

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS INSTRUCTION 100-14  
BREB INSTRUCTION 500-04**

**PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS  
(NEW & MAINTENANCE) CONSTRUCTION CONTRACT**

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**PBS INSTRUCTION 100-14/ BREB INSTRUCTION 500-04**

Approval Date: 07/03/1979

Revision Date : 19/02/2020

**SUBJECT: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL  
WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT**

**I. PURPOSE**

To describe the procedures to be followed and documents to be prepared in closing-out the construction contract of civil (new and maintenance) works.

**II. GENERAL**

For close-out of completed construction contract, final documents should be completed and assembled by the consultant as soon as possible after completion of construction. Undue delays by the consultant in completing the documents may result in additional expense to BREB/ PBS, since under the terms of the contract the contractor may be entitled to interest on final payment made after a specified period, unless payment is withheld due to the fault of the contractor. The Close-out must be completed within the approved time of the contract.

**III. DOCUMENTS/FORMS TO BE PREPARED FOR CLOSE-OUT**


SI No.	Description	BREB Form No.
1	Request for Closing the contract	BREB Form No. 342
2	Certificate of completion of contracted construction	BREB Form No. 343
3	Certificate of final inspection and acceptance	BREB Form No. 344
4	Contractor's certificate of settlement of obligation	BREB Form No. 345
5	Certificate of contractor	BREB Form No. 352
6	Release of .....% Retention Money	BREB Form No. 346
7	Variations (Due to Change order, additional Work, etc.)	BREB Form No. 347

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Following Documents/ Forms are to be prepared to complete the Close-Out Report. Sample format of the form are enclosed at the end of this instruction.

#### IV. PROCEDURE

- A. After the completion of the construction in all respects under the contract, contractor will furnish BREB Form No. 342 requesting the consultant and Executive Engineer, BREB or Senior General Manager/ General Manager of PBS, whoever has issued the work order, for closing the contract and submit it to consultant required copies including original.
- B. The final value of completed/ under construction works against the contract scheduled and variation (due to additional works, change order etc.) should be approved as variations by the competent authority before starting that construction.
- C. Upon receiving the "Request for Closing the Contract" from the Contractor by BREB Form No. 342, the consultant will again check whether any work or defect is left over. If not, consultant will forward it to Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS. The Executive Engineer of BREB or Senior General Manager/ General Manager of PBS, the consultant and the contractor's representative will carry out final inspection jointly within seven (7) days of received of such request. The consultant will prepare a list of defects to be rectified and repair to be done in the final inspection report and the report will be signed by the Executive Engineer of BREB, Senior General Manager/ General Manager of PBS, the consultant and the representative of contractor. The consultant will notify the contractor to carry out the repair/ rectification within a stipulated time. Meanwhile the consultant shall check again the changes were made during construction to prepare the as built drawings and check the final bill of quantity and cost with approved

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variations.

D. On completion of repair/ remedy of defects the contractor will again notify the consultant and Executive Engineer of BREB or Senior General Manager/ General Manager of PBS that rectification and remedy of all works have been carried out. The Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS and the consultant will jointly verify that repair/ remedy of defects has been done satisfactorily as per final inspection report and check the prepared list of fittings/ fixtures, equipment etc. The contractor's representative will also remain present during final inspection. Being found that the work has been done satisfactorily as per final inspection report and the prepared list of fittings/ fixtures, equipment/ machines etc. is correct, the Consultant will send to Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS the BREB Form No. 347 showing all the additional works as variations completed during execution of work.

E. Upon completion of the inspection & corrections (if any) Executive Engineer of BREB / Senior General Manager/ General Manager of PBS signifies their approval by signing the Certificate of Completion of the Construction Contract by BREB Form No. 343 and Certificate of Final Inspection & Acceptance by BREB Form No. 344.

Normally material is issued from the departmental store for civil works. In spite of that the Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS instruct Store-in-Charge and Store Keeper to complete the statement of issuance and return materials (if any) by BREB Form No. 552A, 552B & 552C) in a summarize form within 07 (seven) days. After receiving store statement from Store in Charge, Consultant will forward it to the contractor if any material is issued. The contractor may check and verify with their records and if any discrepancy arises they may raise their claim if any in this regard. The discrepancy

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will be settled on the basis of records/ inspection and the contractor will sign it. After contractor's acceptance, all forms will be forwarded to Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS for approval. All the forms should be checked by all parties jointly or separately and will be signed it by all as required.

F. Upon receiving the above forms the Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS will approve/ sign the forms and send back it to consultant for compilation of all the forms required for closing the contract and for printing the same in 7 (seven) / required copies.

G. After printing, the consultant will submit 7 (seven) / required copies of close-out documents including original to Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS. If the contract is in between BREB and contractor, the Executive Engineer, BREB will forward the same to concern Zonal SE/Authority, BREB for approval. After approval, SE/Authority of BREB will forward 2 (two) copies including original to Director, (Accounts)/ Finance section of concern PD, 1 (one) copy to Executive Engineer, 1 (one) copy to Senior General Manager/ General Manager of PBS, 1 (one) copy to consultant, 1 (one) copy to contractor, retaining 1 (one) copy for office record. If the contract is in between PBS and contractor, the Senior General Manager/ General Manager of PBS, will approve and will forward 1 (one) copy to Director, Loans & Budget, 1(one) copy to Executive Engineer, 1 (one) copy to consultant, 1 (one) copy to contractor, remaining all copies including original will be kept for the PBS office purpose. Original copy will be kept at General Administration section for future need.

Upon receiving of close-out document from concern SE/authority of BREB, Director (Accounts) or Finance section of concern PD will assess total cost of works completed

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and prepare the loan document for the concern PBS(if required).

#### H. HANDING AND TAKING OVER OF CIVIL WORKS BY BREB TO PBS

If the contract is in between BREB and contractor, upon completion of the inspection & corrections (if any) Executive Engineer of BREB will request Senior General Manager/ General Manager of PBS for handing over and taking over the building and civil works. The Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS and the consultant will jointly verify that repair/remedy of defects has been done satisfactorily as per final inspection report and check the prepared list of fittings/ fixtures, equipment/ machines etc. The contractor's representative will also remain present during handing over to PBS/ final inspection. Upon completion of the inspection & corrections (if any), the handing and taking over will be carried out in presence of consultant's and contractor's representatives.

If the contract is in between the PBS and contractor, the Senior General Manager/ General Manager of PBS will take over the constructed works from the contractor in presence of consultant's representative.

During handing-taking over the contractor will hand over the list of all fittings/ fixtures, equipment/machines etc. and the Certificate from the owner that guarantees, bonds, manuals of equipment's supplied (if any) of the building and civil works under the contract. After handing-taking over the building and civil works under the contract, the consultant will submit the As-built drawings as the contract of consultant.

#### V. FINAL PAYMENT

Upon approval of the close-out documents by BREB/PBS the Executive Engineer of BREB/

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