

Dt. 02.01.2020.

Sir,

Sub: Consultancy charges of Arena Consultants, Engineers & Design

You have forwarded me an invoice bearing No. AC/GVDC/220/Invoice 2 dated 24.12.2019 for Rs.1,90,000/- + GST of Rs. 34,200/- of Arena Consultants for providing Master Plan of 119 & 191 Synergy Square in the land of GVDC Pvt Ltd, Turkapally for approval.

As per their offer letter dated 9th October 2019 they have quoted Rs. 19/- per Sft towards their professional charges for rendering their architectural services for our GVDC Project. They have mentioned in their offer letter the total built up area under consideration will be approx. 1,00,000 sft. Copy of their offer letter is enclosed herein for your reference.

We have agreed for the same vide our mail dated 16.10.2019 and they have raised their first invoice for Rs. 1,90,000 + GST 34,200 = 2,24,200/- towards 10% of advance as per their offer letter and the same has been paid by us.

As per their offer letter the second installment payable is 20% of the total amount for providing master plan but they have raised invoice for 10% of the total amount only i.e., 1,90,000/- + GST 34,200 = 2,24,200/- vide invoice No. AC/GVDC/220/Invoice 2 dated 24.12.2019. This amount is to be paid.

Please note that actual area of the project is yet to be arrived.

This is for your information.

Kanaka Rao.