



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

MINUTES OF MEETING

Location: RWA Office, 11th Floor, Prakash Deep Building, New Delhi

Date: 23rd August 2025

Time: 03:00 PM to 05:30 PM

Attendees:

- | | |
|------------------------------|--------------------------------------|
| • 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 |
| • Mrs. Bindya Agarwal | – Executive Member (<i>Absent</i>) |

Discussion Points & Decisions

1. Negotiation meeting with Insurance Agents/Consultant for Renewal of Building Insurance (Due on: 29th August 2025).

- Renewal proposals were received from multiple Insurance Agents/Consultants (refer comparative sheet). These were reviewed by the members, and further negotiations were conducted with all participating insurance broking companies.
- After negotiation, the lowest quotation was finalized with **The Oriental Insurance Company Limited**, through their authorized insurance broking company **M/s APAC Insurance Broking Services (I) Pvt. Ltd.** (License No. LC0000000387, Regd. Office: 510, P.P. Tower, Netaji Subhash Place, Pitampura, Delhi – 110034).
- The **final premium of ₹3,31,429/-** was approved by the committee for the “**Bharat Laghu Udyam Suraksha**” policy with a **sum insured of Rs. 49,80,00,000/-**.
- Along with this, an additional **Third Party Liability (CGL) policy** was included for a **sum insured of Rs. 5 Crores** with a **premium value of Rs. 11,800/-**.
- Further, the broking company committed to organizing an event within the building premises. For this purpose, they will pay:
 - **Space utilization rental: Rs. 31,000/-**
- Thus, the **total payout to Prakash Deep Flat Owners Welfare Society** towards space utilization for the event-cum-advertising activity by **M/s APAC Insurance Broking Services (I) Pvt. Ltd.** will be **Rs. 31,000/- GST extra as applicable.**



PRAKASH DEEP FLAT OWNERS WELFARE SOCIETY (REGD.)

11TH FLOOR, PRAKASHDEEP BUILDING NO.7, TOLSTOY MARG, NEW DELHI-110001.

2. Finalization of Per KW Rate for 60 KW Power Backup Request by M/s HDFC

- The rate of **Rs. 2,500/- per kW**, as suggested by a member in the last monthly meeting, was proposed and communicated to the HDFC representative.
- The **HDFC representative** responded that the quoted rate appears to be on the higher side; however, they did not provide their expected/acceptable rate per kW.
- After discussion, the committee **did not agree to consider any rate below Rs. 2,500/- per kW**. Accordingly, it was decided to **keep the matter on hold** until further interaction/negotiation with HDFC.

3. Discussion on Kone Elevator quotation towards purchase of new elevator.

The committee decided to invite the **Kone Elevator representative** for the negotiation on the next committee meeting in order to:

- Negotiate the **quoted price**,
- Discuss and finalize the terms and tenure of the **extended warranty**, and
- Negotiate **AMC rates** for a minimum period of **3 to 5 years** after the expiry of the warranty period.

4. Tender to be opened for old GI pipeline replacement with UPVC pipes.

- Since only **one sealed tender** was received from an interested bidder, the committee noted that there is **no comparative basis** available to evaluate and negotiate for a better price.
- Accordingly, the majority of members unanimously decided that the committee should **explore a few more vendor options** to ensure competitive pricing.
- Therefore, the matter has been **deferred** until additional vendor references are obtained.

5. Upcoming AGM.

Draft agenda shared with committee members and Discussion has been made on the forthcoming Annual General Meeting (AGM) agenda.



PRAKASH DEEP FLAT OWNERS WELFARE SOCIETY (REGD.)

11TH FLOOR, PRAKASHDEEP BUILDING NO.7, TOLSTOY MARG, NEW DELHI-110001.

6. Review of Balance Sheet for FY 2024-25.

The committee reviewed and accepted the draft balance sheet after discussion with the Auditors.

7. Signing of Minutes of the Previous Monthly Meeting held on 26th July 2025.

The Minutes of Meeting for 26th July 2025 have been signed by the committee members and will soon be uploaded to the WhatsApp group and society website for members' review and information.

Additional points discussed in this monthly meeting which were not concluded due to suggestions from committee members to gather more options from the **Owners' WhatsApp group** for comparative pricing.

It was decided that if **no responses** are received on or before **7th August 2025**, the **Secretary** is authorized to finalize the **L-1 vendor rates**.

The rates will be finalized based on the **comparative quotation chart** presented by the **Facility Manager** in the committee meeting held on 26th July 2025.

a. Requirement & Approval for New Porta Cabins (03 Nos.) for Security Guards.

"The Facility Manager presented a comparative statement of three quotations for the procurement of three new porta cabins (guard huts) for use by security personnel.

Regarding the current requirement for guard huts, the Secretary has been authorized to post the requirement, along with a deadline, in the Owners' WhatsApp group to invite more responses from vendors or manufacturers. This will help gather a wider range of options before the Committee finalizes the procurement of the new guard huts. Secretary is further authorized to finalize the rate & the name of supplier so that requirement of Porta Cabin is put as early as possible."

Rate comparative chart for purchasing **3 nos. porta cabins** was presented in the last committee meeting held on **26th July 2025** by the Facility Manager.

Rates quoted by interested manufacturers:

- M/s UK Porta Prefeb India : Rs. 171,690/-
- M/s ARC Engineering Equipment : Rs. 213,580/-



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

- M/s Easy Portacabin Pvt. Ltd. : Rs. 217,120/-

The **Secretary** negotiated the total cost for 3 porta cabins on a **lump-sum basis** with the **L-1 manufacturer (M/s UK Porta Prefeb India)** and successfully **reduced the cost to Rs. 168,740/-**, inclusive of GST as applicable.

b. Procurement of MS Sewer Manhole Junction Covers with Base Frame (Including Civil Work).

“The Committee decided to follow the same process for this requirement as outlined in Point No. 5. In last MOM dated 26th July 2025, It may be shared in the committee’s WhatsApp group and Secretary is further authorize to finalize the rate & the name of Fabricator to complete this work”.

Rate comparative chart for purchasing **4 nos. Manhole Cover with base Frame** was presented in the last committee meeting held on **26th July 2025** by the Facility Manager.

Rates quoted by interested Fabricators:

- M/s Zeeshan : Rs. 38,000/-
- M/s Shri Guru Tegh Bahadur Rolling Shutter : Rs. 43,500/-

The **Secretary** approved **L-1 Fabricator (M/s Zeeshan)** quotation for Rs. 38,000/-.