MINUTES OF MEETING

Meeting Date & Time : 25th July 2026 (03:00 PM – 05:30 PM)

MOM Reference Number : PD/MOM/2026-27/005

Venue : PDFOWS Office, 11th Floor, Prakash Deep Building, New Delhi

MEMBERS PRESENT:

1. Ms. Ekta Choudhary – President
2. Mr. Krishan Kumar– Vice President **(Through Virtual call)**
3. Mr. D. K. Devesh – Secretary **(Through Virtual call)**
4. Mr. Sunil Ambardar – Joint Secretary
5. Mr. Rajeev Mansukhani- Treasurer
6. Mr. Lokesh Kumar – Executive Member
7. Mr. Tarun Vohra – Executive Member **(Absent)**

Chairperson of the Committee

The President was unanimously elected as the Chairperson of the meeting and accordingly took the chair.

1. Replacement of Elevator Nos. 2 & 3

The Committee has placed an order for the replacement of two (2) old elevators with M/s KONE Elevator India Pvt. Ltd. after finalization of the revised quotation. The cost is Rs. 28,45,000 per elevator, inclusive of GST, freight, 24-month warranty, and prefixed AMC cost for an additional three (3) years. Accordingly, the total cost for both elevators is Rs. 56,90,000.

During the discussions, the Committee requested an extension of the warranty period from 24 months to 36 months. In response, the KONE representative expressed their inability to extend the warranty, stating that the revised offer has already been reduced by approximately Rs. 4,00,000 compared to the earlier proposal. This reduction was extended with special approval from the Managing Director's office after detailed discussions with Committee Vice President, who had approached the MD's office directly. Therefore, it was conveyed that no further additions or enhancements, including extension of warranty, are feasible under the current offer.

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However, the KONE representative informed that they will once again place a special request with the Managing Director's office to consider an additional 12-month extension of the warranty period. It was further stated that any decision taken by the Managing Director's office in this regard shall be final and binding on both parties. In case the same is not approved, the Committee shall proceed with the existing final offer.

In view of the above and considering the project requirements, the Committee agreed to proceed and confirmed the order with KONE. The purchase agreement has been signed, and an advance payment of 10% of the base value amounting to Rs. 4,82,203 has been released to confirm the order. GST shall be payable separately against the tax invoice submitted by KONE.

2. Opening of Sealed Price Bids of Tiles, Plaster, boundary wall

The tender was floated through a newspaper advertisement, along with an intimation shared on the Owners' WhatsApp group. Within the prescribed date and time, a total of 10 contractors purchased the tender documents. Out of these, 5 bidders submitted their tenders, of which 4 bidders qualified as per the technical evaluation criteria.

All sealed bids were subsequently opened by the Committee in the presence of the qualified bidders following the evaluation of their Technical Bids. The Committee has instructed the Facility Manager to prepare a comparative statement for the members' review and to proceed with further negotiations with the bidders, if any scope for negotiation is identified. The negotiation meeting shall be held at the Society Office in the first week of August.

4. HDFC Asset Management Co. Ltd. has requested for 30 KW Power Backup Facility

The draft Power Backup Agreement has been shared with HDFC for a 30 KW load at approved rate of Rs. 2,750 per kW. The Facility Manager informed the Committee that the Society will provide access to the DG panel, subject to HDFC installing the complete required infrastructure, including cabling up to the DG panel, at their own cost.

Upon receipt of the response from HDFC, the same will be placed before the Committee for their review, further guidance, and approval to formalize the load connection with the power backup panel.

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5. Opening of Sealed Quotations – uPVC Window Replacement

The matter has been deferred to the next meeting due to non-submission of quotations by a few vendors.

6. Approval for DG Sets Servicing

The committee has approved the revised quotation for servicing of three (03) diesel-operated engines & alternator and control panel at the following final rates (inclusive of GST):

- 250 KVA DG Set – Rs. 39,240/-
- 125 KVA DG Set – Rs. 33,074/-
- 75 HP Fire Engine – Rs. 34,597/-

The above rates have been finalized after due review and will be applicable for the servicing work as approved.

7. Renewal of Building & 3rd Party Liability Insurance.

The matter has been deferred to the next meeting due to non-submission of renewal quotations by the insurance company. The insurance company has committed to submit the quotation on or before 20th August 2026. The same will be finalized on or before the expiry of the existing policies.

- **Building Fire Policy** – Due for renewal **on or before 29.08.2026**
- **Third-Party Liability Policy** – Due for renewal **on or before 26.08.2026**

8. Parking Standard Operating Procedure (SOP)

- SOP for Owners' Parking and Society Owned Surface Parking has been approved by the committee members for circulation with Occupants/Owners.

9. Opening of new Bank Account with Indian Overseas Bank

This account is specifically intended for maintaining the Society's Sinking Fund and for making further investments through Fixed Deposits (FDs) from time to time. The objective is to ensure proper segregation, transparency, and efficient management of funds earmarked for major repairs, capital expenditure, and long-term financial planning of the building.

RESOLVED that separate Current Account in the name PRAKASH DEEP FLAT OWNERS WELFARE SOCIETY" to be opened with India Overseas Bank (The Bank) at Janpath branch and

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1. D. K. Devesh-Secretary
2. Rajeev Mansukhani-Treasurer
3. Lokesh Kumar-Executive Member
4. Tarun Vohra- Executive Member

are hereby authorized to do so and sign the necessary forms and documents related to account opening thereof jointly with any two.

RESOLVED FURTHER THAT the Bank be instructed to honour all cheques, promissory notes and other instruments NEFT / RTGS/ DD's etc. drawn by and all bills accepted on behalf of the SOCIETY whether such account be in credit or overdrawn, and to accept and credit to the account of the SOCIETY all monies deposited with or owing by the Bank on any account or accounts at any time or time kept or to be kept in the name of the SOCIETY and the amount of all cheques, notes, bills, other negotiable instruments, orders provided they are endorsed/signed by and above mentioned Members of the SOCIETY That the said bank account will be opened and operated with the any two signatories of the committee Members (as per name and position given), such signature(s) shall be sufficient authority to bind the SOCIETY in all transactions between the Bank and the SOCIETY including those specifically rendered to herein. Indian Overseas Bank is authorized to accept and/or act upon the instructions issued by the below said authorized signatories as per the mode of operation defined below.

1. D. K. Devesh-Secretary
2. Rajeev Mansukhani-Treasurer
3. Lokesh Kumar-Executive Member
4. Tarun Vohra- Executive Member

RESOLVED FURTHER THAT the SOCIETY hereby authorizes that the said bank account will be opened and operated with the any two signatories of the committee Members to place Term Deposit(s) in the name of the SOCIETY for any tenure and to prematurely withdraw the said Term Deposit(s).

RESOLVED FURTHER THAT the SOCIETY do and hereby nominate for Net Banking (view access) the below mentioned members of the SOCIETY to view data /corresponding payments made.

1) D. K. Devesh-Secretary
2) Rajeev Mansukhani-Treasurer
3) Lokesh Kumar-Executive Member
4) Tarun Vohra- Executive Member

RESOLVED FURTHER THAT SOCIETY hereby authorizes the Bank to mail/courier the Statement and other enabling access such as PIN, password, etc. to the attention of the person(s) authorized as above at the registered mailing address i.e. **prakashdeeprwa@gmail.com,** registered Mobile number **+91 9211728450** and to record the same for all communication purposes.

RESOLVED FURTHER THAT the SOCIETY do and hereby accept the terms and conditions applicable to such Account and services relating thereto and shall always be bound by and abide with them and their amendments from time to time and execute all necessary documents in favor of IOB as are required for availing such facilities.

"**RESOLVED FURTHER THAT** the Executive Members of the society is / are hereby authorised to apply for 'Corporate Internet Banking Services' of the Bank."

Executive Committee Members Signatures:

Ms. Ekta Choudhary – President	E.Choudhary
Mr. Krishan Kumar– Vice President **(Through VC)**	
Mr. D. K. Devesh – Secretary **(Through VC)**	
Mr. Rajeev Mansukhani- Treasurer	
Mr. Sunil Ambardar – Joint Secretary	
Mr. Lokesh Kumar – Executive Member	
Mr. Tarun Vohra – Executive Member **(Absent)**	