office copy

AR CO-OPERATIVE HOUSING SOCIETY

Tel.: 022-27546711
REGL. NO. BOM / CIDCO / HSG / OH / 481 / JTR 96-97
Plot No.9, Sector - 22, Koparkhairane, Navi Mumbai - 400709.

To:
M/s. Dimensions Architect Pvt. Ltd.,
Plot No. 99, Sector – 8,
Vashi, Navi Mumbai.

Date : Date: 04.02.2025.

Sub: Letter Of Appointment as Project Management Consultant (PMC)

Ref: Your offer Letter Dated 18.12.2024 and SGM held on 02.02.2025

Project: Redevelopment of buildings of Omkar CHS Ltd, at Plot No 9, Sector - 22, Koparkhairne, Navi Mumbai- 400709.

Services: As per our offer dated 15.12.2024 (Tender Documents), Annexure A

Dear Sir,

1. We have great pleasure in appointing your firm as our PMC for redevelopment of Omkar CHS, buildings No. E1 and E2 on Plot No. 9, Sector - 22, Node Koparkhairne, Navi Mumbai as on following terms as under: -

2. Your professional fees offer shall be only as PMC and the same shall be discussed mutually.

3. We hereby pay Rs.5,001/- (Rupee Five Thousand One Only) vide Cheque No. 000479 dated 04.02.2025 as advance and part payment for your appointment as PMC retainer to this agreement, and further balance payment will be paid to you after the Developer is appointed.

4. This letter of appointment together with Conditions of Engagement and offer accepted, shall govern the agreement between PMC and Society. This letter is being sent in duplicate. One copy may please be signed in token of your acceptance and returned to us, further subject to the agreement which will be executed between yourself and society.

5. This Appointment letter is subject to condition No.4 hereinabove.

Thanking You,

Yours faithfully,

OMKAR CO-OP HOUSING SOCIETY LTD. REGD. NO. BOM/HSG/TC/481/JTR/SINCE 1996-97 FILE-2 Plot No.9, Sector-22, Koparkhairne, Navi Mumbai 400709

For OMKAR CO-OP. HSG. SOC. LTD.

President Secretary Treasurer

ACCEPTED

Signature of Architect /Project Management Consultant:

Name of the firm:

Date: 4/2/2025

Place: Koparkhairne, Navi Mumbai.

Seal of the Firm:

DIMENSIONS ARCHITECTS PVT. LTD. VASHI

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ॐ KAR CO-OPERATIVE HOUSING SOCIETY
REGL. NO. BOM / CIDCO / HSG / OH / 481 / JTR 96-97
Plot No.9, Sector - 22, Koparkhairane, Navi Mumbai - 400709.
Tel.: 022-27546711

Date : 4/2/25

Scope Of Work:

ANNEXTURE A

A) Pre-Tendering Stage:

1. Preparing a feasibility report with respect to the prevailing UDCPR provisions and other government policies about the utilization of FSI /premium FSI /TDR/Ancillary FSI.
2. Recommending the list of amenities, extra area, corpus fund etc. and assisting in preparing rough designs of the building as per the utilization of FSI and explaining the feasibility report to the society before and modifying the same including the suggestions from the members within the provisions of law.
3. Assisting society to conduct structural Audit and complete further process as per NMMC ACT at Municipal Corporation.
4. Preparing draft tender documents for calling offers from Developers and discussing the same with the committee for floating the same.
5. inviting the offers (Technical and commercial) from various builders/developers, conducting the process of bid opening as per the best practices and in a transparent way, doing the technical evaluation, preparing a comparison statement, and submitting the bid evaluation report to committee members.
6. Conducting joint meetings with the short-listed Builders/Developers along with the committee members and providing assistance in finalizing the most suitable developer.
7. Providing assistance to complete the process of the lease deed with CIDCO.
8. Providing assistance for conducting SGM as per the provisions of Govt. guidelines as per section 79A of MCS Act.
9. Formation of the website/Email ID of the Society
10. Providing Assistance to get NOC of Deputy/Joint Registrar as per section 79A of MCS Act.
11. The bidder shall provide a detailed time schedule covering all above activities and as agreed upon with the Society. In case of delay in any of the activity for reason attributable to the PMC.

B) Before Construction Stage

1. Drafting a letter of intent based on terms negotiated with the selected Developer.
2. Ascertaining the measurement of each flat and finalizing the carpet area of each member in accordance with the approved drawing.
3. Listing down the requirement of each member and coordinating with the design architect for the final drawing.
4. Ascertaining the area with survey instruments like theodolite along with plane table survey to work out the area of the entire plot precisely and accurately.
5. Approving the plans prepared by the developer keeping in mind the interest of the society only.
6. Preparing bar charts/schedule of work to ensure timely completion.

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Date : 4/2/25

7. Ascertaining the preparation of all detailed Electrical, Fire Fighting and Plumbing layouts.
8. Ascertaining the preparation of all working drawings and structural drawings.
9. Ascertaining / conducting various soil investigations to decide and select the required material or construction techniques at the time actual work of the foundation.
10. Ascertaining the submission of the proposed layout and approval.
11. Ascertaining layout approval.
12. Ascertaining the submission of the building permission proposal to various Authorities.
13. Assisting / Obtaining of Commencement Certificate.
14. Assisting society/members to get DA & PAAA documents registered through the developer.

C) Construction Stage:

1. Managing the overall coordination with the society on technical and financial matter and coordination with builders/developers as may be required and between various engineering discipline.
2. Maintaining complete coordination on the entire project.
3. Preparation of the issue of a project coordination procedure document.
4. Programming the overall projects and following progress of all aspects of the work. Updating bar charts / Financial Charts and expediting and preparation and issue of monthly project report to the society indicating the status and progress of work.
5. Preparation and issue of change notices, indicating any change in the project which will affect costs, planning etc.
6. To have overall coordination with society, Design Architect, structural consultant, MEP, and Environment Consultant, Developer with respect to the municipal drawings so as to ensure smooth progress of the municipal follow-u p.
7. Monitoring work progress as per the agreed construction schedule.

D) Day To Day Site Supervision and Monitoring the Progress of Work and Quality Control

1. Full-time supervision by site engineers. The PMC shall engage full time supervisory staff at site for day-to-day supervision and quality control.
2. Periodical site visits in connection with works by the project Engineers / architect at least 3 times a week and providing corrective supervision.
3. Giving instructions regarding the method of carrying out the construction from the workmanship and materials consideration. Issue written orders for the certification of defective works. (if any)
4. Strictly implementing the schedule of work. Updating the activities in case of delay to meet the target completion time.
5. Periodical meetings with the concerned developer and its agencies so as to have a first-hand report about their practical difficulties if any and suggest them an alternative procedure to solve the same in the best interests of the society
6. To ensure that builder/developer incorporates a penalty clause in the work with each subcontractor.

Amrit Garg

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Date : 4/2/25

7. To prepare monthly progress status report and submit to the managing committee.
8. To invite representative of the Managing committee in monthly progress review meeting.

E) End Of the Construction Stage:

1. To assist obtaining various Completion certificates, Occupancy certificate.
2. To assist obtaining various Service connections such as permanent water connection, Electricity Connection, Gas Pipeline Connection, etc.
3. Preparation of 'as-built' drawing
4. Preparing a completion report as the end of the project.
5. Provide technical assistance for identification and rectification of defects during Defect Liability Period of the Developer.

We hope this work order finds you well. We are writing to formally accept you **Dimensions Architect Pvt. Ltd as Project Management Consultant (PMC)** for our society redevelopment. Please issue this same letter after your acceptance with Sign & Stamp as earliest as possible.

Yours Sincerely,

For OMKAR CO-OP. HSG. SOC. LTD.

President Secretary Treasurer

OMKAR CO-OP. HOUSING SOCIETY LTD. REGD. NO. BOM/CIDCO/HSG(TC)/481/JTR 96-97 SINCE 1996-97

For Omkar Co-op. Housing Society Ltd.

For Dimensions Architect Pvt. Ltd.

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(acceptance)

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