

# The Saraswat Suburban Co-operative Housing Society Ltd.

(Reg. No. 2300 of 12-3-1919 changed to No. B7 on 7-5-1921)

10/4, Saraswat Colony, Santacruz West, Mumbai 400054.

Phone: (022) 26603802 Email: saraswatcolony@mtnl.net.in

---

Ref No. VNK/562/14

Date: 06-09-2014.

## CIRCULAR

To,

All Members

### Selection of the Architect / PMC for preparation of the feasibility report

1. The members of the committee for selection of the Architect / PMC are:

Mr. Prakash Bijoor, Mrs. Kshama Francis, Mr. U. B. Rao, Mr. P.K. Mukherjee, Mr. Ramesh Bijoor, Mr. Gautam Gangoli and Mr. Siddharth Ray

The committee will be headed by Mr. Prakash Bijoor.

The committee will report to the Managing Committee on the progress at regular intervals.

2. Procedure:

Proposals for the preparation of the feasibility report were solicited by way of referrals from members, advertisement placed in newspapers and direct communication.

The last date for submitting the proposals was Friday, 29<sup>th</sup> August 2014. As the day coincided with the Ganesh Chaturthi holiday, the date was extended to Saturday, 30<sup>th</sup> August 2014.

As on Saturday, 30<sup>th</sup> August 2014, we received 24 proposals.

The sealed proposals were opened on Sunday, 31<sup>st</sup> August 2014, in the society office at 10 am onwards in the presence of the members of the Managing Committee, the Redevelopment Sub-Committee and the above mentioned members.

Each page of each proposal (technical and commercial) was stamped with the society seal and initialed by a member. The total number of leaves of each of the proposals were counted and recorded.

The documents were handed over to the selection committee for evaluation.

3. Criteria for evaluation of the proposals:


- Projects completed
- Feed back from the societies where the Architects / PMCs have worked
- Experience in the field
- Organisational set up
- Financial audited reports
- Professional licenses / empanelment
- Fees

Details of the criteria will be decided by the committee and points assigned to each of the parameters.

4. The committee will short list 3 Architects / PMCs.

The short listed Architects / PMCs will make presentations to the members in October 2014, well before the SGM. The members should attend this presentation and get all the information they need on the Architects / PMCs to make an informed choice at the SGM on Sunday, 9<sup>th</sup> November 2014. The details of this meeting will be communicated to the members.

At the SGM on Sunday, 9<sup>th</sup> November 2014 – Final presentation by the 3 short listed Architects / PMCs, discussion and selection by the General Body.

  
(V. N. Kalbag)  
(Hon. Secretary)