



Naren Kuwadekar
Project Consultants
S I N C E 2 0 1 4

804, Signature by Lotus Developers
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NKPC/PMC/OFFER/LA/02

Date : 27th April, 2026.

To,
Hon. Chairman / Hon. Secretary,
Lilly Apartments,
St Sebastian Colony,
Mount Mary, Bandra West,
Mumbai – 400 050.

Sub: **Scope of Works & offer of PMC for Proposed Redevelopment of your Society.**

Dear Sir,

We are forwarding herewith our scope of work as Architect cum PMC for the Redevelopment of your abovementioned society.

Our scope of work will be as follows:-

Stage-I

- 1) The society shall provide the PMC list of approved carpet areas of all member's flat. In case, if the society does not have the required data then the PMC shall organize for measurement of carpet area for all flats with detailed individual flat plans. Additional charges required for the same shall be paid separately if required.
- 2) The society shall provide the total station survey of the plot in soft copy [AutoCAD]. If the survey drawing is not available with the society then the PMC shall organize for conducting total station survey for measurement of the plot area with detailed drawings. Additional charges required for the same shall be paid separately if required.
- 3) Scrutiny of all Documents and Drawings submitted by the society and preparation of report for the same as per the latest DCR in force till date. The society will have to furnish the documents in their possession along with a copy of the approved plans, PRC, etc. If the same is not available with the society then the same will be procured by the PMC/Architects and the cost for the same will be intimated to the society before procurement.
- 4) Preparation of Feasibility reports for Redevelopment along with the financial feasibility of the project in line with the latest approved DCPR2034 and DP2034.
- 5) Checking of the title, all requisite documents as provided by the society, correspondences, and legal provisions, assisting to prepare various statutory documents, resolutions, preparations of correspondences, replies to the authorities, representations to the authorities, and preparations all documents to make project viable and to be eventually floated for tender in the further stages. *(Please take notice that this does not include handling of litigation and separate charges are to be borne considering the nature of litigation).*

Stage-II

- 1) Preparation of the tender document.
- 2) Placement of advertisements in Newspapers for the issue of tender documents (Cost to be paid by Society).

- 3) Issue of the tender to the developers.
- 4) Collection and tender opening.
- 5) Recommendation of developers. The society will shortlist the appropriate developers based on the report of the PMC out of the offers/tenders received by the society. The PMC will assist the society in negotiations on the offers received before the finalization of the developer.
- 6) Calling for a G.B. meeting for the selection of a developer. One person from the registrar's office will be called to be present in the meeting as per the directive of 79/A.

Stage - III

- 1) Assist in the preparation of a New Development agreement, POA with the developer in consultation with society's legal advisor. We will guide society in preparation for the Development Agreement.
- 2) Analysis of all the revised drawings submitted to the Municipal Corporation / MHADA by the developer from time to time for obtaining the permissions and also verification of areas suggestion of Design changes as per the requirements of the society. Analysis and checking of the IOD and CC.
- 3) Provision of Architectural and Structural design support and coordination with the developer's team of professionals in the interest of society.
- 4) Co-ordinate implementations as per Architectural & RCC drawing requirements and ensure compliance to standards as specified in the contract and standard Civil engineering practice.
- 5) Monitoring periodical tests of various construction materials received before and/or during their use.
- 6) Monitoring laboratory tests of the materials used as well of the final product and certifying the work carried out by the Builder/ Developers.
- 7) Monitoring and checking the materials received on-site for the quantity and quality as per the tender specifications / Practice.
- 8) Pre-scheduled timely visits by the Project Engineer to monitor the progress w.r.t. project plan and facilitate completion of the project in the targeted time.
- 9) Overall coordination with other agencies engaged in development works.
- 10) Builders / Developers / Solicitors / Contractors – co-ordination.
- 11) Piling contractors and geotechnical consultants – coordination.
- 12) Co-ordination between the RCC consultants / Electrical consultant/plumbing consultant. Lift agency / Landscaping consultant & other related agencies with the project.
- 13) During the construction of the building monthly progress report will be given to the re-development committee members.

Stage IV

- 1) To ascertain obtaining various completion certificates as insisted by BMC / MHADA.
- 2) To ascertain obtaining of Occupation certificate and permanent water connection.
- 3) Preparing completion report at the end of the project and preparation of master file with all the submitted documents /permission papers and plans of the entire project in hard and soft copy format.
- 4) Preparation of snag list and checking of the completed snag list with the developer's engineer before handover of the building to the society.

Fees :

The Fee Structure for the above said the scope of work. The same shall be divided into stages as mentioned below.

STAGE 1:-

- 1) Plot Area Survey & submission of drawing in CAD format } As per actuals if required
- 2) Internal Flat Carpet Area Survey [Charged @ Rs.6/- per sq.ft.] }
- 3) Preparation of Feasibility Report for standalone building along with financials for the same. Rs.45,000/- + GST

<u>Sr. No.</u>	<u>Item</u>	<u>Amount in Rs. with GST</u>
1	Appointment of PMC for stage 1	26,550
2	On submission of Feasibility Report	26,550

FEES FOR STAGE 2

1. The fees for the stage 2 scope of work will be a lump sum of **Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only). Plus 18% GST as applicable.**

<u>Sr. No.</u>	<u>Item</u>	<u>Amount in Rs. with GST</u>
1	On preparation of tender document & submission of final tender to society.	88,500
2	On Comparative analysis of filled tenders by developers	44,250
3	On Selection of developer after 79(A) meeting.	44,250

FEES FOR STAGES 3 and 4

The professional fee for stages 3 and 4 shall be **1.50%** of the Complete Construction Cost (Excluding the taxes) for a conventional type of redevelopment project (Not Project Cost). The same shall be payable every month/monthly basis as per the slab schedule and the progress of the work on site. GST shall be applicable along with any other taxes as applicable.

(Fees calculated = Construction rate/sq.ft. × Final Construction built up area x Fee of 1.50%)

MODE OF PAYMENT (For Stages 3 and 4)

<u>Sr. No.</u>	<u>Item</u>	<u>Percentage</u>
1	On Appointment of Developer. Under 79(A) or issue of LOI.	10%
2	On signing of the Development Agreement.	05%
3	Detailed scrutiny of Architectural drawings working drawings or layouts, building unit design, and all other related works to the level of requirement submitted by the developer and its approval.	05%
4	Ascertaining Obtaining of concessions and of I.O.D.	5%
5	Completion of RCC Works to be amended depending upon no. of floors to be constructed. Complete day-to-day supervisions of contracted building, land development works, infrastructure work, etc., ensuring quality control in all stages of construction, stages approvals viz. approval or materials, usages thereof in proper proportion, and workmanship at all stages of	40% This will be paid slab wise starting from the foundation

	execution of individual items of work. Monitoring and controlling the progress by using modern methods ensuring proper quality control of works and maintaining proper records.	level
6	Completion of all Civil finishing works as below	25%
a	External Masonry	
b	Internal masonry with the erection of door frames	
c	Internal Plaster/Gypsum	
d	External sand face plaster	
e	Flooring and staircase steps	
f	Kitchen platform and toilet tiling	
g	Drainage and external plumbing	
h	Internal plumbing	
i	P.O.P. and internal painting	
j	Making and fixing door shutters and & aluminum windows	
k	Electricals work	
l	Compound wall with gate and concrete pavement and watchman cabin	
m	External Painting	
7	Following the matter of occupation with the Developer, attend to the Certificates of occupation by the corporation and/or from any other authority concerned.	5%
8	Verification of 'As-built' drawings for the buildings and services and certification thereof. The drawings would be prepared and furnished by developers. These drawings after verification shall be submitted to the society. After the completion of the project. Submission or completion plans and detailed resume of the project with certificates.	5%
	TOTAL	100%

The Charges for procuring any missing documents such as CTS Plan, D.P. plan & remarks, old BMC plans, Documents from Estate, MHADA, and advertisements in the newspaper will be paid by the society as per actuals. **The Services does not include Legal Consultancy and a Legal consultant shall be appointed by the Society. Financial due diligence of Developer's balance sheet and financial capacity is not in the above scope of work.**

We will execute an agreement with society for detailed PMC scope of work and professional fee.

All the charges paid by the society towards the PMC services shall be paid by the developer to the society account as per the above-mentioned milestones. The society shall pay the PMC on monthly basis from the same as per the milestone of stages of work.

The required Certificates for project progress after verification and confirmation if insisted for submission of RERA, Financial Agencies or any concerned authorities shall be charged an extra of Rs.5,000/- for each of the said certificates.

Thanking you,

Yours faithfully,



Ar. Kedar Pathare
for Naren Kuwadekar Project Consultants