

Project Management Consultancy - Fee Proposal

Project: Proposed Interior Renovation of Blue Sea Banquet at Worli, Mumbai.

SCOPE & SERVICE:

A) UNDERSTANDING OF THE SCOPE:

Onsite Project Management service for the proposed Interior fit out work as mentioned above.

B) DURATION OF SERVICE: (Estimated)

Pre-Execution Stage	=	00.50 months
Execution Stage	=	01.50 months
Post Execution Stage	=	<u>00.50 months</u>
Total Duration of Service	=	02.50 Months.

METHODOLOGY STATEMENT:

1. Feasibility:

- Receive Client's requirements.
- Prepare & maintain master programme (Bar Chart) in consensus with the Client & co-ordinate with programme (Bar Chart) prepared by Architect, Consultants and Contractors.

2. Design Development & Tender activities:

- Coordinate with Architect of the project or other Service Consultants for issuing GFC (Good for Construction) drawings and BOQ along with specifications in accordance with the master programme. The Objective would be to co-ordinate release of drawings well in advance so as to ensure that work on the sites does not suffer.

Note:

- 1. Preparation of Architectural / Structural and other Service related design, drawings & specifications and selection of materials shall not be under SRE's scope.**

2. GFC (Good for Construction) drawings should be based on the written approval from Client.

3. Implementation & Construction Management:

- Day to day monitor the construction process against the contracted programme and quality criteria approved by Client and Architect.
- Provide weekly written reports along with Photographs to Client/ Architect in terms of progress of the Project.
- Highlight to Client / Architect any cause for concern in terms of work progress and meeting of timelines and provide solutions to address the same.
- Highlight and give warning signals on the quality of work executed by the Contractor in case the work is not consistently meeting quality standards.
- Clarify any technical requirement to the Contractor in Consensus with Architect / Service Consultant and Client.
- Co-ordinate with Architect / Consultant and Contractors for any design related changes due to site conditions.
- Co-ordinate and approve any change of material or specifications between the Contractor and Architect and indicate the commercial impact to Client / Architect for approvals.
- Maintaining Daily recording of progress with respect to start date and end date of each activity mentioned in the Bar Chart.
- Accepting Delivery Challan with respect to the delivery of material (by Contractors) if it is in line with approved make or as specified in the BOM. Maintaining record of the same
- Ensure that all the local statutory laws as informed by Client to PMC are followed by the Contractors at site during execution.
- Bill Certification / Audit of the Contractor bills.

4. Completion:

- Monitor & Coordinate completion & handover procedures of as built drawing, operating and maintenance manuals of the equipments installed in the project.
- Issue snag list to Contractors and review the snag list before handover of site to Client.

C) Exclusions:

- SRE will not be responsible for coordination and approval with any statutory government body.
- SRE will not be responsible to coordinate with local politicians, Police, Local residence etc.
- SRE will not work as labor contractor or sub-contractor's supervisor at site. Client is expected to deploy learned / experienced and resourceful executing agencies (Contractors) in order to get quality work on time.
- Out station travel expenses of additional team from Mumbai office (including travel, lodging & boarding) if required during Pre execution, Execution and Post execution stage shall be borne by Client on actual as the same is not included in the PMC fees.

D) SITE FACILITIES TO BE PROVIDE BY CLIENT:

- Fully furnished site office for PMC staff along with work stations, meeting table, lockable file storage facility, A-3 size printer etc complete.
- Dedicated material storage area at site for various vendors to stock their material at site well in advance so as to achieve target timelines.
- 24 x 7 dedicated security personnel at construction site to be deployed by Client. All the materials delivered at site by various suppliers / vendors will have to be stamped and signed by Security person along with his names, date and time. This helps in controlling movement of material to and fro from site.

E) RESOURCE ALLOCATION:

The project will be coordinated and managed with following staff. Overall coordinate with Client and project (From Mumbai office) will be done by Project Head.

Pre-Execution stage :

- | | |
|--|---|
| 1. Project Engineer
(Quantity – 1 No.) | - Coordination shall be done from PMC
Mumbai office. |
|--|---|

Execution stage :

- | | |
|--|--|
| 1. Project Engineer
(Quantity - 1 No.) | - Full time deployment at site during day
time. Overall coordination of the project
and reporting. |
|--|--|

2. Site Engineer
(Quantity - 1 No.)

- Full time deployment at site during day time. Overall coordination of the project and reporting to Project Engineer / Project Head.

3. FEE:

Based on the project description received from your end, Scope & Service and the Methodology statement mentioned above, our fees for the PMC service in the captioned project would be

Pre-Execution stage :

Rs. 70,000/- (Rupees Seventy Thousand only) per month plus GST extra at actual.

Execution stage :

Rs. 2,35,000/- (Rupees Two Lac Thirty-Five Thousand only) per month plus GST extra at actual.

Estimated Execution period considered is **2.50 months**. Fees payable to SRE for the PMC service shall be on a **monthly basis and in accordance with the actual number of months spend in the project.**

NOTE:

In case the project exceeds beyond the aforesaid planed durations during the respective stages for reasons not attributable to SRE, then the relevant extra fees will be charged on a monthly basis for the number of months extra.

4. PAYMENT SCHEUDLE FOR EACH STAGE:

- a. First month's fee as advance along with Appointment Letter.
- b. Subsequent month's fee shall be payable at the beginning of that particular month.

Regards,

Riyaz Shaikh
For S.R. Enterprises.
(9820188311)