



Date: 20/11/16

Experience Letter

(To whomsoever it may Concern)

This is to certify that Mr. **Anand Kumar** S/O Shri Ram Niranjana Yadav has worked with Shree Jinendra Architect and Associates as a fresher Architect from July, 2016 to Dec, 2017. During this period, he has created Residential designs, Community buildings, Landscape designs. He has a dynamic personality and is very creative and confident. He has a strong understanding of the architecture and has remarkably good sense of space planning. He carries a professional attitude and exhibits the best manners at work. He can prove to be an asset to any organization.

We wish him Good Luck for future.

Thanks and Regards

for Shree Jinendra
Architect & Associates

Ar. Abhishek Chandaliya
(CA/2013/59652)

Dated: 07/12/2018

EXPERIENCE LETTER

(TO WHOMSOEVER IT MAY CONCERN)

This is to certify that Mr. Anand Kumar S/o Mr. Ram Niranjan Yadav is working with us since December 2017 as an Architect. His Highest qualification is B.Arch. from Faculty of Architecture, JaganNath University, Jaipur.

He is a competent Architect and we found him to be bright and enthusiastic individual, who is passionate towards his work. His performance exceeds the expectation. He demonstrated the ability to interpret instructions cohesively and quickly with a willingness to learn and take responsibility. There are evidences of team work ethic as he would happily share ideas and suggestions.

He worked on numerous residential and various commercial projects, competition projects.

We found him to be a polite and punctual individual and have no hesitation in recommending him. We wish him success for his future.

For urbanART



Signatur 

Ar. Ravi Sharma
Architect & Urban Planner

Ar. RAVI SHARMA
CA/2010/50464

BHARGAVA & ASSOCIATES PVT. LTD.

architects urban designers
development consultants

Off. : 2625-2247, 2625-8758
Res. : 2643-5145

9, siri fort road

New Delhi- 110049

Fax. 91-11-2625-7622

E-mail baplarch@gmail.com

Date: 1st Feb, 2019

Place: Delhi.

To,
Mr. Anand kumar

SUBJECT: APPOINTMENT OF CONSULTANT FOR PROVIDING CONSULTANCY SERVICES AS AN ARCHITECT TO BHARGAVA ASSOCIATE PVT. LTD.

Dear Mr.Ashutosh,

Based on your interview at Bhargawa Associate Pvt. Ltd. (The Firm).We are pleased to appoint you as a Consultant with our firm, with effect from 01 February 2019on the following terms and conditions.

1. YOUR SCOPE INCLUDES THE FOLLOWING, IF ENTRUSTED UPON:

1. Preparation of requirement program for the design.
2. Preparation of requirement analysis/ doing case studies if required.
3. Do research & analysis of project related aspects like design, details, technology, new ideas through Books/Magazine/vendor coordination/Internet under guidance of the Sr.Architect/Associate.
4. Conceptualisation, preparation of concept design with the help of the Principal/ Sr.Architect and consultants appointed on the project.
5. Prepare, Develop and edit under the guidance of the Sr. Architect/Associate, drawings (Design Presentations, area statements, elevations Sale plans, EC/Architectural base drawings for sanctioning purpose, working drawings), models(computer generated or scaled cardboard/ Thermocoal 3d Models) and walkthrough, images and other documents relating to the design.
6. Prepare Design presentation as per Abhikalpan's standards/ formats and maintain accuracy in the drafting.
7. Checking of the drafting and computations done by Architectural assistant.
8. If required render scope of Architectural assistant.
9. Coordinate and check for services, structures and liasoning aspects in the drawings.
10. Studying the services and structural/MEP consultant's drawings in coordination with senior Arch. Preparation of the comments on drawings. Writing the comments and issuing them after seeking formal approval from Sr. Arch./ Associate.
11. Contribute or otherwise assist, as required by the Sr. Architect/Associate.
12. Checking of the working drawings at various stages done by Architectural assistant. On completion of checking, getting these drawings rechecked and approved from the senior Arch for technical aspect to keep them ready for issue on site/client.
13. Studying local/ Government/ corporation byelaws.
14. Preparation of municipal approval drawings and doing necessary coordination/ follow up with liasoning architect / corporation / governing body which may be required from time to time.
15. Preparation of Architectural base drawings for receiving sanction from various statutory bodies like MOEF, Aviation, Highrise Committee, Fire dept, etc as or may be required from time to time.
16. Preparation of estimates, BOQ/ specification conditions of contracts/ tender document.
17. Coordination with client/ Consultants/ Project Management team/ site engineers/ Supervisors for the project.
18. Organizing meetings at Bhargawa office and intimating the project consultants/ clients/ Sr.Architects / Principal architect about the same.
19. Attending meetings at site / clients/ consultants offices for the purpose of project coordination.

20. Preparation of bar chart, sequence charts for the smooth and speedy progress of the site. Preparation of minutes of meetings.
21. Visit the site and take the note of existing conditions, take actual measurement of the site correctly.
22. Where appropriate, it is his/her duty to monitor construction work in progress to ensure compliance with specifications.
23. Site Supervision & Slab checks- checking of slab shuttering extents, beam depth etc only limited to dimension stability as per the slab profile & working drawings.
24. Wall work checking - checking of wall work extents, thickness, provision of dpc, r.c.c.patlies, mullions etc. Limited to the provisions and dimension stability as per the working drawings.
25. Site inspection/ bill checking, writing site visit reports, explaining designs, details & drawings to the consultants/ project managers/ site engineers / supervisors/ contractors, sending and receiving mails to and from clients / consultants by taking prior approval from Principal / Sr.Architect.
26. Prepare site inspection report based on the observation report prepared by the assistant arch and submit it to Sr. Architect for his formal approval. Such report shall strictly adhere to the standard formats of Bhargawa. No variations shall be done by him/her on his own. If any variations are required then he/she shall take a formal approval of Associate and Sr. Architect.
27. Organizing the task/ assigning the task/ preparation of task and schedules/ getting the work done from the other draughtsman & completing the task in the stipulated time and meeting the deadlines.
28. Maintaining files / documents / drawings of the project as per the prescribed format of the firm.
29. Incorporate corrections as suggested by Sr. Architect/ Principal Architect, as and when required, in the drawings and specifications.
30. Thorough knowledge of and compliance with Bhargawa Associate Pvt. Ltd. procedures and standards.
31. Marketing for Bhargawa Associate Pvt. Ltd. , if entrusted upon.
32. Completing and conducting all that scope in a successful and fullest manner, which otherwise forms architectural consultants' scope which may not be necessarily mentioned here.
33. Preparation of as built drawings.

2. CONDITIONS FOR PERFORMANCE APPRAISAL/ SKILL SET REQUIRED FOR PERFORMANCE APPRAISAL

1. You will be required to demonstrate ability to undertake the above responsibilities.
2. You will be required to have good design and drawing skills to demonstrate your flair for architecture.
3. You will be required to have strong imagination and ability to think and create in three dimensions.
4. You will have to maintain a flexible and open attitude towards new ways of working and commitment for independent, lifelong learning.
5. You should possess excellent organizing & multi-tasking skills.
6. You will be required to be able to manage sensitive and sometimes confidential information.
7. You should be self motivated, able to demonstrate initiative and pro-active approach to daily tasks in response to direction and instructions.
8. You should possess good interpersonal skills, ability to work independently and also as a part of an effective team, assisting and supporting team members.
9. You will be required to be able to build good relationships at all levels, internally and externally.
10. You should be resilient to cope with conflicting demands, able to prioritize duties and work effectively under pressure and meet deadlines efficiently and effectively budget.
11. You will be required to demonstrate the ability to understand design decisions taken by Sr. members of the organization.
12. You should possess discerning and sophisticated eye.
13. You will be required to be able to sketch and communicate.
14. You should be ready to learn & apply new software skills like Google sketchup, Adobe Photoshop, MS Powerpoint and any other new software required for presentation/preparation of the deliverables.

This description reflects the core activities of the role but is not intended to be all inclusive and other duties within the group/department may be required in addition to changes in the emphasis of the duties as required from time to time.

3. CONSULTANCY FEES /SERVICE CHARGES:-

- (a) **Consultation fees:** - Your consultation fees for the above scope of work will be Rs. 27,000 (Rupees Twenty Thousand Only) on monthly basis inclusive of all taxes for administrative convenience and Rs-30,000 (Thirty Thousand Only). (i.e. Rs 3000 x 12 months) is the variable amount which shall be decided strictly based on your performance and shall be given at the end of first year. These fees will be paid in accordance with the rules and regulations contained in this letter and will be subject to company Policies and Rules as may be amended from time to time.

4. CONDITIONS OF CONTRACT:

- (a) The facilities, amenities granted to the consultants in excess of the statutory requirements do not form part of the conditions of contract and are subject to revision at the discretion of The Firm.
- (b) **Probation/Confirmation:** You will be on probation period for six months from the date of your joining the Firm. During your probation period your performance will be closely monitored to evaluate your suitability for the particular position for which you are hired. If your performance does not meet our expectations, the following remedial measures will be initiated.
- i. A warning letter will be issued and you will be counselled / mentored to improve upon skills / shortcomings.
 - ii. If no improvement is seen, second warning letter will be issued and part or whole of your monthly remuneration will be withheld or you will be demoted and your remuneration will be revised commensurate to your performance.
 - iii. Lastly if no improvement is seen, termination letter will be issued.
- (c) **Authorized Leave of Absence:** During the period of contract you shall be authorized to absent yourself from work as per the following guidelines (i) On the days, office of The Firm is closed. The list of such holidays is available on demand (ii) During the six months probation period, 1 day leave for every month completed will be credited to your leave balance.(iii) After successful completion of six months, 1.75 days for every one month completed, will be credited to your leave balance.
- (d) You will not engage yourself to any endeavour or activity which conflicts with the interest of the organization during and after your association with us.
- (e) **Working late hours:** You will be assigned such quantum of work that can be completed during prescribed work hours of 9.30 am to 6.30pm, or as changed from time to time. However if there are slippages in deliverables from your end, you may have to extend your work hours.
- (f) During your association with the organization you will be required to devote the whole of your working time, attention and abilities to the service of the organization exclusively and shall not without organization's written consent accept any additional employment or engage directly or indirectly in outside activity.
- (g) During and after the tenure of your association with the organization you will maintain total confidentiality of all current projects, future projects, research and development, business operations, in general all the organization's matters to which you will have access directly or indirectly and not divulge any information of confidential nature verbally / digitally or through hardcopy with anyone.
- (h) The consultant should not be associated / work directly or indirectly with any of Bhargawa clients/associate architects/consultants/any other associated party for at least 2 yrs after resigning/leaving
- (i) The consultant is not supposed to make communication through any electronic/print media, on social media or in any public utterance which tantamounts to criticism of the organisation.
- (j) The consultant (service provider) shall be solely responsible for the competency, detailed design, supervision of the work entrusted to them, direction and integrity of their consultancy & work.
- (k) The consultant is not allowed to carry personal I pads, Tabs, digital cameras, pen drives, external hard discs or any such electronic / digital device inside the office premises without the permission of any Sr. Architect / Associate.

- (l) The drawings, specifications and documents as instruments of service are the property of The Firm whether the project for which they are made are executed or not. These are not to be used for any other project except with the written consent of the Principal architect.
- (m) If there is insubordination / poor performance, then two written warnings will be issued. In case no improvement is seen within a reasonable time, it could lead to demotion / termination of the consultant.
- (n) All cheques shall be drawn in the name of 'Anand kumar payable at Par.
- (o) Copyright in all designs, drawings and documents prepared by the Architectural Consultant and in any works executed from those drawings and documents shall remain the property of The Firm.
- (p) Site visits: For any site visits within Delhi limits or any other place outside Delhi city limits, for the purpose of meetings or site inspection, the expenditure at actual towards your travelling shall be borne by The Firm on submission of original bills. However, expenses for daily commuting for providing consultancy to Bhargawa other than site visits/ meetings shall not be borne by The Firm. You shall be responsible to follow all safety procedures like wearing helmet, safety belts and any other gadget required during the course of site visit.
- (q) Besides, the terms and conditions mentioned in this letter, Bhargawa Associate Pvt. Ltd. policies, rules and regulations, as modified from time to time will also be binding.
- (r) This contract shall be subject to Delhi jurisdiction.

5. TERMINATION OF CONTRACT:

- (a) Bhargawa Associate Pvt. Ltd. reserves the rights to terminate the contract anytime during the contract period for the following reasons:-
 - 1) Failure to abide by the rules, regulations & policies of the firm.
 - 2) Non performance during your tenure with the firm.
 - 3) Any unprofessional behaviour/ insubordination or an act that is an offence under the law, will result in immediate termination of the Contract.
- (b) The consultant will be given 2 written warnings before the final termination of the contract. In extreme cases, management reserves the right to terminate the contract on immediate basis.
- (c) Upon termination of the contract all the papers and documents in the custody of the Consultant, relating to the business or the affairs of the organization, shall be returned and the Consultant will not retain any copies or extracts thereof.
- (d) **Breach Of Trust:** Any act on part of the Consultant resulting in Termination of Contract OR Failure on part of the Consultant to complete the contract period as defined in paragraph 3(b) above OR Failure on part of the Consultant to give advance notice of at least two months, any time during or after the contract period, and failure during the notice period to complete all pending jobs, train and acquaint and smoothly hand over the responsibilities to the other consultant, would amount to 'Breach of Trust'.
- (e) If any act, on the part of the Consultant, results in **Breach of Trust, as defined in the paragraph above**, the consultant shall pay liquidated damages of an amount that is equivalent to two times the rate of monthly consultation fees, last paid and the retention amount will be permanently confiscated.
- (f) **Relieving Documents:** Please note that 'Experience Certificate' will only be issued if the consultant does not violate any condition of the contract and completes the contract period as per paragraph 3(b) above.

Please sign the duplicate copy of the appointment letter as a token of your acceptance of the terms and conditions of the contract.

Yours sincerely,
For Bhargawa Associate Pvt. Ltd.


(SHASHANK BHARGAWA)
MANAGING DIRECTOR

I, Mr. Ashutoshkum, have read the offer letter and all the terms and condition mentioned therein and I accept them.

Name of Consultant: Mr. Anand kumar

Signature: 

Place: Delhi.

Date: 1st Feb. 2018