

10/10/2025

To,  
Hon. Secretary,  
Sharayu CHSL  
Plot No 5, Sector 29,  
Vashi, Navi Mumbai – 400705

Sub : Revised PMC services for redevelopment of your existing buildings / property  
Ref : Our Quotation dated 17/09/2025

Respected Sir / Madam,

With reference to above, we are submitting our profile for Project Management Consultants services for redevelopment of your above cited property.

## **A. PROFESSIONAL SERVICES – PMC**

### **Stage I: Project Feasibility Report**

1. The client shall provide copies of the following documents whichever are available
  - a. Conveyance Documents / Index II / Lease Deed / Sale Deed / Mortgage Deed / Reconveyance Deed / Title Documents
  - b. Property Registration Card
  - c. CTS plan / CS Plan
  - d. Development Plan (DP) 2034 remarks
  - e. Regular Road Line (EETC) Remarks / Details of any road setback
  - f. Site survey plan (AutoCAD soft copy and hard copy)
  - g. List of existing premises with existing carpet area
  - h. IOD / CC / OC / BCC
  - i. Last approved plans of existing building/s
  - j. Layout plan
  - k. Property tax annexure and last property tax bill
  - l. Society registration certificate.
  - m. Any litigation affecting the property (between client, occupants, neighbouring plot, NMMC etc.) or attachments / loans on existing premises
  - n. Details of any past loans / mortgages on the plot
  - o. Any other points affecting the property.
  - p. Resolutions for redevelopment and PMC appointment.

2. To study documents available with the client. To list out the missing documents required for redevelopment, and to assist the client in obtaining the same at separate cost.
3. To study existing plot and carpet area surveys already available
4. (Optional Service) To conduct a total station survey of the available plot including footprint of main and ancillary structures at separate cost
5. (Optional Service) Take the measurement of carpet of existing premises at separate cost.
6. After discussing with the client, preparation of realistic redevelopment project feasibility report based on prevailing UDCPR and estimating the benefits to members in terms of extra carpet area, hardship compensation, rent etc. This shall include estimating all the costs including NMMC costs, FSI costs, TDR costs, construction cost, rent, brokerage, etc. The report shall be based on utilization of area and no plans shall be prepared.
7. To attend meetings, and answer query

## Stage II: Bidding

1. Preparation of draft tender / RFP / bid documents
2. To discuss these documents and incorporate all reasonable suggestions of the client
3. To finalize the draft tender / RFP / bid documents
4. To suggest draft for advertisement in a newspaper, and to publish advertisement in local news papers
5. Providing technical support for bidding process
6. To issue tender / RFP / bid documents to the Developers from PMC's Office.
7. The sealed bids received will be subsequently opened by the MC in the SGBM called for the said purpose in presence of the Developers, which have duly submitted the Sealed Bids.
8. To scrutinize the bids received from Developers and prepare a comprehensive comparative statement of all the Bids received.
9. Assisting the client in short-listing the Developers
10. Providing technical support for the selection process including joint meetings, visits to shortlisted developers ongoing projects and negotiations with the developers
11. The final developer shall be selected by the general body with a vote of 51% of the total members strength. Minimum quorum required is 67% of total member strength of the Society.
12. All work related to this process as per the Govt. guidelines no. CHS 2018/CR85/14-S dated 04/07/2019 up to selection of developer.

### **Stage III: Pre Construction Documentation**

1. Review of letter of intent based on the negotiated terms.
2. Review of technical and commercial details of legal documents prepared by legal consultant including development agreement (DA), individual agreement (PAAA), power of attorney (POA) based on negotiated terms
3. Review of proposed bar chart, master schedule, and milestones prepared by the Developer
4. Review of the plan prepared by Developers Architect for the client in respect of planning, area calculations, common areas, and suggest improvisation whenever necessitated
5. To provide technical support during approval of the plans
6. Verification of carpet area of all rehab premises from AutoCAD file of the proposed plan to be provided by the Developer
7. Verification of plans, flats areas and amenities approved by NMMC with respect to the agreed plans
8. Verification of IOD, CC, and other approvals and Permissions before the building is vacated, and handed over to the Developer for demolition.

### **Stage IV: Project Monitoring**

1. Monitoring quality of work with respect to architectural, structural and services drawings prepared by Developers consultants and provisions of the Redevelopment Agreement
2. Ensuring Technical Person periodically visits the site to supervise the complete construction work (1-2 times a week) and on need basis to oversee progress of work
3. Ordering testing of materials and products from time to time at the cost of the Developer
4. Pointing out deviations in quality so that the client can take necessary action
5. Discussing quality, progress and safety related issues with the client in the review meetings
6. Monitoring progress of work with respect to master schedule and informing the client about the delays
7. Submitting Quarterly progress reports to the client by the tenth day of the following quarter.
8. To monitor that the best construction practices are being followed by the Developer at every stage
9. To monitor at all stages that the building is being constructed as per the plans approved by the client / planning authority, and as per the commitment made by the Developer in the Development Agreement.
10. Joint inspection of rehab premises for amenities before the same are taken over
11. Joint inspection of common areas, common services, and amenities before the rehab component is taken over
12. To prepare a completion report on the entire redevelopment project.

13. Advising the client on enforcement of contractual terms and providing interpretation of contractual terms
14. To assist the client in conducting meetings with the Developer on need basis.
15. To assist the client in corresponding with the Developer
16. Trouble shooting any problems arising during construction or with the Developer and to resolve the impasse amicably on mutuality

#### **B. SERVICES EXCLUDED:**

1. Any legal services including drafting of DA, PAAA, POA
2. Any services for Chartered Accountant
3. Legal due diligence from legal consultants and financial due diligence by CA
4. Planning consultancy, Liaisoning consultancy, RCC consultancy, MEP consultancy
5. Please note that the present mandate, and the present quotation is only in relation to the aforesaid scope of services as specified in Section A related to redevelopment of the property.

#### **C. PROFESSIONAL FEES AND CORRESPONDING SERVICES:**

1. **1.00% of total Project Construction Cost** including composite, rehab and sale wings + Applicable GST (currently 18%) as fees for Stage I, Stage II, Stage III, Stage IV. The construction cost shall be taken as Rs. 3,000/- per SFT on total construction area calculated as per Section K.
2. (Optional service) Rs. 20,000/- + Applicable GST (currently 18%) for carrying out total station survey of the available plot including footprint of main and ancillary structures
3. (Optional service) Rs. 4/- per SFT + Applicable GST (currently 18%) for taking measurements, calculation and certification of carpet areas of all existing units. If only few units are to be measured, then minimum fees of Rs. 5,000/- per unit shall be charged.
4. (Optional service) Rs. 6,000/- + Applicable GST (currently 18%) for DP Remarks 2034
5. (Optional service) Rs. 4,000/- + Applicable GST (currently 18%) for TP Remarks 2034 per FP No., if applicable
6. (Optional service) Obtaining documents from statutory authorities as per actuals
7. All documents prepared by us including project feasibility report, bid documents, comparison chart, other reports shall be our intellectual property.
8. The tender / bid documents shall be issued from our office. It shall have price for sale, and such tender fee shall be drawn in our favour. The sale proceeds shall be retained by us, and all the expenses for publishing documents (Rs. 3,000/- per documents), publishing advertisement in 3 news papers (including Times Of India), and payment of GST to Govt shall be borne from such fees received.

9. If, during our engagement, our scope of services extends beyond the work as set out hereinabove, then our fees shall be suitably increased upon due intimation to you. Fees for such assignment would be intimated to you through a separate mandate letter or an email.
10. Disbursements like photocopy, scanning, other out of pocket expenses, if any, shall be charged extra (expenses exceeding Rs. 10,000/- shall be incurred with prior approval only).
11. The estimate for the aforesaid scope of services would be raised by us from time to time. The fees shall be paid, and expenses reimbursed within 15 days of raising estimate. Interest on delayed payment beyond 2 (two) months shall be charged at the rate of 18% per annum. As is customary, we may not be able to act any further in the matter, if there is an unreasonable or inordinate delay in payment of our invoices.
12. Lead period is considered to be 18 months from the date of our appointment. If there is delay of more than 3 months beyond the agreed Lead period., then the escalation for the lead period shall be mutually agreed.
13. The total construction period is considered to be 36 months from date of vacating the building till repossession notice. In case the construction period exceeds this time frame then escalation on total fees shall be allowed, and shall be paid on monthly basis.
14. In case only a part of the project is continued beyond any stage; the payments up to that stage shall be made on the total cost of the project.
15. We will be responsible for income tax payable in respect of any amounts paid to us. However, any GST, or any other indirect tax, levy, cess, or charge, as applicable from time to time, on any payments made to us, shall be to your account and will be payable by or recoverable from the Client in addition to our professional fees, and reimbursement of expenses.
16. The GST is calculated at current rate, i.e 18%. However, the GST to be paid shall be as per the applicable rate at the time of payment.
17. Necessary TDS at source as per applicable laws in force.
18. Schedule of payment shall be as per Section L
19. This offer shall be kept confidential by both the Parties and their respective employees, directors, agents and consultants, during the Validity Period, during the subsistence of which, neither Party shall disclose the existence of this offer letter or the transaction contemplated hereby to any persons save and except as may be required to fulfil the Conditions Precedent.
20. This offer supersedes all earlier offers.

## D. GENERAL PROVISIONS

1. The client shall use all reasonable endeavour to ensure that all information and documents provided to the PMC in connection with the captioned matter are complete and accurate in all material respects and if, during the course of our engagement under this letter, you discover some things which render any such information untrue, unfair, inaccurate or misleading, you will notify the PMC at once.
2. We may withdraw from the engagement if we have a good cause to do so, which includes your failure to pay our fees in a timely manner, or any unresolved dispute between client and the PMC, or any fact or circumstances arising that would render our continuing representation unlawful or unethical.
3. In the event PMC commits a breach of any of the terms of this Agreement and / or the services provided them are found to be below the required standards, the Client will inform the PMC in writing about the same. It is expected that the standard of services of the PMC should improve within 30 days from date of such notice, failing which the Client reserves the right to discontinue the services of the PMC.
4. In such an event, the Client shall pay the professional fees for the scope of work completed by the PMC plus part payment for any stage on which the PMC was currently working on while such dissolution was effected, proportionate to the progress of such stage. The PMC shall not be liable for any refund of professional fees already paid. The PMC shall simultaneously give his NOC on full, and final payment
5. Neither the PMC nor the client shall be considered in default in performance of its obligations herein incorporated, if such performance is prevented / delayed because of war, hostilities, revolutions, civil commotion, strikes, epidemic, accident, fire, cyclone, wind, flood, earthquake or because of any law, order, proclamation, regulation or ordinance or any Government subdivision thereof, because of any act of God, or for any cause beyond the reasonable control of the party affected.
6. Neither party shall take advantage of any clerical error or mistake which may creep in or occur in the contract, plans, instructions, or any other papers supplied to or by the consultant in connection with the work, but such clerical error or mistake shall be brought to the notice by the one to other without any loss of time and the same shall be rectified.

7. The Client shall inform the PMC the names of persons who would have authority to issue instructions to us, and protocol for all communications. In normal circumstances, we would take action in accordance with prior instructions received from the Managing Committee / Redevelopment Committee. However, in case of an emergency or urgency where instructions cannot be obtained immediately, we will act in the circumstances in best interests of the Client, and shall thereafter as soon as practical inform you of the action taken. We shall carry out your instructions on your behalf with all diligence and exercise reasonable care and skill.
8. PMC's maximum liability relating to services rendered (regardless of form of action, whether in contract, negligence or otherwise) shall not exceed 50% of the fees paid to the PMC for the portion of the services or work products giving rise to liability. PMC shall not be liable for consequential, special, incidental or punitive loss, damage or expense (including without limitation, lost profits, opportunity costs, etc.).
9. PMC shall be permitted to disclose the Clients name in our project list for reference purposes as a part of credentials, it being understood that such reference shall be in general terms.

#### E. MODE OF MEASUREMENT FOR PAYMENT OF FEES

The area for payment of professional fees shall be actual built up area as per approved plans. The total area shall be sum total of all areas as mentioned below

1	The out to out area of all buildings (composite, rehab, and sale) as per approved plans including balconies, fungible compensatory area, elevation projections, toilet ducts, service ducts, passages, lifts, lift lobbies, staircase, staircase lobbies, common lobbies, fire escape balconies, refuge areas, entrance hall etc. except voids and chhajjas	100%
2	The under stilt, mechanical parking, and podiums (if any)	100%
3	The area under basement, parking pits (if any)	100%

#### F. SCHEDULE OF PAYMENT

1.	Retainer	Rs. 25,000/- + GST
2.	On submission of project feasibility report	Rs. 25,000/- + GST
3.	On submission of draft bid documents	Rs. 25,000/- + GST
4.	On floating of bid documents	Rs. 25,000/- + GST
5.	On submission of comparison	Rs. 25,000/- + GST
6.	On short listing of Developers	Rs. 50,000/- + GST

7.	On finalization of Developer	Rs. 50,000/- + GST
8.	On application to Dy. Registrar for final meeting	10% less paid earlier
9.	On issue of LOI	15% less paid earlier
10.	On submission of comments on proposed plans	18% less paid earlier
11.	On finalization of plans	20% less paid earlier
12.	On submission of comments on DA	22% less paid earlier
13.	On finalization of Development Agreement	30% less paid earlier
14.	On receipt of concessions	32% less paid earlier
15.	On receipt of IOD by the Developer	35% less paid earlier
16.	On Vacating	40% less paid earlier
17.	As per progress of work (equally on monthly basis)	95% less paid earlier
18.	On completion of work	100% less paid earlier

Applicable GST (currently 18%) shall be extra on above fees.

We assure you of our best services.

Thanking You,

Yours Sincerely,  
For Dilip Sanghvi Consultants,

**Sagar Dilip Sanghvi**  
Principal Architect  
COA No. CA/2008/42920