

GREEN WORLD CHS LTD

REG. NO. T.N.A./(T.N.A.)/HSG(TC)/34537/JTR/2021-2022

GUT NO. 242, HISSA NO. 1 TO 7, DIGHE, NAVI MUMBAI - 400 708

QUOTATION

Quotation No:

Date:

To,
Chairman/Secretary
Green World,
Airoli Knowledge Park Road,
Dighe Naka, Navi Mumbai,
Maharashtra, 400708
India

Sub: - Quotation for Complete Society Household Solutions (Finance, Compliance & Administration Management at Green world housing society Dighe - Airoli.

Plan No.	Item Description	Unit	Qty	Rate	Amount
1.	Complete Society Household Solutions (Finance, Compliance & Administration) (1 Society Manager, 1 Site Accountant – 8 hours/day X 6 days/week) Cluster Support & Management Fees are Included.	Monthly	12		
		Total			
		GST	18%		
		Grand Total			

Terms & Conditions:

Authorized Company having Experience of successfully providing Complete Household Solutions to Society which having more than 500 Flats in last 5 years ending January 2023.

All WORK ORDERS / COMPLETION CERTIFICATES, client references with contact number to be shared along with the proposal for verification.

Note: - Quotation must be submitted in closed envelope within 7 days.

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❖ Scope of Work

- 1) Take complete ownership of the fully compliant society office setup.
- 2) Provide an improved experience of a managerial solution to committee members & compliance management operations.
- 3) **Recovery:** -
We conduct the procedure of recovery of maintenance from society members U/s. 154 (B)-29 of MCS Act.
- 4) **Society Management:** -
To inspect day to day work of society and submit report on issues to managing committee, ii) To Receive correspondence from members on behalf of managing committee. Prepare draft of reply for the same and put in monthly managing committee meeting. iii) Liasoning work with respective department, vendors.
- 5) **Legal Consultation:** -
To Scrutiny documents on new member addition (by nomination, flat purchase). To follow procedure to Issue new share certificate (on loss of share certificate) & amendment on share certificate (after purchase of flat). To scrutiny AMC contracts before sign. By the MC. Preparation and submission of "O" form (Audit rectification). Online submission of mandatory return.
- 6) **Accounting Work & Finalization:** -
Creation and maintain Individual member ledger/ Ledgers and ledgers as per by laws. ii) Consultation on AMC's on price negotiation.
- 7) **Statutory Register updating:** -
To create, maintain and update Register like "I register" "J register" "share register" "share ledger". etc. ii) Consultation on monthly meeting /AGM /SGM prepare notice, agenda, minutes for the same. iii) Consultation on draft, agenda, and finalization of minutes for AGM/SGM. iv) Consulting on filing system and other day to day activity. v) Timely advisory to the MC as per the bye-laws. vi) To submit audit rectification report in the office of Deputy Registrar.
- 8) **TDS return & working:** -
To file TDS return every quarter and issue TDS certificate to various vendors accordingly. Make TDS payment to the concerned department.

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9) Conducting Election: -

To conduct the complete Election Procedure U/s. 73 as per the timely guidelines provided by State Election Authority, Pune, appoint and handover charge to the new office bearers and submit the reports in the office of Deputy Registrar.

10) Handover of records from builder: -

To mediate and consult the managing committee in the process of taking handover from builder/developer/promoter. ii) To mediate and consult the managing committee in the process of taking handover from existing managing committee.

11) Statutory Audit U/s. 81(5)(b): -

i) To carry the statutory audit of the society from empanelled auditor and timely submit audit report to the Managing Committee. ii) Timely advisory to the MC as per the bye-laws.