

Soumitra Shende, B.ARCH, M.ARCH
Registered Architect.

2nd May 2026

To,
Hon. Secretary / Chairman,
Lily Apartments CHS Ltd.
St. John Baptist Road,
Bandra (W), Mumbai – 400050.

Sub: Proposal for Project Management Consultancy (PMC) Services concerned with Redevelopment work of your Society Premises through appointment of Developer.

Dear Sir / Madam,

We are excited to introduce ourselves as a leading Project Management Consultancy (PMC) firm with a proven track record of delivering successful Society Redevelopment projects in premium localities such as Bandra, Khar, Santacruz and Vileparle Area. With over 16 years of experience and more than 30 completed projects with Occupation Certificates, we have established ourselves as trusted partners for Societies like yours.

We have attached our firm profile, which highlights our expertise and showcases our completed, ongoing, and upcoming projects. We understand that your Society is exploring options for redevelopment, and we would be delighted to assist you in this journey.

We are pleased to submit our proposal for professional project management consultancy (PMC) services for the proposed redevelopment work of your society as per phases of work and scope of work in our format.

A. Scope of work:

Phase 1: Pre-construction Phase

This phase will comprise of professional work to be rendered from the date of issue of work order till members are called upon to vacate their respective premises. This phase is divided into following 3 sub phases. Detailed Scope of work as follows:

Phase 1(a): Project Inception

1. Ascertaining and certification of carpet areas of individual members based on physical survey of the typical flats & approved plans.
2. Ascertaining the area of the plot, verification of area in possession based on the total station plot survey and as per Title documents.

3. Preparing Feasibility report including details of existing carpet area, plot area, FSI and TDR/FSI that could be available for Redevelopment as per DCPR 2034 and by understanding requirements of Society Members.
4. Accessing feasibility through DCP Regulation 30(A) + 33(7)B / 33(20)B / 33(12)B applicable on your plot based on 12.20 meter road width.
5. Incorporating overall project costs, current market scenarios as part of feasibility study in order to access the feasibility through various commercial parameters and recommending best possible scenario for redevelopment.
6. Presentation of feasibility study report to the General Body of the Society and advising the General Body about all aspects of Society redevelopment processes.
7. Assist the Society in concluding the phase with definitive way forward along with suggestive timelines.

Phase 1(b): Tender / Invitation to Bid / RFP Document preparation

This sub phase shall involve following scope of work -

1. Ascertaining requirements of the members of the Society to be included in the tender / invitation to bid / RFP document by periodic interactions.
2. Preparing the document including legal aspect, list of amenities, material specifications etc. which will form basis of Development Agreement.
3. Conducting Pre-Bid conferences.
4. Assisting the Society in floating the tender.

Phase 1(c): Developer selection & assistance in technical aspect of DA

1. Scrutinizing received Tenders / Bids / Offers and preparing comparative analysis of the same.
2. Carrying out project site study visits of shortlisted Developers and reporting the same.
3. Assisting the Society, the process of deciding upon the developer and the terms of Development.
4. Advising the Society about technical aspects in the drawing up of the development agreement and other required documents.
5. Advising the Society in interpreting the building plans.
6. Ensuring that the plans reflect the correct areas of the flats to be given to Members.
7. Ensuring that the plans approved by MCGM / SRA are as per the Development agreement.

8. Ensuring that the IOD / IOA, Commencement Certificate and all permissions / NOCs of the concerned authorities are valid.
9. Certifying the moving out phase for the Society.

Phase 2: Construction Phase

The scope of work would comprise professional work to be rendered from the date of members vacating their premises up to the date of existing members taking possession of their new premises. The scope of work as follows:

1. Supervising the work carried out on site on once-a-week basis by Senior professional.
2. Checking of Quality Check records for Materials.
3. Review of construction drawings and documentation and informing the Society about crucial aspects.
4. Providing the Society at regular intervals (bi-monthly basis) with progress reports.
5. Project Schedule monitoring and advising society in case of anticipated delays.
6. Carrying out intermediate work & quality audit and preparing snagging report.
7. Carrying out quality and compliance snagging report for sample flat prepared by Developer.
8. Holding periodical coordination meetings with the Society, lawyers and the Developer/ their Architects to ensure smooth progress of the project.
9. Ensuring that the construction activity is commenced carried out and completed strictly as per development agreement, the approved plans, and all other requisite approvals granted by the concerned authorities.
10. Ensuring that the members are provided their new premises of the agreed area, with the agreed amenities and as per agreed terms.
11. Ensuring smooth handover of the new premises to the existing members of the society after Occupation Certificate (OC) is obtained by the Developer.

B. Remuneration:

Phase wise Remuneration for the above-mentioned services shall be as follows:

- a. Fees for Phase 1 - Pre-Construction Phase: Rs. 15,00,000/-

Installments:

01	Rs. 2,00,000/-	At the time of our appointment along with work order
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02	Rs. 2,00,000/-	At the time of submission of the RFP / Invitation to Bid / Tender Document for circulation
03	Rs. 4,00,000/-	At the time of selection of the Developer. 50% out of this amount will be due within 3 months from the date of submission of the Tender / Proposals / Offers by the Developer
04	Rs. 4,00,000/-	At the time of Execution of Development Agreement (DA). 50% out of this amount will be due within 3 months from the date of selection of the Developer.
05	Rs. 2,00,000/-	At the time of finalization of floor layouts of the members premises to be attached to the Development Agreement.
06	Rs. 1,00,000/-	At the time of Developers procuring IOD / IOA for the project.

Terms & Conditions:

- i. GST at an applicable rate shall be extra.
- ii. Charges for the physical survey of the plot, verification of area in possession and preparation of drawing shall be extra and chargeable at Rs. 15,000/- + GST payable and to be paid at the time of submission of the survey drawings. (Optional)
- iii. Charges for the survey of typical and atypical individual premises shall be extra and chargeable @ Rs. 5/- per sq. foot + GST of the measured carpet area and to be paid on submission of the survey drawings. (Optional)
- iv. Please note that the cost of procuring information such as DP Remarks, TP Remarks & Traffic Remarks, taking search, approved plans and all other relevant documents shall be extra and as per actual expenditure and is not included in the above-mentioned remuneration. Alternatively, Society can provide us with the same information.
- v. Society shall bear expense towards advertising in newspaper (in case of public tender), float and accept submission of Tender at Society premises and retain all the proceeds of sale of Tender Documents to Bidders.
- vi. Society shall independently appoint Legal Advisor / Advocate / Solicitor to draft Development Agreement, Individual Agreements, title Clearances etc. Fees for the same are not covered under our proposal.

b. Fees for Phase 2 - Construction Phase: Rs. 15,00,000/-

Installments:

01	Rs. 1,00,000/- per Quarter X 12 Quarter	Bill will be raised at the end of every quarter; thus, totaling to Rs. 12,00,000/-
02	Rs. 1,00,000/-	On RCC completion of parking floors in the new building.
03	Rs. 1,00,000/-	On RCC Completion of the entire Building
04	Rs. 1,00,000/-	At the time of Developer procuring OC for the project and members moving in.

Terms & Conditions:

- i. Amount equivalent to 3 Quarters remuneration shall be paid to us as retainer advance at the time of initiation of this Phase (Start of piling / excavation), which shall be adjusted on pro rata basis from every subsequent monthly bills.
- ii. In the case of project extending beyond 36 months, our monthly remuneration installment rate will be decided mutually for continuation depending upon the scope of work required at that point of time.
- iii. GST at an applicable rate shall be extra.

This entire proposal shall remain valid for a period of 60 days from the date of its submission

We look forward to forming a professional relationship with your society and help you confidently sail through this complicated process of redevelopment. Please do not hesitate to call us with any questions or concerns.

Sincerely,



Soumitra Shende
02/05/2026
(For COVE Architects)