

**IDIN ESTATE  
MANAGEMENT  
SERVICES**



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**IDI** Group

**IDIN ESTATE MANAGEMENT SERVICES LTD.**  
**(A SERVICE PROVIDER VENTURE)**

**Head/ Corporate Office:** H-183, Ground Floor, Sector-63, Noida, U.P. | **(t)** +91 96500 72125 / +91 97171 15627  
**(e)** [gulshandua@idigroup.org](mailto:gulshandua@idigroup.org) / [info@idigroup.org](mailto:info@idigroup.org) | **(w)** [www.idigroup.org](http://www.idigroup.org)

# ABOUT THE COMPANY

**“A Journey nourished with vision, nurtured with value”.**

Established in 2007, the IDI Group is one of the leading service providers/developers, developing an iconic portfolio of innovative Commercial projects being, inter alia, Real Estate Projects and has been offering its services as a government relations corporation as well as a Business Development Agency, more so as a facilitator of Industrial set-up in several sectors.

The Group has provided its services to companies dealing with Infrastructure sector, Manufacturing or Industrial sector, Information Technology and Communications sector, Trading sector, Pharmaceutical and Healthcare sector, Institutional and other Public Services etc.

The company's aim pinpoints at providing for a lobbying presence in the domestic country to the foreign companies which wish to explore the Indian Markets. It serves as a gateway, to the new foreign companies to enter India as well as for new domestic companies to establish their footprint.

IDIN offers a systematic, personalized and holistic range of government relation services.

IDI Group in 2016 was awarded the **BEST INITIATIVE FOR PROMOTION OF COMMERCIAL MARKET** which was organized by **ASSOCHAM**. The award was presented by **Mr. Nitin Gadkari, Hon'ble Minister of Road Transport and Highways**.



# WHY IDI GROUP ?

**CLIENTS ARE STAKE HOLDERS  
IN OUR BUSINESS.**

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**WE PROVIDE SERVICES BY HIGHLY  
EXPERIENCED PROFESSIONALS  
GIVING HIGHEST PRIORITY TO  
OUR CLIENT'S INTEREST**

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**COOPERATION AT ALL LEVELS WITH  
OUR CLIENTS IN ORDER TO ACHIEVE  
THEIR BUSINESS GOALS WITH EFFICIENCY**

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**CONSISTENT ENDEAVOURS TO PROVIDE  
THE SERVICES ENTRUSTED UPON US ON TIME**

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**ASSISTING THE CLIENTS IN SPEEDY  
RESOLUTION OF THEIR GRIEVANCES  
EVEN AFTER THE CONCLUSION OF  
THE SERVICE AGREEMENT**



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# VISION

**ETHICS TO ACHIEVE HIGH STANDARDS FOR TRANSPARENCY.**

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**DEVELOPMENT AS AIMING TO BRING BETTER EFFICIENT SERVICES.**

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**INNOVATION TO IMPROVE UPON EFFICIENCY,  
PRODUCTIVITY AND COMPETITIVENESS.**

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**CUSTOMERS TO LOOK FORWARD FOR A LIFELONG RELATIONSHIP**

# MISSION

**TO ACHIEVE ABSOLUTE PERFECTION IN ALL  
OUR ENDEAVORS WITH OUR UNWAVERING ADHERENCE  
TO EXCELLENCE, COMMITMENT AND INTEGRITY.**

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**TO BE THE LEADING BUSINESS DEVELOPING  
CONSULTANT WITH THE COMMITMENT TO  
ENSURE HOLISTIC AND TIME-BOUND WORKING**



# FOUNDER & BOARD OF DIRECTOR

## **Mr. GULSHAN DUA** (Founder & Director)

He is a graduate in science and holds a pharma degree. He holds educational qualification in spheres such as Accounts, Finance etc. He has 25 years of vast experience in diverse fields of work like construction, manufacturing, trading, business development, legal and finance. He has experience in administration of manufacturing unit. He has worked for last 10+ years as a HOD of finance, legal and business development department of Panchsheel Group which is the leading real estate company of NCR. He single-handedly manages legal and finance team and business development matters of the company. He is our biggest team player and believes in maintaining cordial relations with the contemporaries as well as the authorities.

## **Mr. DHEERAJ ARORA** (Co-founder & Director)

Mr. Dheeraj a graduate by qualification is a young vibrant personality who believes in self and took successful strides into business forays from a very young age. He has immense experience of 23 years. Further, he has a vision to take the business to greater heights and diversify into Real Estate, Management Services, etc.

As a result of insatiable appetite to grow, he quickly progressed into the service providing range of real estate projects in NCR. And now with his unstoppable vigor he conceived a vast integrated state of art and one of its own land properties that is LONDON MART for various segments of clients.

## **Mr. PRINCE KUMAR** (Co-founder & Director)

Mr. Kumar a graduate in science guides the team of young, dynamic property consultant's professionals and always strives hard to satisfy the customer needs with delight. He has approximately 17 years of experience in FMCG and Real Estate business. A strong believer in self. Mr. Kumar well versed with the pulse of real estate and well connected with who is who in real estate sector. Not just the real estate sector, he has vast knowledge regarding Pharmaceuticals and IT & Communication, Industrial, Institutional and other public services, media and marketing etc.



# SECTORS SERVED

**INDUSTRIAL DEVELOPMENT  
OR MANUFACTURING**

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**INFRASTRUCTURE  
DEVELOPMENT**

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**INFORMATION TECHNOLOGY  
& COMMUNICATIONS REAL ESTATE**

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**MEDIA AND MARKETING  
TRADING SECTOR**

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**PHARMACEUTICAL AND  
HEALTHCARE SECTOR**

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**INSTITUTIONAL AND OTHER  
PUBLIC SERVICES ETC.**



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# SERVICES OFFERED

**PROJECT MANAGEMENT**  
**LEGAL AND LIAISON CONSULTANCY**  
**START-UP AND INDUSTRY ESTABLISHMENT**  
**ARCHITECTURE AND DESIGN**  
**CIVIL AND CONSTRUCTION**  
**SALES & MARKETING**  
**PURCHASE AND PROCUREMENT**  
**MEDIA & ADVERTISING**  
**CRM (CUSTOMER RELATIONSHIP MANAGEMENT)**  
**FINANCE AND ACCOUNTS**  
**HR AND ADMINISTRATION**  
**CONTRACT MANAGEMENT**  
**ARBITRATION**  
**TECHNICAL AUDITS**  
**SAFETY & QUALITY CONTROL**  
**VALUERS AND SURVEYORS**  
**POST MAINTENANCE**  
**CORPORATE SOCIAL RESPONSIBILITY (CSR)**  
**AUDITING**



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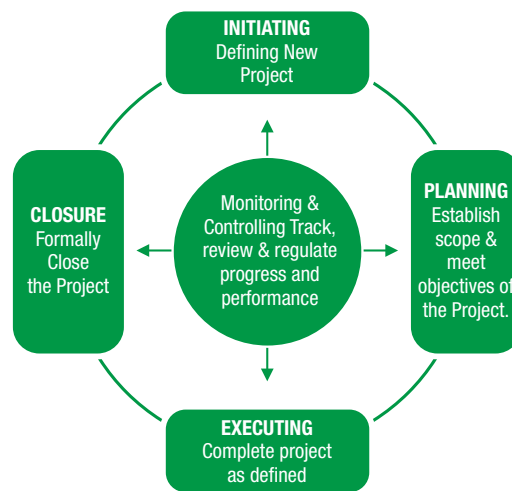
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# PROJECT MANAGEMENT

(INTEGRATED MANAGEMENT APPROACH)

Project Management being the application of knowledge, skills, tools and techniques to regulate activities to meet project requirements. Here , at IDIN we provide the same to our valued clients.

The Project Management Process followed here is Initiating, Planning, Executing, Monitoring & Controlling and Closing



## PROJECT MANAGEMENT AREAS

We at IDIN cover the following areas of Project Management :-

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Procurement Management
- Human Resource Management
- Communications Management
- Risk Management
- Stake Holder Management



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# LEGAL AND LIAISON CONSULTANCY

OUR DEPARTMENT OF LEGAL & LIAISON CONSULTANCY PROVIDES ITS CLIENTS  
A HOLISTIC RANGE OF SERVICES AT ONE PLACE

## LEGAL

- To ensure compliance with the domestic laws of the country.
- To smoothen the friction by resolving the disputes amicably and essentially protecting the goodwill of the company.
- To ensure adequate legal representation at all the tiers of the legal system.
- To save the company from excessive litigation and its costs.

## LIAISON AND CONSULTANCY

- Facilitating the establishment of domestic and foreign businesses in India.
- Liaise with private bodies, government corporations, government authorities.
- To get the mandatory statutory approvals from various concerned departments of the government:

1	Land Procurement, thereafter, Lease deed or Registration of Land Title
2	Environment clearance from State/ Central Environment Department
3	CTE (consent to establish) from State/ Central Pollution Department
4	Tree cutting approval from Forest Department
5	Sewage Water permission from concerned authority
6	Construction Water Permission from Waterworks Department
7	Water Supply Permission (domestic purpose)
8	Building and Other Construction Works- Registration and other aspects
9	Labour License, Contract Labour Act, Shops Act, Factories and Industrial Establishment Acts, Standing Orders Act etc.



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10	Mining permission
11	Height Clearance from Airport authority of India and other concerned authorities
12	STP Water for construction purpose
13	Electricity connection permission for construction and functional
14	Fire NOC-Provisional
15	Building Plant Sanction
16	Peso Pre Approval-Explosives
17	Borewell Permission/ Groundwater Permission
18	PNG connection
19	C&D Waste Permission
20	Permanent electricity connection
21	CEIG and Electrical Safety Certificate
22	Fire Completion NOC
23	CTO (consent to operate)
24	Peso Final Approval- Explosives
25	Map Completion Certificate
26	Factory License
27	Labour Cess NOC
28	Structure, Stability Completion Certificate
29	Functional Certificate
30	Hazardous Waste Approval
31	E-waste Permission
32	Plastic Waste permission
33	Lift Approval
34	Effluent Treatment Plant and Sewage Treatment Plant Permission
35	Weighbridge and Lift Approval
36	ESI and PF Certification and related working
37	Safety Control Department
38	Any other permission required for the project or establishment

# STARTUP & INDUSTRY ESTABLISHMENT

At IDIN we facilitate the establishment of different industries and work to help foreign businesses establish their set-up in India.

- Introduce and establish foreign businesses in India
- Help industrial houses / entrepreneurs find suitable joint venture partners; establish subsidiaries, branch or representative offices.
- Liaison with corporate sectors and government authorities
- Obtaining necessary clearances, licenses for industrial and commercial purposes from government departments, regulators & statutory agencies.
- Sourcing mineral concessions and industrial raw materials
- Finding large industrial and government consumers for your products and services
- Make available financial resources

# ARCHITECTURE AND DESIGN

At IDIN we provide our prestigious clients, services, which are personalized as per their preference and the latest trends.

- Conceptual design & map preparation
- Structure design
- Electrical, Plumbing, Sewage disposed, Water facility, Rain water Harvesting etc.
- Landscaping & Horticulture
- **'Sample Flat'** model
- Interior design
- Resolve problem that arise during construction
- Preparing daily working drawings
- Control the entire project from its grass root level.



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## CIVIL AND CONSTRUCTION

We are providing our clients a comprehensive solution, for their several infrastructure related projects, such as Irrigation Projects, Roads and Highways, Bridges, Dams, Tunnels etc, from the beginning till the end.

- Analyzing survey Report, drawing & to plan project
- Estimate quantities & Cost of Material
- Construction equipment, team & labour to determine project feasibility.
- Safety Management
- Inspect project sites to monitor progress.
- Preparing and checking Vendor Bill
- Preparing BOQ (Bill of Quantity)
- Meeting regarding status of work
- Preparing daily, weekly Report of construction works
- Hiring of Contractor
- Construction Development
- Completion of Project

## SALES & MARKETING

We at IDIN follow the complete process of marketing & Sales from the very base of researching market to its sales.

- Doing Market Research and recommending new opportunities
- Product Launching
- Branding of Product



# SERVICES

- Advertising the project through- Print Media- Newspaper  
Social Media- Social Networking sites  
Electronic Media- TV & Radio
- Doing Events & Exhibition
- Arrange Business Conferences & Meeting
- Providing Competitor Analysis
- Perform Sales Promotion activities
- Developing consultants and team (Pan India)
- Providing Clients Identification
- Corporate Sales - establishing contact with corporate and developing relationships with prospects; recommending solutions.
- Maintaining relationships with clients by providing support, information, and guidance.
- Recommending profit and service improvements.
- Public sector Undertakings (P.S.U)
- NRI
- High Net worth Individual Clients (HNI)
- Maintaining reputed Consultants Network
- Leads Generation (including cold calling, bulk sms etc)
- Handling consultants' queries



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## MEDIA AND ADVERTISING

At IDIN, we give the Project complete Media presence & advertise with different categories.

### Media :

Through different mediums of Media, we give our client his presence in the market like doing digital sales, advertising etc.

### Advertising

The different mediums of Advertising adapted by IDIN are:

**Print Media:** Advertising in Newspaper, Magazines

**Social Media:** Social Networking sites, Blogs, Digital, Magazines

**Electronic Media:** TV & Radio

Holding conferences and events for the project.

## CRM (Customer Relationship Management)

At IDIN the complete process of CRM is done to make our clients and customers completely satisfy by handling all post sales activities

- Post booking, check for all documents, and make welcome call.
- Logging the booking in the software system.
- Get allotment letter signed by customer & Authorized Signatory
- Guide the customer through the sale deed, payment of stamp duty and coordinate for registration with the agent.
- Sending pre intimation to customers for payment and follow ups.
- Timely dispatch of demand letters.
- Timely dispatch of receipts for payments.
- Communication to customer about apt progress and likely date of possession



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- Coordinate with site personnel for property hand over.
- Ensure update of all records of the customers.
- Prepare collection MIS report for the management.
- Ensure high service levels and promptness in handling customer issues & complaints.
- Coordinating with consultants/investors and prospective buyers
- Reconcile software with accounts department regarding payments
- Banking tie ups & Recovery:
  - To provide relevant bank loan related information to the clients if required.
  - Coordinating with Banks and banking team to facilitate customers loans.
  - Building relationship with specified banks and customers.
- To ensure possession to the client is given after completion of formalities like NOC, signing of possession file/booklet etc .
- Overseeing appropriate handling of all walk-in customers and appropriately handling enquiries

## FINANCE AND ACCOUNTS

Here at IDIN complete accounts are maintained for its client's project which are as follows:

- Facilitating finance requirements of our clients through various financial institutions.
- Achieve objective of profit & wealth maximization
- Calculation of proper estimation of total financial requirements
- Proper mobilization and utilization of financial funds
- Preparing & Analyzing account record and financial statement (P&L, Balance sheet, Cash-flow etc.
- Maintaining proper cash -flow



- Creating reserves
- Creating goodwill and increase efficiency of client and company
- Preparing Tax Return (Sales, Excise, Income Tax, P.F. etc.)
- Reduce cost of capital and operating risks.
- Perform Internal Auditing & External Auditing
- Preparing annual, quarterly Budget
- Maintaining accounting ledgers
- Collection and Arrangement of Funds
- Maintaining record of Land
- Preparing monthly report for expenditure and collection
- Perform banking function like loans, Insurance etc.
- Maintaining Relationship with financial Institutions and Banks
- Reconciliation of Bank accounts, vendors and customers ledger accounts on regular basis.
- Proper coordination among different department for collection, payments and recovery of funds
- Maintaining day to day accounting record

## HR AND ADMINISTRATION

**We are providing absolute HR & Administration activities to our clientele.**

- Developing and administering human resources plans and procedures that relate to company personnel
- Identifies Hiring need
- Prepare and initiate Recruitment Plan
- Salary Preparation
- Performance Appraisal
- Maintaining HR Record
- Compliances (Labour & Employment Laws)
- Provide medical facilities & welfare activities to employees
- Handling Grievance process
- Perform training and development sessions
- Compensation & benefits



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## PURCHASE & PROCUREMENT

Here, we provide with best sourced material required for the project.

- Procuring the required raw material
- Land Procurement for the concerned usage of the client
- Evaluating Price
- Handling Paperwork
- Policy Compliances
- Quality Check of material
- Supply sourcing
- Comparison Price-Chart
- Cost Control

## ARBITRATION

We at IDIN Estate Management Services provide legal and technical assistance in relation to various topics related to Arbitration such as :

- Alternate Dispute Resolution
- Mediation
- Commercial Arbitration
- Preparing for agreement in accordance with Arbitration Clause
- Petition filing for appointment for Arbitrator
- Challenging the Arbitral award in the court of appropriate jurisdiction



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# TECHNICAL AUDITS & CONSULTANCY

We at IDIN Estate Management Services provide technical audits to our clients.

- We provide a comprehensive service which is required by our clients depending upon their respective aims and objective in regard to the prospective building and its purpose.
- Our experts will audit specifications and estimates which would help to choose the best technical solution for your facility.
- We provide periodic visits and surveys to act on clients behalf and provide better understanding of the project.
- Technical services are offered to our clients in the time of crisis too.

# CONTRACT MANAGEMENT

We at IDIN Estate Management Services provide complete help/ assistance to our clients in following areas:

- To avoid incorrect administration fees, rebates etc.
- Decrease the risk of fines and penalties.
- Minimize fraud contracting and eccentric spending.
- Improving compliance to contract terms and conditions.
- Prepare drafts, synopsis for better understanding before entering into the contract.
- Assist in contractual correspondence.

# VALUERS AND SURVEYORS

We at IDIN Estate Management Services provide Valuation and Estate Management Surveyor to deal with a special discipline of economics associated with preparing and reporting asset valuations and also manage landed assets. We have qualified professionals with competence, demonstrate skills, exhibit and maintain a code of high ethical conduct and professional practice.



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## POST MAINTENANCE

Here at IDIN post maintenance is offered to our clients.

- We present applicable and appropriate maintenance for the project in order to verify that a particular structure, system component, piece of equipment, or process performs its intended function based on its design criteria.
- Any original deficiency is corrected and it is looked upon that no new deficiencies are created.

## CORPORATE SOCIAL RESPONSIBILITY

We at IDIN put our efforts to improve society in some way or the other and contribute towards environment and social welfare.

- As an organization its our responsibility towards customers, clients, employees, shareholders communities and ecology which is very essential.
- The potential benefits of CSR to our organization is brand recognition, positive business reputation, increased sales and customer loyalty, organizational growth etc.
- A transparent working environment is practised.

## AUDITING

We at IDIN also arrange for all kinds of auditing and other annual checks required by a business entities.



# CLIENTS TO WHOM WE HAVE RENDERED OUR SERVICES:

- Haier Appliances India Pvt. Ltd., (Greater Noida)
- M/s Magus Consortium Orchid Avenue Pvt. Ltd. (Ghaziabad)
- M/s SAVFAB Buildtech Pvt. Ltd. (Saviour Group of Companies) (Ghaziabad)
- M/s Kshitiz Projects L.L.P (Greater Noida)
- Samragi Infotech Pvt. Ltd. (Greater Noida)
- Sunstar Precision Forge Ltd. (Greater Noida)
- Ocean IT Solution Pvt. Ltd. (Delhi)
- Panchsheel Buildtech Pvt. Ltd. (Noida)
- Pigeon Buildhome Pvt. Ltd. (Greater Noida)
- Valuent Infradevelopers Pvt. Ltd. (Noida)
- Elegant Infracon Pvt. Ltd. (Delhi)
- Surya Merchant Pvt. Ltd. (Delhi)
- Classic Organic Foods Pvt. Ltd. (Bombay)
- Nad Bindu Infratech Pvt. Ltd. (Kanpur)
- Salasar Shelter Pvt. Ltd. (Kolkata)
- Mart Promoters Pvt. Ltd. (Delhi)



# CLIENTS TO WHOM WE HAVE RENDERED OUR SERVICES:

- Galaxy Dream Home Developers Pvt. Ltd. (Noida)
- Panchtatva Promoters Pvt. Ltd.(Ghaziabad)
- Safety Plus Power Ltd. (MAA DURGASHAKTI) (Noida)
- JNC Construction Pvt. Ltd. (Delhi)
- Radicon Infracon Pvt. Ltd. (Ghaziabad)
- Discovery IT Solution Pvt. Ltd. (Harayana)
- Unik Outdoors (Delhi)
- Vistaar Communication Pvt. Ltd. (Ghaziabad)
- Redical Infra Works Pvt. Ltd.(Ghaziabad)
- Eminence Builders & Disigner Pvt. Ltd. (Lucknow)
- Galaxy Buildcon Pvt. Ltd. (Rajasthan)
- Ratan Buildtech Pvt. Ltd. (Kanpur)





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**(e)** [gulshandua@idigroup.org](mailto:gulshandua@idigroup.org) / [info@idigroup.org](mailto:info@idigroup.org)

**Pan No:** AAFCI0575C | **Tan No:** DEL113859G | **GST No.:** 09AAFCI0575C2ZQ

## **BANK NAMES**

**CORPORATION BANK** – S.R. Plaza, Plot No.: 2151, Sector- 16A, Vasundhara, Ghaziabad (U.P.)

**HDFC BANK** – Sector 63 H-1A / 12, Sector-63, Noida, Gautam Buddha Nagar(U.P.) 201306



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