



PROJECT PROPOSAL

PRESENTED BY:
Debesh Maity

PRESENTED TO:

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About Secureclean

Sir, we have great pleasure to introduce the security and facility services of our organization. You would definitely agree with us that the concept of security and facility services now a days is not merely a status symbol, but the significance of the vital role it plays either to protect the valuables or to maintain the confidentiality of the business security of an organization of repute.

We pride ourselves on our commitment to excellence, transparency, and customer satisfaction. It will be relevant to mention here that **SCMS** has got years of experience and professional expertise to secure esteemed organization like yours that has helped us to understand well the critical operation of such facilities, identify hidden threats and to give you a total solution.

We operate our business from Kolkata. Our field staff structure is geographically placed in order to serve and support our client based around the city. We have group of trained security and housekeeping staff and successfully shoulder the responsibility of protecting and maintaining the premises.

Our objective is to provide a team of well trained, disciplined and hardworking personal so as to relieve our clients from all worries relevant to safety, security and facility management. We provide Industrial, Functional, Residential, Corporate and Special Security Squads Security services, Maintenance jobs & Housekeeping Services.

ORGANIZATION AND MANAGEMENT



Debesh Maity
Founder & CEO



Moni Mala Maity
Director



Dhruv Shekhar
Sales Head



Purnendu Banerjee
HR Manager

Mission and Vision

“When the why is clear, the how is easy.”



MISSION

Deliver consistent, high-quality facility management solutions—security, housekeeping, and maintenance—through:

- **Rigorous Employee Training**
- **Client-Centric Operations**
- **Ethical Practices**



VISION

To become the trusted leader in facility management for nation-wide by 2030, empowering businesses and communities through compliance-driven services, employee excellence, and unwavering client trust.



Compliances

Secureclean believe in providing complete compliances which worth the dedicated services of its employees.



Efficiency

We deliver services 97% faster with optimized processes & trained staff.



Quality

99% Operational success guaranteed with ISO 9001:2015 certified practices.



Reliability

24/7 support with 365-day coverage ensures uninterrupted protection and peace of mind.

At SecureClean, we understand the importance of efficiency, quality, and reliability in facility management.

What sets us apart is our commitment to delivering these services with a team of police-verified staff who are not only highly trained but also certified, ensuring the highest standards of professionalism and trustworthiness. Our 24/7 support ensures that you have peace of mind knowing that your needs are always met promptly and efficiently. We maintain transparent pricing, so you know exactly what to expect without any hidden costs. Furthermore, our adherence to ISO 9001:2015 certification demonstrates our commitment to quality management and consistent service delivery, while our PASARA certification assures you that we meet national security standards. These compliances, coupled with our rigorous training programs, are a testament to our dedication to providing reliable and high-quality services that enhance efficiency and contribute to the seamless operation of your organization.

Our Services

Secureclean Officers are well trained in hand to hand defence they are masters in observation often seeing a problem before it exists. Using diffusion and diplomacy techniques they are able to overcome a threat and maintain absolute security with unmatched professionalism.

Our services also include facility maintenance, pest control, and waste management, Valet, K.S.T, P.S.O, Staff Escorts. We provide reliable, efficient, and customized services to meet your specific needs.



Mobile Patrol



Static Security



Party/Events



Housekeeping



Bouncers

Declaration

The quality of our staff allows us to offer professional services that are far superior to our competitors. Each member of our office personal is recruited and selected for their maturity, experience, reliability and commitment to quality customer service. Rather than relying on sub contractors, Phoenix chooses staff to suit the needs of individual clients and locations.

Our professional staffs receive quality ongoing training and continuous professional development opportunities. As a result, they are loyal, highly effective team members who willingly support each other. They in turn look after every client and business as if it is their own, offering personalized service and demonstrating a commendable work ethic.

Secureclean management services is different. We are serious about servicing your property through mobile patrols, alarm monitoring service, static guards and much more.

SCMS endeavors to meet this challenge and to maximize the value of our client properties. Our client base extends from residential complexes, corporate and commercial complexes.

1.3 Services:

SCMS commands rich experience on the domestic neighbourhood. Our key services are:

- Property & Facilities Management.
- Property Audit and Evaluations.
- Mall Management.
- Tenant Relationship / Occupant Management.

1.4 Our Vision Imperatives:

We propose to integrate facilities management with the strategic objectives of the promoters by providing:

- Cost effective solutions.
- Increased efficiency.
- Enhanced quality of services

1.5 Attitude:

We follow a step-by-step process to meet every project requirement & the guidelines are:

- Clarify and translate vision and strategy in collaboration with the client.

- Identify problems at the incipient stage by auditing the building components and service systems. These help to generate the Key Performance Indicators.
- Establish parameters and accordingly prioritize activities to track the same through Service Level agreements.
- Plan, set targets and align integral initiatives.
- Enhance strategic feedback and learning.
- Establish norms, functions and reporting systems for various services.
- Operate Budget Accountability - cost reductions and improvements.
- Plan management of sub-contractors.
- Reduce operating expenses and improve asset utilization.
- Design and audit systems and workflow architecture.
- Prepare pro-active and reactive implementation plans.

Declaration

1.6 Scope of Facilities Management extends to the following:

- Auditing of the systems and design and building fabric maintenance.
- Management of the operations and maintenance of electrical and mechanical systems, HVAC systems, plumbing and water systems, vertical elevation systems, and access control.
- Coordinating and monitoring security and surveillance including access controls.
- Building upkeep services.
- Hard and soft landscaping.
- Co-ordination of annual maintenance contracts for all building services.
- Disaster Management including enforcing and monitoring safety norms.
- Energy management.
- Para management services like fleet management, helpdesk management, front desk management, cafeteria management, etc.
- Occupants/tenant relationship management.

1.7 Performance Monitoring and Reporting:

SCMS believes in instituting robust performance monitoring and reporting systems. To achieve this, our team assesses the client needs and based on this, roll-out schedules and remedial actions are planned.

The performance monitoring systems are aligned with parameters to measure throughput, utilization, efficiency and latency of systems.

Further, based on audit reports, steps are taken to fine tune the performance levels, which entail minimizing latency and maximizing the throughput, utilization and efficiency of the systems



FACILITIES: BRIEF OVERVIEW

The following is the scope of services in the facility:

- Mail Management
- Housekeeping
- Liaison with Govt. services

The facility is audited periodically this is every six months and inefficiency or negligence if found in our service delivery is rectified duly on an immediate basis.



Scope of Services

Utilities Management	Service Management	Management Functions	Minor Repairs
HVAC	Security	Quality Control	Equipment
Fire Detection and Fire Fighting System	Electrical/Mechanical	Health and Fire Safety	Civil works
Lifts & Elevator	DG/HVAC Operation & Maintenance	Preventive Management	Carpentry
Water and Fire Pumps	Telephones & Data	Energy Management	Masonry work
Closed Circuit Television System	House Keeping	Help Desk	Furniture
Access Control System	Sanitary & Plumbing	Vendor Management & Procurements	Painting
Vertical Elevation Systems	Pest Control	Liaison with Building Managers	Troubleshooting
Water & Fire Fighting Pumps	Mail & Fax (receipt & dispersing)	Inventory Control	
Backup Power Supply	Landscaping	Office Equipment	
O & M	Office Support Staff	Occupants Management	
	Water Effluent Treatment Plant Maintenance		
	Parking Mgmt		

Scope of Services

A. Facility Management Scope of Service

- Provide comprehensive Property Management Service to ensure that all amenities resourced and maintained to the specified standard
- Prepare the maintenance plan for the complex and implement preventive maintenance schedule
- Prepare effective systems for addressing to residents' complaints properly
- Ensure quality of staff, appraising and developing them to ensure maximum productivity
- Arrange training programs at all levels within the staff
- Maintain all records related to site
- Inventory Management for Spares and Consumables
- Preparation & Collection of Monthly Maintenance Bill

B. Swimming Pool Management

- Maintaining the water of the pool in healthy condition
- Regular dosing of chemicals in the pool
- Regular monitoring the pH value & Chlorine content of the water
- Maintaining the cleanliness of the pool

The maintenance plan consists of the following:

- Checklist of all the parts of the building.
- Description of the various components of the building.
- Overview of the building systems like structural, electrical, mechanical including plumbing and water supply systems, firefighting and security systems.
- Comparing the applicable building, electrical and related codes to the existing building.
- Identifying deficiencies, deterioration, and damages in the building.
- Reviewing the deficiency/decline/damages in the building.
- Recommend subsequent improvements with tentative costing.
- Give the predicted scope of work for all recommended repairs.
- Identify feasibility reports.
- Identify the time frame for such repairs
- Identify the estimated costs for the same

Scope of Services

C. Housekeeping Scope of Service

Daily Schedule :

- Entire driveway Cleaning
- All common lobby sweeping & mopping
- Main staircase sweeping & mopping
- Back staircase sweeping & mopping – alternate days
- All windows, glass panels, doors etc. cleaning
- All covered parking area cleaning
- Cleaning of all common toilets
- Garbage Removal from individual flat
- Maintenance & beautification of the entire garden

Weekly Schedule:

- Thorough cleaning of driveway
- Thorough cleaning of covered parking area
- Pest Control at common areas

Fortnightly Schedule:

- Thorough cleaning of Community Hall and other common areas
- Thorough cleaning of Electrical panel room & DG room
- Thorough cleaning of Lift machine room & Lift pit
- Thorough cleaning & washing of surface drain & drain pits
- Pest Control at garden & drain pits

Monthly Schedule:

- Overhead water tank cleaning
- Washing of entire driveway (subject to availability of water)
- Terrace cleaning
- Any special cleaning as required by residents

Quarterly schedules:

- Underground water reservoir cleaning

Cleaning Equipment & Materials

All cleaning equipment and materials including the followings have to be provided by the service provider:

- Scrubbing Machine
- Wet- Dry Vacuum Cleaner
- Trolley for carrying the materials & garbage
- Standard quality product as cleaning chemicals
- Other necessary equipment
- 'BAYER' or equivalent product for Pest Control

Scope of Services

D. Security Services

- Controlling Main Gate
- Checking Identity of Visitors
- Maintain Visitor Register
- Maintain Car entry Register
- Maintain In-Out Time Register of all Staffs
- Maintain Labor In-Out Register
- Maintain Material Movement Register
- Maintain 'Lost & Found' Register
- Maintain Incident Report Register
- Managing Car Parking & Traffic Movement
- Checking and controlling un-authorized car parking
- Checking Identity of All Workers Entering Inside the Complex.
- Frisking of All Staffs & Workers
- Patrolling the Whole Complex

1. RECRUITMENT:

We arrange security personals through different placement, advertisement close relation with proper documents like: a) School certificate. b) Ration card, c) Voter ID card d) Character certificate from chairman, Panchayat or Prodhan / BDO / Councilor. Before deployment we submit the individual Bio Data to local Police Station for verification.

2. DEPLOYMENT:

We deploy our security personal after proper training by our qualified Ex-army instructors.

3. TRAINING OF SECURITY:

Beside physical training & discipline, we take classes to teach them:

- (i) How to behave while on duty
- (ii) How to maintain all registers (iii) How to check workers at the main gate
- (iv) How to control the gate
- (v) How to prepare duty roster
- (vi) How to communicate in the telephone
- (vii) How to generate pumps and DG sets.

4. TRAINING OF FIRE FIGHTING:

Every security personal must know Fire Fighting and as such we train them. A Firefighting is one of the major hazards at office, showroom, go-down, factory and multistory buildings.

Our security personals are always alert about the possibility of any type of fire in any moment. Because our security personals attain practical and theoretical classes of fire fighting to know the fire drill, firefighting, appliances, type of fire extinguishers and control over fire according to the type of fire.

Value Added Service

Other than the scheduled Facility management functions as detailed above, the following value -added services would also be desirable. Energy Conservation Proposals:

- Property Snag List.
- Monthly Review Meeting- Minutes of the meeting on mail/copy.
- Inventory Records.

Out of Scope Service

These are service Exclusions and **SCMS** is not bound to deliver these services

- Any work inside the apartments.
- Capital expenditures & Spares, Cost of Diesel, Salt & any other Consumable
- AMC/ Warranty costs.
- Electricity Bill charges.
- Major Repairing cost.
- Any other variable costs, which are outside the scope.

Our Esteemed Clientele

Client Name	Client Address
SUNCITY COMPLEX	BIDHAN NAGAR STATION
LARICA OWNERSHIP BARASAT	BARASAT
SPECTRUM FILTRAION PVT LTD	Jalan Complex Gate 1, Right Lane number 3 NH-6, Bipparnnapara, Domjur, Howrah,
Konkrete Infra PVT LTD	Dankuni Shyam Business Park
MS HANDLOOM COTTAGE PVT. LTD.	BELIAGHATA
Motive Associate	CF 330 salt lake
AICRS HOSPITAL	Sreebhumi
Liberty Flora Garden	Bidhannagar
Rajendra Jewellers	Raiganj
Raghav Choco	Sankrail Industrial Park, Dhulagarh
AKSHARA LOTUS GARDEN	Baguiati
Hp Petrol Pump	Khradaha
Intelliseal LLP	Sankrail Industrial Park, Dhulagarh
New PC Jewellers	BARABAGAR
Raunaq Industry	NH-6, ULUBERIA, BIRSHIBPUR, HOWRAH
SHREE BHAGWATI	JALAN 1NO. GATE, HOWRAH
Gulf Oil	Ranihati Ganesh complex 2

**Any Questions?
Contact us.**



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