



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

Ref: No.

Date.....

M/S:

Kind Attention:-

**SUB: EMPLOYMENT OF CONTRACT LABOUR-INTEGRATED FACILITY & MAINTENANCE- REG.**

**EXCELLENT SERVICES** is a Chennai based company which provided **HOUSE KEEPING** and Maintenance-to Industrial sectors, in the field of specialized services. We turn to a leaf of maintenance to have effective management. Our company provides round clock services to its client on shifts basis. The work is set up with more discipline/ trained/ motivated man power with high degree of team members with patience. We also provide management staff and labour services with various level desired by the client. Our company provides the hope to cope with needs of the clients.

- **HOUSE KEEPING**
- **SECURITY&SURVEILLANCE**
- **INTERIOR DECORATOR**
- **MAN POWER SUPPLY-UNSKILLED/SEMI-KILLED/SKILLED**
- **OFFICE BOYS**
- **MESSENGER SERVICES BOYS**
- **GARDENING**
- **ELECTRICIANS**
- **PLUMBERS**
- **CANTEEN SERVICES**
- **MATERIAL HANDLING-LOADING/ UNLOADING**
- **DRIVERS**
- **PACKAGING**

Since you are dealing with a company not with an individual there is a greater chance of answerability. We will be responsible for all the supervision and control over the labours employed for the work. All the service provided by us is been carried out by the assigned task on either shifts on 8hrs/ 12hrs or all though the week. Any work off normal duty will be accounted as overtime. **EXCELLENT SERVICES** will take in control of all the functioning of the area managers, marketing men field supervisors, Service man staff. We only focus on quality and timing, which is our strength and goal. We provide Uniforms, Shoes, Socks and identification card at reasonable charges.



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

---

## HOUSE KEEPING SERVICES:

The personnel engaged by us for the purpose of maintains of the work will carry out the following. Sweeping/ mopping of the non-carpeted/black topped areas daily. Cleaning of dust bins daily cleaning doors, windows-glasses daily, cleaning of common areas daily, cleaning of Venetian blinds weekly, cleaning of OHTs monthly, cleaning of tables top accessories daily, changing of water dispenses as and when required, Dusting of furniture daily, changing of cob-webs weekly, specialized cleaning (Scrubbing of floors)-monthly. We also take in service with high quality by proving vacuum cleaner as preferred by the clients who will discharge effective maintenance and additional payments will be accounted.

## SECURITY & SURVEILLANCE:

Guards who will carry out the following keeping in the minds the security of the industrial safety norms. The security personnel engaged by us for the following purposes. Protection of landscaped areas, protecting employers lands encroachments, Guarding of Vas / Vap; Take the overall control of the premises, Maintain records of the visitors, Monitor and curtail entries of un authorized personnel, movement of vehicles attending to telephone calls after office hours, manning of approach roads, Guarding of various developed properties of employers (STP/ETP/WTP/PUMP HOUSE/STOCK YARD).

## INTERIOR DECORATION:

This is headed by experienced interior decorators that carry out the following by employing trained personnel under the control & guidance. Design and execute complete interior decoration of the commercial & industrial premises carrying out partition works by utilizing maximum carpet area to meet the requirements carry to annual maintenance of the premise (**Door/ Window/ Shutters/ Partitions**).

## CATERING / GUEST HOUSE CARETAKING:

We undertake the **catering/ Guest house caretaking services** of the industrial commercial sectors as given. We carry services in the industrial sectors by utilizing the following sources at the principal employers place. Waste disposal areas. We carry out the service by utilizing the following at our source. Experienced cooks to meet the taste of people all parts service oriented bearers/ cleaners/ counter staff. We undertake caretaking of the guest house owned by the principal employer by attending to the visitors and entertaining them. Attending to the telephones and maintaining them. Maintenance of record pertaining to telephones / inventories / visitors. Engaging Service oriented people to maintain the premises keeping in mind the norms of housekeeping. Engaging experienced cook to cater needs of people. Engaging experienced caretaker.



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

---

## MODUS OPERANDI:

We will be engaging **motivated / trained / disciplined** services personnel who will discharge their duties towards carrying out the assigned jobs on 8hrs on either shift- all through the week, except the holidays declared by you. Any work done beyond 8 hours of normal duty will be accounted as over time and you will be billed accordingly.

## UNIFORM & ID CARDS:

**Uniform, shoes, socks and identification cards** will be supplied as per the specification of the principle employer stitched by our tailors and will bear our company logo and the principal employers logo for easy identifications, supervision and security will be charged on actual.

## PERIODIC INSPECTION:

**Twice** a week our **Area Manager** will inspect the site. And **once** in a week our **Regional Manager** will visit the site.

## CONTRACT PERIOD:

The contract shall be for minimum period of **12 months** from the date of commencement of service. The contract can be terminated by either side by giving one month notice.



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

## OUR RATES:

DESIGNATIONS	RATES	NO OF PERSONS	HOURS
Housekeeping (Male)		Per Person / Per Month	9
Housekeeping (Female)		Per Person / Per Month	9
Housekeeping (Supervisor)		Per Person / Per Month	9
Electricians		Per Person / Per Month	9
Plumber		Per Person / Per Month	9
Gardener		Per Person / Per Month	9
Drivers		Per Person / Per Month	9
Security (A.S.O)		Per Person / Per Month	9
Security Guards		Per Person / Per Month	9
Maintenance Managers		Per Person / Per Month	9

(Rates Should Be Negotiable At The Time Of Confirmations.)

## PAYMENTS:

All payments should be made strictly in favor of **EXCELLENT SERVICES** within seven days from the date of submission of invoice. The following may please contact for the further discussion on the subject at any given time convenient to you.

Thanking you and assuring you the best of our services at all times.

Faithfully yours,

For **EXCELLENT SERVICES**

Authorized Signatory

Note: If you need cleaning materials we will provide in **cost to cost** basis.

**YOU CHOOSE!!!! WE DO IT!!!! WE SERVE AND PROTECT!!!!**



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

## SOME OF OUR ESTEEMED CLIENTS:

- ◆ INDIRA GROUP OF COLLEGES (SRI-PERAMBATTUR)
- ◆ JAIN SAHARIKA APARTMENTS, CHENNAI
- ◆ GOVT.STANLY HOSPITAL
- ◆ THEJOMAYA SCHOOL
- ◆ SUTHERN SHIPPING SERVICE
- ◆ METRO IT SOFTWARE
- ◆ NEXT DIMENSION
- ◆ ACCEL ICIM
- ◆ HOTEL SURYA PARKS
- ◆ EUREKA FORBES LTD (GARDENING)
- ◆ HOTEL MEKALA INN
- ◆ DRAFTS CARGO WAYA PVT LTD
- ◆ FAIRMACS
- ◆ KHAANA GHAANA RESTAURANT
- ◆ MYLAI MASALA
- ◆ MILLINIUM SOFTWARE (INDIA) PVT LTD
- ◆ PALMS WELFARE (CEEGBROS) ASSOCIATION APARTMENTS (EGMORE)
- ◆ BROWN STONE APARTMENTS (MAHALINGAPURAM)
- ◆ GREY SHOTT (CEEGBROS) APARTMENTS (R.A. PURAM)
- ◆ CEEGBROS APARTMENTS (NANDANAM)
- ◆ SOLUTION NET (INDIA) PVT LTD
- ◆ GOLDEN OPPURTUNITY (ANNA NAGAR)
- ◆ SHRESTA THIRUMALA APARTMENTS (ANNA NAGAR)
- ◆ HERITAGE SHANKARA APARTMENTS (CHETPET)
- ◆ KELLOGG & ANDELSON MANAGEMENT PVT.LTD (R.A.PURAM)
- ◆ AL-HAFIZ APARTMENTS (KATHEDRAL ROAD)
- ◆ NITHYASHREE APARTMENTS (ABM AVENUE)
- ◆ A.S. TRANSPORT PVT LTD
- ◆ F.P.T.L (KILPAUK GARDEN)
- ◆ IRCTC (INDIAN RAILWAYS CATERING AND TOURISM CORPORATION)
- ◆ BAJAJ APARTMENTS (NANDANAM) (ONLY SECURITY)
- ◆ AANKUR APARTMENTS (ONLY SECURITY)
- ◆ SRI KRISHNA'S COLLECTIONS & TEXTILES
- ◆ CEEGBROS APARTMENTS ("ORCHID") - VELACHERRY



ALWAYS YES NEVER NO

# EXCELLENT SERVICES

INTEGRATED FACILITY MANAGEMENT

Office: No #36, Thambhu Chetty St., 2<sup>nd</sup> Floor, Parrys, Chennai – 600 001.

Phone: 044-25916404, Mobile Nos: 9884425551 / 9884547108 / 9884665077.

E-mail: [excellentservices360@yahoo.co.in](mailto:excellentservices360@yahoo.co.in) / [excellentservices360@gmail.com](mailto:excellentservices360@gmail.com)

---

## PROVINCES OF HOUSEKEEPING WORKERS:

- MODUS OPERANDI OF HARD SURFACE FLOORS.
- MODUS OPERANDI OF COVERED FLOORS.
- MACULATION CLEANING AND REMOVING HARMFUL MICROORGANISM.
- CLEANING OF DUST AND MOPPING THE ENTIRE OFFICE.
- COLLECTION OF WORTHLESS MATERIALS AND REMOVAL.
- CLEANING OF ROOMS AND REMOVING HARMFUL MICROORGANISM.
- EXHAUSTIVE CLEANING OF TOILET TWICE A DAY AND MAINTAINED OFTENLY.
- EXHAUSTIVE CLEANING OF STAFF TOILET AND MAINTAINED OFTENLY.

## NOTIFICATIONS PLEASE:

- HOUSE KEEPING MATERIALS TO BE PROVIDED BY THE CLIENT.
- RATES ARE CHUCKING OUT MATERIALS.
- MAKE THE PAYMENT ON OR BEFORE 5<sup>TH</sup> OF EVERY MONTH.
- SERVICE TAX 10.36% WILL BE APPENDED TOGETHER ON THE SUMMING AMOUNT.
- ELECTRICIANS, PLUMBER, CARPENTER, SERVICES SHALL BE ARRANGED AND MADE AVAILABLE ON “CALL BASIS”, CHARGES AS PER THE RATE OF REQUIREMENTS.