



Date: 28.04.2022

To
The Chairman/Secretary
Patrakarnagar Co-operative Housing Society Limited
Pune

Subject: Redevelopment of your Society Premises

Respected Members
Warm Greetings.

As requested sending detailed scope for preparation of Expression of Interest and Tender stage for the above mentioned Redevelopment work. We have also included the legal scope up to that stage for your record.
We assure you for best of the services.

Thanking you
Yours sincerely

Ar. Harshal Kavdikar
For
Aniruddha Vaidya and Asso.

Enclosed: Annexure 1: Scope of work and scale of charges.

Aniruddha Vaidya & Associates

Architects, Town Planners & Interior Designers

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Annexure: I

Draft Scope of Works and
Major Milestones
For providing Architectural Auditing and PMC
Services
For Proposed Redevelopment
Project at

**Patrakarnagar Co-operative
Housing Society Limited
Pune**

Date: 28.04.2022

**Aniruddha Vaidya and
Asso.**

**PROPOSED CONSTRUCTION OF PROJECT
MANAGEMENT CONSULTANCY SERVICES**

1 SALIENT FEATURES OF THE PROJECT

Location	Gokhale Nagar
No.of units	102

2 PROJECT ORGANOGRAM

Owner & Operator	Patrakarnagar
Auditor	Aniruddha Vaidya And Assoc.

2.0 SCOPE OF SERVICES

2.1 PART B: PRE-CONSTRUCTION PHASE

B. Selection of Developer and Negotiations

- Creating Expression of Interest document to be filled by developers as per the suggestions by the members after the feasibility report preparation.
- Verify and check the submission from bidders and co-ordinate with the requirement of the owners.
- Consultation with committee members to create a document for Assessment of redevelopment proposals.
- Submit a detailed report with recommendations and remarks for shortlisting the successful bidders.
- Consultation time for discussion of report and making amendments if required.
- Interact on behalf of the owners with the successful bidders for technical clarifications and reassessment if necessary.
- Assist in deciding policy matters for redevelopment process.
- Assist society appointed Legal advisor in preparation of documents for submission of NOC from Registrar of Co-op Society.

- Attending meeting and preparation of points to be presented during the SGM for Developer selection process.
- Assist society in obtaining the NOC along with the Legal Consultant appointed.

Legal Services

- Providing list of title documents in respect of said society property as well as individual flats for purpose of redevelopment. Reviewing of all the title documents in respect of said society property as well as individual flats and providing legal consultation in respect of any issues in respect of the same.
- Providing draft of all necessary society resolutions in respect of redevelopment.
- Assisting Society Architect in respect of drafting/preparation of Tender Document, Vision Document, and Reviewing of the said documents. Providing assistance in respect of evaluation process of bids received from various Developers.

C. LIAISONING AND DESIGN AUDIT PHASE (PMC PHASE)

- Checking of Approval drawings to be submitted to the local authority.
- Assisting owners during the planning process to finalize designs with Developers Architect.
- Finalization of calculations with respect to the final offer, feasibility report and plans developed to ascertain all basic parameters decided at the stage of Selection of Developer stage.
- Approval letters required by the society from time to time based on the communication of the developer.
- Setting up milestone charts for timeline and list of quality reports required by the society to be furnished by the Developer.

D: CONSTRUCTION PHASE (PMC PHASE)

- Check drawings prepared by successful bidder for construction work in accordance with final sketch plans and approved plans.
- Attend Project meetings (maximum 2 nos. in a month) with Society members and developer or his technical team
- Consultation from time to time during progress of work in accordance with the agreement between developer and society.
- Progress report with respect to milestones submitted by the Developer to check on the timeline set as per agreement, Overview on quality reports obtained by Developer from time to time as decided in the Agreement between the developers and the society.

LEGAL SCOPE FOR REDEVELOPMENT AFTER APPOINTMENT OF DEVELOPER:

1. Reviewing and Vetting of various Contracts to be executed between Developer and Society such as Letter of Intent/MOU, Development Agreement, Power of Attorney and other applicable documents such as Member's Affidavits, Indemnity Bonds, Consent Letters etc....
2. Reviewing and Vetting of Permanent Alternative Agreements to be executed between Developer and each member/flat owner in respect of new flats to be constructed for existing members.
3. Attending meetings with Society officials and Advising on various legal issues/procedures in respect of Redevelopment project in terms of government guidelines. Conducting Workshops for Members and Committee members of 2 hrs each during the period of redevelopment.
4. Legal consultation regarding Admission of new members, issuance of share certificates and Reviewing/Vetting of Final Conveyance post completion of the project.
5. Assisting Society in preparing final Master Documentation File of the Society.
6. Providing overall legal consultancy in respect of Redevelopment Project.

3.0 FEE STRUCTURE

3.1 PROFESSIONAL PHASE

The Professional fees for the scope of work of Part B for the above mentioned scope considering 102 members is:

For Part B : Rs. 2500/member (Architectural and Legal)

Rs.2,55,000 (Rupees Two lakh fifty five thousand only.)

For Part C : To be decided after stage B is complete

For Part D : To be decided after stage C is complete

The Professional fees for the scope of work of Architectural Auditing and consultation are based on certain assumptions viz. the time considered for the stage B is 4 calendar months from the date of appointment.

The Expression of interest document shall be given only with payment of charges as decided by the committee and such payment is to be taken by Demand draft or pay order in the name of the society.

GST as applicable shall be charged extra.

DRAWING AND DOCUMENTATION DELIVERABILITY:

The agreed fee structure also includes the cost of following:-

- Ø Supply of 2 sets of Reports in Hard copy(along with soft copy)
- Ø All expenses associated with communications (Telephone, Fax, Courier and Postage)
- Ø Professional time during all visits to site, our & consultants' offices.

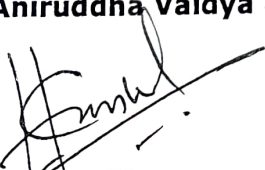
Client support required:

1. All payments shall be made within 7 days upon receipt and approval of our invoices / certification of bills.

Assuring our best Professional and Attention,

Kind regards,

FOR Aniruddha Vaidya & Asso.


Harshad Kavdikar

CA/95/18370