

BANGLADESH RURAL ELECTRIFICATION BOARD

PBS INSTRUCTION 100-10

**PRE-CONSTRUCTION AND CONSTRUCTION PROGRESS
CO-ORDINATION MEETING**

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-10

Approval Date: 07/03/1979

Revision Date : 19/02/2020

**SUBJECT: PRE-CONSTRUCTION AND CONSTRUCTION PROGRESS
CO-ORDINATION MEETING**

I. PURPOSE

To set forth BREB policy, procedure and guidelines to conduct Pre-Construction Meeting and Construction Progress Meeting.

II. GENERAL

It is essential that there be clear understanding by the construction contractor, the Electrical Engineering/A&E consultant, and the BREB Engineer-in-Charge regarding the Scope of Work, responsibility and authority of each during the implementation of construction contracts. It is the policy of BREB to ensure such understanding by means of a periodic meeting which shall be attended by the contractor's construction supervisor, Consultants Project/Retainer engineer, the BREB Engineer-in-Charge, and the respective Senior General Manager/General Manager of the PBS.

III. THE MEETING SCHEDULE

A. Pre-Construction Meeting

Pre-Construction Meeting will be held at the inception of the construction and meeting will be called by concerned Executive Engineer, BREB in his office.

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
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(Md. Mozammel Haq)
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Motin)
Asst. Secy. (Board), BREB

B. Monthly Construction Progress Co-ordination Meeting

The construction progress meeting will be held monthly basis. The meeting will be called by the concerned Executive Engineer, BREB. The venue of the meeting will be at XEN's office or at PBS Head Quarter. The notice of the meeting will be served at least 7 (seven) days earlier from the schedule date of the meeting. In monthly meeting all concerned technical officer & staff of the Office of Executive Engineer, representatives of Engineering Consulting Firm and representatives of all working contractors will be present. More meetings may be arranged as & when necessary.

C. Monthly co-ordination meeting

Co-ordination meeting will be held monthly between Concerned Executive Engineer of BREB, PBS & Engineering Consultant. The meeting will be called by Sr. GM/GM. The venue of the meeting will be at Sr. GM/GM's office. In this meeting it will be discussed regarding overall project implementation & other related issues.

D. Quarterly Construction Progress Co-ordination Meeting

Quarterly meeting will be called by Zonal Superintending Engineer, BREB of a particular Zone. Meeting will be held either at SE's office or at XEN's office. Notice of the meeting will be served at least 10(ten) days prior to the schedule date of the meeting. In this meeting concerned XEN(s)/ Retainer Engineer of Engineering Consultant & representatives of Construction Contractors will be present. Representative of concern Project Director may also be requested to present at the meeting.

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IV. AGENDA

While there is no intent to limit the agenda, experience has shown that the following matters should be discussed and understanding clarified as they may relate to the construction of either civil works or electric distribution system.

- A. Role and responsibilities of Contractor, Consultant, BREB Engineers/Inspectors.
- B. Review of plans, specifications and working drawings.
- C. Review material and construction requirements.
- D. Construction Material monitoring.
- E. Contract completion date, basis for time extension.
- F. LDC (Liquidity Damage Charge) on failure to execute the contract in time.
- G. Employment of local labors.
- H. Ensuring quality of construction. Pole, Guy, Anchor setting and alignments.
- I. Installation of grounds, Transformers, equipment.
- J. Right of way clearing.
- K. Interpretation and use of staking sheets.
- L. Preparation of BOQ (Bill of Quantities) as per requirement.
- M. Additional work and preparation of variation.
- N. Running bills, final bills.
- O. Close-out of Contracts.
- P. Availability of contractor's tools.
- Q. Contractor's performance.
- R. Progress review (Physical & Financial).

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