



RAJSHREE CONSOLIDATED CONSULTING PRIVATE LIMITED

RCCPL/Multi Story Commercial Building/1082

July 5, 2025

Anil Kumar Inani

Kind Attention : Mr. Anil Kumar Inani

Subject : Our Offer/Quote for the Project Management Consultancy Services at your MULTI-STORY Commercial Building Project in Kota (Rajasthan).

Reference : Our meeting on 03-07-2025 at our office.

Dear Sir/Madam,

This has reference to our meeting & discussion with you / team on the subject matter on 03-07-2025 at our office. We are highly thankful to you, for giving us an opportunity to associate with you on your prestigious upcoming 'MULTI-STORY Commercial Building Project' at Kota. We feel pleasure to submit here our commercial offer in line with the discussion we had with you.

CONTACT DETAILS:

Our contact details will be as under for the duration of project.

NAME : Mahesh Vaishnav

Mobile No. : 93 517 15093

Email ID : rcc.1ho@gmail.com

ID	SERVICE	DESCRIPTION	HSN CODE	RATE	QTY	AMOUNT
1	PROJECT HEAD	We will work on the site as Project Head.		100000	1	100000

TOTAL AMOUNT BEFORE TAX	100000
Total Tax (GST) Amount	18000
Total Amount After Tax	118000

PROJECT HEAD

Our involvement in the project will be there right from conception stage to handing over.

Scope of work will be as mentioned in the scope clause.

OUR SCOPE OF WORK:**APPOINTMENTS :**

- Assisting client in finalization of agencies for the project Architects / Consultants [Their technical scope of work, break up cost and price linked deliverance of the same, where ever possible].
- Assisting client in finalization of agencies for the project vendors/contractors [Their technical scope of work, break up cost and price linked deliverance of the same, where ever possible].

CONSTRUCTION MANAGEMENT :

- In & Out Registers by experienced Security Guards provided by the client (This is the administration part & shall be maintained by your team & we will ensure that it is done properly).
- Site Infrastructures necessary for execution, Construction Sequence & Procedures, Daily / Fortnightly / Monthly Progress Reports, Check Lists, Bar Bending Schedules, Pour Cards, Material submittal, Testing, Stacking & Reconciliation Procedures of Bulk Materials, House Keeping, Drawing Register, Cube Test Register, Design Mixes, Bills checking, Payment certification.

BILLING PROCEDURE & ADVANCES :

- We will design the billing procedure & establish/implement at site in consultation/approval of client.
- Certifying the invoices for payment, while measurements & abstract sheets will be prepared by the technical staff deployed at site by PMC/us. All checking will be done by us.
- Different types of advances, adhoc, debit/credit notes, recoveries, withholds & other records etc. will be maintained at site under our supervision based on the details given by accounts department.

DESIGN & DEVELOPMENT (ASSISTANCE) :

- Assisting clients to understand the requirement of the building, looking into the Technicality, Feasibility & Engineering aspects of the building.
- Assisting the client with freezing the scope of work, the cost for their scope of work, and deliverance for all project design associates.
- Assisting the client in freezing the building parameters, and specifications, deciding the type of buildings, etc., and necessary interaction with the project Architects / Consultants for completing the Architectural, Structural & Services design work.
- Bringing into notice of client & explaining about the new materials, technology, innovations for adopting in their projects.

BUDGETING & CONTROL :

- Implement a control system for cost variations and obtain authorization from the client for all varied items.
- Budgeting / Reviewing the cost estimates in consultation with the client and obtaining prior written approval.
- BOQ (All Quantities) will be provided by Architect/Consultant Office. We will do the analysis.

QUALITY MANAGEMENT :

- A quality laboratory will be set up at site operated by & at the cost of contractor/client with quality control/ensuring equipment.
- In line with the grade of concrete as designed by the structural consultants, the Design Mixes will be get done by the testing laboratories.
- Advise client to get the necessary tests conducted on the bulk construction materials (Reinforcement Steel, Cement, Bricks/Blocks, Coarse Aggregates, Fine Aggregates etc.) as per need of the project.

- Concrete pour card system will be implemented at site as per the designated format given by us.
- Check list procedure will be designed as per need and implemented at site for ensuring the technicality & quality control.

SCHEDULE OF MEETINGS :

- In consultation with client a schedule of meetings will be made and implemented at site in a regular or fixed frequency/interval basis to handle the different type of topics systematically.
- Site Co-ordination Meeting.
- Site Progress Review Meeting.
- Management Review Meetings.
- Meeting on Material Purchase & Stock/Store.
- Meeting on Accounts & Payment Related matters.

SITE RECORDS :

- Following Site Records will be maintained at site mainly as per need & in consultation with client.
- Drawing Register.
- Cube Test Register.
- Hindrance Register.
- Site Instruction/Order Book.
- Concrete Pour Card File.
- Check List Files.
- Govt. Approved Maps Display.
- Drawing Files (Architectural, Structural & Services).
- Test Reports File.
- Material Purchase Requisition File/Booklet.
- Certified Bills Copy Files (Stream Wise).
- Contract Documents/Agreements (Stream Wise).

GENERAL :

- STRATEGY FORMULATION: In consultation with Clients, formulation of an effective managerial and organizational strategy for execution of the works.
- Giving Technical Solutions, Drawings Interpretations, Assisting in the Interpretation of Specifications as and when asked, Setting up of System – Advising procedures at the site for better control on-site monitoring, quality control etc.
- Advising clients on Material / Purchase Management, Quality Management, Safety Management, and Finalization of Agencies as & when asked.
- Calling & Attending/Taking Progress Review Meetings based on our availability. Suggesting Corrective – Preventive Actions. Assistance in Project Commissioning & Handing Over.
- Our role at the site will be only in technical & technical management parts/aspects.

- We will remain committed & try our level best to complete the project as quickly as possible while maintaining the highest quality at minimum costs. Our focus will be on finding practical solutions, to keep the project on track, minimizing the delays in consultation with client, & managing it with hands on approach & will keep on updating you on rules & theory on construction work.

CONTRACT PROCEDURE & MANAGEMENT :

- The following shall be carried out in consultation and with the approval of clients.
- Take appropriate decisions with respect to hindrances, an extension of time and claim of the contractor, variation claims, etc. Conduct meetings at the Project site/client office with contractors and consultants, record and distribute MOMs and ensure the timely implementation of required points/decisions.
- Monitoring Work Completion. Establish and implement procedures for reviewing and processing requests for clarifications and interpretations of the contract document, drawings, shop drawings, samples, and other submittals, contract schedule adjustments in consultation with the client, change order proposals, written proposals for substitutions, and the maintenance of logs.
- Review the tender documents prepared by architects and services design consultants and check them for completeness with reference to the conditions of the contracts, items of work, quantities, and information mainly from an execution angle.
- Finalize a procedure for the selection of construction agencies, implement the procedure, and select construction agencies. [Contractors Pre-Qualification, Registration, Grading, Vendor Coding, etc. By your purchase & commerce division in consultation with us].
- Maintain site order book.
- Coordinate in finalizing construction contracts between construction agencies and the client [Contract Documents, Work Orders Finalization] based on the details provided by architects/client.
- Administer the construction contracts. Maintain vigilance with respect to the deviation to time, cost, and quality as per contract.

PROFESSIONAL FEE :

As mentioned in the service description. Annual increments based on performance will be applicable every year.

PAYMENT STAGES :

Stage - II (Every month on or before 5th). :

- Our monthly remuneration shall be paid to us on or before 5th of the next month for past month against submission of invoice.

STAGE - I (Advance along with WO signoff). :

- Payment to us against our project consultancy services will be on monthly basis. And one month remuneration shall be paid to us in advance at the time of signing of the contract/agreement.

GENERAL :

- In case of delay in project work start due to being in design & development stage or due to pre project works in process, our involvement in the project from concept/pre project stage can be discussed for reduced rate as well till the construction work starts at site, if required by client.

TAXATION :

GST & all other taxes applicable or become applicable at any stage of work will be extra charged on above amount [at the prevailing tax rate].

REPORTING :

Our reporting will be to a single person as finalized by you, however, this reporting can be changed at your convenience, however, the earlier decisions, and discussed matters shall be communicated to the newly reported person by the old reported person in entirety and in time.

SITE OFFICE:

SITE OFFICE (CLIENT SIDE). :

- A functional site office shall be provided by the client within one month of our association finalized. this will help us to avoid delays in project workings & setting up of site system - procedures. Computer / Laptop with accessories, Printer / Photocopier / Scanner with consumables & spares, necessary furniture, lights, fans, ACs / Coolers, Storage, Internet connection, stationary, etc. all shall be provided by the client at their cost.

SITE OFFICE (OUR SIDE). :

- In case the functional site office to be provided by us then it will be on an additional cost as per mutually discussion with client and agreed upon. This extra cost will be borne by client.

STAFF AT SITE :

STAFF AT SITE (CLIENT SIDE) :

- Following staff at the site shall be deputed by the client in consultation with us at their cost, however, if needed we can interview the candidates for assessing their technical & management skills/caliber.

- Store In charge.

- Purchase Manager.

- Accountant/Account Person.

STAFF AT SITE (OUR SIDE) :

- We will depute the following staff from our side in consultation with client at an additional discussed cost (Agreed Salary + 5% & Hiring Charges, if any applicable). Salary of staff will be as per actual, however, it will be decided in the interview of staff & informed to client, if required client can also join the interview.

- Site In charge (B Tech. or Diploma Civil with more than 5 years of Experience).

- Site Engineer (Civil) with experience of more than 3 years.

OUTSTATION VISIT :

OUTSTATION VISITS :

- Outstation visits/trips [From HO or else where] for the project work as agreed and as per the necessity of the project on request from the client shall be governed as explained here under.

- Up & Down KMs @ INR 15/- per KM by Luxury/Own car (if used) payable on a visit/trip basis.

- Comfortable Lodging & Boarding at Client's Cost.

- Up & down Train Tickets in 2nd AC by the client at their cost shall be arranged in advance where flight services are not available.

- Outstation trips will preferably be organized in the time slots given by us.

- Other expenses, if any incurred, will be reimbursed by the client to us as actuals immediate after the trip.

- Outstation trips will preferably be organized in the time slots given by us and in advance and will be at an extra visit cost equal to INR 4000/- per day for the first day and thereafter INR 2500/- per day for extra days.

- Up and down Tickets by Air/Flight shall be arranged by the client at their cost in advance.

GENERAL :

We assure you that provide our services to the best of our expertise, knowledge, and transparency in the project workings along with the audio-visual project management techniques for your project for timely completion, giving technical solutions, interpretation of technical specifications, co-ordination with agencies as needed, ensuring best quality & standard of specifications, within the agreed degree of quality, completion schedule in line with the requirement of the project and caliber of associates contractor agencies finalized. We trust you would find our offer in line with your requirements, most competitive and reasonable. Any addition/deletion in the scope of work, fee structure etc., if needed shall be done after discussion with you in pre-contract meeting/before the work order release. Looking forward to a long and mutually beneficial business relationship, in the meantime we thank you very much.

DELAY CLAUSE :

When delays are observed at the site, we will analyze the site situation and discuss it with you and try to find out the solution for the problems analyzed and suggest CA / PA for making up the delays. In case the project is delayed exorbitantly due to reasons beyond our control then we will sit jointly & discuss/decide mutually best for the situation in the interest of the project.

REVIEW ON ASSOCIATION :

REVIEW ON ASSOCIATION (PMC). :

- We propose a monthly review of our association to check the deliverance against expectations to improve the working for the satisfaction of each other. For this purpose, a format can be designed to feed in the parameter values.

OFFER / PROPOSAL VALIDITY :

Our offer will remain valid for 10 days from the date of submission.

EXIT CLAUSE :

In case of non-satisfaction, either party can give one month notice to discontinue the association, however, monthly consultancy shall be paid for notice period also. However, first both parties will meet & discuss to resolve the issue causing for exit clause applicability.

PROJECT ON HOLD CLAUSE :

PROJECT ON HOLD (PMC). :

- Due to any reason, when/if the project comes under hold condition for more than 2 months, means work is kept on hold then the situation will be handled as mentioned here: Professional fee per month will be paid 50% from the third month onwards till the 6th month. And beyond 6 month hold period this amount will be reduced to 25%. And in the situation when project work restarts & services are to be resumed at the site then the client will give notice for resumption of work. In this case, the monthly professional fee shall become 100% payable.

- In case of a situation at site when project comes on HOLD due to any reason for indefinite time, then in consultation with client the project association will be closed after final account settlement till the cut off date mutually decided by both parties. And in case at a later stage the client needs resumption of our association/services then the matter will be discussed once again & as per the new terms & conditions our services will be started.

ARBITRATION :

Arbitration : :

- If there is a dispute arises between both parties & could not be resolved within themselves then a mutually agreed arbitrator can be appointed to resolve the dispute and whatever decision the arbitrator gives, both parties will abide by the decision.

JURISDICTION :

Jurisdiction : :

- In case any dispute arises between the two parties and it cannot be resolved mutually or with arbitration then for any legal proceedings the jurisdiction will be Kota (Rajasthan) only, irrespective of project location anywhere in India.

Regards and Thanks,

For **RAJSHREE CONSOLIDATED CONSULTING PVT. LTD.**

Acceptance Signature For



MAHESH VAISHNAV

Director

Anil Kumar Inani

Authorised Signatory

		<h2 style="text-align: center;">RAJSHREE CONSOLIDATED CONSULTING PVT. LTD</h2>			
ADMIN. OFFICE	No. 512, SHAKUN ELEGANCE, PLOT No. 05, KARNESHWAR GROUP HOUSING SCHEME, ANANTPURA, KOTA - 324005 (RAJASTHAN), BHARAT	OUR SERVICES:			
		<ul style="list-style-type: none"> • PMC (PROJECT MANAGEMENT CONSULTANCY) 			
EMAIL ID	rcc.1ho@gmail.com	<ul style="list-style-type: none"> • PROJECT ADVISORS • PROJECT REVIEW & AUDIT 			
CONTACT NUMBERS	9351715093	<ul style="list-style-type: none"> • CONSTRUCTION CONSULTANCY • BUILDING/STRUCTURE AUDIT 			
REGD. OFFICE	No. 101, SHAKUN ELEGANCE, PLOT No. 05, KARNESHWAR GROUP HOUSING SCHEME, ANANTPURA, KOTA - 324005 (RAJASTHAN), BHARAT	<ul style="list-style-type: none"> • BUILDING CLINIC • CHARTERED ENGINEERS 			
WORKING HOURS: 11 AM to 07 PM		WORKING DAYS: MONDAY to FRIDAY			