



**SWASTIK**  
FACILITY SERVICES



# Dear Sir,

With the reference to the discussion with you and subsequent follow-up, the undersigned had with your good self-regarding provision of Manpower Services at your Organization.

Thank you very much for giving me this opportunity to introduce my company SWASTIK FACILITY SERVICES. s a company we introduce ourselves "the facilitator". We are mainly in to Housekeeping Services, manpower compliment, Horticulture and Support Services. We provide drivers, receptionist, low, and middle level placements too. Our services are always in line with client's requirement because we believe in having long association.

The cleanliness of an organization sounds loud about the professionalism of the organization and our quality of cleaning services speaks louder about our professionalism. A majority of our cleaning materials, machinery and equipment are imported, enabling us to achieve the highest possible standards in terms with the Housekeeping Services.

Based at Gujarat / Ahemdabad, we are exploring the network all across India. We assure care of every single detail of operation and services. We operate on the principles of safety, integrity and reliability with our prompt and cost effective services; we would endeavor to achieve total client satisfaction in the share of SWASTIK FACILITY SERVICES.

I would greatly appreciate if my company could be given a chance to provide services for your esteemed organization.

Warm Regards,  
Chintan Patel  
9898010026



# SPECTRUM OF OUR SERVICES IN WIDE SPREAD

## DAILY MAINTAINANCE

- Daily Housekeeping Services
- Floor and Carpet Vacuum Cleaning
- Upholstery and Soft Furnishing Care
- Daily Mopping and Buffing

## DEEP CLEANING PROGRAM

- Floor Polishing
- Carpet Shampooing
- Upholstery Shampooing
- Furniture and Wooden Floor Polishing
- Glass Facade Cleaning

## HOUSEKEEPING CONSULTANCY

- Developing Operating Criteria for New Projects
- Developing Operating Standards for Hotel and Resorts
- Manpower and Space Planning for Hotel and Resorts

## CLUB AND GUEST HOUSE MANAGEMENT

- Room and Bathroom Linen Supply and Maintenance
- Personalized Butler Service
- Rooms and Public Area Cleaning
- Linen and Uniform Supply and Maintenance

## OTHER HOSPITALITY MANAGEMENT SERVICES

- Hospitality Management Services
- Flower, Horticulture and Gardening Services
- Flower Arrangement
- Plumbing & Electrical Services
- F & B Catering and Service
- Pantry Service
- Pest Control Services



# MEN & MACHINE

An impressive strength of trained staff 500 non-tech employees in various fields, headed by over 10 Professionals drawn from service, hospitality, personnel administration, training & development.

Our operations are further strengthened by the state of the art equipment & machinery of international standards for delivering better results in less time.

Our inventory consists of machinery such as Heavy-duty vacuum machines, Auto scrubbers, Glass cleaning systems, Road sweepers, Single disk machines, Injection / Extraction machinery, Steam / Jet pressure machinery

All these imported machines are sourced from best names in the cleaning industry. (TASKI, KARCHER, DENSIN, ROOTS, EUREKA, UNGER, INNOVATIVE.)

HORTICULTURIST WORDS

## - For Us Our Environment Matters To

We introduce ourselves as the horticulturist, making offices green and beautiful which will help to enhance the productivity and Environment for the employees to deliver the best. We decorate offices with exotic species of indoor plant to break the monotony of the office environment by using seasonal flowers. Our services are always in line with client's requirement because we believe in having long association.

ARE WE HEALTH CONCIIOUS?

-YES

We are an absolute eco-friendly company. All our cleaning agents confirm to international standards and are biodegradable & eco-friendly. The consumables and cleaning agents are sourced from the best names in the field such as JOHNSON DIVERSEY (U.S.) SCHEVERAN (US).

# SERVICES

Dear Sir,

Thank you for your valuable time and courtesies extended to us on discussing my proposal by you and showing interest in our services. As discussed, I am delighted to submit the services offered by us to your organization. We would like to recommend you the "Swastik Facility Services" complete facility management along with a back end management team from "SWASTIK FACILITY SERVICES" to assist in day to day operation as when required.

## Mission

To deliver exceptional strategy with all manpower related services and solutions for Clients.

## Vision

It's an attempt to be chosen one as retail facilitator to the leading owners, occupiers and all over.

## Values

Our firm's three core values are: serve our clients, support our people and aspire to leadership.

These values drive our culture and are the main key components of our quality assurance programme.

## Our Endeavors...

We ensure that the jobs assign to us shall be completed efficiently and cost effectively. Unlike most of the other players, we do not operate on the basis of acquiring sheer business but to develop the confidence through professional skill with our client. Every assignment is a highly individualized experience. **"SWASTIK FACILITY SERVICES"** team stay close to the organization loop, from morning to Evening, keeping authority closely informed of its operations. Backed by a core team of Supervisors and Manager, who are specialists in the field of services, we ensure that work assign to our team meet the goal in optimum period of time.

## SWASTIK Team

The understanding of our professionals about every aspect of the business with strong logistics support creates a facility that provides innovative and customized services. We take care of all the work details and provide you with experienced and professionally trained personnel. All this leads to the result oriented services which are the need of an organization to achieve the goal.

## Safety- No Doubt at all

Our team is comprised with expert supervisors, as well as experienced personnel who are trained in their field and carry out work with all safety measures so no damage of man and material during their work practices.

## Economical - 100% sure

We are more cost effective because we assure you how to correctly deliver goods to ensure no damage.

## Training & Technology

The staffs undergo a rigorous training program and the company is complying with all statutory requirements and all Indian safety standards. In addition, the **"VISHNU FACILITY SERVICES"** also offers insurance on the façade while cleaning so client can be assured in case of any damage and secondary insurance on all its workers.

## A Focused Direction

"**SWASTIK FACILITY SERVICES**" adopts a policy of working 'with' its clients, as opposed to 'for' them, ensuring in each of the core disciplines. We provide a close interactive approach to our consultancy and training services with regular review meetings, maintaining a quality and focused direction.

## Credibility

Each member of our team is qualified, disciplined and dedicated to accomplish and maintain a lasting relationship with our client by providing an expressed level of quality service efficiently and effectively to help to ensure a safe, worry working environment.

## The Compensation

1) We shall charge you for per unskilled / skilled personnel a month and whereby our people works on the basis of manpower which will include salary and wages PF, ESIC, HRA, BONUS, LEAVE ALLOWANCES, DAILY ALLOWANCES, MAINTENANCE, MANAGEMENT FEE.

## THE OPERATIVE PROCEDURES

1. Intelligent & Educated Manpower
2. Trained and customer service rules and regulation compliant personnel
3. Attendance Audit, with managed shift changes
4. Regular, manual vigilance on attendance with register
5. Customer Care Policy Compliance
6. Polite and Problem solving Skills, Ability to answer customer questions and provide basic information about Hyper City.

## Performance Management

- Daily checks with reports from supervisor
- Customer Satisfaction checks via comment card
- Presentation Management
- Well groomed, uniformed and mannerism trained workforce
- Report Generations
- Fortnightly reports (performance, service)



## Additional Services

We would like to undertake schedule scrubbing of all the stores whereby we will be using machine and JD's chemical to have the deep cleaning / scrubbing of entire store. This treatment can be given periodically after examining the status of floor in all the stores. The deep cleaning / scrubbing schedule shall be given to you after visiting all the stores. Our charges against deep cleaning / scrubbing @ 2/- per Sq. Ft. for all the store inclusive of manpower, chemical and required machineries. We further wish to give vacuum to have all the store dust free at our own cost.

## Material

We are an absolute eco-friendly company. All our cleaning agents confirm to international standards and are biodegradable & eco-friendly. The consumables and cleaning agents are sourced from the best names in the field such as JOHNSON DIVERSEY (U.S.) SCHEVERAN (US).

## Consumables

- 1) Tissue Napkins
- 2) Tissue Rolls
- 3) Liquid Soap
- 4) Toilet Freshener
- 5) Toilet Freshener Dispenser

We recommend following materials, its life and consumptions during day to day use on following basis:

## House Keeping Material

We assure high standard of cleaning materials and chemicals with latest equipment's in our day to day work. We prefer and recommend uses of Taski product, which produces high standard of results. Materials like wet mops, dry mops, squeeze, and glass squeeze, soft broom, hard broom, dustpan, Pinole, harpic, plastic basket, mug, garbage bags, Colin for glass will be of good quality.



1	R1 Chemical	Mainly used in Washrooms	1 ltrs covers 2000 - 3000 sq.ft
2	R2 Chemical	Mainly used on Marble and Spartech Tiles	1 ltrs covers 2500 - 3000 sq.ft
3	R3 Chemical	Mainly used to Clean the Glasses	1 ltrs covers 1500 - 2000 sq.ft
4	R4 Chemical	Mainly used to clean the Furniture and Fixture	As per uses
5	R5 Chemical	Mainly Used as freshener	1ltrs covers 2500 - 3000 Sq. Ft
6	R6 Chemical	Mainly used for the cleaning of washroom	1ltrs covers 2000 - 2500 Sq. Ft
7	R7	For removal of oil and grease from floor / non-abrasive cream cleaner for water-resistant hard surfaces	
8	R8	Kettle Descaler - Highly effective acid based descaler for kettles, kitchen equipment, shower heads etc.	
9	R9	Fully formulated cleaner for cleaning all fittings and walls in the bathroom, sink,tub, tiles and fittings.	
10	SUMA D1	MANUAL DISHWASHING Concentrate	
11	SUMA D2	All Purpose Cleaning Agent	
12	SUMA D3	Heavy Duty Degreaser	
13	SUMA D4	Sanitizer/disinfrctant	
14	SUMA D5	Acid Descalers	
15	SUMA D6	Glass Cleaner	
16	SUMA D7	Stainless Steel Polish	
17	SUMA D8	Silver Cleaner	
18	SUMA D9	Grill Cleaner	
19	SUMA D10	Sanitizer	



## The advantages for the service receiver are:

- Professional service delivery through a team of motivated and trained workforce.
- Incessant service by providing trained relievers and replacements.
- Cost effective management solutions in key functional areas.
- 100% compliance to the Statutory Requirements of the Central and State Governments.
- Client has the comfort factor of better systems and smooth coordination.
- Liabilities, if any, are of Select Services from the time of agreement.
- All human resources provided to employees of Ms “SWASTIK FACILITY SERVICES” This is advantageous for the service receiver, as employees Cannot claim permanency with the client.
- “SWASTIK FACILITY SERVICES” is a recognized company in terms of meeting, vetting and verification of all the employees is done by Selected Services.
- By engaging “SWASTIK FACILITY SERVICES”, the service receiver is being Associated with a multinationals.

Our Supervision will be a very prestigious project for us and will give very special treatment and attention to this project at all times. I will personally make frequent visits in addition to my site in charge who is well experienced and served to 5 star deluxe hotels in terms of housekeeping. The visits will be made on regular basis and flow of communication will be maintained at all time. Proper hygiene and cleanliness will be maintained as per international standard.

### Office address:

H3 / VARDHAMAN FLAT, BHUYANGDEV CHAR RASTA, GHATLODIA,  
AHMEDABAD - 380061

Thanking you,  
Yours faithfully,

Chintan Patel:- +91 9898010026



# SOME OF OUR CLIENTS

