

Indemnity Bond cum Undertaking

For Commencement of Renovation/ Fit-Out

Date: _____

To,
The Governing Body
The Verandas Apartment Owners Association,
Sector 54, Gurugram - 122011
Haryana

Sub: Permission to commence renovation/ fit-out work in Apartment No.: _____.

Dear Sir,

I/ we _____ (name/s) are the Owners of the above-mentioned Apartment in The Verandas and request that I/ we are permitted to commence renovation/ fit-out starting _____ (date). I/ we hereby undertake that the renovation/ Fit-Outs shall be undertaken as per the set guidelines laid out below by the Association:

1. Mandatory Compliance: -

- Owners are required to obtain written permission from the Estate Office before commencement of the work along with details of the Contractor who is engaged for the assignment.
- It will be the duty of the Owner to ensure that before the commencement of the work, Contractor submits copies of the Aadhar/ ID cards of all laborers/ workers with the Estate Office to ensure that the laborers/ workers are issued the necessary security pass for the tenure of the work being done.

2. Drawing and Approval:

- Suitable drawings for civil, plumbing, fire-related work must be approved by the Estate office. Failure to comply may result in penalties.

3. Fee, Deposit and Penalties Deposit: -

- Before the commencement of work, I/ we undertake to deposit a **security deposit cheque of Rs. 50,000/-** in the name of "The Verandas Apartment Owners Association" with the Estate Office.
- I/ we understand and agree that the deposit will be returned upon inspection and satisfactory report by the estate office team.
- I/ We understand and agree that any damage to common areas or adjoining units will be recovered from this deposit.
- I/ we also undertake to pay non-refundable common property upkeep charge of **Rs. 10,000 (Ten thousand only) + GST per month till the completion of work.**
- I/ we further undertake to pay a **one-time charge of Rs 6,000 (Six Thousand only) + GST** for funding the service lifts for the period of the renovation.

4. Renovation timelines: -

- *I have understood that the approval provided to me/ us is to carry out Renovation work within 180 days. Any work being carried out for more than 180 days, I/ we shall be charged a penalty amount of Rs. 500/- per day which I undertake to pay.*
- *This security deposit of Rs. 50,000/- shall only be valid for 120 days. If work is not completed within 180 days, a fresh deposit of Rs. 25,000/- is required for a 60-day extension.*

5. Working Hours: -

- *Work timings: 09:00 AM to 06:00 PM*
- *Silent Hours: 01:30 PM to 03:30 PM.*
- *Non-compliance may lead to the stopping of work and eviction of workers by security.*

6. Renovation Guidelines: -

- *Doorbell/intercom must be functional during the renovation.*
- *Workers must wear and display ID cards/entry pass issued by the Estate office and only use service elevators.*
- *Neither structural changes are permitted, nor alterations are permitted which affect external façade/ view.*
- *No UPVC frames, doors or windows other than what has been approved by the estate office shall be allowed to be installed.*
- *Movement of Construction Material - Weekdays 11:00 AM to 1:00 PM, no material movement on Sundays and Public Holidays unless prior approval from Estate Office.*
- *No chasing of R.C.C walls for electrical and AC work will be allowed.*
- *In the event of redoing the flooring, only certified waterproofing material shall be used like Dr. Fixit, etc. When the waterproofing is being done, it is the responsibility of the owner to call the in-house plumbing team and conduct the waterproofing in their presence and the waterproofing must be tested up to the satisfaction of the in-house plumbing team.*
- *In case of changing the pipeline, it is the responsibility of the owner to replace the existing pipeline with Cu-pipeline as provided by the builder.*

7. Material and Debris:

- *No work/ storage is allowed in lobbies/common areas except for the parking area of the Apartment owner.*
- *Stored debris in your Apartment shall be disposed within 48 hrs. through the service elevator (11:00 AM to 01:00 PM).*
- *Noise levels to be controlled to avoid disturbance to other residents.*
- *Necessary work permit required for welding/ hot work.*

8. Elevators and common areas:

- *Elevator rules: Do not overload, scratch, write, or damage.*
- *Escape routes must be kept clear.*
- *Any material moving out requires owner's written approval/ email.*

9. Prohibited activities:

- No tobacco, pan masala, gutka consumption is allowed.
- Security teams can restrict entry for repeat offenders.

10. Safety precautions:

- All the tools and equipment must have insulated cables.
- Close doors, windows, taps, and electrical equipment after work.
- Hammer drills, Hilti and other heavy noise machines are not allowed.

11. Inspection and compliance:

- Owner must provide access to estate office team for carrying out general inspection until the work is completed.
- Upon completion of work, Owner must inform the estate manager in writing and inspection be requested.
- Once the inspection is carried out by the Estate office, the security deposit shall be returned upon adjustment of damage to the common area property, if any.
- Any non-compliant interior/fit out work may be asked to be demolished/removed at the owner's cost.

12. GRAP provisions:

- Depending upon the pollution levels, I understand that the Government/ Authority could issue directives including discontinuation of any particular or all construction work to tackle the same.
- I undertake that I always will adhere to GRAP directives issued by the Government and will not do any work that is prohibited under the GRAP directives.
- I understand that under the provisions of GRAP III rules, I am not allowed to under the following activities that contribute to dust and air pollution. These include:
 - o Demolitions or removal of internal walls.
 - o Construction or extensions requiring external scaffolding.
 - o Large-scale interior redesigns that involve breaking concrete or other dust-emitting materials.
 - o Cutting and fixing of stones, tiles etc and other flooring material.
 - o Grinding activities.
 - o Piling work.
 - o Waterproofing work.
 - o Painting, Polishing and Varnishing work.
 - o Use of powered construction tools that release emissions or dust, such as drills and grinders in significant quantities.
 - o Crushing, grinding, or mixing of materials on-site.
- Should at any stage any complaints be raised or it is found that work being carried out in my apartment is prohibited under GRAP directives, I take full onus and responsibility for the same and understand that thereafter no workers shall be allowed in my apartment for any work, whatsoever, till such time the GRAP directives are not fully lifted.
- If there are any fines levied on me, my apartment or on the TVAOA due to my conducting the work in my apartment, I will be solely responsible to pay those fines and I hold the TVAOA, its Board of Managers and its workers/employees/contractors harmless and fully indemnify them against any damages, and/or charges, including legal fees.

13. Indemnification:

- I/ we hereby indemnify the Resident Welfare Association (RWA) of The Verandas Apartment Owners Association (TVAOA), the Facility Management Company (FMC), its employees and representatives against any incident, accident, or injury caused to any worker or individual during the execution of the work. The sole responsibility of any accident shall lie with me/ us being the apartment, Owner/ s.
- In no circumstances, the RWA and the FMC, its members, representatives or employees will be held liable or responsible for any incidents, accidents, injuries, or claims arising during or after the completion of the said work.
- I/ we undertake to fully indemnify, defend, and hold harmless the RWA Governing Body and the FMC team from any claims, liabilities, losses, damages, or legal actions that may arise directly or indirectly from any injury, accident, or incident occurring to any workers or third parties during the work.
- I/ we confirms that all necessary precautions, safety measures, and compliance with relevant laws and guidelines will be adhered to before commencing any work, particularly with respect to high-risk activities such as work at height, dismantling, stone loading/unloading, stone cutting, stone shifting, electrical works, and any other similar activities.
- In case of any breach of safety protocols, regulations, or unforeseen accidents leading to injury or harm, I/ we, the Apartment owner will be fully responsible for all legal, medical, and financial liabilities arising from such incidents.

14. Non-Compliance:

- a. As per the guidelines set forth by the society, a written warning shall be issued through email to the Owner for the violation of the security and noise policies.
- b. For Second time violation a fine of Rs,3000 will be imposed.
- c. For Third time violation fine of Rs.5000 will be imposed along with stoppage of work for 3 days.
- d. For Fourth time violation your renovation permission will be revoked, and work will be stopped for 15 days.

We kindly request you to inform your renovation team about the Society's Renovation/ Fit-out policy to ensure compliance and avoid disruptions to your work and disturbance to other residents.

I/ we _____ owner/s of Apartment no. _____ agree and undertake that I/ we have read the above guidelines of Renovation/ Fit-Outs as laid above by The Verandas Apartment Owners Association and confirm that I/ we will abide with the same.

Yours faithfully,

For Apartment No. _____

For The Verandas Apartment Owners Association

Apartment Owner

Estate Manager

Refundable Security Deposit (Rs. 50,000) _____ (chq no) _____ (chq date)

Nonrefundable one time Upkeep charge (Rs. 6000 + GST) _____ *(chq no)* _____ *(date)*

Advance monthly upkeep fee (Rs. 10,000 + GST) _____ *(chq no)* _____ *(date)*

Date of NOC issued _____

Date of Completion of Construction _____

Date of refund of refundable Security Deposit _____ *vide* _____ *(chq no)*

(Signatures of Apartment Owner) *(Signatures of Estat Manager)* *(Signatures of RWA Member)*