

SPECIAL MEETING OF MINUTES

Meeting Date & Time : 01st August 2026 (02:00 PM – 03:30 PM)

MOM Reference Number : PD/MOM/2026-27/006

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

MEMBERS PRESENT:

Ms. Ekta Choudhary – President

Mr. Krishan Kumar– Vice President

Mr. D. K. Devesh – Secretary

Mr. Sunil Ambardar – Joint Secretary

Mr. Rajeev Mansukhani- Treasurer

Mr. Lokesh Kumar – Executive Member

Mr. Tarun Vohra – Executive Member

Chairperson of the Committee

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

The following points were discussed and deliberated among the members:

1. Background and Tender Process

The Committee had floated the tender process on dated 8th June 2026 through a reputed newspaper (TOI + Navbharat Times) and the Society's owners' WhatsApp group.

A total of 10 bidders showed interest and collected/purchased the tender documents from the Society office at a cost of Rs. 1,180/- (inclusive of GST).

Out of these, 5 bidders submitted their tender documents along with quoted rates in sealed envelopes.

The Committee opened the technical bids to evaluate each bidder based on work experience and past project execution. After evaluation, 4 bidders qualified for the next stage.

The price bids were opened on 25th July 2026 in the presence of bidders and Committee members. The Facility Manager/Civil Engineer was instructed to prepare a comparative statement for further negotiation.



2. Comparative Statement of Bidders

a) Tile Fixing Work (MB & UB)

Sr. No.	Name of Bidder/Company	Amount (Rs.)	Status
1	SP Construction	17,43,750.00	L-1
2	Nirvan Construction Co.	29,70,000.00	L-2
3	Manchanda Buildcon Pvt. Ltd.	29,82,500.00	L-3
4	VAV World	31,10,000.00	L-4

b) Construction of Boundary Wall

Sr. No.	Name of Bidder/Company	Amount (Rs.)	Status
1	SP Construction	22,15,501.00	L-1
2	Manchanda Buildcon Pvt. Ltd.	28,49,850.00	L-2
3	VAV World	33,21,650.00	L-3
4	Nirvan Construction Co.	35,17,900.00	L-4

c) Interior Paint Work (LB, MB & UB)

Sr. No.	Name of Bidder/Company	Amount (Rs.)	Status
1	JSW Dulux Limited	5,35,300.00	L-1
2	SP Construction	6,92,300.00	L-2
3	VAV World	14,37,400.00	L-3
4	Nirvan Construction Co.	14,63,000.00	L-4

d) Exterior Paint Work

Sr. No.	Name of Bidder/Company	Amount (Rs.)	Status
1	JSW Dulux	45,00,000.00	L-1
2	Nirvan Construction Co.	60,00,000.00	L-2
3	VAV World	67,00,000.00	L-3
4	Manchanda Buildcon Pvt. Ltd.	80,00,000.00	L-4

3. Negotiation Outcome with L-1 Bidders (Including Cost Savings)

After detailed negotiations with the lowest (L-1) bidders, the following revised tentative values and savings were achieved:

a) Tile Fixing Work – L-1: M/s S P Construction

- Original: Rs. 17,43,750/- plus GST
- Discount: 5% (Rs. 87,187.50)
- Revised Tentative Value: Rs. 16,56,562.50/- plus GST
- Cost Saving: Rs. 87,187.50

b) Construction of Boundary Wall – L-1: M/s S P Construction

- Original: Rs. 22,15,501/- plus GST
- Discount: 5% (Rs. 1,10,775/-)
- Revised Tentative Value: Rs. 21,04,726/- plus GST
- Cost Saving: Rs. 1,10,775/-

c) Interior Paint Work – L-1: M/s JSW Dulux Limited

- Original Quoted Price: Rs. 5,35,300/- plus GST
- Discount Offered: 7.5% (Rs. 40,147.50)
- Revised Tentative Value: Rs. 4,95,152.50/- plus GST
- Cost Saving: Rs. 40,147.50

d) Exterior Paint Work – L-1: M/s JSW Dulux Limited

- Original: Rs. 45,00,000/- plus GST
- Discount: 7.5% (Rs. 3,37,500/-)
- Revised Tentative Value: Rs. 41,62,500/- plus GST
- Cost Saving: Rs. 3,37,500/-

Total Cost Saving Achieved without compromising the quality and scope of work:

Rs. 5,75,610/- (Rupees Five Lakh Seventy-Five Thousand Six Hundred Ten Only)

4. Award of Work

- Paint work (Interior & Exterior) has been awarded to M/s JSW Dulux Limited (Final L-1 Bidder).
- Tile fixing work and construction of boundary wall have been awarded to M/s S P Construction (Final L-1 Bidder).

5. Committee Instructions

The Committee instructed the Facility Manager to:

- Prepare and issue the LOI/Work Order
- Complete further formalities, if any
- Share the work execution plan with the Committee on priority
- The revised contract/work order value shall be issued only after Committee approval.

6. Additional Points Discussed

a) Fire Extinguishers Refilling & Hydraulic Testing

- Initial Quoted Price: Rs. 58,700/- plus GST
- Negotiated Price: Rs. 56,500/- plus GST
- Cost Saving Achieved: Rs. 2,200/-

b) Battery Purchase

- 13 batteries for lifts (ARD system) and UPS
- Vendor: M/s Bhawani Singh & Sons
- Total Cost after buyback: Rs. 15,035/-

Decision:

The Committee approved the cost of battery replacement and instructed the Facility Manager to proceed with the procurement accordingly.

7. Conclusion

The Committee concluded the discussions and directed the Facility Manager to complete all formalities and submit, on priority, the execution plan for tile fixing work, paint work, and construction of the boundary wall for further discussion, prior to issuance of the LOI to the contractors.

8. Appointment of Accountant cum Office Assistant.

The Committee unanimously decided and approved the creation of a new position of **Accountant-cum-Office Assistant** w.e.f. 1st August 2026 through the approved Facility Management Company, M/s Factotum Services Pvt. Ltd., which is already providing manpower services to the Society. The new position is intended to replace the existing Accountant, whose retirement has been due for approximately the last one year.

The Committee further emphasized that, considering the importance and continuity of accounting and office administration functions, an appropriate **backup arrangement/succession plan** should be maintained for this position in the future, so that the Society's day-to-day accounting and office operations are not affected in the event of absence, resignation, retirement, or any other unforeseen circumstances.

Executive Committee Members Signatures:

Ms. Ekta Choudhary – President	
Mr. Krishan Kumar– Vice President	
Mr. D. K. Devesh – Secretary	
Mr. Rajeev Mansukhani- Treasurer	
Mr. Sunil Ambardar – Joint Secretary	
Mr. Lokesh Kumar – Executive Member	
Mr. Tarun Vohra – Executive Member	