

MAR THOMA SYRIAN CHURCH, RANCHI
C/o. St. Thomas School, PO-Dhurwa, Ranchi.

Ref: MTC/RNC/PCC/2012/01

Date : 21.11.2012

To

M/s Atulya Architects
304, Anand Complex
H.B. Road, Ranchi-834001

Sub : Appointment of Consultant/Architect

Dear Sirs,

It is our great pleasure to appoint you as Consultant/Architect for the construction of our proposed 3 storey (1+3) new parsonage building covering approximately 10,000 sqft of carpet area in our plot located at Kilburn Colony, P.O. Hinoo, Ranchi – 834002.

In this connection, your kind attention is invited to your letter under Reference No. 12/AA/A-024 dt. 31.05.2012 and subsequent meeting held with you on the terms and conditions of your services. As an outcome of our meeting, we have mutually agreed upon the following conditions.

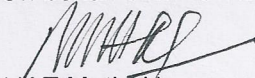
1. The service fee @Rs.10/- per sqft as demanded vide your letter dt. 31.05.12 is approved subject to the condition that no. of visits by your Engineering experts to the site of construction for supervision will be 5 times for each floor.
2. If any additional visit require, it will be paid @ Rs.1300/- per visit.
3. The service fee will be paid in instalments as per your terms.
4. You will prepare and submit necessary papers/documents/drawings/plan etc to the RRDA/Civil Authorities on behalf of the Management for the purpose of getting approval for construction of parsonage building. On behalf of Management you will also keep liaison with the Authorities in getting the approval as fast as possible.
5. You have also agreed to provide the drawings and estimate (soft copy as well as in CD) on payment of first instalment of service fee.

On the basis of above conditions, you have been paid the first instalment of Rs.25,000/- (Rupees Twenty five thousand) only vide our cheque no. 020935 dt. 06.09.2012.

You are, therefore, requested to kindly submit the necessary drawings and estimate with a draft tender notice as early as possible, so that we can take a decision for floating the tender notice.

Thanking you,

Yours faithfully,
On behalf of MTC Ranchi Parsonage Construction Committee


(K T Mathai)
Convener
Contact No. 9431107025