

**NHG : STANDARD CONDITIONS OF CONTRACT FOR CONSTRUCTION AND IMPROVEMENT WORKS - SCC.1**

**1. DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

- (1) "Appendix" means the Appendix to this Contract.
- (2) "Conditions" means the Standard Conditions and Particular Conditions (if any) of Contract for Construction Work contained in the Contract and Option Modules specified in the Appendix.
- (3) "Contract" means the Conditions and Appendix, the Specifications, Drawings, Schedule of Rates (if any), Bills of Quantities (if any), the Tender/RFP, Letter of Acceptance, Agreement and such other letters and documents as the parties may expressly identify in writing and agree as forming part of this Contract.
- (4) "Contract Sum" means the lump sum set out in the Letter of Acceptance, and shall be fixed subject only to adjustments expressly provided for in the Conditions.
- (5) "Contractor" means the person or firm or corporation whose Tender/RFP has been accepted by the Employer and includes the Contractor's legal personal representatives and any person to whom the rights or liabilities of the Contractor have been assigned or transferred with agreement in writing of the Employer under Clause 30.1.
- (6) "Construction Equipment" means all equipment, apparatus and things of whatsoever nature required for the execution and completion of both the Temporary Works and the Permanent Works and the remedying of any defects therein, but does not include Plant, materials, goods or work or other things intended to be part of the Works.
- (7) "Contractor's Representative" means the person duly appointed pursuant to Clause 11.2 of the Conditions.
- (8) "Date of Substantial Completion" means the date stated in a certificate issued pursuant to Clause 17.1 or Clause 17.3.

## SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

- (9) “Defect” means any part of the Works not executed provided or completed in accordance with this Contract. For the avoidance of doubt and without limiting the generality of the expression, the term shall be taken to include any item of Plant, material, goods or work incorporated or used in the Works which does not or may not conform to the relevant quality standards or pass the tests prescribed in or to be inferred from this Contract.
- (10) “Defects Liability Period” means the Defects Liability Period set out in the Appendix hereof, calculated from:
- (a) the Date of Substantial Completion of the Works certified by the superintending Officer in accordance with Clause 17; or
  - (b) in the event of more than one Certificate of Substantial Completion having been issued by the Superintending Officer under Clause 17, the respective Dates of Substantial Completion so certified.
- (11) “Drawings” means the drawings referred to in this Contract including such drawings which have been prepared by the Contractor and accepted by the Superintending Officer pursuant to Clause 6.2 and such other drawings as may from time to time be issued or accepted in writing by the Superintending Officer.
- (12) “Employer” means the National Healthcare Group (“NHG”) or any of its subsidiaries, associated or affiliated companies, corporations, joint ventures and partnerships and any entity directly or indirectly controlling or controlled by or under common control with NHG, represented by the NHG Group Purchasing Office and includes any officer or other person authorized by the Company to act on its behalf.
- (13) “Final Account Certificate” means the document issued by the superintending Officer under Clause 32.5.
- (14) “Letter of Acceptance” means the formal acceptance by the employer of the Tender/RFP.
- (15) “Loss and Expense” means :
- (a) the direct relevant costs of labour, Plant, materials, or goods actually incurred; and
  - (b) costs of an overhead nature actually and necessarily incurred on the Site but in either case only in so far as they would not otherwise have been incurred and which were not and should

not have been provided for by the Contractor; and

- (c) fifteen per cent (15%) of any such costs, such fifteen per cent (15%) to be inclusive of and in lieu of any profits, head office or other administrative overheads, financing charges (including foreign exchange losses) and any other costs, loss or expense of whatsoever nature and howsoever arising.
- (16) “Option Module” means an Option Module appearing at the end of the Conditions.
- (17) “Permanent Works” means the works of a permanent nature (including Plant) to be executed in accordance with this Contract.
- (18) “Plant” means machinery, apparatus and the like intended to form or forming part of the Permanent Works.
- (19) “Provisional Sum Items” means items of work which shall only be executed or provided upon instruction(s) in writing by the Superintending Officer who may decide that the work in whole or in part or not at all may be carried out by the Contractor.
- (20) “Rates” means those in the Schedule of Rates or the rates and prices contained in Bills of Quantities, whichever is applicable, including any modifications or additions thereto agreed in writing by the Employer and the Contractor.
- (21) “Site” means the lands and other places on, in, under, over or through which the Works are to be executed or carried out or any other lands or places provided by the Employer for the purposes of this Contract.
- (22) “Specifications” means all specifications contained in this Contract including any modifications or additions thereto as may from time to time be issued or approved in writing by the Superintending Officer.
- (23) “Superintending Officer” means the person, firm or corporation appointed as such by the Employer for the purposes of this Contract.
- (24) “Superintending Officer’s Representative” means the person, appointed from time to time by the Superintending Officer under Clause 2.2.
- (25) “Tender/RFP” means the Contractor’s offer to the Employer to design (to the extent provided for by this Contract), execute and complete the Works for a lump sum as accepted by the Letter of Acceptance.

- (26) “Temporary Works” means all works of a temporary nature of every kind (other than Construction Equipment) required or provided in or about the execution of the Works and the remedying of any defects therein.
- (27) “Time for Completion” means time(s) for the completion of the Works or any phase or part of the Works set out in the Letter of Acceptance or Appendix subject to such extension(s) of time (if any) as the Contractor may be allowed under this Contract.
- (28) Works” means the Temporary Works and the Permanent Works, and where the context requires, a phase or part of the Works.

## **1.2 Singular and Plural**

Unless the context otherwise requires, words importing the singular also include the plural and vice versa and words of one gender include all other genders.

## **1.3 Headings and Marginal Notes**

The headings and marginal notes in the Conditions are for convenience of reference only and shall not be deemed to be part of the Conditions or be taken into consideration in the interpretation or construction of the Conditions or of this Contract.

## **1.4 Joint and Several Liability**

If the Contractor is a joint venture partnership, the individual partners or companies comprising the Contractor shall be deemed jointly and severally liable to the Employer under this Contract.

## **2. SUPERINTENDING OFFICER AND SUPERINTENDING OFFICER'S REPRESENTATIVE**

### **2.1 Superintending Officer's Authority**

- (a) The authority of the Superintending Officer shall be that stated in or necessarily to be implied from this Contract. Any limitations on the authority of the Superintending Officer are set out in the Appendix.
- (b) Except as expressly stated in this Contract, the Superintending Officer shall have no authority to relieve the Contractor of any of his obligations under this Contract.

## **2.2 Superintending Officer's Representative**

The Superintending Officer's Representative shall be appointed by and be responsible to the Superintending Officer and shall carry out such duties and exercise such authority as may be delegated to him by the Superintending Officer under Clause 2.3.

## **2.3 Superintending Officer's Authority to Delegate**

The Superintending Officer may from time to time delegate to the Superintending Officer's Representative any of the duties or functions vested in the Superintending Officer other than those listed in the Appendix pursuant to Clause 2.1 and he may at any time revoke such delegation. Any such delegation or revocation shall be in writing and shall not take effect until a copy of such delegation and/or revocation has been delivered to the Contractor. Any act done by the Superintending Officer's Representative in accordance with such delegation shall have the same effect as though it had been done by the Superintending Officer. PROVIDED THAT:

- (1) any failure of the Superintending Officer's Representative to disapprove any Plant, materials, goods or work shall not prejudice the authority of the Superintending Officer to disapprove such Plant, materials, goods or work and to give instructions for the rectification of any such Plant, materials, goods or work;
- (2) if the Contractor disputes any act of the Superintending Officer's Representative, he shall refer the matter to the Superintending Officer who shall confirm, reverse or vary (as the case may be) the act or decision of the Representative.

## **2.4 Appointment of Assistants**

The Superintending Officer or the Superintending Officer's Representative may appoint in writing any number of persons to assist the Superintending Officer's Representative in the carrying out of his duties under Clause 2.2. The Contractor shall be notified in writing of the names, duties and authority (if any) of such assistants. Unless authorised in writing by the Superintending Officer, such assistants shall have no authority to issue any instructions to the Contractor save insofar as such instructions may be necessary to enable them to carry out their duties and to secure that the Plant, materials, goods or work are in accordance with this Contract.

## **2.5 Instructions by Superintending Officer**

Instructions given by the Superintending Officer shall be in writing.

PROVIDED THAT if for any reason the Superintending Officer considers it necessary to give any such instruction(s) orally, the Contractor shall comply with such instruction(s). Confirmation in writing of such oral instruction(s) given by the Superintending Officer, whether before or after the carrying out of the instruction(s), shall be deemed to be instruction(s) within the meaning of this Clause. PROVIDED FURTHER THAT if the Contractor, within seven (7) days, confirms in writing to the Superintending Officer any oral instruction(s) of the Superintending Officer and such confirmation is not contradicted in writing within seven (7) days by the Superintending Officer, it shall be deemed to be instruction(s) of the Superintending Officer. The provisions of this Clause shall equally apply to instructions given by the Superintending Officer's Representative and any assistants of the Superintending Officer or the Superintending Officer's Representative appointed pursuant to Clause 2.4.

## **2.6 Failure to Comply with Superintending Officer's Instructions**

If the Contractor, after receipt of instruction(s) from the Superintending Officer or the Superintending Officer's Representative, fails to comply with it within fourteen (14) days [or within such period as may be stipulated in the instructions]:

- (1) the Employer may employ and pay other persons to do whatever may be necessary to give effect thereto and may recover the amount of any costs, losses and expenses and damage incurred or suffered in connection therewith;
- (2) the amount of any other losses or damage suffered or incurred by the Employer as a result of the Contractor's default shall be recoverable from the Contractor.

## **2.7 Urgent Repairs**

If by reason of any accident or failure or other event occurring to or in connection with the Works, either during the execution of the Works or during the Defects Liability Period, any remedial or other work shall be in the opinion of the Superintending Officer be urgently necessary and the Contractor is unable or unwilling at once to do such remedial or other work, the Superintending Officer may authorise the carrying out of such remedial or other work by a person other than the Contractor. If the remedial or other work so authorised by the Superintending Officer is work which in the opinion of the Superintending Officer the Contractor was liable to do or for which he was otherwise responsible under this Contract, the amount of any costs, losses, expenses or damage incurred in carrying out the same shall be recoverable by the Employer from the Contractor.

## **2.8 No Obligation to Exercise Powers**

- (1) The Superintending Officer, the Superintending Officer's Representative or any assistant appointed pursuant to Clause 2.4 shall at no time be under any obligation or duty to the Contractor either on behalf of the Employer or his own account to exercise or not to exercise any of his powers under this Contract, nor shall any failure to do so on his part in any way prejudice the rights of the Employer against the Contractor or render the Employer liable to the Contractor.
- (2) The provisions of this Clause shall not affect the liability of the Employer for any act or omission of the Superintending Officer, the Superintending Officer's Representative or any assistant appointed pursuant to Clause 2.4 acting on behalf of the Employer within the scope of the authority conferred on that person.

## **3. CONTRACT DOCUMENTS**

### **3.1 Contract Documents to be Taken as Mutually Explanatory**

The several documents forming this Contract are to be taken as mutually explanatory of one another but in the event of any conflict or inconsistency between the Conditions and the other documents forming this Contract, the Conditions shall be given precedence. Within the Conditions, the Particular Conditions, if any, shall be given precedence.

### **3.2 Custody and Supply of Drawings and Documents**

- (1) The Drawings shall remain in the sole custody of the Superintending Officer but four (4) copies of the Drawings shall be provided to the Contractor free of charge. The Contractor shall make at his own cost any further copies required by him. Unless it is strictly necessary for the purposes of this Contract, the Drawings, Specifications and other documents provided by the Employer or the Superintending Officer shall not, without the consent of the Superintending Officer, be used or communicated to a third party by the Contractor.
- (2) The Contractor shall supply to the Superintending Officer six (6) copies of all Drawings, Specifications and other documents submitted by the Contractor and accepted by the Superintending Officer in accordance with Clause 6.2, together with a reproducible copy of any material which cannot be reproduced to an equal standard by photocopying. In addition the Contractor shall supply such further copies of such Drawings, Specifications and other documents as the Superintending Officer may request in writing for the use of the

Employer, who shall pay the cost of such copies.

### **3.3 Drawings to be Kept on Site**

One (1) copy of the Drawings, provided to or supplied by the Contractor as aforesaid, shall be kept on the Site by the Contractor and the same shall at all reasonable times be available for inspection and use by the Superintending Officer and by any other person authorised by the Superintending Officer in writing.

### **3.4 Need for Further Drawings**

The Contractor shall give adequate notice in writing to the Superintending Officer:

- (1) of any further drawing, specification or other information which the Superintending Officer is required to provide under this Contract;
- (2) of any drawing, specification, instruction or other information which is required by any specific time, whenever the planning or execution of the Works is likely to be delayed or disrupted by its lack, and whether or not the need for it is shown on any programme accepted by the Superintending Officer under Clause 9.3.

The notice shall also state the consequences in terms of delay to the progress or completion of the Works or any part of the Works and any financial consequences should the Superintending Officer not comply with any of the requirements of the notice. The Superintending Officer shall on receipt of the notice comply with its requirements, provided that it is given in sufficient time for the Superintending Officer reasonably to prepare and issue the information required.

### **3.5 Further Supplementary Drawings etc. and Instructions**

The Superintending Officer shall issue to the Contractor, from time to time, such further or revised drawings, specifications or instructions as may in his opinion be necessary for the purposes of the execution and completion of the Works. The Contractor shall carry out and be bound by the same.

### **3.6 Discrepancies**

In the event of any discrepancies in the drawings or specifications or between the drawings and the specifications or any other documents pertaining to this Contract, the interpretation and the decision of the Employer shall be final and binding on both parties.



### **3.7 Delay and Time**

If :

- (1) the Contractor shall have duly given notice pursuant to Clause 3.4 and if the Superintending Officer shall not have complied with any of its requirements; or
- (2) the Superintending Officer shall not have issued any further or revised drawing specification or instruction as required by Clause 3.5,

and if thereby the progress or completion of the Works or any part of the Works has been materially affected then, subject to compliance by the Contractor with Clauses 14, 23 and 32, the Superintending Officer may grant an extension of time pursuant to Clause 14.2 and may certify pursuant to Clause 32 such sum as may be reasonable in respect of any Loss and Expense incurred by the Contractor.

### **3.8 Protection and Non-Disclosure Of Information**

Except with the consent in writing of the Employer, the Contractor shall not disclose this Contract or any provision thereof, or any specification, plan, drawing, pattern, sample or information issued or furnished by or on behalf of the Employer in connection therewith to any person, other than a person employed or engaged by the Contractor in carrying out this Contract or any approved sub-contractor, supplier or other person concerned with the same.

## **4. GENERAL OBLIGATIONS OF THE CONTRACTOR**

### **4.1 Contractor's General Responsibilities**

The Contractor shall, with due care and diligence, design (to the extent provided for by this Contract), execute and complete the Works and remedy any defects in the Works in accordance with the provisions of this Contract and to the satisfaction of the Superintending Officer. The Contractor shall provide all superintendence, labour, Plant, Construction Equipment, materials, goods and all other things, whether of a temporary or permanent nature required in and for such design, execution, completion of the Works and remedying of any Defect. Nothing in this Clause shall affect the Contractor's responsibilities under common law to complete the Works.

### **4.2 Site Operations and Methods of Construction**

The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations and methods of construction. PROVIDED THAT the Contractor shall not be responsible (except as stated hereunder or as may

be otherwise agreed in writing between the Employer and the Contractor) for the design of the Permanent Works or for the design of any Temporary Works not prepared by the Contractor or by any sub-contractor or supplier.

#### **4.3 Contractor's Responsibility for Subcontractors**

Save as otherwise expressly provided in this Contract, the Contractor shall make good any damage, loss or injury suffered by the Employer by reason of any breach of contract, repudiation, default or failure, whether total or partial, on the part of any subcontractor or supplier whether nominated or privately engaged by the Contractor, and shall indemnify the Employer against all and any losses, expenses, costs, damages, liabilities or claims arising therefrom.

#### **4.4 Responsibility for Identifying Ambiguities, Discrepancies, etc**

- (1) The Contractor shall forthwith notify the Superintending Officer in writing of any ambiguity, discrepancy, conflict, inconsistency or omission in or between any of the Contract documents that may at any time be found. The Superintending Officer insofar as it may affect the execution or completion of the Works shall then explain and adjust it and may issue to the Contractor instruction(s) so as to resolve the ambiguity, discrepancy, conflict, inconsistency or omission. If, in the opinion of the Contractor, compliance with any such instruction(s) is likely to or has involved the Contractor in any Loss and Expense which could not have been reasonably foreseen by an experienced contractor (assuming a diligent perusal of the documents submitted prior to Contract), the Contractor shall forthwith notify the Superintending Officer in writing and subject to compliance by the Contractor with Clauses 14, 23 and 32, the Superintending Officer may grant an extension of time pursuant to Clause 14.2 and may certify pursuant to Clause 32 such sum as may be reasonable in respect of such Loss and Expense.
- (2) In the event that instructions issued by the Superintending Officer to resolve such ambiguity, discrepancy, conflict, inconsistency or omission result in a reduction of the Contract Sum, such reduction shall be determined in accordance with Clause 20 and the Superintending Officer shall be entitled to reduce any valuation of the Works made under Clause 32 accordingly.
- (3) Nothing in clause 4.4(1) or this Contract shall entitle the Contractor to an extension of time or Loss and Expense or any other compensation or remedy whatsoever (whether pursuant to this Contract or as damages or otherwise in law) for any ambiguity, discrepancy, conflict, inconsistency or omission in any of the documents which could have been found prior to the date of the Letter of Acceptance and the

Contractor shall be deemed to have found it and to have entered into this Contract with full knowledge of it and of any resolution of it.

#### **4.5 Security Deposit**

- (1) Within fourteen (14) days of the Letter of Acceptance, the Contractor shall deposit with the Employer an amount equal to five per cent (5%) of the Contract Sum as and by of security for the due performance of and observance by the Contractor of his obligations under this Contract.
- (2) The Contractor may, in lieu of the cash deposit in Clause 4.5(1) and for the same purposes, provide a guarantee for an equivalent amount from a bank or insurer approved by the Employer and in the prescribed form.
- (3) The term “Security Deposit” shall hereafter refer to:
  - (a) the cash deposited under Clause 4.5(1); or
  - (b) the cash proceeds of any or all demands on the guarantee provided pursuant to Clause 4.5(2).

The Employer may utilise the Security Deposit to make good any loss or damage sustained or likely to be sustained as a result of any breach of contract whatsoever by the Contractor, including any liquidated damages. If the amount of the Security Deposit utilised by the Employer to make good any such loss or damage is found to be greater than the amount of loss or damage actually sustained by the Employer, then the Employer shall pay the balance of the amount utilised by the Employer without the addition of interest to the Contractor or to the bank or insurer, as the case may be, upon issue of the Final Completion Certificate. Where the Security Deposit is made in cash, the Employer shall pay to the Contractor the unutilised amount without interest upon the issue of the Final Completion Certificate.

- (4) The provisions of this Clause shall not affect the rights and remedies expressly reserved herein to the Employer or bar the Employer from claiming losses expenses, costs or damages incurred or sustained or likely to be sustained by the Employer as a result of any breach of contract of whatsoever nature by the Contractor.

#### **4.6 Sufficiency of Tender/RFP**

Subject to Clause 5.2, the Contractor shall be deemed to have satisfied himself before submitting the Tender/RFP as to the correctness and sufficiency of the

Tender/RFP which shall be deemed to cover all his obligations under this Contract and all matters and things necessary for the proper construction and completion of the Works.

#### **4.7 Patents, Trademarks, Copyrights, etc**

The Contractor shall defend, indemnify and save harmless the Employer from and against all claims and proceedings for or on account of infringements of any patent rights, design, trademark name or copyright or other intellectual property rights in respect of any Construction Equipment, Plant, materials, goods or design (submitted by the Contractor pursuant to his obligations under this Contract) used for or in connection with or for incorporation in the Works and from or against all losses, expenses, costs, demands or liabilities, whether direct or indirect or damages whatsoever in respect of such claims or proceedings or in relation thereto, except where such infringement results from compliance with the design or Specifications provided by the Superintending Officer.

### **5. INSPECTION OF SITE**

The Contractor shall be deemed to have visited, inspected and examined the Site and its surroundings and satisfied himself before submitting the Tender/RFP as to the local conditions, the form and nature of the Site, the accessibility, the full extent and character of the operation, the supply of and conditions affecting labour and materials, the transportation of labour, materials, equipment etc and in general to have obtained for himself all necessary information as to risks, contingencies and all other circumstances influencing the Tender/RFP, as no claim on the ground of want of knowledge in this respect shall be entertained.

### **6. PERMANENT WORKS DESIGNED BY THE CONTRACTOR**

#### **6.1 Contractor's Design Responsibility**

Where this Contract expressly provides that the whole or any part of the Permanent Works shall be designed by the Contractor, he shall be fully responsible for the suitability, adequacy, integrity, durability and practicality of the design as set out in the Drawings, Specifications, manuals, calculations and other information submitted for the acceptance of the Superintending Officer under Clauses 6.2 and 6.3, including any subsequent amendment of such design.

#### **6.2 Submission of Documents Prior to Commencement**

Where the Contract expressly provides that the whole or any part of the

Permanent Works shall be designed by the Contractor, the Contractor shall not proceed with the execution of the same until he has submitted to the Superintending Officer such Drawings, Specifications, manuals, calculations and other information as shall be necessary to demonstrate the suitability, adequacy, integrity, durability and practicality of such design and the Superintending Officer has issued his acceptance in writing of such design. Acceptance by the Superintending Officer of such submission shall not relieve or in any way limit the responsibility of the Contractor under Clause 6.1.

### **6.3 Submission of Documents after Completion**

Upon the Date of Substantial Completion (or the latest Date of Substantial Completion if there is more than one Date of Substantial Completion), the Contractor shall submit for the acceptance of the Superintending Officer, operation and maintenance manuals together with Drawings of the Permanent Works designed by the Contractor as completed in sufficient detail to enable the Employer to operate, maintain, dismantle, reassemble and adjust the Permanent Works incorporating such design.

### **6.4 Amendment and Modification of Accepted Design**

The Superintending Officer may instruct the Contractor at any time, before, during or after the execution or completion of the Works to amend or modify the design provided by the Contractor in respect of any deficiency of any kind or nature discovered by the Superintending Officer and to carry out such work as is necessary to give effect to such amended or modified design in accordance with the Superintending Officer's instruction(s). All work necessary (including re-design work) or variations required as a result of such instruction(s) and their costs shall be the entire responsibility of and shall be borne by the Contractor.

## **7. NOTICES AND FEES**

### **7.1 Generally**

The Contractor shall comply with and give notices required by any law, regulation or by-law, or by any public authority or public service company, relating to the Works or, in the case of a public authority or public service company, with whose systems the same are or will be connected. The Contractor shall pay and indemnify the Employer against any fees or charges imposed by law regulation or by-law, or by any public authority or public service company in respect of the Works.

## **7.2 Variations Arising from Compliance**

The Contractor shall, before making any variation from the Drawings and Specifications necessitated by the compliance with Clause 7.1, give to the Superintending Officer notice in writing specifying and giving the reasons for such variation and applying for instructions in reference thereto. PROVIDED THAT if the Contractor does not receive instructions from the Superintending Officer within seven (7) days from the date of the receipt of his application by the Superintending Officer, he shall proceed with the Works conforming to the laws, regulations, by-laws or requirements of the public authority or public service company in question. Any variation necessitated as aforesaid which could not have been reasonably foreseen by an experienced contractor at the time of submission of the Tender/RFP (and if it is not required by or in consequence of any deficiency or fault in the design of any part of the Works for which the Contractor is responsible under the Contract) shall be deemed to be a variation under Clause 19 and dealt with as such.

## **7.3 Cost of Compliance**

The Contractor shall be wholly responsible for compliance with the requirements of any law, regulation, by-law or public authority as stipulated in Clause 7.1 notwithstanding that such written law is enforced by the Employer or that such public authority is, or is part of, the Employer. The Employer shall be deemed not to be responsible nor liable for:

- (1) any costs imposed by any requirements of any law, regulation, by-law or public authority; or
- (2) any default or delay by any public authority in the enforcement or implementation of any law, regulation or by-law.

## **8. SETTING OUT**

### **8.1 Accurate Setting Out**

The Contractor shall be responsible for :

- (1) the accurate setting out of the Works in relation to the original points, lines and levels of reference given by the Superintending Officer in writing;
- (2) the correctness of the position, levels, dimensions and alignment of all parts of the works; and
- (3) the provision of all necessary instruments, equipment, apparatus and

labour in connection with the foregoing responsibilities.

## **8.2 Errors in Setting Out**

If at any time during the execution of the Works, any error appears in the position, levels, dimensions or alignment of any part of the Works, the Contractor, on being required so to do by the Superintending Officer shall, at his own cost, rectify such error to the satisfaction of the Superintending Officer.

## **9. PROGRAMME FOR THE WORKS**

### **9.1 Programme to be Furnished**

- (1) Within thirty (30) days after the date of the Letter of Acceptance or such other time as the Superintending Officer may reasonably require, the Contractor shall submit to the Superintending Office a programme for the Works in the form and in compliance with the requirements specified in this Contract or otherwise required in writing by the Superintending Officer. The Contractor shall, whenever required by the Superintending Officer, furnish him with such further particulars and information as the Superintending Officer may reasonably require for the purpose of determining the acceptability of the programme for the Works.
- (2) Within thirty (30) days of receiving the programme and any further particulars and information required in relation to it, the Superintending Officer shall notify the Contractor in writing if it is accepted or unacceptable. If the Contractor is not so notified, the programme shall be deemed to be accepted.
- (3) If the programme is not acceptable to the Superintending Officer, he shall notify the Contractor (in writing) of his reasons for rejecting it and the Contractor shall within fourteen (14) days of receiving such notification submit a programme acceptable to him. Subject to Clause 31.1, the Superintending Officer shall within a further fourteen (14) days of the submission of such further programme notify the Contractor in writing whether such further programme is accepted or unacceptable. If the Contractor is not so notified, such further programme shall be deemed to be accepted. If it is not acceptable, then the same procedure as set out above shall apply.

## **9.2 Revision of Programme**

Should it appear to the Superintending Officer at any time that the actual progress of the Works does not conform with the programme accepted under Clause 9.1, the Superintending Officer may instruct (in writing) the Contractor to supply additional particulars or submit a revised or modified programme (or both) in order to show and to ensure completion of the Works within the Time of Completion. The Contractor shall comply with such instruction(s) within seven (7) days or such other period as the Superintending officer may specify in the instruction(s).

## **9.3 Acceptance of Programme**

The acceptance by the Superintending Officer of the programme or of any revised or modified programme shall not relieve the Contractor of any of his obligations to execute and complete the Works in accordance with the Contract and by the Time of Completion, and such acceptance shall not be construed as the grant of an extension of time under Clause 14.2 or as a waiver of or fetter on the exercise by the Superintending Officer of his powers under Clause 15 or as termination by the Employer or the Superintending Officer under Clause 31.

## **9.4 Failure to Submit Adequate Programme**

In the event that the Contractor fails to comply with Clauses 9.1 and/or 9.2, without prejudice to any other rights and remedies which may be available to the Employer or the Superintending Officer, the Superintending Officer shall have the power to certify that ten per cent (10%) of all moneys that may be due to the Contractor as interim payments be retained by the Employer, in addition to such other retentions as may be allowed under the terms of this Contract, until such time that the Superintending Officer is satisfied that the Contractor has complied with the requirements of Clauses 9.1 and/or 9.2. The amount retained by the Employer shall only be released to the Contractor, without interest, upon a certificate by the Superintending Officer that it may be paid.

# **10. QUALITY IN CONSTRUCTION**

## **10.1 Plant, Materials, Goods and Workmanship**

All Plant, materials, goods and workmanship shall be:

- (1) of the respective kinds described in the Contract and in accordance with the instructions of the Superintending Officer; and
- (2) subjected from time to time to such tests as the Superintending Officer



may by instruction require at the place of manufacture, fabrication or preparation, or on the Site or at such other place or places as may be specified in this Contract, or at all or any of such places.

**10.2 Contractor to Provide Everything Necessary for Testing**

The Contractor shall provide everything necessary as are required for examining, measuring and testing any Plant, materials goods or workmanship and shall supply samples of materials, before incorporation in the Works, for testing as may be selected and required by the Superintending Officer.

**10.3 Cost of Samples**

Save as otherwise expressly provided in this Contract, samples shall be supplied by the Contractor at his own cost.

**10.4 Cost of Test**

The cost of making any test required by the Superintending Officer shall be borne by the Contractor if the need for such a test is provided in this Contract (unless this Contract provides otherwise) or if the test is in the opinion of the Superintending Officer required in consequence of some prior failure or breach of contract or other default of the Contractor. The cost of making any test which is not so required shall be borne by the Contractor only if the test shows that the relevant Plant, materials, goods or workmanship were not in accordance with this Contract or did not meet the Superintending Officer's instructions or satisfaction. If the test shows otherwise then, subject to compliance by the Contractor with Clauses 14, 23 and 32, the Superintending Officer may grant an extension of time pursuant to Clause 14.2 and may certify pursuant to Clause 32 the cost of the test and/or for any Loss and Expense which the Contractor may have incurred as a result of such test. The cost of the test shall be valued in accordance with Clause 20 as if it were a variation ordered under Clause 19 but shall not otherwise be construed as variation to the Works for the purposes of Clause 19 or Clause 20.

**10.5 Examination and Measurement of Works before Covering Up**

No Works shall be covered up or put out of view without the approval of the Superintending Officer or the Superintending Officer's Representative and the Contractor shall afford full opportunity for the Superintending Officer or the Superintending Officer's Representative to examine and measure any of the Works which is about to be covered up or put out of view. The Contractor shall give due notice to the Superintending Officer's Representative whenever any such Works are ready or about to be ready for examination and the Superintending Officer's Representative shall without unreasonable delay,

unless he considers it unnecessary and advises the Contractor in writing accordingly, attend for the purpose of examining and measuring such Works. If the Contractor shall fail and/or neglect to comply with the provisions of this Clause:

- (1) the Superintending Officer may require the Contractor to uncover any part or parts of the Works or to do all such things as are necessary for the Superintending Officer or the Superintending Officer's Representative to inspect the Works as constructed and the cost of such requirements as directed by the Superintending Officer shall be borne by the Contractor whether or not such part or parts uncovered are found to be executed in accordance with the Contract and the Contractor shall not be entitled to any extension of time for any delay thereby caused; and
- (2) the additional cost of any measures or requirements carried out by or directed by the Superintending Officer shall be borne by the Contractor.

#### **10.6 Uncovering and Making Openings**

The Contractor shall uncover any part or parts of the Works or make openings in or through the same as the Superintending Officer may from time to time instruct in writing and shall reinstate and make good such part or parts to the satisfaction of the Superintending Officer. If any such part or parts have been covered up or put out of view after compliance with the requirements of Clause 10.5 and are found to be executed in accordance with the Contract, then subject to compliance by the Contractor with Clauses 14, 23 and 32, the Superintending Officer may grant an extension of time pursuant to Clause 14.2, and may certify pursuant to Clause 32 such sum as may be reasonable to cover the costs of uncovering, making openings in or through, reinstating and making good the same and any Loss and Expenses shall be borne by the Contractor and the Contractor shall also not be entitled to any extension of time for any delay caused by such instruction.

#### **10.7 Defects During the Progress of the Works**

If the Superintending Officer during the progress of the Works finds any Defect, he may instruct the Contractor in writing to do any or all of the following:

- (1) To demolish and reconstruct any work so that it is in accordance with this Contract.

- (2) To remove from or not to bring to the Site any materials or goods which, in the opinion of the Superintending Officer, are or may not be in accordance with this Contract and to replace such materials or goods with materials or goods which are in accordance with this Contract.
- (3) To remove from the Site any Plant which, in the opinion of the Superintending Officer, is not or may not be in accordance with this Contract and to provide Plant which is in accordance with this Contract by the provision of new or alternative or repaired Plant.

The Superintending Officer's instruction(s) may specify the time or times within which the Contractor is to comply with the instruction(s). If the Contractor disputes the instruction(s) of the Superintending Officer, he shall nevertheless comply with it but he may take action in accordance with and subject to Clauses 14, 23, 32 or 34. If the Superintending Officer or an arbitrator should decide that the Superintending Officer was not justified either wholly or in part in giving the instruction(s) then provided that the Contractor shall have complied with Clauses 14, 23 and 32, the Superintending Officer may certify (or the arbitrator may award) any Loss and Expense incurred by the Contractor and may grant an extension of time pursuant to Clause 14.2.

#### **10.8 Default of Contractor in Compliance**

If the Contractor should fail or refuse to comply with any instruction(s) of the Superintending Officer pursuant to Clause 10.7, the Employer shall be entitled without prejudice to any other rights and remedies which it may have under the law, to employ and pay others to carry out the subject-matter of the instruction(s) and the amount of any losses, expenses, costs or damages suffered or incurred by the Employer shall be recoverable from the Contractor.

### **11. ADMINISTRATION**

#### **11.1 Days and Hours of Working**

Subject to any provision to the contrary contained in this Contract, no work shall be carried out during the night or on Sundays or on public holidays without the written permission of the Superintending Officer except when such work is rendered unavoidable or necessary for the saving of life or property or for the safety of the Works, in which case the Contractor shall inform the Superintending Officer at the earliest possible opportunity of the same. For the purposes of this Clause, the term "night" shall mean the period from 7.00 p.m. to 7.00 a.m.

### **11.2 Contractor's Representative**

- (1) The Contractor shall appoint a competent and authorised person to represent him (hereinafter called the "Contractor's Representative") and shall notify in writing the Employer and the Superintending Officer of the name of such person. The Contractor's Representative shall be constantly on the Site during normal working hours and shall give his whole time to the superintendence of the Works including the remedying of any Defects after the Date of Substantial Completion. Any instruction(s) given to him by the Superintending Officer shall be deemed to have been given to the Contractor.
- (2) The Superintending Officer shall be empowered to object to the appointment or employment or continued employment of any person appointed or employed as the Contractor's Representative and upon receipt from the Superintending Officer of a notice of objection in writing, the Contractor shall forthwith remove him from the Site PROVIDED ALWAYS that the Superintending Officer shall not issue such a notice of objection unreasonably or vexatiously.

### **11.3 Removal of Workmen and Other Personnel**

The Contractor shall use or employ in and about the execution of the Works only such persons as are careful, skilled and experienced in their respective vocations, trades and calling and the Superintending Officer shall be at liberty to object to and require the Contractor to remove immediately from the Works any such person employed by the Contractor in or about the execution of the Works who in the opinion of the Superintending Officer misconducts himself or is incompetent or negligent in the proper performance of his duties and whose continued presence is undesirable or unacceptable. Such persons shall not be again used or employed upon the Works without the prior written permission of the Superintending Officer.

### **11.4 Employment of Illegal Immigrants**

- (1) The Contractor shall ensure that no illegal immigrants shall be employed by him or any Sub-Contractors in the execution of any part of the Works and if any illegal immigrant is found to be so employed, the Employer shall, notwithstanding any other provision of this Contract, be entitled to withhold any payment due to the Contractor for a period of two (2) months and the Employer shall not be liable for any losses or damages suffered by the Contractor as result of any payment being so withheld.
- (2) For the purpose of this clause, illegal immigrant 'means any person who has entered into Singapore in contravention of the provisions of

section 6 of the Immigration Act or any statutory modification or re-enactment thereof.

### **11.5 Access for Superintending Officer**

The Superintending Officer and any person authorised by him to examine or inspect the Works shall at all reasonable times have access to the Works and to the factories, workshops or other places where any Plant, materials, goods or work are being fabricated, prepared or stored for this Contract. The Contractor shall ensure that sub-contracts shall contain provisions entitling the Superintending Officer and any person authorised by him to have such access.

## **12 POSSESSION OF SITE AND COMMENCEMENT OF WORKS**

### **12.1 Commencement of Works**

The Contractor shall commence the Works:

- (1) on the date specified in the Letter of Acceptance; or
- (2) if no date is specified in the Letter of Acceptance, on the date specified in any instruction(s) in writing to that effect from the Superintending Officer.

Thereafter the Contractor shall proceed with due diligence and expedition and without delay in accordance with this Contract and in accordance with the programme or any revised or modified programme accepted by the Superintending Officer pursuant to Clause 9. The Time for Completion shall run from the date on which the Contractor is to commence the Works under this Clause.

### **12.2 Site Possession**

Save insofar as this Contract may expressly provide, the Employer shall, on or before the date when the Contractor is to commence the Works pursuant to Clause 12.1, give to the Contractor possession of so much of the Site as may be required to enable the Contractor to commence the construction of the Works and will from time to time as the Works proceed, give to the Contractor possession of such further portions of the Site as may be required to enable the Contractor to proceed with the construction of the Works in accordance with this Contract. The Contractor's licence to occupy and use the Site for the purposes of carrying out the Works shall not be exclusive and shall be subject to the Employer's rights under Clause 12.5 and as otherwise provided in this Contract to enter so much of the Site as may not be required by the Contractor for the purposes of the Works either because a phase or part of the Works has been completed (whether or not a Certificate of Substantial Completion has

been issued in respect such phase or part) or because the Works are not actively being carried out on that phase or part of the Works at that time.

### **12.3 Failure to Give Possession**

If the Employer shall fail to give possession of the Site or any part of the Site in accordance with Clause 12.2 then, subject to compliance with Clause 14, 23 and 32, the Superintending Officer may grant an extension of time pursuant to Clause 14.2 and may certify pursuant to Clause 32 any Loss and Expense which the Contractor may have incurred by reason of such failure.

### **12.4 Rights of Access etc**

The Contractor shall at his own expense be responsible for obtaining any rights of way or of access (including rights of over-sailing) that may be required by him or his methods of operation for the purposes of the execution and completion of the Works. The Contractor shall also provide at his own cost and expense any additional accommodation or land outside the Site required by him for the purpose of the Works.

### **12.5 Other Contractors**

- (1) The Employer reserves the right to employ or otherwise engage any persons to carry out on Site, work which does not form any part of the Works, whether or not information with respect to such work is provided in this Contract. Every person so employed shall be deemed to be a person for whom the Employer is responsible and not be a subcontractor. The Contractor shall permit the execution of any work by any such person employed or engaged by the Employer. For the avoidance of doubt, any properly authorised authority or statutory boards who may be employed in the execution on or near the Site of any work not in the Contract shall not be regarded as contractors of the Employer and shall not be deemed to be a person for whom the Employer is responsible.
- (2) If any part of the Works depends for proper execution or results upon the work of any such person employed or engaged by the Employer as aforesaid, the Contractor shall inspect and promptly report in writing to the Superintending Officer any apparent discrepancies or defects in such work that may materially and adversely affect the execution of the Works. Failure of the Contractor so to report to the Superintending Officer shall constitute acceptance by the Contractor of such person's work as fit and proper to receive into the Works.

### **12.6 Precaution To Prevent Nuisance**

The Contractor shall take all reasonable precautions to prevent any nuisance or inconvenience to the owner, tenants or occupiers of all properties and to the public generally.

### **12.7 House Rules and Conditions**

The Contractor shall be required to conform to the following:

- (a) House Rules for the Contractors
- (b) Conditions and Requirements for Contractors' works

A copy of the above 12.7(a) and 12.7(b) are stated in the Appendix hereto

## **13. SUSPENSION**

### **13.1 Suspension of Work**

- (1) The Contractor shall, on the instruction(s) in writing of the Superintending Officer, suspend the progress of the Works or any phase or part of the Works for such time or times and in such manner as the Superintending Officer may consider necessary and shall, during such suspension, properly protect and secure the Works or such phase or part of the Works so far as is necessary in the opinion of the Superintending Officer.
- (2) Subject to Clauses 13.2, 23 and 32, the Superintending Officer may certify any Loss and Expense which the Contractor may have incurred in giving effect to the instruction(s) beyond any losses, expenses, costs or damages which would have been incurred or for which the Contractor had or ought to have allowed in the Tender/RFP and, subject to Clause 14, may grant the Contractor an extension of time unless such instruction(s) losses, expenses, costs or damages or extensions are:
  - (a) otherwise provided for in this Contract; or
  - (b) necessary by reason of some default on the part of the Contractor or is caused by an event which it was or would have been the Contractor's responsibility to have overcome; or
  - (c) necessary for the proper execution of the Works or for the safety of the Works or any part of the Works.

### **13.2 Suspension Lasting More than Ninety (90) Days**

If the progress of the Works or any part of the Works is suspended on the instruction in writing of the Superintending Officer for more than ninety (90) days, the Contractor may, unless such suspension is otherwise provided for in this Contract, or continues to be necessary by reason of some default on the part of the Contractor, or for the proper execution of the Works, or for the safety of the Works or any part of the Works, serve a notice in writing on the Superintending Officer requiring permission within thirty (30) days from the receipt of such notice to proceed with the Works or that part of the Works which is suspended. If such permission is not granted within such period of thirty (30) days, the Contractor may by a further notice in writing so served elect to treat the suspension where it affects part only of the Works as an omission of such part under Clause 19.1 or, where it affects the whole of the Works, as if the Employer had at the expiry of such period of thirty (30) days given a Notice of Termination pursuant to Clause 33.4, in which event the Contractor shall be entitled to be paid in accordance with the provisions of Clause 33.4(2).

## **14. TIME FOR COMPLETION**

### **14.1 Contractor to Complete on Time**

The Contractor shall complete the Works and any phase or part of the Works within the Time or Times for Completion stated in:

- (1) The Letter of Acceptance; or
- (2) The Appendix, as the case may be.

### **14.2 Extension of the Time for Completion**

The time within which the Works or any phase or part of the Work is to be completed may be extended by the Superintending Officer either prospectively or retrospectively and before or after the Time for Completion by such further period or periods of time as may reasonably reflect delay in completion of the Works which, notwithstanding due diligence and the taking of all reasonable steps by the Contractor to avoid or reduce such delay, will or might be or has been caused by any of the following events:

- (1) Force majeure.
- (2) Exceptionally adverse weather conditions the assessment of which shall be in accordance with the relevant provision in the Specifications.
- (3) Industrial action by workmen, strikes, lock-outs or embargoes affecting



## SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

any of the trades employed upon the Works or in the preparation, manufacture or transportation of materials or goods required for the Works and provided the same are not due to any unreasonable act or default of the Contractor or of any subcontractor. PROVIDED THAT this event shall only apply if the industrial action by workmen, strike, lockout or embargo causing the delay is in Singapore.

- (4) One or more of the “excepted risks” referred to in Clause 25.2.
- (5) Compliance with the requirements of any law, regulation, by-law or public authority or public service company as stipulated in Clause 7.1.
- (6) Fire, storm, lightning, high winds, earthquake or flooding.
- (7) Ordering of test by the Superintending Officer which is not provided by this Contract pursuant to Clause 10.4 and the uncovering or making openings for inspection of any work pursuant to Clause 10.6, unless the test or inspection showed that the Plant, materials, good or workmanship had not been in accordance with the provisions of the Contract.
- (8) The issue of any instruction(s) for a variation.
- (9) The issue of any instruction(s) by the Superintending Officer in relation to a Provisional Sum Item but only if and to the extent that such instruction gives rise to a variation of the work described under the Provisional Sum Item.
- (10) Failure of the Employer to give possession of the Site or any part of the Site to the Contractor as required by Clause 12.2.
- (11) Subject to Clause 13.1(2) an instruction(s) by the Superintending Officer to suspend any work.
- (12) The Contractor not having received from the Superintending Officer within a reasonable time necessary Drawings, instructions or other information in regard to the Works for which notice has been given by the Contractor in accordance with Clause 3.4.
- (13) Acts or omissions of other contractors engaged by the Employer in executing work not forming part of the Contract.
- (14) Any act of prevention or breach of contract by the Employer not mentioned in this Clause.
- (15) Any search instructed by the Superintending Officer under Clause 18.4

and such search reveals any defect, shrinkage or other fault for which the Contractor is not liable.

- (16) Any other ground for extension of time expressly mentioned in the Contract and not mentioned in this Clause 14.2.
- (17) PROVIDED ALWAYS THAT the Contractor shall not be entitled to any extension of time where the instructions, or acts of the Employer or the Superintending Officer are necessitated by or intended to cure any default of or breach of Contract by the Contractor and such disentitlement shall not set the Time for Completion at large.

### **14.3 Notice**

- (1) If the Contractor is of the opinion that the progress or completion of the Works is or will be or has been delayed by any of the events stated in Clause 14.2, he shall forthwith notify the Superintending Officer in writing of such event and shall in any case do so within sixty (60) days of the occurrence of such event. If the Contractor is of the opinion that the event is one which entitles him to an extension of time under Clause 14.2, he shall in that notice and in any case not later than the sixty (60) days period set out above, inform the Superintending Officer, together with the appropriate Contract references, of the reasons why there will or may be delay to the completion of the Works or any part or section of the Works, the length of the delay and of the extension of time required, and the effect of the event on the programme accepted under Clause 9. Both the submission of a notice in writing and of the further information within the sixty (60) days period set out above shall be conditions precedent to any entitlement to an extension of time. Subject also to compliance with Clause 14.3(2) hereof, the Superintending Officer shall notify the Contractor in writing within sixty (60) days of the receipt of the notice in writing whether in his opinion the event is one which does or might entitle the Contractor to an extension of time.
- (2) If the Superintending Officer is of the opinion that the notice given by the Contractor or the accompanying references or reasons are insufficient to enable him to decide on the Contractor's application, the Superintending Officer may require the Contractor to provide within fourteen (14) days or such other period as may be required by the Superintending Officer such further particulars concerning any event and the circumstances of the delay, the measures planned and/or taken to prevent or minimise delay and any further information which the Superintending Officer may reasonably require.

- (3) When the Superintending Officer has received sufficient information to enable him to decide the Contractor's application, he shall, within a reasonable time, make in writing to the Contractor such extension of time, if any, of the whole or any phase or part of the Works (as the case may be) as may in his opinion be fair, reasonable and necessary for the completion of the Works. The Superintending Officer shall take into account the effect, or extent, of any work omitted under the Contract and shall also take into account whether the event in question is one which will delay completion of the Works. The Superintending Officer shall also take into account any delays which may operate concurrently with the delay due to the event or events in question and which are due to acts or default on the part of the Contractor.
- (4) PROVIDED THAT the Contractor shall have complied with the requirements of Clause 14.3(1), if the Contractor shall not have provided the Superintending Officer with sufficient information to enable him to decide the Contractor's application, the Superintending Officer may nevertheless give in writing to the Contractor such extension of time of the whole or any phase or part of the Works (as the case may be) as may in his opinion appear to be fair, reasonable and necessary for completion of the Works on the information available to him, taking into account all the matters set out in Clause 14.3(3).
- (5) PROVIDED THAT the Contractor shall have complied with the requirements of Clause 14.3(1), if the Contractor is dissatisfied with any extension of time made or not made by the Superintending Officer and shall dispute it, he shall not in any reference to the Superintending Office or to any arbitrator pursuant to Clause 34.1 or Clause 34.2 otherwise (or to any other tribunal) claim a greater extension of time than that notified pursuant to Clause 14.3(1) or advance new or additional grounds not submitted to the Superintending Officer before he made his decision, nor shall the Superintending Officer or the arbitrator (or any other tribunal) in considering the dispute, make a decision taking into account information which was not available to the Superintending Officer at the time when the Superintending Officer made his original decision to give or not to give an extension of time.

## **15. EXPEDITING PROGRESS OF WORKS**

### **15.1 Notification to Expedite**

If for any reason which does not entitle the Contractor to an extension of time, the rate of progress of the Works or any phase or part of the Works is at any

time, in the opinion of the Superintending Officer, too slow to achieve completion by the Time for Completion of the Works or the relevant phase or part of the Works, the Superintending Officer shall notify the Contractor (in writing) accordingly. The Contractor shall thereupon take such steps as are necessary to expedite progress and to complete the Works or the relevant phase or part of the Works in accordance with the Contract. Such steps shall include, if required by the Superintending Officer, the preparation of a revised or modified programme for acceptance pursuant to Clause 9. Unless the Superintending Officer shall issue instruction(s) for variation as described in Clause 19.1(6), the Contractor shall not be entitled to any additional payment whatsoever for taking any of the steps referred to herein.

### **15.2 Work to Expedite Progress**

If as a result any notice given by the Superintending Officer under Clause 15.1, the Contractor considers that it is necessary to do any work at night or on Sundays or on public holidays, he shall be entitled to seek the consent of the Superintending Officer so to do, which consent shall not be unreasonably withheld.

## **16. LIQUIDATED DAMAGES**

### **16.1 Payment by the Contractor**

- (1) If the works shall not have been substantially completed within the Time for Completion or any extended time made pursuant to Clause 14.2, the Contractor shall pay or allow to the Employer liquidated damages calculated at the rate(s) stated in the Appendix hereto for the period during which the Works shall so remain incomplete and the Employer may recover the amount of such liquidated damages from the Contractor. The payment or deduction of such damages shall not relieve the Contractor from his obligation to complete the Works or from any other of his obligations and liabilities under this Contract.
- (2) The provisions of Clause 16 shall apply mutatis mutandis to any phase or part of the Works for which a separate rate of liquidated damages is stated in the Appendix hereto.

### **16.2 Reduction of Liquidated Damages**

If, before the Time for Completion has expired, the Superintending Officer has issued a Certificate of Substantial Completion in respect of any part of the Works (or, where applicable, in respect of any part of any phase or part of the Works set out in the Appendix), the Contractor shall nevertheless remain liable for liquidated damages for any failure to complete the remainder of the Works by the Time for Completion but such liquidated damages in respect of

the remainder of the Works (or, where applicable, in respect of the remainder of the particular phase or part of the Works) shall, for any period of delay after the date stated in such Certificate of Substantial Completion, and in the absence of alternative provisions in the Contract, be reduced in the proportion which the value of the part so certified bears to the value of the whole of the Works (or, where applicable, of that particular phase or part of the Works).

### **16.3 Employer's Common Law Rights for Damages**

In the event that the Employer for whatever reason shall not be entitled in law to recover liquidated damages, the Employer shall remain entitled to recover such losses, expenses, costs or damages as he would have been entitled under common law as if the provisions in this Clause relating to the payment of liquidated damages had not formed part of this Contract. The Contractor's liability to pay the Employer such losses, expenses, costs or damages shall not be limited in any way whatsoever by the amount of liquidated damages for which he might otherwise have been liable.

### **16.4 Extension of Time During Delay Period**

For the avoidance of doubt, if the Contractor shall have failed to complete the Works or any phase or part of the Works by the Time for Completion and the execution of the Works thereafter is delayed by any of the events set out in Clause 14.2(7) to (16) inclusive, the Employer's right to liquidated damages shall not be affected thereby but, subject to compliance by the Contractor with Clause 14, the Superintending Officer shall grant an extension of time pursuant to Clause 14.2. Such extension of time shall be added to the Time for Completion of the Works (or of the relevant phase or part).

## **17. SUBSTANTIAL COMPLETION**

### **17.1 Certificate of Substantial Completion**

- (1) When the Contractor considers that the whole of the Works have been substantially completed, he may give notice in writing to that effect to the Superintending Officer accompanied by an undertaking, in the prescribed form, to complete any outstanding work during the Defects Liability Period. Within twenty-one (21) days of the receipt of such notice and undertaking, the Superintending Officer shall either:
  - (a) issue to the Contractor a Certificate of Substantial Completion, with a copy to the Employer, stating the date on which in his opinion the Works were substantially completed in accordance with this Contract; or

- (b) give instructions in writing to the Contractor specifying all the works which in his opinion are required to be done by the Contractor before the issue of a Certificate of Substantial Completion.

Provided that the Superintending Officer may, at his discretion and without the receipt of any notice or undertaking from the Contractor, exercise either of the powers given to him in Clause 17.1(1)(a) and Clause 17.1(1)(b).

- (2) If the Superintending Officer has given instructions pursuant to Clause 17.1(1)(b):
  - (a) he may notify the Contractor of any defects in the Works affecting substantial completion that may appear after such instructions and before completion of the works specified therein and such defects shall comprise part of the said instructions; and
  - (b) the Contractor shall not be entitled to be issued the Certificate of Substantial Completion until the works specified in the said instruction(s) have been completed to the satisfaction of the Superintending Officer.

## **17.2 Access for Remedial Work**

Upon the Date of Substantial Completion, the Contractor's licence to occupy the Site for the purposes of carrying out the Works shall terminate save that the Contractor shall be permitted to re-enter the Site to carry out any outstanding work (and the rectification of defects during the Defects Liability Period) with due expedition and without delay, upon giving reasonable notice in writing to the Superintending Officer.

## **17.3 Completion of Phase or Part**

- (1) In accordance with the procedure set out in Clause 17.1, the Contractor may request the Superintending Officer to issue a Certificate of Substantial Completion in respect of:
  - (a) any phase or part of the Works in respect of which a separate Time for Completion is provided in the Appendix;
  - (b) any substantial part of the Works which has been both completed to the satisfaction of the Superintending Officer and, otherwise than as provided for in this Contract, occupied or used by the Employer; or

- (c) any part of the Works in respect of which the Superintending Officer has issued instruction(s) for early occupation or use by the Employer prior to the completion of the whole of the Works (where such prior occupation or use is not provided for in this Contract or has not been agreed by the Contractor).
- (2) The provisions of Clause 17.1 shall apply mutatis mutandis to the provisions of Clause 17.3(a).

## **18. DEFECTS**

### **18.1 Completion of Outstanding Works and Remediating Defects**

To the intent that the Works shall, at or before the expiration of the Defects Liability Period, be in the condition required by this Contract and shall meet all other requirements of this Contract, the Contractor:

- (1) shall complete with due expedition and without delay any work outstanding at the Date or Dates of Substantial Completion (whether or not the subject of any undertaking to do so) and as may be instructed by the Superintending Officer; and
- (2) shall execute all such works of amendment, reconstruction and remediating defects, shrinkages or such other faults of whatever nature as the Superintending Officer may at any time during the Defects Liability Period or within fourteen (14) days after its expiration instruct the Contractor to execute.

For the avoidance of doubt, the obligation of the Contractor to comply with this Clause shall not in any way prejudice the Employer's rights under the provisions of any guarantee relating to the Works or any phase or part of the Works required by the Specifications or provided by any supplier or sub-contractor.

### **18.2 Cost of Remediating Defects**

All works referred to in Clause 18.1(b) shall be executed by the Contractor at his own cost if the necessity for such work is in the opinion of the Superintending Officer, due to:

- (1) the fact that it is a Defect; or
- (2) where the Contractor is responsible for the design of the whole or any part of the Permanent Works, any fault in such design; or

- (3) the neglect or failure on the part of the Contractor to comply with any obligation, expressed or implied, on the Contractor's part under the Contract.

If the necessity for the execution of any work is other than one of the causes set out in paragraphs (1) - (3) above, subject to compliance by the Contractor with Clause 23, such work shall be valued in accordance with Clause 20 as if it were a variation ordered under Clause 19 but shall not otherwise be construed as a variation to the Works for the purposes of Clause 19 or Clause 20.

### **18.3 Diminution in Value of Works**

If any Defect which the Contractor would otherwise have been liable to rectify at his own cost is such that in the opinion of the Superintending Officer it will be impracticable or inconvenient to rectify, the Superintending Officer shall ascertain the diminution in the value of the Works to the Employer due to such Defects and the amount of the diminution shall be recoverable by the Employer.

### **18.4 Contractor to Search**

If any Defect, shrinkage or other fault in the Works appears at any time from the commencement of Works to the end of the Defects Liability Period, the Superintending Officer may instruct the Contractor to search under the direction of the Superintending Officer for the cause of the Defect, shrinkage or other fault. If such Defect, shrinkage or other fault is one for which the Contractor is liable under the Contract or the necessity for such a search is caused by the Contractor or arises from some default by the Contractor, the cost of the work carried out in searching as aforesaid shall be borne by the Contractor and the Contractor shall in such case remedy such Defect, shrinkage or other fault at his own cost.

### **18.5 Liability at Common Law**

The provisions of Clause 18.1 to 18.4 shall not derogate in any way whatsoever from the Contractor's liability under this Contract or otherwise for defective work at common law.

## **19. VARIATIONS TO THE WORKS**

### **19.1 Variations**

The term "variation" shall mean any change in the original Contract intention as deduced from this Contract as a whole describing or defining the Works to



be carried out and shall include but is not restricted to:

- (1) an increase or decrease in the quantity of any part of the Works;
- (2) an addition to or omission from the Works;
- (3) a change in the character, quality or nature of any part of the Works;
- (4) a change in the levels, lines, positions and dimensions of any part of the Works;
- (5) the demolition of or removal of any part of the Works no longer desired by the Employer or the Superintending Officer;
- (6) a requirement to complete the Works or any phase or part by a date earlier than the relevant Time for Completion.

For the avoidance of doubt the term “variation” shall include any changes as aforesaid which may be designed to alter the use to which the Works will be put, but shall exclude any instruction(s) (which would otherwise be a variation) which have arisen due to or are necessitated by or are intended to cure any default of or breach of contract by the Contractor.

## **19.2 Power to Order Variations**

The Superintending Officer may at any time issue instruction(s) in writing requiring a variation. If or to the extent that the instruction(s) does not state that it requires a variation but the Contractor considers that it does require a variation, the Contractor shall within fourteen (14) days from the date of receipt of the instruction(s) notify in writing the Superintending Officer who may, if he thinks fit, within fourteen (14) days from the date of receipt of the Contractor’s notification, confirm, modify, rescind or contradict in writing the instruction(s) and the Contractor shall then comply forthwith.

## **19.3 Submission of Quotations**

The Superintending Officer may, before issuing instruction(s) for any variation, require the Contractor to submit a quotation for any proposed variation and the Contractor shall be obliged to submit such quotation in writing at his own cost. The Superintending Officer may before or after issuing instruction(s) under Clause 19.2 accept in writing the Contractor’s quotation and the provisions of Clause 20 shall not apply to the valuation of that variation nor shall the Contractor be entitled to any Loss and Expense in respect of those instruction(s) or any other compensation, damages or other

amount whatsoever other than a valuation made in accordance with the accepted quotation. Any instruction(s) requiring a variation shall not be treated as an acceptance of any quotation.

## **20. VALUATION OF VARIATIONS**

### **20.1 Valuation Methods**

Subject to Clause 19.3, all variations shall be valued as follows:

- (1) Where the varied work is of a similar character to, is executed under similar conditions as and does not significantly change the quantity of work described in this Contract, the Rates for the Works as set out in this Contract shall determine the valuation; or
- (2) Where the varied work is of similar character to work described in the Contract but is not executed under similar conditions of such work described in this Contract or involves significant changes in the quantity of such work described in this Contract, the Rates for the Works as set out in this Contract shall be the basis for determining the valuation but with a fair allowance for any differences in such conditions and/or quantity; or
- (3) Where (1) and (2) above do not apply, then by measurement and valuation at fair market rates and prices;
- (4) Where none of the above methods is applicable or appropriate in the circumstances of the particular varied work, then the valuation shall be based on the cost of necessary Plant, materials or goods, labour and any additional equipment necessary for the execution of the varied work plus fifteen per cent (15%). This percentage shall be deemed to compensate adequately the Contractor in respect of all supervision, the use of Construction Equipment, overheads, profit and all other losses, expenses, costs or damages incurred in or connected with the execution of the varied work;
- (5) The Rates for the Works as set out in this Contract shall determine the valuation of items omitted; PROVIDED THAT if omissions vary the conditions under which any remaining items of work are carried out, the values for such remaining items shall be determined under Clauses 20.1 (2) or (3) or (4) as the case may be.

### **20.2 Agreement on Valuation**

- (1) The Contractor shall carry out all variations instructed by the Superintending Officer pending the valuation of the variation by the

Superintending Officer.

- (2) The Contractor shall provide the Superintending Officer with such details and particulars including invoices and receipts as the Superintending Officer may require for the purpose of valuing the variation. The Superintending Officer shall make such valuation as shall in his opinion be reasonable and shall notify the Contractor in writing of the value of the variation. The Contractor shall, within thirty (30) days of the receipt of the notice of the value of the variation, give notice of any disagreement in writing to the Superintending Officer and shall at the same time set out the valuation which he considers should have been made, giving full details and particulars and the appropriate Contract references. If the Contractor does not give notice of his disagreement with the valuation of the Superintending Officer as aforesaid he shall be deemed to have accepted the valuation and such valuation shall be final and binding on the Contractor and shall not thereafter be disputed or questioned by the Contractor in any way whatsoever.
- (3) Following receipt of the Contractor's notice of disagreement, the Superintending Officer may amend the whole or any part of any valuation previously made, in which case the provisions of Clause 20.2(2) shall apply mutatis mutandis.

### **20.3 Provisional Sum Items**

Where the Contractor is instructed by the Superintending Officer to execute or provide some or all of the Plant, materials, goods or work described as a Provisional Sum Item, the valuation of that instruction shall be made in accordance with Clause 20.1 (unless otherwise provided in this Contract).

### **20.4 Daywork**

- (1) The Superintending Officer may, if in his opinion it is necessary and desirable, order in writing that any work to be carried out as a result of an instruction ordered under Clause 19.2 shall be executed on a daywork basis.
- (2) The Contractor shall then be paid for such work at the daywork rates set out in the Contract or if no such rates are available, at the rates determined by Superintending Officer as prevailing when the work is actually carried out.
- (3) It is a condition precedent to payment that the Contractor shall submit to the Superintending Officer the daywork sheets specifying the number of man-hours spent on the work on a daily basis, and statement

showing any Plant, Construction Equipment, material and goods necessary in respect of all works executed on a daywork basis for verification within 3 days after the work has been executed.

- (4) The Contractor shall inform the Superintending Officer in advance whenever he proposes to carry out daywork.

## **21. MEASUREMENT**

### **21.1 Contractor to Attend Measurement**

The Superintending Officer shall give reasonable notice to the Contractor when he requires any part of the Works to be measured. The Contractor shall then:

- (1) forthwith attend or send a properly qualified and authorised representative to take jointly with the Superintending Officer any measurements of the Works that may be necessary for the purposes of any valuation, including the valuation of any variation; and
- (2) supply documents and information necessary for the taking or calculation of any measurement and all other particulars that may be reasonably required by the Superintending Officer for the purposes of establishing an agreed measurement.

### **21.2 Contractor to Provide Assistance**

The Contractor shall at his own cost provide the Superintending Officer with assistance and with every appliance necessary for measuring the Works.

### **21.3 Record of Measurements**

Any measurements taken jointly shall be recorded at the time and signed by the representative of the Contractor and the Superintending Officer. If the Contractor does not attend or send a representative to take the measurements jointly with the Superintending Officer, the measurements made by the Superintending Officer notified in writing to the Contractor shall be taken to be correct and shall be final and binding on the Contractor.

### **21.4 Failure to Agree On Measurements**

If the Contractor attends or sends a representative but there is no agreement on the whole or part of the measurements, the Contractor shall notify the Superintending Officer (in writing) within fourteen (14) days of the date upon which the measurements were taken of the respects in which the

measurements taken by the Superintending Officer are not accepted as correct. Such notice shall set out in detail the documents and other information in justification.

## **22. CLAIMS FOR LOSS AND EXPENSE**

### **22.1 Reasons for Loss and Expense**

The Contractor shall be entitled to recover as Loss and Expense sustained or incurred by him and for which he would not be reimbursed by any other provision of this Contract, all losses, expenses, costs or damages of whatsoever nature and howsoever arising as a result of the regular progress and/or completion of the Works or any phase or part of the Works having been disrupted, prolonged or otherwise materially affected by:

- (1) the issue of instruction(s) for a variation;
- (2) the issue of instruction(s) in relation to Provisional Sum Items but only if and to the extent that such instruction(s) on a true interpretation of the Contract as a whole, constitutes a variation in kind or extent, from the Work described under the Provisional Sum Items;
- (3) failure of the Employer to give possession of the Site to the Contractor in accordance with Clause 12.2;
- (4) the suspension by the Superintending Officer of any work for a cause which entitles the Contractor to recover Loss and Expense;
- (5) the Contractor not having received from the Superintending Officer within a reasonable time necessary Drawings, instruction(s) or other information in regard to the Works for which notice in writing had been given by the Contractor in accordance with Clause 3.4;
- (6) the issue of instruction(s) by the Superintending Officer under any of Clauses 3.6, 4.4, 10.4, 10.6, 18.2, 18.4 and 25.1(3)(b) but only if the Employer is liable to pay to the Contractor any Losses and Expenses by reason of such instruction(s);
- (7) acts or omissions of other contractors engaged by the Employer in executing work not forming part of this Contract;
- (8) any act of prevention or breach of contract by the Employer not mentioned in this Clause.

PROVIDED ALWAYS THAT the Contractor shall not be entitled to any such

Loss and Expense where it arises from or is necessitated by or is intended to cure any default or breach of contract by the Contractor.

## **22.2 Sufficiency of Loss and Expense**

The Contractor shall not be entitled to recover any losses, expenses, costs or damage whatsoever resulting from any disruption, prolongation or other material effect to the regular progress or completion of the Works or any phase or part of the Works except in accordance with the express provisions of this Contract.

## **23. PROCEDURE FOR CLAIMS**

### **23.1 Notice of Claims**

- (1) Whenever the Contractor intends to claim any payment pursuant to this Contract (other than Clause 20), he shall give notice in writing of his intention to do so to the Superintending Officer within sixty (60) days after the event giving rise to his claim has first arisen and shall comply with Clause 23.2 to 23.4. The notice shall specify the event and its consequences, and the giving of such a notice shall be a condition precedent to any entitlement that the Contractor may have.
- (2) The fact that the Contractor does not or may not know whether the valuation of a variation has been agreed or whether the Superintending Officer has decided to include in any certificate any amount in respect of any claim shall not excuse the Contractor from the requirement to give a notice under Clause 23.1(1).

### **23.2 Contemporary Records**

Upon the happening of any event in respect of which the Contractor may intend to make a claim, the Contractor shall keep such contemporary records as may reasonably be necessary to support any claim he may subsequently wish to make. Without necessarily admitting the Employer's liability, the Superintending Officer may, on receipt of a notice under Clause 23.1, inspect such contemporary records and may instruct the Contractor to keep any further contemporary records which he considers to be material to the claim of which notice has been given. The Contractor shall permit the Superintending Officer to inspect all records kept pursuant to this Clause and shall supply him with copies of such records as and when the Superintending Officer so instructs.

### **23.3 Substantiation of Claims**

Within thirty (30) days, or such other time as may be agreed by the Superintending Officer, of giving notice under Clause 23.1, the Contractor shall send to the Superintending Officer an account in writing giving detailed particulars of the amount claimed and the grounds upon which the claim is based, together with particulars of any claim for extension of time made pursuant to Clause 14.2 and for any Loss and Expense associated therewith (where applicable). Where the event giving rise to the claim has a continuing effect, such account shall be considered to be an interim account and the Contractor shall, at such intervals as the Superintending Officer may require, send such further interim accounts giving the accumulated amount of the claims and any further grounds upon which they are based. Within thirty (30) days of the end of the effects resulting from the event, the Contractor shall send to the Superintending Officer a final account of the claims. The obligation to give particulars of any claim for an extension of time under this Clause shall not release the Contractor from his obligations under clause 14.3(1).

### **23.4 Access to Contractor's Books and Documents**

In order to verify any claim submitted under this Clause, the Superintending Officer shall have access to all books, documents, papers or records in the possession, custody or control of the Contractor that are material to the claim for the purpose of making audit, examination, excerpts and transcriptions. Such books, documents, papers or records shall remain available in accordance with this Clause until all claims, arbitration or litigation have been finally disposed of. The Contractor shall use his best endeavours to ensure that all books, documents, papers or records in the possession custody or power of a subcontractor or supplier where material to the claim are similarly made available.

### **23.5 Payment of Claims**

- (1) Subject to compliance with Clause 23.1 to Clause 23.4, the Contractor shall be entitled to have included in any payment certified by the Superintending Officer pursuant to Clause 32 such amount in respect of any claim as the Superintending Officer may consider due to the Contractor.
- (2) If the Contractor fails to supply the Superintending Officer with sufficient substantiation of the whole of any amount claimed, the Contractor shall only be entitled to payment in respect of such part of the amount as may have been substantiated to the satisfaction of the Superintending Officer.

- (3) The inclusion by the Superintending Officer in any certificate under Clause 32 of any amount in respect of any claim or any payment by the Employer in respect of any such amount shall not:
- (a) prejudice the Employer's right to dispute the Contractor's entitlement to the amount certified either in principle, or as to its quantification or from referring such dispute for decision pursuant to Clause 34;
  - (b) be taken into account by the Superintending Officer or any arbitrator (or other tribunal) in deciding whether the Contractor shall repay to the Employer the whole or any part of such amount.

### **23.6 Failure to Comply**

If the Contractor shall have complied with Clause 23.1 but shall not have complied fully or at all with any of the provisions of Clause 23.2 to 23.4, the Superintending Officer shall be entitled to make such assessment, valuation or opinion as shall be reasonable on the basis of the information available to him. If the Contractor should dispute such an assessment, valuation or opinion, such dispute shall be decided by the Superintending Officer or the arbitrator (or other tribunal) on the basis only of the information available to the Superintending Officer at the time when he made his assessment, valuation or opinion and no account shall be taken of any information which the Contractor did not supply to the Superintending Officer, whether or not he could have done so.

## **24. CONSTRUCTION EQUIPMENT, TEMPORARY WORKS, MATERIALS AND GOODS**

### **24.1 Exclusive Use for the Works**

All Construction Equipment, Temporary Works, Plant, materials and goods provided by the Contractor shall, when brought on to the Site, be deemed to be exclusively intended for the execution of the Works and the Contractor shall not remove the same or any part of such Construction Equipment, Temporary Works, Plant, materials or goods except for the purpose of moving it from one part of the Site to another, without the consent in writing of the Superintending Officer. PROVIDED THAT consent shall not be required for vehicles engaged in transporting any staff labour, Construction Equipment, Temporary Works, Plant, materials or goods to and from the Site.



## **24.2 Vesting**

All Construction Equipment, Temporary Works, Plant, materials and goods owned by the Contractor, or by any company in which the Contractor has a controlling interest, shall, when on the Site, be deemed to be the property of the Employer. PROVIDED ALWAYS THAT the vesting of such property in the Employer shall not prejudice the right of the Contractor to the sole use of the said Construction Equipment, Temporary Works, Plant, materials and goods for the purpose of the Works nor shall it affect the Contractor's responsibility to operate and maintain the same under the provisions of this Contract.

## **24.3 Employer Not Liable for Damage**

The Employer shall not at any time be liable for losses or damage to any of the said Construction Equipment, Temporary Works, materials or goods nor for any losses, expenses, costs, damages, liability or claim arising from the presence or use of the said Construction Equipment, Temporary Works, materials or goods.

## **24.4 Conditions for Hire of Construction Equipment**

With a view to securing, in the event of termination under Clause 31, the continued availability, for the purpose of executing the Works, of any hired Construction Equipment, the Contractor shall not bring on to the Site any hired Construction Equipment unless there is an agreement for the hire of such Construction Equipment (which agreement shall be deemed not to include an agreement for hire purchase) which contains a provision that the owner of such Construction Equipment will, on request in writing made by the Employer within seven (7) days after the date on which the termination has become effective, and on the Employer undertaking to pay all hire charges in respect of such Construction Equipment from such date, hire such Construction Equipment to the Employer on the same terms in all respects as the same was hired to the Contractor save that the Employer shall be entitled to permit the use of such Construction Equipment by any other Contractor employed by Employer for the purpose of executing and completing the Works and remedying any Defects therein under the terms of Clause 31.

## **24.5 Revesting and Removal**

Upon the removal, with the consent of the Superintending Officer under Clause 24.1, of any such Construction Equipment, Temporary Works, materials or goods as have been deemed to have become the property of the Employer under Clause 24.2, the property therein shall be deemed to revert in the Contractor and, upon completion of the Works and the making good of all Defects, the property in the remainder of such Construction Equipment,

Temporary Works and materials shall, subject to Clause 31, be deemed to revert in the Contractor.

#### **24.6 Incorporation of Clause in Subcontracts**

The Contractor shall, where entering into any subcontract for the execution of any part of the Works, incorporate in such subcontract (by reference or otherwise) the provisions of this Clause in relation to the Construction Equipment, Temporary Works, materials or goods brought on to the Site by the subcontractor.

### **25. GENERAL RESPONSIBILITIES**

#### **25.1 Care of the Works**

- (1) From the date of commencement of the Works until fourteen (14) days after the Date of Substantial Completion (or the latest date if more than one) certified by the Superintending Officer pursuant to Clause 17, the Contractor shall take full responsibility for the care of the whole Works or of any phase or part of the Works which has not been substantially completed as well as any Plant, materials, or goods intended for or connected with the Works and all Construction Equipment, Temporary Works, materials, goods, structures, other works, workers' quarters on the Site and any other things of whatsoever nature required by the Contractor for the purposes of the Contract.
- (2) The Contractor shall take full responsibility for the care of any outstanding work which he shall have undertaken or shall be obliged to complete during the Defect Liability Period until such outstanding work has been completed to the satisfaction of the Superintending Officer.
- (3)
  - (a) In the event of any damage, losses or injury to the Works or parts of the Works from any cause whatsoever (except the "excepted risks" as defined in Clause 25.2), the Contractor shall, at his own cost, make good with all reasonable expedition such damage, losses or injury to the satisfaction of the Superintending Officer and shall notwithstanding such damage, losses or injury proceed with the construction and completion of the Works in all respects in accordance with the Contract and the Superintending Officer's instruction(s).
  - (b) In the event of any damage, losses or injury to the Works happening from any of the "excepted risks", the Contractor

shall, if and to the extent required by any instruction(s) in writing of the Superintending Officer, rectify and make good the same. Subject to compliance by the Contractor with Clause 23, the Superintending Officer shall certify pursuant to Clause 32 any Loss and Expense incurred by the Contractor in complying with the instruction(s) of the Superintending Officer.

- (c) In the event of damage, losses or injury to the Works happening from an excepted risk and also from a risk for which the Contractor is responsible under Clause 25.1(1) and 25.1(2), the Superintending Officer shall, when certifying the amount, make a fair apportionment of the costs so that the Employer shall not be obliged to pay costs for which the Contractor was responsible under the Contract.

## 25.2 Excepted Risks

The “excepted risks” are:

- (1) insofar as they occur in Singapore and directly affect the execution of the Works:
  - (a) war and hostilities (whether war be declared or not), invasion, act of foreign enemies;
  - (b) rebellion, revolution, insurrection or military or usurped power or civil war;
  - (c) riot, commotion or disorder, unless solely restricted to employees of the Contractor or of his sub-contractors and arising from the conduct of the Works;
  - (d) ionising radiations, or contamination by radio activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radioactive, toxic, explosive, or other hazardous properties of any explosive, nuclear assembly or nuclear component;
  - (e) pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds;
- (2) the use or occupation of the Employer of any part of the Works, except as may be expressly provided in this Contract;
- (3) the design of the Works, other than any part of the design provided by

the Contractor or for which the Contractor is responsible under this Contract.

**26. PUBLIC SAFETY MANAGERMENTS**

- (1) The Contractor shall at all times observe and comply with all the Employer's prevailing rules and regulations relating to safety at all times now and hereafter in force and shall bear all costs and expenses connected in compliance with the same.
- (2) The Contractor shall be responsible for taking all safety precautions to eliminate danger to its workmen, patients, staff and the general public and the property of others.
- (3) Proper warning signboards and barriers are to be erected and maintained during the progress of work, which may endanger the safety of the staff, general public and patients. The warning signboards and barriers shall be sufficient large to attract attention and shall include words, such as "Work in Progress", etc as appropriate.
- (4) The Contractor shall not permit any employee to do anything that is not in accordance with the generally accepted principles of sound and safe practice or appropriate to the area concerned.
- (5) The Contractor, its representatives, servants, agents and/or workers should observe and comply with the Employer's fire safety rules and regulations in force from time to time and for the duration of the contract.

**27. SECURITY PASS AND WORK PERMIT**

- (1) All employees deployed by the Contractor to carry out works in the Premises including contract workers, supervisors etc must obtain and display the Employer's security pass while in the Premises. In the event that foreign workers are deployed, it shall be the Contractor's responsibility to ensure such foreign workers have valid work permits as required by the Employment of Foreign Workers Act. The Contractor is to provide the Employer with a comprehensive list of these workers and copies of their recent photographs and valid work permits. This list be forthwith updated in the event of changes in the deployment of foreign workers. Such workers must be conversant in simple basic English language.
- (2) The Contractor shall indemnify the Employer, its servant, employees, officers and departments against any monetary penalty, claim, costs, changes and expenses incurred or imposed by Court arising out of any breach of Clause 26

and Clause 27 above or any contravention of the provision of the Employment of Foreign Workers Act and any regulation made thereunder.

## **28. INDEMNITY PROVISIONS**

### **28.1 Injury to Persons**

- (1) The Contractor shall be liable for and indemnify the Employer against any losses, expenses, costs, damages, liability or claims whatsoever in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or by reason of the carrying out of the Works, unless the same is shown to be due solely to any negligent or wilful act of the Employer or of any person for whom the Employer is responsible.
- (2) For the avoidance of doubt, the indemnity provided by the Contractor under Clause 26.1 shall include any damages or compensation payable at common law or under any statute in respect of or in consequence of any incident, illness or injury to any workman or other person in the employment of the Contractor or any sub-contractor, save and except for any accident, illness or injury resulting solely from any act or default of the Employer, or of any person for whom the Employer is responsible.

### **28.2 Damage to Property**

Without prejudice to his liabilities in regard to completing the Works under Clause 4.1, the Contractor shall be liable for and shall indemnify the Employer against any losses, expenses, costs, damages, liability or claims due to injury or damage of any kind to any property real or personal (including any property of the Employer other than the Works) insofar as such injury or damage arises out of or in the course of or by reason of the carrying out of the Works, unless the Contractor proves to the satisfaction of the Superintending Officer that it was not due to any negligence, omission, breach of contract or default of the Contractor, or of any person for whom the Contractor is responsible, including the Contractor's servants or agents or any subcontractors and their servants or agents.

### **28.3 Contractor to Rectify Damage**

Without prejudice to the provisions of Clause 26.2, where injury or damage of any kind arises to any property out of or in the course of or by reason of the carrying out of the Works, the Superintending Officer shall be entitled to instruct the Contractor to rectify any such injury or damage at any time before the issue of the Final Completion Certificate and the Contractor shall upon

receipt of such instruction(s) forthwith comply with the same. If the Contractor later establishes that he would not be liable for such injury or damage by virtue of Clause 26.2 or otherwise, the Superintending Officer's instruction(s) shall be deemed to have been and shall be treated as a variation issued pursuant to Clause 19.1 and, notwithstanding the issue of a Final Account Certificate, shall be entitled to be paid in respect of such variation.

## **29. INSURANCE FOR PERSONAL INJURY, WORKMEN'S COMPENSATION AND PROPERTY DAMAGE**

### **29.1 The Policies**

- (1) Without prejudice to his liability to indemnify the Employer under Clause 28, the Contractor shall, before commencement of any work under this Contract, maintain:
  - (a) such insurances (subject to any limitations permitted by the Specifications or other Contract documents) as are necessary to cover the liability of the Contractor or, as the case may be, of any such subcontractor, in respect of personal injuries or death arising out of in the course of or by reason of the carrying out of the Works or the sub-contract works including any liability of the Contractor under the Workmen's Compensation Act or any subsequent modification or re-enactment of such Act; and
  - (b) such insurances as may be specifically required by the Contract in respect of injury or damage to property real or personal (other than the Works) arising out of or in the course of or by reason of the carrying out of the Works and caused by the negligence, omission, breach of Contract or default of the Contractor, his servants or agents or, as the case may be, of such subcontractor and his servants or agents. Such insurances shall be subject to such limitations as to the extent of liability for any one accident as may be set out in the Appendix hereto.

The Contractor's insurances shall provide for the Employer's interests to be noted as "Principal" (for Workmen's Compensation/Employer's Liability) or as an "Additional Insured" with a "cross liability" provision (for Third Party Liability).

- (2) Contractor shall deposit or cause any subcontractor to deposit a copy of each of the relevant policy or policies of insurance and the receipts in respect of the premiums paid under such policy or policies with the Superintending Officer.

## **29.2 Damage to Property When Contractor Not Negligent**

- (1) The Contractor shall, before commencement of any work under this Contract, maintain in the joint names of the Employer and Contractor, such insurances for such amounts of indemnity as may be specified in the Specifications or other Contract documents in respect of any losses, expenses, costs, damages, liability or claims which the Employer may incur or sustain due to injury or damage of any kind to property real or personal (including property of the Employer but not the Works themselves) caused by collapse, subsidence, vibration, weakening or removal of support or lowering of ground water arising out of or in the course of or by reason of the carrying out of the Works except injury or damage:
  - (a) caused by any breach of contract, negligence, omission or default of the Contractor, his servants or agents or of any subcontractor his servants or agents or any other person responsible for the provisions of any Plant, materials, goods or work for the Works;
  - (b) attributable to any error or omission in the design of the Works (other than work for the design of which the Contractor is responsible under the Contract);
  - (c) from any of the “excepted risks” as defined in Clause 25.2.
- (2) Any such insurance as is referred to in Clause 29.2 (1) shall be placed with an insurer approved by the Superintending Officer and the Contractor shall deposit with the Superintending Officer before the commencement of any work on Site a copy of the policy or policies of insurance and no later than fourteen (14) days thereafter the receipts in respect of the premiums paid.

## **29.3 Default in Insuring**

Should the Contractor or any subcontractor default in taking out or maintaining the insurance policies as stipulated in Clauses 29.1 and 29.2, the Employer (without prejudice to any other rights and remedies available to him at law or under the contract) may himself insure against any risk with respect to which the default has occurred and the amount paid by him in respect of premiums shall be recoverable from the Contractor.

### 30. INSURANCE OF THE WORKS

#### 30.1 Risks to be Insured

- (1) Without limiting his obligation or responsibilities under Clause 25 the Contractor shall, before the commencement of any work under these conditions, in the joint names of the Employer and the Contractor, insure against all damage, losses or injury from whatever cause arising (other than the “excepted risk” as defined in Clause 25.2) for which he is responsible under the terms of the Contract, the Permanent Works, any Temporary Works and all unfixed Plant, materials and goods delivered on or adjacent to the Site for incorporation into the Works (but excluding tools and Construction Equipment owned or hired by the Contractor or any subcontractors) and any structures or other works erected on or adjacent to the Site to the value of not less than the Contract Sum shown in the Letter of Acceptance (plus the percentage stated in the Appendix for professional fees). The Contractor shall keep such Permanent Works, Temporary Works, materials, goods, structures or works so insured until fourteen (14) days after the Date of Substantial Completion (or the latest Date of Substantial Completion if more than one) certified by the Superintending Officer pursuant to Clause 17 and during the Defects Liability Period for damage, losses or injury arising from a cause occurring prior to the commencement of the Defects Liability Period.
- (2) Such insurance shall be effected with an insurer in terms approved by the Superintending Officer and the Contractor shall deposit with the Superintending Officer before the commencement of any work on Site a copy of the policy or policies of insurance and no later than fourteen (14) days thereafter the receipts in respect of the premiums paid under such policy or policies. Each policy taken out pursuant to Clause 30 shall provide expressly for the payment in the first place to the Employer of any insurance moneys due under the policy.
- (3) In the event that the Contractor defaults in taking out or maintaining such insurance policies as aforesaid, the Employer (without prejudice to any other right or remedies available to him at law or under the contract) may himself insure against any risk in respect of which the default has occurred any amount paid by him in respect of premiums shall be recoverable from the Contractor.
- (4) Where the Contractor maintains a general policy of insurance with insurers approved by the Superintending Officer covering contracts as well as this Contract against the aforesaid insured risks, and in the like terms as to payment of insurance moneys to the Employer, then the maintenance by the Contractor of such policy shall, if the Employer’s



interest is endorsed thereon, be a discharge of the Contractor's obligations to insure in joint names. In such a case, the production by the Contractor, as and when required by the Superintending Officer, of current certificates of insurance from the insurers confirming the existence and continuance of the relevant cover required by this Clause shall be a sufficient discharge of the Contractor's aforesaid obligation to deposit the policy or policies and receipts for premiums paid with the Employer. Such certificates shall state expressly any exclusions or limitations of liability or insurance excesses under the policy.

### **30.2 Application of Insurance Moneys**

- (1) Upon the occurrence of any damage, losses or injury to the Works or unfixed Plant, materials or goods prior to completion from any cause whatsoever the Contractor shall [subject to Clause 25.1(3)] proceed immediately to rectify and make good the same free of charge. Any moneys, if and when received under the policies of insurance under this Clause shall be paid in the first place to the Employer and then (less only the aforesaid percentage for professional fees, if any) release to the Contractor by instalments on the interim certificates of the Superintending Officer.
- (2) The amounts released as aforesaid shall be calculated as from the date of receipt of the moneys in proportion to the extent of the work of restoration, replacement or repair previously carried out by the Contractor.

## **31. DAMAGE TO PROPERTY OF EMPLOYER OR GOVERNMENT**

### **31.1 Costs of Making Good Damage, Losses or Injury to Property**

- (1) In the case of damage, losses or injury to property belonging to the Employer (other than property forming part of the Works) or the government or any other statutory or public authority (hereinafter called the "relevant authority") caused by the Contractor or any person for whom the Contractor is responsible including the Contractor's servants or agents or any subcontractors and their servants or agents arising directly or indirectly out of or in relation to or in connection with the design for which the Contractor is responsible, construction or completion of the Works under this Contract, the cost of making good such damage, losses or injury shall be recoverable by the Employer from the Contractor on presentation of an itemised certificate from the Employer or the relevant authority specifying the amount payable save and to the extent that the Contractor may prove to the satisfaction of the Superintending Officer that the amount or any part of it was not

caused by any negligence, omission, breach of contract or default of the Contractor, or any person for whom the Contractor is responsible as set out above. The cost of making good such damage, losses or injury shall be recoverable by the Employer from the Contractor whether or not the Employer is liable in law to the relevant authority for the damage, losses or injury.

- (2) PROVIDED ALWAYS THAT:
  - (a) Upon payment or deduction of such cost being made, the Employer shall, where the property does not belong to the Employer, pay the amount to the relevant authority and furnish to or procure for the Contractor such discharge or release as the Contractor may reasonably require.
  - (b) If the cost which the Contractor is liable to pay has not been ascertained at the time any moneys payable to the Contractor are due for release to him, then the Employer may withhold a sum which is, in the opinion of the Superintending Officer, sufficient to cover such liability. As soon as the cost payable by the Contractor has been ascertained and deducted from the sum retained, the balance (if any) shall be released to the Contractor.
- (3) Nothing herein shall affect in any way any other remedy at law that the owners of the property which has suffered damage, losses or injury may have against the Contractor.

## **32. ASSIGNMENT AND SUBCONTRACTING**

### **32.1 Assignment by Contractor**

The Contractor's performance by himself and his servants of a main contractor's principal functions of controlling the Site with his own Site staff, co-ordinating the work of any subcontractors and ordering of materials and goods for the Works, is of the essence of this Contract and unless the Employer shall agree in writing, the Contractor shall neither assign his interests, rights or benefits under this Contract nor transfer his liability nor make arrangements for the vicarious performance of such function by any other person nor make arrangements whereby the execution of the Works is carried out by another person or persons.

### **32.2 Subcontractors**

Except where expressly provided by this Contract, the Contractor shall not engage or permit the engagement of any subcontractor without the prior

written consent of the Superintending Officer, which consent shall not be unreasonably withheld.

### **33. TERMINATION BY THE EMPLOYER**

#### **33.1 Termination for Default**

- (1) If in the opinion of the Superintending Officer, the Contractor:
  - (a) has abandoned this Contract;
  - (b) has, without reasonable cause, failed to commence the Works in accordance with this Contract;
  - (c) has failed to comply with his obligations under Clause 9 or has failed to execute the Works in accordance with a programme accepted under Clause 9 whereby the Works or any phase or part will be completed within the Time for Completion or any extended time or has otherwise failed to proceed with the Works with due diligence or expedition and without delay (whether or not the Works or any phase or part is thereby unlikely to be completed by the Time for Completion);
  - (d) has persistently failed to remove Plant, materials, goods or work from the Site or to pull down and replace work following the expiry of fourteen (14) days from receipt by the Contractor of a written notice by the Superintending Officer to the effect that the Plant, materials, goods or work have been condemned and rejected by the Superintending Officer;has acted in breach of Clause 32.1 or 32.2;
  - (e) has persistently refused or failed to comply with written instruction(s) from the Superintending Officer which the Superintending Officer is empowered to give under this Contract;

then the Superintending Officer may issue a certificate to the Employer with a copy at the same time to the Contractor (hereinafter called a "Termination Certificate") specifying the default.

- (2) If the Contractor:
  - (a) has committed an act of bankruptcy or becomes bankrupt or insolvent or makes a composition with creditors or if, being a company, any winding up order of any kind is made, or a

receiver or manager or judicial manager of the Contractor's undertaking or assets is appointed, or possession has been taken or execution levied by creditors or debenture holders or is under a floating charge;

- (b) has offered or given or agreed to give to any person, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of this Contract with the Employer, or for showing or forbearing to show favour or disfavour to any person in relation to this Contract or any other Contract with the Employer, or if any of the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor), or if in relation to this Contract or any other contract with the Employer the Contractor or any person employed by him or acting on his behalf shall have committed any offence under the Penal Code or the Prevention of Corruption Act or any re-enactment or modification of such Code or Act or shall have abetted or attempted to commit such an offence or shall have given any fee or reward the receipt of which is an offence under the said Acts;
- (c) has failed to provide the security deposit in accordance with Clause 4.5;
- (d) has failed to insure the Works or to deposit insurance policies or receipts for premiums as required by Clauses 29 and 30;
- (e) shall have been issued with a Termination Certificate or a copy thereof and either:
  - (i) the default in the Termination Certificate has not been made good within seven (7) days; or
  - (ii) the default has been repeated within thirty (30) days of the Termination Certificate; or
  - (iii) any other default such as would entitle the Superintending Officer to issue a Termination Certificate has been committed by the Contractor within thirty (30) days of the issue of the original Termination Certificate,

then the Employer, without prejudice to any other rights and remedies available to him, may give to the Contractor notice in writing of the termination of the employment of the Contractor,

upon receipt of which the Contractor's employment under this Contract shall terminate. Upon receipt of the Employer's notice, the Contractor shall immediately vacate and surrender possession of the Site to the Employer, leaving all Construction Equipment, Plant, Temporary Works, temporary buildings, structures, tools, goods, equipment and unfixed materials upon the Site, other than those which the Contractor may be specifically directed in writing by the Superintending Officer to remove.

### **33.2 Effects of Termination for Default**

- (1) In the event of the termination of the employment of the Contractor under Clause 33, the Employer or any other contractor appointed by him may use for completion of the Works any of the Construction Equipment, Plant, Temporary Works, temporary buildings, structures, tools, goods, equipment and unfixed materials left upon the Site pursuant to Clause 33.1(2) as the Employer may think proper. Further, the Employer shall have a lien over all of the said Construction Equipment, Plant, Temporary Works, temporary buildings, structures, tools, goods, equipment and unfixed materials and may sell any of the same and apply the proceeds of sale in or towards the satisfaction of any sums due or becoming due to him from the Contractor under this Contract.
- (2) The Superintending Officer shall, as soon as may be practicable after such repossession of the Site by the Employer pursuant to this Clause, determine what amount (if any) had, at the time of such repossession been reasonably earned by or would reasonably accrue to the Contractor in respect of work then actually done by him under this Contract, the value of any of the unfixed or partially fixed Plant, materials or goods, the value of any Construction Equipment, Temporary Works, temporary buildings, structures, tools or equipment and the amount received from any proceeds of sale.
- (3) No sum shall be certified as due to the Contractor nor shall the Employer be liable to pay to the Contractor any sum (including damages and amounts for which the Employer was liable at the date of termination) in respect of this Contract until the expiry of the Defects Liability Period of the whole Works and thereafter until the Superintending Officer has ascertained and certified an amount (called hereinafter "the Employer's Cost") representing the total of the cost to the Employer of completion and remedying of any Defects, damages for delay in completion (if any) as provided by Clause 33.3 or otherwise and all other expenses incurred by the Employer. The Contractor shall then be entitled to receive only such sum (if any) as

the Superintending Officer may certify would have been payable to the Contractor upon due completion of the Works by the Contractor after deducting the Employer's Cost. If the Employer's Costs exceeds the sum which would have been payable to the Contractor upon due completion by the Contractor, then the Contractor shall, upon demand, pay to the Employer such excess and such excess shall be deemed a debt due by the Contractor to the Employer and shall be recoverable accordingly.

### **33.3 Liquidated Damages after Termination**

If the employment of the Contractor has been terminated for default pursuant to Clause 33.1 and Completion of the Works or any phase or part by the Employer or by other Contractors or persons appointed by the Employer to complete the Works, phase or part has been delayed beyond the Time for Completion the following provisions shall have effect:

- (1) The Employer shall be entitled to the same liquidated damages for delay as those which would have been payable if the Contractor had completed the Works or phase or part on the actual completion date of the Employer or the other contractors or persons appointed by the Employer.
- (2) For the purpose of giving effect to the above, the Superintending Officer shall, upon the completion of the Works or phase or part issue a certificate. Such certificate shall state the date upon which the Contractor should have completed the Works or phase or part and shall also state the full period of delay for which the Contractor is responsible and shall compute the total damages due to the Employer therefor. The certificate shall give credit for events occurring after the termination of the Contractor's employment, which would have entitled the Contractor to an extension of time had he duly executed and completed the Works or phase or part and duly complied with Clause 14. In assessing the period of delay, the Superintending Officer shall also reduce the period of delay to the extent that there has been any failure by the Employer or by any other contractors or persons engaged by the Employer to use due diligence and expedition in arranging for or completing the remaining parts of the Works or phase or part.
- (3) Upon the issue of a certificate under Clause 33.3(2), the amount of damages certified by such certificate shall be immediately recoverable by the Employer from the Contractor.

### 33.4 Termination Without Default

- (1) The Employer may at any time, give the Contractor a written Notice of Termination. This shall have the effect of immediately terminating the employment of the Contractor under the Contract and the Contractor shall immediately thereafter vacate the Site, remove all his Construction Equipment and labour force from the Site and surrender possession of the Site to the Employer.
- (2) In the event a Notice of Termination under Clause 33.4(1) or where Clause 13.2 is applicable, the Superintending Officer shall subject to compliance by the Contractor with Clause 23, certify payment to the Contractor:
  - (a) for all work executed prior to the date of termination at the Rates for the Works set out in this Contract including:-
    - (i) the amount payable in respect of any other items shown and separately priced in this Contract including those for Construction Equipment, Temporary Works and the like, so far as the work comprised therein has been carried out or performed, and a proper proportion of any such items which have been partially carried out or performed;
    - (ii) the cost of Plant, materials or goods reasonably ordered for the Works which have been delivered to the Contractor or of which the Contractor is legally liable to accept delivery, and where such Plant, material or goods will become the property of the Employer upon such payments made by him; and
  - (b) any Loss and Expense suffered by the Contractor in connection with or as a consequence of the termination.
- (3) The Superintending Officer shall expeditiously certify the amounts payable to the Contractor under this Clause, and the Contractor shall provide all reasonable assistance to the Superintending Officer. In the event that the Contractor does not submit the necessary information required, the Superintending Officer shall make his certification on the information available. The amount certified shall be paid by the Employer less any sums previously paid or due to or recoverable by the Employer from the Contractor.

## **34. PROGRESS PAYMENTS AND FINAL ACCOUNT**

### **34.1 Monthly Statements**

The Contractor shall submit to the Superintending Officer, at monthly intervals, a statement in such form as the Superintending Officer may from time to time prescribe. The Statement shall show the amounts to which the Contractor considers himself to be entitled up to the last day of the monthly interval in question in respect of:

- (1) the value of the Permanent Works executed;
- (2) any other items shown and separately priced in this Contract including those for Construction Equipment, Temporary Works and the like;
- (3) the percentage of the invoice value of listed materials, Plant and goods as given in the Appendix delivered by the Contractor on the Site for incorporation in the Permanent Works but not incorporated in such Works;
- (4) any other sum to which the Contractor may consider himself to be entitled under this Contract itemising such sums by reference to the notices given pursuant to Clause 23.1;
- (5) any amount due to the Contractor under an Option Module;

### **34.2 Monthly Payments**

- (1) Within twenty-one (21) days of receiving a statement duly submitted pursuant to Clause 34.1, the Superintending Officer shall certify to the Employer (with a copy to the Contractor) the amounts to which the Contractor is in his opinion entitled in respect of each of the amounts in the statement, subject to the deduction of any sums which have been or may become due and payable by the Contractor to the Employer under this Contract or otherwise.
- (2) The Superintending Officer shall not be bound to issue any certificate under Clause 34.2(1) if either:
  - (a) the total of the amounts to which the Contractor considers himself to be entitled in his statement; or
  - (b) the total of the amounts which the Superintending Officer in his opinion considers the Contractor to be entitled,

is less than the Minimum Amount for Interim Payment stated in the



Appendix. If the Superintending Officer decides not to issue a certificate he shall notify the Contractor in writing within twenty-one (21) days of receiving the Contractor's statement.

### **34.3 Correction of Certificates**

The Superintending Officer may by any certificate make any correction or modification in respect of any error whether arithmetical or otherwise in any previous certificate which has been issued by him and make such adjustments as may be necessary in the amount of payment due and payable to the Contractor to take into account any over or under valuation in any previous certificate. Where the amount paid by the Employer to the Contractor pursuant to any error in a previous certificate exceeds any amount due and payable to the Contractor under any subsequent interim certificate or the Final Account Certificate, such excess shall be recoverable by the Employer from the Contractor.

### **34.4 Final Claim Statement**

Within ninety (90) days of the Date of Substantial Completion (or the last Date of Substantial Completion, if more than one), the Contractor shall submit in writing to the Superintending Officer a statement in such form as the Superintending Officer may prescribe. This statement (the Final Claim Statement) shall show the final amounts to which the Contractor considers himself to be entitled in respect of all the matters set out in Clause 34.1(1) to (5). If or to the extent that the measurements of the Works have not been completed by the Superintending Officer pursuant to Clause 21.1 (other than by reason of any failure on the part of the Contractor), the Contractor shall set out his best estimates of the relevant measurements and amount due in respect of the Works. The statement shall also show all adjustments which the Contractor considers should be made to the Contract Sum. Insofar as substantiation of any claim has not been provided pursuant to Clause 23.3 or 23.4, the Contractor shall provide such substantiation with such a Final Claim Statement. Failure by the Contractor to provide with the Final Claim Statement such substantiation in respect of any event occurring before the Date of Substantial Completion shall subject to Clause 23.5(2) and Clause 23.6 bar the Contractor from advancing any claim for such an amount.

### **34.5 Final Account and Final Account Certificate**

- (1) The Superintending Office shall not later than thirty (30) days after the end of the Defects Liability Period (or the latest if there are more than one such period) provide the Contractor with a draft of the final account (hereinafter referred to as the "Final Account"). The Final Account shall show:

## SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

- (a) The adjustments which the Superintending Officer considers should be made to the Contract Sum;
  - (b) The amounts to which the Superintending Officer considers that the Contractor is entitled to under the express provisions of this Contract;
  - (c) The amounts to which the Superintending Officer considers that the Employer is entitled under the express provisions of this Contract.
- (2) Within thirty (30) days of the receipt by the Contractor of the Final
- (3) Account, the Contractor shall notify the Superintending Officer in writing as to whether or not the amounts set out in the Final Account are accepted by the Contractor. If the Contractor does not accept an amount, he shall submit his grounds of dispute in writing to the Superintending Officer within the said thirty (30) days. Any amount in respect of which the Contractor has not submitted his grounds of dispute shall be deemed to have been accepted by the Contractor and shall be final and binding on the Contractor.
- (4) The Superintending Officer may, subsequent to the receipt of the grounds of dispute, amend the disputed amount (or other amounts not in dispute) and issue to the Contractor a notice of amendment to the Final Account or, if he decides not to issue a notice of amendment to the Final Account, shall inform the Contractor accordingly. The provisions of Clause 34.5(2) shall apply, mutatis mutandis, to notice of amendment to the Final Account.
- (5) The Superintending Officer shall issue a Final Account Certificate:
- (a) within sixty (60) days of the acceptance or deemed acceptance by the Contractor of Final Account or of the amendment to the Final Account, as the case may be; or
  - (b) where there is no agreement on the whole or any part of the Final Account, within sixty (60) days from the date the Superintending Officer in writing informs the Contractor that he would not issue a notice of amendment to the Final Account.
- (6) The Final Account Certificate shall certify the difference between:
- (a) the Contract Sum as adjusted in accordance with the terms of the Contract by the Superintending Officer together with any

further amounts which the Superintending Officer considers the Contractor to be entitled to pursuant to the express provisions of this Contract; and

(b) the amount so far certified for payment (whether or not paid)

and the difference shall be a debt payable by the Employer to the Contractor or the Contractor to the Employer as the case may be.

- (7) The Superintending Officer may, within ninety (90) days of the issue of the Final Account Certificate or the Final Completion Certificate, whichever is the later, amend the Final Account and/or Final Account Certificate in the event of any error or accidental inclusion or exclusion of any Plant, materials, goods or work or figure in any computation. The provision of Clause 34.5(2) and 34.5(3) shall apply, mutatis mutandis, with respect to such amendments.
- (8) For the avoidance of doubt, the Superintending Officer shall not be obliged to issue a Final Account Certificate before the Final Completion Certificate referred to in Clause 35.1 shall have been issued, and the issue of a Final Account or a Final Account Certificate before the issue of the Final Completion Certificate shall not relieve the Contractor from his obligations and liabilities arising during the Defects Liability Period.

#### **34.6 Period for Honouring Certificate**

The amount due to the Contractor under any certificate issued by the Superintending Officer pursuant to Clause 34 or any other term of this Contract shall (subject to the Employer's right to deduct or set-off any sum or damages for which the Contractor is or may be liable under this Contract or in any other way) be paid by the Employer to the Contractor within sixty (60) days or such other time period as may be stipulated in the Appendix after the date of such certificate. In the event that the Employer fails to make payment within the times stipulated, the Employer shall pay to the Contractor interest at the rate stated in the Appendix [or at the rate of five per cent (5%) a year if none is stated] upon all sums unpaid from the date by which the same should have been paid.

#### **34.7 Claim and Payment of Goods and Services Tax**

- (1) The Contractor shall be deemed not to have allowed in his Tender /RFP for goods and services tax (hereafter called 'GST') chargeable under the Goods and Services Tax Act (hereinafter in Clause 34.7 called "the Act") for the supply of goods, services or works required

under this Contract.

- (2) Unless the Contractor is not a taxable person under the Act, the Employer shall reimburse the Contractor any GST charged on the goods, services or works required under this Contract.
- (3) The Contractor when submitting the Monthly Statements required by Clause 34.1, shall also show the amount which he considers himself to be entitled in respect of GST payable to him by the Employer. Upon the issue of each certificate, the Contractor shall forthwith prepare and submit to the Employer within fourteen (14) days the tax invoice under the Act in respect of the certificate. The amount of GST in the invoice shall accord with the amount of GST stated in the relevant certificate.
- (4) If the Employer notifies the Contractor that it intends to apply to the Comptroller of Goods and Services Tax for approval to issue to itself tax invoices in respect of the certificates, or that it has obtained such approval, the Contractor shall give his written agreement that, if such approval is or has been granted, he will not issue tax invoices in respect of such certificates. If such approval is or has been granted by the Comptroller of Goods and Services Tax then the Contractor shall not issue tax invoices in respect of such certificates PROVIDED THAT the Employer may, at any time by notice in writing served on the Contractor, re-impose on him the obligations contained in Clause 34.7(3) above.
- (5) If any dispute, difference or question shall arise between either the Employer or the Contractor and the Comptroller of Goods and Services Tax in relation to any tax chargeable or alleged to be chargeable in connection with the Contract or the Works or any part thereof, each shall render to the other such support and assistance as may be necessary to resolve the dispute, difference or question.
- (6) Clause 36 shall not apply to any dispute, difference or question arising under Clause 34.7.

### **34.8 Delay in Certification**

Under no circumstances shall the Employer be liable to pay to the Contractor any damages, whether by way of interest or otherwise, for any failure or delay by the Superintending Officer in certifying any payment due or payable to the Contractor.

## **35. FINAL COMPLETION CERTIFICATE**

### **35.1 Time for Issue**

Within thirty (30) days after the expiration of the Defects Liability Period, or if different Defects Liability Periods shall become applicable to different phases or parts of the Works, the latest of such Periods or as soon thereafter as any work instructed pursuant to Clause 18 shall have been completed, the Superintending Officer shall issue to the Contractor, with a copy to the Employer, a Final Completion Certificate.

### **35.2 Certificate not Conclusive**

No certificate of the Superintending Officer shall of itself be conclusive evidence that the Works have been completed or that any Plant, materials, goods or work to which it relates are in accordance with this Contract.

## **36. SETTLEMENT OF DISPUTES**

### **36.1 Reference to the Superintending Officer**

- (1) If a dispute or difference of whatsoever kind shall arise between the Employer or the Superintending Officer or the Superintending Officer's Representative and the Contractor in connection with or arising out of this Contract or the execution of the Works, whether during the execution of the Works or after their completion and whether before or after any termination of this Contract or the Contractor's employment, including any dispute or difference as to any opinion, instruction, determination, decision, certificate or valuation of the Superintending Officer or the Superintending Officer's Representative, it shall in the first place be referred by either party in writing to the Superintending Officer for his decision. Such reference shall state that it is made pursuant to this Clause and a copy shall be sent to the other party to this Contract.
- (2) No later than the expiry of thirty (30) days after the date upon which the Superintending Officer received such reference, the Superintending Officer shall give notice of his decision in writing to the Employer and to the Contractor and shall for information state therein that it is given pursuant to this Clause. Such decision shall identify the reference pursuant to which it is made and shall be final and binding on the parties to this Contract unless, as hereinafter provided, either party shall require that the decision should be referred to arbitration.
- (3) Unless this Contract has already been repudiated or the employment of

the Contractor terminated or the carrying out of the Works completed, the Contractor shall, in case of any reference, continue to proceed with the Works in accordance with his obligations under this Contract and the Contractor and the Employer shall give effect forthwith to every decision of the Superintending Officer unless and until the same shall be revised by an arbitrator as hereinafter provided (or as maybe otherwise ordered by a Court of competent jurisdiction).

### **36.2 Reference to Arbitration**

If either the Employer or Contractor is dissatisfied with the decision of the Superintending Officer made pursuant to Clause 36.1 hereof, or if the Superintending Officer fails to give notice of his decision on or before the expiry of the thirty (30) days period following the date on which the Superintending Officer received the reference, then the Employer or the Contractor may, within ninety (90) days from the date of receipt of the aforesaid decision of the Superintending Officer, or within ninety (90) days from the date of expiry of the aforesaid thirty (30) days period (as the case may be) give notice to the other party with a copy for information to the Superintending Officer of his intention to refer the decision or dispute or difference that had not been decided to an arbitrator. The arbitrator may be agreed upon by the parties or failing such agreement, shall be a person to be nominated on the application of either party by the Minister for the Ministry as set out in the Appendix. Subject to Clause 36.3, such reference shall not, without the Employer's consent in writing, be initiated before the Date of Substantial Completion of the Works (or if there is more than one such Date of Substantial Completion, the latest) or alleged Date of Substantial Completion of the Works. Any such reference shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act or any re-enactment or modification thereof.

### **36.3 Arbitration in Event of Termination**

Notwithstanding Clause 36.1, if the dispute or difference concerns the termination of the employment of the Contractor or the repudiation or abandonment of this Contract by either party, such dispute or difference shall not be referred to the Superintending Officer for decision pursuant to Clause 34.1 but shall be referred to an arbitrator in accordance with Clause 36.2. Any dispute or difference raised by the Contractor in connection with the termination of his employment or the repudiation or abandonment of this Contract by the Employer shall be referred to arbitration within sixty (60) days of the notice of termination or act of repudiation or abandonment. Failure to do so within such period shall bar the Contractor absolutely from pursuing such dispute or difference in any arbitration or court proceeding whatsoever.

**36.4 Powers of the Arbitrator**

An arbitrator appointed pursuant to Clause 36.2 or Clause 36.3 hereof shall have full power to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute or difference which shall be submitted to him in the same manner as if no such certificate, opinion, decision, requirement or notice had been given, subject to any provision of this Contract which may constitute a decision or certificate or other document as final or binding or any document or event or omission as barring or preventing a claim being advanced by one party against the other.

**37. RECOVERY BY THE EMPLOYER**

Wherever in this Contract, provision is made for the Employer to recover any amount from the Contractor, such amount may be deducted from or reduced by any sum due or to become due at any time thereafter from the Employer to the Contractor under this or any other contract between the Employer and the Contractor or may be recovered by the Employer from the Contractor as a debt.

**38. RELIANCE CLAUSE**

The Contractor accepts that the Employer, inter-alia, relies on the skill and judgement of the Contractor for any and all the Services to be performed.

**39. INDEMNIFICATION OF TAXES**

The Contractor shall assume responsibility for and shall save the Employer harmless from all taxes including but not limited to:

- (1) Royalty or other payments in one lump sum or otherwise for use of or the right to use any item(s) necessary for the effective execution of the Contractor;
- (2) Any payment for the use of or the right to use scientific technical, industrial or commercial knowledge or information or for the rendering of assistance of service in connection with the application or use such knowledge or information relating to any item(s) necessary for the effective execution of this Contract; and
- (3) Payment for any income taxes and any Central Provident Fund (CPF) contribution or any taxes / contribution to the Contractor's servant or agents which may be required at any time under the laws in force in the Republic of Singapore and/or in the country of the Contractor which may become one by reason of the performance of work under this Contract.

**40. OFFICIAL INFORMATION**

During the course of their work, the Contractor and all his staff may be given access to confidential, classified or secret information. The Contractor and all his staff shall be required to sign an undertaking to safeguard such official information before the commencement of the Works.

**41. REASONABLENESS**

Both parties agree that the clause herein are reasonable. In construing the clauses herein, the Clauses shall not be construed contra proferentum the Employer.

**42. SEVERABILITY**

The validity, legality or unenforceability of any one or more of the provisions in this Contract shall not affect or impair the validity, legality and enforceability of the remaining provisions contained, unless the continuing performance of this Contract is rendered impossible or either parties' rights or obligation under this contract are materially changed, in which event such party may give written notice of its intent to terminate this contract to the other party unless the parties, proceeding in good faith, negotiate mutually acceptable revisions to the remaining portions of this Contract.

**43. WAIVER**

In the event of the Employer should waive any of its right under this Contract on any occasion(s), such waiver shall not prejudice the Employer's right to assert its right on any subsequent occasion.

**44. NOTICES**

- (1) The Contractor shall notify the Superintending Officer of an address in Singapore for service of document (hereinafter call the "Service Address").
- (2) The Contractor shall give fourteen (14) days written notice to the Superintending Officer of any change in the Service Address.
- (3) Except as provided in Clause 44.4, all certificates, notices or instruction(s) to be given to the Contractor by the Employer or the Superintending Officer under the terms of the Contract shall be sent by post, cable, telex or facsimile transmission to or left at the Service Address or such other address as may be communicated in writing to the Employer or the Superintending Officer.



- (4) All certificates and notices under Clauses 33 and Clause 36 shall be given by pre-paid registered mail or hand delivery to:
  - (a) in the case of the Contractor , the Service Address; and
  - (b) in the case of the Superintending Officer or the Employer, such address as the Superintending Officer shall in writing notify the Contractor.
- (5) Without prejudice to any other method of service that is authorised by law, service of any originating process by the Employer or Superintending Officer on the Contractor shall be deemed to be due service if it is posted to or left at the Service Address or such other address as may be communicated in writing to the Employer or Superintending Officer pursuant to Clause 44(2).

**45. SURVIVAL CLAUSE**

All clauses of the Contract so intended to survive after the termination or expiration of this Contract shall survive such termination or expiration.

**46. CONFIDENTIALITY**

Except with the consent in writing by the Employer, the Tenderer shall not disclose the contents of the Tender/RFP Documents or any of its provisions, or any specifications, plans, drawings, patterns, samples or information issued by the Employer.

**47. ENTIRE AGREEMENT**

This contract constitutes the entire agreement between the Employer and the Contractor with respect to the subject matter and supersedes all prior and contemporaneous proposals, agreements, negotiations, representations, writings, understandings and all other communications, whether written or oral, between them with regards to the subject matter of this contract.

**48. GOVERNING LAW**

This Contract shall be deemed to be made in Singapore and shall be subject to, governed by and interpreted in accordance with the laws of the Republic of Singapore for every purpose. The application of the United Nations Conventions on Contracts for the International Sale of Goods 1980 to this Contract is hereby expressly excluded.

**49. GENERAL**

- (1) This Contract may be executed in counterparts by the respective parties, each of which when so executed, shall be deemed to be an original and all of which taken together shall constitute one and the same Contract.
- (2) The provisions of this Contract and all the rights and remedies of the parties under this Contract shall be cumulative and are without prejudice, in addition to and not in lieu of any other remedies to either parties at law, in equity, or otherwise. No exercise by a party of any one right or remedy under this Contract, or at law or in equity , shall (save to the extent, of any provided expressly in this Contract or at law or in equity) operate so as to hinder or prevent the exercise by it of any other such right or remedy.
- (3) Any amendments or modifications of this Contract will not be binding unless written and signed by both the Employer or the Superintending Officer and the Contractor.
- (4) In any suit or other proceeding relating to the subject matter of this Contract, the prevailing party shall be entitled to recover from the other party all costs, fees and expenses incurred by accountants, solicitors and other professionals for services rendered to the prevailing party in connection with the suit or other proceeding, including costs, fees and expenses of preparation and appeal.

**50. LANGUAGE**

All business relating to this Contract, both written and verbal shall be conducted in the English language.

SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

I AGREE TO COMPLY WITH THE ABOVE CONDITIONS which and where applicable to the Tender/RFP Ref: \_\_\_\_\_

\_\_\_\_\_

Signed and stamped with the seal of the Contractor

\_\_\_\_\_

Date

NOTE : Please return this sheet signed and stamped as part of your offer to the invitation to Tender/RFP to signify your acceptance of NHG's Standard Conditions of Contract.

## HOUSE RULES FOR CONTRACTORS

The following rules are mandatory for all Contractors engaged to carry out works at Site or otherwise specified in the Tender/RFP documents. They are to note and comply with the following rules. The term “Contractor” shall mean the person or firm whose offer has been accepted by the Site or otherwise stated in the Tender/RFP document and include the Contractor’s workmen, sub-Contractor, suppliers and agents. If you have further questions, please ask your site contact

1. **PPE:**  
Appropriate PPE must be worn within the boundary of the Site or otherwise specified in the Tender/RFP document.
2. **HOT WORK:**  
No hot work shall be carried out without the prior written approval by the EHS Officer or the Fire Safety Officer. All flammable compounds are to be cleared away from the area. No Contractors are allowed to store chemicals in the vicinity of the Site or otherwise specified in the Tender/RFP document.
3. **ELECTRICAL:**  
The contractor shall employ only competent persons to take charge of all electrical works. Such installations shall be provided with earth leakage circuit breakers and be maintained in good and safe working order. All electrical installations shall comply with the requirements of the law and regulations.
4. **REPORTING OF ACCIDENTS:**  
\_The Contractor shall report to the Site or otherwise specified in the Tender/RFP document all accidents, including but not limited to those that do not involve injuries to person. The Contractor shall also report accidents to the Ministry of Manpower or any other appropriate authority as required by the laws and regulations of Singapore.  
  
Report all accidents and incidents to your supervisor or site contact immediately for prompt follow up with the Security Office.  
  
The Contractor shall observe the emergency evacuation procedures of the Site or otherwise specified in the Tender/RFP document and acknowledges that it has read and understood the same.
5. **DISPOSAL OF DEBRIS:**  
All waste or debris are to be disposed off site. Upon completion of the work, the contractor shall ensure that the work area is kept clean.
6. **LOCKOUT/TAGOUT AND MACHINE:**  
All machine and equipment are to be operated by trained and authorised personnel only. All contractors are to comply with the Lock-Out/Tag-Out procedures as

required by the Ministry of Manpower (MOM).

**7. REPORTING OF UNSAFE ACTS/CONDITIONS:**

Report all unsafe acts / conditions immediately to your supervisor or site contact. Call for assistance immediately if you are splashed or come into contact with any chemicals or unknown materials.

**8. HOUSE RULES, CONDITIONS AND REQUIREMENTS:**

Contractors shall be given a copy of this “House Rules for Contractors” and the “Conditions and Requirements for Contractors’ Works in SITE OR OTHERWISE SPECIFIED IN THE TENDER/RFP DOCUMENT” at the Security Office or by site contact before commencing their works. The contractors or vendors have to brief their workers on the Site or otherwise specified in the Tender/RFP document’s rules before starting on their work.

**9. CONTACT NUMBERS:**

All contractors are to put down their contact numbers in case of emergency.

**Note to Contractors:**

You are required to acknowledge below prior to the commencement of your works. You are deemed to have understood the “Conditions and Requirements for Contractors’ Works In SITE OR OTHERWISE SPECIFIED IN THE TENDER/RFP DOCUMENT” and the “House Rules for Contractors” prior to the commencement of your works.

Company : \_\_\_\_\_  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Contact Number : Pgr:\_\_\_\_\_ Hph:\_\_\_\_\_

Date : \_\_\_\_\_

CONDITIONS AND REQUIREMENTS FOR CONTRACTORS' WORKS IN SITE OR OTHERWISE SPECIFIED IN THE TENDER/RFP DOCUMENT

All Contractors engaged to carry out renovation works in the Site or otherwise specified in the Tender/RFP document are to note and comply with the following conditions and requirements. The term "Contractor" shall mean the person or firm whose offer has been accepted by the Site or otherwise specified in the Tender/RFP document and include the Contractor's workmen, sub-Contractors, suppliers and agents.

**1. Access For Contractor**

- 1.1 The Contractor must register at the Security Control Room at Level 1, Tower Block with the Notification of Works Form duly filled and signed together with the list of names and NRIC/worker's permit numbers of all workers before he is allowed to commence works.
- 1.2 The Contractor is required to register at the Security Control Room at the beginning of the day and book out at the end of the day on a daily basis. A 'Contractor Pass' will be issued to the Contractor which must be put on the front left breast pocket at all times in the Site or otherwise specified in the Tender/RFP document.
- 1.3 The Contractor carrying out renovation works must abide by the conditions and requirements stated herein and/or any other instructions/directions issued by the Site or otherwise specified in the Tender/RFP document or its security guards from time to time, failing which he may be denied entry to the site.

**2. Working Hours**

- 2.1 The Contractor shall have access to the site between the hours of 8.00am and 6.00pm daily. All noisy works which include any hacking, knocking, drilling, sawing etc. can only be carried out during the day and on weekdays from 8.00am to 6.00pm. Special arrangements can be considered for works that need to be carried out beyond this period and for any exigencies. The Contractor must commence and complete the works within the stipulated date and time. Any extension of working time must be approved by an authorised staff of the Site or otherwise specified in the Tender/RFP document and the Security Department must be informed accordingly.

**3. Illegal Workers**

- 3.1 As it is an offence to employ illegal foreign workers to carry out any renovation works, the Contractor is to ensure strict compliance with this statutory requirement, that is, no illegal foreign workers are employed in respect of such works and all foreign workers employed on the site shall have valid work permits from the relevant authorities. The Contractor shall be solely liable for any penalties, fines or any other orders imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers. The Contractor shall indemnify the Site or otherwise specified in the Tender/RFP document from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Site or otherwise specified in the Tender/RFP document relating to any employment by the Contractor of illegal foreign workers.

**4. Use of Site or otherwise specified in the Tender/RFP document's Water and Electricity**

- 4.1 The water and electricity utilities are for the Site or otherwise specified in the Tender/RFP document's usage and shall not be tapped or diverted for the renovation works unless permission has been granted by an authorised staff of the Site or otherwise specified in the Tender/RFP document.
- 4.2 For any temporary power supply from the Site or otherwise specified in the Tender/RFP document, the Contractor shall provide a temporary electrical board with a minimum of current operated earth leakage circuit breaker and miniature circuit breaker for overload protection. In certain cases, the Contractor is required to engage a mobile diesel generator for his power needs.
- 4.3 The Contractor is advised not to waste water during the renovation works.

**5. Access for Removal of Debris and Transportation of Building Materials**

- 5.1 The Contractor is not allowed to use the passenger lifts or access any other areas of the Site or otherwise specified in the Tender/RFP document without the written approval from the Site or otherwise specified in the Tender/RFP document. The Site or otherwise specified in the Tender/RFP document staff and vendors shall have priority of the use of the entrances, lifts and lift lobbies at all times. The Site or otherwise specified in the Tender/RFP document may designate other lifts for delivery, transportation and removal of all construction materials, debris, furniture and fittings on a case by case basis.

## SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

- 5.2 The protective hoardings / cover sheets provided in the service lifts should not be removed or tampered with. Any damage found on them will be charged to the Contractor concerned. The Contractor must also ensure that no misuse or overloading is caused to the lifts.
- 5.3 The delivery of supplies and equipment should normally be done during office hours. Special arrangements must be made for deliveries after office hours.

### **6. Protection of Access Route and Common Areas**

- 6.1 The Contractor shall provide and maintain all necessary protective coverings along the access route from the designated service lifts and lift lobbies at B3, B2 to the site area and where necessary, protect existing wall and floor finishes before the commencement of works and maintain these areas at all times until the completion of the works.
- 6.2 The Contractor shall be responsible for taking every care and precaution by providing proper protective covers on the floor, etc. during their transportation of building material / debris and furniture, etc. delivery so as not to damage the common areas and the Site or otherwise specified in the Tender/RFP document facilities. The Contractor is requested to advise their suppliers, agents and employees to observe the aforesaid arrangements strictly.
- 6.3 All finishes, fittings, fixture and installations and facilities provided in the Site or otherwise specified in the Tender/RFP document shall not be tampered with without the permission of the Site or otherwise specified in the Tender/RFP document or damaged during the renovation and removal periods.
- 6.4 Preventive measures must be taken to stop vapour, dust, debris or smells from being discharged through the windows to the external of the site or to adjacent work areas.
- 6.5 Non-observation of the above may result in the Site or otherwise specified in the Tender/RFP document's refusal to allow entry to the site and the usage of facilities and any damage found during and subsequent to their operations shall be corrected and fully compensated by the Contractor concerned.

### **7. Use of Toilets**

- 7.1 During the renovation period, only selected toilets will be opened for the use of the Contractor.
- 7.2 The Contractor is advised to instruct their suppliers, agents and employees to



take good care of the aforesaid toilets, not to waste water and observe the cleanliness therein.

- 7.3 No disposal or discharge of building materials or debris and mixing of concrete, etc. are allowed in the toilets.
- 7.4 At the end of the renovation works or from time to time, should there be any damage found on the tiling, plumbing or sanitary fittings, such damage will be restored and all costs incurred shall be charged to the Contractor.

## **8. Cleanliness and Illegal Dumping**

- 8.1 The Contractor shall be responsible for clearing their building debris at the Site or otherwise specified in the Tender/RFP document's approved dumping ground on a daily basis and shall not be allowed to stack or accumulate in such a way as to endanger the stability or pose as a threat to the Site or otherwise specified in the Tender/RFP document staff and patients.
- 8.2 No building debris is allowed to be left or disposed of at the common area, bin centre or at any areas of the Site or otherwise specified in the Tender/RFP document other than the designated dumping ground under any circumstances.
- 8.3 Pursuant to the aforesaid, in the event that the Contractor is found to have disposed of any building materials or debris in any area of the Site or otherwise specified in the Tender/RFP document other than the designated dumping ground, the Contractor shall be made to bear the cost of disposal and a penalty of up to S\$1,000.00 shall be imposed on any Contractor found dumping indiscriminately or for not maintaining the designated dumping ground in a clean and tidy manner.

## **9. Decorum**

- 9.1 The Contractor is expected to conduct himself with decorum and to behave in a civilised and responsible manner.
- 9.2 The Contractor must be properly attired at all material times and be confined to the areas in which he is working. He must ensure that he does not litter, deface or damage any part of the Site or otherwise specified in the Tender/RFP document.
- 9.3 The Contractor shall also ensure that he does not cause any nuisance, offensive smell, noise, vibration or inconvenience to the other occupants of the Site or otherwise specified in the Tender/RFP document.

- 9.4 The Contractor shall co-operate with the security guards and/or any representatives of the Site or otherwise specified in the Tender/RFP document, failing which he shall be barred from working in the Site or otherwise specified in the Tender/RFP document.

## **10. Fire Protection Works**

- 10.1 Additions or alterations to sprinkler heads, if required, shall be provided at the Contractor's expense. All costs for submission, construction etc. shall be borne by the Contractor. Application for the drainage of the sprinkler system in connection with the alteration/addition works can be made to the Site or otherwise specified in the Tender/RFP document subject to the payment of a fee of S\$300.00 per occasion, which sum shall be payable at least 3 days in advance before the commencement of work. The charging of water has to be carried out at the end of the day by 5.00pm.
- 10.2 The Contractor shall ensure that his stock, goods or equipment are kept within the site and all common corridors and fire escape routes are to be kept clear and unobstructed, failing which the Site or otherwise specified in the Tender/RFP document will proceed to clear the said corridors or escape routes and all costs incurred shall be charged to the Contractor.

## **11. Air-Conditioning Works**

- 11.1 No alteration or modification to the existing air-conditioning duct work is allowed unless the prior written approval of the Site or otherwise specified in the Tender/RFP document has been obtained. Such works shall be carried out by an approved Contractor to be decided by the Site or otherwise specified in the Tender/RFP document. No booster/extracting fans shall be allowed to be installed at the air-conditioning outlets to extract cool air from the central system.
- 11.2 In circumstances where dust and dirt are likely to be generated from the works, the Contractor shall ensure that the air-conditioning supply air inlets and return air outlets are properly and securely covered with polyurethane sheets to prevent possible pollution and contamination of the central air-conditioning supply.
- 11.3 No air-conditioning will be supplied to the site undergoing renovation so as to avoid malfunctioning effects on the system.
- 11.4 The Contractor shall not proceed with any M&E and plumbing works which will affect the regular functioning of any such system / installation without the prior consent of the Site or otherwise specified in the Tender/RFP document.

- 11.5 All mechanical and electrical installations must comply with the Code of Practice from PSB and authorised departments.

**12. Structural Works**

- 12.1 The structural floors of the Site or otherwise specified in the Tender/RFP document are designed for a maximum superimposed load of 5.0KN/sq m (84 lb/sq ft).
- 12.2 The Contractor shall not do any hacking works to the superstructure, concrete flooring and/or any structural element of the Site or otherwise specified in the Tender/RFP document without the prior written consent of the Structural Engineer and the Site or otherwise specified in the Tender/RFP document. When other nearby offices/ shops/ clinics/ medical wards are in occupation, hacking, drilling and other noise generating fitting-out works can only be carried out after office hours or at designated hours after prior application has been made to and consent obtained from the Site or otherwise specified in the Tender/RFP document.

**13. Safety Inspection by the Site or otherwise specified in the Tender/RFP document**

- 13.1 Before the commencement of and during the renovation works, the Contractor shall notify the Site or otherwise specified in the Tender/RFP document for a joint inspection to be carried out to ensure that the site is in a safe and proper condition.
- 13.2 The Site or otherwise specified in the Tender/RFP document shall have the right at any time during the renovation works to gain access into the site to make spot checks and issue instructions to ensure that the conditions contained herein are complied with. The Contractor is advised to co-operate on this matter to avoid inconvenience or disruption of the works.
- 13.3 The Contractor shall maintain a high standard of housekeeping and ensure fire safety on site for the duration of the contract. He shall keep the site of his operations in as clean, neat and safe a condition as possible.
- 13.4 The Contractor shall be penalised for creating any environment which could endanger the life and/or safety of staff and patient. Works will be ordered to be stopped until the cause(s) of the safety infringement is/are removed and the situation remedied. The Site or otherwise specified in the Tender/RFP document shall not be responsible for any undue delay of the works or cost incurred as a result of the stoppage. In addition, the Contractor shall be made to bear all consequences should any accident occur arising directly or indirectly out of the safety infringement.

**14. Illegal Parking**

14.1 All illegally parked vehicles and those that are parked indiscriminately or cause obstruction or pose as a safety hazard to other users will be wheel-clamped. A removal fee of S\$50.00 will have to be paid for the clamp to be removed. The Contractor shall conform to the Site or otherwise specified in the Tender/RFP document regulations for carting, loading and unloading all materials, debris etc. to and from the site.

**15. No Smoking**

15.1 Smoking is strictly prohibited in the Site or otherwise specified in the Tender/RFP document. The Contractor must observe that the Site or otherwise specified in the Tender/RFP document is a no smoking area and that no smoking is allowed in the building or open spaces. Offenders will be booked and subsequently taken to court and may be fined up to S\$1,000.00 under the Environment Act.

**16. Mosquito Breeding**

16.1 Offenders will be taken to court and dealt with under the Environment Act should the site they occupy be found to have mosquitoes breeding.

**17. Eating Inside Site Area**

17.1 The eating and consumption of food is not allowed in the site. Consumption of food should only be done in proper designated areas like the food court or outside the Site or otherwise specified in the Tender/RFP document. Special arrangements can be considered for practical reasons subject to the consent of the Site or otherwise specified in the Tender/RFP document.

**18. Hot Works**

18.1 No hot works are allowed in the Site or otherwise specified in the Tender/RFP document without first obtaining the permission of the Fire Safety Officer. The Contractor must obtain the 'Hot Works Permit' from the Fire Safety Officer for all works involving flame, arc welding and any other equipment producing heat or having naked flames.

**19. Protection to Existing M&E and Building Services**

19.1 The Contractor shall uphold, protect and maintain all existing M&E and

## SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS

building services within and adjacent to the site and take full responsibility for any damage or disruption to such services occasioned by the building works and allied operations during the progress of the works.

- 19.2 The Contractor shall make good or pay for making good all damage to all existing M&E and building services and any consequential damage or loss arising out of such damage or disruption.
- 19.3 The Contractor shall seek the Site or otherwise specified in the Tender/RFP document's approval in writing at least 10 working days in advance if the works require any temporary shutdown of the existing M&E and building services.

### **20. Use of Mobile Phones and Walkie Talkies**

- 20.1 Mobile phones and walkie talkies are not allowed in Patient Dependent on Equipment (PDE) areas or any designated areas in the Site or otherwise specified in the Tender/RFP document where such use is prohibited. The mobile phones and walkie talkies should be completely switched off and not kept on standby mode in these areas.

### **21. Indemnity**

- 21.1 The Contractor shall indemnify the Site or otherwise specified in the Tender/RFP document against any expense, liability, claim or loss in respect of any injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Site or otherwise specified in the Tender/RFP document as a result of a breach by the Contractor, his subcontractors, employees, suppliers or agents, of any of the conditions and requirements stated herein

### **22. Safety Requirements For Works of Engineering Construction**

- 22.1 The Contractor shall be responsible for compliance with the requirements of any law, regulation, by-law or public authority relating to site safety at all times and shall bear all costs and expenses connected in compliance with the same.
- 22.2 The Contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, patients, staff and the general public and the property of others.

**SCC.1 CONSTRUCTION AND IMPROVEMENT WORKS**

The Contractor is to acknowledge below when they sign in at the Security Control Room on the first day of their works. They are deemed to have understood the above conditions and requirements and undertake to abide by them when working in the Site or otherwise specified in the Tender/RFP document.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Company : \_\_\_\_\_

Date : \_\_\_\_\_

**To : Senior Security Supervisor, SITE OR OTHERWISE SPECIFIED IN THE TENDER/RFP DOCUMENT**

**NOTIFICATION OF WORKS**

Please be informed that M/s \_\_\_\_\_ has been  
(Name of Contractor)  
engaged by us to carry out works at \_\_\_\_\_ located on  
(Name of Department)  
\_\_\_\_\_ of \_\_\_\_\_ building.  
(Level) (Name of Block)

**DETAILS OF WORKS**

Description of works : \_\_\_\_\_  
\_\_\_\_\_

Duration of works from : \_\_\_\_\_ to \_\_\_\_\_  
(Start Date) (End Date)

Name of supervisor \_\_\_\_\_ and contact number \_\_\_\_\_

No. of workers : \_\_\_\_\_ (to attach name list, giving full name as in valid document, ID/Passport/Work Permit number and address).

Dumping point for debris :  
\_\_\_\_\_

I have instructed the Contractor to report to the Security Control Room at Site or otherwise specified in the Tender/RFP documents with the valid documents of all workers before the commencement of work and exchange for 'Contractor Pass' on a daily basis throughout the duration of the works.

Particulars of staff co-ordinating the work :

_____	_____	_____
(Name)	(Designation & Dept)	(Contact No)

NOTE : SITE OR OTHERWISE SPECIFIED IN THE TENDER/RFP DOCUMENT staff co-ordinating the works shall be responsible for checking the areas concerned before and after the completion of works and ensure that any damage arising from the Contractor's works must be made good at their cost.

cc. Maintenance, Housekeeping, Fire Safety