"বিনিয়োগ অগ্রাধিকার"

BM-228- 36

Member (Engg)	
Member (IP./Fin.)	
Secretary	
Chief Engineer	
GM (Main.)	
C.O.	

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধানমন্ত্রীর কার্যালয়
বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ
বেপজা কমপ্লেক্স
বাড়ি নং-১৯/ডি, রোড নং-৬, ধানমন্ডি, ঢাকা-১২০৫
(www.bepza.gov.bd)

নং ০৩.০৬.২৬১৬.৩০৭.০৬.০৬৮.২০- ৭৬১

তারিখ: ২০ জুন ২০২১
০৭ আষাঢ় ১৪২৮

বিষয়: নির্বাহী বোর্ডের ২২৮/২০২১ (০৪) নম্বর সভার সিদ্ধান্ত ১৩.৩ বাস্তবায়ন

বেপজার নির্বাহী চেয়ারম্যান মহোদয়ের সভাপতিত্বে ০৭ জুন ২০২১ তারিখ অনুষ্ঠিত নির্বাহী বোর্ডের ২২৮/২০২১(০৪) নম্বর সভায় নিম্নরূপ সিদ্ধান্ত গৃহীত হয়েছে:

১৩.৩ **সিদ্ধান্ত:**

১৩.৩.১ সংশোধিত বেপজা ভবন নির্মাণ নীতিমালা "Requirement for Self-constructed & Investors Building in the Export Processing Zones & BEPZA Economic Zones" নীতিগতভাবে অনুমোদিত হলো।

১৩.৩.২ বেপজার সদস্য (প্রকৌশল) এ বিষয়ে প্রয়োজনীয় কার্যক্রম গ্রহণ করবেন।

২। বর্ণিতাবস্থায়, সভার সিদ্ধান্ত বাস্তবায়নে প্রয়োজনীয় ব্যবস্থা গ্রহণের অনুরোধ জানানো হলো।

মোঃ জাকির হোসেন চৌধুরী
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প্রাপক:
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অনুলিপি:
(১) সদস্য (বিনিয়োগ উন্নয়ন/অর্থ), বেপজা, ঢাকা
(২) একান্ত সচিব এর মাধ্যমে নির্বাহী চেয়ারম্যান, বেপজা, ঢাকা
(৩) নথি/মহানথি

BANGLADESH EXPORT PROCESSING ZONES AUTHORITY

Requirement for self-Constructed & Investors Building in the Export Processing Zones & BEPZA Economic Zones

MAY 2021

BEPZA Complex House No-19/D, Road No-6, Dhanmondi, Dhaka-1205.

BANGLADESH EXPORT PROCESSING ZONES AUTHORITY
REQUIREMENT FOR SELF-CONSTRUCTED & INVESTORS BUILDING

All drawings shall follow the provisions of Bangladesh National Building Code (BNBC) gazetted by Government of Bangladesh. However, following rules / guidelines shall be followed in addition to the BNBC:

A. ARCHITECTURAL PLANS:

A.1. The allottee of plot / plots desiring to construct his building in the Export Processing Zone and BEPZA Economic Zone shall have to submit the architectural plans /area layouts for the proposed building and other ancillary structures:

a) Vicinity plan showing the adjacent plots, building, roads, drains, electric poles etc. within a distance of 100 ft. (30.0 meter) from the plot boundary.

b) Enlarge plan of the plot/plots giving dimension of the plot and indicating there in location of the building/buildings, parking areas, lawn, walk-ways, loading/unloading area, vehicular and pedestrian approaches from the main road, septic tank, under ground water reservoir, guard house, pump-house, electric sub-station, boiler-house, generator house, surface drains etc.

c) Foundation and floor plan, elevation, transverse and longitudinal section, roof plan of the buildings showing all dimensions.

d) For BEPZA EZ additional drawings of rain water harvesting plan (if any), waste water management plan, Pre-treatment facility/ Effluent Treatment Plant (ETP) (if any), location of underground and overhead waste water tank, roof top solar Panel / Photovoltaic (PV) Modules layout plan (If any)

A.2. All drawing should be submitted in three copies (one copy of the plan would be returned to the applicant after approval, one copy will be sent to respective zone and one copy will be kept in BEPZA executive office).

A.3. The plans for approval can be signed by the allottee or his authorized representative.

A.4. The applicant shall have to submit clarification/additional information in respect of the plans as and asked for.

A.5. Architectural drawings should be prepared by qualified Architect as per BNBC. Sealed on each drawing mentioning name, qualification, Professional Society Membership number, contact number & Address etc.

B. COMPULSORY OPEN SPACE REQUIREMENT AROUND THE BUILDING

Industrial plots should have minimum 33.0% open space where it would have the provision of trailer/ semi-trailer & other vehicular parking keeping 25% space remain open to sky.

B.1. Space at the front of the building:

For 2000 sqm sized regular plot

At the front of the premise, there shall have at least 12.00 meter clear open space between the building(s) and the boundary wall. Only guard room cum waiting room, open parking shed, RMS (Regulating & Metering Station) /CMS (Customer Metering Station), fire pump room & covered underground structures (road level and underground structures top level should be the same level) may be built at this front open space. Guard room cum waiting room along with one attached toilet would be limited within 35 sqm and RMS/CMS room would be limited within 5 sqm. The height of those rooms would be 2.50 m from plinth to the roof.

For 3600 sqm sized regular plot

At the front of the premise, there shall have at least 15.00 m clear open space between the building(s) and the boundary wall. Only guard room, shaded car parking open shed, RMS/CMS room, fire pump room, rain water harvesting area, STP, ETP, WTP & covered underground structures (road level and underground structures top level should be the same level) may be built at this front open space. Guard room along with one attached toilet would be limited within 20 sqm, waiting/ visitors room would be limited within 25 sqm and RMS/CMS room would be limited within 5 sqm.
The height of those rooms would be 2.50 m from plinth to the roof. Maximum two gate is permitted for each plot. No gate is allowed without guard room except pocket gate.

B.2 Space at the sides of the building:

For Regular Plot having size 2000 sqm

There shall be at least 3.00 meter clear open space on either side of the building. Nothing should be built within the said 3.00 meter clear space except fire exit stair, walkway and underground structures. In case of fire exit stair maintain minimum 1.5 m clear space for easy walkway and 1st landing height minimum 2.0 m for clear movement.

For Regular Plot having size 3600 sqm

There shall be at least 3.50 m clear open space on either side of the building. Nothing

should be built within the said 3.50 m clear space except walkway and covered underground structures.

B.3. Space at the rear of the building:

For Regular Plot having size 2000 sqm

There shall have a minimum of 4.50 meter open space between the factory building and rear boundary wall of the premises. Single storied sub-station room, generator room, transformer room, boiler room, compressor room, chemical store, garbage room, elevated water tank of maximum 10.00 sqm and any other related ancillary structure may be allowed within the said 4.50 m space keeping all through a minimum of 1.50 m wide walkway. In case of hazardous structures must be capable of minimum 03 (three) hours fire resistance. Backside gate may be allowed with the provision of 12m clear open space.

For Regular Plot having size 3600 sqm

There shall have a minimum of 5.0 m open space between the factory building and rear boundary wall of the premises. Single storied sub-station room, generator room, transformer room, boiler room, compressor room, chemical store, garbage room, elevated water tank and any other related ancillary structures may be allowed within the said 5.0 m space keeping all through a minimum of 2.0 m wide walkway from boundary wall. Hazardous structures must be capable of minimum 03 (three) hours fire resistance. Backside gate may be allowed with the provision of 15m clear open space.

B.4. When more than one standard plot is allotted for a factory building, all such standard plots combined together shall be considered as one plot for the purpose of compulsory open space requirement.

B.5. BEPZA service lanes should not be used by investor's for any purpose & enterprise should delimit their boundary by proper fencing / wall along the service lane, so that trespass can be made. However, in special cases where two units of the same enterprise exist on either side of the service lane, covered overpass across service lane may be allowed for construction provided that the overhead 11 KV line is possible to be diverted and the concerned enterprise agrees to bear the cost for said diversion.

B.6. No entry should be provided from the main road for having alternative options. Approach of the factory building from a road junction should be at least 60 ft. (18.3 meter) away from the corner of the junction and the boundary wall shall be chamfered at the junction by at least 19 ft. (5.8 meter) for EPZs and 25 ft (7.62meter) for BEPZA EZ.

B.7. The compulsory open space as indicated above shall be measured from the wall of the building to the boundary limit.

B.8. The open space around the building can be utilized as parking lot, loading and unloading space and for plantation. Septic tank, under-ground water reservoir can be constructed here provided these are not projected above the finished ground level. No structure mentioned in B1, B2 & B3 as ancillary to the main factory building should be allowed for construction within the open space around the factory building.

C. ARCHITECTURAL REQUIREMENT:

C.1. The minimum clear height of all working areas shall be 10 ft (3.00 meter).

C.2. Elevation at all sides, transverse and longitudinal section to be taken at a location where it cuts a stair with necessary dimensions & Minimum clear height of floor to beams of upper floor shall be 10 ft. (3.00 meter).

C.3. Number of stories of building can be unlimited and maximum story as per Government rule of those areas.

C.4. Fire exits from the building shall not be more than 75 ft. (23.00 meter) from any point along the length of travel.

C.5. Fire extinguishers and emergency fire exists should be provided adequately as per BNBC.

C.6. Structural material and other material should follow fire rating as per BNBC

C.7. In the building where the floor above the ground floor are occupied by more than 150 persons two stairs shall be provided as follows:

	Persons	1st stair width	2nd stair width
i.	upto 350	5'-0" (1.50 M)	4'-0" (1.25 M)
ii.	450	5'-6" (1.70 M)	4'-0" (1.25 M)
iii.	550	6'-0" (1.80 M)	4'-0" (1.40 M)
iv.	650	6'-6" (2.00 M)	4'-6" (1.40 M)
v.	750	7'-0" (2.15 M)	5'-0" (1.50 M)

C.8. Stair case and exits for building accommodation more than 500 persons shall be calculated in proportion as above.

C.9. The width of first and second stair may be varied as long as combined width of stair case is as specified.

C.10. The distance from any point to the nearest stair shall not exceed 75ft. (23.00 meter).

C.11. The rise in the stair cases shall not exceed 7 inches (178 mm) and the tread shall not be less than 9 inches (230 mm).

C.12. All stair cases should be provided with hand rails of minimum 900 mm height measured vertically from the pitch line of the steps to the top of the handrails.

C.13. There shall not be more than 15 rises between the landings. A landing shall not be less than 3 ft. (1.00 meter) in depth.

C.14. Lifts shall be provided in the building where the climbing height from the ground floor level exceed 50 ft. (15.25 meter).

C.15. Provide fire stair to each floor which should be separated from main building with fire resistant door and exist of the door at open space outside of the factory/buildings.

C.16. Each factory should have minimum 20,000 gallons capacity or capacity as per BNBC whichever is higher, underground water reservoir (including boaster pump, water line) and necessary manhole and space for fire pump should be provide over the water reservoir.

C.17. 2(two) nos. of auto stop nozzle and wet riser including 75 ft. house bill at both side (one for each side) with water connection should be provided for 2000 sq. ft. or its partial floor space of the factory building.

C.18. Fire detection system (Smoke, heat detector), hydrant, wet riser including hose pipe should be provided in each factory and automatic fire fighting system (Sprinkler, CO2 system) should be installed in godown / ware house as per BNBC.

C.19. There will be no electric connection inside the warehouse or godown and main electric switch should be installed outside the factory building.

C.20. 30'-0" wide road at entry & exist of each factory building should be provided to Facilitated fire fighting vehicle movement and other necessary work.

C.21. At least 02 (two) nos. of ABC dry chemical container having capacity 5 kg and 01 (one) no of CO2 fire extinguisher should be reserved in each floor. Other firefighting requirements should follow BNBC.

C.22. At the front of the premises the height of boundary wall should be 2.40 m from road top level of which maximum 1.80 m will be solid wall and minimum 0.60m will be visible fence over solid. Boundary Walls of other 3 sides will be solid /visible having maximum height 2.40 m.

C.23. In case of irregular plot(s) having area less than standard plots the compulsory open space shall be calculated in proportion to the open space of nearest standard plots subject to recommendation from Zone Authority.

C.24. In case of piece of land the compulsory open space and set back shall be approved by

the Authority subject to the recommendation of the Zone Authority.

C.25 For BEPZA EZ Roof top of building to be designed in such a way that it can sustain installation of solar panel/ cell. Investor should use their building roof top for production of solar power for its own consumption. Others wise, facilities may be provided for installation of solar panel /cell by BEPZA through service provider. In that case, industry shall provide adequate access facility for inspection and cleaning to the service provider.

D. VENTILATION, SANITATION & WASTE MANAGEMENT REQUIREMENT:

D.1. Every room other than room used predominantly for the storage of goods shall be provided with natural lighting and natural ventilation by means of one or more opening in external walls having a combined area of not less than 10 percent of the floor space of such room and the whole of such openings shall be capable of allowing free uninterrupted passage of air.

D.2. Every latrine, water closer, urinal stall, bath room have openings of not less than 2 sq. ft. (0.20 sq. meter) for permanent ventilation into the external air.

D.3. Every garage and stair cases shall be provided with adequate lighting and ventilation.

D.4. Lavatories, W. C., urinal stall and bath room should be provided with permanent ventilation, where the building is permanently air-conditioned.

D.5 Size of water closet, urinals, lavatories, wash basin, shower etc. to be provided as per BNBC

D.6. Minimum number of water closet shall be as follows:

	Number of persons	Number of water closet
i.	Up to 9	1
ii.	10 to 29	2
iii	30 to 49	3
iv	50 to 74	4
v	75 to 100	5

D.7. For every additional 30 persons above 100, one water closet is to be provided.

D.8. When separate urinals are pervaded for man, one water closet less than the number specified may be provided for each urinal installed. But the total number of water closets in such cases shall not be reduced to less 2/3 of the minimum specified.

D.9. Minimum number of lavatories shall be as follows:

a) Up to 100 persons, there shall be one lavatory per ten persons.

b) If the total number exceeds 100 persons. There shall be one lavatory per 15 persons, exceeding 100 persons.

D.10. One washing basin or equivalent washing trough space per 40 persons is to be provided.

D.11. Where there is exposure to skin contamination with poisonous, infections & irritating materials. One lavatory is to be provided for each 5 persons.

D.12. There shall be one shower per 15 persons exposed to excessive heat or to contamination with poisonous or irritating materials.

D.13. There shall be one drinking fountain per 15 persons. The drinking fountain shall not be installed in the toilet room.

D.14 Within the premises of the factory, one garbage receptacle with minimum sizes 5' x 5' x 3' (1.50 x 1.50 x 1.00 meter) easily accessible by trucks is to be provided.

D.15 Septic Tank & Soak Pit Management

(1) Septic tank(s) system shall be provided as per BNBC for treatment of human waste/ night soil discharging from water closets & urinals. For EPZ septic tank(s) shall be connected with CETP or STP line. In BEPZA EZ no Soak pits shall be constructed with septic tanks. Waste water from septic tanks shall be connected to CETP or STP network through waste storage tank as described in "Liquid Waste Management"

(2) Rainwater or ground water shall not be discharged into the septic tank and septic tank(s) shall not discharge into open water courses

(3) The minimum distance for various components of the disposal system shall be in accordance with Table D.1.

(4) The no and size of septic tank should be as per BNBC.

(5) The septic tank shall have a minimum liquid capacity of 2000 litres, minimum width 1 m and minimum liquid depth 1 m. The length of a septic tank shall be at least twice its width. It is recommended that the length of a septic tank be not more than 4 times its width.

(6) The liquid retention time of a septic tank shall be at least 1 day.

(7) The dislodging frequency of a septic tank shall be at least once a year.

(8) Soak pit shall be lined with stone, brick or concrete blocks laid up dry with open joints that are backed up with at least 75 mm coarse aggregate. The joints above the inlet shall be sealed with cement mortar. A reinforced concrete cover shall be provided. For cover area more than 0.75 m^2 the pit shall have an access manhole. The bottom of the pit shall be filled with coarse gravel, or crushed stone/brick to a depth of 0.3 m.

Table D.1 Location of Components for Sewage Disposal System

System Component	Distance (m)		
	Building Foundation	Well	Seepage Pit
Septic tank	1.5	8	1.5
Disposal field	3	15	6
Seepage pit	4.5	15	6

D.16. **Requirement for Rain Water Management for BEPZA EZ**

(1) Industries are encouraged to incorporate rainwater harvesting system designed to capture roof run-off and surface run-off and preserve for reuse.

(02) In the absence of Rainwater harvesting system or excess rainwater may be discharged into surface drain system. In no case, waste / effluent water or wash from industry, bath room, toilet & kitchen to be discharged into surface drain.

(3) Priority may be given to use basement of building for rain water harvesting and reuse.

(4) Investors shall submit rain water management plan during approval of drawings.

D.17 Gray Water Management for BEPZA EZ

(1) Investor may use gray water for toilet flashing, gardening or any other recycling or reuse process. Rest of the gray water will go to CETP network through Pre-treatment (if required)

D18. Kitchen waste & Food Management for BEPZA EZ

(1) No kitchen is allowed inside the plot area of EZ. Mega kitchen facility shall/ may be provided at some specified location of BEPZA EZ to prepare & supply food for industry.

(2) Investors may take food along with food waste management services from any one of the mega kitchens. Investors shall maintain separate bin(s) for food waste which shall later be collected and processed by mega kitchen for production of bio-gas and organic composts.

(3) Industries not taking services from mega kitchen shall at it's own accord collect food & dispose food waste and transfer to waste processing unit of mega kitchen.

D19. Drainage Management for BEPZA EZ

(1) Preparing a master plan of the drainage system for the plot(s) showing slopes, retention areas and ultimate discharge point.

(2) Drainage system shall not be installed until a permit for such work has been issued by the Authority for existing (only for addition or for alteration) or new building or for any other premises.
(3) Excess volume of rainwater should be drained out from plot to outside main drain of BEPZA EZ.

(4) Any form of waste water / liquid should not be directly drained out to outside main drain of BEPZA EZ.

D20. Waste Management for BEPZA EZ

D.20.1 Solid Waste Management: Industry shall collect, manage and store solid waste within its premises at designated place. In no case, wastes shall be dumped on road, drain, footpath, BEPZA service lane or outside the plot area. Such unlawful waste dumping shall be subjected to penalty. Solid waste of the following category shall be managed as per instruction mentioned below:

(a) Inert Waste: This type of waste shall be solid, non-biodegradable, non-combustible, chemically inert, non-radioactive and not harmful to the environment. Construction debris, dirt, soil etc. shall be grouped as inert waste. Industry shall transport Inert solid waste to transfer station via covered trucks/ vans. BEPZA through it's service provider shall dispose these solid waste to suitable disposable ground in collaboration with local authority. BEPZA shall charge the industry for inert waste disposal on volumetric basis. In case of excess soil from construction work shall be dumped as per direction of BEPZA.

(b) Organic waste: This type of waste shall be solid, biodegradable, non-combustible. Organic waste like food waste and Kitchen waste shall be managed as per **section D.18**. Bio-degradable solid/ semi-solid waste from pre-treatment facility, ETP and/or Septic tank shall be managed and disposed by CETP management as per CETP term and conditions.

(c) Combustible Solids: This type of waste shall be solid, non-biodegradable, combustible and non-hazardous. Industry may install incinerator for production of steam or power within its premises. Else these solid wastes shall be transferred to Incinerator located within the zone. Incinerator management shall collect, manage and burn wastes for production of steam or power as per Incinerator term and condition.

(d) e-waste, recyclable waste and Hazardous waste: Waste from expired electronic, electromechanical equipment shall be categorized as e-waste. Metals, Plastics, furniture etc which have salvage value shall be categorized as recyclable waste. Medical wastes, sharp blades, Glass, bulbs etc shall be shall be categorized as Hazardous waste. E-wastes, recyclable wastes and Hazardous shall be collected and stored separately and transported to Transfer station by the industry maintaining separation of waste according to type. E-wastes and recyclable wastes shall go through Auction time to time in presence of representative from BEPZA and Enterprise.

(e) Others: Waste not categorized in above shall be managed as per direction of BEPZA. Prior approval shall be required in this regard.

D.20.2 Type of industries considering Waste water / Effluent & its management:

(a) Dry industries & its waste water management:

The industries do not use any water for industrial process or release any water from industry would be called as dry industry. These types of industries would only release water from dinning space, kitchen & Toilet that only contains organic decomposable matters. This water would be treated as gray water & can be released in CETP / STP. No ETP would be required by this type of industries .in that case a tariff would be required by the Authority.

Industries are encouraged to recycle liquid waste after treatment.

(b) Wet industries & its waste water management:

The industries that use any water/liquid for industrial process or release any water/liquid from industry would be called as wet industry. These types of industries would release

i) Effluent/waste water/waste liquid after using water/liquid in industrial process.

ii) Waste water from dinning space, kitchen & Toilet that only contains organic decomposable matters.

This Effluent/waste water/ waste liquid would have to be pre-treated by the industries at its own cost and management in its ETP. The detailed drawings have to be approved by the Authority before construction. The pre-treatment must be done as **Annexure-01.** After pre-treatment the pre treated Effluent/waste water/ waste liquid would be released to Central effluent plant (CETP) for further treatment in that case a tariff would be required for further treatment by the Authority.

Waste water from dinning space, kitchen & Toilet that only contains organic decomposable matters as gray water & can be released in CETP / STP. No ETP would be required by this type of industries. In that tariff would be required by the Authority.

Industries are encouraged to recycle liquid waste after treatment.

D.21. Liquid Waste / Effluent Management:

Industries are encouraged to recycle liquid waste after treatment. If not, the industries are bound to be connected with Central effluent plant (CETP) of the zone. They would have to deposit (Refundable) amounting three months treatment charge to BEPZA or BEPZA nominated service Provider.

E. STRUCTURAL REQUIREMENT

E.1. Bangladesh National Building Code (BNBC) should be followed in designing the geotechnical, structural, plumbing, electro-mechanical, firefighting drawings. More over ACI, ASCE or British Standard (BS) Codes of practice may be followed in case of requirement which is not available in BNBC.

E.2. The height of the plinth shall be at least 2 ft. (0.60 meter) from the finished level of the road in the front of the plot.

E.3 The enterprise shall submit geotechnical, structural, plumbing, electro-mechanical & firefighting drawings (Hard & Soft copy) along with sub-soil investigation report to BEPZA for reference. All drawings & reports should be signed by concerned professionals along with name, address, contact number and professional society membership number.

E.4. The Enterprise as well as the professionals involved in design and drawings will be responsible for the structural, sanitary, electro-mechanical and fire safety of the infrastructure. In the event of breach of safety causing threat to human, environment and/or infrastructure the enterprise shall face legal action as per prevailing law/regulations. In no case shall the BEPZA or any of it's employee be liable for costs in any.

E.5. After completion of the construction work concerned architect & Design engineer of the company should submit a certificate mentioning that the building has been constructed as per approved drawing. Also, the structural designer should have to certify the safety of the structures with foundation.

F. FACILITIES FOR WORKERS:

F.1. A canteen of adequate size and conforming with factory law should be provided for the workers within the premises.

F.2. First aid centre for the workers should be provided within the premises.

G. ANTI-POLLUTION MEASURES:

G.1 Liquid and solid waste management shall be as per section D.20.2. Solid waste management shall be as per section D.20.1.

G. 2 Noise level within the working area of industries should not exceed Department of Environment (DoE) standard (max 75 dB at day time & max 70 dB at night time). Protective measures (such as sound barrier, ear plug etc.) must be taken by investors if exceed reasonable noise level.

G.3. Proper measures are to be taken against air pollution.

G.4 Industry shall take necessary measures to clean its premises as well as common space of 30 meter around the plot on routine basis. Enterprise shall also clean surface drain within the said space.

H. REQUIREMENT FOR ELECTRICAL CONNECTION:

H.1. The consumer shall apply to BEPZA in prescribed form at least 30 (thirty) days before be actually requires service connection.

H.2. The following documents are to be submitted in triplicate with the application:

a. A site map drawn to a suitable scale, showing the location of the consumer's substation within his premises and the location of the BEPZA 11 KV line and incoming cable to be consumer's sub-station.

b. Electrical layout drawings of the industry including the drawing for the sub-station, duly authenticated by the expert who prepare the layout, drawings.

c. Copies of the manufacture's test certificate and manual of the transformer as per BSS or IEC standard.

d. Copy of the oil test report of the transformer (the oil test report is to be prepared after the transformer is brought to the site. Such tests may be conducted by Bangladesh Power Development Board or any expert recognized by the Chief Electrical Inspector of BEPZA).

e. Complete installation test report of all electrical works by the Electrical contractor who has carried out the installation works.

H.3. a. All consumers in CEPZ shall be consumers at 11 KV.

b. The consumer shall have to install sub-station (Transformer) along with other accessories within his premises at his own cost for stepping down the voltage from the 11 KV to his required voltage. All overhead/underground cable line and other necessary works required for connecting the consumers sub-station with the CEPZ 11 KV line shall have to be carried out by the consumer at his own cost after the approval for connection is granted by BEPZA.

H.4. All meters required for measuring the power consumption in the factory shall have to be procured and installed by the consumer at his own cost. Such meters, however, should be placed in safe position, preferable in steel box with looking arrangement, should be sealed and should always be available to the representative of BEPZA for the purpose of checking and billing. No meter should be installed before it is tested to the satisfaction of BEPZA.

H.5. The electric connection should be equipped with Power Factor Improvement (PFI) Plant. In case no such plant is installed, the power factor correction shall be determined by BEPZA. Which shall be binding upon by the consumers. (Standard Power Factor is 0.95).

H.6. 11 KV switch-gear should have a minimum rupturing capacity of 250 MVA.

H.7. Consumer's transformer should be protected by H.I. & I.T. switch equipped with Protective relays (over current & earth fault relay of induction dies type).

H.8. The consumer must take adequate protective measures for possible accident and hazard. BEPZA shall not be responsible for any fault, accident/hazard because of faulty installation within premises of the consumer.

H.9. No consumer shall extend supply of electricity to other consumer from the connection granted to him without the approval of BEPZA.

H.10. Design any lay out plan of electrical installation should be prepared by expert in the relevant field. Supervision and installation of the electrical works should be done by any electrical supervisor having valid electrical ABC supervisory license.

H.11. All electrical installation with the building / buildings shall be connected with cables / wires passing through PVC conduits. No temporary or loose wiring shall be allowed.

H.12. If at any time, it is found that the consumer is consuming more load than that sanctioned, BEPZA, shall have the right to take any punitive action as it deems fit.

H.13. BEPZA reserves the right to fix electricity tariff for EPZ consumers & revise the same as and when required and the consumer shall have to abide by the electricity tariff fixed by BEPZA and pay the charges accordingly.

H.14. If a consumer fails to pay bills for a period of 3(three) months or more, the line may be disconnected. Such disconnected line may be restored only after due payment of arrear bills along with reconnection fees, as decided by BEPZA.

H.15. In case of emergency, temporary electrical connection may be provided from BEPZA`s transformer at double the normal tariff. However, the consumer has to apply in prescribed from for temporary connection.

H.16. Security at prescribed rate shall have to be deposited in advance prior to connection.

H.17. All transformers, switch gears, panel board, meters and other electrical equipment shall be placed at least 1.5 meters above the plinth level.

I. REQUIREMENT OF WATER CONNECTION:

I.1. No water supply system shall be installed in a new building until a permit for such work has been issued by the Authority. The addition or alteration of the existing water supply facilities in a building shall also require a permit for their installation.

I.2. The application in the prescribed form shall have to be submitted at least 30 (thirty) days before the date of actual requirement of water.

I.3. The applicant has to construct his own underground/over head reservoir, install pump, float valve, etc. at his own cost before applying for connection.

I.4. Necessary water meter, as approved by the Authority, has to be arranged by the applicant at his own cost. The water meter shall be kept sealed and it shall always be available to the representative of Authority for checking and billing purpose. Without any meter, water connection can be given only when the consumer agrees to pay at flat rates, as decided by the Authority, for consumption.

I.5. For a new connection, non-refundable connection fee, as decided by the Authority, shall have to be paid.

I.6. Security at prevailing rate shall have to be deposited in advance prior to connection.

I.7. Cost of laying the service line from the water main to the meter chamber of the consumer, to be located within the plot in a suitable place, shall be borne by the consumer.

I.8. Connection fee, cost of laying service line such other charges, as may be specified shall be payable by the consumer in advance.

I.9. Authority reserves the right to fix water tariff for EPZ's/EZ's consumers & revise the same as and when required and the consumer shall have to abide by the water tariff fixed by Authority and pay the charges accordingly.

I.10. If a consumer fails to pay bills for a period of 3 (three) months or more, the connection may be disconnected. The connection may be restored only after due payment of arrear bills along with reconnection fees, as decided by Authority.

I.11. In case any unauthorized water connection is detected, Authority may cut off said connection without any notice. Connection of the defaulting consumer may also be given

after payment of outstanding bill, reconnection fee & other charge etc. as determined by Authority.

J. REQUIREMENT OF GAS CONNECTION:

1. a. The application in letter head pad of the company shall have to be submitted at least 3(three) months before the date of actual requirement of gas.

b. The applicant has to appoint an enlisted contractor of gas company who will prepare a plan as per gas requirement of the consumer and will submit the plan along with other necessary documents to BEPZA's Zone Office, Zone Office than forward the application form, plan and other necessary documents to gas company. One inspector from Gas Company will than visit the premises where the gas is required by the applicant. Finding everything in order the contractor engaged by the consumer will be allowed to do the installation work. After completion of the installation work, the gas contractor will submit a completion report and inform to the gas company for necessary inspection and gas connection. The gas company than inspect and check all the works done by the contractor. Finding everything as per regulation of Gas Company. The company will test the line. If the rest result is satisfactory, the gas company will issue CMS unit and installed the same at the consumer's premises.

Cost of laying the gas line from the gas main to the consumer's premises shall be borne by the consumer.

Connection fee, cost of laying gas line and security money at prescribed rate fixed by BEPZA & Gas Company shall have to be deposited in advance prior to gas connection.

K. APPROVAL OF CONTRACTOR

Foreign investors interested to construct factory building in the zone most of the time do not know the rates of construction materials in Bangladesh, as a result investors may be misguided or cheated by the local contractors or a person who is not concerned about the construction work and therefore adverse reactions may create among the investors.

To help investors in constructing their own factory building with reasonable rates, investors are advised to take approval for appointment of contractor in specified form before starting the work.

It may be mentioned here that no work shall start before the approval of plan of the factory building and also approval of the contractor.

Annexure-01:

Maximum Limit of Effluent Parameters to be discharged by Individual Investor & Service Provider responsible for CETP in BEPZA EZ

Name of Parameters	Maximum Limit for pre- treated effluent by Investors	DoE Standard as per ECR'1997 / Limits of Discharged Water by Service Provider	Additional Charged to be imposed for treatment on Investors (If not done by investors)	Remarks
Total Dissolved Solids (TDS)	4000 mg/l	2100 mg/l	5 % Extra to be Charged per 100 mg/l	
Chemical Oxygen Demand (COD)	800 mg/l	200 mg/l	5 % Extra to be Charged per 100 mg/l	
Biological Oxygen Demand (BOD)	300 mg/l	50 mg/l	5 % Extra to be Charged per 100 mg/l	
pH	5.0-10	6.0-9.0	5 % Extra to be Charged per excess/less unit pH	
Total Suspended Solids (TSS)	300 mg/l	150 mg/l	5 % Extra to be Charged per 100 mg/l	
Ammonia Nitrogen	70 mg/l	50 mg/l	5 % Extra to be Charged per 100 mg/l	
Heavy Metals	To be collected as Source	as per DoE Standard/Nil		
Grease / Oil	To be collected as Source	as per DoE Standard/Nil		
Color	600 Hazen Unit	....		Treated water may contain Color having 300 Hazen Unit, Maximum

N.B. Rate for effluent treatment would be fixed by BEPZA later on.

General Manager / Project Director ..... EPZ/BEPZA EZ.

Subject: **APPLICATION FOR APPOINTMENT OF CONTRACTOR BY THE INVESTORS IN .....EXPORT PROCESSING ZONE.**

Dear Sirs,

We intend to appoint Messer's ..... of .....as our contractor for the purpose of ....

1. Particulars of the Contractor are given in the attached sheet.

2. We do hereby undertake that we shall ensure good conduct of our contractor as long as he is engaged in our work and we shall take action as advised by BEPZA in case of misbehavior of any kind or indulgence of any unlawful activity by our contractor.

Enclosed: Yours faithfully,

..... (Authorized signature on behalf of the Enterprise)

PARTICULARS OF CONTRACTOR

1. Name & address of the Contractor: .....

2. G.I.R. No.: .....

(Copy of the up to date Income Tax Clearance Certificate to be attached)

3. Municipal Trade License No.: ..... (Copy of the valid trade license to be attached)

4. VAT Registration No.: ..... (Copy of up to date VAT clearance)

5. Whether the contractor executed any work in EPZ (s) under any investor? If yes, please state below: a) Name of the Client: ..... b) Description of the work: ..... c) Date of starting of the work: ..... d) Date of completion of the work: .....

6. Experience of the works executed by the contractor:
..... in last three years (certificate to be attached)

7. List of key technical personnel working in the firm:

8. List & particulars of the shuttering Materials, Equipment's & Machineries.:

9. Class of Enlistment in any other agencies (Certificate to be attached):

10. Bill of Quantities of the items to be executed for the proposed work: (Please attach different sheets if required)

11. I / We do hereby under take that during the period of contractor for execution of work of ..... for M/s. .....
I / we shall be bound to accept any penalty imposed by BEPZA if I/we or my/our agent indulge in any unlawful activity within the EPZ (s)/ BEPZA EZ.

Counter Signature of the Investor Signature of the contractor with seal with seal .....

FORMAT

STRUCTURAL SAFETY CERTIFICATE

TO WHOM IT MAY CONCERN

THIS IS TO CERTIFY THAT THE STRUCTURAL DESIGN OF THIS PROPOSED..... ..... ADDRESS..... FACTORY BUILDING HAS BEEN PREPARED BY ME FOLLOWING BNBC AND ALL OTHER RELEVANT CODE AND I SHALL ALSO TOP SUPERVISE THE IMPLEMENTATION OF THE STRUCTURAL DESIGN DURING BUILDING CONSTRUCTION.

Structural Engineer Signature with seal.....