

Sheeba Interiors LLC

PRE-QUALIFICATION
DOCUMENTS

EXECUTIVE SUMMARY

Sheeba Interiors LLC, was established in 1994. It specializes in interior fit outs and manufacturing of high quality furniture, joinery and metal shop fittings, architectural metal works for hotels, renowned retail stores, supermarkets, corporate offices, banks, private residences and villas.

The company undertakes projects throughout the UAE and middle east, and has extensive manufacturing under a 8000 square feet covered site in Dubai, UAE. Consistent performance in delivering quality products and services on time has made Sheeba Interiors LLC a preferred Interior Manufacturer and Fit out Contractor in Mumbai and Dubai. The highly trained workforce and project management team, who uses state-of-the-art technology, is experienced in handling large-scale complex projects and delivering them to World-Class standards at competitive.

Sheeba Interiors LLC is a joint venture between Al Andhar Trading, one of Muscat's leading interior specialists based in Oman for the last 15 years.

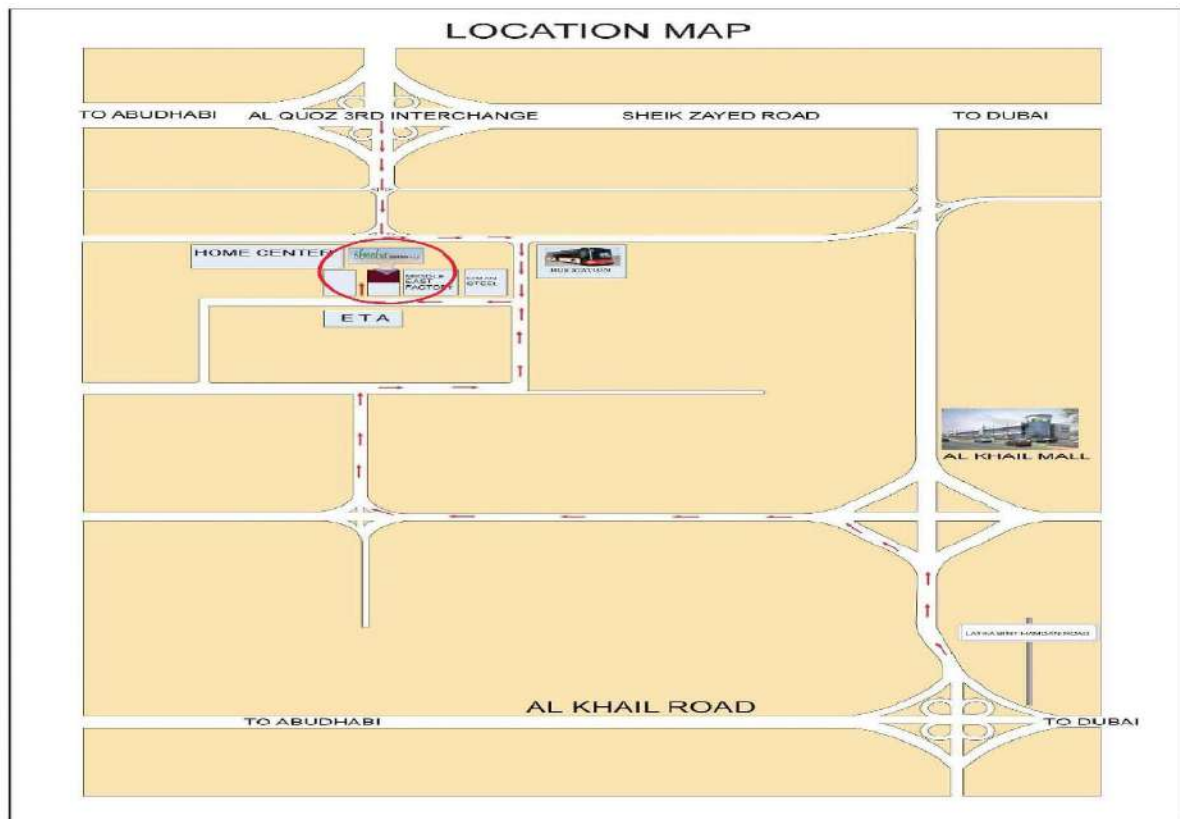
Our mission is to develop long term and sustainable businesses to achieve the following objectives:

- To be the best in our industry whenever we operate.
- To offer outstanding service and value to our customers.
- To provide exciting work environment to our employees by offering them rewarding and stimulating career.

1. GENERAL INFORMATION

Name & Address

- a. Name of Firm **SHEEBA INTERIORS LLC MAIN OFFICE (DUBAI)**
- b. P.O Box No. **37454, Al Quoz 1, Dubai, UAE**
- c. E-mail Address **info@sheebainteriors.com**
- d. Phone No. **+971 4 339 3661**
- e. Fax No. **+971 4 339 3659**
- f. Website **www.sheebainteriors.com**



Types of Products and Services offered

- a. Manufacturing of joinery, furniture and shop fittings.
- b. Interior Fit-outs
- c. Metal Works
- d. Architectural Interior Designing and Drawings

SERVICES

OUR SERVICES

The company provides following services: Manufacturing of joinery, furniture & shop fittings. Interior fit outs. Metal works Architectural interior designing and drawings.

Manufacturing The manufacturing division specializes in the manufacture of shop fittings, high quality furniture, joinery and architectural wood works & metal works for fitting out hotels, retail stores, restaurants, buildings, private residences, banks and offices.

Interiors Fit outs

Sheeba Interiors LLC Specializes in Turnkey Interior Projects for Retail Malls, Stores-within-stores, Banks and Corporate Offices. Projects Usually Start by Interpreting a Customer Design onto Detailed Requirements and Drawings. Installation Range from Elaborate Modular Furniture and Fittings to Complex Sophisticated Packages Including Flooring, Gypsum False Ceiling, Gypsum Drywall Partition, Painting, Wall Covering, Lighting, Electromechanical Works and External Frontages.

Metal Works

The company's metal division manufactures and installs metal Furniture fittings and structures to the highest standards. The division works with most fabrication metals and is particularly skilled in mild steel, stainless steel and brass works.

Architectural Interior Designing and Drawings

When you expand a new office space, when you occupy a commercial outlet, when you move to a new home, there are number of interior design details to be considered in order to complement the architecture of the building and to provide the member of your team or family with a better back-ground for living. Benefit from our interior design experience.

- Corporate Office Design
- Hotel Interior Design
- Bank Interior Design
- Commercial Design
- Residential Interior Design
- Government Facilities Design
- Retail Outlet Design
- Hospitality Design

Market Sectors

Sheeba Interiors LLC has an unrivalled reputation for innovation and excellence. It creates and installs top-of-the-range interiors for the following sectors

Hospitality	Hotels
	F&B
Retail	Fashion
	Food & Non-Food
Commercial	Office Fit outs
	Banks Fit outs
Government	Education Sector
	State Building
Residences	Apartments
	Villas

Account Name : SHEEBA INTERIORS LLC
Bank A/C No. 1011072075802
IBAN - AE28 0260 0010 1107 2075 802
Bank Name : Emirates NBD
Branch : Jebel Ali, UAE
Swift Code: EBILAEAD

Sheeba Interiors LLC

2. Legal & Financial Aspect

Registrations/ Licenses

a. Type	Limited Liability Company
b. Trade License Number	245846
c. Place of Registration	Dubai
d. Issue Date	24/03/1997
e. Expiry Date	23/03/2022
f. Company founded in	1994



رخصة صناعية Industrial License

تفاصيل الرخصة / License Details

License No.	245846	رقم الرخصة
Company Name	SHEEBA INTERIORS (L.L.C)	اسم الشركة
Trade Name	SHEEBA INTERIORS (L.L.C)	الإسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	23/03/2022	تاريخ الإنتهاء
D&B D-U-N-S @	561357989	الرقم العالمي
Register No.	53893	رقم السجل التجاري
Issue Date	24/03/1997	تاريخ الإصدار
Main License No.	245846	رقم الرخصة الام
DCCI No.	42985	عضوية الغرفة

الأطراف / License Members

Share / الحصة	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./رقم الشخص
	Manager / مدير	India / الهند	راماشاندرا كوجوم ناير	337416

نشاط الرخصة التجارية / License Activities

Shop Fixtures Manufacturing	صناعة تركيبات المحال العامة
Interior Decoration	اعمال تنفيذ التصميم الداخلي
Home Furniture Manufacturing	صناعة الاثاث المنزلي
Office Furniture Manufacturing	صناعة الاثاث المكتبي
Kitchen Furniture Manufacturing	صناعة أثاث المطابخ

العنوان / Address

Phone No	971-4-3393661	تليفون	P.O. Box	37454	صندوق بريد
Fax No	971-4-3393659	فاكس	Parcel ID	364-155	رقم القطعة
Mobile No	971-50-4594505	هاتف متحرك			ملك مؤسسة دبي العقارية - الفوز الصناعية الاولى - بر دبي S.5 مستودع رقم 7880962@gmail.com Email

الملاحظات / Remarks

تم نقل الموقع في تاريخ 09/03/2021
لا يجوز البدء أو القيام بتنفيذ مشاريع جديدة تابعة لإشراف البلدية أو أية جهة أخرى لحين توفير المعايير المطلوبة.

Print Date 21/03/2021 9:50 تاريخ الطباعة Receipt No. 13858280 رقم الإيصال



الإمارات
THE EMIRATES

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3. List of Projects Executed

Sr. No.	PROJECTS	CLIENT/ CONSULTANT	AMOUNT (AED)
1	American Eagle @ Ibn Battuta Mall, Dubai	Alshaya Co. LLC	615,450.00
2	American Eagle @ Sahara Centre, Sharjah	Alshaya Co. LLC	639,980.00
3	American Eagle @ Dalma Mall, Abu Dhabi	Alshaya Co. LLC	934,710.00
4	Starbucks @ JAFZA, Dubai	Alshaya Co. LLC	363,660.00
5	Muji @ Al Wahda Mall, Abu Dhabi	Alshaya Co. LLC	607,170.00
6	Starbucks @ Hessa Street, Dubai	Alshaya Co. LLC	474,977.00
7	Starbucks @ Al Wahda Mall 2, Abu Dhabi	Alshaya Co. LLC	385,628.00
8	Piadera @ Binary Tower, Dubai	Piadera Compass Project	
9	Mothercare @ Ajman City Centre	Alshaya Co. LLC	477,550.00
10	Starbucks @ Park Centre, Mirdif, Dubai	Alshaya Co. LLC	356,590.00
11	Starbucks @ Shorooq Community, Dubai	Alshaya Co. LLC	245,545.00
12	Boots @ Al Wahda Mall, Abu Dhabi	Alshaya Co. LLC	341,395.00
13	Starbucks @ Dubai Opera, Dubai	Alshaya Co. LLC	609,455.00
14	Starbucks @ Ajman City Centre	Alshaya Co. LLC	399,725.00
15	Calvin Klein (Underwear) @ DCC, Dubai	Jashanmal National Co. LLC	
16	NYX @ The Dubai Mall	Alshaya Co. LLC	441,350.00
17	Footlocker @ Zero 6 Mall, Sharjah	Alshaya Co. LLC	262,680.00
18	Starbucks @ ADNOC Ghantoot, Abu Dhabi	Alshaya Co. LLC	506,287.50
19	Starbucks @ Zero 6 Mall, Sharjah	Alshaya Co. LLC	445,040.00
20	Footlocker @ Ibn Battuta Mall, Dubai	Alshaya Co. LLC	389,925.00
21	Starbucks @ Men's College Abu Dhabi	Alshaya Co. LLC	313,280.00
22	Etude House @ The Dubai Mall, Dubai	Alshaya Co. LLC	576,920.00

23	Starbucks @ The Dubai Mall 5, Dubai	Alshaya Co. LLC	706,570.00
24	Pinkberry @ BAS Mall, Abu Dhabi	Alshaya Co. LLC	439,195.00
25	Mothercare @ The Springs Village	Alshaya Co. LLC	488,915.00
26	Bath & Body Works @ Ajman City Centre	Alshaya Co. LLC	336,815.00
27	Starbucks @ Springs Village	Alshaya Co. LLC	504,615.00
28	H&M @ Sharjah City Centre	Alshaya Co. LLC	254,325.00
29	Boots @ Sharjah City Centre	Alshaya Co. LLC	227,250.00
30	Mothercare @ Sharjah City Centre	Alshaya Co. LLC	288,020.00
31	Bath & Body Works @ Sharjah City Centre	Dareen International Co. LLC	231,285.00
32	Starbucks @ ADNOC Khalifa, Abu Dhabi	Dareen International Co. LLC	571,200.00
33	H&M @ Mercato Town Centre, Dubai	Alshaya Co. LLC	2.309,775.00
34	Claire's @ Yas Mall, Abu Dhabi	Dareen International Co. LLC	289,385.00
35	NYX @ IBN Battuta Mall, Dubai	Alshaya Co. LLC	395,505.00
36	NYX @ Jimi Mall, Al Ain	Dareen International Co. LLC	457,934.00
37	NYX @ Yas Mall, Abu Dhabi	Dareen International Co. LLC	460,241.00
38	Starbucks @ Khalifa University, Abu Dhabi	Dareen International Co. LLC	432,408.00
39	Starbucks @ Grove Village, Ras Al Khaimah	Alshaya Co. LLC	943,146.75
40	Charlotte Tilburry @ Yas Mall, Abu Dhabi	Dareen International Co. LLC	916,293.00
41	Starbucks @ ENOC 1017, Al Ain Rd. Dubai	Alshaya Co. LLC	478,765.00
42	Starbucks Kiosk @ ADNEC, Abu Dhabi	Dareen International Co. LLC	90,878.00
43	Starbucks @ Al Naeem City Centre, RAK	Alshaya Co. LLC	314,678.00
44	PB & PBK @ Dalma Mall, Abu Dhabi	Alshaya Int'l Co. LLC	109,242.00
45	Piadera Kiosk @ Dubai Airport Concourse C	Host International Inc.	194,586.00
46	Starbucks @ Ministry of Presidential Affairs, AUH	Alshaya Int'l Co. LLC	189,199.50
47	River Island @ The Dubai Mall, Dubai	Alshaya Int'l Co. LLC	223,786.00

48	Starbucks @ ENOC 1505 DT, Fujairah	Alshaya Co. LLC	486,785.25
49	Starbucks @ Deira City Centre 4, Dubai	Alshaya Co. LLC	380,656.50
50	Shake Shack @ The Dubai Mall, Dubai	Alshaya Co. LLC	65,887.50
51	Starbucks @ Al Barsha Head Office, Dubai	Alshaya Co. LLC	26,250.00
52	Shake Shack @ Dubai Airport Concourse A	Alshaya Co. LLC	110,302.50
53	NYX @ Al Maryah Central, Abu Dhabi	Alshaya Int'l Co. LLC	387,639.00
54	Vision Express @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	388,615.50
55	Etude House @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	386,237.00
56	H&M @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	3,604,046.00
57	Starbucks @ The Dubai Mall, Zabeel Exp.	Alshaya Int'l Co. LLC	464,079.00
58	Collection of Style @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	984,638.00
59	Starbucks @ Al Ain Zoo DT, Al Ain	Alshaya Int'l Co. LLC	747,993.75
60	MINA @ Ibn Battuta Mall, Dubai	Beauty Forever Trading LLC	304,500.00
61	Starbucks @ The Pointe, Palm Jumeirah	Alshaya Co. LLC	503,385.75
62	American Eagle @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	945,499.00
63	Muji @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	1,033,284.00
64	Bath & Body Works @ Mall of the Emirates	Alshaya Co. LLC	751,490.00
65	Bath & Body Works @ The Dubai Mall	Alshaya Co. LLC	921,774.00
66	Raising Canes @ Al Maryah Central, AUH	Alshaya Int'l Co. LLC	696,371.55
67	Claire's @ Mall of the Emirates, Dubai, UAE	Alshaya Int'l Co. LLC	287,282.10
68	Justice @ Mall of the Emirates, Dubai, UAE	Alshaya Int'l Co. LLC	391,230.00

HEALTH AND SAFETY POLICY

Sheeba Interiors LLC has compiled this Health and Safety Policy/Program on compulsory basis for all its employees.

The management of Sheeba Interiors LLC considers the prevention of injuries and the good health practices an integral part of day-to-day operation. Sheeba Interiors LLC gives every effort to consider these practices when planning and operating all company activities to help strive against accidents and injuries. All levels of supervision have a personal and individual responsibility for the safety of persons whom report to them. Each employee must make a personal commitment, through the observance of safety practices and the reporting of unsafe working conditions, to make a significant contribution toward their own safety and that of their fellow workers

To implement this policy Sheeba Interiors LLC considers all accidents and illness preventive measures to be important to the Company. Sheeba Interiors LLC provides, as reasonable as possible, the safe and healthy operation of its employees, equipment and facilities, maintaining adequate first aid facilities, maintaining training/educational programs on health and safety operating procedures.

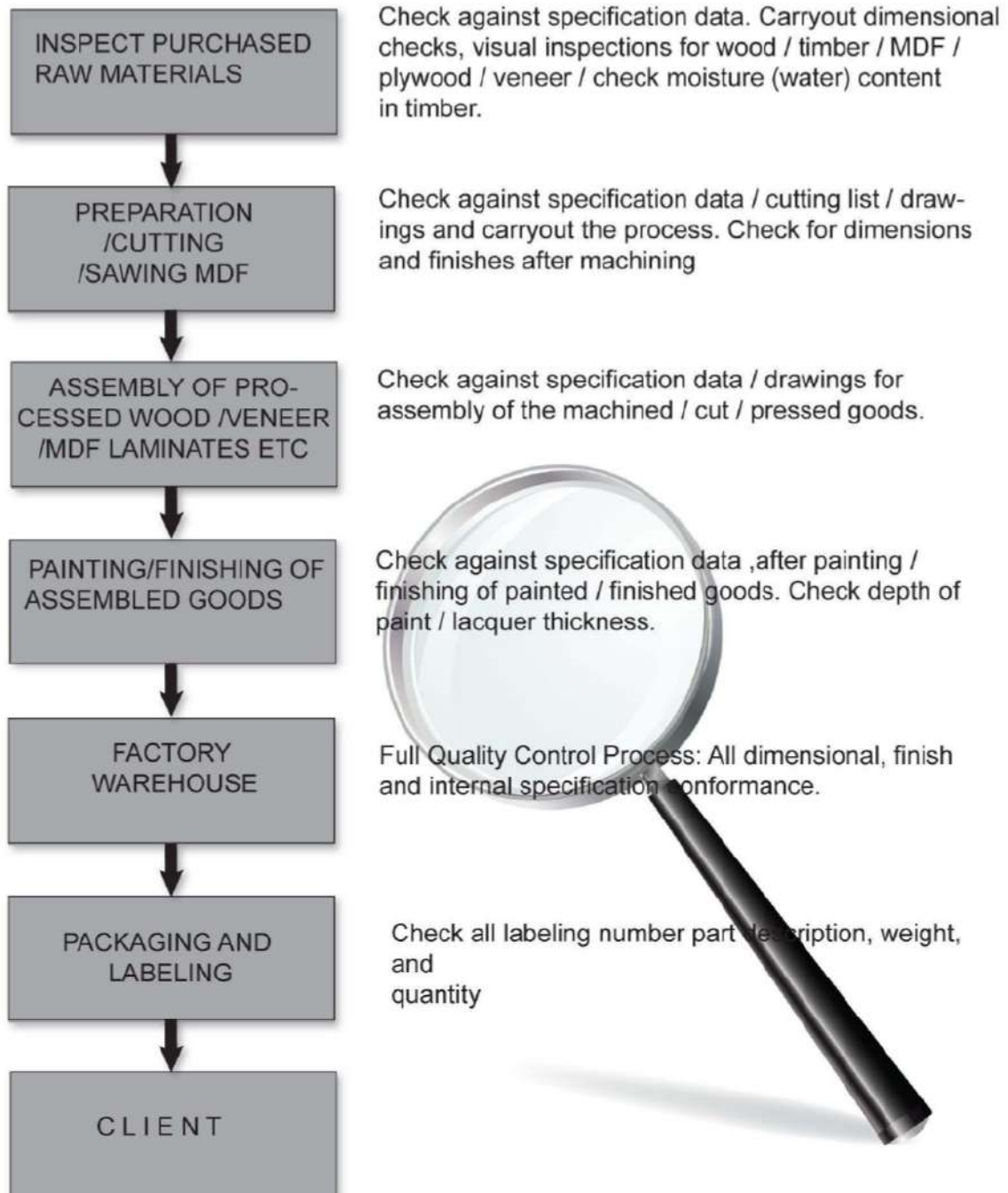
Sheeba interiors LLC also ensures employees work in a safe manner, observe regulations set out, and use safety equipment provided.

Sheeba Interiors LLC comply the occupational Health and Safety Act and all other related legislated requirements

Accidents, as a result of unsafe acts or working conditions or failure to obey safe practices, will not be tolerated and must be kept to an absolute minimum. Every employee must be encouraged to think and act in terms of their own safety and the safety of others when carrying out their tasks. Management directs that all employees conduct themselves as outlined in this policy and that the requirements of the Occupational Health and Safety Act are used as a minimum standard only.

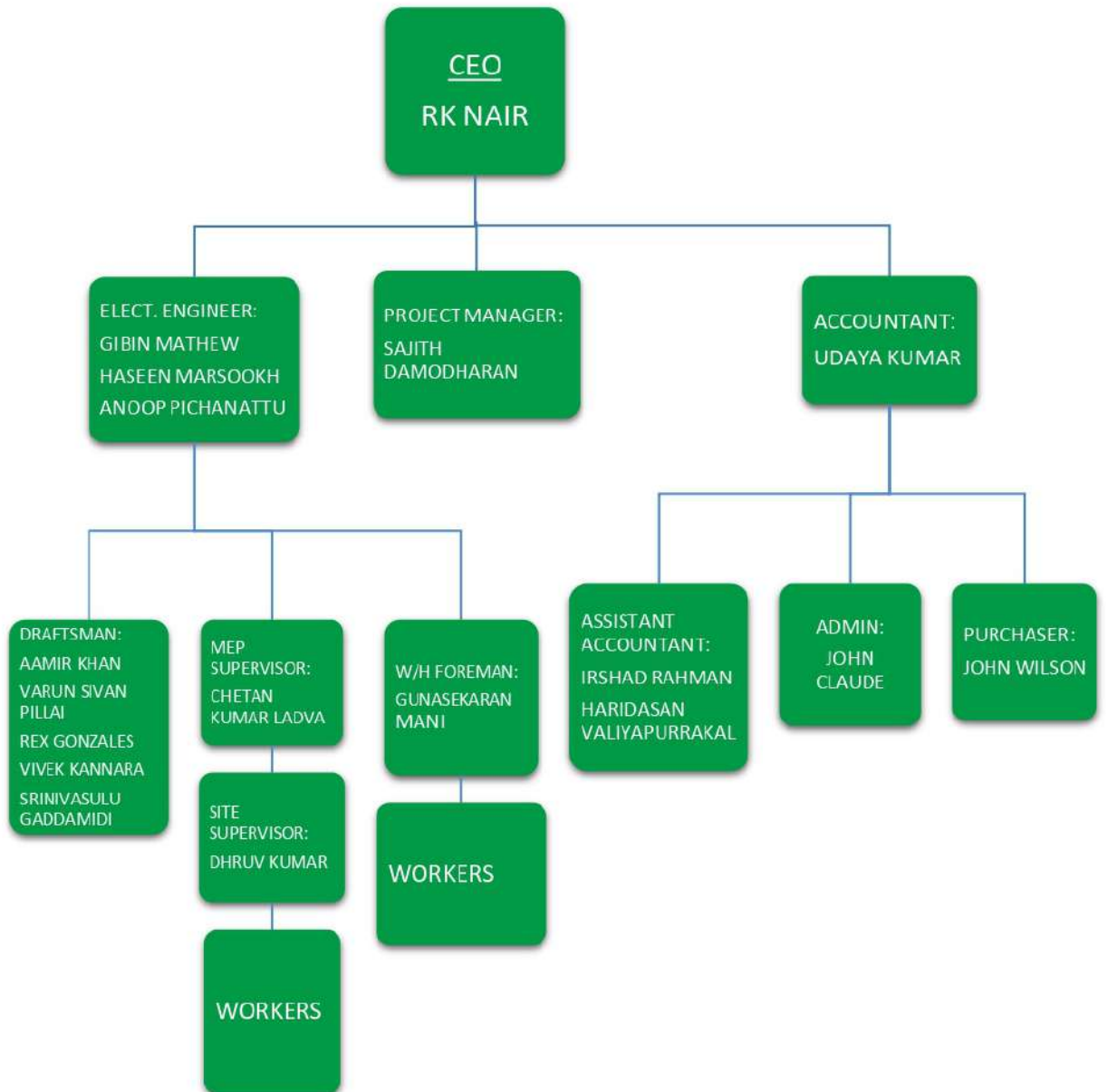
QUALITY CONTROL

PROCEDURE FOR WOODEN / TIMBER GOODS



Sheeba Interiors L.L.C

ORGANIZATION CHART 2019



4. Procedures and Methodology

Getting Started:

Once appointed statutory approvals and procurement are to commence. For any project Statutory approval is required and site works is dependent on receiving Fit out permit to works. Submission of drawings and approval is to be expedited. Civil defense/ Municipality approvals can be obtained whilst mobilization is in progress. We can confirm from previous experience that most Authorities will permit works to start immediately after their approval.

The following process is applicable:

- Step 1: Consultant issue design drawings to contractor who in turn prepares MEP and Architectural submittals for Landlord Engineer approval.
- Step 2: Client to issue landlords no objection letter, appointment letter to Sheeba Interiors LLC, and copy of lease.
- Step 3: Sheeba Interiors LLC to submit Engineering drawings with Landlord Engineer Comments addressed, for Municipality approval and pay necessary deposits, scrutiny fees etc.
- Step 4: DM, AD/ CD issue commented/ approved drawings and issue Sheeba Interiors LLC Fit Out Permit to commence work.
- Step 5: Sheeba Interiors LLC to mobilize onto site and commence Civil Defense Submission.
- Step 6: Sheeba Interiors LLC to commence material and drawing submittals for Consultant approval.

The above process normally takes 2 to 3 weeks.

Mobilization:

Immediately after permit to work is issued Sheeba Interiors LLC to mobilize onto site, conduct site condition survey and commence site set up. Included in the site set up are the following (Site Setting-up Checklists is enclosed).

- Site Office and meeting area
- Site Storage
- Workers Eating Area
- Delivery Area and Rubble removal area
- Site Hoardings
- Drawings and Document Files
- Site Signage and General Safety Signage
- Task Lighting

Documentation:

On mobilization registers for the following documents are to be set up:

1. Material Submittal Register
2. Drawing Submittal register
3. Request for Information Register
4. Request for Inspection Register
5. Confirmation of Verbal Instruction Register
6. Engineer/ Consultant Instruction Register
7. Detailed Construction Programme
8. Detailed Procurement Programme

The above documents are to be kept updated weekly and included in weekly reports.

Cost control documents to be used are the contract BOQ, Confirmation of Site Instructions and Engineer Instructions. All variations are to be instructed in writing and costs agreed. Sheeba Interiors LLC to issue quotations for EI's within a week of receipt.

All site operatives are to be safety inducted and manpower records are to be kept on a daily basis (refer enclosed documents).

With regards submittals of materials and drawings, Sheeba Interiors LLC to expedite the submittals and conclude the submittal process within 3 weeks from appointment.

Weekly reports are to consist of all registers, site photographs, programme update and Project overview. The first report is to include the site conditions survey with photographs as record of the site condition at time of handover from landlord to Sheeba Interiors LLC.

Valuations are to be submitted by 28th of every month and all variations are to be claimed using EI references by means of an EI Schedule addendum to the BOQ claim.

Methodology

In general, the key to achieving timeous completion and to achieve a high quality of fit out is for the following key elements to be given the utmost attention from the outset:

1. Thorough audit of existing services to be relocated and reused is to be done. To understand the scope of work and interface between existing services and new works is key to implementing these works successfully.
2. High quality protection to be used to eliminate damage to existing items and accurate setting out for coordination of new and existing site works.
3. Submittals to be done quickly and reviewed/ approved immediately. It is expedient to attempt to close these out at the meetings immediately on submittal.
4. Procurement is to commence immediately on appointment and particular attention is to be given to long lead time items.
5. Detailed setting to be done to facilitate site measurements as early as possible.
6. Sequencing of work is to be done in accordance with a detailed construction programme.
7. Factory visits to be conducted to ensure quality is achieved prior to items being delivered to site.
8. Intimate involvement in the project by senior Sheeba Interiors LLC managers.
9. Correct methodology of site work (no cutting corners).
10. Appropriate resourcing of staff/ site personnel.
11. Early involvement of IT and AV specialists to coordinate with MEP.
12. Early completion of IT rooms to enable data and hardware to commence.

SITE SETTING-UP/ DOCUMENTS CHECKLIST

I. SITE SETTING UP

1. Temporary Site Office
2. Sheeba Interiors Sign Board
3. Board showing Safety Instructions
4. Meeting Table + Chairs
5. Office Table + Chairs
6. Trays for inward documents + stationary
7. Notice Board
8. Drawing Stand + Hangers
9. Shelf/ Rack for Displaying approved samples
10. Box Files
11. Spare Helmets for Visitors
12. A/C, Fan (if required)
13. Pantry: (a) Fridge (small)
(b) Water Bottle Cooler + Dispenser
(c) Electric Kettle
(d) Coffee Mugs, tray, etc.
14. Cabinet/ Box with locking arrangement to keep tools
15. Electric Distribution Boards with circuit breaker, outlets, etc. (as shown in the attached photograph).

II) DOCUMENTS

1. Health & Safety Plan from Sheeba Interiors LLC
2. Prequalification Document
3. Fit-out Manual issued by Tecom/ Consultant, etc.
4. Copy of Specifications
5. Copy of Bill of Quantities (BOQ)
6. Copy of Permit to work issued by Tecom/ Municipality, Client, etc.
7. Copy of Work Programme

III. DOCUMENTS IN FILES

1. Copy of Permit
2. Copy of Receipt of fees paid for Work Passes
3. Correspondence to or from Consultants
4. Correspondence to or from Client
5. Correspondence to or from Sub-Contractors
6. Correspondence to or from Suppliers.
7. Blank forms:
 - i. Site diary & Progress Report
 - ii. Transmittal of Drawings/ Documents
 - iii. Submittal for approval of Materials
 - iv. Submittal for approval of Shop Drawings
 - v. Request for Information
 - vi. Request for Inspection
 - vii. Confirmation of Verbal Instructions
 - viii. Procurement Instructions
 - ix. Blank sheets for sketches
 - x. Blank sheets for Action List
8. Updated Registers:
 - a. Request for Inspection
 - b. Request for Information
 - c. Material Submission
 - d. Drawing Submission
9. Copies of Minutes of Weekly Meetings
10. Copies of Weekly Progress Reports

IV) DRAWINGS

1. Tender issued drawings (ID, MEP)
2. Drawings approved by Idama/ Municipality
3. Approved drawings from Civil Defense
4. Drawings issued ID/ Architectural Consultant
5. Drawings issued by MEP Consultant
6. Approved shop drawings for ID
7. Approved MEP drawings
8. Superseded drawings from consultant
9. Superseded workshop drawings