



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: 26th July 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. Approval of Plant Rates Collected from Nursery

The Facility Manager presented three quotations from *M/s Greenways Nursery* for the supply of 150 plants (a mix of small and large sizes). The cost estimates for the three options varied based on the size and type of plants:

- **Option 1:** ₹1,17,500
- **Option 2:** ₹1,53,500
- **Option 3:** ₹2,79,500

After due discussion, the Committee approved **Option 2**, amounting to **₹1,53,500**, for the procurement of plants and pots. The Facility Manager has been instructed to issue the purchase order in favor of *M/s Greenways Nursery*.

It was also decided that a **termination notice** will be issued to the existing vendor, *M/s Life Line*, for the removal of their plants currently provided to the building on a rental basis. A **one-month notice** will be served, requiring the vendor to remove all their plants by **31st August 2025**, so that the delivery and placement of new plants can be aligned accordingly.

2. Renewal of Building Insurance (Due by 29th August 2025)

The Committee discussed the upcoming renewal of the building insurance policy, which is due by **29th August 2025**. It was decided to circulate a communication within the larger owners' group to invite quotations from additional insurance companies or agencies, in order to obtain more competitive pricing. It was suggested that the Facility Manager should notify the Committee **at least three months in advance** of the policy's expiry to allow sufficient time for evaluation and decision-making. This suggestion was well-received and unanimously agreed upon for future renewals.



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For the current year, a message will be shared with the owners' group, requesting interested insurance companies or agents to submit their quotations within **10 days**. The final decision regarding the renewal will be made in the **next Committee meeting**, scheduled for **23rd August 2025**.

3. Approval of Cost for New RO + Water Cooler (Commercial Use / Heavy Duty)

The Committee reviewed the following options for the procurement of a commercial-grade RO and water cooler setup to meet the drinking water needs of building staff and members:

- **Option 1:** Eureka Forbes Combo (40/20 Ltr Capacity – RO + Water Cooler) – ₹76,000/- (inclusive of GST)
- **Option 2:** Eureka Forbes RO only – ₹36,000/- (inclusive of GST)
- **Option 3:** Ionix RO + Voltas Water Cooler Combo – ₹25,000 + ₹32,000 = ₹57,000/- (inclusive of GST)
- **Option 4:** Eureka Forbes RO + Voltas Water Cooler Combo – ₹36,000 + ₹32,000 = ₹68,000/- (inclusive of GST)

After detailed discussion, the Committee decided to proceed with **Option 1**, a combo unit offered by **M/s Eureka Forbes**, considering the brand's strong reputation and the durability of its products. The Committee also negotiated the price with the company's representative over a phone call, bringing down the final cost to **₹63,000/- (inclusive of GST)** for the **AG PRO PURECHILL 40PSS RO+UV+CuZn** combo model. The members **unanimously approved** the negotiated cost and instructed the **Facility Manager** to issue a **Purchase Order in favor of M/s Eureka Forbes** and coordinate the installation of the machine at the **11th Floor near Society Office**.

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

The Committee reviewed and discussed the **comparative analysis** between DG space rental and power backup rates presented by the Facility Manager for consideration. After detailed deliberation, it was unanimously decided to offer **₹2,500/- per KW** to **M/s HDFC** for the requested **60 KW power backup**.

In case HDFC has any concerns or requires clarification regarding the proposed rate, the Committee members are open to holding a meeting with their representatives.

Furthermore, the Committee discussed the need for a structured pricing policy for power backup to ensure transparency and consistency in future offerings. It was agreed to adopt the following **rate chart for power backup supply from society-owned generator sets**:

Load Range	Rate (Per KW)
01 KW to 20 KW	₹3,100/-
21 KW to 50 KW	₹2,750/-
51 KW to 100 KW	₹2,500/-

The Committee also approved that any **power backup agreement** signed with occupants shall include a clause for a **5% price escalation every three years**.



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5. 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.

6. 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**. 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.

7. Requirement of Three 8TB Hard Disks for CCTV Backup Extension (30 Days)

The proposal for procuring **three 8TB hard disks** to extend the **CCTV recording backup to 30 days** was **deferred** for the time being. The matter will be reconsidered in a future Committee meeting.

8. Review of SSA Contractor's Work Progress

A meeting was held with the **contractor (M/s SSA, represented by Mr. Samir Jain)** and the **Consultant Engineer Mr. Sanjay Srivastava** from **M/s Team Professional** to review the current **project work progress** and discuss the **future execution plan**. The objective was to ensure timely completion of the project **on or before 31st December 2026**, in accordance with the expiry of **ASI permission**.

During the discussion, members emphasized the importance of aligning the execution timeline to meet the target deadline of **31st December 2026**. The contractor was instructed to **prepare a detailed blueprint of the remaining work schedule** by prioritizing the front portion of building with minimum time frame avoiding NGT restriction's months and submit the same for Committee review **on or before 10th August 2025**.

9. Finalization of AGM Food Menu

The Committee discussed and finalized the **food menu** for the upcoming **Annual General Meeting (AGM)** scheduled to be held on **20th September 2025**, between **11:30 AM to 01:30 PM**, at:

- **The Masonic Fraternity of New Delhi**
Freemasons Hall, Janpath, New Delhi – 110001

The menu has been finalized and approved in line with the event schedule and venue requirements.



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10. Review of New Elevator Quotations

The Facility Manager presented a **comparative statement of five quotations** for the procurement of a **new elevator**, intended to replace the existing **Hyundai make elevator**.

After thorough discussion and analysis, the Committee reached a final decision to proceed with **M/s Kone Elevator**, based on the following key considerations:

- **Proven after-sales support** previously experienced with the vendor.
- Existing **Kone elevators in the building**, enabling **synchronized operations** across floors.
- Prevention of **parallel floor stoppages**, which can occur when different brands function independently.
- **Power efficiency**, achievable through brand synchronization features available with Kone systems.

The Committee **unanimously approved** the selection of M/s Kone Elevator and instructed the Facility Manager to invite the **Kone representative** for a **negotiation meeting** during the next Committee Meeting scheduled for **23rd August 2025**.

The negotiation will cover:

- Final **price** discussions
- Review of **technical specifications**
- Provision of an **extended warranty** (beyond the standard 12-month warranty) **on an FOC basis**
- Finalization of **AMC (Annual Maintenance Contract) rates** for **3 to 5 years after completion of warranty period**.

Additional Point Discussed Beyond the Agenda

11. Requirement of 3 KVA Inverter cum UPS with 6 to 8 Hours Backup for CCTV System

The Facility Manager informed the Committee about the urgent requirement of a **3 KVA Inverter cum UPS** to provide **6 to 8 hours of backup** for the **CCTV system**, ensuring uninterrupted operation and protection of surveillance data during power outages.

The Committee acknowledged the importance of this requirement and instructed the **Facility Manager** to **collect quotations from the market** and present them for **members' review and approval** in the upcoming meeting.