



PRAKASH DEEP FLAT OWNERS WELFARE SOCIETY (REGD.)
11TH FLOOR, PRAKASHDEEP BUILDING NO.7, TOLSTOY MARG, NEW DELHI-110001.

Minutes of meeting held on 25th October 2024 at Society' Office.

Location	:	RWA Office, 11th Floor, Prakash Deep Building, New Delhi.
Date	:	25th October 2024.
Time	:	03:00pm to 06:00pm
Mr. Ashok Kr. Jain		- President
Mr. Ravi Sharma		- Vice President
Mr. Lokesh Kumar		- Secretary
Mr. D K Devesh		- Treasurer
Mr. Kailash Chandra Sharma		- Executive Member
Mr. Sunil Ambardar		- Executive Member (Virtually connected through Video Call)
Mrs. Bindya Agarwal		- Executive Member (Absent)

Chairman of the Meeting:

Mr. Ashok Kr. Jain, President was unanimously appointed the Chairman of the meeting.

Quorum:

The Secretary confirmed that the quorum for the meeting is present except Mrs. Bindya Agarwal who unable to attend the meeting due to her busy schedule.

Leave of Absence:

The Secretary informed that 1 member (Mr. Sunil Ambardar) was physically not present in the meeting and already informed President that he shall be available on video conferencing call to discuss and support majority of the committee member's decision. The permission was granted by the chair to attend meeting through video call.

Following Issues discussed in the meeting.

1. To discuss and approve DIWALI Decoration cost for ground floor Lobby with real flowers, lowest quotation is Rs. 40,000/- (Highest quote was Rs. 50000/-).
 - a) Cost discussed amongst the committee members, one of the member has concern about the cost and wastage of money by putting real flowers decoration which is every year cost to the society, he suggested the committee that committee should buy some good quality of artificial flowers one time and reuse them every year so that recurring expense for Diwali decoration can be stopped. Majority of members disagree on this suggestion and expressed their feelings that Diwali is the most pious festival for us and society must celebrate the same with real flowers decoration and the same society is doing since many years. Later on after discussion, the majority of members asked Facility Manager go ahead with L-1 quotation for Rs. 40000/-.



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2. Lighting ropes (Ladiyan) 50 pcs of 50mtr each will be required for lighting of main lobby and surrounding of building, lowest quotation for Rs. 11,000/- plus GST (Highest quote for Rs. 18000/- plus GST).
 - a) L-1 quotation for Rs. 11,000/- unanimously approved by the committee members.
3. Diwali gift cost require to be approved for building staff & Other Govt. officials to be paid as per last system (Building Staff Rs. 54100/- & Other Govt. Officials Rs. 25200/-).
 - a) Members unanimously approved the Diwali gift cost.
4. Raw water tank repairing work about to start, plumbing/welding expense to by-pass the raw water through fire tank, the lowest cost for this work is Rs. 11,000/- including material. (Its urgent and require to be finalized, delaying may create fatal situation on the part of regular water supply to the Flats/Offices)
 - a) L-1 quotation for Rs. 11000/- approved by the committee members (Highest quote for Rs. 14810/-).
5. To discuss & approve the servicing of DG sets & Fire Engine (B-Check) is due (3 nos. DG sets & 1 nos. Fire Engine) Lowest quotation for Rs. 88,891/- from M/s OVN Engineers Pvt. Ltd. with additional spare parts of Hour meter with cable flexible drive (Its urgent and require to be finalized, delaying may create fatal situation)
 - a) Lowest quotation of Rs. 88,891/- received from M/s OVN Engineers (Highest quote received for Rs. 97275/- for 3 DG servicing) and same has been approved by the committee members, One of the member has concern that committee should find more service provider to get more competitive price for servicing of DG sets in future. AMC cost also discussed but the same find expensive at least double the cost of normal servicing with parts, hence decided by the members that committee should not to go with AMC proposal as of now, if necessary same will be discussed in future with new DG sets which shall be purchase in due course.
6. Old and damaged Sewerage (06 nos.) manhole cover to be replaced with new ones lowest quotation for Rs. 43000/- . (Its urgent and now to finalize, delaying will create fatal situation)
 - a) Cost of L-1 vendor for Rs. 43000/- has been approved by the Members (Highest quotation received 63000/- plus GST)
7. Facilities Management contract is already expired which need to be awarded Fresh/ Renewed,
 - a) Committee members discussed and decide that committee should go through proper tender process by inviting more facility management companies to get the competitive price and quality of service by invitation of tender through Local news paper (English & Hindi) beside circulation in owner's whatsapp group and society official website. The process should be initiated forthwith.



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8. Discussion on maintenance billing generation through customized Tally software instead of keeping separate billing software. In this process committee can generate invoice without adding interest to avoid GST liability before society get the payments from the flat owners/ Occupants. Initial cost of Customization of tally as per our requirement would be Rs. 69300/- plus GST and thereafter annual maintenance fee will be charged i.e. _____ (Tentatively 18k to 20k per annum + whatsapp messaging facility 6300/- PA)

a) Idea for generating maintenance billing through Tally Software has been appreciated by the committee members, because it will create single window solution and cost effective also. Instead of maintaining two different software, it is always good to go with one software as single window solution for generating maintenance billing. It will be easy to preserve society billing record through cloud space so that data loss chances are ZERO and easy to recover and also society can use new technology to have minimum manual intervention with the software to avoid errors. It has also options to send bill automatically through mails and whatsapp messages. Thus committee took decision to meet the vendor (Software Engineer trained by the Tally) to understand the tally customization process and cost of service to be provided by the software engineer. As per Facility Manager presentation, there will be two type of cost; 1st the customization and integration cost which is one time cost i.e. Rs. 69300/- plus taxes and 2nd cost will be recurring cost on annual basis i.e. 20k approx for AMC and Rs. 6300/- whatsapp message cost plus cloud space charges on annual basis. Committee members decide to meet the service provider after Diwali to discuss the total cost in person before awarding work. Thus decision of the committee will be taken after meeting of vendor concerned.

9. CCTV system up-gradation is required to be replaced and contract of maintenance is also require to be awarded fresh/ renewed.

a) The Committee has considered the concern of security with utmost priority and decided to call fresh quotations by the way of circulation on whatsapp group and through society official website. The process should be initiated forthwith.

10. Two quotations (1st vendor for Rs. 55,300/- & 2nd vendor for Rs. 48,000/-) taken for installation of MS frame shed with metro corrugated sheet for back side material entry/exit gate, lowest quotation of Rs. 48,000/- require to be approved to start the work.

a) One of the member has serious objection on this work, according to him its wastage of money and society should keep this work on hold till the front portion of building's façade repair work initiated and before initiation of work (if any) the committee should give prior intimation to NDMC & Fire Department. Majority of committee members feel that this work should be carried out in the favor of

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occupant's safety and comfort. Majority of members approved installation of M S Frame at the lowest quote of Rs. 48,000/-.

11. To discuss & approve the interest waiver amount under 2+1 Scheme on outstanding dues.

- a) One of the member has put his concern to take decision on the issue and comply with scheme approved by AGM dated 10.08.2024 regarding waiver of interest for 2+1 scheme as well as issue of few flat owners, which need to be decided urgently. He further stated that this issue was also deferred in last minutes of meeting date 28th September 2024 therefore committee should take decision urgently. Majority of members thinks Interest waiver in an issue required discussion again because in AGM it was decided that interest waiver can be given for 2+1 year only, if society wants to change the ratio from 2+1 year to 100% interest waiver, the same is serious & needs further discussion before taking any decision in the mean time committee should send communication to the Flat Owners who are defaulting on their timely payments as per the AGM decision. Hence, communication will be send within next week to the Flat Owner.

12. To discuss renewal of vendor's contract/ agreements.

- a) The issue discussed & it was decided that all the agreements & contracts time period of which expired will be awarded fresh/ renewed in phase manner. The majority of Committee Members opined that executive committee should go for award of contract by competitive bid and other terms and conditions for manner and method for awarding contract will be decided as and when such contract would be included in the agenda of committee monthly meeting.

13. Discussion on Duties, responsibilities & authorities of Treasurer to be assigned as per society By-laws.

- a) The Committee Members have decided that all vouchers shall be signed by Treasurer and anyone out of Vice President or Secretary. If anyone out of Treasurer or Vice President or Secretary will have any concern about the expenses to be incurred and mentioned in the voucher(s), he may raise so, then the said voucher shall be referred to the Secretary, who will then call an urgent Executive Committee Meeting, which Committee shall then decide about the expenses to be incurred as stated in the voucher(s) and the decision of Executive Committee in this respect shall be final in all respect.

It has been decided that all the cheques will be mandatorily signed by the President and along with President's signature, the second signature shall be anyone out of the Treasurer, Secretary or Vice President. However, priority will be given to the Treasurer in putting second signature.



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14. Last Minutes of Meeting dated 28th September 2024 to be signed by the Committee Members.

a) Minutes of meeting for 28th September has been signed by the committee members.

For Information Please:

- Fire NOC is expiring on 06.12.2024, renewal request will be submitted to the DFS first week of November, (Cost of facilitation need to be considered).
- ASI permission is expiring on 31.12.2024, extension for another 2 more years need to be requested, (Cost of facilitation need to be considered).