

**BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH**

PBS INSTRUCTION 200-22

SUBJECT: EQUIPMENT RENTAL TO CONTRACTORS

I. PURPOSE

This instruction sets forth the policy and procedures for renting specific items of PBS equipment to contractors for the purpose of performing electric distribution line or substation construction within the PBSs.

II. GENERAL

The PBS equipment to be rented are:

- a. One and one half (1½) ton flat bed truck with winch and "A" frame.
- b. Farm type diesel tractor with farm trailer.
- c. Other equipment.

III. POLICY

When lines or substations are being constructed in the PBSs and the above equipment are not required by the PBS crews, the PBS will make this equipment available, with driver, to the contractors at the following rates:

- a. 1½ ton flat bed truck
Rent = Tk.1,500.00 per day or part thereof + Price of Lubricants (POL)
- b. Farm type tractor with farm trailer
Rent = Tk.1,000.00 per day or part thereof + Price of Lubricants (POL)
- c. Other equipment
Rent = TK.200.00 to TK.300.00 per day (based on the nature of equipment)

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IV. PROCEDURE

- A. The contractor desiring the use of the equipment will make his request to the General Manager of the PBS or his representative, of the area where the contractor is working.
- B. The General Manager or his representative will complete the "Request for Equipment Rental" Form (**Annexure-01**) in quadruplicate and have the contractor sign the Request. The contractor must state the specific equipment requested, the date of first use, the estimated days of use, and the expected last day of use in the sample form attached. If the General Manager takes it to the advantage of expediting the construction, he will approve all four (4) copies, retain the fourth copy and give the first, second and third copy to the contractor.
- C. Before delivery of the equipment to the contractors, an advance on estimated rent needs to be deposited to PBS. Current unit price (CPR Ledger based updated price List) will be considered here. Formula for ascertaining advance is:
- $$\frac{\text{Unit price} \div 1,200}{\text{Considering 1,200 days as life time}} \times \text{No. of days} \times \text{No. of equipment}$$
- D. Upon completion of the work by the contractor, the PBS driver will return the equipment to the PBS headquarters and report to the General Manager. The AGM -HR/Admin. will take the mileage or hour readings, the PBS employee labor hours and make entry on the first and second copy of the 'Request for Equipment Rental Form'. The General Manager after reviewing the completed form will forward both copies to the PBS Finance Section where a bill will be prepared considering advance payment and delivered to the contractor for payment. Accordingly, the contractor will make payment and the PBS Finance will receive it and account for.

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REQUEST FOR EQUIPMENT RENTAL FORM

To _____ GM
_____ PBS

Contractor name: _____

Address: _____

Request for use of _____

For work on BREB/PBS W.O. No. _____

Date of starting use: _____ For _____ days
(The contractor will be liable for all damages to the equipment that may result from his negligence during the execution of the work).

Signed by Contractor _____ Date _____

Approved by Project Div. _____ Date _____

Approved by General Manager _____ Date _____

Billing information:

Equipment: Assigned date: _____ Returned date: _____
Days used: _____ Fuel used: _____

Bill = Rent Tk _____ per day x _____ days
AGM- HR/Admin.
Tk _____

Bill prepared by _____ Date _____

Bill checked by _____ Date _____

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