



Where growth knows no bounds



**Universal Business Centre**

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Experience what's new and appealing



**UNIVERSAL**   
BUSINESS CENTRE

Welcome to the Universal Business Centre, a premium commercial space that helps businesses attract the best people and utilize the latest technology. Spread over approximately 20,000 sq.ft. on the second floor of Universal Trade Tower.

The centre is emerging as a great opportunity for corporates to create jobs and build economic momentum in Gurgaon's burgeoning business district.

The Centre is designed with a varied range of the office sizes ranging from single seater executive cabin to a 25 seater open office plan. We offer a complete flexibility of tenure and a host of business services that enable you to control your initial capital investments without compromising on your business plans.

**Awarded by All India  
Achievers' Conference  
August, 2008**



## FACILITIES & AMENITIES

- Centrally air conditioned
- Centralized UPS for each workstation
- 100% Power back up
- Security Service 24 x 7
- Housekeeping Services
- Maintenance Services

## OTHER SERVICES

- Equipment Hire
- Office supplies and Stationery
- Taxi and Car Services
- Travel Arrangements
- Courier
- Florist and Newspaper service
- Rider and Handyman Service

## BUSINESS SUPPORT SERVICES

- Lounge and Reception Area
- Telecom and Operator Service
- Secretarial Service
- Food and Beverage Service
- Hi speed internet Connectivity
- IT Support
- Conference and Meeting room facilities
- Audio/Video Conference provisioning
- Documentation/ Automation Service
- Provision for internal LAN and networking





## MEETING & CONFERENCE ROOMS

- Multiple modules of Meeting rooms
- High standard 4 seater, 6 seater meeting rooms
- 1 large Conference room with seating capacity for up to 40 individuals. Different styles of seating like Training, Conference, as well as Theatre Style
- Provisioning for writing boards, data projectors, white screens and audio/visual conferencing facility.
- We provide a virtual meeting environment that gives you the benefits of a real meeting
- Communicate as if you are “face – to – face” 42 inch LCD screen, Overhead Projector, Power camera with 12xzoom, 270 degrees pan, 100 degrees tilt
- Above all, we provide an excellent technical support team who ensure that all A/V equipments function reliably and efficiently and your conference is interruption-free.



## BENEFITS

- Prestigious BUSINESS address
- Pay for the space you need
- No minimum space commitment
- Flexibility to upsize and downsize
- Flexible lock-in period
- Only pay for the services used
- Expand or contract keeping the same address and contact without relocating
- All facilities are managed for you, allowing a clear focus on your business without distraction
- Benefit from "large company" services and technology, shared by all Licenses
- All property depreciation and repair costs are carried by the Business Centre, unlike leases
- Fixed costs are covered by one monthly payment

### Who benefits from Universal Business Centre?

Liaison, Branch, Head,  
Overflow, Back-End, Interim,  
Start up and small yet  
"A" Grade offices.



## KEY DIFFERENTIATORS

- Housed in a Prestigious 'A' Grade Commercial Complex
- Situated on 8 lane Gurgaon-Sohna Road directly linked to the Delhi-Jaipur Highway/NH-8 and well connected to Dlf Golf Course/Sector Roads
- Also well connected to Domestic and International Airport and upcoming Metro connectivity
- Offers an absolute elegant state-of-the-art office space with a highly professional working environment & caters to all amenities for business operations
- Highly professional environment with a strong support staff system
- Spacious and well lit Centre with open terrace and break out areas
- Latest Technology and High end equipments
- Robust Telecom & Networking infrastructure and last mile fiber connectivity
- 3 levels of basement parking

## BUSINESS EVENTS

From planning, organizing, budgeting to executing, we do it all using our creative, cutting-edge ideas, we will design the type of hassle-free event that you are looking for.

We commit ourselves to raise the industry standard by using strong business ethics and maintaining professionalism as an event planner.

Our goal as a Universal Business Centre event planner is to maintain your budget while creating and producing the perfect event for your needs. We are highly motivated, organized, detail, focused, flexible and passionate for your event.





## HR SOLUTIONS

*Solution for your next  
strategic HR move*

We aid our clients and partners with Talent acquisition, Employee Induction, Orientation and Training & Development Programs so that they may effectively deal with regular workforce challenges and stringent Human resource demands. Our expertise in Recruitments and Training brings employee motivation, empowerment and appreciation, driving your business to new heights.

## VIRTUAL OFFICE

- Even if you do not wish to physically operate from our centre, you can still benefit from a cost-effective Virtual Office membership with us
- You will benefit by getting a prestigious business address
- All mails and packages will be handled through the same address
- A telephone receptionist to answer your calls
- You will get to use our Meeting and Conference rooms
- You only pay for what you need and when you need it







## ABOUT THE GROUP

Universal Business Centre is brought to you by the Universal Group. The Universal Group is a conglomerate that envisages business ethics and 'focus on quality' as integral to its philosophy. The interests across residential, retail and commercial sectors of the Real Estate Industry. This is also backed by superior project management and service.

One of the values the Universal Group cherishes is integrity. In a nutshell, it means that the group delivers what it commits – honesty. Truthfulness, reliability and uprightness in whatever it does. It presages a better tomorrow where the world will perceive the Universal Group as one of the most trusted and reputed brands in the real estate industry.

### Universal Trade Tower

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