

Date: 01.01.2019

Ref. No. : F3A/2018-19/OL-SB 1

To  
**Mr. Satish Kumar Bagaria**  
Director  
Bagaria Buildcon Pvt. Ltd.  
P.O.- Raniganj, Burdwan -713347,  
West Bengal.

Sub: Comprehensive Architectural Services of Proposed Building.

Reg: Proposed Commercial cum Residential Complex at Raniganj , Kolkata

Sir,  
With reference to the above and the subsequent discussion we had with you, we are agreeable to consultancy services for the above project under the following scope of work and terms and conditions.

A. Scope of work:

1. Preparation of conceptual design with reference to required given.
2. Modify the conceptual design incorporating required changes and prepare the preliminary drawings for approval.
3. Preparation of perspective views and rendered plans.
4. Preparation of Architectural & Structural drawings along with structural design calculation for submission to statutory body.
5. Preparation of working drawings-
  - a) Architectural drawing.
  - b) Structural drawing.
  - c) Electrical drawing.
  - d) Sanitary, plumbing, water supply and sewerage drawing.Total working drawings issued in four installments. Delivery of all working drawing would be completed in the fourth installment.
6. Preparation of approximate project cost and issuing necessary certifications whenever required.
7. Preparation of As-built drawing for occupancy certificate from statutory body.
8. Periodic inspection and evaluation of construction works.

Contd. Page 2

**B. Professional fees:**

- i) Our professional fees will be @ 12,50/- (Twelve Rupees & Fifty Paise only) per Sq. ft. on total constructed floor area.
- ii) Changes in design after approval, as discussed through mutual consent, shall be treated as extra work with additional fees.
- iii) **Site Visits/ Advisory Consultancy (Chargeable) @**
  - a) Rs 6,000/- for architect / day.
  - b) Rs 3,000/- for architects' his representatives / day.\*\* In case it is required for the Architect or his representatives/consultants to travel outside Kolkata city, the necessary arrangements will be ensured by the client.
- iv) GST shall be charged as per prevailing rates to be paid extra.

**C. Mode of Payment:**

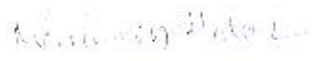
- i) On appointment Rs 1,00,000/- (Rupees One lac only) as advance, adjustable at the last stage.
- ii) On completion of Sl no. (1) & (2) of scope of work 20 % of total fees to be released.
- iii) On completion of Sl no. (3) & (4) of scope of work 25 % of total fees to be released.
- iv) On completion of Sl no. (5) & (6) of scope of work 50% of total fees to be released. ( 12.50 % of total fees to be released per installment)
- v) On completion of Sl no. (7) of scope of work 05% of total fees to be released.

**D. Requirement from Client's :**

- a) To provide requirements of the project.
- b) To provide a site plan, to a suitable scale, showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing service and utility lines and such lines to which the proposed service can be connected.
- c) For quality control of the entire architectural work, the architect requests the client to appoint a sufficiently experienced technical person (who may be a civil engineer/construction engineer etc.) to be present at the site for the duration of the project.
- d) To honour Architect's bills within one month of its submission.

I request to your good self to kindly issue the work order at your earliest.  
Thanking you,

Yours faithfully,

  
Madhumoy Halder  
Principal Architect