

Ref No: ARCH/OL-19/17-18
Date: 28.08.2017

To **KALYAN SAHA**
~~M/s. DSC Switching & Cable Construction~~
104A/22F/2, Karunamoyee Ghat Road,
Kolkata-700082

Kind Attn: Kalyan Saha
Sub. Offer Letter for engagement as Architect

Sir,

Pursuant to the discussion we had at my office regarding engagement as Architect for your project 'Proposed G+4 storied residential building at 20A, K.L. Saigal Sarani, Kolkata - 700053', We find pleasure in enclosing herewith the following:

SCOPE OF WORK

1. Preparation of preliminary scheme design keeping in view your requirement and other relevant factors.
2. Preparation of Municipal Architectural, structural drawings and design on finalization of preliminary schemes and assist you to get formal sanction.
3. Preparation of Brochure drawing of the project with furniture layout plan, ground floor plan, location plan and three dimensional view of the proposed building.
4. Preparation of architectural and structural working drawings on the basis of the sanction plan of the project.
5. Preparation of Elevation drawing and necessary exterior details
6. Preparation of plan showing layout of electrical points, sanitary and plumbing layout.
7. Preparation of detail drawings for Doors and Windows, Grills, Gate, Railing, Boundary wall etc.
8. Preparation of finish schedule(colour scheme) & completion drawing for Occupancy Certificate.(Only one time)
9. Periodical supervision of construction to inspect the architectural part of construction.
(Structural supervision shall be done by the Empanelled Structural Engineer appointed by you.)

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K Saha

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