



ཉ རལ་ལྷན་འབྲུག་གཞུང་། དངུལ་རྩིས་ལྷན་ཁག།  
Ministry of Finance  
Royal Government of Bhutan

SECRETARY

MoF/FS-05/2025-26/DPP/242

18 September 2025

**NOTIFICATION**

The Ministry of Finance hereby notifies all Procuring Agencies and Contractors of the following changes to the eTOOL, the Procurement Rules and Regulations, and the Standard Bidding Documents governing the Procurement of Works.

**I. Updation/ Evaluation of Works in eTOOL and CiNET**

1. All Procuring Agencies using the eTOOL system shall ensure that details of awarded works are updated in the system within 14 days from the date of signing the contract. Henceforth, eTOOL shall provide the option to add direct contract works. The update shall be subject to approval by the eTOOL admin to ensure that works are updated within the prescribed timeframe.
2. In case, the Procuring Agency fails to update within 14 days from the date of signing of contract, the Contractor shall bear the responsibility of ensuring that the updates are completed within the next 14 days with the Department of Procurement and Properties. Any request for updates beyond the stipulated time frame shall not be entertained under any circumstances.
3. Corporate Agencies using CiNET are likewise required to update work details in accordance with the *Monitoring Guidelines 2020* issued by Bhutan Construction and Transport Authority (BCTA). The Contractors shall also remain responsible for updating details of Corporate Agencies and private works as per the *Monitoring Guidelines 2020*.
4. Going forward, evaluation shall primarily be based on the information available in eTOOL and CiNET, to ensure greater fairness, objectivity and uniformity in the evaluation process. However, where considered necessary, Procuring Agencies may specify in the tender documents that bidders are required to submit a declaration of ongoing works, including both corporate and private works which are currently being executed. In such cases, evaluation may be carried out beyond the eTOOL and CiNET.
5. Since the Government user accounts in CiNET were deactivated on July 2, 2025, all contracts signed on or after this date shall be updated in the eTOOL system. Such updates shall remain subject to approval by the eTOOL Administrator, provided they are submitted within the prescribed timeframe stipulated in Sl. no. 1 and 2 above.



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**II. Tender Committee Quorum**

**Clause 204 (2) of PRR 2025 is revised as follows:** *The quorum of the Tender Committee shall consist of not less than two-thirds of the total members. Each designated member shall attend all meetings of the Tender Committee in person and shall not be permitted to appoint a proxy or substitute for such attendance, except where the individual is lawfully serving in an officiating capacity.*

**III. Key Equipments Document Requirements for Procurement of Works**

For Procurement of Works, in the event that a key personnel/ HR staff has been recently recruited on regular/ contract basis and is therefore unable to provide Health Contribution or payroll records from the current employer, documents from the most recent past employer may be accepted which shall align with the CV. However, where the key personnel has no prior employment experience, submission of such documents shall not be required.

For clarification kindly email/ contact us at [egp@mof.gov.bt](mailto:egp@mof.gov.bt)/ [pmdd@mof.gov.bt](mailto:pmdd@mof.gov.bt) or 02-336962.

(Lek Wangmo)  
Secretary

Copy to:

1. The Hon'ble Minister, Ministry of Finance.
2. The Head of all Constitutional bodies.
3. The Hon'ble Auditor General, Royal Audit Authority.
4. The Secretaries, All ministries.
5. All Dzongdags, Thrompons and Gups.
6. Heads of all the Autonomous agencies.
7. The Director, Bhutan Construction and Transport Authority, Thimphu
8. The President, Construction Association of Bhutan, Thimphu.