

**elements fitout décor L.L.C**

**elements**  
**fitout décor L.L.C**  
Pre qualification documents

# elements fitout décor L.L.C

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## 1. INTRODUCTION AND COMPANY PROFILE

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## INTRODUCTION AND COMPANY PROFILE

ELEMENTS FITOUT DÉCOR L.L.C specializes in turnkey interior fit-out works. The Company was established in 2004 and its emergence was a natural progression to cater for the ever-increasing market sophistication and requirements.

With ELEMENTS FITOUT DÉCOR L.L.C, clients can be assured that their orders are processed from start to finish by an experienced team of managers, engineers, supervisors, draftsmen and tradesmen who will deliver to their expectations. With a team of highly skilled painters and gypsum craftsmen. ELEMENTS FITOUT DÉCOR L.L.C is bound to become synonymous with commitment and quality. In ELEMENTS FITOUT DÉCOR L.L.C clients would find a reliable name keen on living up to Professional and international standards, over and above a company with thorough understanding of the requirements of the local market.

Within this capability, ELEMENTS FITOUT DÉCOR L.L.C is backed by carpentry and joinery factory of 10,000 sq. ft located in Ajman to provide functional and decorative joinery for large scale projects all over the United Arab Emirates.

High-quality materials imported from all over the world are used in the joinery production. A myriad of combinations are available for interior applications, which testify to the professionalism and expertise of our craftsmen and artisans. Each specification is carefully studied to extract the data, sequence and layouts, which best satisfy the visual and aesthetic effects desired for the project in hand. Working with the designer, samples and layouts are scrutinized to ensure that the planned results are achieved.

Our goal is to become an innovative and leading force in the Middle East in the field of joinery and interiors for hotels, restaurants, malls, offices, showrooms, commercial buildings, villas etc. Our designs are aimed at creating pleasant and captivating environments whether for commercial or residential projects.

Our contact details are:

ELEMENTS FITOUT DÉCOR L.L.C  
P.O. BOX 47681  
DUBAI  
UNITED ARAB EMIRATES  
TEL : 04 2581121  
FAX : 04 2581131  
E-mail : [decoruae@eim.ae](mailto:decoruae@eim.ae)  
Web: [www.elementsdxb.com](http://www.elementsdxb.com)

 **DUBAI**  
HEALTHCARE  
CITY

## DESIGN CONSULTANT CERTIFICATE

This is to certify that:

-----  
Elements Fitout Decor  
-----

Has met the prequalification requirements of Dubai Healthcare City and is registered for  
Design Consultants work on healthcare projects:

Category Type 1-----

In accordance with Center for Healthcare Planning and Quality (CPQ) requirements

  
-----  
Director of Center for Healthcare Planning and Quality



Certificate no: CPQ-019-----

Issue date: -11-Jan-07--

Type 1: Outpatient Facilities - Single Clinic Type 2: Outpatient Facilities - Poly Clinic/Day Surgery Type 3: General Hospital Type 4: Medical Gas Systems

A member of **TATWEER**

## 2. PRODUCTS & SERVICES

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## PRODUCTS & SERVICES

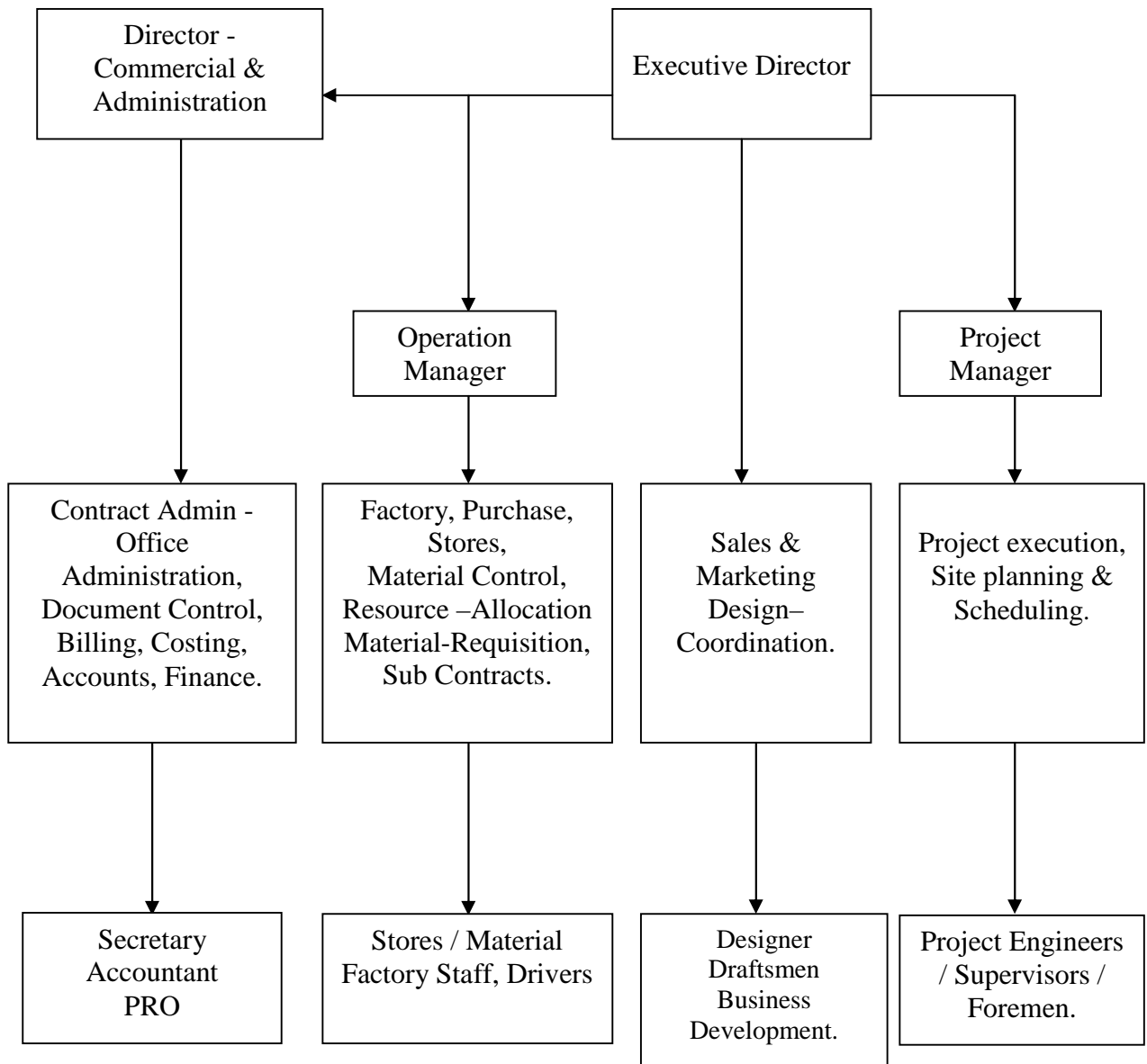
We offer the following products and services for hotels, restaurants, malls, offices, showrooms, commercial buildings, villas etc.

1. Complete turnkey interior design services.
2. Project Management.
3. Décor Contracting
4. High quality joinery works.
5. Wooden / Decorative Floor finishes, Wall coverings, Carpets
6. Decorative Gypsum works.
7. Flooring works.
8. Painting, decorative painting, gold leafing, Murals etc.
9. Soft furnishing.
10. Electro Mechanical Services.
11. IT works.

## 3. ORGANIZATION CHART



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## **4. LIST OF LABOURERS / IN HOUSES**

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SL. NO.	CATEGORY	NO. OF PERSONS
	<b>JOINERY DIVISION</b>	
1	Carpenters	40
2	Polishers/Spray painters	10
	<b>DECORATIVE PAINTING DIVISION</b>	
3	Decorative painters	10
4	Artists	4
	<b>GYPSUM DIVISION</b>	
5	Gypsum workers	15
	<b>CIVIL WORK DIVISION</b>	
6	Mason	10
7	Tile fixers	7
8	Helpers	10
	<b>GENERAL</b>	
9	Charge hands	3
10	Stores Assistant	1
11	Drivers	4

## **5. SUB CONTRACTORS**

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Apart from the In house support, Elements fitout décor LLC is keeping a set of well experienced sub contractors to meet Targets. Company is always assuring perfect out put from all trades by subcontractors, Companies Strict process control and most modern management Techniques.

Well experienced and well known subcontractors for all kind of Interior Trade works are the part of Elements fitout Décor LLC to serve our Clients.

## **6. LIST OF PROJECTS COMPLETED / ON GOING**

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## LIST OF ON GOING PROJECTS

NO.	NAME OF PROJECT	CLIENT	SCOPE OF WORK
1.	Office interior works for 3M Gulf Ltd @ DIC.	3M Gulf Ltd @ DIC.	Design and built.
2.	Private Villa @ Jumeirah.	M/S AAC Interiors LLC.	ID Works.
3.	Penthouse Apartment @ Dubai Marina.	Mr. Abdallah F. Najia.	Design and built.
4.	Penthouse Apartment @ Trident Tower, Dubai Marina.	M/S. TROMPE L'OEIL Fz LLC.	ID Works.
5.	Philips and Whirlpool showroom @ Ras al Khor.	M/S Al Ghandi Electronics	Design and built.
6.	Restaurant Interior Works – UCC Café Japon.	M/S Falak Holding.	Design and built.
7.	Apple Dental Clinic – Sharjah.	M/S Nasa Middle East Group.	Design and built.

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## LIST OF MAJOR COMPLETED PROJECTS

NO.	NAME OF PROJECT	CLIENT	SCOPE OF WORK
1.	Penthouse Apt @ Murjan Tower, Dubai Marina.	TROMPE L'OEIL Fz LLC. Dubai Media City	Design and built
2.	New office / showrooms complex for M/S Al Ghandi Electronics @ Ras Al Khor, Dubai	M/S Al Ghandi Electronics	Design and built
3.	New sales centre for Ajman Marina	M/s Katharine Alexandria.	Design development and built
4.	New showroom for M/S Great Showroom	M/S Katharine Alexandria	Design development and built
5.	New office @ Business Tower for M/S E 3 Corporation	M/S E 3 Corporation	Design and built
6.	New office for M/S Marantec Middle East Access Systems	M/S Marantec Middle East Access Systems	Design and built
7.	New office / Work shop for M/S Saleem Jacob sons @ Ajman	M/S Saleem Jacob Sons	Design and built
8.	Private villa @ Barsha for AAC Interiors.	M/S AAC Interiors.	Design and built.
9.	New showroom for M/S Prestige Trading	M/S Prestige Trading Co.	Design and built
10.	New office for M/S Medical Solutions FZ – L.L.C. @ Health Care City	M/S Medical Solutions	Design and built
11.	Interior works for M/S Radisson SAS Hotel, Deira, Dubai	M/S Radisson SAS Hotel	Interior works / Furniture
12.	Interior works for M/S Hilton Hotel, Ras Al Khaimah	M/S Hilton Hotel – RAK	Interior works / Furniture
13.	Office interior works @ Park Palace, Sheikh Zayed Road, Dubai	M/S Al Jomaih Investments Ltd.	Turn Key interior works / design and built
14.	New showroom for M/S Al Ghandi Electronics @ Jumeirah, Dubai	M/S Al Ghandi Electronics	Fit out works design and built
15.	Interior works for Sunland sales centre @ Gold and Diamond Park, Dubai	M/S Emirates Sunland Group	Turn Key interior works / design and built
16.	Clinic @ Health Care City	Dr. Rajesh Raipancholia	Interior / Fit out works
17.	Office interior works for M/S Eversendai, Hamriya Free Zone, Sharjah	M/S Eversendai	Interior / Fit out works
18.	Interior works for M/S Alno Office / Showroom, Jebel Ali, Dubai	M/S Alno Middle East	Joinery works



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19.	Interior works for SZPAG School, Abu Dhabi	M/S Gems Education	Interior works / Furniture
20.	Interior works for Wellington School, Dubai	M/S Elvis Technology	Turn Key interior works for Music room, AV room, Conference area
21.	Intex Churidar Shop @ Karama, Dubai	M/S Index Group, Dubai	Turn Key interior works
22.	Villa interior works @ Ranches and Jumeirah Islands (2 nos. villa )	M/S M. S. Décor	Villa modification and interior / Décor works
23.	Total interior works for Index Jewellery @ Index Trading – Sharjah	M/S Index Group, Sharjah	Total interior works including design
24.	Design and built of Thai Restaurant @ Green Community	M/S Zenzi Thai Restaurant	Turn Key interior works
25.	Book shop @ Floora Grand Hotel	M/S Bridgeway Real Estate	Design and built
26.	Design and built of video shop @ Green Community	M/S Video Land L.L.C.	Design and built
27.	Interior works for new office for M/S Al Ghandi Electronics – Abu Dhabi	M/S Al Ghandi Electronics	Complete interior works – Abu Dhabi
28.	Design and built of Exhibition Stand for M/S Tameena Jewellery – 2005	M/S Tameena Jewellery	Design and built of Exhibition Stand @ Airport Expo
29.	Total interior works for Index Jewellery @ Gold Land, Dubai	M/S Index Group, Dubai	Total interior works including design
30.	Interior works for Zoppini " Jewellery Shop @ Morooj Rotana	M/S Al Maraya Advt.	Interior works
31.	Joinery works for New Zealand Technology @ Media City	M/S Jid Management, Dubai	Joinery works
32.	Refurbishment of Service Area @ M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Total interior / Civil works
33.	Turn Key interior works of new restaurant for M/S Imperial Dragon Café – Chinese restaurant @ Imperial Garden Hotel Apartments	M/S Imperial Dragon	Complete interior works with designing
24.	Interior works of new office for M/S Al Ghandi Electronics, Dubai	M/S Al Ghandi Electronics	Complete interior works
35.	Refurbishment of Kids Village Nursery @ Jumeirah, Dubai	M/S Kids Village	Complete interior works
36.	Interior works for office @ EMMAR Office complex	M/S Jid Management, Dubai	Complete interior works
37.	Turn Key interior works for M/S House Hunter, Dubai	M/S House Hunter, Dubai	Turn Key interior works

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38.	Refurbishment of staff accommodation complex for M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Civil / interior works complete
39.	Interior works for M/S EG Logistics, Jebel Ali Free Zone	M/S Jid Management, Dubai	Fit out / Décor works
40.	Villa interior works @ Springs, Ranches and Jumeirah Islands (10 nos. villas)	M/S Jid Management, Dubai	Villa modification and interior / Décor works
41.	Refurbishment of Side Entrance @ M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Total interior / Civil / Décor works
42.	Refurbishment of Lobby Coffee Shop @ M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Total interior / Décor works
43.	Design and built of Exhibition Stand for M/S Tameena Jewellery	M/S Tameena Jewellery	Design and built of Exhibition Stand @ Trade Center
44.	Refurbishment of Index Hotel @ Deira, Dubai	M/S Index Group, Dubai	Refurbishment including new fit out and Décor
45.	Villa interior works for Mr. Danesh Techchand @ Emirates Hill	Mr. Danesh Techchand	Villa interior works – complete fit out and Décor
46.	Intex Kids – Baby shop (Garments) @ Karama, Dubai	M/S Index Group, Dubai	Turn Key interior works
47.	Villa interior works for Mr. Khan @ Emirates Hill	M/S Jid Management, Dubai	Villa interior works
48.	Office interior – Office @ Jebel Ali Free Zone	M/S INCO Jebel Ali	Complete office interior works
49.	Turn Key interior works for new showroom	M/S General Ceramics	Total interior / Décor works including design
50.	Refurbishment of Minato Restaurant @ M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Total interior / Décor work

## **7. QUALITY CONTROL SYSTEM**

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## QUALITY CONTROL SYSTEM

ELEMENTS FITOUT DÉCOR LLC, applies a rigorous quality control discipline to their activities.

Projects are also administered and managed in accordance with these requirements.

Monitoring of the Quality System will be undertaken by the Quality Department and designated personnel within the organization. A periodic review will be carried out in the presence of the General Manager, who will authorize any corrective action to prevent the same source.

### **Quality Plan Narrative**

The preparation of the Project Quality Plan will be the responsibility of the Project Engineer and will be executed during mobilization. Reviews and updates will take place within each three-month period. The initial and subsequent issues of the Project Quality will be subject for review and approval by the General Manager.

ELEMENTS FITOUT DECOR LLC, has developed, and continues to develop, procedures in manual form for quality control activities to ensure continuous improvement and customer confidence.

The technical requirements of the contract will be communicated to personnel

- i) Selective but effective issue of the specification and drawings.
- ii) Selective but effective issue of the project quality plan.
- iii) Frequent staff meetings and briefings especially for technically demanding operations.

It is understood that the technical requirements of the client, as defined in the specification will be integrated into the ELEMENTS FITOUT DÉCOR LLC Quality System, and will take precedence over corporate standards where deemed necessary by General Manager.

Quality Control Plans (QCPs) will be prepared for activities which require such control under the specification, or where in the opinion of management, Quality would be adversely affected by the absence of such control.

QCPs will be prepared for relevant subcontractor activities and will ensure the testing and monitoring of their activities by witness and inspection.

Quality control on site will be expedited through the ELEMENTS FITOUT DECOR LLC project team using Performa, which document the salient verifications and hold points.

## **8. PROCESS CONTROL**

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## PROCESS CONTROL

A Quality and Process Control System is maintained by ELEMNETS FITOUT DÉCOR LLC.

### Commencement – Submittals

**Shop Drawings:** Shop drawings are submitted to the lead consultant as required. Site conditions are verified and measurements taken prior to preparing shop drawings to ensure accurate installation of work.

**Samples:** Samples of materials, color and finishes etc. are submitted to the lead consultant for approval. Identical samples are held by our Quality Control Department.

**Sample Unit:** Samples of typical panels are submitted to the lead consultant for review where necessary. Sample units remain on site and in our factory as a standard for both manufacture and installation work.

**Product Date:** Manufacturers' product date is submitted for each item as required by the Consultant to verify evidence of compliance.

### Material Control – Delivery, Storage and Handling

All materials and components are handled carefully to prevent damage and are assessed for compliance prior to production.

Wherever possible, components are not delivered to site until the work of wet trades is complete.

Components are protected from moisture.

Tagging is utilized for identification purposes as necessary and secure storage areas maintained for portable items.

### On-Site Activities – Installation

- a) All materials and components are delivered to site as per site dimension and shop drawings for installation.
- b) Installation takes place in accordance with our own site requirements and manufacturer's instructions as specified. Necessary site adjustments assure correct and trouble-free installation. Allowances are made where fixed objects pass through, or project into or around, the periphery of installed work to permit normal movement without restriction.

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- c) Units are set level, plumb, and to line and location.
- d) All openings are prepared to ensure that square and clean edges are left after cutting.
- e) Ambient conditions of temperature, humidity and lighting are checked to ensure quality is maintained.

## **Completion – Adjust and Clean**

- a) All working parts are adjusted, as required, to operate smoothly without sticking and binding.
- b) All adjacent surfaces are cleaned and identification marks removed.
- c) Where necessary, final adjustments are made and installed items are cleaned by removal of tape, temporary identification marks, debris, adhesive, etc.
- d) Surplus materials, rubbish and debris resulting from the site works are removed and areas are left in a neat and clean condition.

## 9. SAFETY



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## SAFETY

ELEMENTS FITOUT DECOR LLC is committed to providing a safe working environment for all its employees and project staff whether office based or on site.

Precautions will be taken to provide safe systems of work, and to ensure that adequate instructions and information are available to enable potentially hazardous operations to be assessed and controlled.

Facilities will be provided to maintain proper consultation between management and employees, via routine safety meetings.

The company recognizes that early planning, effective prevention and control, personal protective equipment, accident reporting and good records are all part of an effective safe management policy.

Subcontractors are similarly bound by this policy and are required to perform assessments of their operations and materials and, in liaison with ELEMENTS FITOUT DÉCOR LLC, to provide a safe working environment for their employees and subcontractors.

### Project Safety Procedures

It is our intention that safety procedures associated with the following will be provided to the project personnel. They will be made available to site supervision in the form of instructions or approved method statements.

- a) Safe access to and from place of work
- b) Fire prevention
- c) Work in confined spaces
- d) Substances hazardous to health
- e) Electricity on site
- f) Site plant and equipment
- g) Personal protection equipment
- h) Work at heights
- i) Storage

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Hazard reporting and subsequent action will be executed by surveillance, formal and informal, undertaken by ELEMENTS FITOUT DECOR LLC staff on site and visiting safety/management personnel. Any breaches of procedure, or dangerous situations, will be notified to the responsible party, and work on the activity halted until corrective action is taken. First aid will be available to all on site and the first aiders will be identified.

Emergency procedures will be dependent on the configuration and layout of permanent and temporary works, and will address at the least safe access/exit in the case of fire.

Housekeeping and tidiness will be the responsibility of the Foreman. Subcontractors will be required to be involved in an effective housekeeping policy on site.

Visitors will not be allowed on site without personal protection equipment and they will be accompanied by ELEMENTS FITOUT DECOR LLC personnel.

## **Project Safety Plan**

The project safety plan has three functions:

- a) To establish the safety management structure for the project.
- b) To define the responsibilities for each person identified as having safety management duties.
- c) To identify arrangements to minimize risks.
- d) To ensure that subcontractors are aware of their responsibilities and carry out risk assessments accordingly.

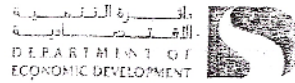
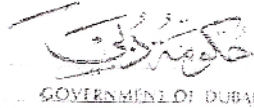
Details of safety responsibilities will be documented in the Project Safety Plan for both ELEMENTS FITOUT DECOR LLC staff and subcontractors.

Subcontractors will be required to submit method statements or risk assessments, which will be subject to approval.

The identification of materials, which require special handling, is also provided for in the safety plan together with precautions and responsibility for action. The control of substances hazardous to health will also be detailed.

## 10. TRADE LICENCE

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## رخصة تجارية Commercial License

License Details / تفاصيل الرخصة	
License No.	578128
Company Name	ELEMENTS FITOUT DECOR (LLC)
Trade Name	ELEMENTS FITOUT DECOR (LLC)
Legal Type	Limited Liability Company (LLC)
Expiry Date	19/12/2010
D&B DAI-N-S-G No.	581582281
Register No.	1201607
Issue Date	20/12/2009
Main License No.	578128
DOCI No.	103324

License Members / اشخاص الرخصة			
Share / الحصص	Role / الصفة	Nationality / الجنسية	No. / رقم
	Manager / مدير	India / الهند	238095
	Manager / مدير	India / الهند	238096

License Activities / أنشطة الرخصة	
Carpentry & Flooring Contracting	تجارة الخشب والتركيبات الخشبية
Interior Decoration	تجارة تجميل الداخل

Address / العنوان	
Telephone	971-4-2581121
Fax	971-4-2581131
Mobile No	
P.O. Box	47681


Remarks / ملاحظات	

Print Date: 22/12/2009 13:20  
Receipt No.: 10835678

Activity Owners:   
 ملاحظات الرخصة

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UNITED ARAB EMIRATES AJMAN EMIRATE MUNICIPALITY & PLANNING DEPT. TRADING LICENSE MANAGEMENT		دولة الإمارات العربية المتحدة إمارة عجمان دائرة البلدية والتخطيط إدارة الترخيص التجاري
تجديد سجل تجاري رقم : 28058 الجنسية رقم الجواز	رخصة تجارية	رقم الملف : 37656 اسماء اصحاب الترخيص
الإمارات	اسم الشركة : اليمتس للديكور (ذات مسؤولية محدودة) الإسم التجاري : اليمتس للديكور (ذ.م.م.)	الشكل القانوني : شركة ذات مسؤولية محدودة نوع النشاط : اعمال تنفيذ التصميم الداخلي
Trade Name : ELEMENTS DECOR/L.L.C	اسم المدير : بيجو ابراهيم اوريمينير ايل	العنوان : صناعية الجرفا
1058770 الهند	ملاحظات : تغيير الشكل القانوني الى (ذ.م.م.) و اضافة الشركاء بتاريخ 2010/04/21	تاريخ الإصدار : 2004/06/05 تاريخ الانتهاء : 2010/12/04
المؤجر /محمد ايوب علي ابوالخير محل رقم : 7+6+5 تاريخ انتهاء العقد : 2010/06/30 صندوق بريد : 5119	ع / مدير عام البلدية	إيصال رقم : 96651 بتاريخ : 2009/12/06 تاريخ الطباعة : 2010/04/21
مركز الحميرية / 843		