

# The Saraswat Suburban Co-operative Housing Society Ltd.

(Reg. No. 2300 of 12-03-1919 changed to No. B7 on 07-05-1921)

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

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Ref No. VNK/ /14

Date: 16-06-2014.

## CIRCULAR

To,  
All Members

Dear Sir(s)/Madam,

### **Sub; SGM with reference to Redevelopment of the Society Buildings – selection of Project Management Consultant (PMC) for conducting a Feasibility Report**

We wish to draw your attention to the SGM requisition by a section of our members to convene a SGM to consider redevelopment of our Society Buildings and our subsequent circular dated 31-05-2014.

It may be noted that in the event of our Society voting for redevelopment, we have to also appoint a PMC at the same SGM. The Managing Committee (MC) with active and appreciable help from the Redevelopment Sub-Committee (RSC) has initiated steps to invite quotes from prospective PMCs. In this context, we request you to note the following points and take necessary action as applicable and actively participate in this important activity:

1. In case you are in the know of any PMC who could undertake feasibility for redevelopment of our Society, we shall appreciate your informing us their details.
2. We intend to invite quotes by sending direct inquiries to PMCs who have come to our knowledge base through various sources and also through advertisement. Your suggestions on the media in which we can insert advertisements at affordable costs are also most welcome.
3. The RSC has put in tremendous efforts to evolve the Terms of Reference (TORs) for the feasibility study which was subsequently extensively discussed by the MC. The TORs so finalised are appended at ANNEXURE 1. Your suggestions and inputs on any further inclusions or exclusions will be highly appreciated.
4. A draft covering letter to the prospective PMCs from whom quotes shall be invited is appended at ANNEXURE 2. Your comments on the same shall also be highly appreciated.

Your response in writing (through letter or email at [reddevelopment@saraswatcolony.org.in](mailto:reddevelopment@saraswatcolony.org.in)) is requested within 10 (ten) days hereof.

**Both the MC and RSC are committed to ensure that every member participates in the decision making of all aspects of redevelopment. This is best done through your response and we trust you will actively participate in the decision making of this important activity.**

Thanking you,

Yours faithfully,

Sd/-

(V N Kalbag)  
Hon secretary  
Encl. As above

## **ANNEXURE 1: Terms of Reference**

1. Study the documents that are available with the Society. List out those that are not available and the means to obtain them.
2. List out various approvals/NOCs that will be required and the various laws and regulations under which they need to be taken. Also list out other statutory compliances.
3. Conduct a total station survey of the all land parcels/plots and confirm with MCGM. Also look into the surveys already available with the Society.
4. To compute accurately the constructed carpet area for each member and the total constructed carpet area.
5. Prepare and hand over a questionnaire in consultation with MC for issuing all members to understand their specific preferences and requirements for redevelopment.
6. Analyse the feedback received from the questionnaire
7. Based on the analysis of the feedback through questionnaire, submit various combinations of additional carpet areas to each member, new flat sales (both to existing members and prospective members), corpus etc both thru self-development and developer routes.
8. Feasibility with merits and demerits of:
  - 8.1. Self Development
  - 8.2. Redevelopment through a Developer
  - 8.3. Redevelopment without any displacement
  - 8.4. Redevelopment with partial displacement
  - 8.5. Redevelopment with 100% displacement
  - 8.6. Partial redevelopment of the society (if deemed fit based on feedback received through questionnaire)
9. Look into possibility of change of plans by taking the roads inside plot in lieu of corresponding plot area surrendered to MCGM.
10. Advise on benefits of cluster development if applicable to our Society and implementation thereof.
11. Advise on method of allotments of flats to existing members.
12. Submit draft feasibility report to MC for finalisation based on feedback from members.
13. Submit final feasibility report to MC for circulation to members.
14. Presentation of final feasibility report in SGBM by PMC.
15. PMC shall participate at all meetings of MC and General Meetings as and when required by the MC.
16. Advise on all taxation issues and other levies applicable to the Society and its members in case of such redevelopment.
17. Advise and indicate to the Society the scope of its services for subsequent redevelopment implementation if the Society members go in for redevelopment based on the feasibility reports

**ANNEXURE 2: Covering letter to prospective PMC inviting quotes for feasibility study**

M/s.....

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Dear Sirs

**Sub: Offer for undertaking Feasibility Study for Redevelopment of the buildings in our Society**

We wish to inform you that members of our Society are in the process of considering redevelopment of buildings in our Society. Needless to add that we shall be following the procedures and guidelines laid down by the Government/statutory bodies. The first step towards this procedure is to convene a SGM where the appointment of a PMC will be considered for conducting a Feasibility Study (if members consider to go ahead with redevelopment).

We understand that you are qualified to conduct such a feasibility study. We shall, therefore, appreciate your sending us your offer for conducting such a study in a sealed envelope addressed to our Society superscribed with "OFFER FOR FEASIBILITY STUDY FOR REDEVELOPMENT" keeping the following points in minds:

1. A brief of our Society.
2. The Terms of Reference (TORs) for the study shall be as per details appended at ANNEXURE 1.
3. The following information with supporting documents wherever applicable must be furnished with the offer:
  - Qualifications & experience
  - Organisational setup and list of key personnel with their qualifications and experience
  - List of professional licenses; empanelment and membership
  - List of projects completed and in hand with a brief description of each of the projects.
  - References from clients with their contact details
  - Your commercial offer
4. The approach that you will adopt to conduct the feasibility study.
5. Clearly specify your deliverables which must possibly include the report format and the various options which our members can consider for redevelopment.
6. The time frame in which you will complete the study.
7. A draft agreement that will be executed between us should we decide to award the study to you.
8. Your proposed payment terms.
9. Should you have any further queries or clarifications before you submit your offer, please do not hesitate to contact us.

Thanking you,

Yours faithfully,

(V N Kalbag)  
Hon Secretary