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CONSULTING CIVIL ENGINEERS

DATE: 20/03/2026

TO,

The Secretary/ Chairman,
ROOF TOP CHS. LTD.
GURU GOVIND SINGH MARG,
OFF BEHIND HOLY SPIRIT HOSPITAL
ANDHERI (EAST) MUMBAI – 400093.

Sub.: Proposal for Services of Project Management Consultancy (PMC) for the Proposed Re-development of Your Society

With reference to above mentioned subject, we would like to thank the Society for giving us an opportunity to express our Interest to provide our unique & expertise professional services of Project Management Consultancy.

As we all know that Project Management Consultancy (PMC) is crucial to success of any project, we would be keenly interested to offer services in all the stages from start to completion of the project in time assuring the best quality of work.

A brief introductory credential of each of our team member is incorporated vide our company profile sent to you here with for your information.

We have an in-house expertise of Structural Engineers, Architects and Legal Advisors in society matters & govt. procedures, Tax Consultants with the knowledge about direct & indirect taxation coupled with all the commercial terms which are required by our clients.

On account of this we are able to provide our esteemed clients with an umbrella of all the required services from a one point contact source which is of paramount importance for the redevelopment of any society.

We are empanelled with more than 100 redevelopment projects (completed & undergoing). in the various parts of Greater Mumbai & a number of Civil and Structural Consultancy assignments from Government / Semi Government Organizations as well as Housing Societies / Complexes in Greater Mumbai.

We assure you that the entire procedure as per 79-A (GR) will be strictly followed. We shall offer our expert legal assistance with regards to execution of conveyance as and when required.

SCOPE OF WORK FOR STAGE: I

A. Preparation of the Feasibility report.

- ❖ Advising the society on completion of documents required for the proposed redevelopment. (Checklist Attached).
- ❖ The documents on behalf of society could be procured if required with the extra cost as per actual expenses.
- ❖ Preparing the feasibility report for the proposed re-development considering the requirements of the society which are in co-ordination with new regulations of increase FSI, open space regulation & other municipal bye-laws. Proving the society the financial viability of the project considering the following as mentioned below.
 1. Providing complete details of the plot with area calculations in terms of consumed FSI/ balance FSI/ Additional FSI Permissible in the same particular area & also T.D.R. area that can be loaded as per DCR.
 2. Additional Benefits (Corpus fund and Additional Area or both) approximately which can be allotted as the area calculations and current valuation of the same plot.
 3. Provision of Amenities.

Payment Terms: Stage I

Fees & mode of payment for the above scope of assignment:

Sr. No.	Particulars	Amount (Rs.)
1.	Preparation of Project Feasibility Report(50% Along with Appointment Letter & Balance after submission of Report)	Rs. 50,000+ G.S.T

SCOPE OF WORK FOR STAGE: II

A. Compilation of Tender Documents.

As the feasibility report and the amenities are agreed by the society members, we shall draft the tender documents, which shall consist of

- ❖ Contract documents.
- ❖ Specification for work/Materials, etc.
- ❖ Conditions (General /Special) of contract.
- ❖ Format for offer from bidders with annexure attached.

B. Pre-Qualification of Developers.

We shall thoroughly verify and provide a report on the following.

- ❖ Financial capacity of the builder.
- ❖ Technical Back ground of the builder.
- ❖ Details of Infrastructure of the builder.
- ❖ Details of previous jobs of same magnitude completed by the builders.
- ❖ Details of work in hand with the builder.

C. Scrutinization of Tender Document.

Scrutinization of the developers bid documents will be carried in terms of: -

- ❖ Maximum Additional area.
- ❖ Maximum corpus fund.
- ❖ Maximum Amenities.
- ❖ Additional facilities.
- ❖ Arranging site visit of developers

D. Assist Society for Procedure of 79 (A) Guidelines

- ❖ Preparation of file for Registrar
- ❖ Provided draft of AGENDA & Minutes/ Resolution for the meeting of Final Selection of Developer.
- ❖ Co-ordinate with developer to do all the procedures.

Payment Terms: Stage II (A, B, C & D)

Sr. No.	Particulars	Amount (Rs.)
1.	Preparation of Tender, Floating of Tender in Local Newspapers, Printing and distribution of the tender ,collection of bids and Scrutinization of Bids and preparation of comparative statements of the developers	Our professional charges for STAGE II (A, B, C & D), shall be NIL. However, the Tender documents cost will be retained by the Consultant. (Excluding advertisement cost.)

SCOPE OF WORK FOR STAGE: III

A. Verification of Legal Documents and Architectural/Structural Plans from BMC.

- ❖ Assist society in finalisation of Development Agreement, Power of Attorney, Individual Consent, Permanent Alternate Accommodation Agreement, etc.
- ❖ Verification and Cross-checking of various General Plans/Elevations for approval by the society.
- ❖ Cross checking and verifying the various Structural and R.C.C. Design plans as approved by the BMC/MCGM.
- ❖ Cross checking and verifying the Architectural plans and Elevation of buildings, etc. as per the BMC approved plans.

B. Supervision and Quality Control.

- ❖ Providing Supervision by our well qualified and experienced Engineers as well as dedicated Site personnel.
- ❖ Taking Quality control measures such as testing of cement/ sand/ Reinforcement/ cube testing regularly / NDT tests, etc.
- ❖ Cross checking of various amenities as per specifications.
- ❖ Proportionate Consumption of materials as per Specifications.
- ❖ A confirmation of the visit of our Engineer and Architect for overall progress review of the projects and cross checking of the CPM & BAR chart, etc.
- ❖ Meeting of Architect/Structural consultant every fortnight.
- ❖ Fortnightly Site meetings with society committee members by our Engineers.

C. Counter Certification.

We shall verify and counter-certify the following documents:

- ❖ IOD Certificate.
- ❖ CC certificates.
- ❖ Approval of Plumbing, Drainage/ Sewage Lines.
- ❖ Building Completion & Occupancy certificate.

D. Legal Consultancy.

- ❖ Issue notices/memos to developers/concerned agencies for various matters.
- ❖ Verification and confirmation of legality of every aspect of redevelopment project.
- ❖ Assist society for all legal consultancy and legal implications.
- ❖ Draft all legal matters on behalf of the society

Payment Terms: Stage III (A, B, C & D)

Sr. No.	Particulars	Amount (Rs.)
1.	Our Professional charges for Stage III as scope of work mentioned	<u>1.5%</u> of the total Construction cost of the project+ GST

NOTE: It is noted that the PMC charges (Stage III) of the project cost shall be borne by the developer which shall be included in the tender and incorporated in the Developer's Agreement between the Society and finalized Developer.

PAYMENT SCHEDULES:

SR. NO.	DESCRIPTION	PERCENTAGE
	On issue of LOI to developer	10%
	On MOU/ Development Agreement between society & Developer	10%
	On vacating the existing building	05%
	On completion of Foundation	10%
	On completion of Plinth	10%
	On completion of RCC frame (The percentage will be equally divided into numbers of floor slab)	30%
	On completion of Brickwork(The percentage will be equally divided into numbers of floors)	10%
	On completion of internal, external plaster & Painting works	05%
	On completion of Plumbing, Electrification & Interior works	05%
	On obtaining Occupancy certificate	05%

LIST OF DOCUMENTS REQUIRE FOR FEASIBILITY REPORT.

With reference to above offer we require the copies of the following documents for preparing feasibility survey report of your Society at the earliest Possible.

The Documents are as follow:-

- Conveyance/Lease Deed.
- Property Card (Latest)
- All Architectural and R.C.C. Drawings. (Copy of Original approval plans)
- Recent D.P. Remarks.
- List of type of flats (as per carpet area) and numbers thereof.

Thanking you,

FOR SUPREME ENGICONS (INDIA) PVT LTD

SURESH SAHU

(Managing Director)

Hon. Doctorate in PMC

B.E. (Civil), F.A.C.C.E., M.P.E.A.T.A.,

M.A.C.I., M.I.S.S.E., M.I.E., M.I.I.B.E.,

M.I.G.S., M.P.V.A., M.I.I.I.D., M.I.S.N.T.,

Contact No- 9820146623

