



To,
The Chairman / Secretary,
Lily Apartments,
St. John The Bastist Road, Bandra west,
Mumbai - 400050

Dated: 30/04/2026

ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES

STAGE I: EVALUATION STAGE

SCOPE OF WORK: EVALUATION STAGE

1. OBJECTIVE

Gather and assess all relevant documents to determine project feasibility. Evaluate the existing documentation and procure any missing documents necessary to assess the Floor Space Index (F.S.I.) entitlement and the overall feasibility of the project.

2. DOCUMENTATION COLLECTION AND ASSESSMENT.

Prepare a checklist based on the required documents to ensure comprehensive data collection. Coordinate with relevant consultants and departments to procure any missing documents, ensuring compliance with regulations. Any prescribed fees shall be borne by the society.

3. LIST OF REQUIRED DOCUMENTS.

- List of existing members of society
- Actual survey of the plot (AutoCAD preferred)
- Actual physical areas of the flats
- Copies of Intimation of Disapproval (I.O.D.), Commencement Certificate (C.C.), and Occupancy Certificate (O.C.)
- Copies of electricity bills and water bills
- Society Registration Certificate
- Existing B.M.C. approved plan showing F.S.I. calculations
- Registered Conveyance Deed in the name of the society
- Index II of the plot
- Latest Property Registration Card of the plot
- Latest C.T. Survey Plan of the plot
- Latest Development Planning (D.P.) remarks for the plot
- Latest E.E. and T.C. remarks/Road Line remarks
- Latest Town Planning (T.P.) remarks of the plot (if applicable)
- Documentation of any litigation affecting the property (if applicable)

4. TIMELINE

- Establish a timeline for document collection, analysis, and report preparation, ensuring milestones are met efficiently.

5. BUDGET CONSIDERATIONS

- Outline any costs associated with document procurement and analysis.
- Provide a budget estimate for the overall evaluation stage.

FEASIBILITY STUDY

**1. OBJECTIVE**

- Review all previously mentioned documents, along with the latest rules and regulations (DCPR 2034) that guide development projects, to evaluate if the proposed project is likely to succeed.
- Analyze how to maximize the Floor Space Index (F.S.I.) benefits according to these rules while staying updated on current policies related to land ownership type (government, MHADA, MCGM, or private) and any updates to these policies.
- Prepare a draft feasibility report summarizing:
- Current entitlements and limitations based on documentation.
- Potential for project development, including recommended next steps (optional).

2. FEASIBILITY REPORT

We will compile a Project Feasibility Report that summarizes our findings regarding the project's potential and finances. This report will assist in making informed decisions about the project's feasibility and likelihood of success.

- The report will include:
- An estimate of total project costs, including construction, professional fees, approvals and contingencies.
- An indication of the viability of the project for the developer.
- Estimated interest and funding costs based on the project's cash flow.
- An assessment of whether the project is more suitable as a premium residential or a commercial/residential property.
- A fund for increased maintenance costs due to the redevelopment (Corpus/ hardship compensation).

2. ADDITIONAL SPACE

- Outline the additional space that members can expect after redevelopment.

3. ALTERNATE ACCOMMODATION

- Provide expected rent and costs for alternate accommodation during the project.

PRESENTATION OF FEASIBILITY REPORT

- We will first present the project report to the Managing Committee or Redevelopment Committee.
- Based on their feedback, we will revise the report to incorporate any suggestions or concerns.
- The finalized Project Feasibility Report will then be presented at a Special General Body Meeting (S.G.M.), where the approval of the Feasibility Report will take place.

STAGE II: BIDDING AND PRE-CONSTRUCTION STAGE

**Preparation of Bid Documents, Floating of the Bid Documents, Finalization of Developer, Preconstruction Documentation, Approval of Plans, and Vacating of Premises****1. PREPARATION OF DRAFT OF BID DOCUMENTS:**

Develop comprehensive bid documents that outline project requirements, specifications and evaluation criteria. Also prepare a pre bid tender invite having a preamble of the society.

A. DRAFT OF BID DOCUMENT WILL CONTAIN:**TECHNICAL CONDITIONS:**

- FSI and other regulations applicable to the project.
- Amenities in the project.
- Brands and quality of the materials.
- Quality control measures.

FINANCIAL CONDITION:

- Bank guarantee or lien on flats.
- Loading of full FSI.

LEGAL CONDITION:

- General conditions.
- Spécial conditions.
- Step-in clause.
- Penalty clause.
- Arbitration clause.

DOCUMENTS TO BE SUBMITTED BY THE DEVELOPER:

- Proforma A: Letter of Introduction.
- Proforma B: Firm / company details.
- Proforma C1: List of financial documents.
- Proforma C2: Summary of assets and liabilities based on audited financial statements.
- Proforma C3: Summary of annual turnover for completed works.
- Proforma C4: Availability of financial resources of bidding company and sister companies.
- Proforma D: List of technical and managerial personnel permanently employed.
- Proforma E: List of consultants and professionals.
- Proforma F: List of completed projects of redevelopment/extension.
- Proforma G: Work in hand projects of open plot development/commercial mix use.
- Proforma H: Record of arbitration and litigation.
- Proforma I: Record of NCLT/NCA proceedings.

B. THE DRAFT OF THE BID DOCUMENT SHOULD ALSO CONSIDER:

- Approved Project Feasibility Report.
- Terms and conditions for redevelopment.
- Technical specifications for construction.
- Amenities list for inclusion in the Bid document.
- Parking requirements for the society.
- Documents for assessing developer credentials.
- Conditions for reimbursement of professional fees by the developer.

C. The Bid Document must include one fixed component (non-negotiable), either the Additional Carpet Area or the Corpus Fund as per G.R. 79 A, to be determined by the society. The developer selection criteria will be tabled to the society for its perusal.

2. FLOATING OF BID DOCUMENT, SUBMISSION AND OPENING OF THE BIDS.



Prepare to distribute the pre bid tender invite for distribution with the prospective short-listed developers.
The two ways of tendering process.

1. The first is to have a closed tender where in a select number of approved (by the society MC / RDC) developers are invited to submit their bids based on the inputs provided by the PMC where in their past performance, deliverables quality, net worth as of that date and market sale ability are evaluated.

2. There is an open tender floated through a newspaper advertisement in minimum of 2 newspapers one being in English and the other being in the local language.

a. In the second scenario a society-approved Notice for Invitation of the Bid advertisement will be published in the local newspapers as mentioned above.

b. The Invitation to Bid will be floated in a minimum of two newspapers, including one Marathi newspaper, allowing sufficient time for developers to study the project.

c. In both cases, Bid Documents will be available for collection at the PMC office, and the society will be kept informed of the number of Bid Documents issued.

d. The list of bidders who collected Bid Documents will be shared with society. Developers purchasing the Bid Document are required to submit their offers along with tender fees, EMDs along with their profiles as outlined in the Proforma.

e. Only sealed bids of duly filled Bid Documents will be submitted to the society office.

f. The Secretary of the society will compile and publish the list of bids received up to the final day of the bid submission period on the Notice Board.

g. If three (3) tenders are received, an initial one-week extension will be granted. If, after the extension, less than three tenders are received, a second week extension will be provided. If, even after the second extension, fewer than three tenders are received, all received bids shall be presented for consideration at the Special General Body Meeting.

h. Sealed bids will be opened within 15 days of the last date of receipt at a Special Meeting of the Managing Committee, where interested society members and official representatives of the developers may attend as observers.

i. Offer pages of each bid will be signed by the Managing Committee, Redevelopment Committee, PMC representative, and Developer's representative (if available), with video recording of the bid document opening process preferred.

j. Preparation of the New Development Agreement (DA).

3. EVALUATION AND FINALISATION OF BID



A. Prepare a Techno-Commercial analysis / comparative chart for offers received from all participating developers, considering:

- Track record where in projects done in the past 3-5 years, CC to OC of projects and quality of the deliverables are to be ascertained.
 - Technical competency.
 - Approximate number of employees with their designation / qualification /experience.
 - Background and infrastructure of the developer.
 - List of all completed / ongoing projects.
 - Financial capacity based on balance sheets / income tax returns and net worth certificate.
 - Additional area and corpus fund offered.
 - Rental, brokerage, and shifting rates offered.
- B. Shortlisted developers will be invited to present their credentials and expertise in redevelopment design, approvals, and construction capabilities.
- C. Site visits of shortlisted developers will include at least 2-3 projects in which one completed redevelopment project occupied for at least three years or more, and one under construction project.
- D. Evaluation of shortlisted developers will be based on examination of previous projects and a market review, with a report submitted to the society.
- E. Based on scrutiny and evaluation, developers will be shortlisted by the Managing Committee/Redevelopment Committee and ratified in the S.G.M.
- F. Proposals / offers from shortlisted developers will be negotiated with society members for the final offer.
- G. A comprehensive report of the entire bidding process will be prepared.

4. APPOINTMENT OF DEVELOPER IN PRESENCE OF DEPUTY REGISTRAR REPRESENTATIVE

Evaluate bids and select a developer for the redevelopment project.

- A. All documents submitted should be collected and prepared up to this stage of the redevelopment process must be submitted to the Registrar's office of the specific ward with an application for a meeting. The Registrar will appoint the Authorized Officer based on this application.
- B. The quorum for the Special General Body Meeting shall consist of 2/3 of the total members of the society. If the quorum is not met, the meeting will be postponed for the next 7 days. If the quorum is still not met at the rescheduled meeting, it will be assumed that the members are not interested in redevelopment, and the meeting will be called off. The subject cannot be brought before the Special General Body Meeting for the next three months.
- C. The Authorized Officer from the Registrar's office shall be present at the S.G.M. to supervise the proceedings. If required attendance and the 2/3 quorum requirement are fulfilled, the business of the meeting shall proceed.
- To select one developer who society has shortlisted.
 - To take consent from the selected developer.
 - Written consent or video recording of the voting of a minimum 51% members of the society must be obtained in the meeting for the appointment of the developer.
- D. To get the letter of approval from registrar's office issued for appointment of selected developer.

Pre-Construction Documentation



Pre-Construction Documentation will be as follows ;

- The society will provide a letter of appointment to the developer.
- The developer's solicitor / advocate will draft the Development Agreement, Power of Attorney, and Permanent Alternate Accommodation Agreement for vetting and approval by the society, the society's solicitor / advocate, and the Project Management Consultant (PMC).
- Technical and engineering inputs will be provided for the Development Agreement and Permanent Alternate Accommodation Agreement prepared by the legal advisor / advocate.
- We will assist the society in obtaining approval for the Development Agreement, Power of Attorney, and Permanent Alternate Accommodation Agreement during the Special General Meeting (SGM).
- Plans will be prepared by the developer's design / planning architect and circulated to all members for comments and approval.
- The proposed plans submitted by the developer will be reviewed in conjunction with the prevailing Development Control (D.C.) Rules, the developer's offer, and the society's requirements. Necessary modifications or enhancements will be recommended to society members for the betterment of the project.
- We will check and certify the correctness of the proposed plans, including the parking layout, regarding the proposed floor area, and suggest improvements if necessary.
- The draft municipal plans and architectural drawings prepared by the developer will be submitted to the society along with the comments from the PMC for approval.
- Plans will be approved during the SGM and signed by all members in triplicate (for the member, society, and developer), along with the allotment of the proposed flat / shop.
- The Development Agreement and Power of Attorney will be registered.

Approval and Compliance Process:

- 1. Approval of Plans**
Upon the society's approval of the Drafts of Municipal Plans and Architectural Drawings, we will ensure that there are no variations from the society-approved versions.
- 2. Review of Comments**
We will review comments from government bodies, authorities, and private consultants to ensure that the developer has obtained all necessary No Objection Certificates (NOCs) from relevant departments.
- 3. Permissions and Legal Formalities**
We will ensure that all necessary permissions are in place and that legal formalities are complied with before the developer informs society members to vacate their existing premises.
- 4. Verification of Compliance**
We will verify the Intimation of Disapproval (I.O.D.) and Intimation of Approval (I.O.A.), loading of Floor Space Index (F.S.I.), and payments of premiums prior to issuing the vacating notice.
- 5. Accommodation Agreement**
A Permanent Alternate Accommodation Agreement (PAAA) will be registered for the new premises.
- 6. I.O.D. Compliance**
We will ensure that all I.O.D. compliances are fulfilled, except for the demolition of existing structures and the payment of premiums, charges, and fees for the Brihanmumbai Municipal Corporation (B.M.C.), which will be due before the handover of keys.
- 7. Handover Process**
We will ensure the vacant and peaceful handover of the existing premises to the developer.

STAGE III: PROJECT MONITORING STAGE

**1. Construction Work co ordination**

- Coordinate with the Planning and Liaisoning Architect, RCC Consultant, MEP Consultant, and other technical consultants as required.

2. Bar Chart Préparation:

- Prepare the bar chart in agreement with the society and developer, and regularly monitor and review it to ensure timely project completion.

3. Progress Reporting:

- Provide progress reports based on bar chart milestones, analysing reasons for any delays and suggesting ways to expedite work.

4. Materials Inspection:

- Check and test materials brought to the site to ensure compliance with I.S. codes and specifications set in the Development Agreement.

5. Adherence to Schedule:

- Ensure the developer adheres to the construction activity schedule.

6. Compliance with Plans:

- Verify that construction is carried out in accordance with plans approved by the M.C.G.M. and the Development Agreement.

7. Dispute Resolution:

- Assist the society in conducting meetings with the developer as needed and resolve any disputes amicably.

Project Monitoring and Quality Control**1. Site Visits and Coordination**

- Schedule visits by the Project Engineer to monitor construction progress.
- Coordinate with builders, developers, solicitors, and contractors regularly.
- Monthly progress reports will be shared with committee members.

2. Quality Control Monitoring

- Monitor the following construction items/activities for quality control:
 - Concrete
 - Reinforcement/Steel
 - Formwork
 - Masonry
 - Waterproofing
 - Joinery and Timber work
 - Electrical Fittings
 - Sanitary Fittings
 - Water Supply
- Conduct inspections of R.C.C., masonry, electrical services, and sanitary and water supply services during construction.

3. Inspection Functions

- Inspection of construction work will include:
 - Sampling
 - Testing: Laboratory testing
 - Observations
 - Preparation of Reports and Records

**4. Communication Facilitation**

- Facilitate communication among the society, PMC, and developer through regular meetings.

5. Carpet Area Verification

- Check, verify, and ascertain the carpet area of each proposed unit.

6. Compliance Assurance

- Ensure strict adherence to all compliances with approvals from the appropriate authorities.

Prior to Possession**1. Occupation Certificate Review**

- Upon receipt of the Occupation Certificate, review and verify the final approved plans to ensure alignment with the developer's commitments to existing members, free of discrepancies.

2. Member Relocation

- Ensure existing members are provided with new premises.

3. Final Work Certification

- Inspect and certify the final work completed.

4. As-Built Drawings

- Obtain as-built drawings from the developer for plumbing, electrical, and other utilities for future reference.

5. Completion Report

- Prepare a completion report and master file containing all submitted documents.

6. Snag List Preparation

- Prepare a snag list with the developer's engineer before handover.

Yours Sincerely,



For,

Reza Kabul PMC LLP

+919967784942 / +91 8828010053 / +91 8828010056 / +91 226439415

Email Id: rkpmc@rezakabul.in