

## Form 1

### **Letter of offer to Client by Structural Design Consultant (Draft to be modified appropriately for a proposal at hand)**

From:

[Name & Address of the Structural Design Consultant]

To

[Name & address of Owner/Developer/Builder]

Ref: (Description of Work) \_\_\_\_\_  
\_\_\_\_\_

Sub: Our offer as Structural design Consultant

Dear Sir

With reference to the work

Dear Sir

With reference to the work under reference, I am pleased to offer my services as a Structural Design Consultant under the following terms and condition:

**1] Scope of work:**

- a. Preparation of structural design and drawing and drawings and typical calculations for submission to the approving authorities based on the architectural drawings and details supplied to me
- b. Advising you for the appointment of Geotechnical Consultant whenever necessary, at your cost.
- c. Visiting the site at important stages of work as may be necessary to inspect whether the structural work is being executed in accordance with my specifications. Continuous supervision shall not form part of my scope of work.
- d. Issuing a certificate of Structural Stability based on the certificates of satisfactory completion from the contractor

**2] Professional Fess:**

My professional fees for the above scope of work shall be Rs.-----[or at -----% of the cost of structural work]. Until a more accurate estimate is available, the estimated cost of

the structural work shall be taken as Rs.----- Service tax shall be applicable extra as per the government directives.

**Notes:**

The area for the purpose of computation of estimated cost of structural work shall include gross built up area of building/ buildings, balconies, garages, meter room, sub-station, society office, staircase room, lift machine room and the area covered under stilts and covered parking spaces.

The structural work shall include the R.C.C. work, structural steel work structural masonry ( load bearing or retaining), structural timberwork, excavation, PCC and soling under footings, pile/raft foundations and any such work.

**3] Stages of Payment:**

	<b>Stage Payable</b>	<b>Fees</b>
a	Advance	Rs.
b	On preparation of preliminary drawings for tender	50% [Less received earlier]
c	On preparation of drawings for execution of work	75% [ Less received earlier]
d	During the execution of work	95% [Less received earlier]
e	On submission of certificate of structural stability	100% [Less received earlier]

(Depending on the actual scope of work, more/ different stages of payment may be necessary)

**4] Terms and Conditions:**

**a.** You will forward all the necessary architectural and other working drawings and their revisions to me well in time for my action and record.

**b.** You will forward to me a copy of interim and final certificates of payment to the Contractor for the executed work (when the professional fees are based on the percentage of value of work completed).

**c.** For any percentage of value of work, additional fees shall be applicable.

**d.** If the following Services are found to be necessary, they shall be charged extra:

- Dynamic/Model Analysis
- Estimation of quantities
- Bar bending schedules
- Preparation of fabrication drawings ...

**e.** In case extension or revisions in planning are contemplated, the same may not be incorporated unless their structural feasibility has been ascertained by me. If the extensions/ revision are on account of such revisions shall be charged.

**f.** In the event of partial services due to abandonment, variation, substitution or omission of any Project and/or work or part thereof, the fees in respect of the services rendered by me shall be paid.

**g.** For services rendered by me in connection with any litigation, arising out of the above work due to causes outside my control, my fees shall be extra.

**h.** Outstation visits shall be charged extra as follows:

Travel:

Lodging and boarding:

Outstation allowance per day:

**i.** Totally four sets of all drawings shall be issued free of cost. Additional prints shall be charged extra.

**j.** Soil investigation, testing of materials or structural work shall not be a part of our scope of work.

**k.** You shall forward to me the certificates of satisfactory completion of work from the Contractor and the Project Management Consultant/ Site Supervisor for the purpose of issuing the certificate of structural stability.

**l.** The Structural design and drawings shall be my property and the same may not be copied without my written permission.

**m.** In the event of sufficient cause, our professional association may be terminated by either party upon prior notice being given to the other party and provided that the part of the fees due the services already rendered are paid to me and till such fees are paid, you shall not appoint another Structural Design Consultant.

**n.** In the event of any dispute, the same shall be resolved by arbitration. The Arbitrator shall be appointed by the Indian Society of Structural Engineers / both of us.

I request you to sign a copy of this letter as a token of acceptance of the offer and return the same to me for my records along with payment of advance.

Sincerely,

Signature of the Structural Engineer

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**I/We hereby accept your offer and confirm your  
Appointment as my/our structural Design  
Consultant for the wok mentioned above.**

[Signature of the client with seal & Address]

(Note: Alternative the client may issue a separate appointment letter with the same content.)