

C O M P A N Y P R O F I L E



SHREE
CONSULTANTS

TRANSFORMING VISION TO REALITY....

PROJECT MANAGEMENT CONSULTANTS

Regd. Office:

304 / Goyal Trade Center, Shantivan, Borivali (E), Mumbai-400 066. Ph –
2896 1543, Tel. Fax: 2897 6512

Email:- info@shreegroupconstructions.com

Website :- www.shreegroupconstructions.com

C O N T E N T S:

➤ COMPANY BACKGROUND / PHILOSOPHY / MISSION

➤ SCOPE OF SERVICES

❖ PRE – CONSTRUCTION STAGE

❖ CONSTRUCTION PERIOD

❖ FINAL COMPLETION STAGE

➤ SITE ORGANIZATION CHART / LIST OF
RESPONSIBILITY

➤ OBLIGATION FROM THE CLIENT

➤ PROJECT EXECUTED

➤ COMMERCIAL TERMS

COMPANY BACKGROUND:

Shree Consultants, ace at Project Management with Quality Assurance, Quality Control, Budget Monitoring, Timely Completion and ISO System Management for property developers.

COMPANY PHILOSOPHY:

Well defined goals, tackled with competence and confidence through a proper plan of action are the building block of achievements.

CORE PURPOSE[COMPANY MISSION]:

- To constantly strive for excellence by persistently upgrading and optimizing resources, there by improving the quality of Lifestyle.

CORE VALUE:

- 1. COMMITMENT**
- 2. AGILITY**
- 3. INNOVATION**
- 3. CREATIVITY**
- 4. CUSTOMER- DRIVEN EXCELLENCE**

SCOPE OF SERVICES:

The Scope of Services for the project is complete in three stages are as follow.

- A. Pre-construction Stage**
- B. Construction Period**
- C. Final Completion Stage**

SCOPE OF SERVICES:

A. Pre-construction Stage

1. Assist the client in constructional methodology to adopt alternate methods and systems.
2. Pre-construction activities relating to finalization and receipt of valid for construction drawings, existing site conditions, Physical Site Survey in all respect to cover each and every detail of the plot, soil investigations and strengthening / preventive measures necessary before commencing actual building work.
3. Assist in conducting feasibility review along with Design Consultants and making recommendations as necessary.
4. Prepare a Construction Master Programme for Development phase showing responsibilities of each party along with proper time spans and sequence of activities.
5. The Bill of Quantities will be prepared by Architects.
6. In coordination with Owners / Architects / Engineers, prepare preliminary project budget.
- 7. Pre-qualifying Vendors / Contractors and arrange procurement of materials and components.**
8. Compile, evaluate and coordinate the completion of formal contract documents.
9. Assist the client in negotiating with qualified contractors and make recommendation for Award of works package contracts based on technical and commercial capabilities.
10. Awarding LOI / Work Order / Purchase Order to selected Contractors & Vendors.
11. Assist in securing proper Insurance, Bonds, Indemnification & Schedules.

SCOPE OF SERVICES:

B. Construction Period:

QUALITY ASSURANCE:

1. Our Quality policy is structured to establish adequate control and assurance over all operational process, affecting quality.
2. Analysis, review and establishment of Client needs and expectations
3. We shall provide quality products and services consistent with professional standards, with due consideration to the Client
4. Ensuring sufficient and appropriate resources
5. Optimizing quality related costs for the required characteristics of services, performance and grade of service.
6. Continuous review of service requirements and achievements to identify opportunities for service quality improvements.
7. Establish procedures for planning, organizing and implementing the launch of the service.
8. Ensure that all necessary resources, facilities and technical supports are available against the planned time scales for each process.
9. Ensure provision for safety aspects, potential liabilities and appropriate means to minimize risks to personnel, Clients and environment.

SCOPE OF SERVICES:

QUALITY CONTROL:

1. Prepare Quality Check list at site for client reference.
2. Maintain monitor and update construction master programmed. Identify causes of delays and propose rectification measures, when necessary and implement such approved rectification measures.
3. Check working drawings and bring to the notice of Consultants or Clients any discrepancies or inadequacy of details so far as possible as not to affect the completion time, cost or quality of work. Co-ordinate and Monitor progress of design work and working drawings required for various contracts.
4. Formulate and implement safety measures.
5. Co-ordinate and supervise site works to ensure quality and prompt replacement of defective works and materials, if any. Implement corrective actions to prevent delays and stoppages.
6. Identify areas of potential cost increases or savings and recommend actions, if necessary.
7. Conduct weekly project review meeting with the entire Team, Architects / Consultants / Contractors at site and issue minutes of meeting to all.
8. Monitoring Master Program with three main aspect of project **Quality, Cost and Time at every month.**
9. Monitoring Project Time Schedule / Materials Procurement Schedule / Project Cash Flow etc.
10. Provide the client with monthly forecast of payments to the contractors.
11. Preparation of Daily Progress Report.
12. Contractor's bills checking & interim certification.

SCOPE OF SERVICES:

13. Issue a weekly report that will focus on:
 - a. Major issues and pending decisions
 - b. Contract status and bought-out items
 - c. Cost control
 - d. Anticipated cost and drawing status
 - e. Site Progress photos
14. Lead the consultant team to develop a checking and testing procedure to ensure all systems are adequately tested and balanced prior to their acceptance.
15. Assist in the coordination of all testing & commissioning of equipment as required by the technical sections of the specifications and as required by the building code.
16. Co-ordination with the Architect, Design Consultant and Contractors.
17. Ensure that the site is run in a clean, proper and efficient manner.

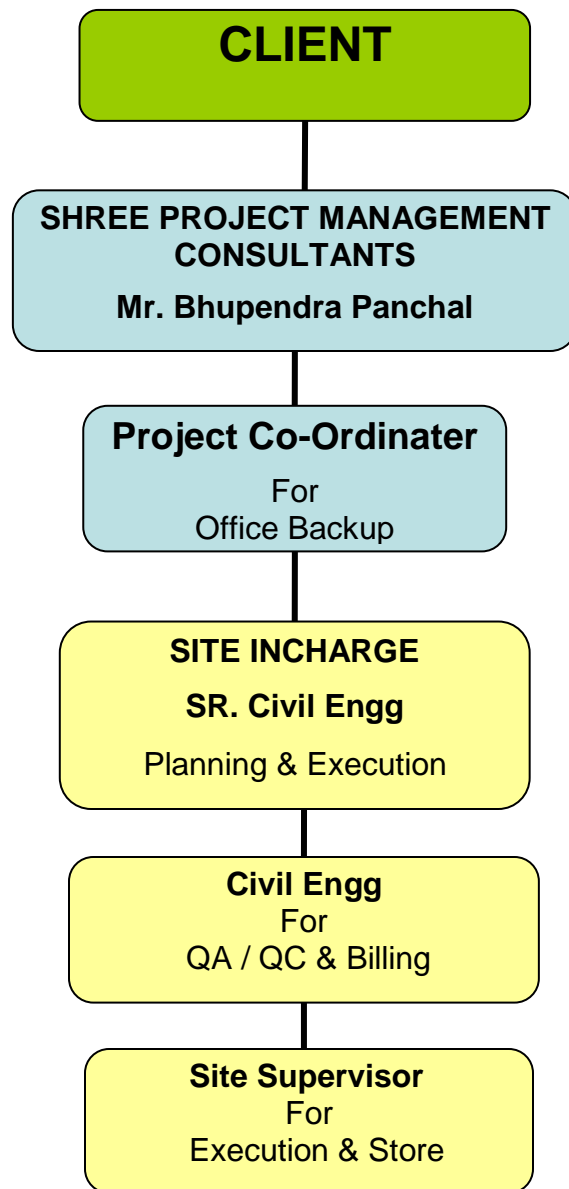
The PMC will give following document on a regular basis.

- ❖ Project Bar-Chart for monitoring.
- ❖ Daily Progress Report (DPR)
- ❖ Quality Check list at site for client reference.
- ❖ Monthly Progress Report with reference to the main schedule.
- ❖ Material procurement schedule.

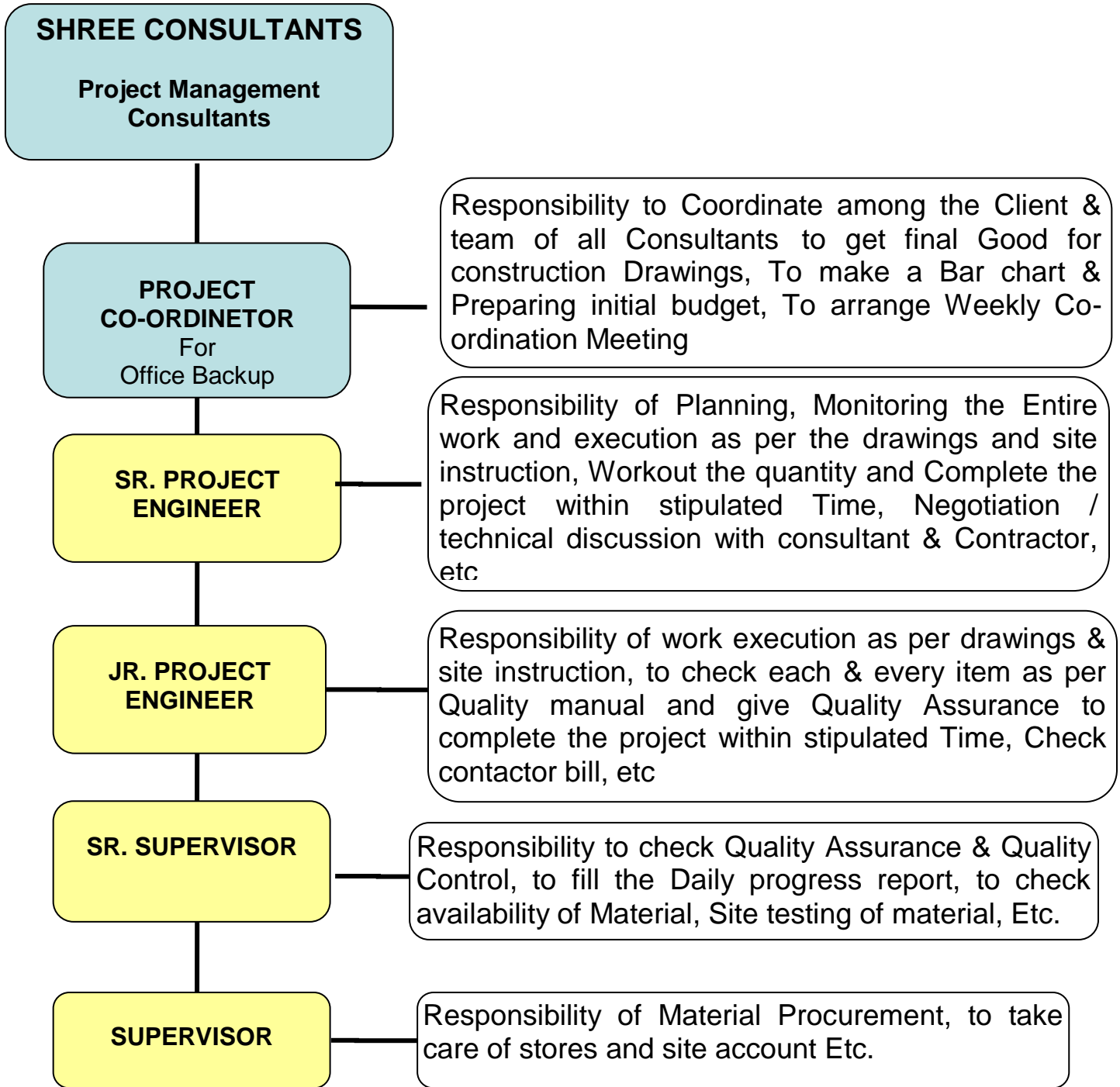
SITE ORGANIZATION CHART:

➤ **Staff on Site:**

PMC will appoint well experienced persons on the site, for the successful completion of the project, as shown in the site organization chart or **as per the client requirement.**



SITE ORGANIZATION CHART:



C. Final Completion Stage:

1. The preparation of snag lists, indicating the items of work remaining to be accomplished and verify that these items are completed in an expeditious manner.
2. Defects Liability Period formulation as per the contract with each Vendor & Contractor.
3. Prepare certificates of final completion as required.
4. Assemble all guarantees, warranties, as built drawings and O & M Manuals etc., as per the contract and forward to the owner certifying with consultant that they are complete and cover all work as required.
5. Final certificate of completion and final payment to contractors.
6. Verify that the site and surroundings are cleared out of Contractor's material, debris, construction equipment and material.
7. **Not in of our Scope :**
 - a) **Obtaining statutory approvals for the project.**
 - b) **Consulting services such as:** Geotechnical Surveys, Demolition Advisory, Surveys, Security deployment. The PMC will assist the management for the above team.
 - c) Submission and getting approval of as built drawings from the appropriate authorities is not in PMC scope,.
 - d) The PMC role shall be limited to managing the technical, financial and commercial tasks relating to the Construction Works as mutually agreed in scope of works.
 - e) The PMC will not be responsible for the design function, providing of technical specifications, architectural and engineering intent / which will be the responsibility of the respective design Consultants engaged for the project.

OBLIGATION FROM THE CLIENT:

The Client shall supply free of charge, all pertinent data and information and give such assistance as shall reasonably be required by the PMC for carrying of his duties. The client shall appoint representatives for liaison with the Project.

- ❖ The client shall consider all documents submitted and/or questions raised to the client in connection with the works and give decisions and provide required information within a reasonable time so as not to delay the project work.

- ❖ Reasonably furnished site office.
 - (i) One computers and a DeskJet printer (preferably A3 size) with stationary, floppies.
 - (ii) Working Table, Chairs, Filing cabinets, drawings, folders and Stands, display boards, drinking water.
 - (iii) Necessary software: MS Word, Excel, MS Projects, Auto CAD etc.
 - (iv) Safety Helmets and belts.
 - (v) Calculators, Measure tapes, and office stationary.
 - (vi) Xerox facility.
 - (vii) Telephone and fax facility.
 - (viii) Courier service.
 - (ix) Tea/Coffee expenses.
 - (x) Any other expenses deemed by PMC for the performance of services after prior approval from the Client.

An official communication will be required from Client to the Architect, Municipal Architect, Structural Consultant, and Service Consultants, company's purchase and accounts department, intimating PMC roles and responsibilities and to confirm their commitment for necessary co-operation.

PROJECT UNDERTAKEN:





Signature Bungalows

Bungalows Project, Khandala

Construction Area : 11 Acres

Architect : M/s. Edifice Architect Pvt. Ltd.

RCC Consultant : M/s. Accent Consultant

Shreeji Villa

Residential Tower, Tardeo Construction Area : 28,000 SFT

Architect : M/s. P.R. Dharia & Associate

RCC Consultant : M/s. V.J.Joshi & Associates

Garden Court

Residential Tower, Bhayander (W)

Construction Area : 85,000 SFT

Architect : M/s. Rein Profile.

Shree Vardhman

Residential Tower, Khotachi Wadi, Girgaum

Construction Area : 20,000 SFT

RCC Consultant : M/s. V.J.Joshi & Associates