DIMENSIONS
ARCHITECTS PVT LTD

Date: 18th December, 2024

To,

The Secretary/Chairman,

Omkar Co-operative Housing Society Ltd.,

Plot no. -09, Sector -22, Koparkhairane, Navi-Mumbai.

Subject: Submission of the Technical Bid & Financial Bid as Project Management Consultant (PMC) for Redevelopment Project of Omkar Co-operative Housing Society Ltd., Building no. E1 & E2, Plot no. -09, Sector -22, Koparkhairane, Navi-Mumbai.

Respected Sir,

With reference to your Tender Notice for Project Management Consultant (PMC) published by your co-operative society, we hereby submitting the "Technical Bid" and the "Financial Bid" in the two different envelops.

We are committed to meeting all the requirements outlined in the tender document and ensuring timely, high-quality delivery of the project. We appreciate the opportunity to participate in this tender process, and we look forward to the possibility of working together. Should you require any additional information or clarification, please do not hesitate to contact us.

Thank you for considering our application. We look forward to your positive response.

Yours Faithfully,

For Dimensions Architects Pvt. Ltd.

DIMENSIONS ARCHITECTS PVT LTD VASHI

Enclosed:

- Technical Bid with required documents
- Financial Bid with required documents.

• HEAD OFFICE •

Studio : Plot No. 99, Near Sagar Vihar, Sector-8, Vashi, Navi Mumbai - 400 703. India
• Tel.: 91-22-2782 3141 | +91-22-2782 3641 / 3441 / 3341
• Email: info@dimensionsarchitect.in | **• Website :** dimensionsarchitect.in

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SCOPE OF WORK

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 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 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.

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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.
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. 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.

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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) MATERIAL MANAGEMENT

Strict supervision of work in the interest of society and in accordance with the tender received and approved between society and developer.

1. Ensuring quality control and adherence to specification.
2. Carrying out periodical tests of the various construction materials received prior and /or during its use, cost of the same is to be paid by the respective developer.
3. Conducting laboratory tests of material used as well of the final product and certifying the work carried out by the builder/developer.
4. Concrete cube, slump test and other test related to construction work and material checking etc. laboratory should be on the construction site.
5. Ascertaining upon the quantum of various materials required for different constructional activities, checking their order placements and their timely procurement along with quality.
6. Ascertaining timely receiving and storing of the materials in the safe places as per the job layout.
7. Checking the materials received on-site for quantity and quality as per tender specification.

E) 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. At least following engineer shall be posted full time at site
   a. Civil Engineer
   b. Civil supervisor
   c. Electrical Engineer
   d. Electrical supervisor

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2. Periodical site visits in connection with works by the project Engineers / architect at least 3 times a week and providing corrective supervision.
3. 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.
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.
9. In case non-deployment of minimum site staff mentioned in above para by PMC, penalty shall be applied @ Rs.100,000/- per month for each of the Degree Engineer and @ Rs. 50,000/= per month for each of the Supervisor.

F) 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, CCtv Installation 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'

NOTE: Planning, Designing, Approval and Execution Assistance is not included in this tender But the PMC shall have all the resources, infrastructure available with them if required. Details of the same with Documents shall be submitted along with the tender.

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