

## **The Palm Spring Plaza Condominium Association**

(Regd. No. HR018/2014/01309)  
Palm Spring Plaza Commercial Complex,  
Sector 54, Gurgaon, Haryana - 122001

### **DUE DILIGENCE - PRE-QUALIFICATION FORMATS**

(Developers/Builders are requested to submit all the documents and annexure duly signed, sealed and self-certified to be true)



## FORM 'A'

### GENERAL DETAILS OF THE DEVELOPER:

1) Name of the Company:

2) Names of the Directors/Partners of the Company:

a) -----

b) -----

c) -----

d) -----

3) Address of Developers:

a) In NCR:

b) Out of NCR:

c) Branches, if any:

d) Telephone No: /Fax/Email:

4) Type of Organization (Proprietor/Partnership/Limited etc):

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(Attach Copies of Documents defining legal status: Deed of Partnership/ROC/Incorporation Certificate/Memorandum of Articles of Association etc):

5) In case of Limited Co; mention the percentage of shares of all the Directors or Company:

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6) Name of other Sister Concerns/Other Associate Companies/Other Group of Companies: Mention the name of different Co-Owners or Directors of these Companies (Attach Copies of Documents):

a) -----

b) -----

c) -----

d) -----  
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7) Date of Establishment of all the Companies:

8) Name Address & Telephone No. of Bankers:

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9) Name Address & Telephone No. of the Solicitors:

a) -----

b) -----

10) Name Address & Telephone No. of the Chartered Accountant/Auditors:

a) -----

b) -----

11) Name & Address of Architects & Structural Consultants:

a) -----

b) -----

12) Website address of Company:

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Signature of BIDDER

Name and Designation of Signatory





## FORM 'C'

1. Details of the CIVIL/LABOUR CONTRACTOR presently associated or worked previously with the Company: -

Sr. No.	Name of the Company	Name of the Contractor	Address	Phone Office	Phone Mobile	Name of Project completed or in hand	YEAR
1							

2. Details of the PLUMBING CONTRACTOR presently associated or worked previously with the Company: -

Sr. No.	Name of the Company	Name of the Contractor	Address	Phone Office	Phone Mobile	Name of Project completed or in hand	YEAR
1							

3. Details of the ELECTRICAL CONTRACTOR presently associated or worked previously with the Company: -

Sr. No.	Name of the Company	Name of the Contractor	Address	Phone Office	Phone Mobile	Name of Project completed or in hand	YEAR
1							

4. Details of MATERIAL SUPPLIERS presently associated or worked previously with the Company: -

Sr. No.	Type / Name of Material	Name of the Company	Address	Phone Office	Phone Mobile	Name of Project completed or in hand	YEAR
1							

(ATTACH SEPARATE SHEET IF REQUIRED)

Signature of BIDDER

Name and Designation of Signatory.



## FORM 'D'

BRIEF DESCRIPTION OF “5 RECENT PROJECTS COMPLETED/UNDER CONSTRUCTION” BY THE COMPANY FROM THE DATE OF ITS ESTABLISHMENT.

1. Name of Project:
2. Location:
3. Name of Architect:
4. Area of the plot In Sq. ft:
5. Constructed Area in Sq. ft:
6. Total Cost of Construction Including Infrastructure:
7. Cost of Project Construction + TDR + BMC:
8. Description of Project (Residential/Commercial):
9. Date in case of purchase of Plot:
10. Date of receipt of IOD & CC (Attach self-certified copy):
11. Date of Completion:
12. Delay/Reasons:
13. Date of OC and BCC received (Attach self-certified copy):

SUBMITT BROUCHERS AND/OR PHOTOGRAPHS DULY CERTFIED.

(ATTACH SEPARATE SHEET FOR PROJECTS COMPLETED AND THOSE UNDER CONSTRUCTION).

Signature of BIDDER

Name and Designation of Signatory.



## FORM 'F'

BRIEF DESCRIPTION OF “NEW PROJECTS IN GURGAON” UNDER NEGOTIATION OR UNDER CONSTRUCTION WITH THE COMPANY:

1. Name of Project:
2. Location:
3. Name of Architect:
4. Area of the plot In Sq. ft:
5. Area to be constructed In Sq. ft:
6. Total Cost of Construction Including Infrastructure:
7. Cost of Project Construction + TDR + BMC:
8. Description of Project (Residential/Commercial/Combined):
9. Expected Date of Completion:

(ATTACH SEPARATE SHEET FOR NEW PROJECTS/NEW REDEVELOPMENT PROJECTS UNDER NEGOTIATION)

Signature of BIDDER

Name and Designation of Signatory.





## FORM 'G'

FINANCIAL AND OTHER DETAILS (Attach self-certified copies with each of the documents as asked for).

1. Solvency Certificate from Bankers:
2. Statements of all the Bank A/cs for last 3 years:
3. Company's Credit Report from its Bankers:
4. Source of TDR (Own/Purchase):
5. Source of Fund for the present project with details (Own/Others):
6. Net worth of the Company:
7. Annual Turnover for last three years:
  - A) Valid ITCC for last 3 years:
  - B) Pan No., ESIC. No., PF. No., Service Tax No:
  - C) Audited Annual Reports for the last 3 years:
6. Registration of the Company with any Rating Authority such as ISO 9001 etc or with any other Government Department, if any:
7. Reference list of all the past and present Projects with Telephone Nos. of at least two flat purchasers per Project.

Signature of BIDDER

Name and Designation of Signatory.



## FORM 'H'

### RECORD OF ARBITRATION AND LITIGATION PROCEEDINGS

Details of any litigations pending against the Company in any Court of Law with reasons. The Advocates of the Developer shall submit in the form of an affidavit duly attested and certified, the individual case history of pending claims, orders, decrees, investigations, suits or proceedings in any Court or before any Governmental Authority, Arbitrator or Administrative Agency. The Advocates of the Developer shall also provide the details therein that neither the Developer has been banned or prohibited nor black listed by BMC or any State or Central Government Authority from carrying on the construction activities.

Note: -

In case, the Developer/firm gives false information in this respect and is revealed at a later date i.e., after the appointment as the Developer, it will be viewed seriously and action as deemed fit will be taken.

Seal and Signature of BIDDER

Name and Designation of Signatory.



## FORM 'I'

### THE MINIMUM PRE-QUALIFICATIONS CRITERIA FOR THE DEVELOPER AND HIS GROUP COMPANIES:

- a. Whether the Developer is in the construction business as Developer since last 10 years and active as on the date:

YES / NO

- b. Whether the Company has completed at least 10 Projects out of which minimum 3 Projects are of atleast Rs. 1000 crore of the estimated cost put to bid :

YES / NO

- c. Whether the Minimum Cumulative Turnover of the Company including its Group Company is Rs. 2000 Crores in last 3 years:

YES / NO

(ATTACH SEPARATE SHEET IF REQUIRED)

Seal and Signature of BIDDER

Name and Designation of Signatory.



## FORM 'J'

*\*Not required at this stage\**

Details of an irrevocable and unconditional Performance Bank Guarantee from any Nationalized Bank to the fullest extent of an aggregate amount of Rs. \_\_\_\_\_ (Rupees.....) which shall be equivalent to the 20% of the project cost.

1. Gross Project Cost as per Latest Feasibility Report:  
(Please attach a certified copy of Feasibility Report)
2. Name and Address of Nationalized Bank:
3. Amount of Bank Guarantee to be purchased:
4. Period for which the Bank Guarantee purchased.



## FORM - K

## Official Quote from the Bidder

S.No.	Description	Bidding Rate
1.	Proposed Tentative Construction Cost in terms of INR / Sq.ft. for the specification shared in this RFP.	Rs.
2.	Percentage of Margin proposed to be charged by the bidding company over and above the actual Construction Cost of the project.	
2.	Development Management Fees per sq.ft. (on actual Built Up Area)	Rs.

Seal and Signature of BIDDER

Name and Designation of Signatory.