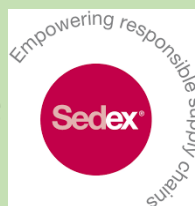




## FACTORY PROFILE

### KNIT GARDEN.

(100% Export Oriented Readymade Knit Garments Manufacture)



Address: Hossain & Co. Road, Police Line, Fatullah , Narayanganj-1400,  
Bangladesh  
Phone: 88-02-01730019411  
E-mail: [bjblob@westapparelltd.com](mailto:bjblob@westapparelltd.com)

## **Introduction:**

KNIT GARDEN. - the name of our company as recognized in BANGLADESH since 2013. We are a professionally managed company engaged in the field of manufacturing, supplying and exporting of high quality garments. Our Company are ready to export top quality Garments around the World. On a regular basis we are preparing ourselves for exporting basic & fashionable knit items for Men's, Ladies and Children's to USA, Europe, Japan, Australia, & New Zealand. We can export quality garments according to the requirements of the Buyers. Our Company has many efficient Staffs & workers who are capable to face any type of challenging shipment.

We combine marketing expertise and creative imagination to deliver designer garments with unique textures, designs and colors. Each garment is exclusively designed as per the changing fashion trends that reflect fine craftsmanship and elegance that suit the aesthetic tastes of our clients all across the globe. We serve our customers with high quality of products along with a wide range of variety of designs and fabrics.

Our production team is highly experienced in the knit production and willing to accept any kind of changes in production to motivate when required by Buyer.

Our team is working with fully computerized truck record with 24 hrs online system. Under our close supervision, quality control & sampling team are always ready to assist our customer as per their requirement.

At WEST APPAREL LTD. empowered people work as a team for sustainable businesses relying upon long-term partnership with customers, quality of products and services, integrity and ethical business practices, and high standards of workmanship.

Our vision is to emerge as the first choice of our stakeholders based on quality of our employees and the products/services we offer.

## **QUALITY:**

Our mission is to be the market leader, in providing cotton knitted garments from Bangladesh to our customers around the globe.

To be a market leader we are committed to produce high quality, sophisticated and deviation free products in our plants and make on time delivery to our customers.

The Quality System shall be adequately resources with competent personnel, suitable premises, up-to-date technology and requisite facilities.

## **KNIT GARDEN AT A GLANCE**

- Year of Establishment: 2013

- Business Category: Apparel manufacturing.
- Company Location: Hossain & Co. Road, Police Line, Fatullah, Narayanganj-1400,
- A total of approximately 550 employees are engaged in production and management.
- Production Floor: 42,000 SFT
- Floor Description: Store, Cutting, Sewing, Finishing.

**Contact Person :**

1. **Mr. Emran Faruq Moin**  
Chairman  
Cell :+88-01711537032  
E-mail :emran@knitgardenbd.com  
Web : [www.knitgardenbd.com](http://www.knitgardenbd.com)
  2. **Engr.Moshiur Rahman( Biplob)**  
CEO  
Cell :+88-02-01730019411  
E-mail :biplob@westapparelltd.com  
Web :[www.westapparelltd.com](http://www.westapparelltd.com)
  3. **Mirza Anisur Rahman (Kanon)**  
Director  
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E-mail :kanon@westapparelltd.com  
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  4. **Al-Amin**  
Manager-Merchandising  
Cell :+88-01764571459  
E-mail : alamin@knitgardenbd.com  
Web :[www.knitgardenbd.com](http://www.knitgardenbd.com)
  5. **Kamrul Hasan Rony**  
Manager-HRAC  
Cell :+88-01719279822  
E-mail : rony@knitgardenbd.com  
Web : [www.knitgardenbd.com](http://www.knitgardenbd.com)
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Country of Export : 70% of total export to Europe. & 30% of total export to USA, Japan & Australia.

**Terms of Payment:** Payment By L/C at sight & TT.

### **Bank**

#### **Premier Bank Ltd**

A/C no- **012011100004926**

Swift Code-PRMRBDDHNRG

Narayangonj Branch, Al joyal Plaza.

56 S.M Maleh Road, Tanbazar ,Narayangonj

### **Certification:**

**We are certified By RSC, OEKO-TEX, amfori BSCI, SEDEX, GOTS and GRS.**

### **Our Running Buyers:**

**We are working with Below Buyers:**

- 1. FUNDAY ==> RUSSIA.**
- 2. FABERLIC, DMR, ACCOLA ==>RUSSIA.**
- 3. KOMEX, BYTOM, ==> POLAND.**
- 4. OCKNIK, ATLANTIC ==> FRENCH.**
- 5. HALLENSTEIN BROTHER ==> AUCKLAND, NEW ZEALAND.**
- 6. JEANSWEST, GLASSONS ==> AUCKLAND, NEW ZEALAND.**
- 7. CRYSTAL KOREA ==> COLOMBIA.**

### **Fabrications:**

Factories are familiar & equipped with handling all types of all Knitted fabrics.

### **Monthly Production Capacity:**

Depending on styles and items production varies from 3, 00,000 pcs to 3, 50,000 pcs.

### **Sample Section :**

Separate unit equipped with necessary machines and manpower. Our Sample room are equipped with all kinds of sewing machine that allow us to make any kinds of Sample supervising with expert technician & sample man and we pass the sample after clearance from our Merchandising & QC team.

### **Pattern Designing :**

Cad & Manual Pattern making in a separate section.

Total no. workers	550	
No. of female workers	282	
No. of male workers	268	
Total no. of lines:	10	
No. of lines per floor/ unit:	5	
No. of floors/unit:	2	
Supervisors per line:	1	
Quality Inspectors per line	3	
No. of line chief:	10	
No. of floor in charge:	2	
No. of P.M:	1	
No. of Fire-Fighters:	125	
No of Doctors	1 (Full Time)	
No. of Nurses	1 (Full Time)	
No. of Welfare officers	1	
No. of other female staff in management	3	
Weekly day off:	1 (Friday)	
Lunch hour:	1	
No. of batches for lunch	2 Time (12.45 - 13.45 & 13.15 – 14.15)	

### **Machinery List:**

Sl. No	Description of Machinery	Set/Qty.	Total Qty	Brand Name	Model No.	Country of origin
01.	PLAIN MACHING	17 Sets	105	BROTHERS	4340	CHINA
02.	PLAIN MACHING	15 Sets		BROTHERS	1110-A	CHINA
03.	PLAIN MACHING	05 Sets		SIRUBA	818-D	CHINA

04.	PLAIN MACH(AUTO)	68 Sets		BROTHERS	700DD403	CHINA
05.	Overlock	57 Sets	82	PEAGASUS	700	CHINA
06.	Overlock	5 Sets		PEAGASUS	800	CHINA
07.	Overlock	13 Sets		PEAGASUS	900	CHINA
08.	Overlock	7 Sets		SIRUBA	514M2-24	CHINA
09.	CYLINDER(LOCK)	33 Sets	52	PEAGASUS	W600	CHINA
10.	CYLINDER(LOCK)	06 Sets		PEAGASUS	W600-P.V	CHINA
11.	CYLINDER(LOCK)	03 Sets		PEAGASUS	W1600-Plas	CHINA
12.	CYLINDER(LOCK)	10 Sets		PEAGASUS	W1600-P.C	CHINA
13.	Nero S/B Lock	01 Sets	02	PEAGASUS	W1600-Plas	JAPAN
14.	Nero S/B Lock	01 Sets		SIRUBA	S 007	JAPAN
15.	FLAT LOCK	03 Sets	8	PEAGASUS	W500	JAPAN
16.	BARTECK	01 Sets	1	JUKI	LK-1900AN-SS	JAPAN
17.	RIB CUTTING	04 Sets	2	PEAGASUS	ZJ-801	CHINA
18.	Over Lock	01 Set	2	JEPSEW	S 007	JAPAN
19.	S/B Lock	01 Set		SIRUBA	C 007K	JAPAN
20.	HOLE	01 Set	2	BROTHERS	LBH-771	JAPAN
21.	HOLE	01 Set		JUKI	LBH-1790S	JAPAN
22.	Cutting Machine	01 Sets	3	KM	KM	JAPAN
23.	Boiler	01 set	1			CHINA
24.	Generator- 300 KVA	01 set	1	PERKINS	P150E(COM-FG WILSON)	England
25.	Numbering machine	05 Sets	5	BLITZ	Textile-2253	ITALY
26.	Washing Machine	01 Set	2	LG	WD-1270 QDT	Thailand
27.	Batton Attas	05 Sets	1	BROTHERS		CHINA
28.	Bartack	01 Set	1	BROTHERS		CHINA

## PART B : HUMAN RIGHTS

### SECTION I: WORKING HOURS, MINIMUM WAGES & OTHER TIME

<b>WORKING HOURS</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	08 (Eight) Hours A Day With Maximum 02(Two) Hours O.T. & Not More Than 60(Sixty) Hours In A Week.
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<b>MINIMUM WAGE</b>	➤ ➤	BDT 12500 /- as per Minimum Wages Gazette of Bangladesh Govt.
<b>OVER TIME RATE</b>	➤ ➤	O.T. Is Paid The Double - Normal X 2. ; Basic/208*O.T. Hours
<b>PAYMENT &amp; PAY DATE</b>	➤ ➤	Wages Are Paid Monthly In Cash Within 7 <sup>th</sup> working Days Of Following Month.
<b>HOLIDAY DAYS &amp; LEAVE</b>		
<b>WEEKLY HOLIDAYS</b>		01 Day (Friday) In A Week.
<b>CASUAL LEAVE</b>		10 Days In A Year with full wages
<b>SICK LEAVE</b>		14 Days In A Year with full wages
<b>EARN LEAVE</b>	➤ ➤	01 Day for every 18 days of work.
<b>FESTIVAL LEAVE</b>		11 Days In A Year with full wages.
<b>LEAVE WITHOUT PAY</b>		
<b>MATERNITY LEAVE</b>		120 Days With Full Pay & Maximum 02 Times During Her Service Life In This Company.
<b>PROBATION PERIOD</b>	➤ ➤	Probation Period Is 3 Months

## SECTION II: FIRE SAFETY & SECURITY IN WORK ENVIRONMENT

### **FIRE SAFETY:**

<b>WRITTEN SAFETY POLICY</b>		We Have a Written Fire Safety Policy, Which Is Posted On The policy board In Each Production Floor.
<b>FIRE INDICATIONS</b>	➤➤	Evacuation Plan, Fire Security Team - Fire Fighting Team + Evacuation Team + Rescuer Team, Fire Safety Policy & First Aid Kit Are Kept in each floor Near Factory Exit. Clearly Instructed In Both Languages (English + Local)
<b>ELECTRICAL FIRE BELL</b>	➤➤	Emergency push bells are installed either side of in production floor.
<b>MANUAL HAND BELL</b>	➤➤	Emergency Manual Bell (Dong bell) Are installed in the exit point of each floor To sound emergency alert alarm.
<b>SMOKE DETECTOR</b>	➤➤	Smoke Detector are installed in floor to detect any smoke generate.
<b>EMERGENCY LIGHT</b>	➤➤	Emergency light is installed in floors & on the exit staircases for sufficient light in case of electricity failure.

<b>EXIT LIGHT</b>		Auto switch on glow type exit light is provided on every exit point to see from the distance. it is connected with IPS Backup.
<b>FIRE EXTINGUISHERS</b>	>>	Fire extinguishers are provided on maximum every 550 Sqf. 3.5 fts height from the ground level. And round red strip line are marked at the eye high to point out from the distance. The area around at ground is marked with the red line to keep the area free all the time. And checked Periodically.
<b>FIRE DRILL</b>	>>	Fire drill is conducted once in a month to keep all workers in practice for safe emergency evacuation. Fire drill exercise observation reports are being kept in register for any learning points.
<b>FIRE HYDRANTS</b>	>>	Fire Hose Rills are installed in both sides in the floor with 40 meters length to reach any corner in the floor.
<b>AISLE MARK</b>	>>	Emergencies Evacuation route plan are marked towards to nearest exit by arrow direction for ease evacuation in case of emergency.
<b>FIRE TRAINING</b>	>>	Among total Workers minimum 30 %of employees are targeted to maintain to train on basic fire extinguishing Training for handling emergency procedure.

### SECTION III: CHILD LABOUR

<b>CHILD LABOUR</b>	>>	Strictly Prohibited
<b>EMPLOYMENT AGE</b>	>>	Minimum 18 Years & Above

### SECTION IV: FORCED LABOUR

<b>FORCED LABOUR</b>	>>	Strictly Prohibited
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### SECTION V: MAJOR HEALTH & SAFETY CONCERN

<b>MATERIAL SAFETY DATA SHEET</b>	>>	*MSDS Are Properly Classified, Filed & Summarized In Local Languages.
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		*Workers Are Trained In Chemical Safety Using MSDS.
<b>HYGIENE</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>* Pure Drinking Water Is Supplied In Each Floor.</li> <li>* Floors Are Cleaned Daily With Disinfectant.</li> <li>* Toilets Are Properly Ventilated And Cleaned Daily With Disinfectant.</li> <li>* Soap &amp; Tissue Paper Are Supplied In Toilets.</li> </ul>

### SECTION VI: ENVIRONMENT POLICY

<b>ENVIRONMENT POLICY</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	We Have An Environmental Policy Which Is Posted On The Wall In Each Production Floor.
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### SECTION VI: WEL FARE

<b>FIRST AID FACILITIES</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>* First Aid Kits Are Put Up On Wall Nearby Each Production Floor.</li> <li>* Our qualified Doctors train First Aid Friends For First Aid.</li> </ul>
<b>MEDICAL</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	Company Provided a Medical Officer & 1 Nurses in the Factory to treatment the factory People. Two medical in house,
<b>BONUS</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	02 (Two) Festival Bonus Shall Be Paid To employees In Each Year. This Bonus Is Paid Festival (e.g; EID).Each Bonus Is Equivalent To Half of Gross Wages.
<b>EL ENCASHMENT</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	Any employee, who does not enjoy portion of earned leave, may en-cash such earned leave in the following year.
<b>WELFARE OFFICER</b>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<p>Total 01 numbers of qualified counselors are appointed as a welfare officer to overcome work related complexities.</p> <p><b><u>Main Objective:</u></b></p> <ul style="list-style-type: none"> <li>* To develop good industrial relation's.</li> <li>* To improve employee morale.</li> <li>* To achieve optimum productivity.</li> </ul>

		<p>* To reduce employee grievance's.</p> <p>* To ensure human rights &amp; legal rights of an employee Concern.</p>
<b>TRAINING &amp; DEVELOPMENT</b>	<p>➤</p> <p>➤</p>	We have a very good training department under HRD to develop our training need within the business on productions, HRD matters, Compliance's issues etc.
<b>TOILET DESCRIPTION</b>	<p>➤</p> <p>➤</p>	Total <b>22</b> toilets in factory. Female - <b>22</b> Male - 20
<b>FRIST AID</b>	<p>➤</p> <p>➤</p>	<b>12 Persons</b>
<b>COMPLAIN BOX</b>	<p>➤</p> <p>➤</p>	<b>10 Pcs</b>
<b>NOTICE BOARD</b>	<p>➤</p> <p>➤</p>	<b>03 Pcs</b>
<b>TOTAL EXITE</b>	<p>➤</p> <p>➤</p>	<b>02 (North &amp; South)</b>
<b>TOAL PC MEMBER</b>	<p>➤</p> <p>➤</p>	<b>12 Persons</b>
<b>Awareness Training</b>	<p>➤</p> <p>➤</p>	Orientation, Company Policy, Grievance Procedure, Health& Safety, Fire fighter, First Aid, Weight Lifting, Chemical handling, Machine Safety, PPE, Expecting Mother, Diseases etc.