

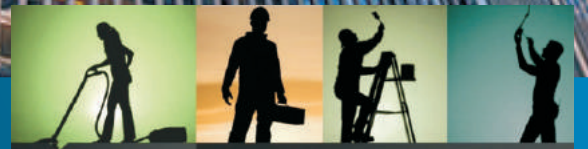
Service Provider

SPICK & SPANTM

Our prosperity lies in you satisfaction

Since

1979



Branches :

KUMBAKONAM

MADURAI

COIMBATORE

PUDUCHERRY

TIRUCHENGODE

KARNATAKA

Registered Office :

No. 27/9, 1st Floor, Eswar Apartment,
Bharathidasan Street,
Kumaran Colony, Saidapet,
Chennai - 600 015. Tamil Nadu, India

Phone : 044 - 23810071

Mob : 98843 83331, 97911 13503

E-mail : info@spickandspan.org.in

Website : www.spickandspan.org.in



ABOUT US

Established in 1979, Spick & Span is one of the reputed professional Manpower service providers in Tamil Nadu. Spick & Span is a registered company complying with all statutory obligations. We have a team of professionally qualified, experienced, dedicated supervisors and working force to provide 24 hours un-interrupted Manpower services to near perfection standards with in any given time to customer's satisfaction. Besides, Security Services, Manpower outsourcing to Govt., Private and Banking Sectors. Facilities and Property maintenance to MNC's, BPO's, Corporate, Hospitals, Restaurants, Educational Institutions, Commercial Complexes, Apartments, Industries, Offices, Independent Bungalows, Guest Houses, Theaters, Clubs and Resorts also undertaken.



VISION STATEMENT

"Our vision is to provide the highest quality in services to office, commercial and industrial segments using latest cleaning methods. In doing so, we ensure the safety of the environment and the health of our clients and staff. Our aim is to give our clients peace of mind and value added, hassle free, hygiene services to assure complete and sustained customer satisfaction".

MISSION –TO PROVIDE HONEST, RELIABLE AND SKILLED MANPOWER

We value your trust in giving us an opportunity to upkeep your property. That is why all our team are screened for antecedent history prior to employment to ensure only honest, reliable and trustworthy people to work within Spick & Span Staff's (Male or Female) are present on every job, and a technical support team is on call 24/7 for any special cleaning challenge. Having faith on our valued customers, we respond to their views, getting their feedbacks on and often which helps enhance the quality of day to day service.

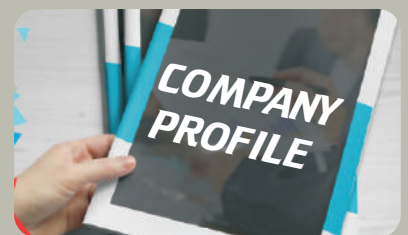
MANPOWER PROVISION

We provide various type of manpower viz Housekeeping, Helper, Office Boy, Messenger, Data entry operator, Typist, Receptionist, Tele Callers, Runner Boy, Peon, Security, Personnel on short term or long term basis for your office. Our manpower supply includes Carpenter, Plumber, Painter, Electrician, AC Technician, Helpers, Bus Conductors etc. We wish to state that we have a dedicated, sincere and hard working group of Male / Female to carry out any given work to customer's satisfaction. We also take care of guesthouses with our team of Housekeeping, Catering, Caretaker and laundry personnel.

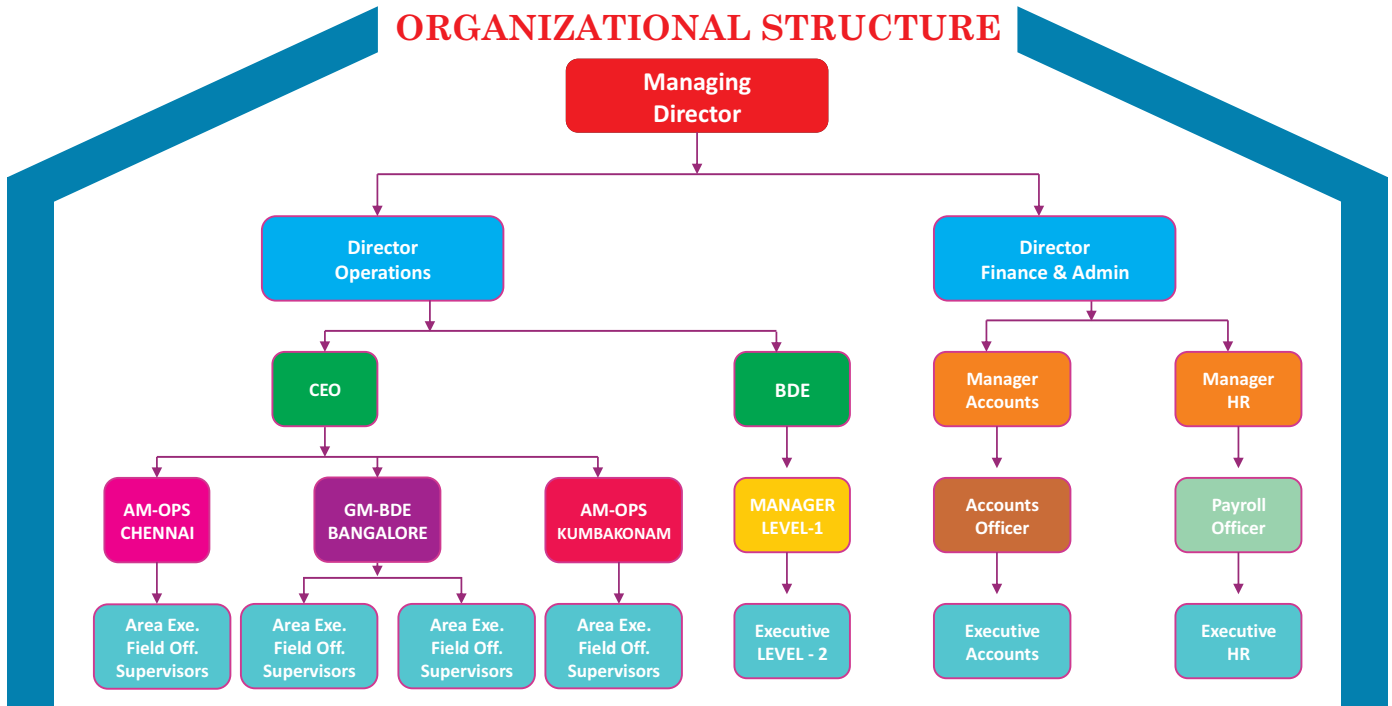


COMPANY PROFILE

1. Incorporated on 10th October -2010 with ROC, Tamilnadu, as a Proprietorship Company
2. Spick & Span is an ISO-9001:2008 & ISO - 9001:2015 Certified Company.
3. We Provide Cost effective and Customer Centric Housekeeping & FMS Solutions.
4. We use Eco-friendly Chemicals and Latest Cleaning Equipments.
5. Strong presence in Chennai & all across South India & Maharashtra. Spick & Span have Branch office at Mumbai, Bangalore & Kumbakonam.
6. Spick & Span have total Strength of 1500 employees.
7. Spick & Span have 350 Clients allover South India & Maharashtra.
8. Spick & Span have 100% Statutory Compliances and timely payment of Salaries.
9. Spick & Span have sister concerns in the name of Alarmel Mangai Magalir Viduthi & Avani Chadhurvethi International Play School, Sparrow Financial Service & Swan Corporations, Vels Healthcare



ORGANIZATIONAL STRUCTURE



SERVICE STANDARDS

Basic Standard : Maintain at all times in good condition - office areas, service areas, public areas, utility areas, fire exits, stairways, basements, lifts, car parking and external areas.

Prestige Standard : High standard of cleanliness and appearance at all times including maintaining higher floor gloss levels - VIP board rooms, VIP Pantry, Reception areas, Lobbies and Top Management floors etc.

Hygiene Standard : Areas where a high hygiene standard is mandatory –Hospitals, sterile areas, toilets, kitchens, cafeteria, pantry, vending areas, first aid rooms. Waste bins, hidden surfaces, hinges, underside of workstations etc to be maintained free of dirt, stains, waste matter, watermarks and scale using appropriate cleaning and sanitizing materials.

SALIENT FEATURES

1. Service to the core with high professionalism.
2. We will give first priority to your existing workers and we can adopt to them with your satisfaction.
3. Well trained personnel who can give you desired result near to perfection.
4. All personnel will be in uniforms with ID and are well mannered.
5. All Statutory obligations viz. EPF, ESI, GST, Minimum Wages Etc., will be complied by the company.
6. In the event of absence of our personnel on any working day, substitute will be provided within a couple of hours.
7. Implementation of various functions listed under the title 'Scope of Services' with proper supervision.
8. Bio- data of the employee with Xerox copy of the ID proof / Address proof to be submitted to respective department when reporting for duty.
9. Accident Policy will be provided to our employees.
10. For any suggestion / complaint you may kindly forward to our Customer Support Cell through **email: info@spickandspan.org.in** which will be attended to within hours.
11. Our Support Team leaders will be visiting the sites once in a week.
12. In case of termination all the personnel for unsatisfactory work/ misbehaviour, replacement will be given within next working day.
13. Replacement of workers is done immediately wherever necessary, without affecting to your productions / Business activities.
14. We will provide a person good well-mannered and obedient.
15. Person comes from a nearby area and will be on time prescribed by your goodself.
16. 6 days a week working and if instructed will work on Sundays too in specific situations.
17. Timing to suit your requirement confined to 8 hours.
18. We have check to antecedents of the employee and he is trust- worthy for which we guarantee.
19. Outdoor office movements if any, necessary conveyance to be arranged.
20. Details of statutory records viz, EPF, ESIC etc The details of work viz, The attendance copy, work schedule, work satisfaction report and other necessary information update to you in time to time.



OUR STRENGTHS

1. Over 1500 Strong and dedicated manpower.
2. Managerial team of young, energetic & hardworking professionals.
3. System based on Standard Operating Procedures, Action plans, Instructions, Checklist, Feedback and improvement plans based on ISO 9001:2008 systems.
4. Material Management & Logistic Team to provide cost control methods and timely delivery of cleaning materials.
5. Registered with ESIC, EPF, GST, Income Tax & Labour Department.
6. Strong Administrative Department for all statutory compliances.
7. Dedicated operations & Facility Management team for supervision and execution of projects.
8. Well equipped with latest cleaning machines & Eco friendly chemicals.
9. Licensed Pest Control Operator through our associates companies. Strong presence in Chennai, South India.
10. We are 100% Statutory Compliance Company



FINANCIAL STATUS

Spick & Span does business transactions of Rs. 10.00 Crores to Rs. 15.00 Crores every year. And business is expected to grow by up to Rs. 25.00 Crore in the coming period.



PEOPLE

2500+employees, 95% deployed with leading 240 clients in their premises spread all over chennai south india.



CURRENT STATUS

The company under the sole Proprietorship of Mr. Velu Kannappan & His family members.



FINANCIAL STATUS

Group Revenues : Every year more than ₹ : 15 Cr. to 20 Cr.
Projected Group turnover for the current financial year is more than ₹ : 30 Cr. Profitable and cash flow positive.

HOUSEKEEPING SERVICES

This is vital in any office environment as the core duties of the resident employees are paramount to any organization, and should not be disturbed under any circumstances. Our staff is trained regularly to keep them updated to the latest technologies & information regarding cleaning and facility management. They are taught to be friendly and attentive to their surroundings, and our monthly training sessions teach our housekeeping staff about the use of the right chemicals and the correct ratio of dilution to be implemented for all types of office cleaning.



CLEANING MATERIALS

To be provided by you or can be provided by us at extra cost * (Housekeeping materials are manufactured at our own factory we will provide wholesale market rates).





OUR SERVICES HOUSEKEEPING MANAGEMENT

Good Housekeeping and cleanliness improves the productivity and motivation of employees. We ensure that your office remains dust, dirt and germs free. Our staff is given regular training and tips on housekeeping management, operation of equipments, usage of chemicals, personal grooming, etiquettes & behavior. In order to safe guard your assets, we use quality cleaning materials of reputed companies as these products enhance the life of your valuable assets and maintain the originality and beauty of the offices, so that your have the feeling of a new office always.

In our daily routine services we, ensures attendance of our cleaning staff at the appointed time, with full uniform in order to give the best possible, trouble -free service , without creating any disturbance to the day to day operations of our valued clients.

We devote maximum attention in cleaning and perfuming the toilets for, we are aware that the standards of the office is judged by the maintenance of its toilets.

WASTE MANAGEMENT

Waste Management refers to the activities connected with the collection and disposal of wastes. Waste Management comprises the following activities.

1. Waste Collection
2. Waste Transportation
3. Waste Segregation
4. Waste Recycling
5. Waste Disposal
6. Waste Minimization & Control



SERVICES OFFERED

Payroll Management Services	Help Desk Executives	Mailroom Attendant Services
Office Executive	Attendant - Hospital	Receptionists
Data Entry Operator	Secretarial Service	Scheduler
Computer Operator	Front Desk Executives	Office Boy
Floor Support Executive	Back Office Operations.	Runner Boy
Telemarketer	Customer Support	Messenger

SPECIAL FEATURES OF SPICK & SPAN AGENCY

1. We will give first priority to existing workers and we can adapt to them with your satisfaction.
2. All personnel will be in uniforms with ID and are well mannered.
3. All Statutory obligations viz. EPF, ESI, Service Tax. Etc., will be complied with by the company.
4. In the event of absence by our personnel on any working day, a substitute will be provided for within a couple of hours.
5. We will give first priority to existing workers and we can adapt to them with your satisfaction.
6. All personnel will be in uniforms with ID and are well mannered.
7. All Statutory obligations viz. EPF, ESI, Service Tax. Etc., will be complied with by the company.
8. In the event of absence by our personnel on any working day, a substitute will be provided for within a couple of hours.
9. Bio- data of the personnel with Xerox copy of the ID proof / Address proof to be submitted to respective branches when reporting for duty.
10. Accident Policy will be provided to our employees.
11. Our Support Team leaders will be visiting the sites once a week.
12. In case of termination of all the personnel for unsatisfactory work/ misbehavior, replacement will be given within the next working day.
13. Replacement of workers is done immediately wherever necessary, without affecting your work / other activities.
14. Person comes from a nearby area and will be on time prescribed by your goodself.
15. We will provide 365 days services
16. Timing to suit your requirement confined to 9 hours.
17. Outdoor work movements if any, necessary conveyance to be arranged.
18. Details of statutory records viz. EPF, ESIC, etc and details of work viz. attendance copy, work schedule, work satisfaction report and other necessary information given to you from time to time.
19. We have checked the antecedents of the employee and he is trust- worthy for which we guarantee.
20. We will provide a person good, well-mannered and obedient.
21. For any suggestion / complaint you may kindly forward to our Customer Support Cell through email: info@spickandspan.org.in which will be attended to within hours.

SCOPE OF SERVICES



Our resources listed below - are trained to integrate to the clients requirements with our services becoming an extension to their business needs .

❖ House Keepers	❖ Office Boys	❖ Helpers
❖ Pantry Boys	❖ Runner / Dispatch	❖ Supervisors
❖ Bus Conductor	❖ Security Guard	❖ Peon
❖ Armed Security Guards	❖ Electricians	❖ Assistants
❖ Plumbers	❖ Carpenters	❖ Gardeners
❖ HR Manager	❖ HR Executive	❖ Facility Manager
❖ Front Office Executive	❖ Receptionist	❖ Horticultural Supervisor

SERVICES TO VARIOUS INDUSTRIES

Factories	Residential Apartments	Industries
Mega Malls	MNC's	Offices
Corporate Companies	BPO's	Independent bungalows
Central / State Government Office	Educational institutions	Guest houses, Theaters
Software Companies	Commercial complexes,	Clubs and Resorts
Banking Sectors	Apartments	Industries

TRAINING

Selected candidates are being placed at various work sites for training in respective fields around 1 or 2 weeks which depends on their work skill as well as ability and place them to required project / sites later. Our Training ensures the learning and behavioral change takes place in structured format. Our training system is to create smarter workforce and yield the best results. It is a tool that can help in gaining competitive advantage in terms of human resource. For mobilization of new projects, we utilize existing trained staff and organize with new staff into the project / sites for smooth, operation of business cum work activities.



DUTY ALLOCATE

Having faith on our valued customers, we respond to their views, getting their feedbacks on and often which helps to enhance the quality of day to day service.

As per your requirement we will allot the skilled employee to your site viz, Site Supervisor, Area Supervisor and Field Manager will carry out the below mentioned work as per daily / weekly / monthly basis for your necessary fulfilment.

SITE SUPERVISOR

1. Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
2. Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
3. Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
4. Coordinates work activities among departments.
5. Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
6. Inventories stock to ensure adequate supplies.

CUSTOMER SERVICE

Our aim is to offer all services under one roof with high quality at economical costs in a systematic manner. We care for and troubleshoot client's difficulties within minimum possible duration with utmost enthusiasm. To provide best services to all customers that exceed their satisfaction is our motto.

If you want further details please visit our Website: www.spickandspan.org.in. At this juncture, we assure you Sir, that we will endeavour our utmost to give you the best possible uninterrupted service in the days to come to prove worthy of your Satisfaction.



BUSINESS SUPPORT SERVICES

Spick & Span offers a range of Support Services to improve and add value to the work environment of our client - allowing them to concentrate on their core business activities. Many of these work solutions have been developed over time, in pace with the growing needs and changes in their business environments.



AREA SUPERVISOR

1. Adjusting actions in relation to others' actions.
2. Motivating, developing, and directing people as they work, identifying the best people for the job.
3. Managing one's own time and the time of others.
4. Talking to others in order to convey information effectively.
5. Teaching others how to do something.
6. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

FIELD MANAGER

The Field Manager role provides career tracks for managers responsible for managing operational aspects of housekeeping programs. Responsibilities range from managing segments of programs or managing overall program in agencies. These employees schedule, direct, and coordinate the overall management of assigned operations.

ADVANTAGES

Employee Backup or Relievers : We have a team of 10 to 15 Reliever, present in our Registered Office / Branch Offices on daily basis to substitute the absent employees.

Salary Payment : Salaries are paid to the employees on or before 7th of every month through their Bank Account. Bonus is paid to the employees before Diwali Every year through their Bank Account.

Recruitment : Spick & Span recruit the employees from National Carrier Services online web portal. The recruitment will be standard and trustworthy person from National Carrier Services.

Police Verification : We get police verification of all employees through our team, which is authorized by the Local Police Station.

Training & Development : We provide on site job training to our employees regularly. The training is imparted on various skill sets such as etiquettes & behaviour, personal grooming, use of chemicals & machines, client coordination etc.

Audit & Legal Compliances : Spick & Span is to meet the 100% legal compliance so that our clients do not face any legal hassles. We advice our clients to audit our books & payments on quarterly basis.

STAFF UNIFORM

All the workers will be provided with agency's logo uniform, ID card and Badge.

- | | |
|-------------------------------------|-------------------------|
| 1. Waist Coat for ladies | 5. Over Coat for ladies |
| 2. Chudidar with Waist Coat | 6. T-Shirt |
| 3. Saree with Coat | 7. Shirt with Pant |
| 4. Security Uniform and Accessories | |



GARDEN MAINTENANCE

Having a garden is a much priced possession. We can provide excellent Gardening Maintenance that suit the fancy and taste of each and every nature lover.

Highly fashionable | Client specific |As per the latest market trends | Daily watering cleaning the garden area | Mowing the lawn periodically |Spraying pesticide and fungicide once in a month | Trimming the edges at regular intervals | Raising the seasonal flowering plants in all seasons | Preparing Manure from the garden sweeps | Routine weeding plants and lawns | Arranging potted plants on special occasions | Repotting the potted plants periodically.

PEST CONTROL

We are providing Termite control and general pest control services for plant, offices campus and Building with Guaranteed, using standard quality and Govt. Approved termiticides and client requirement and AMC.

Inspect buildings and premises for signs of pests or infestation | Determine the type of treatment needed to eliminate pests | Measure the dimensions of the area needing treatment | Estimate the cost of their services



FACILITY MANAGEMENT

TEAM MANAGEMENT

VELU KANNAPPAN

Managing Director Over 18 years of experience in HR Dept., Administration, Facility Management Service & Other Business.

A. ALBERT JESUDASAN

Chief Executive Operations Over 30 years experience in Administration & Facility Management with various MNC's and Indian Company.

DEEPAK GUNASEKARAN

Manager (HR) & Operation Head - Over 25 years experience in HR - Recruitment & Operations

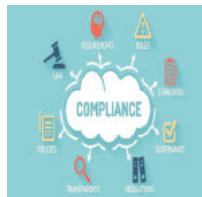
SAI VAESHALLE VRN

Business Development Executive - 10 Years experience in Business Development & Field Marketing



OUR LEGAL COMPLIANCES

Spick & Span is covered under all the statutory laws & take utmost care of legal Compliances. Spick & Span is registered with the following Government authorities.



REGISTRATIONS

Registration No. of firm & date

& authority with whom registered : Document No: 7233/ Dated : 11.04.2011

Permanent Account Number : AHOPV174B

GST Tax Registration : 33AHOPV4174B2Z7 /33AEHFS8996L1Z2

Firm Registration : FR/Chennai South/670/2020

Employee Provident Fund

Registration : TNMAS0035837000

Employee State Insurance

Corporation Registration : 51000554000001000.00

MESE – Udyagoy Aadhar : Certificate No :TN02D0009470

(Under Rule 25(1) of the Contract

Labour (Regulation and Abolition)

Central : License No: CLRA/ALCCHENNAI1/2020/L-295

LIN Number : 1212592253

Labour Certificate : R.DIS/15/2012 Dated: 23.07.2012

ISO Certificate : Certificate No: QMS 21EQFS04 & EMS 21EEF011

Trademark Certificate : Certificate No: 2625539, Dated : 11.03.2013

KEY PEOPLE



Velu Kannappan

Managing Director & Operation Head

- 9884383331

G.Deepak

Manager (HR) & Operations

- 9791113503

Sai Vaeshalle VRN

Business Development Executive

- 9884983331

D.Balamurugan

Area Manager

- 9941230913

G.Karthick

Area Manager

- 8807602076

Saranya Saravanan

Accounts & Payroll

- 9566002731

Prem

Field Executive

- 9080288350

Abinaya

Front Office

- 8124595511

Kalpana

Field Executive

- 6382857700

K. Muralidharan

Auditor

- 9962367623