

- APPOINTMENT OF ARCHITECT AND PROJECT MANAGEMENT CONSULTANT
- ARCHITECT/ PMC - SCOPE OF WORK
- ARCHITECT/PMC-TERMS & CONDITIONS

BETWEEN

**C-1 & C-2 TYPE APARTMENT OWNERS
ASSOCIATION,
Plot No. 1 to 8, Sector 2, Vashi, Navi
Mumbai - 400703**

AND

**DEODHAR ASSOCIATES
HDIL-Kaledonia, 504/B, 5th Floor, Opp.
Vijaynagar CHS, Sahar Road, Andheri (E),
Mumbai - 400069.**

C1 & C2 TYPE APARTMENTS OWNERS' ASSOCIATION
SECTOR-2, VASHI, NAVI MUMBAI - 400703

Regn. No. P-114

Tel.: 65228912

Mail to: c1c2typeaoa@gmail.com

Ref: ADM/RED/RMG/01/2016

Date: 15/2/16

To,
Deodhar Associates,
HDIL-Kaledonia, 504/B,
5th Floor, Opp. Vijaynagar CHS,
Sahar Road, Andheri (E),
Mumbai - 400069.



Sub : Appointment Letter as a Architectural and Project Management Consultant Services for carrying out Redevelopment Project of our existing Association Buildings known as C-1 & C-2 Type Apartment Owners Association, Plot No. 1 to 8, Sector 2, Vashi, Navi Mumbai-400703.

Dear Sir/Madam,

Ref : With reference to our telephonic conversion, e-mails and

- 1) Meetings with you on 01/12/2015 (Tuesday) in Association Office.**
- 2) Your power point presentation on Special General Body Meeting on 10/01/2016 (Sunday) at NMSA.**
- 3) PMC Site Visit on - 30/01/2016 (Saturday) at D. N. Nagar, Andheri, Mumbai.**
- 4) PMC Site Visit on - 20/02/2016 (Saturday) at Parel Village - Mumbai.**

Discussion with you and Managing Committee and Redevelopment Committee your final letter. Ref. No. dated 03/02/2016 on 30/01/2016 (Saturday) at your Andheri Office and meeting with Architect - Sushma Deodhar in our Association Office on 11/03/2016 (Friday).

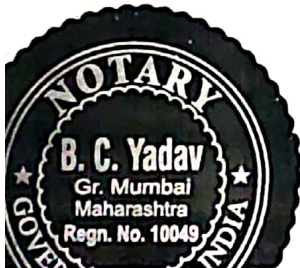
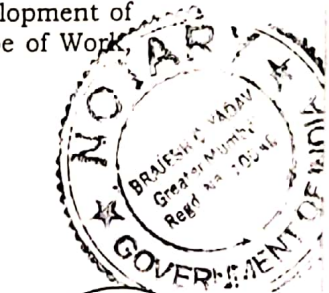
With reference to our Special General Body meeting held on 10/01/2016 (Sunday) at Navi Mumbai Sports Association and as per resolution we are pleased to inform you that you have been appointed as Architect and Project Management Consultant for the Redevelopment of our existing Association 12 buildings with the following Scope of Work Terms and Condition.

Thanking you,

Your Sincerely,
For C-1 & C-2 Type Apartment Owners Association,

President
Mr. P. T. Jangam

Secretary
Mr. D. K. Shinde





YOUR SCOPE OF WORKS AS A PROJECT MANAGEMENT CONSULTANT/ARCHITECT WILL BE AS UNDER :-

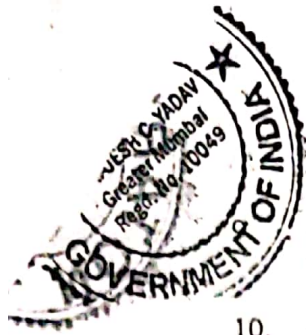
(I) PRE-TENDERING STAGE (PHASE I) :-

1. Preparing feasibility report with respect to present government policy about utilization of T.D.R./F.S.I.
2. Recommending the list of amenities, extra area corpus fund etc and preparing rough designs of the building as per utilization of TDR/F.S.I. and preparing a detail report to the Association before inviting Tender from builder /developer.
3. Preparing draft tender documents and discussing the same with the committee and finally obtaining a go ahead from the committee for floating the same.
4. Inviting the tenders (Technical and Commercial) from various approved builders/developers, doing the technical evaluation, preparing comparison statement and submitting the same to committee members.
5. Conducting joint meeting with the short listed Builders / Developer along with the committee members and finalizing the most suitable developer.

(II) BEFORE CONSTRUCTION STAGE (PHASE II) :-

1. Drafting Letter of Intent based on terms negotiated with the selected Developer.
2. Ascertaining measurement of each flat and finalizing the carpet area of each member.
3. Listing down the requirement of each member and coordinating with the design architect for the final drawing.
4. Ascertaining of detail plane table survey in order to workout the area of entire plot precisely and accurately.
5. Approving the plans prepared by the developer keeping in mind the interest of the Association only.
6. Assisting the Association in selecting upon Solicitors/Legal Consultants and Tax Consultants.
7. Preparing Bar charts/CPM-PERT Networks so as to ensure timely completion.
8. Ascertaining preparation of all detailed Mechanical, Electrical and Plumbing layouts by Architect of Builder/Developer.





Ascertaining Preparation of all working drawings and Structural drawings by Architect of Builder/Developer.

10. Ascertaining conducting of various Soil Investigation so as to decide and select the required material or construction techniques at the time actual work of foundation.
11. Ascertaining Submission layout proposed and its approval.
12. Ascertaining Layout approval.
13. Ascertaining Submission Building files.
14. Ascertaining Obtaining of I.O.D./ C.C. etc.

Construction Stage (Phase II) :-

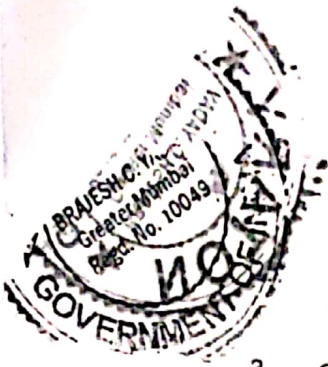
1. Overall co-ordination with the Association on technical and financial matter and co-ordination with Builders/ Developers as may be required and between various engineering disciplines.
2. Maintaining complete co-ordination on entire project.
3. Preparation and issue of a project co-ordination procedure documents.
4. Programming the overall projects and following progress of all aspect of the work. Updating Bar charts and expediting and preparation and issue of monthly Project Reports to the Association indicating the status and progress of work.
5. Preparation and issue of change notices, indicating any change in project which will affect costs, planning etc.
6. To have overall co-ordination with the Association, Design Architects, Developers with respect to the Municipal Drawings so as to ensure smooth progress of the Municipal follow up.
7. Monitoring Work Progress as per the Agreed Construction Schedule.

The Above is further explained in detail as under:-

- (A) **MATERIAL MANAGEMENT - Strict supervision of work in interest of Association and in accordance with Tender/ Quotations received and approved between Association and Builder /Developer.**

This will include the following: -





- Ensuring quality control and adherence to specification.
- Carrying out periodical test of the various construction materials received prior and /or during its use.
3. Conducting laboratory test of material used as well of the final product and certifying the work carried out by the Builder / developers and this report will submit to the Association.
 4. Ascertaining upon the quantum of various materials required for different constructional activities, checking their order placements and their timely procurement along with quality.
 5. Ascertaining of timely receiving and storing of the materials in their safe places as per the job layout.
 6. Maintaining up to date stock register.
 7. Checking the materials received on site for quantity and quality as per tender specification.

(B) DAY TO DAY SITE SUPERVISION & QUALITY CONTROL

This includes —

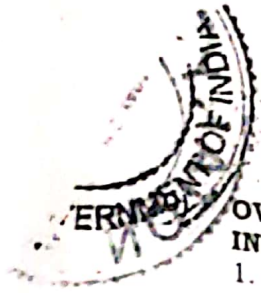
1. Full Time Supervision by Your Engineers.
2. Periodical site visit in connection with works by yourself (at least once in a week) or your project Engineers at least 3 times a week and Providing Corrective Supervision.
3. Giving instruction regarding method of carrying out the construction from the workmanship and materials consideration. Issue written orders for rectification of defective works (if any).

(C) CONTROLLING UPON THE WORK PROGRESS

This includes-

1. Preparation of bar chart PERT/CPM Networks and strictly implementing the same. Updating the activities in case of delay to meet the target completion time.
2. Periodical meeting with the concerned contractors so as to have a first hand report about their practical difficulties if any and suggestion them an alternatives procedure to solve the same in the best interests of the Association.
3. To ensure that builder/developer incorporates a penalty clause in the works with each sub-contractor.





OVERALL CO-ORDINATION WITH OTHER AGENCIES INVOLVED SUCH AS: —

1. Builders/Developers/Solicitors/Contractors
2. Piling contractors and geo technical consultants.
3. R.C.C. Consultants/MEP Consultant.
4. Lift Agency/Swimming pool specialists/Landscaping consultants and all consultancies mentioned in your offer letter i.e. Name of teams or any other agencies related to the Redeployment project of the Association.

(III) END OF CONSTRUCTION STAGE

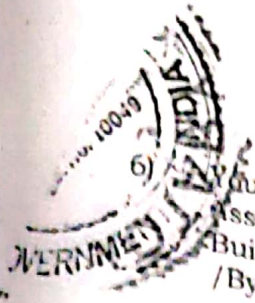
1. To ascertain obtaining of various Completion certificates as stated by NMMC.
2. To ascertain obtaining of various Completion certificates, permanent water connection and finally BCC.
3. Preparation of as built drawings.
4. Preparing completion report as the end of the project.

As Project Management Consultant you have to carry out following :-

- 1) You have to verify and recommend suitable changes in the plans prepared by Architect of Builders/Developer in interest of Association Member and in accordance with approved tender condition so as to submit same to NMMC / CIDCO Authorities.
- 2) You have to prepare list of amenities (The best that can be provided) to the existing Association Members.
- 3) You have to prepare D.T.P. get approved from Association and then issue tender documents (2 parts) to approved Builders/ Developer inviting bids/offer and then to evaluate the bids received and submit technical/financial report to the Association and to get approval of Builder/Developer from Association (In AGM) and issue Letter Of Intent and work order in time.
- 4) You have to check/verify all drawings prepared by Architect of Builder / Developers in accordance with tender conditions and in interest of Association members and in accordance with byelaws and keep a NMMC regular check on all formalities of NMMC like I.O.D., CC, Further C.C., Part O.C., Full O.C., etc.
- 5) Strict supervision of Building constructed for Association Members in accordance with tender approval.

Sd/

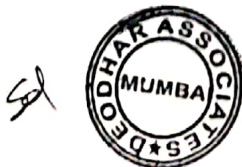




You have to keep strict vigil on work executed (either for Association members or for area constructed for sale by Builder/Developer) to ensure that no violation of any law /Byelaws are done by Builder/Developers.

(IV) OTHER TERMS AND CONDITIONS :-

- 1) Redevelopment procedure as per Govt. of Maharashtra notification dated 4th February, 2015 of 2.5 F.S.I.
- 2) Experience site supervisors for day to day supervision and qualified Civil Engg. and RCC expert on weekly basis.
- 3) All legal aspects should be strictly followed. Study of legal documents, agreements prepared by developer, explaining the positive and negative aspect to the Association, drafting strong agreement on behalf of Association to safeguard association interest.
- 4) PMC will handover all the documents to the Association and it will be remain the property of the Association.
- 5) Any correspondence/ communications to any Dept/ Authorities should be in the knowledge of Association.
- 6) All the matters related to the Redevelopment should be dealt with managing committee.
- 7) Association Managing Committee reserve all rights to terminate the services of 'PMC' if they are unsatisfactory during any moments/ time during the contract period of 'PMC'.
- 8) Construction period considered for structure as 24 months from date of actual start work beyond 24 months suitable compensation will be paid by the Association.
- 9) A fortnightly report and monthly meeting with the progress of work with Managing Committee should be attended by you as and when required.
- 10) The Architect/ PMC shall not make any deviation, alteration, addition or omission from the approved Redevelopment Project Feasibility Report and 'Tender Documents' without the prior written consent of the Association.
- 11) The Association or the Architect/PMC shall not assign, sublet or transfer their interest in this Agreement without the written consent of the other.
- 12) This agreement shall be executed in duplicate and the Architect/PMC shall bear the stamp duty on the original. The Association shall retain the original and Architect/PMC shall retain the duplicate.
- 13) The Architect/PMC will take into consideration suggestions and recommendations from the members for redevelopment of the buildings.
- 14) The Architect / PMC will launch/ make a proposed Redevelopment Project website of the Association and make changes from time to time, so that members can understand the actual work of progress.



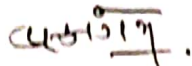
(V) YOUR PROFESSIONAL FEES AS A ARCHITECT AND PROJECT MANAGEMENT CONSULTANT:-

- a) Your professional fees shall be 7% on total construction cost (Architect 5% and PMC-2%) Plus 14.5% of the total fees payable towards service tax payable to the Government or service tax as applicable as the time of release of payment.
- b) Any payment made to you by Association fees of Solicitor, Tax Consultant should be in Developer Account.
- c) Association will pay your charges for Phase-I and Phase II as per your offer letter dated 03/02/2016 but in tender documents it will be mentioned Phase I and Phase II charges paid by Association to Architect / PMC will be recovered from the Developer.
Also your charges for Phase III shall be recovered from the Developer. Mode of Payment will be as per schedule agreed by all of us at the time of Development Agreement and the Tri-Party Agreement between the Association, Architect /PMC and the Developer.
- d) Your initial fees for preparation of Feasibility Report, we enclose Cheque of Rs. 40,000/-, vide cheque No.745238, dt. 15/03/2016 of Punjab National Bank, Sector 1, Vashi, Navi Mumbai and same shall be adjusted from the total fees payable as per the schedule.

Kindly acknowledge the same. Hoping for your prompt service and look forward to a successful relation with your company.

Your Sincerely,

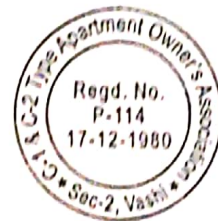
For C-1 & C-2 Type Apartment Owners Association,



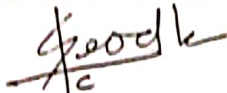
**President
Mr. P. T. Jangam**



**Secretary
Mr. D. K. Shinde**



For Deodhar Associates



Authorised Signatory




BRAJESH C YADAV

ADVOCATE & NOTARY

GOVT. OF INDIA

**Flat No 505, Bldg. No. 21 Laxmi C.H.S.
Sangharsh Nagar, Chandivali Farm Road,
Vashi (E), Mumbai 400 070**

