

# company portfolio

Master & Associates

Architects , Interior Designers & **Project Management Consultants**

## LIST OF SERVICES OFFERED

- ☐ Architectural Designing.
- ☐ Layout and Town Planning.
- ☐ Structural Design and Engineering.
- ☐ Quantity Surveying and Estimation.
- ☐ Electrical engineering.
- ☐ Project Management.
- ☐ Interior Designing
- ☐ Interior Decoration.
- ☐ Landscaping and Site Development Design.
- ☐ Property Valuation.
- ☐ Air Conditioning and Ventilation System.
- ☐ Industrial Services and Planning System.
- ☐ Effluent Treatment Plant.
- ☐ Vertical & Horizontal Circulation & Material Transmit System Design.
- ☐ Graphic and Signage

**The firm has considerable experience in the following structures and buildings.**

1. **HOTELS.**
2. **EMBASSIES.**
3. **TOWNSHIPS.**
4. **UNIVERSITIES AND TRAINING CENTRES.**
5. **CORPORATE OFFICES.**
6. **COMMERCIAL COMPLEXES.**
7. **BANKS AND INSTITUTIONAL SERVICES.**
8. **RESIDENTIAL APPARTMENTS.**
9. **RESIDENTIAL BUNGALOWS.**
10. **INDUSTRIES:** Electronic and computers, Tyre , Metallurgical. Aviation, Engineering, Paper, Textiles, Pharmaceuticals, Dairy products, Sugar, Chemical.
11. **HOSPITALS.**
12. **AUDITORIUMS.**
13. **COMMUNITY CENTRE.**
14. **STADIUM AND CLUBS.**
15. **MUSEUMS & WELFARE SERVICES.**
16. **STORAGE PROJECTS.**

## NAMES OF SOME OF OUR IMPORTANT CLIENTS

### NATIONAL

- RELIANCE INDUSTRIES LTD.
- HDFC.
- ICICI.
- SIYARAM GROUP OF COMPANIES.
- HINDUSTHAN ZINC.
- M.L.GROUP OF COMPANIES.
- ROLTA INDIA LTD.
- HEXAWARE.
- TCIL
- BANK OF INDIA
- MIDC.
- MTDC
- GTDC
- JKTDC
- RBI
- BHEL
- NORTHERN COALFIELD LTD.
- AIR INDIA.
- INDIAN AIRLINES.
- ONGC.
- NIPC.
- PUNE MUNICIPAL CORPORATION.
- ULHASNAGAR MUNICIPAL CORPORATION.
- SASMIRA
- RAJA BAHADUR MOTILAL PUNE MILLS
- PARAGON TEXTILE MILLS PVT LTD.
- BANK OF BARODA
- SHRIMAD RAMCHANDRA ASHRAM

### INTERNATIONAL

- **MPTIC ALGERIA** ( Ministry Of Post, Technology Information And Communication )
- **AIRPORT BUSINESS CENTRE** Sarl ABC - ALGERIA
- **MINISTRY OF SCIENCE AND TECHNOLOGIES , SUDAN**

## 1. Philosophy

- ☐ **Our Services and Clientele list**

## ☐ **PRE CONSTRUCTION ACTIVITIES**

### **1. LAND ORGANISATION :**

- Obtain correct land records - duly verified and surveyed by land records 7/12 and P.R card to tally with areas purchases and free of encumbrances.
- Physical measurement of land with all boundaries duly verified and demarcated.
- Verification with municipal records and tallying of land with reservations and stipulations if any.
- Contour survey and soil investigation report.

### **2. PREPARATION OF DESIGN BRIEF / PARAMETERS :**

- Assessing and detailing clients requirements and preparing Clients brief.
- Investigating similar facilities, preparing detailed comparative report and base for further working.
- Assessing brief from codal requirements and site constraints.
- Organizing design team

### **3. SCHEMATICS :**

- Design submission and technical review of same.
- Integration of internal planning to Architectural Design.
- Overlay study of utilities with architectural plans.
- Schematic Structural scheme review.
- Brief Estimation

### **4. TECHNICAL SCHEME :**

- Arranging submission parameters of technical schemes for design and utilities team.
- Finalization of all specifications
- Quantity surveying on basis of preliminary drawings submitted.
- Estimation of project from total team.

### **5. SUBMISSION OF DRAWINGS TO AUTHORITIES :**

- Submission of drawings to various departments and obtaining remarks to drawings.
- Co-coordinating approvals of all departments and preparing master schedule for approval.

### **6. BID DOCUMENTATION :**

- Finalization of all contractual and financial conditions.
- Verification of bill of quantities.
- Verification of estimates.
- Pre qualifying vendors with standard criteria.
- Issual bid document.
- Comparative analysis of bids received and recommendations.
- Finalization of all drawings for bidding and commencement of work.

## ☐ **CONSTRUCTION ACTIVITIES**

**1. PROGRAMMING :** Total project programming with vendors collectively and individually with all resources and man power break down and finalization of time schedules.

**2. SITE ORGANISATION:** Temporary site facilities power and water arrangement, stores and all necessary infrastructure planning.

### **3. CONTRACT DOCUMENTATION**

- With legal and financial formalities, Insurance and labor mandatory stipulations compliance.
- Drawing issual programming, checking and release to contractual agencies.
- Daily site supervision with daily work progress and measurements.
- Weekly Progress repots.
- Monthly detailed project review.
- Quantity Control checking and review.
- Vendor billing and certification.
- Compliance to all codal formalities.
- Inspection and notes by all municipal authorities at various levels.
- Material procurement follow up and stocking organization.
- Material testing and acceptability.
- Daily log of work done.
- Incite and improvisation to construction techniques.
- Fulfilling requirements of financial institution and project accounting needs.

## ☐ **POST CONSTRUCTION ACTIVITIES**

- Observing all completion formalities for Statutory and municipal approvals.

➤ Preparation of as built drawings of all vendors and disciplines.

➤ Preparation of maintenance manual.

➤ Checklist of defects and follow up verification.

➤ Completion of individual product guarantees, statutory maintenance requirement and ultimate maintenance Organisation.

➤ User Handover formalities.

➤ Certification of all vendors final accounting.

## ☐ **MARKETING STRATEGY**

➤ Preparation of all base design and backups for interaction with advt. / graphic agency for marketing material preparation including brochures, leaflets, signage, logo, website and walk through.

➤ Basic market survey and identification of customer profit.

➤ Making presentation as and when required for the project for potential customers.

## 3. Project Services, delivery and Approach

### ☐ **Scope of Services**

## ☐ **QUALILTY ASSURANCE**

**QUALITY CONTROL** measures through staffing organization and checks is already indicated above and previously. The basic philosophy to be followed for quality implementation is to anticipate and exercise control prior to implementation .

This will consist of

- Detailed and 100% inspection of all input material
- Outlining all construction steps and working methodology to labour force
- Ensuring availability of all tools and implements prior to commencement of work
- Formulating jigs and templates to simplify repetitive works and checking systems
- Controlling through supervision at micro level
- Setting of high acceptability standards for entire workforce.



# **MASTER & ASSOCIATES**

**ARCHITECTS , INTERIOR DESIGNERS & PROJECT MANAGEMENT CONSULTANTS**

34/38, Hamam House  
Ambalal Doshi Marg, Fort,  
Mumbai-400 001, India.

**Tel :** 91 (22) 2265-4606/ 2265 4736

**Fax:** 91 (22) 2270-0173

**Email:** master2@bom5.vsnl.net..in  
udaymaster@rediffmail.com