

Date: 10.07.2023

To,
The Chairman and Secretary,
Sujata CHS,
Tilak Road,
Pune.

Reference: Redevelopment of your above-mentioned society.

Subject: Appointment of Consulting Architect.

Dear Sir,

We would like to introduce ourselves as Architectural and interior design consultants, having our office, in Pune. We are a part of this field for the past 14 years and have the experience in completing around 325 different projects as Consulting Architects and interior designers.

We are also handling Residential redevelopment assignments since quite some time now.

We are thankful to you for expressing your interest in appointing us as Consulting Architects for the above-mentioned project.

Kindly go through our redevelopment stages document sent to you so as to apprise you about our contribution in your project.

We understand that our role would be in the capacity of an advisor working on the panel of office bearers representing the society. We would like to present our proposal of engagement as follows:

A. Scope of work

1.Preparing a feasibility report on the redevelopment of the existing society as per present UDCPR. Actual measurements of the tenements are taken by us and submitted to the members. The feasibility working is done only after acceptance of area statement by the society embers.

2. Detailing out the planning requirements like room sizes, utilities etc., in consultation with the redevelopment committee members of the society.

3. Submitting a draft of material and services specifications to the society in order to finalize the same with the developer and creating a Wishlist based on which the building plan shall be designed.
4. Assist the society in finalizing the plan of the proposed building, limited to tenements which would be owned by the society members.
5. Providing our inputs on detail drawings submitted by the developer, like electrical work, plumbing etc., limited to tenements which would be owned by the society members.
6. Advising the society on certain issues that may occur during the process, pertaining to the architectural and planning aspects of the redevelopment, till the completion of the project.
7. As a **standard operating procedure** we design the plan for the new proposed building in consultation with the society members. This enables the society to carry out a transparent and even based tendering process, by circulating same design between the competing bidders. Our Remuneration for building planning efforts is additional. The amount for the same is recovered from participating developers as earnest money deposit that the developer pays for receiving the Tender document. Which is returned after the finalization of the builder is complete and payment for the planning is received from the selected developer. The amount for the same shall be informed subsequently.
8. We also provide actual site inspection and compliances guidance, through our technical Associates, which is charged on per site visit, and shall be quoted if and when required.

B. Structure of fees. (This offer supersedes all previous offers made to you)

1. Our consulting fees shall be Rs.3,60,000.00 (Rs. three lakhs sixty thousand only) (+ 18% Gst Additional) We shall raise the bill on the name of the existing registered society.
2. A token advance of 18,000.00 (Plus GST) shall be payable at the time of the appointment.
3. Other terms and conditions shall be as mentioned in the appointment letter draft attached along with this letter.

We hope you find our proposal in consonance with your requirements. Do get back to us on any queries you might have.

We look forward to working with you and play a small part in the success of your proposed project.

Thanking you,
Yours sincerely,

Ar.Pranay Chandratreya.

A. LETTER OF APPOINTMENT

Date:

From:

The Chairman and Secretary,
Sujata CHS,
Tilak Road,
Pune.

To,

Ar. Pranay Chandratreya
Redevelopment consultant,
Pune.

Dear Sir,

We are pleased to appoint you as consulting architectural advisors for the following Project as per the details stated below:

Project: redevelopment of existing premises of the above-mentioned society.

Services: As mentioned under scope of work in the covering letter.

Consultancy fee: Rs.3,60,000.00 (Rs. Three lakh sixty thousand only) (GST 18% as applicable additional).

Advance payment of Rs.18,000.00 (Plus GST) shall be made on your acceptance.

The appointment shall be made on the basis of "**Terms and conditions**" given overleaf. This letter along with the Terms and conditions constitute the "**Agreement**". We request you to endorse the duplicate copy and return the same to us.

Thanking you,
Yours sincerely,

For:

Sujata CHS,

(Chairman/secretary)

B. TERMS AND CONDITIONS

01. Architect's Services:

The Architect shall render the following services in connection with and in regard to the above works:

1. Detailing out the planning requirements like room sizes, utilities etc, in consultation with the members of the society (based on the responses received from members on our questionnaire).
2. Submitting a draft of material and services specifications to the society in order to finalize the same with the developer.
3. Assist the society in finalizing the plan of the proposed building, limited to tenements which would be owned by the society members. Final plan would be signed by all members as mark of unanimous acceptance of floor plan.
4. Providing our inputs on detail drawings submitted by the developer, like electrical work, plumbing etc., limited to tenements which would be owned by the society members.
5. Advising the society on certain issues that may occur during the process, pertaining to the architectural and planning aspects of the redevelopment, till the completion of the project.
6. Design Charges Deposit shall be decided subsequently.

02. Conditions of Engagement:

a) Architect's responsibilities: The Architects shall exercise all reasonable skill, care and diligence in discharge of duties hereby consented to be performed by them.

d) Termination of contract: The contract herein may be terminated at any time by either party by giving a written notice of one month to the other party.

All fees becoming payable to the Architects for the works completed till the date of termination, shall be paid by the employer, within fifteen days there from.

If the Architects shall close their business or die or become incapacitated from acting as such Architects, then the contract shall stand terminated. The fees becoming due until such stage shall be paid to the Architects or their legal successor.

03.Project coordination committee.

- A project coordination committee consisting of the representatives of the society, Architect and legal advisor shall be formulated.
- The project coordination committee shall be the main decision-making body and would discuss the drawings and documents and give prompt decisions so as to avoid any unreasonable delays in the progress of the site.

04.Mode of payment.

Architect's fees shall be paid in the following stages:

Stages		Fees Payable.
01.	Upon signing of the Architect.	Rs.18,000.00
02.	Submission of feasibility report.	Rs.27,000.00
03.	Compilation of Wishlist's and design draft.	Rs.36,000.00
03.	Completion of Tender document to be submitted to builders.	Rs.72,000.00
04	Developer MOU signing	Rs.36,000.00
05	Full potential sanction and DA with developer	Rs.36,000.00
06	First habitable floor RCC complete	Rs.27000.00
07	RCC work complete	Rs.27000.00
06	Brick work complete.	Rs.54,000.00
07	Finishing work complete.	Rs.27,000.00

GST @ 18% applicable as per rules.

C.ARCHITECT'S CONFIRMATION

The above agreement has been accepted and confirmed.

Signature of the Architect.

Date: