

Proposal for Architect- PMC services,

**Lily Apartments  
Cooperative Housing  
Society Ltd.**

CTS no 1103, 1104, 1105 of Village  
Bandra-B.

**Bandra (West) | April - 26**



***Project Maitree***  
-revolutionizing redevelopment

**A BETTER INFORMED SOCIETY IS  
A FREER SOCIETY**



Ar. Dhaval M Parsana  
Principal Architect

24 April 2026

To,  
Hon Secretary,  
**Lily Apartments CHSL**  
St Sebastian Colony,  
Mount Mary  
Bandra (West), Mumbai- 400050

Subject: Proposal to provide Architect- PMC services for the  
redevelopment of Lily Apartments CHSL.

Reference: Telephonic Inquiry

Sir and Madam,

Project Maitree is an independent entity envisaged by Ar. Dhaval M Parsana in the year 2014 to share technical aspects of the redevelopment with housing societies. He has 15 years of work experience in the field of Architecture, Town Planning and Valuation. He is also a Govt. Approved and Registered Valuer and has worked for leading real estate developers like Shapoorji Pallonji, Lodha, Hiranandani Construction and many more in the private sector and with MMRDA, PWD, National Textile Corporation (NTC) and BSNL in the Public Sector.

At present, Project Maitree provides its redevelopment consultancy to more than twenty cooperative housing societies having the smallest plot area of 450 sqm to 42,500 sqm in the Mumbai Region.

Our Proposal (Technical and Financial) along with our Company Profile is annexed to this letter for your kind perusal.

Regards,

**Ar. Dhaval Mahendra Parsana (B.Arch; M.Plan)**  
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[Architect and Project Management Consultant](#)

Developer Redevelopment | Self Redevelopment | Neo Redevelopment

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1.

## Technical Proposal

Background  
Scope of Work

Project Activity and  
Timeframe



## Project Understanding

Lily Apartments CHSL is located on CTS no 1103, 1104, 1105 of Village Bandra-B. The plot area is approximately 2,551.80 sqm as per the as per the Property Card accessed online records and it is Freehold land. The plot falls under the Residential Zone as per DP 2034 and abuts to 12.2 M and 6.1 M wide major road on the East And North. The said plot falls under CRZ and it requires to obtain an NOC MoEF and from Airport Authority for building higher than 135 M. The society's name is not reflected on the property card.

Considering the above facts, the society plot can be developed under the following regulation of the Development Control and Promotion Regulation (DCPR) 2034,

Sr	Scheme Name	Explanation	Applicability	Permissible Maximum FSI
1	30-A and 33(7)(B)	Incentive of 10 sqm per tenement or 15% of the existing authorized Built-up area (whichever is more) for redevelopment of more than 30 years old CHSL. The existing authorized BUA and incentive as stated above is less than the permissible FSI as per regulation 30(A)(1), then society may avail 'Additional FSI on payment of premium/TDR' up to limit of permissible FSI.	Yes	2.20 + up to 35% FCA = up to 2.97



Sr	Scheme Name	Explanation	Applicability	Permissible Maximum FSI
2	33(11)	Creation of Permanent Transit Camp (PTC) tenements for the Slum Rehabilitation Scheme. Incentive equivalent (100%) to the built-up area construction for the PTC tenements for Slum Rehabilitation Authority (SRA) above the basic FSI area.	Yes	3.00 + up to 35% FCA= up to 4.05
3	33(12)(B)	Rehabilitation of tolerated structures falling in the alignment of the road. The Incentive area equivalent to 50% of the area of rehabilitated (tolerated) structures. The said scheme may also clubbed with regulations 30-A and/or 33(7)(B).	Yes	4.00 + up to 35% FCA= up to 5.40
4	33(20)(B)	Development of Affordable Housing/ Rehabilitation and resettlement for MCGM. The additional FSI entitlement above the basic FSI is equivalent (100%) to the built-up area construction for the AH/R&R tenements for MCGM. The said scheme may also clubbed with regulations 30-A and/or 33(7)(B).	Yes	3.00 + up to 35% FCA= up to 4.05
5	33(9)	Cluster Redevelopment Scheme.	No	Maximum of or Rehab plus Incentive + up to 35% FCA



While a typical feasibility report primarily focuses on quantitative benefits — such as additional area, corpus, rent, or parking for society members — it often overlooks a key objective of redevelopment: **Enhancing Living Quality**.

To ensure a balanced evaluation of both qualitative and quantitative aspects, we recommend preparing a **schematic design** alongside the feasibility report. This visual representation will help society members better understand the qualitative improvements in areas such as internal space planning, unit dimensions, parking arrangements, and amenities. Additionally, it will provide a clearer perspective on construction areas and premiums associated with open space deficiencies and staircases, facilitating more informed decision-making.

**This comprehensive approach will empower society members to assess the true value and impact of the proposed redevelopment, ensuring alignment with their long-term living aspirations**

## Scope of Work

### Stage:1: Feasibility Study:

- a. Study the relevant documents about the project and extract the missing documents required for the feasibility report.
- b. Establish the development potential of the said premise under the applicable regulations discussed above.
- c. Study the existing FSI Consumption and the carpet area details provided by the client.
- d. Assessment of the various costs associated with the development i.e. Fungible FSI cost, Development Charges, other statutory payments, construction cost, etc
- e. Comparative financial analysis of permissible development on the site and assess contribution required by the members, eligible additional area, rent corpus etc.
- f. **Prepare a schematic design** to assess the cost associated with deficiency premium, staircase premium, etc. (Please Note: No Design Options will be provided)



## Stage: 2: Bid Process Management/ Tendering

The objective of the exercise is to evaluate developers' interest in the redevelopment and obtain their written expression of interest before the tender is floated. This ensures the success of the tendering process and acts as a test for the proposed terms.

### EOI Document preparation:

The objective of this document is to provide essential information about the society and present the design feasibility.

### Identification and Approach to Appropriate Builders

1. Identification of the developer from ongoing projects in nearby locations and listed players.
2. Approach the Shortlisted developers by Societies from the above list and provide a basic set of information for their evaluation.
3. Collection of written EOI with preliminary offers.

On the Successful completion of the above activities, Societies through its General Body may decide to go for the Open Tender or Close Tendering Process.

### Bid Document preparation:

To prepare standard bid documents with the following parameters,

1. The common set of information related to society and association with the reference to ownership, members' consent, redevelopment resolution, reference to the approved plan, and allied documents about redevelopment.
2. Bid Process and Terms related to the bid process (i.e. Bid Processing Fees, EMD, Binding by the Bidders)
3. Project Activities and terms after selection of successful bidder.
4. Other Terms related to,
  - a. Utilization of the Redevelopment Potential
  - b. Transit accommodation
  - c. Vacating the Premise and License to Enter
  - d. Delay & Extension of Time
  - e. Liquidated Damages for Delay
  - f. Termination of Contract by Society
  - g. Release of EMD, Security Deposit and Performance Guarantee



- h. Stamp Duty, Registration & Taxes
  - i. Terms for New Purchaser
  - j. Required Amenities specification and common amenities.
5. Standard commercial bids with the following points,
- a. Benefits to Existing Members (Area)
  - b. Cost and Guarantees
  - c. Additional Amenities and Facilities
  - d. Stages for Release of Payment
  - e. Contact Details for further Communication
6. Information to be furnished by the bidders,
- a. Basic Details related to the company and its directors.
  - b. Financial details about Balance Sheet, P&L, Net worth, etc.
  - c. List of ongoing and completed projects in a defined format.

**Please note the Bid Document is considered as the base for preparation of the Development Agreement. The society shall get it vetted through an appointed legal professional for the redevelopment. We shall not bear any cost towards the same.**

### **Bid Evaluation:**

The bid documents of the eligible bidder shall be evaluated and findings on Quantitative and Qualitative parameters shall be presented to the General Body in comparative tables.

1. Quantitative Parameters
  - a. Technical capacity assessment based on the size of projects executed in the past and ongoing projects.
  - b. Financial capacity assessment based on the Turnover, Net worth and Debt (Loan) on Books.
2. Qualitative Parameters
  - a. Project Performance rating based on the ongoing construction projects.
  - b. Construction Quality assessment of completed similar scale projects based on the site visits.
  - c. Proposed designs, project planning and timelines.



## Negotiation strategy with the Bidders

The Negotiation with the developers shall be done in the following three stages,

**Stage 1:** Understanding the Bid, Developer approach to the project and Basic Level Negotiation with highlighting limitations found in Technical Bid.

1. Understanding the rationales of the offer (Area-Rent-Corpus) submitted by the developer and Development Regulations being adhered to.
2. Understanding of Project Planning and Negotiation related to Members' Flat location, Parking provisions, Specifications and Amenities being proposed by them.
3. Understanding the deviation being proposed by them.

**Stage 2:** Developer Presentation in front of the General Body of Society.

1. The developer shall be insisted to present their revised offer to the General Body.
2. The General Body shall put their rational expectation in front of the developers in comparison to other offers received by the society (without taking names)

**Stage 3:** Final Round of Negotiations.

1. The last round of negotiation shall be to bring all the offers at par in terms of Area and Rent
2. More focus shall be given to the terms to safeguard members' interests and other terms.

Site visit of the Shortlisted Developers' projects by Society Members.

## Assistance in Preparing 79A submission

After the due process stated above, an application is required to be made to the Hon'ble Deputy Registrar of Society K-W ward to appoint its representative to supervise a Special General Body Meeting for the selection of the Developer.

Assisting Society and the Society's Legal Consultant for the preparation of the application and support required during the meeting (if any).

**Application shall content following set of information:**

- **Exhibit-1:** Agenda & Minutes of the SGM containing Resolution of Redevelopment of the Society premises as per the guidelines under section 79A of MCS Act taken in the Special General Body Meeting.



- **Exhibit-2:** Agenda & Minutes of the SGM resolution for the appointment of Project Maitree as Project Management Consultant (PMC).
- **Exhibit-3:** Agenda & Minutes of the SGM for the presentation, approval and adoption of the Feasibility report prepared by the appointed PMC.
- **Exhibit-4:** Feasibility Report
- **Exhibit-5:** Agenda & Minutes of the SGM dated for the presentation, approval and adoption of the Tender document for the redevelopment of the Society Premises.
- **Exhibit-6:** Tender Document
- **Exhibit-7:** Public Notice inviting tenders via an advertisement
- **Exhibit-8:** Various Circulars of Open House Meeting for Tender Opening - Bidder Presentation- Site Visit of the Bidders.
  - Circular for Open House Meeting for Opening of Technical Bids and list of Tender Bids received,
  - Circular for Open House Meeting for present the finding of Technical Bids and to Open Financial Bids of the Eligible Bidders. (Comparative Chart-1)
  - Circular for Open House Meeting for Presentation by Valid Bidders
  - Circular for Open House Meeting for Presentation for Final Quote by Bidders.
  - Circular for Site Visit of Bidders Project
- **Exhibit-9:** Comparative Chart of the Bidders (Comparative Chart-2)
- **Exhibit-10:** Agenda & Minutes of the SGM for Final Consideration and Shortlisting of the Bidder.
- **Exhibit-11:** Comparative Chart of the shortlisted Bidders
- **Exhibit-12:** Structural Audit Report
- **Exhibit-13:** Registration Certificate of Society and Members List

### **Assistance in Preparing redevelopment process history**

Assisting society in preparing a detailed note on the Redevelopment process followed (History) for the 79-A meeting.

### **Assistance in Preparing Letter of Intent**

Assisting the society and its legal consultant in preparing (LOI) by explaining the agreed terms and deviation agreed by the society and the preferred bidder.



### Stage:3: Design Review

- a. Coordinate with the design architect of the developers and explain to them the requirements of the society.
- b. Highlight the major limitations and challenges of the site and/or design to society members.
- c. Review the designs submitted by the developer's architect and recommend the appropriate changes in design.
- d. Suggest an alternative design solution if required.
- e. Safeguard society's rites during the design negotiation or alteration.
- f. Verify the drawings before and after submission to the planning authority.

### Stage:4: Project Monitoring

- a. Evaluate the project timeline submitted by the developer's Construction Manager.
- b. Establish the key milestone for the project and flag mark the delays.
- c. Review the construction drawings to ensure the execution as per the standards.
- d. Ensure the quality of construction and dimensions as agreed on-site.
- e. Conduct the site visit as per the selected plan and update the progress on the online platform.
- f. Conduct the fortnight meetings for review of progress.
- g. Update the construction progress and minutes of meetings on the online platform of the cooperative society.



## Project Timeline

The tentative timeline is based on assumptions that the conveyance of the land and endorsement of the society name on the property card is completed. Geotechnical investigation, demarcations and other similar activities required to be solely executed by the developer are not defined here.

Sr No	Activity	Timeframe
1.	Document Study and deficiency identification	10 days from the issue of the work order and documents available with the society.
2.	Carpet area computation from approved plan	12-15 days from the day documents are provided.
3.	Plot area Survey	15-20 days from the date of appointment of survey agency
4.	Draft preliminary feasibility report	21 days from the day all documents are provided.
5.	Schematic design	15-20 days from the approval of the draft feasibility report by managing and/or redevelopment committee.
6.	Final Feasibility Report	12 from the approval of the schematic design.
7.	Approval of the feasibility report by general body	As per society timeline
8.	Kick-off meeting for the draft tender documents	With 5-7 of intimation by the society
9.	Draft tender document preparation and identification of the potential developers	20-25 days from the kick-off meeting
10.	Draft tender document discussion with managing and/or redevelopment committee	5-7 days from the submission of draft tender to committee.
11.	Rectification in draft tender document	7- 10 days from the day written comments are received from society.
12.	Approval of draft tender and bid invitation by general body	As per the society timeline but only after due rectification of draft tender.



Sr No	Activity	Timeframe
13.	Final tender document	7- 10 days from the day written comments and/or minutes of meeting are received from society.
14.	Advertisement and Floating of tender	As per the society timeline but only after finalization of the tender as per general body guidelines.
15.	Pre-bid meeting with the interested parties	15 days from the date of advertisement
16.	Collection and distribution of the tender documents	21 days from the date of advertisement and/or pre-bid meeting
17.	Tender opening	As per society timeline
18.	Evaluation of the tenders submitted by the developers	25-30 days from the day copies of all tender documents are handover.
19.	Draft developer appraisal report discussion with managing and/or redevelopment committee	5-7 days from the submission of draft developer appraisal report.
20.	Rectification in the developer appraisal report	7- 10 days from the day written comments are received from society.
21.	Report presentation to general body and developer shortlisting.	As per society timeline
22.	Developer presentation	15-21 days from the shortlisting of the developers by general body.
23.	Finalization of the developers	As per society timeline
24.	Developer Appointment	As per the dates provided by the registrar and/or as per the advice of society's lawyer.
25.	Finalization of the Development agreement	As per the society timeline but DA should get executed on or before the finalization of the design.
26.	Submission of the draft Design drawings	21 days from the day of appointment.
27.	Suggestion objection on the design drawings received from the developers	15 days from the day drawings are received.
28.	Compilation of the objection and submission to developers	7 days from the day suggestion objections are received.
29.	Revised design submission by developers	21 days from the day suggestion objections are received.



Sr No	Activity	Timeframe
30.	Suggestion objection on the revised design drawings received from the developers	7 days from the day drawings are received.
31.	Compilation of the objection on revised design and submission to developers	5 days from the day suggestion objections are received.
32.	Final design drawing submission	15 days from the day suggestion objections on revised designs are received.
33.	Final design approval	As per society timeline after the receipt of final drawing from developers.
34.	Preparation of 'submission drawings'	21 days from the approval of final design.
35.	Approval of the submission drawings from the managing and/or redevelopment committee	15 days from the receipt of 'submission drawing.'
36.	Application for IOD/ IOA/ NOC (MHADA/ CIDCO/ BMC)	15-21 days from the receipt of formal approval by the society and execution of the Development Agreement.
37.	Obtaining of IOD/IOA along with Concession approval from planning authority	90-120 days from the date of application and or receipt of the NOC
38.	Vacating the premise	Within 60 days from the day vacation notice is served by the developers along with IOD/IOA
39.	Fencing of the premise	As per the developer timeline
40.	Demolition of the existing premise	As per the developer timeline
41.	Commencement Certificate	45 days from demolition of existing premise and/or as per developer timeline
42.	Further CC and construction monitoring	As per the project timeline defined in tender and/or development agreement. Fortnight site inspection till the project completion.



Sr No	Activity	Timeframe
43.	Completion and Occupancy Certificate	As per the project timeline defined in tender and/or development agreement.
44.	Area and specification scrutiny report	15 days from the day developer intimate society to occupy the premise.
45.	Occupy the newly constructed premises	Within 45 days from the receipt of such intimation from developer and/or society.
46.	Enrolment of the New Members	As per the developer timeline.
47.	Defect liability period	As per the tender and/or development agreement

# 2. Financial Proposal

Fees

Payment schedule

Payment terms

Notes

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Ar. Dhaval M Parsana  
Principal Architect  
24 April 2026

To,  
Hon Secretary,  
**Lily Apartments CHSL**  
St Sebastian Colony,  
Mount Mary,  
Bandra (West), Mumbai- 400050

Subject: Financial Proposal for providing Architect- PMC Services for the redevelopment of Lily Apartments CHSL located on CTS no 1103, 1104, 1105 of Village Bandra-B.

Reference: Telephonic Inquiry

Sir and Madam,

Please find our financial offer for Architect and/or PMC Services for the redevelopment of the society. The proposal is based on the approximate plot area of 2,551.80 sqm.

The fees are divided into two major stages: Pre- and Post-Developer appointment. The **Pre-Developer Appointment Stage** cost Comes to **Rs 570,000/- (Rupees Five Lakh Seventy Thousand Only) plus taxes** and the **Post-Developer Appointment Stage** Comes to **Rs 8,010,000/- (Rupees Eighty Lakh Ten Thousand Only) plus taxes**.

The cumulative fees for the scope of work defined under the technical proposal shall be **Rs 8,580,000/- (Rupees Eighty Five Lakh Eighty Thousand Only) plus taxes**. The amount is **equivalent to 0.89% the Cost of Construction**.

Detailed Payment breakup, Extra items charges and Terms of Engagement are as follows,

[Architect and Project Management Consultant](#)

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## Payment Break up

Stage:1: Pre- Developer Appointment				
Sr No	Items wise payment for Feasibility Report	Unit	Per unit Professional Fees	Total Fees
1.	Document Scrutiny	1	Rs 12,500/-	Rs 12,500/-
2.	Baseline Feasibility report as per Regulation 30 (A) and 33(7)(B)	1	Rs 45,000/-	Rs 45,000/-
3.	Feasibility report for other regulation (i.e. 33(11), 33(12)(B), 33(20), etc) based on Baseline Report	3	Rs 12,500/-	Rs 37,500/-
4.	Schematic Design	1	Rs 125,000/-	Rs 125,000/-
<b>Subtotal for Feasibility Report with Schematic Design</b>				<b>Rs 220,000/- plus taxes</b>
Sr No	Items wise payment for Tendering & Bid Evaluation	Unit	Per unit Professional Fees	Total Fees
5.	Tender Preparation	1	Rs 150,000/-	Rs 150,000/-
6.	Tender Evaluation and Comparative	1	Rs 200,000/-	Rs 200,000/-
<b>Subtotal for Tender Preparation &amp; Evaluation</b>				<b>Rs 350,000/- plus taxes</b>
<b>Total for Stage -1</b>				<b>Rs 570,000/- plus taxes</b>



Stage:2: Post- Developer Appointment				
Sr No	Items wise payment	Unit	Per unit Professional Fees	Total Fees
7.	On the Appointment of the Developer	1	Rs 1,500,000/-	Rs 1,500,000/-
8.	Review of the Proposed Design by Developers	1*	Rs 450,000/-	Rs 450,000/-
9.	Review of Technical Terms in DA	1*	Rs 300,000/-	Rs 300,000/-
10.	Project Monitoring for 36 Months	36	Rs 160,000/-	Rs 5,760,000/-
<b>Total for Stage-2</b>				<b>Rs 8,010,000/- plus taxes</b>
<b>Grand Total (Stage-1 + Stage-2)</b>				<b>Rs 8,580,000/- plus taxes</b>

\*1 unit is equivalent to 3 Reviews.

### Additional charges (if applicable)

Particulars	Document procurement Charges
Survey (Total Station)	Rs 27,500/- Plus 18% GST
Internal Carpet area survey	Rs 3/- Plus 18% GST per Sqft of Measured Carpet area (including staircase, lift, lobby)
Carpet area drawings as per approved plan	Rs 1.25/- Plus 18% GST Drawing area (including walls, staircase, lift, lobby)
DP Remarks & Property card	At actuals
CTS Plan Extraction	Rs 15,000/- Plus 18% GST per application
Building permission file	Rs 15,000/- Plus 18% GST per file + Photocopy



## \*Notes/ Clients responsibility-

- To provide detailed requirements of the project.
- To provide property lease/ ownership documents and obtain necessary approvals and NOCs from owner/ members to conduct the survey/appointment/etc. for both the society.
- The cost incurred towards lawyers, built-up area surveyor, structural engineer site visit, material test, tender publication etc will be directly billed to the developer/society on actuals and shall be paid to the respective parties directly.
- Provide available information about the site plan, showing boundaries, and existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected. In case such information is not readily available, the Client shall arrange for the survey/ collection of the necessary information and pay for the same.
- To furnish existing carpet area reports of all the existing members as sanctioned and approved by the society's general body.
- To furnish specific conditions/ Approved Plans/ Building Completion Certificate/ Occupancy Certificate/ Statutory stipulations/ Property Dues/ Codes of Practice/Schedule of rates, etc., desired to be followed.
- To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- Professional fees are exclusive of the approval charges or any direct or indirect payment for the approvals.
- Basic Monitoring services shall mean one Project engineer shall conduct the weekly site visit for the project duration starting from submission of IOD and shall prepare the quarterly monitoring report for the perusal of the society.
- In case a dedicated site supervisor is required Rs 35,000/- plus GST shall be charged monthly.
- In case of project duration increase the project monitoring fees shall be charged on a prorata basis.



- The proposal shall be valid for 6 months from the date of submission.
- The company will furnish only one set of documents.
- Project duration shall start from the day we receive our mobilization advance and the work order is released.
- To support the Society, our professional fees are structured with minimal initial payments and are linked to project stages.
- In the event of cancellation by the Society at any stage, we request payment of fees proportionate to the work completed, based on the agreed stage-wise distribution. Any partially completed stage shall be charged on a pro-rata basis.
- Stage-wise fee distribution:  
Feasibility – 10%, Tendering – 10%, Developer Selection – 15%, DA Finalization – 12.5%, Plan Finalization – 12.5%, Monitoring – 35%, Possession – 5%.
- We remain committed to working collaboratively with the Society and ensuring transparency and fairness throughout the engagement.
- The Society shall be liable to bear all the present and future applicable taxes including but not limited to GST or other tax as decided by the Govt. from Time to Time.
- To honour bills within fifteen days of their submission.
- The cheques to be drawn in favour of Project Maitree accounts and other details are as follows,

Beneficiary A/C Name:	PROJECT MAITREE
Bank Name:	HDFC BANK Ltd
Bank Branch:	ANDHERI EAST – AHURA CENTER
Account Number:	50200012891225
IFSC Code:	HDFC0000543
Pan number:	AORPP2088J
GSTIN:	24AORPP2088J1ZD

Regards,

**Ar. Dhaval Mahendra Parsana** (B.Arch; M.Plan)

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**Architect and Project Management Consultant**

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