

SECTION B

GENERAL CONDITIONS AND PRELIMINARIES

1.0 GENERALLY

- 1.1 This Section shall be read in conjunction with the General Preliminaries laid out together in this tender document.
- 1.2 The Contractor is to check that each copy of the documentation is complete in the number of pages and in the reproduction of each page.
- 1.3 No alteration by the Contractor is to be made to the Documents unless authorized in writing by the PM. Any unauthorized alteration made will be ignored and the original text adhered to.

2.0 DESCRIPTION OF THE WORKS

- 2.1 The Contract works comprise the interior works as detailed in these Documents and drawings.
- 2.2 Figured or calculated dimensions shall be preferred in all cases to scaled dimensions from the Drawings but before ordering any materials or fabricating any work, the Contractor shall check all dimensions on site.
- 2.3 Any discrepancies between dimensions from the Drawings and those on site shall be reported immediately to the PM/ Designer.

3.0 DELAY IN COMMENCEMENT OF WORKS

- 3.1 In the event the commencement of works is delayed for any reasons whatsoever after the award of this Contract, the Contractor shall bear all warehouse storage costs for a maximum period of 3 months.

4.0 SITE AND ACCESS

- 4.1 The site of the works is as described and demarcated in these Documents and Drawings.
- 4.2 The Contractor shall take all necessary precautions to prevent workpeople from trespassing on any part of the Site not affected by the Works.
- 4.3 The Contractor is advised to visit the Site and fully acquaint himself as to the nature, extent and practicability of the works. He shall include in this quote for any costs in respect of availability or lack of access, working space, storage accommodation and any other limitations imposed by the site and its surroundings.
- 4.4 The site is not to be used for any purpose other than the execution of works under this Contract.

5.0 ATTENDANCE BY CONTRACTOR

5.1 Facilities and attendance to be afforded by the Contractor to the subcontractor/ supplier will be limited to the following. (The subcontractor/ supplier shall allow for any additional facilities or attendance, which they require, in their respective subcontracts):-

- a) Free and full use of standing scaffolding.
- b) Free use of modern sanitary accommodation and other welfare facilities.
- c) Provision of working space.
- d) Provision of artificial lighting and temporary electricity supplies. The Contractor will terminate supplies at 30amp. TPN isolators and 13amp SPN socket outlets and the number and locations shall be decided on site by the Designer/ M&E Engineer. The subcontractor/ supplier shall be responsible for all necessary wiring, connections, etc to the actual points of execution of the Contract Works.
- e) Provision of water for the works. The subcontractor/ supplier shall be responsible for providing hoses to the water supply points provided by the Contractor.
- f) Daily removal of rubbish from locations on each floor, designated by the Contractor to the subcontractor/ supplier, including final removal from Site
- g) Provision of adequate protection to existing finishes, services, lift cars, lift lobby, staircases and the like to prevent any damage whatsoever to the finished existing surfaces of the Works and adjacent areas.
- h) Protecting, casing up and accepting full responsibility for loss or damage to the subcontract works which have been fully, finally and properly incorporated into Works.
- i) Additional Costs incurred to the Contractor due to the subcontract/supplier working different or extended hours to those works by the Contractor.
- j) Provision of all setting out and including giving all necessary dimensions and taking responsibility for their accuracy.
- k) Programming, co-ordinating and organizing the subcontractor/ supplier's work to ensure the correct timing, sequencing and completion of all operations including preparing co-ordinated working drawings of all services.
- l) Ascertaining all particulars relating to the Contract Works with regard to sizes and positions of chases, holes, mortices and the like which are to be formed or left in the structure.
- m) Cutting and forming holes, recesses, etc. for ductwork, pipes, conduits and fittings through walls, floors, ceiling, etc. and making good after the Contract Works are sufficiently advanced. Cutting holes through false ceilings and special partitions shall be by the respective specialist contractors. The subcontractor/ supplier shall be responsible for chasing of walls for pipes, conduits and fittings but making good shall be by the contractor.

- n) Building-in or casting-in of inserts, bolts, sleeves for pipes, ducts, trunking, guide rails, equipment, suspension systems, etc. The Sub-contractor/ Supplier shall provide the inserts, bolts, sleeves, etc. and will locate for the Contractor the correct position for these fittings. Sealing between sleeve and the pipe, duct, trunking, etc. shall be executed by the subcontractor/supplier whereas sealing between the sleeve and building structure (ie. floors, walls) will be by the Contractor. Sealing materials and methods shall be of suitable fire rating and to the approval of the Building Authority, PM and Designer.

6.0 CO-ORDINATION

- 6.1 The Contractor shall co-operate and coordinate with the subcontractor/supplier/ nominated subcontractor to ensure that they are informed of any work which must be carried out in conjunction with the Works.
- 6.2 Any work which has to be carried out by the subcontractor/suppliers as a result of failure on the part of the Contractor to provide all necessary information in good time or to carry out checks and inspections will be carried out at the Contractor's own expense.
- 6.3 Provide for all on and off site management and supervisory costs and charges.
- 6.4 Prior to commencement of works, the Contractor shall provide the PM/ Designer with a Site Organization Chart showing the key personnel to be deployed for the works.
- 6.5 No personnel may be replaced unless prior approval from the PM/ Designer is obtained.

7.0 CONTRACT BILLS

This is a Lump Sum Contract and the price is a fixed price not subject to re-measurement or recalculation should the actual quantities of work or materials differ from any estimates available at the time for contracting. Additional variations cost which may be order by the PM /Designer shall be valued under the terms of the Contract in accordance with the rates in the Bills of Quantities and/ or the Schedule of Unit Rates.

8.0 PM'S & DESIGNER'S INSTRUCTION

- 8.1 Keep on site a record of all verbal directions or instructions of the PM/ Designer and send copies to both PM and Designer in seven (7) days of these being given.

9.0 PLANT AND EQUIPMENT

- 9.1 Provide all plant, equipment, tools and vehicles necessary for the proper execution of Contract Works.
- 9.2 The amount of noise made on the Works is to be kept to a minimum. Generators, compressors and other noisy plant are to be muffled at all times by means of silencers, screen and the like.

10.0 SITE STORAGE

10.1 The Contractor is reminded that there is no storage space provision on Site. Delivery shall be so programmed to avoid any obstruction to other works on Site.

11.0 WORKING HOURS

11.1 The normal working hours as per stated in renovation guidelines.

11.2 Should the Contractor consider that working hour is not accordingly to norm, he shall deem to have included all necessary overtime charges into the pricing.

12.0 SAMPLES

12.1 Submit samples of materials and goods to the PM/ Designer as and when required and obtain his written approval.

12.2 Execute samples of workmanship and prototypes for the PM/ Designer as and when required and obtain this written approval. Demolish and clear away when instructed by the PM/ Designer.

12.3 The finished work must correspond to the submitted and approved samples of materials and workmanship.

13.0 PROTECTION OF THE WORK AND EXISTING SERVICES

13.1 The Contractor shall be responsible for the complete and adequate protection of their works and materials. The responsibility in this connection shall also cover protection of existing items/finishes, fixtures and fittings.

13.2 The Contractor shall take all necessary precautions to avoid causing any damage or interruptions to the existing services and properties serving other parts of the Client's premises not included under the phases of work.

14.0 WATER FOR THE WORKS

14.1 Temporary water supply for the works shall be made available on site by the Contractor. Cost of such supply shall deem to be inclusive under the contract. The Contractor shall obtain permission from the PM or Building Manager to utilize the sanitary facilities and existing draw-off(s) provided that due care must be taken not to dirty the toilets, bathrooms, draw-off areas, damage the fittings and fixtures or choke the drainage system.

15.0 TEMPORARY LIGHTING AND POWER FOR THE WORKS

15.1 Temporary electric power for the works shall be made available on site by the Contractor, Cost of such supply shall deem to be inclusive under the contract. The Contractor shall obtain permission from the PM and/or Building Manager to ascertain the ways to tap such power.

- 15.2 The Contractor shall be responsible for connections from the existing meter and/ or power points for temporary artificial lighting and electric power for the works including that required by subcontractors/Suppliers in accordance-with the current Electricity Regulation and the current edition of the Singapore Standard Code of Practice - Wiring of Electrical equipment of Building. Comply also with all guidelines and requirements from the building License Electrical Worker
- 15.3 All electrical installations shall be carried out under the responsibility of Contractor's own Licensed Electrical Workers.
- 15.4 The Contractor shall provide temporary electrical arrangements for distribution around the Site including that required by subcontractors/ suppliers.
- 15.5 The Contractor shall provide, install and maintain all necessary temporary lighting during hours of darkness for construction, safety or other purposes in order to carry out work.

16.0 PROGRAMME CHARTS AND RETURNS

- 16.1 Within seven (7) days of the award of the Contract or the confirmation of the Work Schedule, whichever is earlier, the Contractor shall submit for approval by the PM/ Designer a programme related to the Contract Period showing the timing and sequence in which he proposes to carry out the various parts of the contract works.
- 16.2 The Programme shall include a bar chart and be in sufficient detail to permit a precise day-by-day comparison between the works as programme and the actual progress.
- 16.3 The Programme shall be kept up to date and a copy made available on Site at all times for inspection. Records of progress shall be kept by the Contractor and submitted to the PM/ Designer at weekly intervals.
- 16.4 Approval of the Programme by the PM/ Designer shall signify agreement with the Contractor's proposed order of working but shall not otherwise change the contractual obligations of the Contractor in relation to the period of Completion or as to a reasonable time for giving or receiving instructions, drawings or details.

17.0 OPERATING AND MAINTENANCE INSTRUCTIONS

- 17.1 Obtain and hand over to the Client a complete set of operating and maintenance instructions for items incorporated in the works.

18.0 CLEANING THE WORKS

- 18.1 The Contractor shall be responsible for daily cleaning, leaving the whole of the works clean and ready for occupation to the satisfaction of the PM.
- 18.2 At the completion of the project, the Contractor shall clean the whole premises e.g. cleaning all windows, carpet and floor tiles; remove all paint spots from floor tiles and door hardware. He shall then hand over all door keys, with the proper number displayed on them, to the PM/ Client. At the completion, he shall put away all debris and materials which are not required at no extra cost to the Client.

18.3 If the Contractor fails to adhere to this clause and its sub-clause the PM/ Client reserves the right to employ an independent cleaning contractor for the purpose of complying with this clause and its sub-clauses at the Contractor's expense.

19.0 REMOVAL OF RUBBISH

19.1 The Contractor shall remove construction debris daily for disposal at the designated dumping area.

19.2 The Contractor shall also ensure that all wasted foodstuff and wrappings are cleared each night in a manner approved by the local health authority and/ or as direct by the PM.