



རང་བཞིན་འཕྲོད་བསྐྱེད་གོང་འཕེལ་ལས་འཛིན་ཚད།

Natural Resources Development Corporation Limited
ROYAL GOVERNMENT OF BHUTAN
THIMPHU: BHUTAN

DOCUMENTS REQUIRED FOR EQUIPMENT AND HUMAN RESOURCE

1. Equipment

Along with the commitment of equipment, the contractors are required to submit the following documents:

1. Copy of the registration certificate of each equipment committed;
2. Copy of Insurance policy for each equipment where applicable; and
3. In case of hiring, copy of the lease agreement in addition to 1 & 2 above
4. In case of equipment that do not require registration with BCTA, a copy of cash memos stamped by RRCO if newly imported or copy of sale deeds or verification letter issued by a Government Engineer or Construction Association of Bhutan (CAB) whichever is found to be more authentic to the Procuring Agency.

Key points to remember

- a) The hiring agreement produced by the contractor should be specific to the current project and not a general.
- b) To ensure that a technically sound Bidder is selected, minimum number of requirements for each Tier specified by the Procuring Agency must be complied with.

2. Human Resource/Availability of skilled manpower

Along with the commitment of manpower, the contractors are required to submit the following documents:

1. Original signed CVs of technical manpower committed.
2. Copies of Citizenship ID Cards or work permit/ Passport/ Election/Voter ID cards (for foreign workers) of all manpower committed.
3. Copies of contract agreements with all personnel if they have been hired on contract by the contractor.
4. Copies of Provident Fund Account Documents for all regular personnel or payrolls or Copies of monthly remittance schedule of Health Contribution and Tax Deducted at Source for all regular personnel committed for this project.
5. Copy of Certificate for Skilling of Engineers (Construction) for Tier-IV in addition to the above applicable documents.

Key points to remember

- a) For Tier-IV the Fresh Graduate Engineer shall remain constant for all projects.
- b) The contract agreement produced by the contractor for the committed manpower should be specific to the current project and not general.
- c) To ensure that a technically sound Bidder is selected, minimum experienced manpower for each Tier specified by the Procuring Agency has to be complied with.



རང་བཞིན་འཕྲོད་བསྐྱེད་གོང་འཕེལ་ལས་འཛིན་ཚད།

Natural Resources Development Corporation Limited
ROYAL GOVERNMENT OF BHUTAN
THIMPHU: BHUTAN

Procedure to upload the documents

1. While submitting the bid, the bidder must compile the documents of the equipment committed as a single pdf and upload in the **other document's category**.
2. While submitting the bid, the bidder must compile the documents of the skilled manpower committed as a single pdf and upload in the **other document's category**.