



COMMUNITY FOR SKILLED WORKERS (C4SW)

Towards building a robust national workforce

Contract Agreement

This agreement is made between Mr./Mrs. (hereinafter referred to as the "Employer"), bearing CID No:, residing in Dzongkhag and Mr./Mrs. (hereinafter referred to as the "Employee"), bearing CID No:, residing in Dzongkhag. This agreement pertains to the Plumbing/Electrical Works for the building located at under Dzongkhag.

Terms and Conditions

Both parties agree to the following terms and conditions:

- The Employer agrees to outsource the **PLUMBING / ELECTRICAL WORKS** (*please tick one*) either at the rate quoted for the specific work or as a lump sum amount of Nu...../- (.....Only).
- The Employee's contract will be terminated immediately if the Employer is dissatisfied with the quality of work performed.
- The Employee must execute the work as per the Employer's requirements in the drawing and within the stipulated time frame.
- The Employer shall provide all necessary materials for the work to be carried out in all designated areas.
- Both parties shall cooperate and provide necessary information and support to ensure smooth execution of the work.
- If any additional work is required beyond the agreed scope, a new rate shall be negotiated and agreed upon by both parties.
- The Employer shall ensure timely supply of materials, while the Employee shall keep the Employer informed of progress. Open communication must be maintained, with prompt responses to calls and messages. If the Employer wishes to visit the worksite, the Employee must be available accordingly.
- Following the initial mobilization payment, work should be carried out efficiently and without undue delay.
- The principal Employer shall be fully responsible for Occupational Health and Safety (OHS) at the worksite.



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Mode of Payment

Payments shall be made in three installments:

1. **Advance Payment:** 20% of the estimated total project cost shall be paid to the Employee upon commencement of work, in accordance with government procurement regulations.
2. **Interim Payment:** 40% of the total amount shall be paid upon completion of 50% of the work.
3. **Final Payment:** The remaining 40% shall be paid upon final handover of the site to the Employer.
4. **Retention Fee:** 10% of the total project cost shall be retained in the Community for Skilled Workers (C4SW) account for a period of six months as a warranty assurance, managed by the Community management.

Governing Law

This contract shall be governed by and interpreted in accordance with the laws of the Kingdom of Bhutan. Any disputes arising from or related to this contract shall be resolved through amicable negotiations. If no resolution is reached, the dispute shall be submitted to the jurisdiction of the courts of Bhutan.

(Affix Legal Stamp)

Signed:

Employer:

Mr./Mrs.
Contact No:

Employee:

Mr./Mrs.
Contact No:

Witnesses:

Witness 1:

Name:
CID No:
Contact No:

Witness2:

Name:
CID No:
Contact No: