

To,
The Hon. Chairman/ Secretary
SUJATA CHSL
1/C3/3, S.V.Road
Bandra West
Mumbai - 400050

Sub: Expression of our Interest as Project Management Consultancy (PMC) & as Practicing Architects /Engineers for the Re-development of your Society Building.

Respected Sir/Madam,

We would like to thank your Society for giving us an opportunity to express our Interest to provide our unique & expert professional services of Project Management Consultancy, Architect/Engineers and Interior Designer.

We all know Project Management Consultancy (PMC) is crucial for successful completion of any project. We are glad to provide our services in all the stages from start to completion of the project in time assuring the best quality of work. Progress of the project will be monitored continuously to ensure that our client's requirements are fully met as per contract.

(A) As (PMC) Our scope of work will be in Three Phases:

Scope of Work for Phase: I

1. Advise the society on completion of documents required for the proposed redevelopment.
2. Society will have to furnish us the following documents.
 - (a) P. R. Cards & City Survey plans, D. P. Remarks, Traffic Remarks, A. E. Survey Remarks & any other required Remarks from Govt. authority.
 - (b) Plane Table Survey plan
 - (c) List of existing members of society
 - (d) Carpet area occupied by existing members
 - (e) Expected no. of rooms & additional carpet area for each member to be provided free of cost by the developer.
 - (f) List of specifications / amenities to be given by the developer to the Society.

We will procure the documents on behalf of society if required, at extra cost as per actual expenses.

3. Work out the feasibility for the proposed re-development considering the requirements of the society which are in co-ordination with regulations for floor space index, open space regulation & other municipal bye-laws.

We will work out financial viability of the project. This will help society to obtain maximum benefits from the developer.

4. Provide schematic plans of the proposed flats to examine the physical feasibility of the proposed building.

Payment Terms: Phase I

Fees & mode of payment for the above scope of assignment will be as under:

Sr. No.	Particulars	Amount (Rs.)
1.	Along with Appointment Letter for preparation of the Feasibility Report	(50,000.00 + GST)

Scope of Work for Phase : II

1. Prepare tender documents consisting of specifications for work/materials, conditions (special/General) in consultation with the Society and society's legal advisor for proposed re-development.
2. To prepare a draft for advertisement in the news papers to get bids from developers.
3. To print adequate no. of copies of tender. Proceeds from the sale of the tender documents will be kept by the PMC.
4. On receipt of all the bids from various Developers, the same will be opened in the presence of Society members by the PMC at a Special General Body Meeting of the Society at the Society premises as per mutual understanding. PMC shall scrutinize all the tenders and provide report on:

- the financial capacity of the builder
 - technical background of the builder
 - maximum additional area offered to the members
 - corpus fund offered to the members
 - amenities and additional facilities offered to the members.
5. To provide advice to the Society whenever required by Society for short listing the developers based on the comparative charts ,
- technical and financial analysis as bided by the developer
 - details of infrastructure of the builder
 - details of previous jobs of the same magnitude completed by the builders
 - details of the work in hand with the builder
6. Conduct Site Visits of Short-listed bidders along with Society Committee, prepare Site Visit report and technical evaluation statement.
7. To recommend suitable developer to the society based on joint reports and the maximum benefits to the society.

Payment terms: Phase II

Fees & mode of payment for the above scope of assignment will be as under:

Reimbursement on actual basis for publication of Tender Notice in local newspapers.
(Times of India , Hindustan Times & 1 Marathi Paper or Hindi Paper)

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Sr. No.	Particulars	Amount (Rs.)
1.	Assisting the Managing Committee in preparation of the bids and selecting a reputed Builder/Developer from the bids received	(1,00,000.00 + GST)

8. On receipt of all the bids from various Developers, the same will be opened in the presence of Society members by the PMC at a Special General Body Meeting of the Society at the Society premises as per mutual understanding. PMC shall scrutinize all the tenders and provide report on:
 - the financial capacity of the builder
 - technical background of the builder
 - maximum additional area offered to the members
 - corpus fund offered to the members
 - amenities and additional facilities offered to the members.
9. To provide advice to the Society whenever required by Society for short listing the developers based on the comparative charts ,
 - technical and financial analysis as bided by the developer
 - details of infrastructure of the builder
 - details of previous jobs of the same magnitude completed by the builders
 - details of the work in hand with the builder
10. Conduct Site Visits of Short-listed bidders along with Society Committee, prepare Site Visit report and technical evaluation statement.
11. To recommend suitable developer to the society based on joint reports and the maximum benefits to the society.

Scope of work for Phase: III

1. To attend the meeting with the developers and any other agency arranged by the society with prior appointment.
2. Co-ordinate with the selected developer for preparation of plans as per the Development Agreement. On receipt of plans /designs etc. from the selected developer by the Society.
 - Review if the plans/designs are approvable as per the prevailing bye-laws/regulations.
 - Verify that they are as per the agreed terms & conditions.
 - Propose suitable modifications, taking into account views of the members.
3. To assist in obtaining all approvals from competent authorities & monitoring whether all the compliances of approving authorities like MCGM and State Government are adhered by the selected developer.
4. Observe and ensure that, the construction work done is as per the approved plan.

5. During construction preparing Bar chart with details of each and every construction activity and ensure quality of work and material used by control measures such as testing cement/sand/reinforcement/cube testing regularly/NDT test etc and providing certificate of the same to the society stating that it is same as per the development agreement and industry standards. Advice on the quality of material and quantity to be used adhering to ISI certification. (Weekly/Monthly Progress Report).
6. Providing supervision by well qualified and experienced Engineers as well as dedicated site personnel.
7. Conducting Meeting with Architect/Structural consultant every fortnight.
8. Submitting Weekly/Monthly Progress Report.
9. Conducting fortnightly site meetings with Society committee members along with your Engineers
10. Verification and confirmation of legality of every aspect of redevelopment project.
11. Advice & Co-ordinate with society's legal advisor whenever necessary. Also, representing the Society in various meetings, presentations to authorities, etc as required for satisfactory completion of the works.
12. To ensure obtaining of Occupancy Completion Certificate and preparing Completion Report of the Project

Payment terms: Phase III

Fees/ Charges payable towards our professional services for the III rd Phase (excluding GST) will be Rs 85/- per Sq.ft and the will be borne by the developer selected by the society, which shall be included in the tender and incorporated in the Developer's Agreement between the Society and the Selected Developer. The invoice will be routed through the society. Fees will be paid as per the progress of work , and shall be paid in installments till the completion of entire construction of proposed building. The advance payment made by your society towards our professional services will be recovered / reimbursed from/by the selected developer and suitable clause to the effect will be incorporated in the tender document.

Payment Terms :

- If project gets delayed due to any other reasons, which are beyond the control of PMC, then PMC fees should be compensated proportionately. Additional expenses for going out of town for coordination with Consultants, if required.

Conditions

- a) GST and any other taxes as applicable would be charged extra. Any other Taxes introduced by the Government or relevant bodies during the tenure of construction will be charged extra
- b) Out of pocket expenses shall be paid separately by the Society.
- c) Land Surveyors charges shall be paid by the Society.

***** All expenses incurred by the society will be reimbursed by the selected Developer/ Builder at the time of signing of the Development Agreement, which clause will be incorporated in the Draft Tender Document.**

In general , apart from the scope of work mentioned in various phases above, any other work that may be required for satisfactory completion of the redevelopment of your society shall be carried out by the PMC.

Thanking you.

For

