# elements fitout décor L.L.C

Pre qualification documents

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### 1. INTRODUCTION AND COMPANY PROFILE

### **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 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 a carpentry and joinery factory of 15,000 sq. ft located in Sharjah 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:

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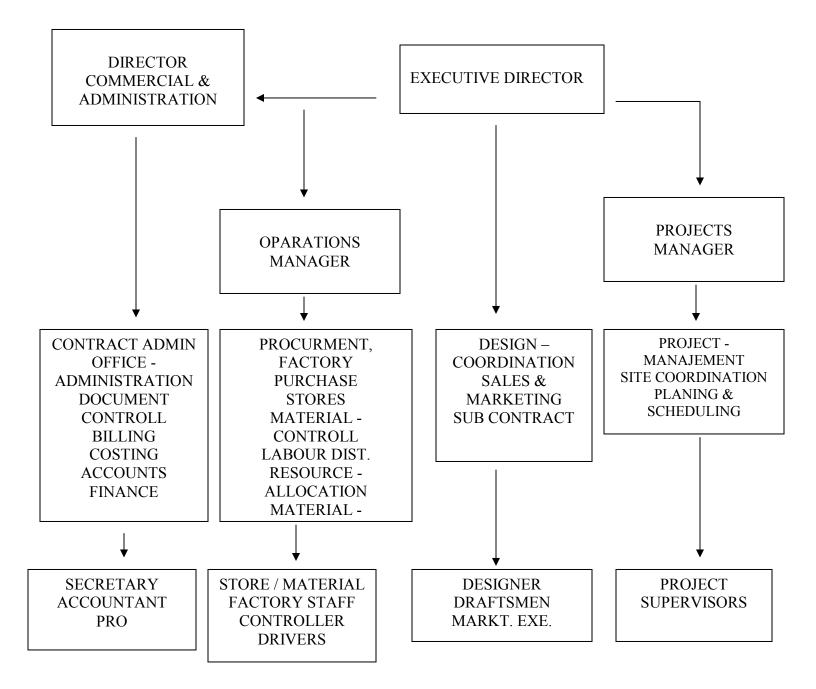
### **2. PRODUCTS & SERVICES**

#### 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 with 3D perspectives, samples and mock ups.
- 2. Project Management.
- 3. Décor Contracting
- 4. High quality joinery works.
- 5. Wooden / Decorative Floor finishes, Wall coverings, Carpets
- 6. Decorative Gypsum works (partitions, ceilings, cornices and bulkheads).
- 7. Ceramic tiling, marble & granite works
- 8. Painting, decorative painting and gold leafing.
- 9. Soft furnishing

### **3. ORGANIZATION CHART**



### 4. LIST OF LABOURERS / IN HOUSES

CATEGORY	NO. OF PERSONS	
JOINERY DIVISION		
Carpenters	20	
Polishers/Spray painters	5	
DECORATIVE PAINTING DIVISION		
Decorative painters	10	
Artists	4	
GYPSUM DIVISION		
Gypsum workers	15	
CIVIL WORK DIVISION		
Mason	10	
Tile fixers	7	
Helpers	10	
GENERAL		
Charge hands	3	
Stores Assistant	1	
Drivers	4	
	JOINERY DIVISION Carpenters Polishers/Spray painters DECORATIVE PAINTING DIVISION Decorative painters Artists GYPSUM DIVISION GYPSUM DIVISION GYPSUM workers Gypsum workers Tile fixers Jile fixers GENERAL GENERAL GENERAL	

### **5. SUB CONTRACTORS**

Apart from the In house support, Elements Décor 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 Décor to serve our Clients.

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

### **LIST OF ON GOING PROJECTS**

NO.	NAME OF PROJECT	CLIENT	SCOPE OF WORK
1.	New office @ Business Tower for M/S E 3 Corporation	M/S E 3 Corporation	Design and built
2.	New showroom for M/S Great Showroom	M/S Katharine Alexandria	Design development and built
3.	New sales centre for Ajman Marina	M/S Katharine Alexandria	Design development and built
4.	New office for M/S Marantec Middle East Access Systems	M/S Marantec Middle East Access Systems	Design and built
5.	New office / Work shop for M/S Saleem Jacob sons @ Ajman	M/S Saleem Jacob Sons	Design and built
6.	New office / showrooms complex for M/S Al Ghandi Electronics @ Ras Al Khor, Dubai	M/S Al Ghandi Electronics	Design and built

### **LIST OF MAJOR COMPLETED PROJECTS**

NO.	NAME OF PROJECT	CLIENT	SCOPE OF WORK
1.	New showroom for M/S Prestige Trading	M/S Prestige Trading Co.	Design and built
2.	New office for M/S Medical Solutions FZ – L.L.C. @ Health Care City	M/S Medical Solutions	Design and built
3.	Interior works for M/S Radisson SAS Hotel, Deira, Dubai	M/S Radisson SAS Hotel	Interior works / Furniture
4.	Interior works for M/S Hilton Hotel, Ras Al Khaimah	M/S Hilton Hotel – RAK	Interior works / Furniture
5.	Office interior works @ Park Palace, Sheikh Zayed Road, Dubai	M/S Al Jomaih Investments Ltd.	Turn Key interior works / design and built
6.	New showroom for M/S Al Ghandi Electronics @ Jumeirah, Dubai	M/S Al Ghandi Electronics	Fit out works design and built
7.	Interior works for Sunland sales centre @ Gold and Diamond Park, Dubai	M/S Emirates Sunland Group	Turn Key interior works / design and built
8.	Clinic @ Health Care City	Dr. Rajesh Raipancholia	Interior / Fit out works
9.	Office interior works for M/S Eversendai, Hamriya Free Zone, Sharjah	M/S Eversendai	Interior / Fit out works
10.	Interior works for M/S Alno Office / Showroom, Jebel Ali, Dubai	M/S Alno Middle East	Joinery works
11.	Interior works for SZPAG School, Abu Dhabi	M/S Gems Education	Interior works / Furniture
12.	Interior works for Willington School, Dubai	M/S Elvis Technology	Turn Key interior works for Music room, AV room, Conference area
13.	Intex Churidar Shop @ Karama, Dubai	M/S Index Group, Dubai	Turn Key interior works
14.	Villa interior works @ Ranches and Jumeirah Islands ( 2 nos. villa )	M/S M. S. Décor	Villa modification and interior / Décor works
15.	Total interior works for Index Jewellery @ Index Trading – Sharjah	M/S Index Group, Sharjah	Total interior works including design

16.	Design and built of Thai Restaurant @ Green	M/S Zenzi Thai Restaurant	Turn Key interior
	Community		works
17.	Book shop @ Floora Grand Hotel	M/S Bridgeway Real Estate	Design and built
18.	Design and built of video shop @ Green Community	M/S Video Land L.L.C.	Design and built
19.	Interior works for new office for M/S Al Ghandi Electronics – Abu Dhabi	M/S Al Ghandi Electronics	Complete interior works – Abu Dhabi
20.	Design and built of Exhibition Stand for M/S Tameena Jewellery – 2005	M/S Tameena Jewellery	Design and built of Exhibition Stand @ Airport Expo
21.	Total interior works for Index Jewellery @ Gold Land, Dubai	M/S Index Group, Dubai	Total interior works including design
22.	Interior works for " Zoppini " Jewellery Shop @ Morooj Rotana	M/S Al Maraya Advt.	Interior works
23.	Joinery works for New Zealand Technology @ Media City	M/S Jid Management, Dubai	Joinery works
24.	Refurbishment of Service Area @ M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Total interior / Civil works
25.	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
26.	Interior works of new office for M/S Al Ghandi Electronics, Dubai	M/S Al Ghandi Electronics	Complete interior works
27.	Refurbishment of Kids Village Nursery @ Jumeirah, Dubai	M/S Kids Village	Complete interior works
28.	Interior works for office @ EMMAR Office complex	M/S Jid Management, Dubai	Complete interior works
29.	Turn Key interior works for M/S House Hunter, Dubai	M/S House Hunter, Dubai	Turn Key interior works
30.	Refurbishment of staff accommodation complex for M/S Intercontinental Hotel, Deira, Dubai	M/S Intercontinental Hotel	Civil / interior works complete
31.	Interior works for M/S EG	M/S Jid Management,	Fit out / Décor
	Logistics, Jebel Ali Free Zone	Dubai	works

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

### 7. QUALITY CONTROL SYSTEM

### **QUALITY CONTROL SYSTEM**

ELEMENTS FITOUT DECOR applies a rigorous quality control discipline to their activities.

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

Monitoring or the Quality System will be undertaken by the Quality Department arid 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 have developed, and continue 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 DECOR 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 project team using Performa, which document the salient verifications and hold points.

### **8. PROCESS CONTROL**

#### PROCESS CONTROL

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

#### **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 unites 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 pace in accordance with our own site requirements and manufacturer's instructions as specified. Necessary site adjustments assure correct and trouble-free installation
- c) Allowances are made where fixed objects pass through, or project into or around, the periphery of installed work to permit normal movement without restriction.
- d) Units are set level, plumb, and to line and location.
- e) All openings are prepared to ensure that square and clean edges are left after cutting.
- f) 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

### **SAFETY**

ELEMENTS FITOUT DECOR 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 DECOR, 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

Hazard reporting and subsequent action will be executed by surveillance, formal and informal, undertaken by ELEMENTS FITOUT DECOR 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 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 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**

#### UNITED ARAB EMIRATES

GOVERNMENT OF DUBAL DUWUMENT OF ECONOMIC DEVELOPMENT



دولة الإمارات العربيسة المتحسدة

<del>حيڪوم ڏي</del>

### رخصة تجارية Commercial License

License No.		5	76126		رقم الرخصبة
Company Name	ELEMENTS FITOUT D	ECOR (LLC)		فينتش فيتوث اللبيكون (اتن شم.م)	اسر الشركة
Trade Name	ELEMENTS FITOUT	DECOR (L.L.C)		اليمنتشن فيتوت للديكور. (ش. ڏ. ج. م)	لإسم لتجارئ
Legal Type	Limited Liability Compa	ny(LLC)		زابت سنترثية محتردة	الشكل فققوتني
Expiry Date	19/12/2008	تاريخ الإثنياء	Issue Date	20/12/2005	ناريخ الإصدار
D&B D-U-N-S ® No.	661528261	الرقم العلمي	Main License No.	576126	رفر الرخصة الام
Register No.	1001507	رقم لسجل اللجارى	DCCI No.	103324	تصوية ثغرقة

Share / الدسمن	Role / تعنقة Role	لجنبية / Nationality	Name Levin	رقر شنامی ار No
	Manager / Ji-	الهند / India	بيجو ابراهلم توريسيلير تبل فتركي	236096
	منير / Manager	(ndia / 44)	متعادى بيلاي تلكاموني اما نيلي	236095
arpentry & Flooring	Contraction	Terration of	Street Contract Astro	
terior Decoration	Connecting.			اصل الجار درارك اعبال تليذ التسبير
Phone No	971-4-2581121	تتيقرن	رام 407 مالد محد مداند على الجامع – القميص	- Alter
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