

# **'D' HERITAGE CO-OPERATIVE HOUSING SOCIETY LIMITED**

Address: PLOT NO-04, SECTOR-01, Vashi, Navi Mumbai - 400 703.

**REG NO. - N.B.O.M/CIDCO/HSG/(T.C)/10587/DR/YEAR - 2025 - 26**

To,

Date: - 2<sup>nd</sup> March 2025

M/S. Sawant Liasoning and Consultant Pvt Ltd

401 G, Flaying Colour (Neptune)

Dindayal Upadhyay Road, Opp. R Mall

Mulund West, Mumbai - 400080

**Subject: Appointment Letter for Providing Project  
Management Consultancy and Legal Services for carrying out  
the Redevelopment of our Society Buildings**

Dear Sir/Madam,

We reference to the above we have to say that

'D' Type Apartment Owners Association had passed the resolution and issued a public notice in Lokmat newspaper dated 28-06-2022 for appointment of project Management Consultant (PMC) for redevelopment of Dilapidate Building. After that following PMC's had submitted their proposal: -

- 1) GLOBERA CONSULTANCY PVT. LTD - ANDHERI EAST
- 2) GODBOLE MUKADAM AND ASSOCIATES - THANE EAST
- 3) LILADHAR PARAB ARCHITECT AND DESIGNING - VASHI
- 4) DILIP SANGHVI CONSULTANT - GHATKOPAR
- 5) PAWAR CONSULTANCY SERVICES PVT LTD - CBD  
BELAPUR
- 6) M/s SAWANT LIASONING AND CONSULTANCY PVT. LTD. -  
VASHI/MULUND





After Scrutinizing all the proposal, the committee had decided to appoint M/s Sawant Liasoning and Consultant Pvt. Ltd. for Project Management Consultant (PMC) as well as Legal Consultant for Re-Development

After the Conversion of Apartment Owners Association to Co-operative Housing Society under one roof.

The 'D' Type Apartment Owners Association had issued Appointment Letter for providing project management consultancy services and legal services for carrying out the redevelopment of the society building. After that M/s Sawant Liasoning and Consultant Pvt. Ltd. had executed the work of converting the 'D' Type Apartment Owners Association to 'D' Heritage Co-operative Housing Society Limited dated 03-01-2024 bearing registrations number NBOM / CIDCO / HSG / (T.C) / 10587 / DR / YEAR 2025-26 DATED 03/01/2025 and After the 1st Special General Meeting, new Committee was appointed and Office bearers were also finalized and the Registration of SUPPLEMENTARY LEASE DEED before Joint Sub-Registrar, Thane – 3 Dated 28/02/2025 was executed.

On 20th February 2025, the Society invited quotations from various Project Management Consultants (PMCs) for the proposed redevelopment project of **'D' Heritage Co-operative Housing Society Limited**. In response, the following four PMC firms submitted their quotations: –

1. GLOBERA CONSULTANCY PVT. LTD – ANDHERI EAST
2. GODBOLE MUKADAM AND ASSOCIATES – THANE EAST
3. DILIP SANGHVI CONSULTANT – GHATKOPAR





4.M/s SAWANT LIASONING AND CONSULTANCY PVT. LTD. –  
VASHI/MULUND.

After careful evaluation and discussion, the Managing Committee has decided to select **M/s Sawant Liasoning and Consultancy Pvt. Ltd.** as the Project Management Consultant for the Society's redevelopment project. This selected PMC will be presented to the members for approval at the upcoming **Special General Meeting (SGM)** scheduled for **1st March 2025**.

After the 2<sup>nd</sup> SGM dated 01-03-2025 'D' Heritage Co-operative Housing Society member has given the Appointment Letter for the work of project management consultancy services and legal services to M/s Sawant Liasoning and Consultant Pvt. Ltd. And out of 288 members 164 members have given consent on 100/- Stamp Paper, Clause No. 4 confirming the appointment of M/s Sawant Liasoning and Consultant Pvt. Ltd. as the Project Management Consultant (PMC).

Since the Appointment Letter dated 1st August 2024, pursuant to which Sawant Liasoning and Consultant Pvt Ltd ("The Project Management Consultant - PMC") was appointed to provide Liasoning and legal services. The services rendered have been duly noted and appreciated, particularly in respect of the following deliverables: -

1. Structural Audit Report via Mr. Milind Jadhav - August 2024
2. Conversion NOC from CIDCO - 1<sup>st</sup> October 2024
3. Registration for Deed of Declaration - 11th December 2024



4. Conversion of Association to Cooperative Housing Society & Obtaining Society Registration Certificate - 3<sup>rd</sup> January 2025
5. Supplementary Lease Deed Registration - 28<sup>th</sup> February 2025
6. Presentation of Feasibility Report
7. Finalising Redevelopment Consent Letter

In light of the satisfactory execution of the aforementioned tasks, the Managing Committee of D Heritage Co-operative Housing Society Limited ("the Society") has resolved to the appointment of Sawant Liasoning and Consultant Pvt Ltd as the Architect, Project Management Consultant, and Legal Consultant for the redevelopment of the Society's buildings, subject to the terms and conditions set forth herein.

### **1. Scope of Work as Project Management Consultant**

#### **(I) Pre-Tendering Stage (Phase 1)**

1. Prepare a comprehensive feasibility report concerning the applicability of government policies, particularly the abolition of TDR (Transfer of Development Rights).
2. Recommend a list of amenities, extra area, corpus fund, etc., and provide rough drafts of building plans based on the utilization of TDR. Submit a detailed report to the Society for approval prior to issuing the tender.
3. Prepare draft tender documents for review and final approval by the Society's Committee before floating the tender.
4. Issue tenders (both technical and commercial) to pre-approved Builders/Developers. Perform technical evaluations and submit comparison statements for Committee review.





5. Coordinate and conduct joint meetings with shortlisted Builders/Developers along with the Committee to finalize the most suitable developer.
6. Coordination with RCC Consultant for the execution of soil testing and related matters.

**(II) Before Construction Stage (Phase 2)**

1. Draft a Letter of Intent based on the terms negotiated with the selected Developer.
2. Determine the accurate carpet area for each member and finalize the measurements for each flat.
3. List specific requirements of each member and coordinate with the design architect for final drawing approval.
4. Conduct a detailed survey of the plot, including a site plan and measurements of the existing buildings, to ensure accurate planning.
5. Review and approve plans prepared by the Developer, ensuring alignment with the Society's interests.
6. Prepare Bar Charts/CPM-PERT Networks to ensure timely completion of the project.
7. Ensure that all electrical and plumbing layouts are reviewed and approved by the architect of the Developer.
8. Oversee the preparation of structural drawings by the Architect/Developer.
9. Coordinate soil investigations to determine the appropriate construction techniques and materials for the foundation.
10. Facilitate submission of layouts for approval by relevant authorities and ensure timely approvals.

**(III) Construction Stage (Phase 3)**

1. Provide overall coordination on technical and financial matters, ensuring smooth communication between the Society, the Developer, and relevant contractors.



2. Ensure regular progress updates, preparation of reports, and monitoring of construction according to approved schedules.
3. Issue change notices for any changes affecting cost, timeline, or project scope.
4. Ensure timely submission of municipal drawings for approvals, and monitor the progress of municipal follow-ups.

**List Of Agreements / Contracts to be Facilitated During The Entire Process For The Residents And For Project Execution Is As Follows:**

- a) Drafting for development agreement
- b) Consent Letter Drafting
- c) PAAA Drafting
- d) Tender Drafting
- e) 79/A Procedure
- f) All resolution drafting as per society act 1960
- g) Respond to all legal notices served to the society
- h) Any other court matters before Co-operative Court and High Court of law on behalf of the society.

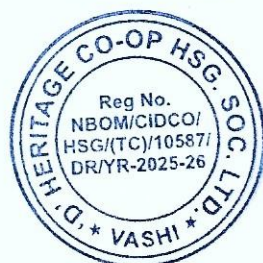
**Day-to-Day Site Supervision & Quality Control**

1. Provide full-time supervision by the Consultant's engineers, with at least two site visits per week or as required by project needs.
2. Review and ensure the quality of work and compliance with approved standards.
3. Provide corrective instructions for any defective work, as necessary.

**Coordination with Other Agencies**

1. Ensure coordination with various stakeholders, including Builders, Developers, Solicitors, Contractors, RCC Consultants, and others involved in the project.
2. Oversee all communications, ensuring compliance with statutory requirements and project milestones.

**Professional Fees**



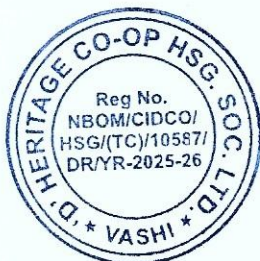


The Consultant's professional fees for providing Project Management Consultancy and related services shall be 2% (Two Percent only) of the construction value of the sale executed, in addition to 18% Service Tax or applicable taxes, as per government regulations at the time of payment.

Stage 1	On appointment	- Nil -
Stage 2	Completion of 79A procedure for selection of developer.	10% of Total Fees
Stage 3	After Development Agreement	15% of Total Fees
Stage 4	On Obtaining Commencement Certificate	15% of Total Fees
Stage 5	After starting the construction Till the completion of full structure	40% of Total Fees
Stage 6	On Obtaining Occupancy Certificate	10% of Total Fees
Stage 7	On Completion of Entire Process	10% of Total Fees

#### **Other Terms and Conditions**

1. The Society shall bear the costs for any payments required to be made to municipal or government departments, and these shall be reimbursed by the Developer.
2. All undertakings, affidavits, indemnity bonds, and other required documents shall be provided promptly upon request.
3. The fees specified herein cover Project Management Services only and exclude services such as preparation of municipal drawings, structural designs, obtaining statutory approvals, etc.
4. The Consultant agrees to act as the Society's Architect to NMMC without any additional cost to the Society.
5. In the event the project is not materialized due to unforeseen circumstances, the Consultant's fees shall be limited to the work completed up to that point, with no further claims permissible.



6. Professional fees shall be cleared promptly upon submission of the Consultant's invoices to the Society.

Please confirm your acceptance of these terms by signing and returning a copy of this letter, along with any required documentation, to initiate the next steps.


We appreciate your continued cooperation and look forward to a successful redevelopment project.



For "D" Heritage Co-op. Housing Society

  
Chairman

  
Secretary

  
Treasurer

02 MAR 2025

Acceptance & Confirmation from M/s Sawant Liasoning and Consultant Pvt. Ltd.



For SAWANT LIASONING AND CONSULTANT PVT. LTD.

  
Authorised Signatory

02 MAR 2025