbox"/> CDB Staff		<input type="checkbox"/> Procuring Agency (CiNet)	---SELECT ONE---	<input type="checkbox"/> Procuring Agency (e-tool)	---SELECT ONE---
Role	Procuring Agency										
<input type="checkbox"/> Administrator											
<input type="checkbox"/> CDB Staff											
<input type="checkbox"/> Procuring Agency (CiNet)	---SELECT ONE---										
<input type="checkbox"/> Procuring Agency (e-tool)	---SELECT ONE---										
Password											
Re-type Password											
Status	<input checked="" type="radio"/> Active <input type="radio"/> In-Active										
Save Cancel											

- CDB admin will create users by entering username and password and assigning them the required role by ticking the check box.
- Admin will click status as “*Active*” if the users are using the application and will click “*In-Active*” if users are not using the application anymore.
- Click on “*Save*” button to save the users created and “*Cancel*” button to cancel the process.

3.4 Edit or Delete User

 Edit/Delete User

Role	User Full Name	Username	Action
Administrator	Bikash Pradhan	bpradhan@cdb.gov.bt	 Edit  Delete
Administrator	Chencho Tshering	ctshering@cdb.gov.bt	 Edit  Delete
Administrator	Kinley Nidup Administrator	kinley@gmail.com	 Edit  Delete
Administrator	Madhu Limbu	madhu@chilliquest.com	 Edit  Delete
Architects	Sangay Wangdi	sangay.wangdi.moktan@gmail.com	 Edit  Delete
Architects	Sonam Choki	testmailsonam@gmail.com	 Edit  Delete
Architects	Sonam Choki Zangmo	schoki@gmail.com	 Edit  Delete
CDB Staff	Aku Dorji	adorji@cdb.gov.bt	 Edit  Delete
CDB Staff	Budhiman Shingdan	bmshingdan@cdb.gov.bt	 Edit  Delete
CDB Staff	Chane Zangmo	czangmo@cdb.gov.bt	 Edit  Delete

The above page will be used to edit/delete existing users

3.5 Reset Password

In case, the users have forgotten their password, the system administrator will have provision to reset their password.

Reset Password	
records	Search:
5	
User Full Name	Username
Aku Dorji	adorji@cdb.gov.bt
Bikash Pradhan	bpradhan@cdb.gov.bt
Budhiman Shingdan	bmshingdan@cdb.gov.bt
Chane Zangmo	czangmo@cdb.gov.bt
Chencho Tshering	ctshering@cdb.gov.bt
	Reset
	<input checked="" type="button"/>
Showing 1 to 5 of 21 entries	« 1 2 3 4 5 »

This page will display entire users of the system application. The admin will have provision to view the number of records he/she wish to view. The admin can also search the users by entering the name of a user and Click on “Reset” button to reset the password. The following pop up page will be displayed.

Confirmation

Are you sure that you want to reset the password for Aku Dorji ?

New Password:

Re-type Password:

Reset
Cancel

- Click on “Reset” button to reset the password
- Click on “Cancel” button to cancel the process

3.6 Add News and Notices

Admin can publish announcements for procuring agencies and applicants by using this page.

 Add News/Notifications

Message For Display In Date

---SELECT ONE--- ---SELECT ONE--- - 

News/Notices

Normal text            

 Save  Cancel

Admin can choose where to publish the announcement by selecting the dropdown list.

Message For

---SELECT ONE---

---SELECT ONE---

- CRPS Users
- Etool Users
- CiNet Users
- Contractors
- Consultants
- Architects
- Engineers
- Specialized Trade

Choose whether to display the announcement in login page or dashboard

Display In

---SELECT ONE---

---SELECT ONE---

Login Page 

Dashboard

Type the announcement and click on “Save” button to publish the announcement and “Cancel” button to cancel the process.

News/Notices

 Administrator on 13-11-2013
REMINDER : Dear e-tool focal person and users as you are aware at this time of the year there are lots of tenders being called and evaluated . Please make sure you check the [WORKS IN HAND](#) during the time of awarding as the firms/contractors might be bidding simultaneously in many agencies.

 Administrator on 11-05-2015
This is a message in dashboard

The announcement will be published in this manner.

3.7 Edit News and Notices

This page is used to edit news and notices.

System Adm. > Edit News/Notice

Edit News/Notices - Use the filters provided below to customize your search

Message For	Message Displayed In	Message Date	No. of Rows	
--SELECT ONE--	--SELECT ONE--		20	<input type="button" value="Search"/> <input type="button" value="Clear"/>
Message For	Displayed In	Date	News/Notices	Action
CRPS Users	Login Page	16-05-2015	This is the message in login page	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CRPS Users	Dasboard	13-11-2013	REMINDER : Dear e-tool focal person and users as you are aware at this time of the year there are lots of tenders being called and evaluated . Please make sure you check the WORKS IN HAND during the time of awarding as the firms/contractors might be bidding simultaneously in many agencies.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CRPS Users	Dasboard	11-05-2015	This is a message in dashboard	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The entire news/notices published till date will be displayed in this page.

Edit

To edit the message click on “Edit” button and the following page will be displayed.

Add News/Notifications

Message For	Display In	Date
CRPS Users	Dashboard	13-11-2013 <input type="button" value=""/>

News/Notices

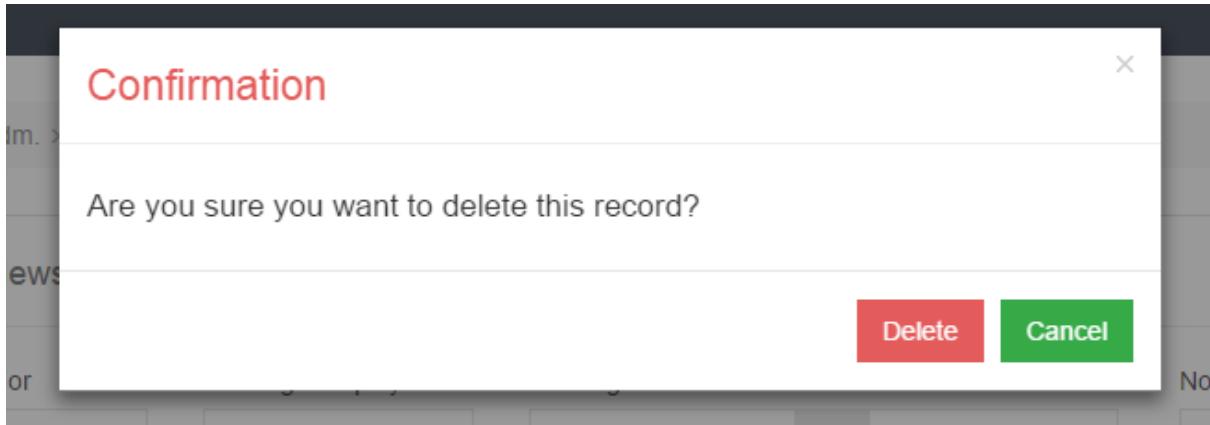
Normal text

REMINDER : Dear e-tool focal person and users as you are aware at this time of the year there are lots of tenders being called and evaluated . Please make sure you check the [WORKS IN HAND](#) during the time of awarding as the firms/contractors might be bidding simultaneously in many agencies.

After making all the necessary changes click on “Save” button.

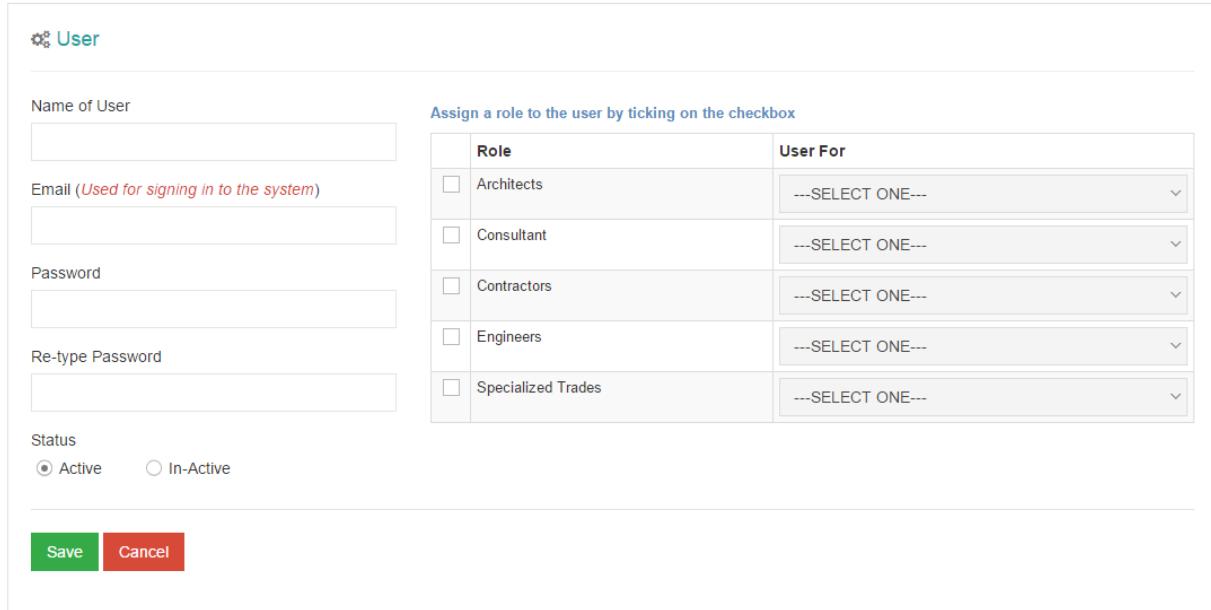
Delete

To delete the news and notices click on “Delete” button.



3.8 Create user for Contractor, Consultant, Architect, Engineer and Specialized Trade

This page is used to create username and password for already registered Contractor, Consultant, Architect, Engineer and Specialized Trade.



The form is titled "User". It includes fields for "Name of User", "Email (Used for signing in to the system)", "Password", and "Re-type Password". There is also a section for "Status" with radio buttons for "Active" and "In-Active". To the right of these fields is a table titled "Assign a role to the user by ticking on the checkbox". The table has two columns: "Role" and "User For". The "Role" column lists "Architects", "Consultant", "Contractors", "Engineers", and "Specialized Trades", each with a corresponding checkbox. The "User For" column contains dropdown menus labeled "...SELECT ONE...". At the bottom of the form are "Save" and "Cancel" buttons.

Role	User For
<input type="checkbox"/> Architects	---SELECT ONE---
<input type="checkbox"/> Consultant	---SELECT ONE---
<input type="checkbox"/> Contractors	---SELECT ONE---
<input type="checkbox"/> Engineers	---SELECT ONE---
<input type="checkbox"/> Specialized Trades	---SELECT ONE---

Admin will select user against each role and assign them username and password.

4 Application Login Form

Click the CRPS link on CDB website. By clicking on the link the following page will be displayed.

E-Zhotin System

WELCOME
Greetings from Construction Development Board .Welcom to Ezhotin System.

Login to your account

kinley@gmail.com

.....

Remember me

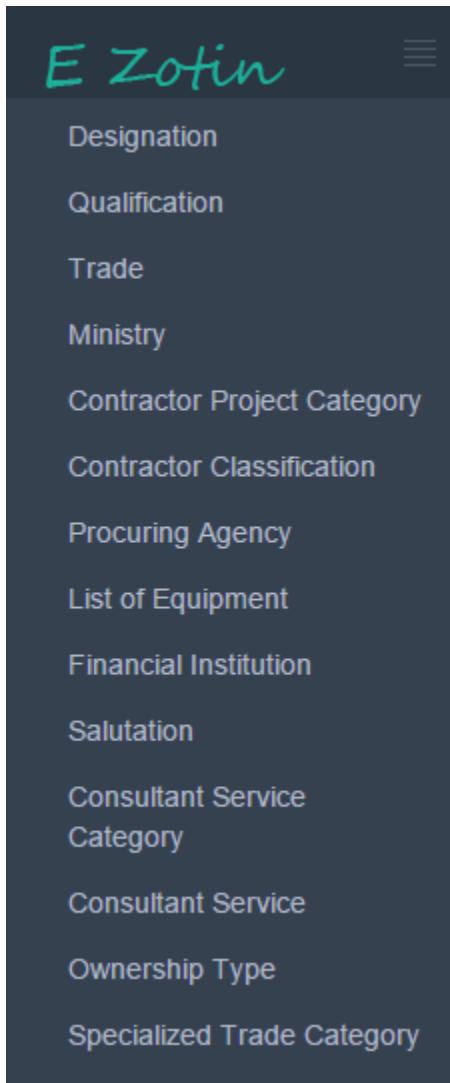
New Registration

 Contractor  Consultant  Architect  Engineer  Specialized Trade

- The Privileged users will be given username and password, which will have authorized access according to their roles.
- For new registration, username and password will not be needed. The applicant can access the registration application just by clicking the icon below “Login” button.

5 Masters

The focal officer of CDB will have provision to add, delete and edit the information in masters.



The General Masters consist of:

- Designation
- Qualification
- Work Execution Status
- Trade
- Ministry
- Architect Registration Type
- Project Category
- Contractor Classification

- Procuring Agency
- List of Equipment
- Financial Institution
- Salutation
- Consultant Service Category
- Consultant Service
- Ownership Type
- Specialized Trade Category

5.1 Designation

Masters > Designation

Designation

Code	Code
Name	Name

[Save](#)
[Cancel](#)

Edit/Delete Designation

Code	Name	Actions
ac	Accountant	Edit Delete
GM	General Manager	Edit Delete

- Enter the code, example: Engineer
- Enter the name, example: Civil
- Click on “Save” button to save the designation
- Click on “Cancel” button to cancel the process

Admin can edit the designation by clicking on the “Edit” link and delete the designation by clicking the “Delete” link.

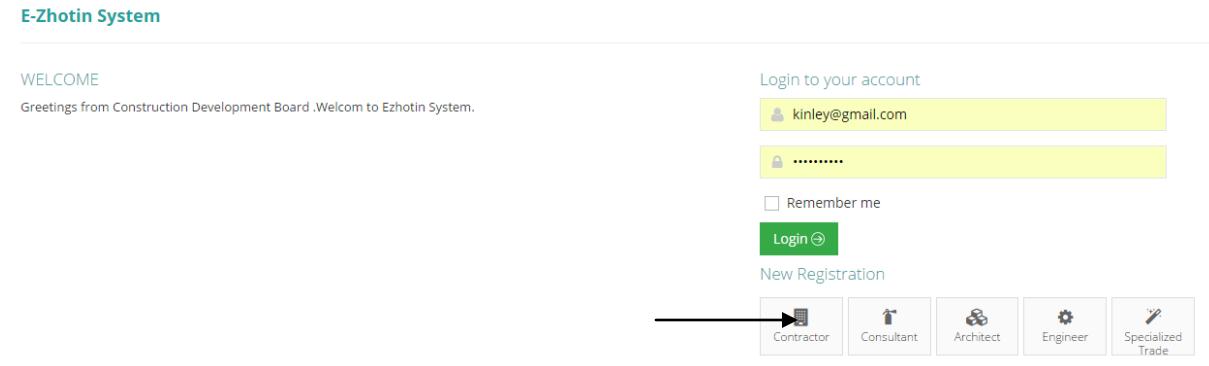
The processes to add/edit /delete information of other fields are similar to designation.

6 How to apply for New Contractor Registration

In order to apply for new contractor registration, the procuring agency first needs to open the CDB website by typing on the internet explorer or any browser the URL: www.cdb.gov.bt. There will be a menu called “ezotin” like shown in the following page:



After clicking on the menu called registration service, you will be directed to this page.



The screenshot shows the E-Zhotin System login page. It features a "WELCOME" message and a greeting from the Construction Development Board. On the right, there is a "Login to your account" form with fields for email (kinley@gmail.com) and password, a "Remember me" checkbox, and a "Login" button. Below the login form is a "New Registration" section with five icons: Contractor (arrow icon), Consultant (person icon), Architect (gear and compass icon), Engineer (gear icon), and Specialized Trade (pencil icon). A red arrow points to the "Contractor" icon.

For new contractor registration, click on the “*Contractor*” icon. After clicking the “*Contractor*” icon the following page will be displayed.

 Welcome Contractors

Welcome to E-Zhotin Contractor Registration.

Fee Structure for New Registration

Classification	Validity (Years)	Registration Fee (Nu.)
Large	2	15,000.00
Medium	2	10,000.00
Small	2	5,000.00
Registered	2	1,500.00

 [Proceed to Registration](#)

 [Home](#)

The page above displays the instruction for the contractors. Click on “*Proceed to Registration*” button to start the application process. Fees structure for new registration will be displayed.

This is where the contractor enters their details. It has four tab and they are:

1. General Information

Contractor Registration - Step 1 of 4

- 1 General Information
- 2 Work Classification
- 3 Human Resource
- 4 Equipment

Application No. 3	Application Date 02-05-2015																						
General Information <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Ownership Type *</td> <td style="width: 33%;">Proposed Name * </td> <td style="width: 33%;">Country *</td> </tr> <tr> <td>--SELECT ONE--</td> <td>Proposed Name of the Firm</td> <td>Bhutan</td> </tr> </table>			Ownership Type *	Proposed Name * 	Country *	--SELECT ONE--	Proposed Name of the Firm	Bhutan															
Ownership Type *	Proposed Name * 	Country *																					
--SELECT ONE--	Proposed Name of the Firm	Bhutan																					
Permanent Address <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Dzongkhag *</td> <td style="width: 33%;">Gewog *</td> <td style="width: 33%;">Village *</td> </tr> <tr> <td>--SELECT ONE--</td> <td></td> <td></td> </tr> </table>			Dzongkhag *	Gewog *	Village *	--SELECT ONE--																	
Dzongkhag *	Gewog *	Village *																					
--SELECT ONE--																							
Correspondence Address <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Dzongkhag *</td> <td style="width: 33%;">Email * </td> <td style="width: 33%;">Mobile No. * </td> </tr> <tr> <td>--SELECT ONE--</td> <td>Email</td> <td>Mobile No.</td> </tr> </table>			Dzongkhag *	Email * 	Mobile No. * 	--SELECT ONE--	Email	Mobile No.															
Dzongkhag *	Email * 	Mobile No. * 																					
--SELECT ONE--	Email	Mobile No.																					
Telephone No.* Fax No. Address * <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Telephone</td> <td style="width: 33%;">Fax No.</td> <td style="width: 33%;">Address</td> </tr> <tr> <td>Telephone</td> <td>Fax No.</td> <td></td> </tr> </table>			Telephone	Fax No.	Address	Telephone	Fax No.																
Telephone	Fax No.	Address																					
Telephone	Fax No.																						
Name of Owner, Partners and/or others with Controlling Interest <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CID/Work Permit No.</th> <th style="width: 10%;">Salutation</th> <th style="width: 10%;">Name</th> <th style="width: 10%;">Sex</th> <th style="width: 10%;">Country</th> <th style="width: 10%;">Designation</th> <th style="width: 10%;">Show in Certificate</th> </tr> </thead> <tbody> <tr> <td> <input type="text"/></td> <td>--SELECT--</td> <td><input type="text"/></td> <td>--SELECT</td> <td>Bhutan</td> <td>--SELECT ONE--</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="7"></td> </tr> </tbody> </table>			CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate	 <input type="text"/>	--SELECT--	<input type="text"/>	--SELECT	Bhutan	--SELECT ONE--	<input checked="" type="checkbox"/>							
CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate																	
 <input type="text"/>	--SELECT--	<input type="text"/>	--SELECT	Bhutan	--SELECT ONE--	<input checked="" type="checkbox"/>																	
																							
Continue  Cancel 																							

- General information is the first tab for contractor registration. Applicant will enter all the related details.
- In “Proposed Name” field under general information, if the name of the firm that the contractor has proposed for contractor registration is already registered with CDB then the contractor cannot proceed with registration. Try using different name in such cases.

Proposed Name * 

Madhu Construction

The Proposed Name for your firm is already taken. Try another name for your firm.

- Applicant will enter both permanent address and their correspondence address.
- In e-mail field under correspondence address, please enter the valid e-mail address as this email address will be used as username for your account and to receive mail from CDB and mobile number entered will be used to receive SMS alert form CDB. The mobile should be registered with Tashi Cell/B-Mobile. Hover over “?” icon in order to see the note related to that particular field.

- Applicant will have provision to enter more partner details by clicking “+” button. However, the name of the partner/owner/other controlling interest will be shown in the certificate only if the *check* box against their name has been ticked. The first check box against the partner/owner/other controlling interest will be will ticked by default.
- Whenever the applicant enter the CID/Work permit number of their partner/owner/other controlling interest, the system will validate if that particular partner/owner/other controlling interest is working under any other organization or not.
- If the applicant applying for new registration is non-Bhutanese, permanent address along with Dzongkhag in corresponding address will be disabled.

Application No. 3

Application Date 02-05-2015

General Information

Ownership Type *

---SELECT ONE---

Proposed Name * ?

Proposed Name of the Firm

Country *

Bahrain

Permanent Address

Dzongkhag *

---SELECT ONE---

Gewog *

Gewog

Village *

Village

Correspondence Address

Dzongkhag *

---SELECT ONE---

Email * ?

Email

Mobile No. * ?

Mobile No.

Telephone No.*

Telephone

Fax No.

Fax No.

Address *

Address

- Applicant will click on *Continue* button to go to next tab.

The following error message will be displayed if the click on “*Continue*” button without entering highlighted details.

Construction Development Board

You have the following ERRORS!

- Proposed Name field is required
- Address field is required
- Country field is required
- Dzongkhag field is required
- Email field is required
- Telephone No. field is required
- Mobile No. field is required

2. Work Classification

Contractor Registration - Step 2 of 4

1 ✓ General Information

2 Work Classification

3 Human Resource

4 Equipment

Please tick the checkbox to select a class.

Category	Apply for Class
<input checked="" type="checkbox"/> W1-Roads and Bridges	Large ▾
<input checked="" type="checkbox"/> W2-Traditional Bhutanese Painting/Finishing Works	Registered ▾
<input type="checkbox"/> W3-Buildings and Airports,Irrigation, Drainage	---SELECT ONE--- ▾
<input checked="" type="checkbox"/> W4-Power and Telecommunication Works	Medium ▾

Continue 

- Applicant will enter the related details
- Before applying for class, the *Check Box* against each class should be ticked.

3. Human Resource

Construction Development Board

Contractor Registration - Step 3 of 4

1 General Information 2 Work Classification 3 Human Resource 4 Equipment

Note for Small Class (S)		Note for Medium Class (M)			Note for Large Class (L)		
New Registration	<ul style="list-style-type: none"> Submit the copy of induction course certificate & CID copy. CID copy of site supervisor including his/her academic transcripts & undertaking letter. 	Key Employees	W1 & W3	W4	Key Employees	W1 & W3	W4
		Manager	1	1	Manager	1	1
		Engineer (Diploma)	1 (Civil)	n/a	Engineer (Degree)	1 (Civil)	1 (Electrical)
		Site Supervisor	1 1	1	Engineer (Diploma)	2 (Civil)	1 (Electrical)

+ Add Human Resource

Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields	Attachments(CV/UT/AT)	Action
Please click on Add Human Resource button to start adding your human resource.								

Continue ↗

- Before adding the human resource details, there will be note specifying the requirements of each class.
- Applicant will click on “Add Human Resource” button to enter the human resource details.

Construction Development Board

Contractor Registration

1 General Information

Note for Small Class (S)		Add Human Resource			Equipment		
New Registration	<ul style="list-style-type: none"> Submit the copy of induction course certificate & CID copy. CID copy of site supervisor including his/her academic transcripts & undertaking letter. 	Salutation	CID/Work Permit No.	Name	Sex	W3	W4
		--SELECT--	CID/Work Permit No.	Name	--SELECT ONE--	1	
		Country	Qualification	Designation	Trade/Field	1 (Electrical)	
		--SELECT ONE--	--SELECT ONE--	--SELECT ONE--	--SELECT ONE--	1 (Electrical)	

Attach Documents

	Document Name	Upload File
		Choose Files No file chosen

Save **Cancel**

Click on this button to add more document.

- A pop up form will be displayed. Applicant will enter the related details.

- To attach document, applicant will write the name of document and click on “Choose Files” button and upload the file.
- Applicant will have provision to upload multiple files. Click on “+” button and add multiple files.
- Click on “Save” button to save the details and “Cancel” button to cancel the process.

4. Equipment

Construction Development Board

Contractor Registration - Step 4 of 4

1 General Information 2 Work Classification 3 Human Resource 4 Equipment

***Minimum Requirement**

Note for Medium Class (M)			
Equipment	W1	W3	W4
Truck	1*	1*	1*
Survey Equipment	1*	1*	1*
Construction Mixture	1	1	
Vibrator	1*	1*	1*
Steel Shuttering (sft)	200		
Water Pump/Multi Mixer	1	1	
Meggar			1

Note for Large Class (L)			
Equipments	W1	W3	W4
Excavator	1	1	
Road Roller	1		
Truck	1	1	1
Air Compressor	1	1	1
Survey Equipment	1*	1*	1*
Construction Mixer		1	1
Vibrator		1*	1*
Crane Truck	1	1	
Steel Shuttering (sft)	5000		
Water Pump/Multi Meter			1
Meggar			1
Max Puller			1

+ Add Equipment

Equipment Name	Registration No	Equipment Model	Quantity	Attachment
Please click on Add Equipment button to start adding your equipments.				

Continue ↗

- Before adding the equipment details, there will be note specifying the minimum requirements of equipment for medium and large class.
- Applicant will click on “Add Equipment” button to enter the details.

General Equipment Registration

Add Equipment

Equipment	Registration No.	Equipment Model	Quantity
--SELECT--	Registration No.	ModelNo	Quantity

Attach Documents

	Document Name	Upload File
[x]		<input type="button" value="Choose Files"/> No file chosen
[+]		

Save **Cancel**

- A pop up form will be displayed. Applicant will enter the related details.
- To attach document, applicant will write the name of document and click on “Choose Files” button, select the required file and upload it.
- Click on “Save” button to save the details and “Cancel” button to cancel the process.
- Whenever the equipment registration number is entered, the system will validate whether the equipment is already registered or not.

If the selected equipment is not reregistered/engaged with any other organization/projects, the quantity filed will be disabled like shown in the following page.

General Equipment Registration

Add Equipment

Equipment	Registration No.	Equipment Model	Quantity
Dozer	Registration No.	ModelNo	Quantity

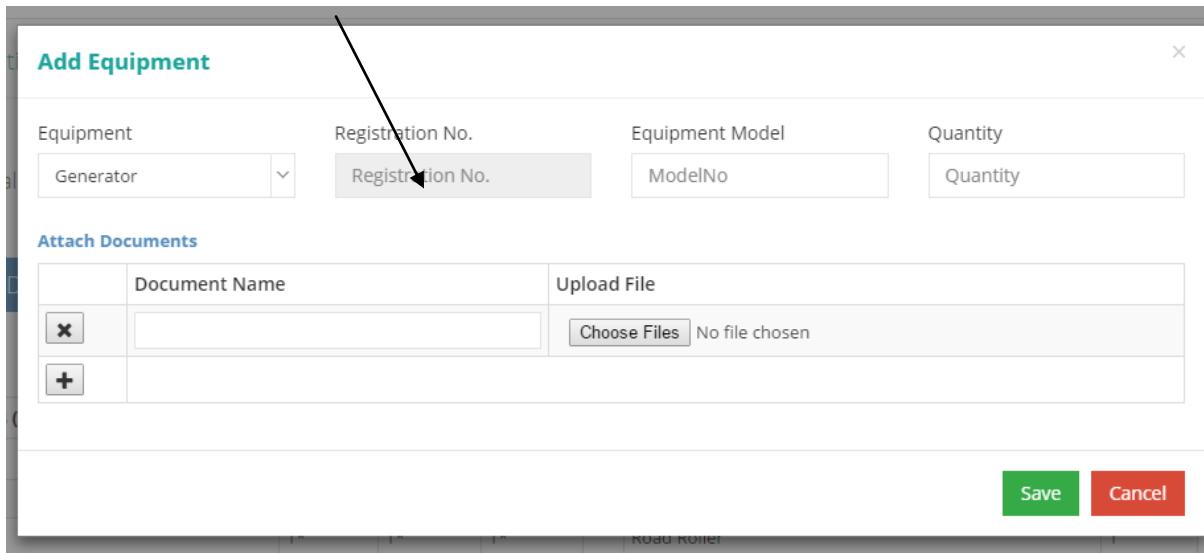
Attach Documents

	Document Name	Upload File
[x]		<input type="button" value="Choose Files"/> No file chosen
[+]		

Save **Cancel**

Disabled

If the selected equipment is reregistered/engaged with any other organization/projects, the equipment No. filed will be disabled like shown in the following page.



The screenshot shows a modal window titled "Add Equipment". It has four input fields: "Equipment" (set to "Generator"), "Registration No.", "Equipment Model" (set to "ModelNo"), and "Quantity". Below these is a section for "Attach Documents" with a table for uploading files. At the bottom right are "Save" and "Cancel" buttons.

Before agreeing the terms and condition and submitting the application, applicant will have provision to edit the information

Contractor Registration - Confirmation

If you have to edit any information that you have submitted you can click on the corresponding buttons. After everything has been finalised you have to agree to **Terms of Services** and submit to CDB.

General Information	Work Classification	Human Resource	Equipment
Proposed Name doerlma contruction		Email droelma@gmail.com	
Country Bhutan		Telephone No. 147852	
Dzongkhag asdasd		Mobile No. 545646546	
Address asfdhfjhfgf		Fax No. 14523	

Name of Owner, Partners and/or others with Controlling Interest

Name	CID No.	Sex	Country	Designation	Show in Certificate
gdfgfgrghgfhg	15447878451	M	Bhutan	General manager	<input checked="" type="checkbox"/>

Edit General Information

- Click on "Edit General Information" button to edit general information and the following page will be displayed.

Construction Development Board

Contractor Registration - Step 1 of 4

1 General Information 2 Work Classification 3 Human Resource 4 Equipment

Application No. 5

Proposed Name *	Country *	Dzongkhag *	Office Establishment Address *
doerlma contruction	Bhutan	asdasd	asfdhfjhfhgf
Email *	Mobile No. *	Telephone No. *	Fax No.
droelma@gmail.com	545646546	147852	14523

Name of Owner, Partners and/or others with Controlling Interest

CID No.	Salutation	Name	Sex	Country	Designation	Show in Certificate
154478787451	Mr.	gdfgffgrghfgh	Male	Bhutan	General manager	<input checked="" type="checkbox"/>
[+]						

Update

- After editing the applicant will click on “*Update*” button to update the information.

Note: Editing and updating the information for work classification, human resource and equipment will have similar process as that of general information.

I/We declare and confirm that:

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
- I/We hereby declare that issue of CDB certificate does not in anyway constitute an obligation on the part of CDB or any other Government agency to provide contract works.

I agree to the above **Terms & Conditions**

- Applicant will agree to the terms of service by clicking on the check box.
- Applicant will click on “*Submit to CDB*” button to submit registration application to CDB.

E-Zhotin - Construction Development Board

Your registration completed successfully

Application No. 7

Thank you for registering with Construction Development Board (CDB). When your application has been approved by CDB you will receive an email and sms alert provided with your application. You can track your application at www.cdb.gov.bt/trackapplication using your CID No. or Application No. If you would like to print your application click on the print button below.

 Print

 Home

- Click on “Home” button to go back to home page
- After applicant submits their registration application, the above message will be displayed.
- Click on “Print” button to print the detail and the following page will be displayed.

Construction Development Board

Contractor's Information

Current Status	New	Email	admin@admin.bt
CDB No.		Telephone No.	147852
Ownership Type	Incorporated (FDI)	Mobile No.	17551995
Name of Firm	Kinley Construction	Fax No.	12345
Country	Bhutan	Address	changjiji, thimphu
Dzongkhag	Chukha		

Name of Owner, Partners and/or others with Controlling Interest

Sl#	Name	CID No.	Sex	Country	Designation	Show in Certificate
1	ggouuo	1234	M	Belgium	Accountant	<input checked="" type="checkbox"/>

Work Classification

Class	Applied	Assessed	Approved
W1(Roads and Bridges)	Medium		
W2(Traditional Bhutanese Painting/Finishing Works)	Registered		
W4(Power and Telecommunication Works)	Small		

Human Resource

Sl#	Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields
1	Mrs. Devika	47744521414	F	Bhutan	Bachelors	Accountant	Masters

Equipments

Sl#	Equipment Name	Registration No	Equipment Model	Quantity
1	121212	1 Dt. 2014-12-03	de333	2

The document was viewed/printed on 02-Apr-2015 by

Applicant will receive an email.

Construction Development Board																				
<p>Madhu Construction</p> <p>Application No: 1 Dt. 2015-05-04</p> <p>This is to acknowledge receipt of your application for registration of contractor with Construction Development Board (CDB). Your application will be processed in due course. You can check status of your application using your Citizenship Id No. or Application No. from the CDB website. You will also be notified through email when your application is approved.</p> <p>Fee Structure</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #e0e0e0;">Category</th> <th style="background-color: #e0e0e0;">Class</th> <th style="background-color: #e0e0e0;">Fee (Nu.)</th> </tr> </thead> <tbody> <tr> <td>W1 (Roads and Bridges)</td> <td>L (Large)</td> <td>15,000.00</td> </tr> <tr> <td>W2 (Traditional Bhutanese Painting/Finishing Works)</td> <td>R (Registered)</td> <td>1,500.00</td> </tr> <tr> <td>W3 (Buildings and Airports,Irrigation, Drainage)</td> <td>M (Medium)</td> <td>10,000.00</td> </tr> <tr> <td>W4 (Power and Telecommunication Works)</td> <td>M (Medium)</td> <td>10,000.00</td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;">Total</td> <td style="background-color: #e0e0e0;">36,500.00</td> </tr> </tbody> </table> <p>Track Your Application Here</p> <p>Thanking You. Sincerely, Construction Development Board</p> <p>For any enquiry please contact: Telephone: +97502321887 (Ext. 666363) Fax: +9750233333 Email: info@cdb.com</p> <p>PS: Please consider the environment before printing this email. Please note that this message may contain confidential information. If you have received this message in error, please notify Construction Development Board and then delete it from your system.</p>			Category	Class	Fee (Nu.)	W1 (Roads and Bridges)	L (Large)	15,000.00	W2 (Traditional Bhutanese Painting/Finishing Works)	R (Registered)	1,500.00	W3 (Buildings and Airports,Irrigation, Drainage)	M (Medium)	10,000.00	W4 (Power and Telecommunication Works)	M (Medium)	10,000.00		Total	36,500.00
Category	Class	Fee (Nu.)																		
W1 (Roads and Bridges)	L (Large)	15,000.00																		
W2 (Traditional Bhutanese Painting/Finishing Works)	R (Registered)	1,500.00																		
W3 (Buildings and Airports,Irrigation, Drainage)	M (Medium)	10,000.00																		
W4 (Power and Telecommunication Works)	M (Medium)	10,000.00																		
	Total	36,500.00																		

Note: Registration applications are then forwarded to CDB. The authorized CDB officer will verify and approve the application accordingly.

6.1 How to Apply for Renewal/Up-gradation/Cancellation of Contractor Registration

After the application has been approved, a username and password will be mailed to the applicant. With the given login username and password, applicant will view their profile, change password and apply for services

Construction Development Board

E-Zhotin System

WELCOME
Greetings from Construction Development Board .Welcom to Ezhotin System.

Login to your account

 Remember me

New Registration

After logging in the following page will be displayed.

E-Zhotin
Dashboard
My Profile
Apply for Renewal
Apply Other Services
Cancellation of Registration
Track Records
 CB construction ▾

Welcome!

Notification Alert

CB construction ▾

Change Password

Old Password:

New Password:

Re-type Password

Change
Cancel

Please enter the old password which is sent by CDB through mail. Enter new password and Re-type password. Click on “*Change*” button to change the password and “*Cancel*” button to cancel the process.

6.1.1 My Profile

Contractor-My Menu > My Profile

[Print Information](#)
[Print Certificate](#)

Registration Information

General Information	Human Resource	Equipment	Work Classification	Track Record
CDB No.	1113			
Ownership Type				
Company Name	Madhu Construction			
Country	Bhutan			
Dzongkhag	Dagana			

Name of Owner, Partners and/or others with Controlling Interest					
Name	CID No.	Sex	Country	Designation	Show in Certificate
Mr. sangay	123	M	Bhutan	General Manager	<input checked="" type="checkbox"/>

The user can view their current profile but cannot edit any of the information. This page has five tabs and they are:

- General Information
- Human Resource
- Equipment
- Work Classification
- Track Record (Contain the record of the work completion of the particular user)
- Click on “*Print Information*” button to print the information and “*Print Certificate*” button to print the certificate provided by CDB.

Contractor Information (After clicking on the “*Print Information*” button, the following page will be displayed, users can either view or print it)

Construction Development Board

Contractor's Information

Current Status	Approved	CDB No.	1113	Email	madhulimbu40@gmail.com
Ownership Type	Incorporated (Bhutanese)	Telephone No.	02329287		
Name of Firm	Madhu Construction	Mobile No.	17894169		
Country	Bhutan	Fax No.	12345		
Dzongkhag	Dagana	Address	changjiji, thimphu		

Name of Owner, Partners and/or others with Controlling Interest

Sl#	Name	CID No.	Sex	Country	Designation	Show in Certificate
1	sangay	123	M	Bhutan	General Manager	<input checked="" type="checkbox"/>

Work Classification

Class	Applied	Assessed	Approved
W1(Roads and Bridges)	Registered	Registered	Registered
W3(Buildings and Airports,Irrigation, Drainage)	Small	Small	Small
W4(Power and Telecommunication Works)	Medium	Medium	Medium

Human Resource

Sl#	Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields
1	Mr. nado	123	M	Bhutan	Bachelors	General Manager	Electrical

Equipments

Sl#	Equipment Name	Registration No	Equipment Model	Quantity
1	1	1	de333	12

Track Records

Sl#	Procuring Agency	Work Order No.	Name of Work	Category	Class	Period (Months)	Start Date	Completion Date
No Track Records till 03-Apr-2015								

Comments/Adverse Records

Sl#	Date	Remarks
No Comments or Adverse Records till 03-Apr-2015		

The document was viewed/printed on 03-Apr-2015 by Madhu Construction

6.1.2 Apply for Renewal

Contractor-My Menu > Apply for Renewal

Application for Renewal

While renewing your certificate you can also upgrade/update other information or apply other services. Relevant fees will be applicable. You can skip updating/upgrading of other information or services if you wish to renew your license only.

Renewal of CDB Certificate Fee Structure

Category	Validity (yrs)	Amount (Nu.)
Large	2	7500
Medium	2	5000
Small	2	2500
Registered	2	1000

Proceed  **Cancel** 

The above page is used by contractor to renew their certificate; they can also upgrade/update other information with the relevant fees.

Click on “Proceed” button to renew the certificate and “Cancel” button to cancel the process. The following page will be displayed.

Edit General Information

Re-select Service

Application No. 9

Application Date 04-04-2015

Ownership Type *

Proposed Name *

Country *

Dzongkhag *

Office Establishment Address *

Email *

Mobile No. *

Telephone No. *

Fax No.

Name of Owner, Partners and/or others with Controlling Interest

	CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate
	123	Mr. 	sangay	Male 	Bhutan 	General Manag 	<input checked="" type="checkbox"/>
							

Update  **Cancel** 

To change any information contractor will click on “Re-select Service” button. The following pop up will be displayed.

Service

Would you like to avail the services listed below along with this application? Please tick on the check box if you wish to.

Change of Location
 Change of Owner

Yes **No**

changjiji_thimphu	madhulimbu40@gmail.com	17894169	02329287
-------------------	------------------------	----------	----------

The applicant will choose the services he/she wishes to avail. Tick on check box to change the location and owner and click on “Yes” button. The following page will be displayed.

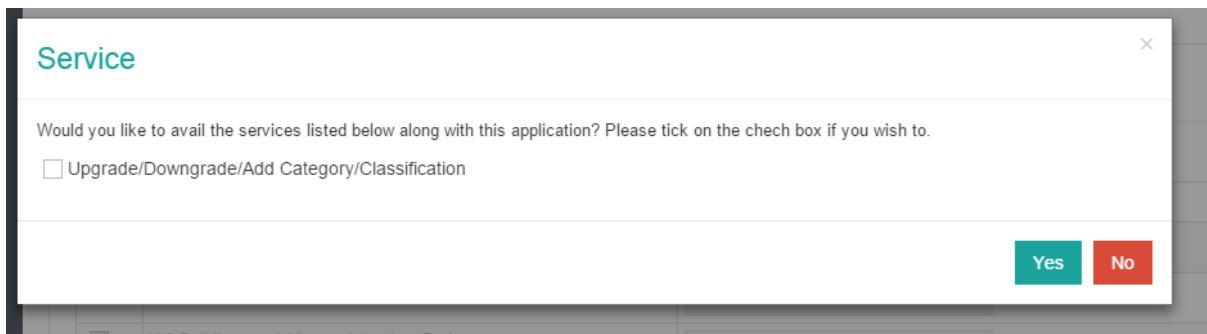
[Edit General Information](#) [Re-select Service](#)

Application No. 9	Proposed Name *	Country *	Dzongkhag *				
Incorporated (Bhutanese) ▼	Madhu Construction	Bhutan ▼	Dagana ▼				
Office Establishment Address *	Email *	Mobile No. *	Telephone No. *				
changjiji_thimphu	madhulimbu40@gmail.com	17894169	02329287				
Fax No.							
12345							
Name of Owner, Partners and/or others with Controlling Interest							
+	CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate
x	123	Mr. ▼	sangay	Male ▼	Bhutan ▼	General Manag ▼	<input checked="" type="checkbox"/>
+							

Update **Cancel**

The field to change the location and owner will remain editable. However, other fields cannot be edited. After changing the location/owner click on “*Update*” button to update the information and “*Cancel*” button to cancel the process.

If the applicant clicks on “*No*” button a popup page to upgrade/downgrade/add category/classification will be displayed.



Tick the check box and click on “Yes” button to avail the service. The following page will be displayed.

Edit Work Classification Re-select Service

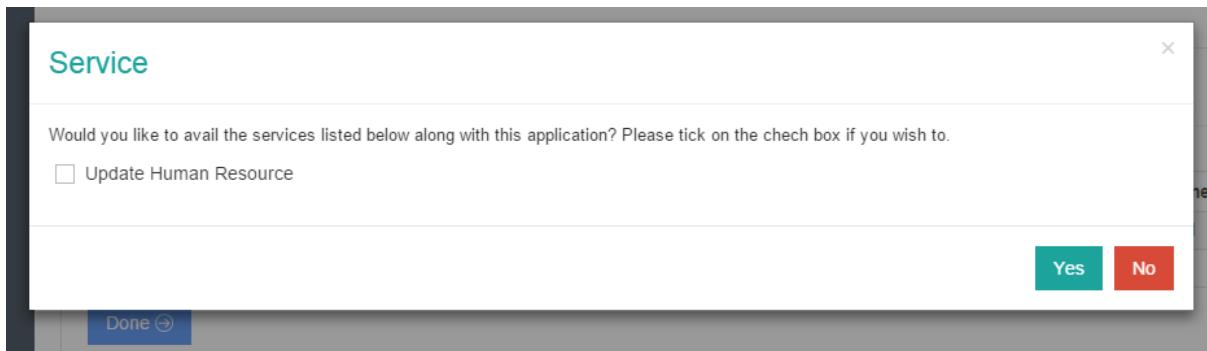
Please tick the checkbox to select a class.

Category	Apply for Class
<input type="checkbox"/> W1-Roads and Bridges	--SELECT ONE--
<input type="checkbox"/> W2-Traditional Bhutanese Painting/Finishing Works	--SELECT ONE--
<input type="checkbox"/> W3-Buildings and Airports,Irrigation, Drainage	--SELECT ONE--
<input type="checkbox"/> W4-Power and Telecommunication Works	--SELECT ONE--

Update
Cancel

The applicant will select all the services he/she wish to avail and click on “Update” button to update the changes and “Cancel” button to cancel the process.

If the applicant clicks on “No” button a pop up page to update human resource will be displayed.



If the applicant wants to update human resource, applicant will tick the check box and click on “Yes” button and the following page will be displayed.

Human Resource

[Re-select Service](#)

[+ Add Human Resource](#)

Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields	Attachments(CV/UT/AT)
Mr. nado	123	M	Bhutan	Bachelors	General Manager	Electrical	<input checked="" type="checkbox"/> sdsad
Mr. sangay	123	M	Bhutan		General Manager		

[Done](#)

Click on “Add Human Resource” button to add more human resource. The process to add human resource is same as that of adding human resource in contractor registration.

Click on “Done” button after completing the process.

To update equipment tick the check box in the following page and click “Yes”

Service

Would you like to avail the services listed below along with this application? Please tick on the check box if you wish to.

Update Equipment

[Yes](#) [No](#)

The following page will be displayed.

Equipments

[Re-select Service](#)

[+ Add Equipment](#)

Equipment Name	Registration No	Equipment Model	Quantity	Attachment
1	1	de333	12	<input checked="" type="checkbox"/> zff

[Done](#)

Click on “Add Equipment” button to add equipment details. The process to add equipment is same as that of adding equipment in contractor registration.

Click on “Done” button. This is the final renewal process. The following page will be displayed.

Apply Service - Confirmation

If you have to edit any information that you have submitted you can click on the corresponding buttons. After everything has been finalised you have to agree to [Terms of Services](#) and submit to CDB.

General Information		Work Classification		Human Resource		Equipment	
Proposed Name	Madhu Construction			Email	madhulimbu40@gmail.com		
Country	Bhutan			Telephone No.	02329287		
Dzongkhag	Dagana			Mobile No.	17894169		
Address	changjiji, thimphu			Fax No.	12345		
Name of Owner, Partners and/or others with Controlling Interest							
Name	CID No.	Sex	Country	Designation	Show in Certificate		
sangay	123	M	Bhutan	General Manager	<input checked="" type="checkbox"/>		

[Edit General Information](#)

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We shall not make refund claims of expenditure incurred in processing this application;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.
- I/We hereby declare that issue of CDB certificate does not in anyway constitute an obligation on the part of CDB or any other Government agency to provide contract works.

I agree to the [Terms of Service](#)

[Submit](#)

After agreeing to the terms of service, click on "Submit" button to request for the renewal of certificate and other services. The request will be verified and approved by CDB.

A mail will be sent to the applicant.

6.2 How to Apply for Other Services

Contractors have to renew their certificate after certain period of time. However, when contractor wants to avail services before the renewal period for example: Upgrade the class, they apply by using apply other services page.

Application for Other Services

You can apply for multiple services in this section of your application together. Relevant fees will be applicable. You can skip updating/upgrading of other information or services if you wish to apply for only one service. Below is the list of all the services that you can avail with this application.

Services Fee Structure

Service Name	Fees (Nu.)
Update General Information	Not Applicable
Change of Location	500
Change of Owner/Partner and other Controlling interest	500
Upgrade/Downgrade/Add Category or Classification	Applicable based on category type (Refer right side table)
Update Human Resource	Not Applicable
Update Equipment	Not Applicable

Fee Structure for Category Change

Category	Amount (Nu.)
Large	7500
Medium	5000
Small	2500
Registered	1000

Proceed  **Cancel** 

Fees structure for all the services will be displayed in this page. Click on “Proceed” button to continue the process.

NOTE: The process to apply for other services is same as that of renewal.

6.3 How to Cancel the Registration

Dashboard My Profile Apply for Renewal Apply Other Services **Cancellation of Registration** Track Records

Application for Cancellation

Application No. 2

Application Date 14-04-2015

You are about to cancel your registration with Construction Development Board. Do you wish to proceed? Upon cancellation, your account will be inaccessible.

Submit  **Cancel** 

The user can cancel the registration by using the above page. Click on “Submit” button to cancel the registration and “Cancel” button to cancel the process.

6.4 Track Records

!!!!!!

7 How to apply for New Consultant Registration

In order to apply for new consultant registration, the procuring agency first needs to open the CDB website by typing on the internet explorer or any browser the URL: www.cdb.gov.bt. There will be a menu called “ezotin” like shown in the following page:



After clicking on the menu called registration services, you will be directed to this page.

E-Zotin System

WELCOME

Greetings from Construction Development Board .Welcom to Ezotin System.

Login to your account

kinley@gmail.com

.....

Remember me

Login

New Registration

Contractor Consultant Architect Engineer Specialized Trade

For new contractor registration, click on the “*Consultant*” icon and after clicking the “*Contractor*” icon the following page will be displayed.

The process to apply for new registration is same as that of contractor except for work classification instead of selecting from the drop down; here you will tick the services you wish to avail.

1 Consultant Registration - Step 2 of 4

- 1 General Information
- 2 Work Classification
- 3 Human Resource
- 4 Equipment

Please tick the checkbox to select the services.

Category	Apply for Service
A	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3
Architectural Services	<input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> C4 <input type="checkbox"/> C5 <input type="checkbox"/> C6 <input type="checkbox"/> C7
Civil Engineering Services	<input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7
Electrical Engineering Services	

[Continue](#)

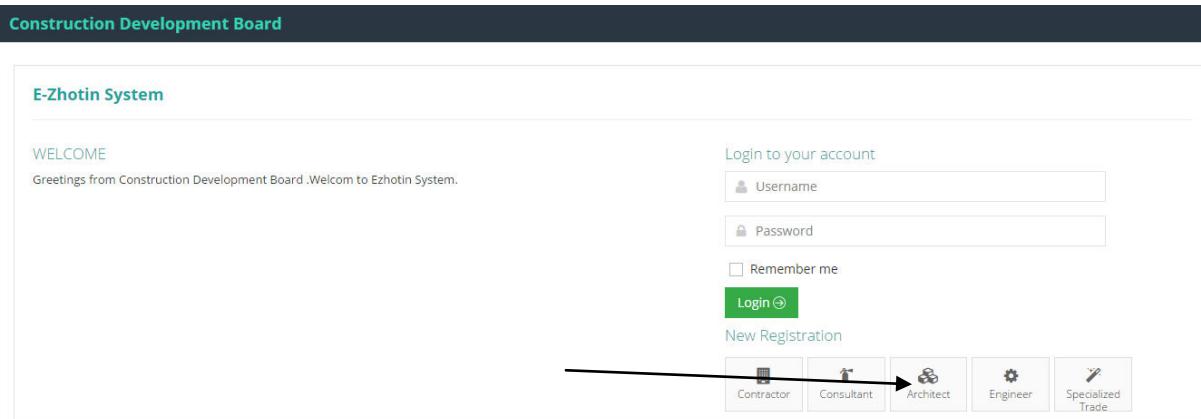
The “?” button explains the meaning of each notations.

7.1 How to Apply for Renewal, Other Services and Cancellation of Consultant Registration

The process to apply for renewal, other services and cancellation for consultant is same as that of contractor.

8 How to Apply for New Architect Registration

In order to apply for new architect registration, the procuring agency first needs to open the CDB website by typing on the internet explorer or any browser the URL: www.cdb.gov.bt. There will be a menu called “ezotin”.



E-Zhotin System

WELCOME
Greetings from Construction Development Board .Welcom to Ezhotin System.

Login to your account

Username

Password

Remember me

Login

New Registration

Contractor Consultant **Architect** Engineer Specialized Trade

Click on “Architect” icon and the following page will be displayed.

 Welcome Architects

Welcome to E-Zhotin Architect Registration.

Fee Structure for New Registration

Architect Type	Validity (yrs)	Amount (Nu.)
Government	5	Free
Private	2	2,000.00

[+ Proceed to Registration](#) [Home](#)

Click on “*Proceed to Registration*” button to apply for new registration.

Construction Development Board

 Architect Registration

Application No. 5 Application Date 11-03-2015

Registration Detail

Type of Architect *	Salutation *	CID/Work Permit No. *	Name *
Goverment	Mr.	123	Devika
Country *	Dzongkhag	Gewog	Village
Bhutan	Samtse	goggf	changjiji
Email *	Mobile No. *	Employer Name	Employer Address
jordiphen	17551995	aditya	chilliquest

Professional Qualification

Qualification *	Year of Graduation *	Name of University *	University Country *
Bachelors	2017	Delhi university	India

Attach Degree Certificate, Academic Certificate and other relevant documents if any.

Document Name	Upload File
 certificate	<input type="button" value="Choose Files"/> 4 files
	

[Register](#) [Cancel](#)

- The applicant type will be either government or private. They will fill up the application accordingly.

- Applicant will click on “*Register*” button to register the application and “*Cancel*” button to cancel the process.

8.1 Architect Registration Confirmation

The following page has two tabs namely:

1. Registration Detail

Construction Development Board

Architect Registration Confirmation

If you have to edit any information that you have submitted you can click on the edit buttons. After everything has been finalised you have to agree to **Terms of Services** and submit to CDB.

Registration Detail		Professional Qualification/Attachments	
Type of Architect	Goverment	Email	sangay.wangdi.moktan@gmail.com
Name	Ms. Devika	Mobile No.	17551995
CID No./Work Permit No.	123	Employer Name	M/s.aditya
Country	Bhutan	Employer Address	chilliquest
Dzongkhag	Samtse		
Gewog	ghgh		
Village	changiji		

Edit

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We have read and understood the ‘Code of Ethics’ and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.

I agree to the **Terms of Service**

This page will display registration detail and click on “Edit” button to edit the registration detail.

Construction Development Board

 Architect Registration

Application No. 6		Application Date 11-03-2015													
Registration Detail <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Type of Architect * <input type="text" value="Goverment"/></td> <td>Salutation* <input type="text" value="Ms."/></td> <td>CID/Work Permit No. * <input type="text" value="123"/></td> <td>Name * <input type="text" value="Devika"/></td> </tr> <tr> <td>Country * <input type="text" value="Bhutan"/></td> <td>Dzongkhag <input type="text" value="Samtsé"/></td> <td>Gewog <input type="text" value="ghgh"/></td> <td>Village <input type="text" value="changiji"/></td> </tr> <tr> <td>Email * <input type="text" value="sangay.wangdi.moktan@gmail.com"/></td> <td>Mobile No. * <input type="text" value="17551995"/></td> <td>Employer Name <input type="text" value="aditya"/></td> <td>Employer Address <input type="text" value="chilliquest"/></td> </tr> </table>				Type of Architect * <input type="text" value="Goverment"/>	Salutation* <input type="text" value="Ms."/>	CID/Work Permit No. * <input type="text" value="123"/>	Name * <input type="text" value="Devika"/>	Country * <input type="text" value="Bhutan"/>	Dzongkhag <input type="text" value="Samtsé"/>	Gewog <input type="text" value="ghgh"/>	Village <input type="text" value="changiji"/>	Email * <input type="text" value="sangay.wangdi.moktan@gmail.com"/>	Mobile No. * <input type="text" value="17551995"/>	Employer Name <input type="text" value="aditya"/>	Employer Address <input type="text" value="chilliquest"/>
Type of Architect * <input type="text" value="Goverment"/>	Salutation* <input type="text" value="Ms."/>	CID/Work Permit No. * <input type="text" value="123"/>	Name * <input type="text" value="Devika"/>												
Country * <input type="text" value="Bhutan"/>	Dzongkhag <input type="text" value="Samtsé"/>	Gewog <input type="text" value="ghgh"/>	Village <input type="text" value="changiji"/>												
Email * <input type="text" value="sangay.wangdi.moktan@gmail.com"/>	Mobile No. * <input type="text" value="17551995"/>	Employer Name <input type="text" value="aditya"/>	Employer Address <input type="text" value="chilliquest"/>												
Professional Qualification <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Qualification * <input type="text" value="Bachelors"/></td> <td>Year of Graduation * <input type="text" value="2016"/> </td> <td>Name of University * <input type="text" value="Delhi university"/></td> <td>University Country * <input type="text" value="India"/></td> </tr> </table>				Qualification * <input type="text" value="Bachelors"/>	Year of Graduation * <input type="text" value="2016"/> 	Name of University * <input type="text" value="Delhi university"/>	University Country * <input type="text" value="India"/>								
Qualification * <input type="text" value="Bachelors"/>	Year of Graduation * <input type="text" value="2016"/> 	Name of University * <input type="text" value="Delhi university"/>	University Country * <input type="text" value="India"/>												
Uploaded Files <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Document Name <input type="text" value="Certificate"/></td> <td>Action View Delete</td> </tr> </table>		Document Name <input type="text" value="Certificate"/>	Action View Delete	Attach Degree Certificate, Academic Certificate and other relevant documents if any. <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <input type="text"/></td> <td style="text-align: center;"><input type="button" value="Choose Files"/></td> <td>No file chosen</td> </tr> <tr> <td colspan="3" style="text-align: center;"></td> </tr> </table>		 <input type="text"/>	<input type="button" value="Choose Files"/>	No file chosen							
Document Name <input type="text" value="Certificate"/>	Action View Delete														
 <input type="text"/>	<input type="button" value="Choose Files"/>	No file chosen													
															

[Update !\[\]\(e52aa879f5ee8845666c0e507880bb3e_img.jpg\)](#)
[Cancel !\[\]\(b6513336f3d9affaaf06e94341e5a10e_img.jpg\)](#)

- Applicant will make all the necessary changes and click on “Update” button to update the information and “Cancel” button to cancel the process.
- Edit for professional qualification/attachments is same as that of registration detail.

Construction Development Board

Registration Information has been successfully updated.

Architect Registration Confirmation

If you have to edit any information that you have submitted you can click on the edit buttons. After everything has been finalised you have to agree to **Terms of Services** and submit to CDB.

Registration Detail

Type of Architect	Goverment
Name	Ms. Devika
CID No./Work Permit No.	123
Country	Bhutan
Dzongkhag	Samtse
Gewog	ggh
Village	changiji

Professional Qualification/Attachments

Email	sangay.wangdi.moktan@gmail.com
Mobile No.	17551995
Employer Name	M/s.aditya
Employer Address	chilliquest

Edit 

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.

I agree to the [Terms of Service](#)

Submit 

- Applicant will agree on terms of services by clicking on the check box and submit the application by clicking on "Submit" button.

8.2 How to Apply for Renewal of Architect Registration

E-Zhotin

Dashboard

My Profile Apply for Renewal Cancellation of Registration



Sangay Wangdi

Welcome!

Architect can view their profile; apply for renewal, and cancel the registration, and also change their password. Process to apply for renewal, cancellation of registration and to change the password is same as Contractor except for architect "*Apply for Other Services*" are not included.

8.2.1 My Profile (Architect Profile)

Construction Development Board **Architect Information**

Registration Details

Current Status	Approved
CDB No.	1233
Type of Architect	Private
Name	Mr. Devika
CID No./Work Permit No.	123
Country	Bhutan
Dzongkhag	Samtse
Gewog	ghgh
Village	changjiji
Email	madhulimbu40@gmail.com
Mobile No.	17551995
Employer Name	M/s.aditya
Employer Address	chilliquest

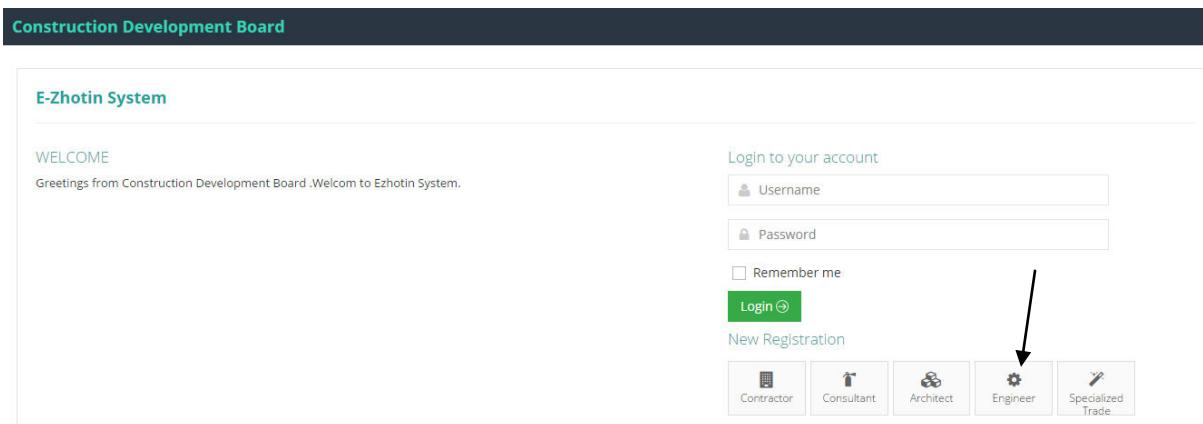
Professional Qualification

Qualification	Bachelors
Year of Graduation	2016
Name of University	Delhi university
University Country	India

The document was viewed/printed on 12-Mar-2015

9 How to Apply for New Engineer Registration

The applicant will click on the menu called **E-zhotin** on CDB website and the following page will be displayed



Applicant will click on icon below new registration name as Engineer and the following page will be displayed.

 Welcome Engineers

Welcome to E-Zhotin system.

Fee Structure for New Registration

Engineer Type	Validity (yrs)	Amount (Nu.)
Goverment	5	Free
Private	2	2000.00

[+ Proceed to Registration](#) [Home](#)

There will be instruction displayed on this page and the application will click on “Proceed to Registration” button to register. The following page will be displayed.

Construction Development Board

 Engineer Registration

Application No. 7 Application Date 12-03-2015

Registration Detail

Type of Engineer *	Trade *	CID/Work Permit No. *	Name *
Goverment	Electrical	12354	Mr. <input type="text" value="kado"/>
Country *	Dzongkhag	Gewog	Village
Bhutan	Bumthang	hhshshs	Tsirang
Email *	Mobile No. *	Employer Name	Employer Address
admin@admin.bt	17561735	aditya	chilliquest

Professional Qualification

Qualification *	Year of Graduation *	Name of University *	University Country *
Bachelors	2019	Royal Thimphu College	Bhutan

Attach Degree Certificate, Academic Certificate and other relevant documents if any.

Document Name	Upload File
 fdfd	<input type="button" value="Choose Files"/> approve7.png
	

[Register](#) [Cancel](#)

- Applicant will enter all the details and click on “Register” button to register and “Cancel” button to cancel the process.

Construction Development Board

Engineer Registration Confirmation

If you have to edit any information that you have submitted you can click on the edit buttons. After everything has been finalised you have to agree to **Terms of Services** and submit to CDB.

Registration Detail

Type of Engineer	Goverment
Trade	Electrical
Name	Mr. kado
CID No./Work Permit No.	12354
Country	Bhutan
Dzongkhag	Bumthang
Gewog	hhshshs
Village	Tsirang

Professional Qualification/Attachments

Email	admin@admin.bt
Mobile No.	17561735
Employer Name	M/s.aditya
Employer Address	chilliquest

Edit

I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.

I agree to the **Terms of Service**

Submit

- Applicant will click on "Edit" button to edit the information. The process to edit is same as that of architect registration.
- Click on "Submit" button to submit the application.

9.1 How to Apply for Renewal, Cancellation of Engineer Registration

The process to renew, cancel and other services are same as architect.

9.1.1 Profile (Engineer)

Construction Development Board Engineer Information

Registration Fee Structure

Type	Validity (yrs)	Amount
Goverment	5	-
	Total	0.00

Registration Details

Type of Engineer	Goverment
Trade	Civil
Name	Mr. madko
CID No./Work Permit No.	47744521414
Country	Bhutan
Dzongkhag	Chukha
Gewog	daragog
Village	ghgfh
Email	madhulimbu40@gmail.com
Mobile No.	17551995
Employer Name	M/s.CDB
Employer Address	chilliquest

Professional Qualification

Qualification	Masters
Year of Graduation	2014
Name of University	SAU
University Country	India

The document was viewed/printed on 15-May-2015

10 How to Apply for New Specialized Trade Registration

The applicant will click on the menu called **E-Zotin** on CDB website and the following page will be displayed

Construction Development Board

E-Zhotin System

WELCOME

Greetings from Construction Development Board .Welcom to Ezhotin System.

Login to your account

Username

Password

Remember me

Login

New Registration



Applicant will click on icon below new registration name as “*Specialized Trade*” and the following page will be displayed.

⚙️ Welcome Specialized Trades

Welcome to E-Zhotin Specialized Trade Registration.

Fee Structure for New Registration

Amount (Nu.)	Validity (yrs)
Free	3

+ Proceed to Registration

Home

There will be instruction displayed on this page and the application will click on “*Proceed to Registration*” button to register. The following page will be displayed.

Construction Development Board

Specialized Trade Registration

Application No. 4

Registration Detail		Application Date 12-03-2015
CID No.* 1130290024	Email * droelma@gmail.com	
Salutation* Mr.	Mobile No.* 17561735	
Name * pawan	Telephone No.* 02329287	
Dzongkhag Tsirang	Employer Name aditya	
Gewog daragog	Employer Address chilliquest	
Village changjiji		
Attach Academic Certificate and other relevant documents if any.		
Document Name <input type="button" value="x"/> Certificate	Upload File <input type="button" value="Choose Files"/> approve3.png	
Document Name <input type="button" value="x"/> certificate	Upload File <input type="button" value="Choose Files"/> architect ve...cation 1.png	
<input style="background-color: #0070C0; color: white; border: none; padding: 5px 10px; margin-right: 10px;" type="button" value="Register"/> <input style="background-color: #E63935; color: white; border: none; padding: 5px 10px;" type="button" value="Cancel"/>		

- Applicant will enter the registration details and tick the check box to select their category.
- Click on “*Register*” button to register and “*Cancel*” button to cancel the process. The following page will be displayed.

Construction Development Board

Specialized Trade Registration Confirmation

If you have to edit any information that you have submitted you can click on the edit buttons. After everything has been finalised you have to agree to **Terms of Services** and submit to CDB.

Registration Detail

Application No. (Date)	4 (12-03-2015)
Name	Mr. pawan
CID No.	1130290024
Dzongkhag	Tsirang
Gewog	daragog
Village	changjiji

Category Information/Attachments

Email	droelma@gmail.com
Mobile No.	17561735
Telephone No.	17561735
Employer Name	M/s.aditya
Employer Address	chilliquest

Edit

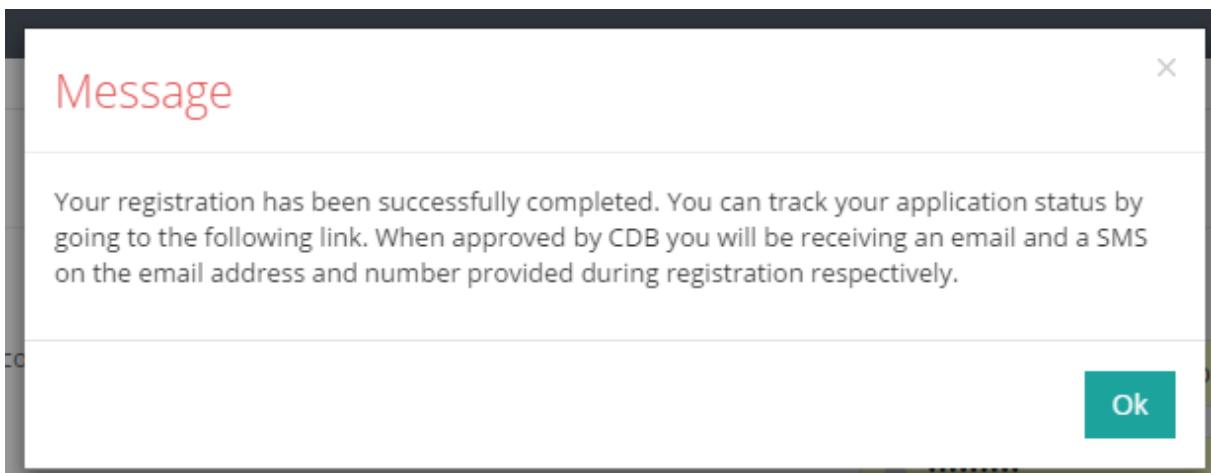
I/We declare and confirm that:-

- All information and attachments with this application are true and correct;
- I am/we are aware that any false information provided herein will result in rejection of my application and suspension of any registered granted;
- I/We have read and understood the 'Code of Ethics' and shall perform in line with Code of Ethics and any other legislation in force. Failure to comply, will be subject to the penalties provided for in the applicable legislation of the country.

I agree to the **Terms of Service**

Submit

- Click on “Edit” button to edit the registration and category information.
- After agreeing to the terms of service, applicant will click on “Submit” button to submit the registration information.
- The following message will be displayed.



10.1 How to Apply for Renewal and Cancellation of Specialized Trade Registration

The process is same as of architect

10.1.1 Profile (Specialized Trade)

Construction Development Board Specialized Trade Information

Registration Details

Name	Mr. namgay
CID No.	1130290024
Dzongkhag	Gasa
Gewog	cdwf
Village	changjiji
Email	jordiphen@gmail.com
Mobile No.	17561735
Telephone No.	02329287
Employer Name	M/s.Madhu
Employer Address	chilliquest

Work Category

Category	Applied
SP1 (Masonry)	✓
SP2 (Plumbing)	✓
SP3 (Electrical House Wiring)	✓
SP4 (Construction Carpentry)	✓
SP5 (Welding and Fabrication)	✓

The document was viewed/printed on 15-May-2015

11 Verification of Contractor Registration

For verification and approval the concerned official will login to their account with their respective roles.

The entire application to be verified will accumulate in the “Task list”, where appropriate applications will be handled by different CDB official by segregating the task. The following page will be displayed.

Verify Contractor's Registration - My Task

Pick the applications you wish to work on.

Click here

- Click on “^” button to pick the application. The following page will be displayed.

Verify Contractor's Registration - My Task

Pick the applications you wish to work on.

Contractor/Firm

--SELECT ONE--

Application date between

to

Search

Clear

Ref#	Application Dt.	Name of Firm	Class	Country	Dzongkhag	Mobile#	Tel#	Email	Action
3	10-03-2015	Dorji Construction	L	Bhutan	Haa	17142434	325036	dorji@dorji.com	<input checked="" type="checkbox"/> Pick

- Click on “Pick” button to choose the application that particular officer wish to work on. The application will then move to “My “Task list””.
- Click on “^” button. The following will be displayed.

Verify Contractor's Registration - My Task

Contractor/Firm

--SELECT ONE--

Application date between

Search

Clear

Ref#	Application Dt.	Name of Firm	Class	Country	Dzongkhag	Mobile#	Tel#	Email	Action
2	10-03-2015	Bikash Pradhan	L	Bhutan	Thimphu	17894169	17894169	bpradhan@cdb.gov.bt	<input checked="" type="checkbox"/> Process

Pick the applications you wish to work on.

- CDB focal official will have provision to search application either by entering the application dates or by contractor or firm name.

- Click on “Clear” button to clear the search.
- CDB focal official will click on “*Process*” button to view each application

After clicking on “*Process*” button the following page will be displayed.

1. Partner Details

Last used CDB No.: **7898**

Registration Information

Proposed Name	Bikash Pradhan	Email	bpradhan@cdb.gov.bt
Country	Bhutan	Telephone No.	17894169
Dzongkhag	Thimphu	Mobile No.	17894169
Address	Thimphu	Fax No.	

Partner Details
Human Resource
Equipment
Work Classification

Name of Owner, Partners and/or others with Controlling Interest

Name	CID No.	Sex	Country	Designation	Show in Certificate
Bikash Pradhan	11213000985	M	Bhutan	General manager	<input checked="" type="checkbox"/>

[Edit General Information/Partner Details](#)

Remarks

[Verify](#)
[Reject](#)
[Back to List](#)
[Next](#)

- Registration information and last used CDB No. of the particular applicant will be displayed at the top.
 - CDB focal officer will verify the partner details and click on “*Verify*” button or click on “*Reject*” button to reject the application.
 - Click on “*Back to List*” button to the previous list.
 - Click on “*Edit General Information/Partner Details*” button to edit the information.
- The following page will be displayed.

 Edit General Information

Application No. 2

Application Date 10-03-2015

Ownership Type *	Proposed Name *	Country *	Dzongkhag *
Sole propietership	Bikash Pradhan	Bhutan	Thimphu
Office Establishment Address *	Email *	Mobile No. *	Telephone No. *
Thimphu	bpradhan@cdb.gov.bt	17894169	17894169
Fax No.	Fax No.		

Name of Owner, Partners and/or others with Controlling Intrest

	CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate
	11213000985	Mr.	Bikash Pradhan	Male	Bhutan	General man	<input checked="" type="checkbox"/>
							

Update  **Cancel** 

- CDB focal officer will make the necessary change and update the information.
- Click on “*Update*” button to update the details and “*Cancel*” button to cancel the process
- Editing and updating the details for work classification, human resource and equipment will have similar process as that of partner details.

2. Human Resource

Last used CDB No.: **7898**

Registration Information

Proposed Name	Bikash Pradhan
Country	Bhutan
Dzongkhag	Thimphu
Address	Thimphu

Email	bpradhan@cdb.gov.bt
Telephone No.	17894169
Mobile No.	17894169
Fax No.	

Partner Details		Human Resource						Equipment		Work Classification	
Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields	Attachments(CV/UT/AT)	Verified <input type="checkbox"/>			
Mr. Raj	11212222	M	Bhutan	Bachelors	General manager	Civil	CV,	<input checked="" type="checkbox"/>			
Edit Human Resource											

Remarks

[Verify](#) [Reject](#) [Back to List](#)

[Next](#)

- CDB focal official will click on “*Verified*” check box after verifying the human resource details.
- Click on “*Edit Human Resource*” button to edit the details.
- Click on “*Verify*” button after verifying the details and “*Reject*” button to reject the application.
- Click on “*Next*” button to view next application.

3. Equipment

Registration Information

Proposed Name	Madhu Construction	Email	madhulimbu40@gmail.com
Country	Bhutan	Telephone No.	02329287
Dzongkhag	Bumthang	Mobile No.	17551995
Address	America	Fax No.	12345

Partner Details

Human Resource

Equipment

Work Classification

Equipment Name	Registration No	Equipment Model	Quantity	Attachment	Verified <input type="checkbox"/>
Water Pump	1 Dt. 2014-12-03	23	2		<input checked="" type="checkbox"/>

Edit Equipment

Remarks

Verify

Reject

Back to List

Next

- CDB focal official will click on “*Verified*” check box after verifying the equipment details.
- Click on “*Edit Equipment*” button to edit the details.
- Click on “*Verify*” button after verifying the details and “*Reject*” button to reject the application.
- Click on “*Next*” button to view next application.
- CDB focal officer will add remarks.

4. Work Classification

Last used CDB No.: **7898**

Registration Information

Proposed Name	Madhu Construction
Country	Bhutan
Dzongkhag	Bumthang
Address	America

Email	madhulimbu40@gmail.com
Telephone No.	02329287
Mobile No.	17551995
Fax No.	12345

Partner Details

Human Resource

Equipment

Work Classification

*Please select the classification against each of the applied/assessed category.

Class	Applied	Assessed
W1(Roads and Bridges)	Small	---SELECT ONE---
W2(Traditional Bhutanese Painting/Finishing Works)	Registered	---SELECT ONE---
W3(Buildings and Airports,Irrigation, Drainage)	Small	---SELECT ONE---
W4(Power and Telecommunication Works)	Small	---SELECT ONE---

Edit Work Classification

Remarks

Verify

Reject

Back to List

Next

- Click on “Verify” button to verify the application.
- Click on “Reject” button to reject the application.
- Click on “Edit Work Classification” button to edit the details.
- Click on “Next” button to see next application.
- CDB official will add remarks before verifying.

Verify Registration

Are you sure you want to verify this application?

Verify

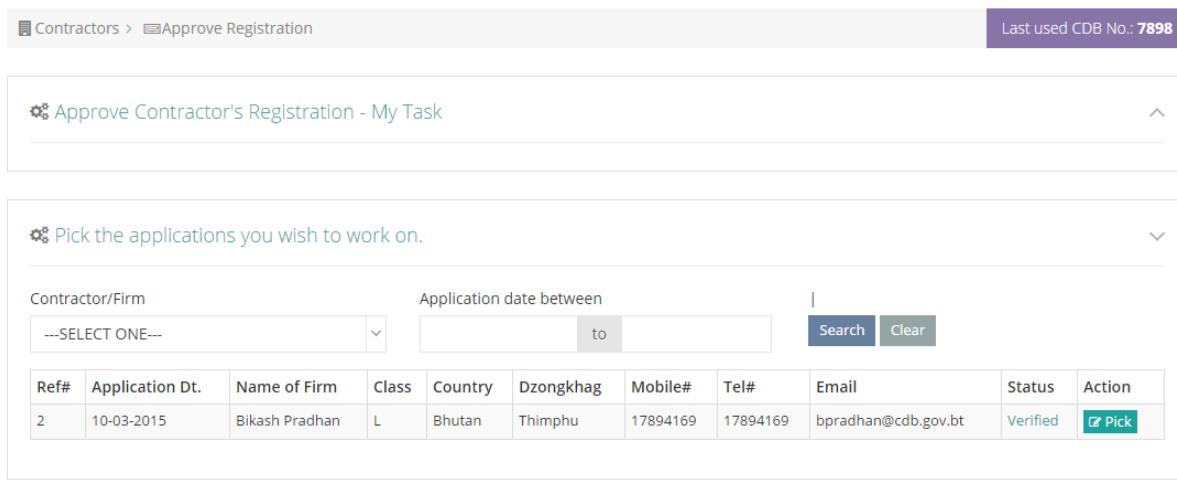
Cancel

- After the verification process this message will be shown.
- Click on “Verify” button to verify the application and “Cancel” button to cancel the application.

The following page will be displayed when the “Reject” button is clicked.

11.1 Approval of Contractor Registration

Approval is done by authorized CDB officer. Like verification, for approval, the entire application to be approved will accumulate in the “*Task list*”, where appropriate applications will be handled by different CDB official by segregating the task. The following page will be displayed.



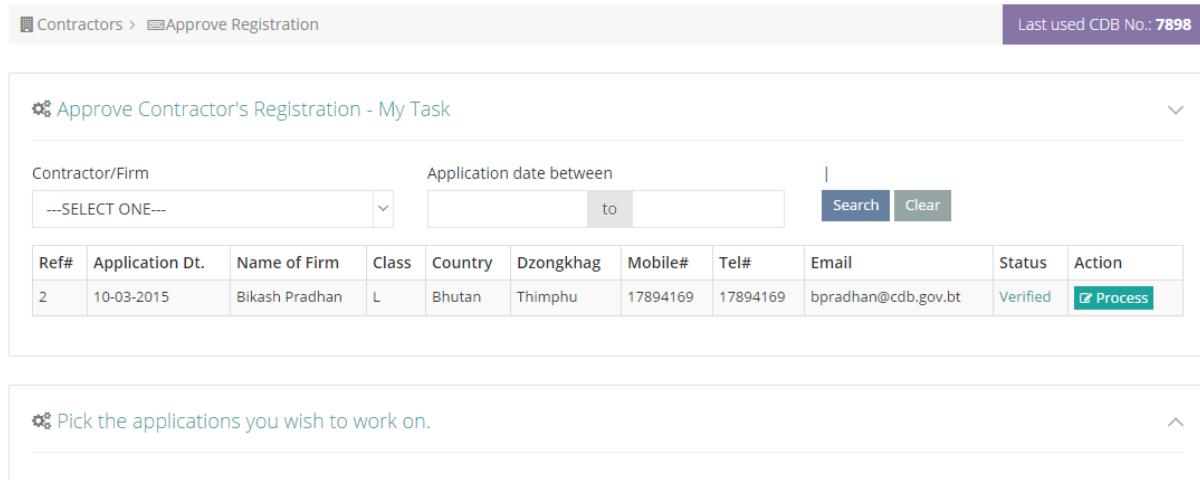
Contractors > Approve Registration Last used CDB No.: 7898

Approve Contractor's Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Name of Firm	Class	Country	Dzongkhag	Mobile#	Tel#	Email	Status	Action
2	10-03-2015	Bikash Pradhan	L	Bhutan	Thimphu	17894169	17894169	bpradhan@cdb.gov.bt	Verified	<input checked="" type="checkbox"/> Pick

- Click on “*Pick*” button to choose the application that particular officer wish to work on. Application will then move to “My “Task list””.
- Click on “^” button to open “My “Task list””.



Contractors > Approve Registration Last used CDB No.: 7898

Approve Contractor's Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Name of Firm	Class	Country	Dzongkhag	Mobile#	Tel#	Email	Status	Action
2	10-03-2015	Bikash Pradhan	L	Bhutan	Thimphu	17894169	17894169	bpradhan@cdb.gov.bt	Verified	<input checked="" type="checkbox"/> Process

- The status will be verified.

- Click on “*Process*” button to approve each application.
 - The following page will be displayed.
- Partner Details

Registration Information

[Back to List](#)

Fee structure as per APPLIED CATEGORIES by the applicant			Fee structure as per VERIFIED CATEGORIES by Kinley Nidup Administrator		
Category	Class	Amount (Nu.)	Category	Class	Amount (Nu.)
W1 (Roads and Bridges)	M (Medium)	10,000.00	W1 (Roads and Bridges)	M (Medium)	10,000.00
W2 (Traditional Bhutanese Painting/Finishing Works)	R (Registered)	5,000.00	W2 (Traditional Bhutanese Painting/Finishing Works)	R (Registered)	5,000.00
W4 (Power and Telecommunication Works)	S (Small)	1,500.00	W4 (Power and Telecommunication Works)	S (Small)	1,500.00
	Total	16,500.00		Total	16,500.00

General Info	
Ownership Type	Incorporated (FDI)
Proposed Name	Kinley Construction
Country	Bhutan
Dzongkhag	Chukha
Address	changjiji, thimphu

Partner Details	Human Resource	Equipment	Work Classification												
Name of Owner, Partners and/or others with Controlling Interest <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>CID No.</th> <th>Sex</th> <th>Country</th> <th>Designation</th> <th>Show in Certificate</th> </tr> </thead> <tbody> <tr> <td>ggouuo</td> <td>1234</td> <td>M</td> <td>Belgium</td> <td>Accountant</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>				Name	CID No.	Sex	Country	Designation	Show in Certificate	ggouuo	1234	M	Belgium	Accountant	<input checked="" type="checkbox"/>
Name	CID No.	Sex	Country	Designation	Show in Certificate										
ggouuo	1234	M	Belgium	Accountant	<input checked="" type="checkbox"/>										
Edit General Information/Partner Details															

Application

*Validity of registration for contractors is 5 years.

CDB No.	Approved Date	Expiry Date
<input type="text"/>	03-04-2015 <input type="button" value=""/>	03-04-2020 <input type="button" value=""/>

Verified by Kinley Nidup Administrator on 03-04-2015 [Today](#)
verified

Remarks

[Approve for Payment](#)
[Reject](#)
[Next](#)

In this page, the official’s name who has verified the application and the date of verification will be displayed. The fee structure for applied category and verified fee structure will also be displayed. This page has four tabs namely:

2. Human Resource

Contractors > Contractor Registration Information Last used CDB No.: 7898

Registration Information

Proposed Name	Bikash Pradhan
Country	Bhutan
Dzongkhag	Thimphu
Address	Thimphu

Email	bpradhan@cdb.gov.bt
Telephone No.	17894169
Mobile No.	17894169
Fax No.	

Partner Details

Human Resource

Equipment

Work Classification

Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields	Attachments(CV/UT/AT)	Verified	Approved <input type="checkbox"/>
Mr. Raj	11212222	M	Bhutan	Bachelors	General manager	Civil	CV,	✓	<input type="checkbox"/>

Edit Human Resource

Approve check box

Application

CDB No.,

Approved Date

Expiry Date

Verified by Kinley Nidup on 12-01-2015 (about 10 days ago)

verify

Remarks

Approve for Payment

Reject

Back to List

Next

- For Human Resource the CDB official will check if all the requirements are complete or not and approve by clicking on approved check button.

3. Equipment

Registration Information

Proposed Name	Bikash Pradhan
Country	Bhutan
Dzongkhag	Thimphu
Address	Thimphu

Email	bpradhan@cdb.gov.bt
Telephone No.	17894169
Mobile No.	17894169
Fax No.	

Partner Details

Human Resource

Equipment

Work Classification

Equipment Name	Registration No	Equipment Model	Quantity	Attachment	Verified	Approved
Water Pump	www	ww	1	Bluebook,		<input type="checkbox"/>

[Edit Equipment](#)

Application

CDB No.

Approved Date

Expiry Date

Verified by Kinley Nidup on 12-01-2015 (about 10 days ago)

[verify](#)

Remarks

[Approve for Payment](#)

[Reject](#)

[Back to List](#)

[Next](#)

- For Equipment the CDB official will check if all the requirements are complete or not and approve by clicking on approved check button.

4. Work Classification

Registration Information

Proposed Name	Bikash Pradhan	Email	bpradhan@cdb.gov.bt
Country	Bhutan	Telephone No.	17894169
Dzongkhag	Thimphu	Mobile No.	17894169
Address	Thimphu	Fax No.	

Partner Details Human Resource Equipment Work Classification

*Please select the classification against each of the applied/assessed category.

Class	Applied	Assessed	Approve
W1(Roads and Bridges)	Large		Large ▾
W3(Buildings and Airports,Irrigation, Drainage)	Large		Large ▾

[Edit Work Classification](#)

Application

CDB No.	Approved Date	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Verified by Kinley Nidup on 12-01-2015 (about 10 days ago)
[verify](#)

Remarks

[Approve for Payment](#) [Reject](#) [Back to List](#) [Next](#)

- For work classification the CDB official will check if all the requirements are complete or not and approve by clicking on approved check button.
- CDB official will add remarks
- Click on “Approve for Payment” button to approve the application and Click on “Reject” button to reject the application.
- After approval for payment, a mail will be sent to the applicant asking them to pay fees for registration.

NOTE: After the approval, the applicant will get a mail asking them to make a payment in nearby center.



Madhu Construction

Application No: 1Dt.2015-05-04

Construction Development Board (CDB) has verified and approved your application for registration of contractor with CDB. However, you need to pay your registration fees within three months as per the details given below to the nearest Government revenue collecting office and intimate it to CDB for activating your certificate. We will email you your username and password upon confirmation of your payment by CDB.

Fee Structure

Category	Applied		Verified		Approved	
	Class	Amount (Nu.)	Class	Amount (Nu.)	Class	Amount (Nu.)
W1 (Roads and Bridges)	Large	15,000.00	L (Large)	15,000.00	L (Large)	15,000.00
W2 (Traditional Bhutanese Painting/Finishing Works)	Registered	1,500.00	R (Registered)	1,500.00	R (Registered)	1,500.00
W3 (Buildings and Airports,Irrigation, Drainage)	Medium	10,000.00	M (Medium)	10,000.00	M (Medium)	10,000.00
W4 (Power and Telecommunication Works)	Medium	10,000.00	M (Medium)	10,000.00	M (Medium)	10,000.00
Total		36,500.00		36,500.00		36,500.00

Thanking You.

Sincerely,

Construction Development Board

For any enquiry please contact:

Telephone: +97502321887 (Ext. 666363)

Fax: +9750233333

 Email: info@cdb.com

11.2 Approve Contractor New Registration Payment

After the applicants have made payment, the CDB official will approve the new registration payment. The following page is for the approval of new registration payment.

Like in approval the concerned official will pick the task from the “Task Table” to “My Task” and proceed for the approval.

The process to edit general information, human resource, equipment, and work classification is same as the approval for the registration.

The following page will be displayed.

Registration Information

General Information		Human Resource		Equipment		Work Classification		Track Record	
CDB No.	1					Address	changjiji, thimphu		
Ownership Type	Incorporated (Bhutanese)				Email	madhulimbu40@gmail.com			
Company Name	Madhu Construction				Telephone No.	02329287			
Country	Bhutan				Mobile No.	17894169			
Dzongkhag	Dagana				Fax No.	12345			

Name of Owner, Partners and/or others with Controlling Interest

Name	CID No.	Sex	Country	Designation	Show in Certificate
Mr. sangay	123	M	Bhutan	General Manager	<input checked="" type="checkbox"/>

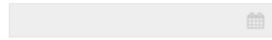
[Edit General Information/Partner Details](#)

Payment Details

Registration Fee Details (**FINAL**)

Category	Applied		Verified		Approved	
	Class	Amount (Nu.)	Class	Amount (Nu.)	Class	Amount (Nu.)
W1 (Roads and Bridges)	R (Registered)	5,000.00	R (Registered)	5,000.00	R (Registered)	5,000.00
W3 (Buildings and Airports,Irrigation, Drainage)	S (Small)	1,500.00	S (Small)	1,500.00	S (Small)	1,500.00
W4 (Power and Telecommunication Works)	M (Medium)	10,000.00	M (Medium)	10,000.00	M (Medium)	10,000.00
Total		16,500.00		16,500.00		16,500.00

Payment Date



Receipt No.

Remarks

[Approve & Generate Certificate](#)

The registration fee detail paid by the applicant will be displayed. The concerned official will enter the date of payment, receipt No. and remarks and click on “Approve & Generate Certificate” button to approve the registration.

A mail containing username and password will be sent to the applicant. Applicant will use the username and password to view their profile and to apply for the services. Users will have provision to change their password for confidentiality.



Madhu Construction

Application No: 1Dt.2015-05-04

This is to acknowledge receipt of your payment vide Receipt No. 1231 dated 08-05-2015 for registration of your firm (Madhu Construction) with Construction Development Board (CDB). Your CDB No. is 1111 and your CDB certificate has been activated. You can view and print it by logging in to your account using below given user credentials. Please change your password regularly to make your account secure.

User credentials

Username: madhulimbu40@gmail.com

Password: aa6b1@#05

Thanking You.

Sincerely,

Construction Development Board

For any enquiry please contact:

Telephone: +97502321887 (Ext. 666363)

Fax: +9750233333

Email: info@cdb.com

PS: Please consider the environment before printing this email. Please note that this message may contain confidential information. If you have received this message in error, please notify Construction Development Board and then delete it from your system.

Given email address will be used as username.

11.3 Re-register

The applicant can re-register by using the page below. When the applicant re-registers, the old information will be populated.

CDB No.	Contractor/Firm	Search	Clear						
<input type="text"/>	<input type="text" value="--SELECT ONE--"/>								
CDB No.	Ownership Type	Name of Firm	Class	Country	Dzongkhag	Mobile#	Tel#	Email	Action
No data to display									

The entire list of deregistered/blacklisted contractor will be displayed in the above page. Click on “Reregister” button against each contractor to reregister that particular contractor.

11.4 Track Record

Track record will show all the work completed history of the contractor.

SCREEEEEEEEN SHOT!!!!!!!

11.5 Edit Information

CDB focal official will edit the information of approved application. The following page will be displayed.

Contractors > Edit Information Last used CDB No.: **7898**

List of Contractors								
CDB No.		Contractor/Firm						
		---SELECT ONE---			Search		Clear	
Ref#	CDB No.	Name of Firm	Country	Dzongkhag	Mobile#	Tel#	Email	Action
3		Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	
5	4235	Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	
4		sangay wangdi	Bhutan	asdasd	17568923	02329287	sangay.wangdi.moktan@gmail.com	
2	12345	XYZA Construction	Bhutan	Bumthang	17561933	21515	a@gmail.com	

- CDB focal official will search the application to be edited either by entering the CDB No. or by selecting the Contractor/Firm's name.
- Click on "Edit" button to edit the details of each contractor. The following page will be displayed.

Last used CDB No.: **7898**

Registration Information						
Partner Details		Human Resource		Equipment	Work Classification	Track Record
CDB No.				Email		madhulimbu40@gmail.com
Company Name		Madhu Construction		Telephone No.		02329287
Country		Bhutan		Mobile No.		17551995
Dzongkhag		Bumthang		Fax No.		12345
Address		changiji				
Name of Owner, Partners and/or others with Controlling Interest						
Name	CID No.	Sex	Country	Designation	Show in Certificate	
Edit General Information/Partner Details						

- There are five tab pages in this form and they are:
 1. Partner Details
 2. Human Resource
 3. Equipment

4. Work Classification
5. Track Record

Partner Details

Information related to partner details will be displayed. CDB focal official will click on “Edit General Information/Partner Details” button to edit the related information.

[Edit General Information](#)

Application No. 3				Application Date 06-03-2015			
Proposed Name *	Country *	Dzongkhag *	Office Establishment Address *				
Madhu Construction	Bhutan	Bumthang	changiji				
Email *	Mobile No. *	Telephone No. *	Fax No.				
madhulimbu40@gmail.com	17551995	02329287	12345				
Name of Owner, Partners and/or others with Controlling Interest							
	CID/Work Permit No.	Salutation	Name	Sex	Country	Designation	Show in Certificate
Update Cancel 							

- After editing the information, CDB focal officer will click on “Update” button to update the information and click on “Cancel” button to cancel the process.

Note: Editing process for human resource, equipment and work classification is similar to that of partner details.

Track Record

Track record contains all the work completion record of contractors.

[Registration Information](#)

Partner Details	Human Resource	Equipment	Work Classification	Track Record				
SI#	Procuring Agency	Work Order No.	Name of Work	Category	Class	Period (Months)	Start Date	Completion Date

No Track Records till 06-Mar-2015

11.6 View/Print Contractor Information

Contractors > Print/View Last used CDB No.: **7898**

 List of Contractors

CDB No.	Contractor/Firm	Search	Clear				
	--SELECT ONE--						
5	4235 Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	 View/Print
2	12345 XYZA Construction	Bhutan	Bumthang	17561933	21515	a@gmail.com	 View/Print

- To print or view the one page contractor information, CDB focal officer will search each contractor by entering CDB No. or by selecting Contractor/Firm's name.
- Click on “View/Print” button to view the contractor details and print details.

The following form will be displayed.

Construction Development Board

Details

Current Status	Approved	Email	madhulimbu40@gmail.com
CDB No.	4235	Telephone No.	02329287
Proposed Name	Madhu Construction	Mobile No.	17551995
Country	Bhutan	Fax No.	12345
Dzongkhag	Bumthang		
Address	America		

Name of Owner, Partners and/or others with Controlling Interest

Sl#	Name	CID No.	Sex	Country	Designation	Show in Certificate
1	sdsds	12121	M	Bhutan	General manager	<input checked="" type="checkbox"/>

Work Classification

Class	Applied	Assessed	Approved
W1(Roads and Bridges)	Medium		
W2(Traditional Bhutanese Painting/Finishing Works)	Registered		
W3(Buildings and Airports,Irrigation, Drainage)	Large		
W4(Power and Telecommunication Works)	Large		

Human Resource

Sl#	Name	CID/Work Permit No.	Sex	Country	Qualification	Designation	Trade/Fields
1	Dasho nado	47744521414	M	Bhutan	Bachelors	General manager	Civil

Equipments

Sl#	Equipment Name	Registration No	Equipment Model	Quantity
1	Water Pump	1 Dt. 2014-12-03	23	2

Track Records

Sl#	Procuring Agency	Work Order No.	Name of Work	Category	Class	Period (Months)	Start Date	Completion Date
No Track Records till 06-Mar-2015								

Comments/Adverse Records

Sl#	Date	Remarks
No Comments or Adverse Records till 06-Mar-2015		

The document was viewed/printed on 06-Mar-2015

11.7 New Comments/ Adverse Record of Contractor

This page displays the list of Contractors

Contractors > New Comments/Adverse Record
Last used CDB No.: **7898**

>List of Contractors

CDB No.	Contractor/Firm	
<input type="text"/>	<input type="text" value="--SELECT ONE--"/> ▼	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Ref#	CDB No.	Name of Firm	Country	Dzongkhag	Mobile#	Tel#	Email	Action
5	4235	Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	<input checked="" type="button" value="Add"/>
2	12345	XYZA Construction	Bhutan	Bumthang	17561933	21515	a@gmail.com	<input checked="" type="button" value="Add"/>

- CDB focal officer will search each contractor by entering the CDB No. or by selecting Contractor/Firm name.
- Click on “Add” button to add the comments/adverse record. The following page will be displayed.

Contractor > New Comments/Adverse Records

Madhu Construction (CDB No.4235)

Comments/Adverse Records

Type
---SELECT ONE---

Date
09-03-2015 

Remarks

Save

- CDB focal official will select the type (comments/adverse record), select the date and enter remarks.
- Click on “Save” button to save the comment/adverse record.

11.8 Edit Comments/Adverse Record

Contractors > Edit Comments/Adverse Record

Last used CDB No.: **7898**

List of Contractors

CDB No.	Contractor/Firm	Search	Clear					
<input type="text"/>	--SELECT ONE--							
Ref#	CDB No.	Name of Firm	Country	Dzongkhag	Mobile#	Tel#	Email	Action
5	4235	Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	
2	12345	XYZA Construction	Bhutan	Bumthang	17561933	21515	a@gmail.com	

- Like Add comments/adverse record figure (), CDB focal officer will search each contractor by entering the CDB No. or by selecting Contractor/Firm name.

- Click on “View” button to add the comments/adverse record. The following page will be displayed.

[Back to List](#)

Madhu Construction (CDB No.4235)

Comments Inorder to edit comments click on the dropdown icon at right hand corner to expand

Adverse Records Inorder to edit adverse records click on the dropdown icon at right hand corner to expand

- Click on “^” button and the following button will be displayed.

[Back to List](#)

Madhu Construction (CDB No.4235)

Comments Inorder to edit comments click on the dropdown icon at right hand corner to expand

09-03-2015	we xbdhfg jkdfhjdf
Edit	Delete

Adverse Records Inorder to edit adverse records click on the dropdown icon at right hand corner to expand

18-03-2015	dfsdfdf dfdsfs
Edit	Delete

- Click on “Edit” button to edit comments/adverse record.
- Click on “Delete” button to delete comments/adverse record.
- Click on “Back to List” button to go back to the list of contractors.

11.9 Deregister/Blacklist

This page will be used to deregister/blacklist contractors. Only the authorized/privileged user can deregister/blacklist.

Deregistration/Blacklisting of Contractors

CDB No.

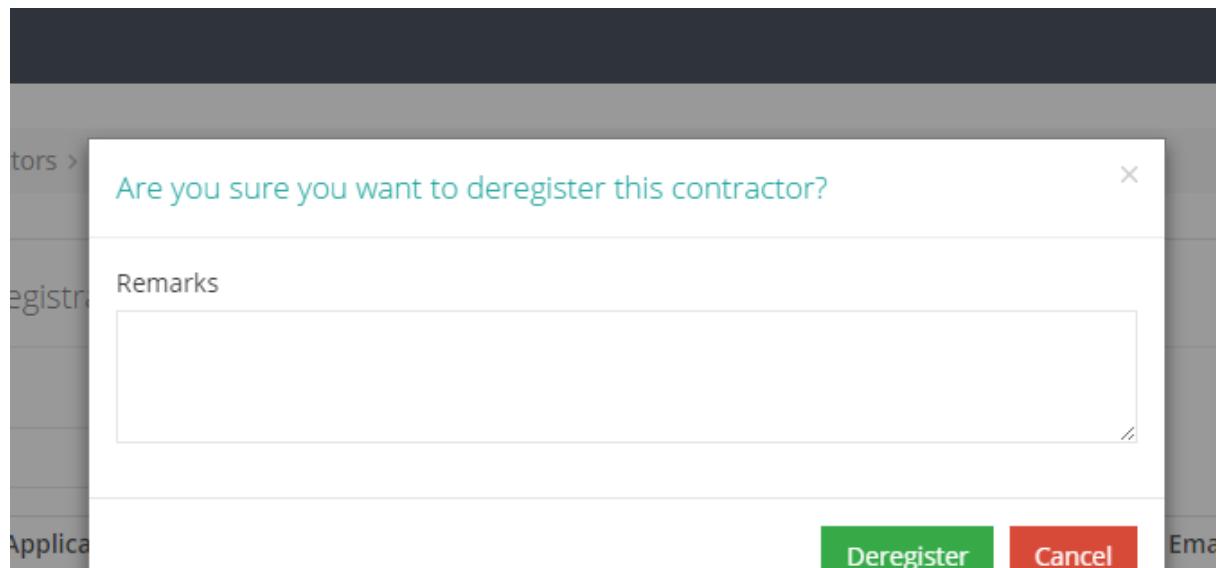
Contractor/Firm

---SELECT ONE---

Search Clear

Ref#	Application Dt.	CDB No.	Name of Firm	Country	Dzongkhag	Mobile#	Tel#	Email	Action
2	2015-03-02	12345	XYZA Construction	Bhutan	Bumthang	17561933	21515	a@gmail.com	Deregister Blacklist
5	2015-03-06	4235	Madhu Construction	Bhutan	Bumthang	17551995	02329287	madhulimbu40@gmail.com	Deregister Blacklist

- Click on “Deregister” button and following page will be displayed.



- CDB focal official will enter the remarks and click on “Deregister” button and click on “Cancel” button to cancel the process.
- Click on “Blacklist” button and the following page will be displayed.
- CDB focal official will enter the remarks and click on “Blacklist” button and click on “Cancel” button to cancel the process.
- Whenever the contractor is de-registered/blacklisted, the remarks will be directly added to adverse record for future references.

11.10 Bidding Form

Bidding form will be filled after the work has been awarded to the contractor. It will be filled by the procuring agencies and authorized CDB staff.

Search Contractors > Bidding Form

Search Master > Bidding Form

Bidding Form

Procuring Agency
---SELECT ONE---

Name of the Contract Work
Name of the work

Contract Description

Category of Work
---SELECT ONE---

Classification of Contractors
---SELECT ONE---

Approved Agency Estimate
Apoproved Agency Estimate

Date of Invitation of Tender Announced in Media
Date of Bids Closed for Sale
Dzongkhag
---SELECT ONE---

Bid Opening Date
Date of Letter of Acceptance
Date of Signing of Contract

Work Order No.
Work Order No

Contract Period (In Months)
Contract Period

Start Date
Completion Date

Name of the Contractors who Submitted Bids

	CDB No.	Name	Bid Amount	Evaluated Amount	Awarded To
<input type="button" value="x"/>		---SELECT ONE---			<input type="checkbox"/>
<input type="button" value="+"/>					

Save **Cancel**

After entering all the details, CDB focal official will click on check box against the name of the contractor to whom the work has been awarded.

- Click on “Save” button to save the details and “Cancel” button to cancel the process.

11.11 Completion Form

Completion form will be filled after the work has been completed. It will be filled by the procuring agencies and authorized CDB staff.

Contractors > Completion Form

List of Works The contracts listed below are all **under process**

Work Order No.	Procuring Agency	Work Start Date Between				Search	Clear	
	--SELECT ONE--		to					
Procuring Agency	Work Order No.	Name of Work	Work Category	Class	Contract Period	Start Date	Completion Date	Action
Construction Development Board	1212	ghghgfh	Buildings and Airports,Irrigation, Drainage	Medium	5	13-05-2015	22-10-2015	View

The users will click on “View” button to view the completion form.

Projects > Work Completion Form

Work Summary Click on the icon at right hand corner to expand and view the work summary

Procuring Agency	Construction Development Board
Work Order No.	1212
Name of Contract Work	ghghgfh
Dzongkhag	Bumthang
Category of Work	Buildings and Airports,Irrigation, Drainage
Class	

Contract Description	ghgfghf
Approved Agency Estimate	2800000.00
Contract Period (In Months)	5
Start Date	13-05-2015
Completion Date	22-10-2015

Contractor who has been awarded the work

Name of Contractor	Bid Amount	Evaluated Amount
dfsfsf	231,313.00	2,323,232.00
Total	231,313.00	2,323,232.00

Work Completion Form

Status

Contract Price (Initial) Nu. Contract Price (Final) Nu. Date of Commencement (Official) Date of Commencement (Actual)

Date of Completion (Official) Date of Completion (Final) Ontime Completion Score Quality of Execution Score

Remarks

Save | **Cancel**

This page will display work summary of the contractor. CDB official/Procuring agencies will fill up the form by selecting whether the work has been completed or terminated.

- Click on “Save” button to save the work completion details and “Cancel” button to cancel the process.

11.12 Edit Completion Form

Contractors > Edit Completion Form

List of Works The contracts listed below are all **completed/terminated**

Work Order No.	Procuring Agency	Status				Search	Clear		
	--SELECT ONE--	--SELECT ONE--							
Procuring Agency	Work Order No.	Name of Work	Work Category	Class	Contract Period	Start Date	Completion Date	Status	Action
Construction Development Board	1212	ghghgfh	Buildings and Airports,Irrigation, Drainage	Medium	5	13-05-2015	22-10-2015	Completed	View

Click on “View” button to view and edit the work completion detail. The following page will be displayed.

12 Verification and Approval of consultant

The verification and approval process for consultant is same as that of contractor

13 Verification of Architect

Architect Type Name Application date between

Ref#	Application Dt.	Architect Type	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
No data to dispaly									

Pick the applications you wish to work on.

Architect Type Name Application date between

Ref#	Application Dt.	Architect Type	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
1	10-03-2015	Private	Mr. Bikash	11213000985	Bhutan	Thimphu	17894169	bpradhan@cdb.gov.bt	Pick
2	10-03-2015	Goverment	Ms. Tshogyel Lhamo	1050604020	Andorra	Chukha	17110223	lhamo@lhamo.com	Pick
5	11-03-2015	Goverment	Mrs. Chane Zangmo	11411002472	Bhutan	Thimphu	17537688	czangmo@cdb.gov.bt	Pick
7	12-03-2015	Private	Mr. Devika	123	Bhutan	Samtse	17551995	madhulimbu40@gmail.com	Pick

- Click on “Pick” button to choose the application that particular official will wish to work on.
- Application will move to “My “Task list””.

Arhitects > Verify Registration Last used CDB No.: 7898

Verify Architect Registration - My Task

Ref#	Application Dt.	Architect Type	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
7	12-03-2015	Private	Mr. Devika	123	Bhutan	Samtse	17551995	madhulimbu40@gmail.com	<input checked="" type="checkbox"/> Process

Pick the applications you wish to work on.

- Click on “Process” button to verify the selected application. The following page will be displayed.

Verify Architect Registration

Registration Detail		Professional Qualification/Attachments	
Type of Architect	Private	Email	madhulimbu40@gmail.com
Name	Mr. Devika	Mobile No.	17551995
CID No./Work Permit No.	123	Employer Name	M/s.aditya
Country	Bhutan	Employer Address	chilliquest
Dzongkhag	Samtse		
Gewog	ghgh		
Village	changjiji		

Edit

Remarks

Verify Back to List

- CDB focal official will check if are information given are complete or not and click on “Verify” button to verify the application and “Reject” button to reject the application.
- Click on “Edit” button to edit the information. Edit in verification is similar to that of registration.
- Click on “Back to List” to back to my task list.
- Click on “Next” button to verify next application.

13.1 Approval of Architect Registration

Arhitects > Approve Registration Last used CDB No.: 7898

Approve Architect Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Architect Type	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
7	12-03-2015	Private	Mr. Devika	123	Bhutan	Samtse	17551995	madhulimbu40@gmail.com	<input checked="" type="checkbox"/> Pick

- Click on “Pick” button to pick the application and move to my task list.

Arhitects > Approve Registration Last used CDB No.: 7898

Approve Architect Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Architect Type	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
7	12-03-2015	Private	Mr. Devika	123	Bhutan	Samtse	17551995	madhulimbu40@gmail.com	<input checked="" type="checkbox"/> Process

- Click on “Process” button to verify the selected application. The following page will be displayed.

Last used Ar No.: 2

Approve Architect Registration

[Back to List](#)

If the architect is a Government architect, he/she does not have to pay the registration fees. The application will be directly approved and certificate will be generated. In case of private architects the application will be forwarded for payment. The certificate will be generated and activated when the registration fees is received by CDB.

Fee Structure

Architect Type	Application Type	Validity (yrs)	Amount
Government	New Registration	5	-
		Total	0.00

Registration Details

Type of Architect	Government
Name	Mr. Devika
CID No./Work Permit No.	123
Country	Bhutan
Dzongkhag	Bumthang
Gewog	cdwf
Village	changjiji
Email	madhulimbu40@gmail.com
Mobile No.	17551000
Employer Name	M/s.aditya
Employer Address	chilliquest

Edit

Professional Qualification

Qualification	Diploma
Year of Graduation	2016
Name of University	Royal Thimphu College
University Country	Bhutan

Attachments

Document Name
Certificate
Download

Application

*Validity of registration for Government Architect is 5 years.

AR No.

AR2

Approved Date

14-04-2015

Expiry Date

14-04-2020

Verified by Kinley Nidup Administrator on 14-04-2015 [Today](#)

Remarks

[Approve & Generate Certificate](#)

[Reject](#)

[Next](#)

CDB official will check if the requirements are complete or not and enter CDB No. and approved date. Expiry date will be auto generated.

- Click on “Approve & Generate Certificate” button to approve the application and generate certificate and “Reject” button to reject the application.
- Click on “Edit” button to edit the information.
- Click on “Back to List” button to go back to “My Task List”.
- Click on “Next” button to go to next application.

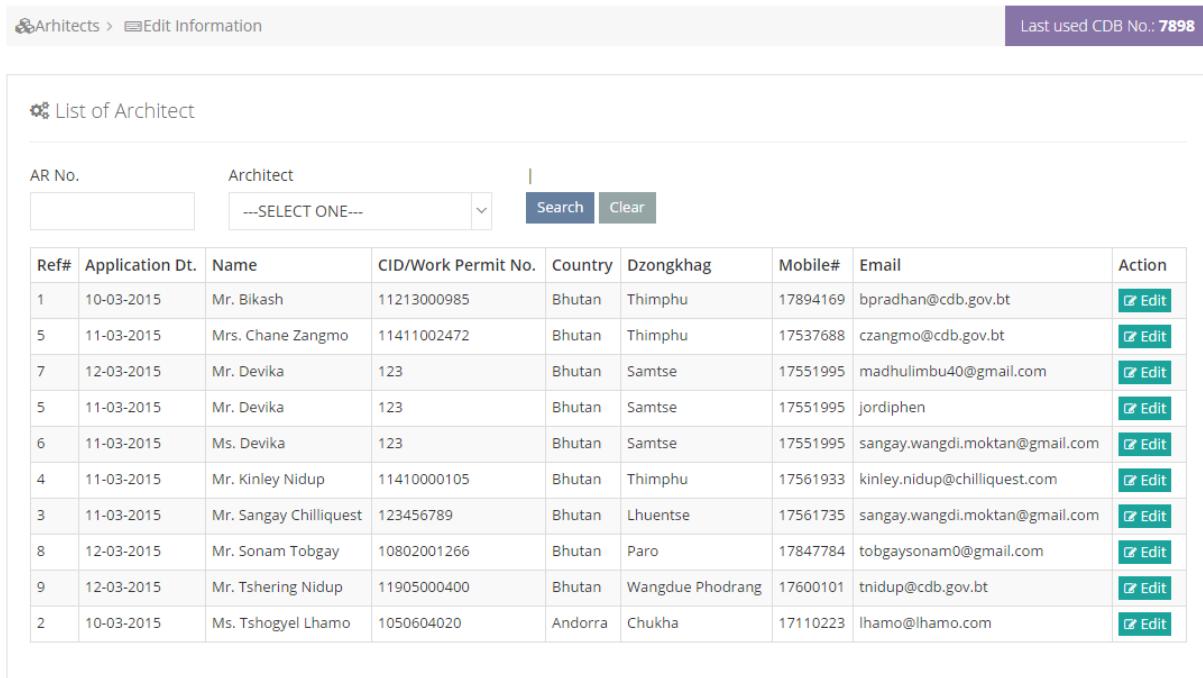
13.2 Approve New Registration Payment

This is where the registration is approved after payment ...

IMAGE.....!!!!

13.3 Edit Architect Information

CDB official will have provision to edit the information after the approval of the application.



The screenshot shows a web-based application interface for managing architect information. At the top, there's a header bar with icons for home, search, and user profile, followed by the text "Arhitects > Edit Information" and "Last used CDB No.: 7898". Below the header is a sub-header "List of Architect". The main content area contains a search form with fields for "AR No." and "Architect" (with a dropdown menu showing "--SELECT ONE--"), and buttons for "Search" and "Clear". Below the search form is a table with 12 rows of data, each representing an architect record. The columns are: Ref#, Application Dt., Name, CID/Work Permit No., Country, Dzongkhag, Mobile#, Email, and Action (which includes an "Edit" button). The data in the table is as follows:

Ref#	Application Dt.	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
1	10-03-2015	Mr. Bikash	11213000985	Bhutan	Thimphu	17894169	bpradhan@cdb.gov.bt	<button>Edit</button>
5	11-03-2015	Mrs. Chane Zangmo	11411002472	Bhutan	Thimphu	17537688	czangmo@cdb.gov.bt	<button>Edit</button>
7	12-03-2015	Mr. Devika	123	Bhutan	Samtse	17551995	madhulimbu40@gmail.com	<button>Edit</button>
5	11-03-2015	Mr. Devika	123	Bhutan	Samtse	17551995	jordiphen	<button>Edit</button>
6	11-03-2015	Ms. Devika	123	Bhutan	Samtse	17551995	sangay.wangdi.moktan@gmail.com	<button>Edit</button>
4	11-03-2015	Mr. Kinley Nidup	11410000105	Bhutan	Thimphu	17561933	kinley.nidup@chilliquest.com	<button>Edit</button>
3	11-03-2015	Mr. Sangay Chilliquest	123456789	Bhutan	Lhuentse	17561735	sangay.wangdi.moktan@gmail.com	<button>Edit</button>
8	12-03-2015	Mr. Sonam Tobgay	10802001266	Bhutan	Paro	17847784	tobgaysonam0@gmail.com	<button>Edit</button>
9	12-03-2015	Mr. Tshering Nidup	11905000400	Bhutan	Wangdue Phodrang	17600101	tnidup@cdb.gov.bt	<button>Edit</button>
2	10-03-2015	Ms. Tshogyel Lhamo	1050604020	Andorra	Chukha	17110223	lhamo@lhamo.com	<button>Edit</button>

- CDB official will search the application either by entering the AR No. or by selecting the name of the applicant.
- Click on “Edit” button to edit the information. The following page will be displayed.

Architect Registration

Application No. 1	Application Date 10-03-2015															
Registration Detail																
Type of Architect *	Salutation*	CID/Work Permit No.*	Name *													
Private	Mr.	11213000985	Bikash													
Country *	Dzongkhag	Gewog	Village													
Bhutan	Thimphu	Thimphu	Thimphu													
Email *	Mobile No. *	Employer Name	Employer Address													
bpradhan@cdb.gov.bt	17894169	BS	Thimphu													
Professional Qualification																
Qualification *	Year of Graduation *	Name of University *	University Country *													
Bachelors	2010	RUB	Bhutan													
Uploaded Files																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document Name</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>CV</td> <td>View Delete</td> </tr> </tbody> </table>		Document Name	Action	CV	View Delete	<p>Attach Degree Certificate, Academic Certificate and other relevant documents if any.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: left;">Document Name</th> <th style="text-align: left;">Upload File</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="X"/></td> <td><input type="text"/></td> <td>Choose Files No file chosen</td> </tr> <tr> <td><input type="button" value="+"/></td> <td></td> <td></td> </tr> </tbody> </table>			Document Name	Upload File	<input type="button" value="X"/>	<input type="text"/>	Choose Files No file chosen	<input type="button" value="+"/>		
Document Name	Action															
CV	View Delete															
	Document Name	Upload File														
<input type="button" value="X"/>	<input type="text"/>	Choose Files No file chosen														
<input type="button" value="+"/>																

[Update](#)
[Cancel](#)

CDB official will make all the necessary changes and click on “*Update*” button to update the information and “*Cancel*” button to cancel the process.

13.4 View/Print Architect Details

The page below will display the registration and personal qualification details of the architects.

Construction Development Board
Architect Information

Registration Details

Current Status	Approved
CDB No.	1233
Type of Architect	Private
Name	Mr. Devika
CID No./Work Permit No.	123
Country	Bhutan
Dzongkhag	Samtse
Gewog	ghgh
Village	changjiji
Email	madhulimbu40@gmail.com
Mobile No.	17551995
Employer Name	M/s.aditya
Employer Address	chilliquest

Professional Qualification

Qualification	Bachelors
Year of Graduation	2016
Name of University	Delhi university
University Country	India

The document was viewed/printed on 12-Mar-2015

13.5 New Comments/Adverse Record

The process to add new comments/adverse record is same as that of the contractor registration.

Section: 5.6

13.6 Edit Comment/Adverse Record

The process to edit new comments/adverse record is same as that of the contractor registration.

Section: 5.7

13.7 Deregister/Blacklist

The process to deregister/blacklist architect is same as that of the contractor deregister/blacklist.

14 Verification for Engineer Registration

Engineers > Verify Registration Last used CDB No.: 7898

Verify Engineer Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Engineer Type	Trade	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
6	12-03-2015	Goverment	Civil	Mr. Tshering Nidup	11905000400	Bhutan	Wangdue Phodrang	17600101	tnidup@cdb.gov.bt	<input checked="" type="checkbox"/> Pick
7	12-03-2015	Goverment	Electrical	Mr. kado	12354	Bhutan	Bumthang	17561735	admin@admin.bt	<input checked="" type="checkbox"/> Pick

CDB official will click on “*Pick*” button to pick the application from “*Task List*” and move it to “*My Task List*”.

Engineers > Verify Registration Last used CDB No.: 7898

Verify Engineer Registration - My Task

Pick the applications you wish to work on.

Ref#	Application Dt.	Engineer Type	Trade	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
7	12-03-2015	Goverment	Electrical	Mr. kado	12354	Bhutan	Bumthang	17561735	admin@admin.bt	<input checked="" type="checkbox"/> Process

- Click on “*Process*” button to verify the selected application.

Verify Engineer Registration

Registration Detail		Professional Qualification/Attachments	
Type of Engineer	Goverment	Email	admin@admin.bt
Trade	Electrical	Mobile No.	17561735
Name	Mr. kado	Employer Name	M/s.aditya
CID No./Work Permit No.	12354	Employer Address	chilliquest
Country	Bhutan		
Dzongkhag	Bumthang		
Gewog	hhshshs		
Village	Tsirang		

Edit

Remarks

Verify **Reject** **Back to List** **Next**

- Click on “Edit” button to edit the information.
- Click on “Verify” button to verify the application and “Reject” button to reject the application.
- Click on “Back to List” to go to “My Task List”
- Click on “Next” button to verify next application.

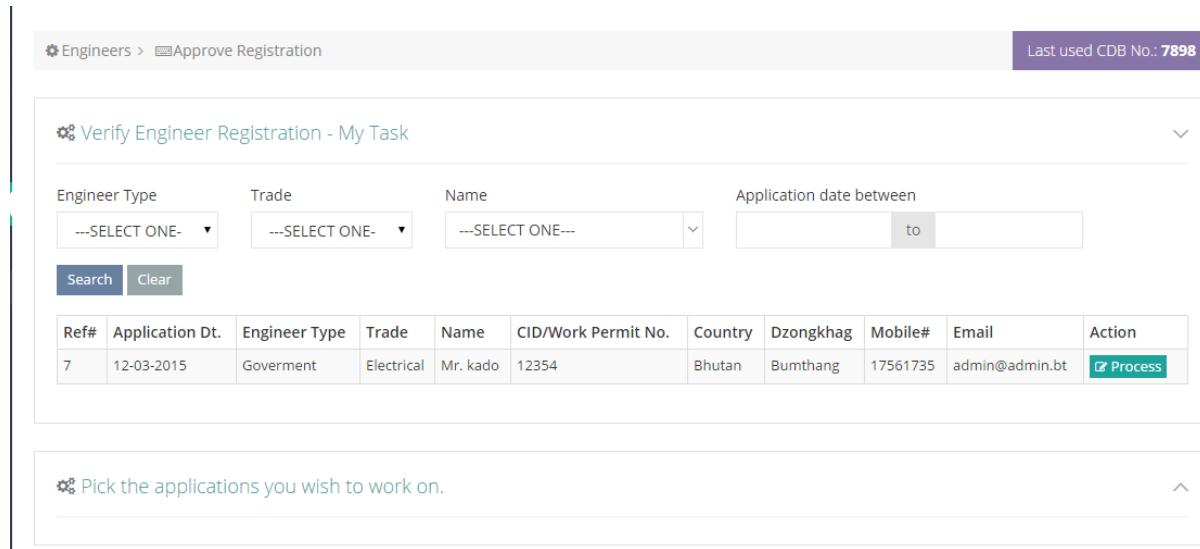
14.1 Approval of Engineer Registration

Verify Engineer Registration - My Task

Pick the applications you wish to work on.

Engineer Type	Trade	Name	Application date between							
---SELECT ONE---	---SELECT ONE---	---SELECT ONE---	<input type="text"/> to <input type="text"/>							
<input type="button" value="Search"/> <input type="button" value="Clear"/>										
Ref#	Application Dt.	Engineer Type	Trade	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
1	10-03-2015	Goverment	Civil	Mr. Bikash Pradhan	11213000985	Bhutan	Thimphu	17894169	bpradhan@cdb.gov.bt	
4	12-03-2015	Goverment	Civil	Mrs. Chane zangmo	7655785896	Bhutan	Thimphu	17537688	czangmo@cdb.gov.bt	
5	12-03-2015	Private	Civil	Mr. Sonam Tobgay	10802001357	Bhutan	Haa	17110987	so@druknet.com	
7	12-03-2015	Goverment	Electrical	Mr. kado	12354	Bhutan	Bumthang	17561735	admin@admin.bt	

- Click on “*Pick*” button to pick the application form the “*Task Table*” and move it to “*My Task Table*”.

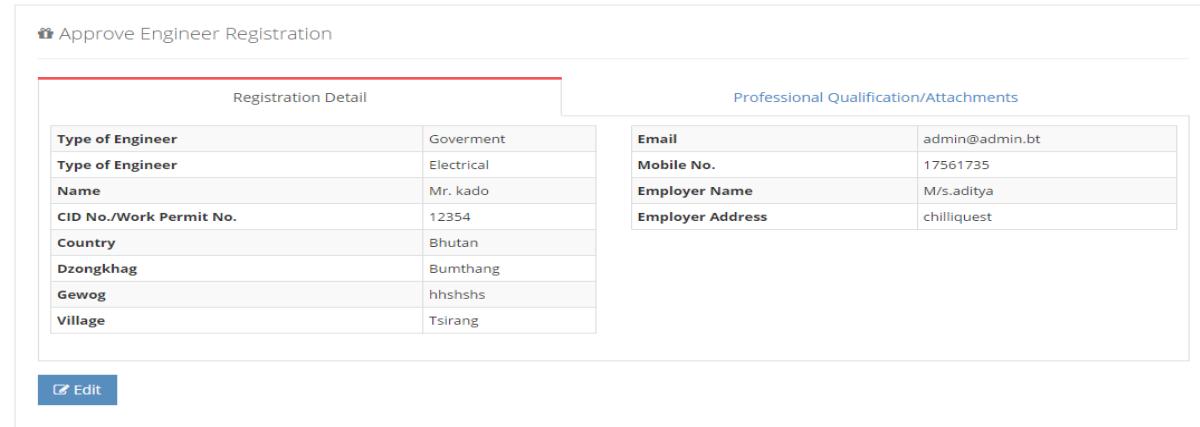


The screenshot shows a search interface for engineer registration. At the top, there are dropdown menus for 'Engineer Type' (---SELECT ONE---), 'Trade' (---SELECT ONE---), and 'Name' (---SELECT ONE---). To the right, a date range input field shows 'Application date between' with empty fields for 'to'. Below the search bar are two buttons: 'Search' and 'Clear'. A table below lists one application:

Ref#	Application Dt.	Engineer Type	Trade	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
7	12-03-2015	Goverment	Electrical	Mr. kado	12354	Bhutan	Bumthang	17561735	admin@admin.bt	<input checked="" type="button"/> Process

Below the table, a note says "Pick the applications you wish to work on." with a collapse/expand arrow icon.

- Click on “*Process*” button to approve the selected application. The following page will be displayed.



This screenshot shows the 'Approve Engineer Registration' page. It has two main sections: 'Registration Detail' and 'Professional Qualification/Attachments'.

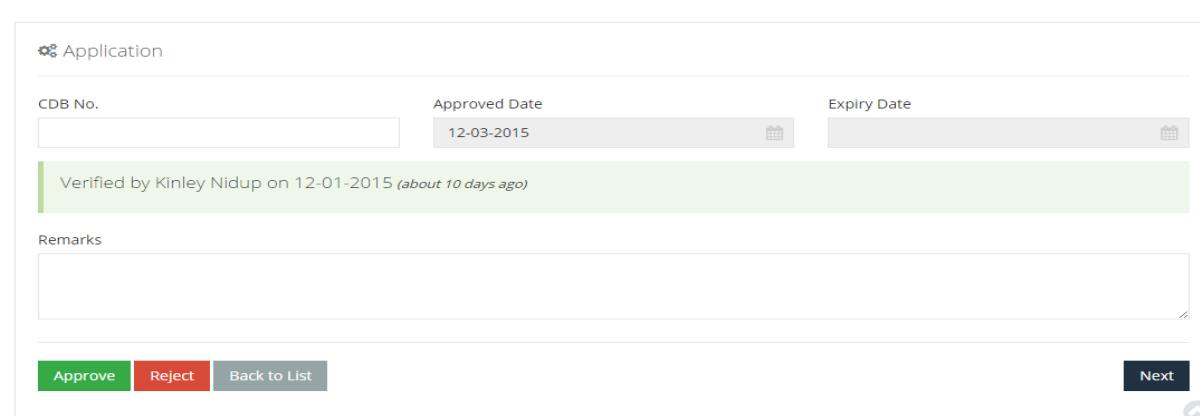
Registration Detail:

Type of Engineer	Goverment
Type of Engineer	Electrical
Name	Mr. kado
CID No./Work Permit No.	12354
Country	Bhutan
Dzongkhag	Bumthang
Gewog	hhshshs
Village	Tsirang

Professional Qualification/Attachments:

Email	admin@admin.bt
Mobile No.	17561735
Employer Name	M/s.aditya
Employer Address	chilliquest

Below these sections is a blue 'Edit' button.



This screenshot shows the 'Application' page for the selected registration.

Approval Details:

CDB No.	Approved Date	Expiry Date
<input type="text"/>	12-03-2015 <input type="button"/>	<input type="button"/>

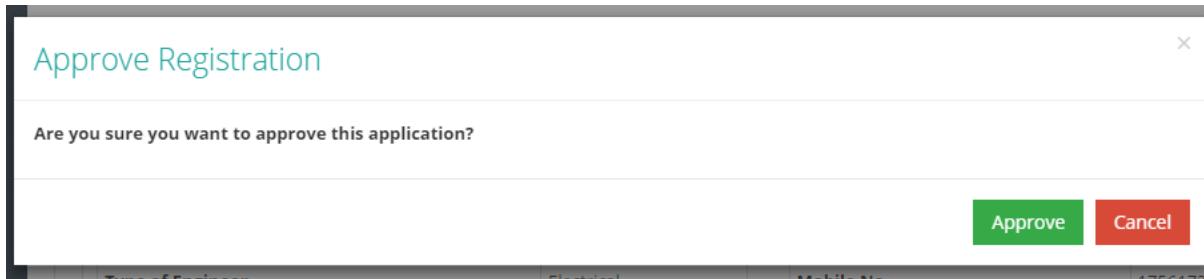
A green box at the bottom states "Verified by Kinley Nidup on 12-01-2015 (about 10 days ago)".

Remarks:

A large text area for remarks is present, with a scroll bar visible on the right.

At the bottom are three buttons: 'Approve' (green), 'Reject' (red), 'Back to List' (grey), and 'Next' (dark grey).

- CDB official will check if the requirements are complete or not.
- Enter CDB number and approved date.
- Click on “Edit” button to edit the information.
- Click on “Approve” button to approve the registration.
- Click on “Reject” button to reject the registration.
- Click on “Back to list” to go to “My Task List”
- Click on “Next” button to approve next registration.



14.2 Edit Information

This process is same as that of architect registration. Section: 7.4

14.3 View/Print Engineer Details

The screenshot shows a web interface for managing engineer details. At the top, there are navigation links for 'Engineers' and 'Print/View', and a note 'Last used CDB No.: 7898'. Below this is a search bar with dropdowns for 'Engineer Type', 'Trade', and 'Name', and buttons for 'Search' and 'Clear'. A table lists six engineers with columns for Ref#, Application Dt., Engineer Type, Trade, Name, CID/Work Permit No., Country, Dzongkhag, Mobile#, Email, and Action (with 'View/Print' links). The table rows are numbered 1 to 6.

Ref#	Application Dt.	Engineer Type	Trade	Name	CID/Work Permit No.	Country	Dzongkhag	Mobile#	Email	Action
1	10-03-2015	Goverment	Civil	Mr. Bikash Pradhan	11213000985	Bhutan	Thimphu	17894169	bpradhan@cdb.gov.bt	View/Print
4	12-03-2015	Goverment	Civil	Mrs. Chane zangmo	7655785896	Bhutan	Thimphu	17537688	czangmo@cdb.gov.bt	View/Print
7	12-03-2015	Goverment	Electrical	Mr. kado	12354	Bhutan	Bumthang	17561735	admin@admin.bt	View/Print
2	11-03-2015	Private	Civil	Mr. Kinley chilliquest	123	Bhutan	Thimphu	17568923	admin@admin.bt	View/Print
5	12-03-2015	Private	Civil	Mr. Sonam Tobgay	10802001357	Bhutan	Haa	17110987	so@druknet.com	View/Print
6	12-03-2015	Goverment	Civil	Mr. Tshering Nidup	11905000400	Bhutan	Wangdue Phodrang	17600101	tnidup@cdb.gov.bt	View/Print

CDB official will search the applicant either by entering the CDB number or by selecting the applicant's name.

Click on “View/Print” button to view the detail of a engineer. The following page will be displayed.

Construction Development Board

Engineer Information

Registration Details

Current Status	Approved
CDB No.	
Type of Engineer	Goverment
Trade	Electrical
Name	Mr. kado
CID No./Work Permit No.	12354
Country	Bhutan
Dzongkhag	Bumthang
Gewog	hhshshs
Village	Tsirang
Email	admin@admin.bt
Mobile No.	17561735
Employer Name	M/s.aditya
Employer Address	chilliquest

Professional Qualification

Qualification	Bachelors
Year of Graduation	2019
Name of University	Royal Thimphu College
University Country	Bhutan

The document was viewed/printed on 12-Mar-2015

14.4 New Comments and Adverse Record

The process to add new comments/adverse record is same as that of the contractor registration.

Section: 5.6

14.5 Edit Comment/Adverse Record

The process to edit new comments/adverse record is same as that of the contractor registration.

Section: 5.7

14.6 Deregister/Blacklist

The process to deregister/blacklist architect is same as that of the contractor deregister/blacklist.

15 Verification of Specialized Trade Registration

Specialized Trades > Verify Registration Last used CDB No.: 7898

Verify Specialized Trade Registration - My Task

Pick the applications you wish to work on.

Name	Application date between				Action			
--SELECT ONE--	to	Search	Clear					
Ref#	Application Dt.	Name	CID No.	Dzongkhag	Mobile#	Telephone#	Email	Action
1	11-03-2015	Mr. nado	47744521414	Wangdue Phodrang	17561735	02329287	sangay.wangdi.moktan@gmail.com	<input checked="" type="checkbox"/> Pick
2	12-03-2015	Ms. Chane Zangmo	12314325345646	Thimphu	17537688	17537688	czangmo@cdb.gov.bt	<input checked="" type="checkbox"/> Pick
3	12-03-2015	Mr. Tshering Nidup	11905000400	Wangdue Phodrang	17600101	326035	tnidup@cdb.gov.bt	<input checked="" type="checkbox"/> Pick
4	12-03-2015	Mr. pawan	1130290024	Tsirang	17561735	02329287	droelma@gmail.com	<input checked="" type="checkbox"/> Pick

CDB official will click on “*Pick*” button to select and move the application to “*My Task List*”.

Specialized Trades > Verify Registration Last used CDB No.: 7898

Verify Specialized Trade Registration - My Task

Pick the applications you wish to work on.

Name	Application date between				Action			
--SELECT ONE--	to	Search	Clear					
Ref#	Application Dt.	Name	CID	Dzongkhag	Mobile#	Telephone#	Email	Action
4	12-03-2015	Mr. pawan	1130290024	Tsirang	17561735	02329287	droelma@gmail.com	<input checked="" type="checkbox"/> Process

Click on “*Process*” button to verify the specialized trade registration. The following page will be displayed.

Verify Specialized Trade Registration

General Information		
Application No. (Date)	4 (12-03-2015)	
Name	Mr. pawan	
CID No.	1130290024	
Dzongkhag	Tsirang	
Gewog	daragog	
Village	changiji	

Category Information		
Category	Applied	Verified
SP1-Masonry	✓	<input type="checkbox"/>
SP3-Electrical House Wiring	✓	<input type="checkbox"/>
SP4-Construction Carpentry	✓	<input type="checkbox"/>
SP5-Welding and Fabrication	✓	<input type="checkbox"/>

[Edit Information](#)

Remarks

[Verify](#)
[Reject](#)
[Back to List](#)
[Next](#)

- CDB official will verify all the requirements. Tick verified check box against each category.
- Click on “Edit Information” to edit the information.
- Click on “Verify” button to verify the registration and click on “Reject” button to reject the registration.

Verify Registration

X

Are you sure you want to verify this application?

[Verify](#) [Cancel](#)

15.1 Approval of Specialized Trade Registration

Specialized Trades > Approve Registration Last used CDB No.: 7898

Verify Specialized Trade Registration - My Task

Pick the applications you wish to work on.

Name	Application date between	Search	Clear
--SELECT ONE---			

Ref#	Application Dt.	Name	CID No.	Dzongkhag	Mobile#	Telephone#	Email	Action
4	12-03-2015	Mr. pawan	1130290024	Tsirang	17561735	02329287	droelma@gmail.com	<input checked="" type="button"/> Pick

CDB official will click on “*Pick*” button to select and move the application to “*My Task List*”

Specialized Trades > Approve Registration Last used CDB No.: 7898

Verify Specialized Trade Registration - My Task

Pick the applications you wish to work on.

Name	Application date between	Search	Clear
--SELECT ONE---			

Ref#	Application Dt.	Name	CID	Dzongkhag	Mobile#	Telephone#	Email	Action
4	12-03-2015	Mr. pawan	1130290024	Tsirang	17561735	02329287	droelma@gmail.com	<input checked="" type="button"/> Process

Click on “*Process*” button to approve the registration. The following page will be displayed.

Approve Specialized Trade Registration

General Information

Application No. (Date)	4 (12-03-2015)
Name	Mr. pawan
CID No.	1130290024
Dzongkhag	Tsirang
Gewog	daragog
Village	changjiji

Email	droelma@gmail.com
Mobile No.	17561735
Telephone No.	17561735
Employer Name	M/s.aditya
Employer Address	chilliquest

Category Information

Category	Applied	Verified	Approved
SP1-Masonry	✓	✓	<input type="checkbox"/>
SP3-Electrical House Wiring	✓	✓	<input type="checkbox"/>
SP4-Construction Carpentry	✓	✓	<input type="checkbox"/>
SP5-Welding and Fabrication	✓	✓	<input type="checkbox"/>

Attachments

Document Name	
Certificate	
certificate	

[Edit Information](#)

CDB No.

Approved Date

12-03-2015 

Expiry Date

Verified by Kinley Nidup on 12-01-2015 (about 10 days ago)

Remarks

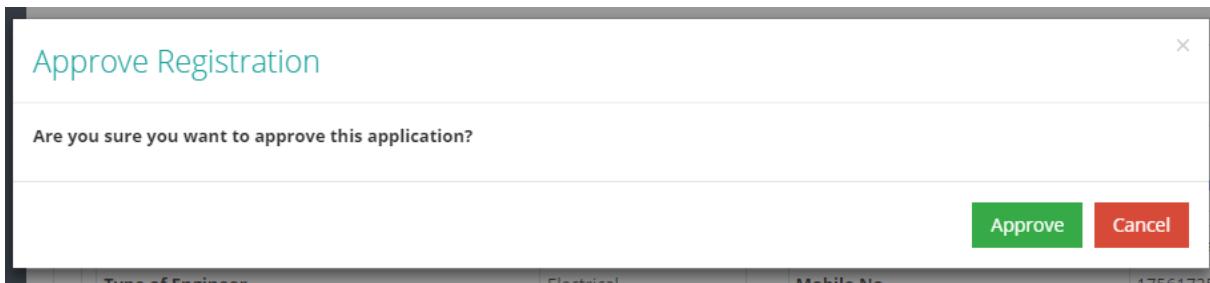
[Approve](#)

[Reject](#)

[Back to List](#)

[Next](#)

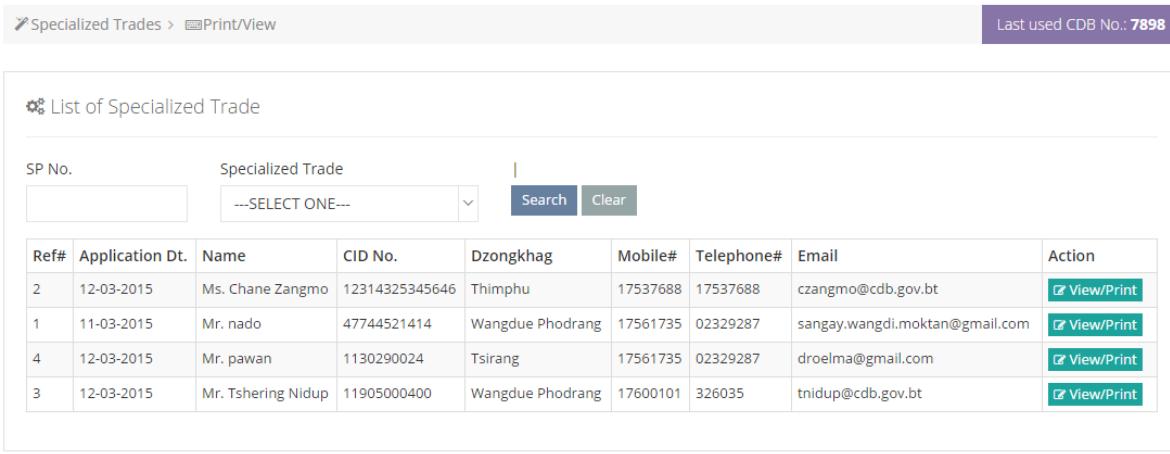
- CDB official will tick approved tick box against each category to approve it.
- Click on “Edit Information” to edit registration detail.
- Click on “Approve” button to approve the registration and “Reject” button to registration.



15.2 Edit Information

This process is same as that of architect registration. Section: 7.4

15.3 Print/View Specialized Trade Detail



The screenshot shows a web-based application interface for managing specialized trades. At the top, there is a navigation bar with links for 'Specialized Trades' and 'Print/View'. To the right of the navigation bar, a purple box displays the message 'Last used CDB No.: 7898'. Below the navigation bar, the title 'List of Specialized Trade' is displayed. Underneath the title, there is a search interface consisting of a text input field, a dropdown menu labeled '--SELECT ONE--', and two buttons: 'Search' and 'Clear'. The main content area is a table with the following data:

Ref#	Application Dt.	Name	CID No.	Dzongkhag	Mobile#	Telephone#	Email	Action
2	12-03-2015	Ms. Chane Zangmo	12314325345646	Thimphu	17537688	17537688	czangmo@cdb.gov.bt	View/Print
1	11-03-2015	Mr. nado	47744521414	Wangdue Phodrang	17561735	02329287	sangay.wangdi.moktan@gmail.com	View/Print
4	12-03-2015	Mr. pawan	1130290024	Tsirang	17561735	02329287	droelma@gmail.com	View/Print
3	12-03-2015	Mr. Tshering Nidup	11905000400	Wangdue Phodrang	17600101	326035	tnidup@cdb.gov.bt	View/Print

Click on “View Print” button to view/print the specialized trade detail. The following page will be displayed.