

**BANGLADESH RURAL ELECTRIFICATION BOARD,**

**PBS INSTRUCTION 100-13  
BREB INSTRUCTION 500-03**

**CLOSE-OUT PROCEDURE FOR THE CONTRACT CONSTRUCTION  
OF ELECTRIC NETWORK SYSTEMS/ FACILITIES**

**BANGLADESH RURAL ELECTRIFICATION BOARD,  
PBS INSTRUCTION 100-13/ BREB INSTRUCTION 500-03**

Approval Date: 07/03/1979  
Revision Date : 19/02/2020

**SUBJECT: CLOSE-OUT PROCEDURE FOR THE CONTRACT CONSTRUCTION  
OF ELECTRIC NETWORK SYSTEMS/ FACILITIES.**

**I. PURPOSE**

To describe the procedures to be followed and documents to be prepared in closing-out the contract construction of electric network systems/facilities.

**II. GENERAL**

For closing-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, 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**

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

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PBS Instruction 100-13/ BREB Instruction 500-03: CLOSE-OUT PROCEDURE FOR THE CONTRACT CONSTRUCTION OF ELECTRIC NETWORK SYSTEMS/FACILITIES				
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Sl No.	Description	BREB Form No.
a	REQUEST FOR CLOSING THE CONTRACT	342
b	CERTIFICATE OF COMPLETION OF THE CONTRACT CONSTRUCTION	343
c	CERTIFICATE OF FINAL INSPECTION & ACCEPTANCE	344
d	CONTRACTOR'S CERTIFICATE OF SETTLEMENT OF OBLIGATIONS	345
e	RELEASE OF .....% RETENTION MONEY	346
f	ADDITIONAL WORKS (DUE TO VARIATION	347
g	AS BUILT STAKING SHEET	348
h	TABULATION OF CONSTRUCTION UNITS	350
i	TABULATION OF MATERIALS	350A
j	CERTIFICATE OF THE TABULATION OF CONSTRUCTION UNITS	577

#### IV. PROCEDURE

1. After Completion of work in all respects, the contractor will furnish BREB Form-342 requesting the consultant for closing-out the Contract and submit to the consultant required copies including original or to the representative of PE if there is no contract exist with consultant.
2. At this stage, preparation of as-built staking sheets, joint inspection, signing of as-built staking sheet, energization of line/facilities, and compilation of lot wise materials statement should be completed according to PBS Instruction 100-20 Electric Network system Energization Policies and Procedure."
3. Upon receiving the "Request for Closing the Contract" from the Contractor in BREB Form-342, the consultant will again check whether any work or defect is left over. If not, consultant will forward required copies of the form including original to Executive Engineer, BREB or Senior General Manager/ General Manager, PBS within 15 (fifteen) days from receiving such request. Consultant will also send BREB Form No.-343, BREB Form No.-344, the as-built staking sheets (BREB Form No.-348 or 348R) which were checked jointly during the joint inspection and initialed on each sheet by the authorized representatives of the contractor, PBS and BREB as their acceptance of the record. The consultant will also send duly filled in BREB Form No. 347 with as-built staking sheet

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showing all the lot wise approved additional works/Variations done during execution of work. Executive Engineer, BREB or Senior General Manager/ General Manager, PBS will instruct Store-in-charge and Store Keeper to complete the statement of issue and return materials (BREB Form No.- 552A, 552B & 552C) in a summarize form within 05 (five) working days.

4. The final value of completed/under construction works against the contract including all the changes of scheduled and additional works (non scheduled items/works) must have approval as variation by competent authority during construction or before completion of work.
5. The Executive Engineer, BREB or Senior General Manager/ General Manager, PBS will make a program for further checking the conformity and correctness of the as-built staking sheets at some random points. If the sheets are found okay, the Executive Engineer, BREB or Senior General Manager/ General Manager, PBS will signifies their approval by signing the Certificate of Completion of the Contract Construction (BREB Form No.-343), Certificate of Final Inspection & Acceptance (BREB Form No. 344), Lot wise additional works (nonscheduled items/works) BREB Form No.-347, Consultant's Inspection (BREB Form No.-341) and the as-built staking sheet (BREB Form No.-348). The Executive Engineer, BREB or Senior General Manager/ General Manager, PBS will instruct consultant to complete BREB Form No. 350 and 350A.
6. After receiving/collecting store statement from Store in Charge consultant will forward BREB Form No.-350 and 350A to the contractor. The contractor may check and verify with their records and if any discrepancy arises they may raise their claim if any. The discrepancy or claim will be settled on the basis of records or inspection (if required) and the contractor will sign the BREB Form No.-350 & 350A. After contractor's acceptance, these forms will be forwarded to the Executive Engineer, BREB or Senior General Manager/ General Manager, PBS for approval. These forms should be checked by all parties jointly or separately and will be signed it by all parties as required.
7. Upon receiving of BREB Form No.-350 and 350A the Executive Engineer, BREB or Senior General Manager/ General Manager, PBS will approve/sign the forms and send back to consultant for compilation of all the lots and forms required for closing the contract and for printing the Same in 7 (seven)/ required copies.
8. After printing, the consultant will submit 7 (seven)/ required copies of close-out documents including original to Executive Engineer of BREB or Senior General Manager/ General Manager of PBS. For the contract in between BREB and the Contractor, The Executive Engineer, BREB will forward the same to Concern Superintending Engineer or Authority, BREB for approval. After approval, concern Zonal

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SE or Authority, BREB will forward 2(two) copies including original to Director Accounts; 1 (one) copy to Executive Engineer, BREB; 1 copy to Senior General Manager/ General Manager, PBS; 1 (one) copy to consultant, 1 (one) copy to contractor, retaining 1 (one) copy for office record. For the contract 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 of BREB, 1 (one) copy to consultant, 1 (one) copy to contractor, remaining all copies including original will be kept for the PBS office purpose.

9. Upon receiving of the close out document from concern SE/ Authority, BREB Director Accounts will assess the total cost of the works completed and prepare the loan documents of the concerned PBS (if required).

#### V. FINAL PAYMENT

For the contract in between BREB and the Contractor upon approval of the close-out documents by the Authority of BREB; The Executive Engineer of BREB will arrange to make final payment to the contractor and the consultant as contract & rules. For the contract in between PBS and contractor, upon approval of the close-out documents by Senior General Manager/ General Manager of PBS will arrange to make final payment to the contractor and the consultant as contract & rules.

#### VI. RELEASE OF PERFORMANCE SECURITY AND RETENTION MONEY

At the time of Close out, Executive Engineer of BREB Senior General Manager/ General Manager of PBS will arrange to release 50% (Fifty) of total retention money. After defects and liability period from the date of completion or closing the Contract, the Contractor will request for releasing the rest of the retention money and if there is no claim against the Contractor, Executive Engineer of BREB or Senior General Manager/ General Manager of PBS will arrange to release the rest of the retention money. It will be executed according to the contract and rules.

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**BANGLADESH RURAL ELECTRIFICATION BOARD**

BREB Form No: 342

**REQUEST FOR CLOSING THE CONTRACT**

Subject/Name of Work: .....  
Contact No.: .....  
Work Order No.: .....  
THRU: .....  
(CONSULTING ENGINEERING FIRM)  
To : .....  
(Executive Engineer /Sr. GM/ GM)

I/we certify that the subject contract is complete including change orders/variation and corrections. On this basis I/we request for acceptance of works and closing of construction contract.

Date.....

(Contractor)

1st endorsement  
Date .....

**CONSULTING ENGINEER'S CERTIFICATE FOR CLOSING CONTRACT**

TO: XEN, BREB/ Sr. GM/GM, PBS:

Above mentioned contract has been inspected and found complete with all variations and defects corrected. As-built Sheets have also been prepared and therefore I/we recommend for acceptance of works and closing of construction contract.

(Consulting Engineer)

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BANGLADESH RURAL ELECTRIFICATION BOARD

BREB Form No: 343

CERTIFICATE OF COMPLETION OF CONTRACT CONSTRUCTION

PBS:.....; Date :.....

I am ....., Project/Retainer Engineer, M/s. .... Electrical consulting engineering firm employed by the Bangladesh Rural Electrification Board/.....PBS..... do hereby certify that

1. The construction provided for pursuant to the construction Contract No:....., Date:....., Work Order No. ...., Dated:....., 20....., including all approved amendments (hereinafter called the "project/ name of work"), between Bangladesh Rural Electrification Board/ or .....PBS-..... ("Owner") and ("Contractor") has been completed as of,...../...../20....., and is in all respects in strict compliance with the provisions of the Construction Contract, including all plans, specifications, maps, drawings and all modifications thereof.
2. The Final Inventory attached hereto and made a part hereof is a complete and accurate summary of all units of construction in the project/work and of all work performed in accordance with the Construction Contract.
3. The staking sheets and tabulation of staking sheets, upon which the Final Inventory is based show the accurate location, number, and kind of all units of construction of the project and show all works performed in accordance with the Construction Contract.
4. All defects in workmanship and materials reported during the period of construction of the project /work have been corrected.
5. The project/work consists of the construction units as inventoried, is true and correct, and which is attached hereto and made a part thereof.

(Contractor)

(Consultant)

AE, BREB or AGM & DGM (HQ-Tech.), PBS

XEN, BREB or Sr. GM/GM, PBS

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Asst. Secy. (Board) BREB.

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
BREB Form No: 344

**CERTIFICATE OF FINAL INSPECTION AND ACCEPTANCE**

PBS.: ....., Date:.....

Subject/Name of work:.....

Contract No. with date: .....

Work Order No.: .....

Date of completion: .....

This is to certify that all defects of the mentioned work order Subject were inspected and found corrected

As per plans and specification as of .....  
(date)

(Consultant) (AE, BREB or AGM, PBS) (XEN, BREB or DGM (HQ-Tech), PBS)

(SE/Authority, BREB or Sr. GM/GM, PBS)

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Asst. Secy. (Board), BREB.



**BANGLADESH RURAL ELECTRIFICATION BOARD**

BREB Form No: 345

**CONTRACTOR'S CERTIFICATE OF SETTLEMENT OF OBLIGATIONS**

I am ....., S/O.: .....  
of legal age, residing at .....,  
representing M/s, .....  
(Contractor) with business address at .....  
.....  
after having been duly sworn in accordance with law hereby certify to the  
following :

- 1) That all taxes due and all obligations for materials and equipment used and labor and services employed in connections with contract  
No.:..... Work order No.:.....  
.....(.....Fund) have been fully paid as  
of this .....  
(Project title/Name of Work)
- 2) That the Bangladesh Rural Electrification Board/.....PBS ..... is discharged from all liabilities, obligations, and claims arising out of said contract.

IN WITNESS WHERE OF, this certificate has been executed this day

of, .....

(Day) (Month) (Year).

- i) .....
- ii) .....

(Contractor)

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BANGLADESH RURAL ELECTRIFICATION BOARD

BREB Form No: 346

Date:.....

REQUEST FOR RELEASE OF .....% RETENTION MONEY

SUBJECT/DETAILS OF CLAIM: .....

Contract No. with date: .....

Work Order No.: .....

Project/Name of work: .....

Date of completion: .....

We request release of .....% retention for the subject. All defects have been corrected as of .....

(date)

(Signature of Contractor with date & seal)

a) Comments of XEN, BREB or AGM(E&C) & DGM (Tech-HQ) PBS

(XEN, BREB or AGM(E&C) & DGM (Tech-HQ), PBS

b) Approval of SE/Authority of BREB or Sr. GM/ GM, PBS :

(SE/Authority of BREB/Sr. GM/GM, PBS)

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**BANGLADESH RURAL ELECTRIFICATION BOARD**

BREB Form No: 347

ADDITIONAL WORKS (DUE TO VARIATION/CHANGE ORDER)				
Project/ Name of work : .....				
Contract No.: .....				
Work Order No.: .....				
Unit Designation	Description of Woks	Unit	Qty.	Reason for Change/Addition
Claimed by:		Recommended by Consultant:		
Contractor:		Inspector & Supervision Engineer:		Project/Retainer Engineer.
Recommended by:			Approved by:	
AE, BREB/or AGM & DGM (HQ-Tech), PBS			XEN, BREB/ or Sr.GM/GM, PBS	

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**BANGLADESH RURAL ELECTRIFICATION BOARD**

BREB Form No: 577

**CERTIFICATE OF THE TABULATION OF CONSTRUCTION UNITS**

PBS. : .....

Subject/Name of work: .....

Contract No. with date: .....

Work Order No.: .....

Date of completion: .....

This is to certify that the Tabulation of Construction Units as taken from the As-Built Staking Sheets is Correct and Agreed with by the following:

(Consultant)

(Contractor)

(AE, BREB/AGM & DGM(HQ. Tech.) PBS)

(XEN, BREB/ Sr. GM/GM, PBS)

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