

To,
M/s

Dated: 09-10-17

Ref : Raj Agarwal & Associates
8B, ROYD STREET, 2ND FLOOR,
NEAR PARK STREET & FREE
SCHOOL STREET CROSSING,
KOLKATA-16
(O) 2265 3339, 98300 94889

Dear Sir,

We thank you very much for your Quotation for our Commercial building project at Asansol, West Bengal . We are giving you the work order kindly check and reply.

(1) SCOPE OF WORK

Stage I:-Concept formulation & Schematic design

- a) This phase would begin with a kick-off meeting with the client. The purpose of this meeting will be for all parties to discuss the development objectives, timeline, functional and operational requirements, specific requirements pertaining to overall planning and the program for development.
- b) The Consultant shall evaluate the program, schedule and construction budget given by Client. Subsequently client will provide consultant with the information necessary to analyze their vision of the project and arrive at a mutual understanding of program requirement and project goals.
- c) Consultant shall consult client and / or its authorized representative to ascertain the applicable requirements of the project and shall review the understanding of such requirements with the clients and / or its authorized representatives.

Based on the aspect the architect should prepare the scheme design

Stage II: - Finalization of the Design

Following the approval of the Stage I plan by client, architect shall commence with the finalize designs of the building.

- a) The architect shall review the applicable requirements necessary for various project functions such as those for projected personnel, spaces, furnishing and equipment, security criteria, communication, services and parking. Architect shall prepare schematic design documents consisting of drawings and other documents illustrating the scale and relationship of the project components.
- b) Prepare preliminary design corrections for agreed concepts, describing significant components and showing materials proposed to be used.

Work undertaken during this phase would include:

- a) Typical and special floor plans
- b) Area calculations

Stage III: - Statutory Approvals/ Drawings

Based on the approved design development drawings consultant will prepare drawings both for architectural and engineering services along with necessary design calculation etc. for submission to Authority. The architectural drawing will include for all the applicable government bodies like Municipal, CIT, survey, fire department, forest, pollution, ULC and electricity board, etc. for NOC

Work undertaken would also include:-

- a) Preparation of all necessary plans required for submission
- b) Making necessary corrections for resubmission
- c) To assist the owner in appointing various persons required for approvals & monitor the process.

Stage IV: - Design Development, Engineering & Preliminary Working Drawing

Based on the approved scheme design and statutory drawing, schedule or project budget, consultant shall prepare preliminary working drawings to start the work. During this phase the exterior wall and materials and typical details would be developed along with outer elevation.

Work undertaken would include:

- a) Site plan
- b) Typical and special layouts
- c) Building elevations and sections
- d) Typical Materials and finished
- e) Outline specifications

Stage V: Construction / Execution Stage/ Final Working Drawing

Consultants will provide basic services for the Construction phase which shall commence with the award of the construction contract

- a) Prepare balance working drawings and details in co-ordination with the respective consulting engineers and furnish them to respective contractors well in advance of the commencement of a particular work in order to ensure that construction work is not delayed at any stage for drawings /details.
- b) Consultant shall guide the project team / Project manager to check the quality of the work and it's conformance with the design intent, as and when required.
- c) The design team will review and approve or take other appropriate action on the Contractors submittals as shop drawings, product data and samples relative to the design concept as expressed in the Contract documents.
- d) Issue revisions and corrections as required to suit site conditions as required in consultation with client's Project Manager.
- e) Revise and issue construction documents as required client to suit adjustments in normal construction activities. At the end of each phase of construction, Consultant will certify virtual completion of work.

(II) YOUR REMUNERATION

You shall charge at the rate of Rs. 30/-(Rupees Eighteen only) per sq. ft. of the total construction area (1,20,000 sq ft approx) for **consultancy services**.

MODE OF PAYMENT

- | | |
|----------------------------------------------------------------------|------------------------|
| 1) At start of the work | Rs 2,50,000/-. |
| 2) On finalization of scheme design. | 20% of the total fees. |
| 3) Preparation of the sanction drawings. | 15% of the total fees. |
| 4) On approval of sanction | 15% of the total fees. |
| 1) On preparation of necessary working Drawings/start of foundation. | 50% of the total fees |
| 2) During completion of superstructure fees. | 10% of the total fees. |
| 3) During finishing period. | 35% of the total fees. |
| | 5% of the total fees. |
| | 50% of the total fees. |

*GST to be paid extra as applicable.

(III) OTHER TERMS AND CONDITIONS

1. Your responsibilities and liabilities shall be governed by the 'Indian Institute of Architects' & Council of architects.
2. We shall appoint a full time experienced civil engineer at our site for regular supervision of the project with your consent.
3. In case of major changes after finalization of the scheme the extra charges for the revised work shall be paid in accordance with the above mention mode of payment toward expenses.
4. The scale of remuneration shall be subject to revision after three years from the date of offer, as per mutual understanding.
5. The fees shall be paid in accordance with the schedule; the consultant may raise the bill for the completed service in full or in parts, if required.
6. The above mention work **shall include work of structural, sanitary, electrical, fire, HPAC, etc..**
7. In case of termination of the services from either side, the fees will be due according to the mode of payment, mentioned above.
8. You have to arrange suitable arrangement for Non-Delay of project.

Hope you will find our terms and conditions most reasonable and acceptable.

Please sign the letter as a token of your acceptance and return the duplicate to us for further development of works.

Thanking you
Yours sincerely,



Payel Shopping Complex Private Limited