



Subject: **SOPS: PROCESSING OF EOT CASES FOR CONSTRUCTION CONTRACTORS**

1. It has been observed that cases pertaining to the Extension of Time (EoT) for construction contracts are being delayed considerably due to piecemeal observations and because there is no defined format for processing such cases.
2. The Chairman NHA has approved enclosed SOPs to be strictly observed for processing of EoT cases for construction contracts.
3. The addressees are requested to ensure implementation of the SOPs in question in letter & spirit.

**(Ch. Khalid Naseem)**  
Secretary NHA

**All Members NHA**  
**All GMs HQ/Regions/Projects**

**Copy to:**

- PS to Chairman NHA

# **NATIONAL HIGHWAY AUTHORITY**

## **STANDARD OPERATING PROCEDURES**

### Sub: **PROCESSING OF EXTENSION OF TIME CASES FOR CONSTRUCTION CONTRACTORS**

1. It has been observed that cases pertaining to the Extension of Time [EoT] for construction contracts are being processed by the Project Directors / GMs without provision of data and Info essential for rationalized decision making. Submission of half baked cases to NHA HQ and because there is no defined format for processing such cases, also leads to piecemeal observations and thus avoidable delay.
2. It has been decided that in order to derive a proper methodology for processing of such cases and save on time & effort. Following Standard Operating Procedures (SOPs) shall henceforth be observed / followed in letter & spirit:-
  - a). Reasons for extension with proper justification, apportioning responsibility and all necessary documents should be attached with every proposal seeking EoT for construction contracts.
  - b). For extension against delay in payments, a comprehensive summary sheet must be attached reflecting the delays encountered due to non-payments.
  - c). For extension due to non-provision of ROW and or delay in removal of encroachments. Necessary justification with utilities location / extent of obstruction *vis-a-vis* work program of contractor will be required. The total amount paid to different utility services company will also be indicated. Separate information will be required for each Item / utility company.
  - d). For extension against delay due to revision in scope, detailed Info concerning original and revised scope will be required.
  - e). Reasons for delay will also include info concerning skilled manpower, machinery & equipment, etc, deployed by the contractor at site.
  - f). Comparison between planned and actual progress will be presented.
  - g). It will be necessary to provide quantification against each delay.
  - h). Revised schedule against the EoT should be realistic taking into consideration site conditions.

- i). Detailed financial Impact due to the proposed extension should be provided Including escalation and cost of Employer's Engineer facilities and consultancy charges.
  - j). Copy of variation orders along with financial concurrence and previous EoT(s)if any,' must also be attached.
3. A checklist to be filled in and signed by the PD / GM concerned is **enclosed**.
4. The SOPs and checklist can be downloaded from NHA website [www.nha.gov.pk](http://www.nha.gov.pk).

# NATIONAL HIGHWAY AUTHORITY

## CHECKLIST

Subject: Extension of Time Cases for Construction Contracts

### **A. Project Data:**

1. Project \_\_\_\_\_
  2. Location \_\_\_\_\_
  3. Contractor \_\_\_\_\_
  4. Consultant \_\_\_\_\_
  5. Source of funding (GoP/Loan/Grant. etc) \_\_\_\_\_
  6. Brief Scope of work \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **B. Construction Cost / Schedule**

7. Original Project Cost. \_\_\_\_\_  
(Including civil works, provisional sums, contingent charges, consultancy charges etc)
8. Revised Project Cost. \_\_\_\_\_  
(Including civil works, provisional sums, contingent charges, consultancy charges, etc)
9. Commencement Date \_\_\_\_\_
10. Completion Date (Original) \_\_\_\_\_
11. Completion Date (Revised) \_\_\_\_\_

### **C. Construction Supervision**

12. Consultancy Cost. \_\_\_\_\_
13. Original Consultancy Period (Days) \_\_\_\_\_

### **D. Variation Orders of the Contractor**

14. VO 1 (cost & reasons) \_\_\_\_\_
- 14(a). VO 2 (Cost & reasons) \_\_\_\_\_
- 14(a). VO 3 (Cost & reasons) \_\_\_\_\_
- 14(a). ..... \_\_\_\_\_

15. Quantification against each delay in the following pattern:-

15(a). Reasons for delay \_\_\_\_\_

15(b). No of days requested by the Contractor \_\_\_\_\_

15 (c). No of days vetted by RE/ the Engineer \_\_\_\_\_

15 (d). No of days recommended by PD/GM with justification \_\_\_\_\_

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**E. Resources Deployed at Site**

16. Reasons for delay will also include following info:-

16(a). Skilled manpower/experts to be deployed by the contractor at site and that actually deployed (attach category wise list).

16(b). Machinery & equipment to be deployed by the Contractor at site and that actually deployed (attach category wise list).

16(c). Facilities to be extended by the Contractor to the consultants and that actually provided.

**F. Addendums of the Supervision Consultant**

17. Addendum-I (cost, reasons & EoT) \_\_\_\_\_

17(a). Addendum-2 (cost, reasons & EoT) \_\_\_\_\_

17(b). Addendum-3 (cost, reasons & EoT) \_\_\_\_\_

17(c). ..... \_\_\_\_\_

**G. ROW Acquisition**

18. Total land Acquired with date(s) \_\_\_\_\_

19. Cost of Land \_\_\_\_\_

20. Total Structures Removed / Relocated \_\_\_\_\_

20(a). Houses \_\_\_\_\_

20(b). Mosques \_\_\_\_\_

20(c). Shops \_\_\_\_\_

20(d). Trees \_\_\_\_\_

20(e). Crops \_\_\_\_\_

- 20(f). ..... \_\_\_\_\_
21. Total Obstructions Removed / Relocated and Amount Paid:-
- 21(a). SNGPL/SSGC \_\_\_\_\_
- 21(b). WAPDA \_\_\_\_\_
- 21(c). PTCL \_\_\_\_\_
- 21(d). WASA \_\_\_\_\_
- 21(e). ..... \_\_\_\_\_
22. Original length. width. etc. vs revised length. etc \_\_\_\_\_
- \_\_\_\_\_
23. Original specifications vs revised specifications \_\_\_\_\_
- \_\_\_\_\_
24. Original earthwork. etc. vs revised earthwork. etc \_\_\_\_\_
- \_\_\_\_\_
25. Original structures vs revised structures \_\_\_\_\_
26. Original river training works, etc, vs revised works \_\_\_\_\_
- \_\_\_\_\_
- (and so on)

**K. Delay In Payments**

27. Comprehensive summary sheet must be attached reflecting the delays encountered due to the non-payments. Following details will also be required for each IPC / EPC:-
- 27(a). IPC/EPC No \_\_\_\_\_
- 27(b). Amount \_\_\_\_\_
- 27(c). Referred to Finance Wing on \_\_\_\_\_
- 27(d). Date of Payment \_\_\_\_\_

**L. PC-I Status**

28. PC-I Cost (Original) \_\_\_\_\_
29. Approved on \_\_\_\_\_

- 30. Revised Project Cost (All Inclusive) \_\_\_\_\_
- 31. Revision of PC-I Required (Yes/No) \_\_\_\_\_
- 32. PC-I Status (Revised) \_\_\_\_\_

**M. Progress of Work**

- 33. Physical Progress (Planned) \_\_\_\_\_
- 34. Physical Progress (Achieved) \_\_\_\_\_
- 35. Financial Progress (Planned) \_\_\_\_\_
- 36. Financial Progress (Achieved) \_\_\_\_\_

**N. List of Attachments**

- 37. Info against each item should be provided with detailed reasons / justification and copies of necessary documents.
- 38. Quantification against each delay (in accordance with the SOPs).
- 39. Bar Chart showing comparison between planned and actual schedule / progress.
- 40. Bar Chart showing revised schedule In accordance with ground realities.
- 41. Financial impact due to the extension including escalations, provisional sums and consultancy charges. etc.
- 42. Copy(s) of variation order(s) with financial concurrence and details of previous EoT(s). If any.
- 43. Any other related information / documents \_\_\_\_\_  
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\_\_\_\_\_  
**Signed by**  
**Project Director Concerned**

\_\_\_\_\_  
**Countersigned by**  
**General Manager Concerned**