

# THIRD WAVE ENVIRONMENTAL DESIGN

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11.09.2019

To,  
The Director,  
MKSSS's K.B.Joshi Institute, Pune

**Subject: Consultancy for conducting environmental audit for institutional building.**

BNCA Research Cell (BRC) has been approached to provide environmental audit consultancy for MKSSS's K.B.Joshi Institute. BRC hereby has provided consultancy scope of work and proposal along with tentative timeframe to complete the project. The proposal is currently based on initial meeting and information shared during the same. Quotation may change subjected to variation and alterations to the project scope.

We are hereby happy to provide our services and offerings to you and looking forward to working with you.

With Regards,

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### Project Background:

The institution has classrooms, labs and ancillary spaces with allied courses run during throughout the day. The audit is primarily divided into sub parts; energy audit, waste audit and water audit. Each sub head will further be scoped out based on the detail requirement at the later stage of the project. The project proposal has been worked out based on the time involved, tasks undertaken and deliverables from the BRC.

### Scope of Work

Sr. No.	Scope of Work	Activity / Sub- activity
1	Waste Audit	Assessment of different waste generation in the project
2		Average waste generated per person/ per building
3		Reduction strategies for waste
4	Energy Audit	Review of all available architectural drawings
5		Onsite walk through audit of the campus buildings for usage assessment
6		Evaluation of each building for energy usage and renewable energy if any
7		Assessment of 12 months electricity bills and studying
8		Suggestive implementation plan and energy saving measures
9	Water Audit	Assessment of existing water usage in buildings and on site for both domestic water and waste water.
10		Water footprint to be calculated
11		Suggestive implementation plan and water saving measures

Scope of Work	Fees (INR)
Energy Audit	20000
Water Audit	5000
Waste Audit	5000
<i>In Words: <b>Thirty thousand rupees only</b></i>	

### **Audit and Survey Requirement:**

As part of the onsite project assessment we would require the following details and access to information-

1. All architectural drawings
2. Access to every classroom/ ancillary spaces and labs for onsite study purpose
3. Questionnaire survey to be circulated to students and faculty to respond to the same
4. 12 months electricity bills
5. Details of all ancillary equipments like pumps, D.G. sets etc on site and their capacity
6. Purchase of various equipments and stationary etc for official use and its related data like quantities.
7. Any other data relevant to the project completion as discussed prior to the commencement.

### **Project Timeline**

20<sup>th</sup> September 2019- Project Initiation (based on written work order)

20<sup>th</sup> to 30<sup>th</sup> September - Basic information required for onsite study

1<sup>st</sup> Oct – 10<sup>th</sup> October- Onsite data collection by team on various aspects of energy, water, waste

23<sup>rd</sup> October- Draft report submission

4<sup>th</sup> November- Final report submission

**Consultancy Fees:**

50% Advance/Draft Report Submission

50% After completion of project/Final Report Submission

**\* Terms, Limitations and Constraints:**

GST will be applicable at 18%.

Any information / documentation shared between the concerned parties will be treated confidential and as per terms of the contract.

The fee quoted above is exclusive of the registration fees to the authority and other consultancy charges other than the ones stated.

The fee quoted is inclusive of all consultancy related itineraries including travel, logistics and equipments etc as detailed in the project proposal.