



# Avon Project Consultants

Building Repairs & Re-development Consultants  
Licensed Structural Engineers

04<sup>th</sup> Oct 2022

To,  
The Secretary/ Chairman  
\_\_\_\_\_ CHSL,  
Address \_\_\_\_\_  
Address \_\_\_\_\_

## **Sub: Tender Preparations and contractor selection.**

Resp. Sir,

We take this opportunity to introduce ourselves as Repairs & Rehabilitation Consultants and offer you following services as a part & parcel of our total package in connection with the Repairs & Rehabilitation of your society building.

We are also licensed Structural Engineers and carry out structure audit as per the recommendations and guidelines from the **INDIAN SOCIETY OF STRUCTURAL ENGINEERS.**

### **PHASE-1: OUR SERVICES OFFERED IN SCOPE OF WORK**

A. Surveying the society buildings with a view to rectify all leakage seepage problems and preparing a cost estimate to rectify the defects.
B. Setting specifications for the repair work.
C. Making and Floating Tender for the repair work.
D. Inviting the Bids.
E. Scrutinizing the Bids.
F. Tabulating the findings in terms of technical expertise and Commercial Evaluation of the contracting agencies.
G. Conducting meetings and negotiating with short listed Bidders and giving our recommendations for the same.
H. Appointing the most suitable contractor out of the short listed.
I. Preparing contract documents, work orders to be awarded to the Bidder.

**(The agency shall bear the cost of paper ads and retain the tender fees)**

**PHASE-2: A Fees:** In this phase the Consultant fees will be \_\_\_\_\_ **+18% GST**

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**We make your Structures Sound**

## **B) EXECUTION PART**

- a) Assisting the Society in selection and finalization of civil contractor to carry out the Repair Works at Society Buildings. This includes empanelment of prospective contractor, preparation of draft tender documents, floating the tender inviting bids techno-commercial evaluation of offers, assisting in negotiations and recommendations for award of contracts to the successful contractor.
- b) Preparing contract documents, work orders to be awarded to the civil contractor
- c) Appointing single point contacts from the Consultant as project manager and appoint a full-time supervisor dedicated on the job for supervision of works.
- d) Preparing overall execution/implementation plan for completion of repair and painting work at society Buildings including resources, storage facilities, Security requirements, safety, schedule of work execution in bar chart, cash flow chart works quality plan, material receipt and storage, material Inspection, stage wise inspection of works, assistance required from Society, etc.
- e) Supervising, managing, monitoring and overseeing all works of the appointed contractor to ensure that work is being executed according to the specifications and technical requirements. Co-coordinating between Societies' authorized representatives, contractor, Society office bearers, third parties and other agencies working in the complex regarding repair and painting works at society buildings
- f) Exercising administrative, technical and financial controls over works being executed by the civil contractor.
- g) Taking full responsibility for safe execution of all works as per specifications and to best quality and standards, achieving completion within agreed time frame and within the cost estimates or with the written approval from Society within reasonable variance to the cost estimates.
- h) Establishing and implementing safety systems to ensure safety and structural stability of the buildings under repair & painting / adjoining buildings as well as safety and health of contractor's personnel and resident's society, Staff/Visitors/material and equipment's.
- i) Establishing and implementing quality assurance plans and procedures including checks, inspections, records, registers, material testing, interface with paint supplier and their technologists to ensure quality of workmanship and works. Approve samples of various materials to be used in the execution of the works, effect economy and avoid wasteful expenditure of material.

- j) Establishing and implementing material handling and storage procedures including receipt of materials from supplier and verification of material vis-à-vis dispatch documents, maintaining records of material received and consumed proper storage and handling, etc.
  - k) Monitoring the progress of work and holding fortnightly review meetings with contractor and Society's authorized representatives and submit progress reports with planned targets and actual progress achieved, areas of concern, remedial steps required and initiate actions, etc.
  - l) Advising the Society on all issues effecting proper and timely execution of works.
  - m) Advising the Society on insurance policies and other contractual matters regarding contractor's performance.
1. **Fees:** The Consultant shall charge by way of remuneration a total fee which will be calculated at rate of \_\_\_\_\_ % of the value of Repair Works actually executed by the Contractor along with applicable GST. The Society will release the payment as and when the work of approved value is actually completed on site.
  2. **Payment:** Payments to the Consultant shall be subject to the following:
    - a) Deduction of TDS under the IT Act at the applicable rate.
    - b) GST shall be paid at the prevailing rate.
    - c) Any changes in the rates of GST and Income Tax as mentioned above announced by the Govt., shall be applicable from the date of its applicability.
  3. For all purposes, the Consultant shall act as the Agents of Society Vis a Vis the Contractor and other Agencies involved in carrying out the Repair and Painting Works.
  4. The Consultant shall guide the Contractor and / or Society to obtain all permissions if necessary, and required, from the concerned authorities in connection with the Repair works.
  5. The Consultant shall report to the Managing Committee of the Society or to any official designated by the Managing Committee for the purpose of progress of the work and keep them fully posted with the works being carried out by the Contractor and bring to its notice the defaults or breaches if any, committed or being committed by the contractor. The Consultant shall take into consideration and comply the instructions given by the Managing Committee or office bearers or designated official as above of the Society.

6. **The Consultant will deploy one full time experienced civil supervisor up to completion of the entire repair and painting works of the society. In addition, one experienced Senior Engineer will be visiting the site on twice in a week and will check the progress of work.** The Consultant shall check & examine the quality of work done & materials purchased & shall reject such works or materials if the same are not in accordance to specifications or of usual good standard & quality. The Consultant shall also faithfully exercise the powers & authority given to them under the terms of the contract for execution of Repairs & Painting properly & fairly by the Contractor
7. The Consultant shall measure the works done from time to time, certify the interim bills submitted by the Contractor after verifying the actual work done, certify the same, and thereafter forward the same to the Society for payment. Consultant shall assist Society in checking the bills before certifying them for payment.
8. After completion of the works, Consultant shall issue their final certificate of successful completion of work and also check and verify and certify the final bills of Contractor for payment.
9. The Consultant shall act impartially in respect of any dispute or difference between the Society and the Contractor as to quality or quantity of work done, payment of Interim bills and all other matters in respect of the said work and give their recommendations from time to time.

We hope you find our proposal reasonable enough and we look forward to your early reply in this matter.

Thanking you and assuring you of our best services at all times.

**FOR AVON PROJECT CONSULTANTS**

Mr. Nirmal Jain  
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