

BANGLADESH EXPORT PROCESSING ZONES AUTHORITY

Requirement for self Constructed Building
in the Export Processing Zones

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

BANGLADESH EXPORT PROCESSING ZONES AUTHORITY

REQUIREMENT FOR SELF
CONSTRUCTED BUILDING

A. ARCHITECTURAL PLANS :

- A.1. The allottee of plot / plots desiring to construct his building in the Export Processing 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.
- A.2. All drawing should be submitted in four copies (Two copies of the plan would be returned to the applicant after it is approved, one would be returned to the applicant after it is approved, one copy will be sent to respective zone and one copy will be kept in BEPZA head 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. All drawings should be prepared by qualified (minimum graduate) Architect/Engineers Sealed on each drawing mentioning name, qualification & Address etc.

B. COMPULSORY OPEN SPACE REQUIREMENT AROUND THE BUILDING

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

There shall be a lease 40 ft. (12.00 meter) clear open space between the front of building/buildings and the boundary of plot. However, only the guard room and open parking shed may be constructed. Maximum size of the guard room may be increased upto 200 sft. including one attached toilet and having maximum height of 8 ft. Enterprises having area of 1 acre or more may be allowed to have two guard rooms provided they have more than one gate.

B.2. Space at the sides :

There shall be a clear open space of at least 10 ft. (3.00 meter) on either side of the building. Nothing should be constructed within the 10 ft. clear space at both sides of the factory building except walkway a structures underground.

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

There shall be a minimum 15 ft. (4.50 meter) open space between the factory building and near boundary of the plot. However, single storied sub-station room, generator room, transformer room or boiler room may be allowed to construct within 15 ft. open space at the rear side of the building after keeping a walkway of minimum 4 ft. wide al through.

Elevated water tank of maximum 100 sft slab area may be allowed to construct within 15 ft. open space at the back provided there is walkway of minimum 4 ft. width.

An open shed may be allowed to construct over CMS of gas supply not exceeding the height of the boundary wall.

- 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 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 east-west road. 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).
- 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 height of all working areas shall be 10 ft (3.00 meter).
- C.2. Minimum clear height of floor to beams of upper floor shall be 10 ft. (3.00 meter).
- C.3. Number of storied of building can be unlimited.
- C.4. Fire exits from the building shall not be more than 150 ft. (45.00 meter) from any point along the length of travel.
- C.5. Fire extinguishers and emergency fire exits should be provided adequately in the building/buildings.
- C.6. All structures shall be constructed with fire resistant materials.
- 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 :
- | | <u>Persons</u> | <u>1st stair width</u> | <u>2nd stair width</u> |
|------|----------------|------------------------|------------------------|
| 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 100 ft. (30.50 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.
- 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 42 ft. (13.00 meter).
- C.15. Fire resistance material should be used for construction of factory building.
- C.16. 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.17. Each factory should have minimum 20,000 gallons capacity underground water reservoir (including booster pump, water line) and necessary manhole and space for fire pump should be provide over the water reservoir.
- C.18. 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.19. 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 goodown / ware house.
- C.20. There will be no electric connection inside the wire house or goodown and main electric switch should be installed outside the factory building.
- C.21. 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.22. 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.

D. VENTILATION & SANITATION 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 stair.
- 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. Minimum number of water closet shall be as follows :

| | <u>Number of persons</u> | <u>Number of water closet</u> |
|------|--------------------------|-------------------------------|
| 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.6. For every additional 30 persons above 100, one water closet is to be provided.
- D.7. 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.8. 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.9. One washing basin or equivalent washing trough space per 40 persons is to be provided.
- D.10. Where there is exposure to skin contamination with poisonous, infections or irritating materials. One lavatory is to be provided for each 5 persons.
- D.11. There shall be one shower per 15 persons exposed to excessive heat or to contamination with poisonous or irritating materials.
- D.12. There shall be one drinking fountain per 15 persons. The drinking fountain shall not be installed in the toilet room.
- D.13. 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.14. A. Septic tank of adequate size, underground and over head storage tank with float valve and pump for lifting water are to be provided within the premises.

E. STRUCTURAL REQUIREMENT

- E.1. Bearing capacity of soil to be used for designing the structure shall be ascertained by the design engineer to be engaged by the allottee after undertaking actual on the spot, soil test. Results of such tests shall be submitted to BEPZA for statistical purpose.
- 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. All structures are to be designed to withstand a minimum wind velocity of 150 MPH. (242 Km/hr.)
- E.4. ACI code or British Standard Codes of practice may be followed in designing the structures.

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. Proper measures for disposal of industrial wastes, both solid and liquid, are to be taken. BEPZA reserves the right to issue instructions on this issue from time to time.
- G.2. Liquid wastes are to be pre-treated within the premises before these are discharged into the EPZ drains.
- G.3. Proper measures are to be taken against air pollution.

H. REQUIREMENT FOR ELECTRICAL CONNECTION :

- H.1. The consumer shall apply to BEPZA in prescribed form at least 30 (thirty) days before he 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 sub-station 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 locking 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 form 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. 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.2. 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.3. Necessary water meter, as approved by BEPZA, 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 BEPZA 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 BEPZA, for consumption.
- I.4. For a new connection, non-refundable connection fee, as decided by BEPZA, shall have to be paid. No connecting above 51 mm size shall be allowed.
- I.5. 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.6. Connection fee, cost of laying service line such other charges, as may be specified shall be payable by the consumer in advance.
- I.7. In case any unauthorized water connection is detected, BEPZA may out off said connection without any notice. Connection of the defaulting consumer may also after payment of outstanding bill, reconnection fee & other charge etc. as determined by BEPZA.

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 than 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.

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.

General Manager / Project Director
..... EPZ.

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

Dear Sirs,

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

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

3. 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,

.....
(Authorised 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,
Equipments & 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).

Counter Signature of the Investor
with seal

Signature of the contractor with seal