

Construction Association of Bhutan



Guideline for Verification of Non-Registered Equipment, 2020

FOREWORD

The construction industry in Bhutan has seen unprecedented changes and development under the wise leadership of our Visionary Monarchs. From a nascent stage of development, Bhutan now has 2489 registered contractors as of 3rd March 2020.

The singular voice of the construction industry as represented through a membership based association is the Construction Association of Bhutan (CAB), an industry association formed to further develop the construction industry in an environmentally sustainable and socially benign manner. The CAB is a registered Civil Society Organization under the Civil Society Organization Act 2007.



The CAB endeavors to assist member contractors through reduced administrative burdens and improved ease of doing business. In collaboration and with directives from the Construction Development Board (CDB), CAB is pleased to issue the Guideline for the Verification of Non-Registered Equipment of registered contractors in the Kingdom of Bhutan with the objective of providing enhanced services to the member contractors.

The CAB shall continue to improve on this Guideline with the hope that not too far in the distant future, such activities can be completed at a click of a button through development of web based application platforms.

The CAB would like to express our sincerest appreciation to CDB for their continued guidance and support.

A handwritten signature in blue ink, consisting of a large, stylized initial 'G' followed by a long horizontal stroke and a small flourish at the end.

Thinlay Gyamtsho
President

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1. Title

This document shall be called The Guideline for the Verification of Non-Registered Equipment of the Construction Association of Bhutan 2020.

2. Authority/Empowering clause

- a. The mandates for the development and implementation of this guideline for verification of Non-Registered Equipment (NRE) by Construction Association of Bhutan (CAB) are derived from:
 - i. The 71st CDB Board Meeting which entrusted the mandate of interim verification of the Non-Registered Equipment (NRE) for 3 years to the Construction Association of Bhutan with the understanding that the endorsement on NRE by the CAB shall be accepted by the CDB during the time of renewal of the CDB certificate.
 - ii. Clause VII & XIV of Article of Association which through implication mandates the Association to Verify the Non-Registered Equipment of the contractors registered with the CDB.

3. Objectives

The objectives of the guideline are:

- a. to provide standard procedures for verification of non-registered equipment by the dealing officials and contractors to ensure uniform application of these procedures;
- b. to promote ethical conduct amongst the contractors;
- c. to promote membership of CAB through enhanced service delivery and value addition;
- d. and to build capacity of CAB and member contractors to develop the construction industry.

4. Commencement Date

This Guideline shall come into effect from October 1, 2020

5. Application

This guideline shall apply to large and medium class contractors requiring verified Non-Registered Equipment during renewal of CDB registration certificate except the contractors owning new equipment (within one year from the date of purchase).

6. NRE Verification Process

The verification of NRE shall follow the following procedures:

6.1 Application requesting verification

- i. Contractors desiring to get their Non-Registered Equipment verified shall submit application requesting verification 45 days prior to date of expiry of her/his CDB registration certificate.
- ii. The application for verification shall be submitted in the prescribed form in Annexure I.
- iii. The applications for verification shall be submitted to DLC chairperson appointed by CAB of each Dzongkhag except Thimphu.
- iv. Contractors with its registered office within Thimphu Dzongkhag shall submit applications for verification to the designated official(s) of CAB head office.

6.2 Physical verification

- i. The DLC chairperson or designated official from CAB head office shall identify whether the applicant is member or non-member of the CAB and follow the fee schedule in clause 7.
- ii. Within 3 days from the receipt of application for verification, DLC chairperson appointed by CAB or designated official from CAB head office shall review the application and visit the identified location to physically verify the equipment mentioned in Annexure I.
- iii. DLC chairperson appointed by CAB or designated official from CAB head office shall intimate a convenient date for verification of the equipment.
- iv. DLC chairperson appointed by CAB or designated official from CAB head office shall physically verify the equipment as follows:
 - a. sale deed of the equipment;
 - b. the condition of the equipment;
 - c. the number of years the equipment have been used; and
 - d. the quantity of equipment available.
- v. DLC chairperson appointed by CAB or designated official from CAB shall fill up the verification form in Annexure II (*updated from time to time in compliance to CDB Registration Guidelines for Contractors*) for large class contractors after physical verification.
- vi. DLC chairperson appointed by CAB or designated official from CAB shall fill up the verification form in Annexure III (*updated from time to time in compliance to CDB Registration Guidelines for Contractors*) for medium class contractors after physical verification.

- vii. Both the verification forms mentioned in clauses 6.2.v and 6.2.vi shall be signed by the DLC chairperson appointed by CAB or designated official from CAB.
- viii. The whole process of verification procedure shall be completed with 7 working days.

6.3 NRE Verification Certificate

- i. The signed verification forms mentioned in clauses 6.2.v and 6.2.vi shall be sent to the General Secretary of the CAB head office in Thimphu.
- ii. General Secretary shall issue clearance letter referring to the verification forms in clause 6.2.v and 6.2.vi.

7. Verification Expenses

- i. The applicant shall provide her/his membership number from the card provided by the CAB during the application time on Annexure I.
- ii. The DLC chairperson appointed by CAB or designated official from CAB shall verify the membership number of the applicant provided in the Annexure I.
- iii. CAB shall provide pro-bono verification services to the members of the CAB.
- iv. Nominal verification expenses shall be borne by the non-member applicants.
- v. Prior to the verification of the NRE the DLC chairperson appointed by CAB or designated official from CAB shall inform the applicant to deposit the verification expenses in cheque, bank transfer or mobile transaction in favor of CAB.
- vi. DLC chairperson appointed by CAB or designated official from CAB shall not receive expenses in cash.
- vii. Upon receipt of the verification expenses, the Finance Officer of the CAB shall issue a revenue receipt.
- viii. The revenue receipt shall be intimated to the DLC chairperson appointed by CAB or designated official of the CAB Secretariat or directly to the applicant by the Finance Officer, CAB.
- ix. Non-member large class contractors shall pay a fee of Nu. 15,000/- (Fifteen Thousand) only for per visit verification of the NRE.
- x. Non-member medium class contractors shall pay a fee of Nu. 5,000/- (Five Thousand) only for per visit verification of the NRE.

8. Administrative sanctions

8.1 Reprimand DLC Chairperson appointed by CAB or designated officials of CAB for first instance for breaching this guideline.

8.2 If DLC Chairperson appointed by CAB or designated officials of CAB breaches this guideline more than once, she/he shall be replaced by a new candidate.

8.3 If large or medium class contractors are found to have not followed the due procedure as per this guideline, CAB shall intimate to the CDB.

9. Amendment:

10.1 The Construction Association of Bhutan may amend this Guideline from time to time

10.2 Such a revision is effective as of the date of adoption thereof by the Construction Association of Bhutan and applies to any matter, which is a subject of this Guidelines and which has arisen after such date.

Annexure I

Date:.....

The DLC Chairperson/General Secretary

..... (Dzongkhag)

Dear Sir/Madam,

The undersigned solicits your assistance in the verification of the following Non-Registered Equipment owned by (Name of the company)

Sl No.	Name of non-registered Equipment	Qty.	Make/ model (year)	Condition of Equipment	Number of years used
1	Air Compressor (Min. rqd. 1)				
2	Survey Equipment (a) Total Station (Min.rqd.1)				
3	Concrete mixer (Min. rqd. 2)				
4	Vibrator (Min.rqd.2)				
5	Steel Shuttering set (Min. sqft. 5000)				
6	Water Pump/ Multi-Meter (Min.rqd.1)				
7	Meggar (Min.rqd.1)				
8	Max Puller (Min.rqd.1)				
9	Any other (please specify)				

*Note** the contents in the table are subject to change as per the requirement in CDB Monitoring Guideline*

Yours Sincerely,

.....(Signature)

..... (Name and CID No. of Signing Authority)

..... (Firm Name)

..... (CAB Membership No.)

..... (CDB No.)

..... (Classification)

..... (Address and contact details)

Annexure II

Non-Registered Equipment Verification Form for Large Class Contractors

Name of the Firm:

CDB No.:

CAB Membership Number: Validity

This is to certify that the following Non-Registered Equipment (NRE) is/are physically verified by the undersigned on (dd/mm/yyyy)

Sl No.	Name of non-registered Equipment	Quantity	Make/model (year)	Condition of Equipment	Number of years used
1	Air Compressor (Min. rqd. 1)				
2	Survey Equipment (a) Total Station (Min.rqd.1)				
3	Concrete mixer (Min. rqd. 2)				
4	Vibrator (Min.rqd.2)				
5	Steel Shuttering set (Min. sqft. 5000)				
6	Water Pump/ Multi-Meter (Min.rqd.1)				
7	Megger (Min.rqd.1)				
8	Max Puller (Min.rqd.1)				

The undersigned takes full responsibility on behalf of the above mentioned firm of her/his NRE in case of any discrepancy in future.

Name&Signature, Chairperson or Designated Official

Dzongkhag Liaison Committee or CAB

..... (Dzongkhag)

Annexure III

Non-Registered Equipment Verification Form for Medium Class Contractors

Name of the Firm:CDB No.:

CAB Membership Number: Validity

This is to certify that the following Non-Registered Equipment (NRE) is physically verified by the undersigned on (dd/mm/yyyy)

Sl No.	Name of non-registered Equipment	Quantity	Make/model (year)	Condition of Equipment	Number of years used
1	Survey Equipment (a) Total Station (Min.rqd.1)				
2	Concrete mixer (Min. rqd. 2)				
3	Vibrator (Min.rqd.2)				
4	Steel Shuttering set (Min. sqft. 2000)				
5	Water Pump/ Multi-Meter (Min.rqd.1)				
6	Megger (Min.rqd.1)				
7	Max Puller (Min.rqd.1)				

The undersigned takes full responsibility on behalf of the above mentioned firm of her/his NRE in case of any discrepancy in future.

Name& Signature

Chairperson or Designated Official

Dzongkhag Liaison Committee or CAB

..... (Dzongkhag)