

Architect
Sameer Kadam

RD/PMC/2022/018

Date: 9th December 2022

To,
Hon. Secretary,
Sujata CHSL
1/C3/3, S.V. Road,
Bandra West,
Mumbai – 400 050.

Sub- Consultancy Services-Project Management Consultancy for Redevelopment of Residential Building Works.

Dear Sir,

We are pleased to offer our Project Management consultancy services for Redevelopment work for your esteemed society.

Enclosed please find our Proposal consisting of Annexure-I, Annexure II & Annexure III as under:-

Annexure I : Scope of Work
Annexure II : Professional Fees & Terms of payment
Annexure-III : Terms & Conditions etc.

Kindly acknowledge the receipt & let us know if you need any further clarifications.
Hope it meets with your approval.

Thanking you, with best regards.

Yours faithfully,

For,
Architect Sameer Kadam



Proprietor

ANNEXURE-I
SCOPE OF WORK

Scope of Work

Project Management Consultancy (PMC) Services for the purpose of availing service / consultancy assistance to Engineer-in-Charge of Projects by providing comprehensive services of complete day to day supervision, monitoring and management of the works, project, etc., for redevelopment of residential building project at Bandra, Mumbai; adhering to the respective contracts execution of work as per the approved drawings, specifications duly following extant procedures. We will be providing all service assistance with respect to all activities for administering/management of the contract for the works/projects. The various activities broadly involved in the above said services are:

A. Project Report

A-1. To understand the existing conditions of the flats – areas - of the tenants & the society.

A-2. To check and co-ordinate with the Architect about possibilities of redevelopment in terms of maximum permissible built up areas

A-3. To prepare basic Project Report as per Architects area calculations in consideration of existing tenants demands.

B. Tender & selection process of Builder

B-1. To understand & discuss terms with Society Members for selection of Builder.

B-2. To prepare Tender as per terms & specifications discussed

B-3. To shortlist the builders amongst received bidders

B-4. To interview & finalize suitable builder in societies interest

B-5. To prepare agreement in between Society & Builder

C. Planning and Co-ordination

C-1. Planning, scheduling and implementing construction programs to complete the project in time.

C-2. To co-ordinate with the Engineer-in-charge / Architect / Consultant for the necessary drawings.

C-3. To Study & scrutinize drawings and point out discrepancies if any, as also to ensure incorporation.

C-4. Preparation of periodical reports relating to time, cost and quality.

C-5. Documentation of all project management related matters, including minutes of different meetings.

D. Construction Supervision

D-1. To physically verify all dimensions of site and ensure that they are as per drawing. Discrepancies will be notified to the concerned person/Architect immediately.

D-2. To study all drawings, Contract Agreement, Specifications etc. and ensure implementation at site.

D-3. Overall monitoring of the construction.

D-4. To deploy requisite number of qualified and experienced Engineers (Civil, Water Supply and Sanitary and Electrical,) at site to supervise the day to day works and also shall be responsible for monitoring of the progress of work as per approved drawings, construction procedures and practices and to ensure quality in day to day work as per specifications and standards.

D-5. To check all the measurements recorded in the bill prepared by contractor at site with respect to approved drawings and to certify the accuracy. If in case, it is necessary to take measurements at site and record and finalise the bills, the PMC shall also do so to make timely payment for the works done.

D-6. To verify day to day consumption of material in the work and shall see that the material used in work is as per the theoretical requirement.

D-7. To preserve field books and measurement books

D-8. To see/check that contractors have taken requisite "All Risk Insurance Policies" to cover workman under Workman Compensation Act, loss / damage caused by natural calamities / accident / accidental collapse of partially completed work, materials and plant at site and for third party claims for injury / damages

E. Quality Control

E-1. To monitor the quality of the work and control the quality as per specification, as per sound engineering practices.

E-2. Inspect and approve the materials at site as per specifications before they are used in work.

E-3. To monitor the work for obtaining good workmanship with respect to lines, levels and plumb at all stages of work with reference to working drawings and correct dimensions of all elements.

E-4. To check that work proceeds as per tender conditions and specifications. All material brought to site shall be of approved quality and make, rejected material is removed from site and work executed is of high standard, good workmanship and desired quality.

F. Site Co-ordination

F-1. To attend periodic site meetings / meetings and discuss site conditions bottlenecks faced likely hindrances, time overruns.

F-2. To suggest modifications, if any, due to site conditions.

F-3. To keep a check on the operating staff so as to insure that all the systems are operated to the satisfactory level.

F-4. To prepare and present monthly progress reports to the Employer, containing description of project activities.

F-5. To assist the Contractor/Employer in interpreting the Technical Specifications.

F-6. To approve materials, and ensure that the quality of the works is in accordance with the contractual specifications.

G. Reports

To prepare and submit the following reports (as given below) to the Client.

Sr.No.	Report	Frequency	Due Date/Time	No. of Copies
1.	Commencement Report	One time	15 days after commencement of services at site.	2
2.	Progress Report (Monthly)	Every month	10 th of the following month	2
3.	Final Report	One time	Within 15 days of completion of services/contract.	2

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ANNEXURE-II
PROFESSIONAL FEES & TERM OF PAYMENTS

Professional Fees:

Our Professional Fees for the Consultancy Services mentioned above will be Rs. 95/- per Sq. ft. of total construction area which will include UG,OH tank, Staircase, balconies etc.

Schedule of payment will be as follows-

Part-A (Advance)

Rs. 40,000 (INR Forty Thousand Only) on appointment as advance.

Part –A (Submission)

Rs. 35,000 (INR Thirty-Five Thousand Only) on submission of Project Report.

Part –B (Advance & Submission)

Rs. 1,20,000 (INR One Lakh Twenty Thousand Only) on submission of Tender for Selection of Builder.

Part – C, D, E, F & G (Periodic)

After calculating the Total fees & deducting Part – A & B from the same; balance fees will be charged in equal installments monthly, as per the time period of the project

The same will be paid on 5th day of the following month (Considering 30 months as Project Completion period). However, it will continue month wise after that as well, if project gets delayed due to any circumstances.

GST shall be charged extra as levied by Govt. of India. Any change in statutory levied shall be effect on actual basis as per GOI.

Should the project be abandoned, closed or postponed for any reasons, consultants shall be paid remuneration for all work done by them including work done in their office, but not submitted to the client/Architect.

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ANNEXURE-III
TERMS & CONDITIONS

1. Client shall make the arrangement of providing following; as and when required by PMC consultants-
 - a. Copy of all Existing documents & set of drawings.
 - b. Set of all conceptual & detailed drawings from Architect
 - c. Bill of quantities submitted by builder/contractors
 - d. Infrastructure at site with a set of computer at site having internet connection; and compatible with software like Auto-cad, Microsoft word etc.
2. Any liaison work required with the Government/Public undertaking like municipal authorities, pollution board, inspectorate of electrical authority etc is excluded from our scope of work.
3. Any additions & alterations in scope of work will be decided by mutual understanding, if required it will be charged extra.

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