

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

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 1 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant TAPP BREB


(Md. Mozammet Huq)
Consultant TAPP BREB


(Md. Abdul Khaleque)
Consultant TAPP BREB


(Md. Ahsanul Haque)
Consultant TAPP BREB


(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


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

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

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 2 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Debasish Chakraborty)
D.O., TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. C.

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 3 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BRER.

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 4 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ansanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Genl.), BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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/

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 5 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam) (Md. Mozammel Haq)
Consultant TAPP BREB Consultant TAPP BREB

(Md. Asim Khaleque)
Consultant TAPP BREB

(Md. Anisul Haque)
Consultant TAPP BREB

(Debasish Chakraborty)
PD, TAPP BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Senior General Manager/ General Manager of PBS as the case may be, will arrange to make final payment to the contractor and the consultant as per contract.

VI. RELEASE OF SECURITY RETENTION

The Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS will inform contractor to carry out maintenance as required throughout the maintenance liability period as mentioned in the contract. After expiry of maintenance liability period the contractor will request the Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS to release their security retention. On being satisfied that the maintenance has been carried out adequately, the Executive Engineer of BREB/ Senior General Manager/ General Manager of PBS will arrange to release of security retention of the contractor.


BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 6 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				


(Md. Mozibur Rahman)
Consultant TAPP BREB


(Md. Duhidul Islam)
Consultant TAPP BREB


(Md. Mozammel Haq)
Consultant TAPP BREB


(Md. Abdul Khaleque)
Consultant TAPP BREB


(Md. Ahsanul Haque)
Consultant TAPP BREB


(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০


(Kamrul Ahsan Mollah)
Asst. Secy (Operations)

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)

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 7 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Dufidul Islam)
Consultant, TAPP, BREB

(Md. Mokammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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/ orPBS-..... ("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

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 8 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman) Consultant TAPP BREB
(Md. Mozammel Haq) Consultant TAPP BREB
(Md. Abdul Khalaque) Consultant TAPP BREB
(Md. Ahsanul Haque) Consultant, TAPP, BREB
(Debasish Chakraborty) PD, TAPP BREB
(Kamrul Ahsan Mollah) Asst. Secy (P)
৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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)

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 9 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant TAPP, BREB

(Md. Juhurul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP, BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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)

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 10 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				


(Md. Mozibur Rahman)
Consultant, TAPP, BREB



(Md. Duhidul Islam)
Consultant, TAPP, BREB


(Md. Mozammel Haq)
Consultant, TAPP, BREB


(Md. Abdul Khaleque)
Consultant, TAPP, BREB


(Md. Ahsanul Haque)
Consultant, TAPP, BREB


(Debasish Chakraborty)
D. TAPP, BREB


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

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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)

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 11 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhiul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

(Md. Ahsanul Haque)
Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

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	

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 12 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				



(Md. Mozibur Rahman)
Consultant, TAPP, BREB



(Md. Duhidul Islam)
Consultant, TAPP, BREB



(Md. Mozammel Haq)
Consultant, TAPP, BREB



(Md. Abdul Khaleque)
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০



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



(Md. Ahsanul Haque)
Consultant, TAPP, BREB



(Debasish Chakraborty)
PD, TAPP, BREB

BANGLADESH RURAL ELECTRIFICATION BOARD

BREB Form No. 352

CERTIFICATE OF CONTRACTOR

Project/Name of work.....
 Work Order No.:.....
 Mr....., Certifies
 that he is the of of
 (Office title/designation) (Name of Contractor)
 the Contractor, in a Construction Contract No.:
, dated, entered into
 between the Contractor and Bangladesh Rural Electrification Board/.....PBS.....
 the owner, for the construction of a project (work), which bears the Bangladesh Rural
 Electrification Board/.....PBS..... project designation(Name of
 work)....., and that he is authorized to and does make this
 certificate on behalf of said Contractor in order to induce the Bangladesh Rural Electrification
 Board/.....PBS..... to make payment to the Contractor, in accordance with the
 provisions of said Construction Contract.

Undersigned further says that all persons who have furnished labor in connection with said
 construction have been paid in full, that the names of manufacturers, material, men and
 subcontractors that furnished material or services or both in connection with such construction
 and the kind or kinds of material or services or both so furnished are:

NAME	KIND OF MATERIAL AND SERVICE
.....
.....
.....

and that the releases of lines executed by all such manufacturers, material, men and
 subcontractors have been furnished the BREB.

Date..... (Contractor)

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS Instruction 100-14: PROCEDURE AND DOCUMENTS FOR CLOSING OUT THE CIVIL WORKS (NEW & MAINTENANCE) CONSTRUCTION CONTRACT				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
07/03/1979	BREB	BREB Board	Page 13 of 13	3
Revision Date: 14/11/1996, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)
 Consultant, TAPP, BREB

(Md. Umidul Islam)
 Consultant, TAPP, BREB

(Md. Mozammel Haque)
 Consultant, TAPP, BREB

(Md. Abdul Khaleque)
 Consultant, TAPP, BREB

(Md. Ahsanul Haque)
 Consultant, TAPP, BREB

(Debasish Chakraborty)
 PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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