

**PMC scope of work in Redevelopment of the project.**

**ARCHITECT**

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**Architect scope of work**

1. To survey Society's building and land. : After taking the documents from the society, checking the shortfall in documents and guide the society to get those documents.
2. To take in to consideration prevailing policy of the Government and the Regulation applicable from time to time depending on ownership of the land and to obtain information about FSI and TDR, which would be available in relation to building and land of the Society.
3. To monitor the latest documents and records of Society's land and buildings.
  1. Check status of building land.
  2. Carry detailed survey of existing plot boundary of the society.
  3. Understand the existing area of members. Measure the areas of the members as per The earlier sanctioned plan.
  4. Scrutinize existing approved plans and existing status of the building.
4. To discuss and consult with society members so as to consider member's recommendations for redevelopment about 1. Residential area. 2. Commercial area. 3. Recreational area. 4. Parking 5. Building Specification's 6. Technical aspects of construction like earthquake, fire safety etc.
5. To create Technical –Residential / Commercial Feasibility Report.
6. Finalized Carpet area statement, specifications, all the previous documents, Offer letter form from all members.
7. To Finalize Feasibility Report and make a Tender document to get offers from Developers achieving maximum benefit for society members.
8. Tender scrutiny – In three stages A- Tender - Financial offer  
B- Site visit – 1- Approachability 2- Construction quality 3-Methodical work 4-Management experience 5-After sales service 6-Timely Completion 7-Construction in Prime locality  
C- Personal Scrutiny – 1- Market reputation 2- Clients opinion, 3- Financial Stability,  
4- Flexibility in agreement, 5- Deal with the members
9. Guiding society members to select one developer.
10. MOU with the selected developer along with the checking the draft Technically.
11. Guiding society members at the time of design of flats stage.
12. Act as the mediator between society members and developer.
13. Check the PMC sanction plan and the members signed plans.
14. Check the Development agreement Technically.
15. Construction stage : RCC complete.
16. Check the building is as per the specifications in the development agreement.

17. Check the carpet area as per the Development agreement.
18. Check the documents of this Redevelopment is in order.
19. Check Completion certificate from PMC is obtain.

### **Advocate : Scope of work**

- i) Scrutiny of the documents in respect of the members' flats and their title related documents (it is important that title of all the members should be clear. The Share Certificate does not give title of the flat and therefore society should ask the members to keep their individual flat's file ready for the scrutiny as to avoid the future legal issues which may arise).
- ii) Scrutiny of the title related documents of the Society e.g., Conveyance Deed, 7/12 extracts and other title related papers. (It is important to have updated title documents ready with us).
- iii) The consultancy in respect of the entire re-development process till the conveyance of additional structure is executed.
- iv) The detail scrutiny of MOU, Development Agreement, Power Of Attorney, Supplementary Agreement of individual flat holders (newly allotted flats) with the developer.
- v) Attending Society's meeting (not all the meetings) as and when required from the legal perspective only.
- vi) The required advice till the entire project is handed over to the Society and Conveyance of additional structure is executed.
- vii) The scope also includes the time to time advise regarding the procedure to be followed to settle the member's dispute if any . 1. That the other scope as per the tender includes the co operative compliance advise such as Conducting all Special General Body Meetings during the Redevelopment process up to Execution of Development Agreement and Power of attorney and other related documents with the Final Selected Developer. All required meetings further till the completion of Project up to flat completion and possession.

Regards

Sanjeev Oak