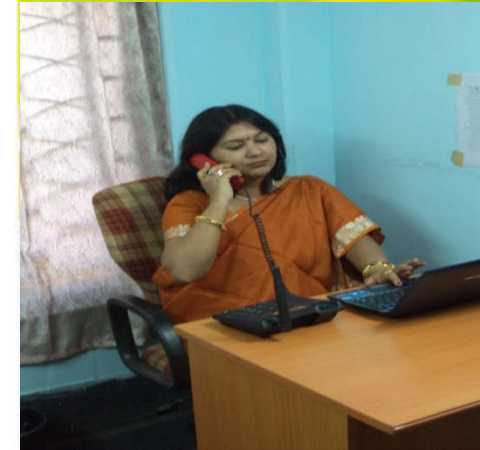




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*Facility Management Services*

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## Introduction

“**SMART GROUP Facility Management Services**” takes this opportunity introduce them as a Leading Facility Management Group being constituted on the advice of the high profile personalities in the field of Hospitalities backed by the stalwart figures in Facility Management. With constant increase in the scale of operation, **Smart Group** becomes an efficient resource partner offering staffing solutions – facilitating organizations to acquire flexible workforce in order to enhance productivity, quality and helping the company to reduce employment related risk. Good business practices and absolute honesty, integrity and transparency, in all its transactions have been the **Hall Marks** of this organization, which helped to develop the brand equity of **SMART GROUP Facility Management Services**



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- We have our separate Facility Management Division covering House-keeping ,Security Services &Electro-Mechanical Maintenance, Club services, etc; under the professional guidance / supervision of Hospitality Management Professionals who offers all the services needed for the establishments where we ensure the quality of composite Facility services ,as a Single Window service Provider.





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## Our Services

- ▣ HOUSEKEEPING SERVICES
- ▣ SECURITY SERVICES
- ▣ FIRE & SAFETY
- ▣ SECURITY SOLUTION SYSTEM
- ▣ LANDSCAPING
- ▣ PEST CONTROL SERVICES
- ▣ EVENT MANAGEMENT
- ▣ PAYROLL MANAGEMENT
- ▣ OUTSOURCING
- ▣ ELECTRO MECHANICAL SERVICES
- ▣ PLUMBING SERVICE
- ▣ WATER MANAGEMENT SYSTEM





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## OUR VISION

Enhanced customer satisfaction by delivering quality service through timely completion with safe work environment. We focus to provide our client likable customer service we dedicate ourself to for continual in all field of Business.

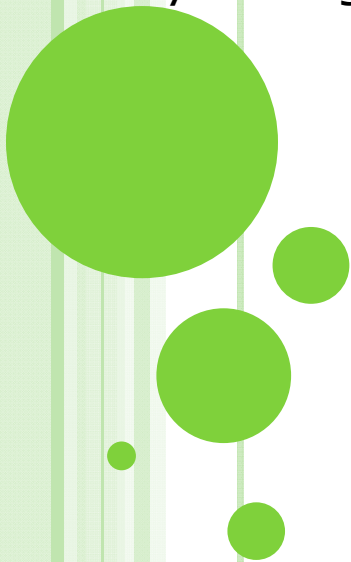




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Providing Best solution with quality services in all the hierarchy at the same time we are focused in value added Facility Management Services with Long-Term relationship





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## Facility Services

- HOUSE KEEPING
- MAINTENANCE
- TECHNICAL SUPPORT

- OFFICE/PANTRY SERVICES
- PEST CONTROL SERVICES
- FRONT/BACK OFFICE SUPPORT

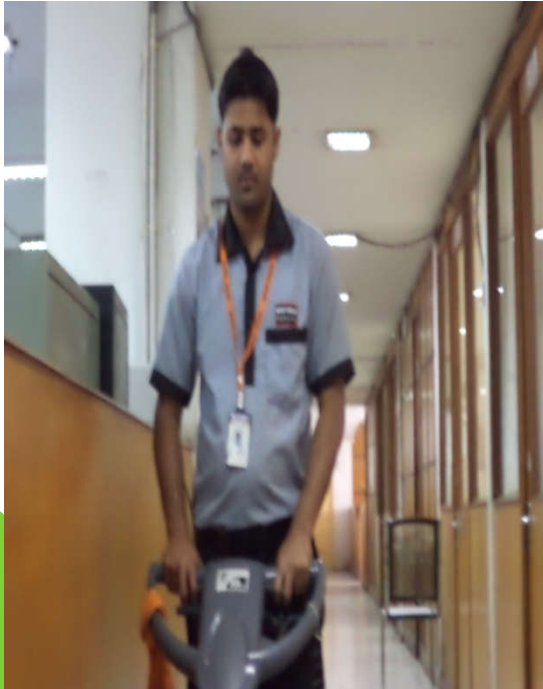




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## HOUSE KEEPING





### HOUSEKEEPING SERVICE

- Car parking & peripheral area cleaning.
- Stair case Common area cleaning.
- Car parking & peripheral area cleaning.
- Stair case, Stair Landing & Lobby Floor
- Wooden & Metallic doors and windows cleaning, Stair Landing & Lobby Floor
- Wooden & Metallic doors and windows cleaning.
- Roof Cleaning.
- Tiles & Marble floor Cleaning.
- Granite Wall cleaning.
- Floor Scrubbing.
- Garbage collection from occupants to vat
- Glass cleaning
- Computers, Xerox Machine & other office equipments cleaning.
- Toilet cleaning
- Electrical Equipments Cleaning.
- Mechanical Equipments cleaning
- Use of proper cleaning chemicals & Machineries

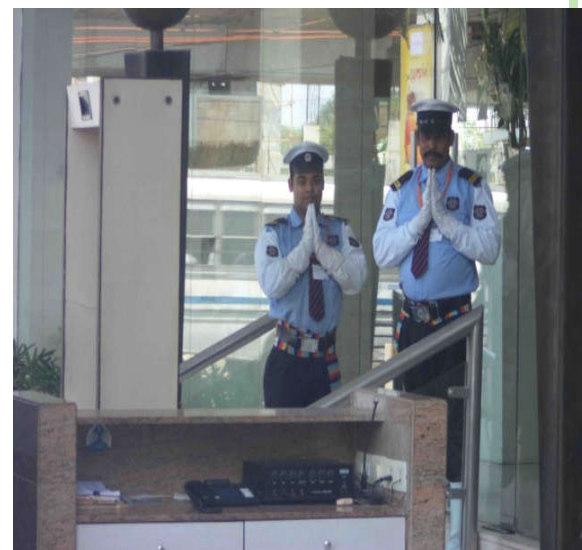




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- COMMARCIAL SECURITY SERVICE
- RESIDENTIAL SECURITY SERVICE
- EVENT SECURITY SERVICE
- PERSONAL BODY GUARD
- GUNMAN SERVICE
- DOG SQUARDS SERVICES





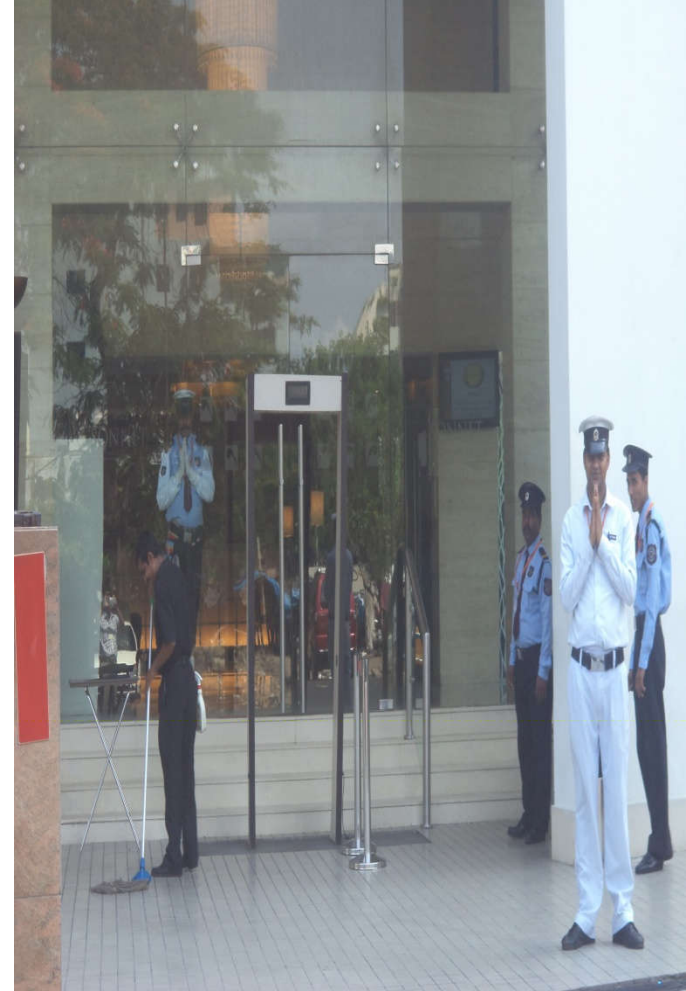
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## **SECURITY SERVICES**

- **Main Gate protection**
- **Managing car parking**
- **Material / Courier movement.**
- **Checking identity of visitors & patron.**
- **Traffic Management.**
- **Checking identity of Maintenance staff.**
- **Patrol the total premises.**
- **Response in case of Fire.**
- **Lift entrapment.**
- **Control labor movement at construction site**





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### **LIST OF REGISTER MAINTAINED**

- Visitor Register.
- Night Car parking Register.
- Material In-Out Register.
- Security Handing Taking over Register.
- Car In- Out Register.
- Daily Incident Register.
- Security Complain Register.
- Security order Register







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## MAINTENANCE SERVICE

## OFFICE/PANTRY SERVICES



## FRONT/BACK OFFICE SUPPORT





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## **PEST CONTROL SERVICES**



**TERMITE CONTROL**

**GENERAL PEST CONTROL**

**BED BUGS TREATMENT**

**MOSQUITO & FLIES**

**SPIDER TREATMENT**

**WOOD BORER SERVICE**

**DOG TICK TREATMENT**

**RODENT CONTROL**

**HERBAL GEL TREATMENT**

**SNAKE TREATMENT**



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## PLUBING SERVICES



## ELECTRICAL MAINTENANCE SERVICES





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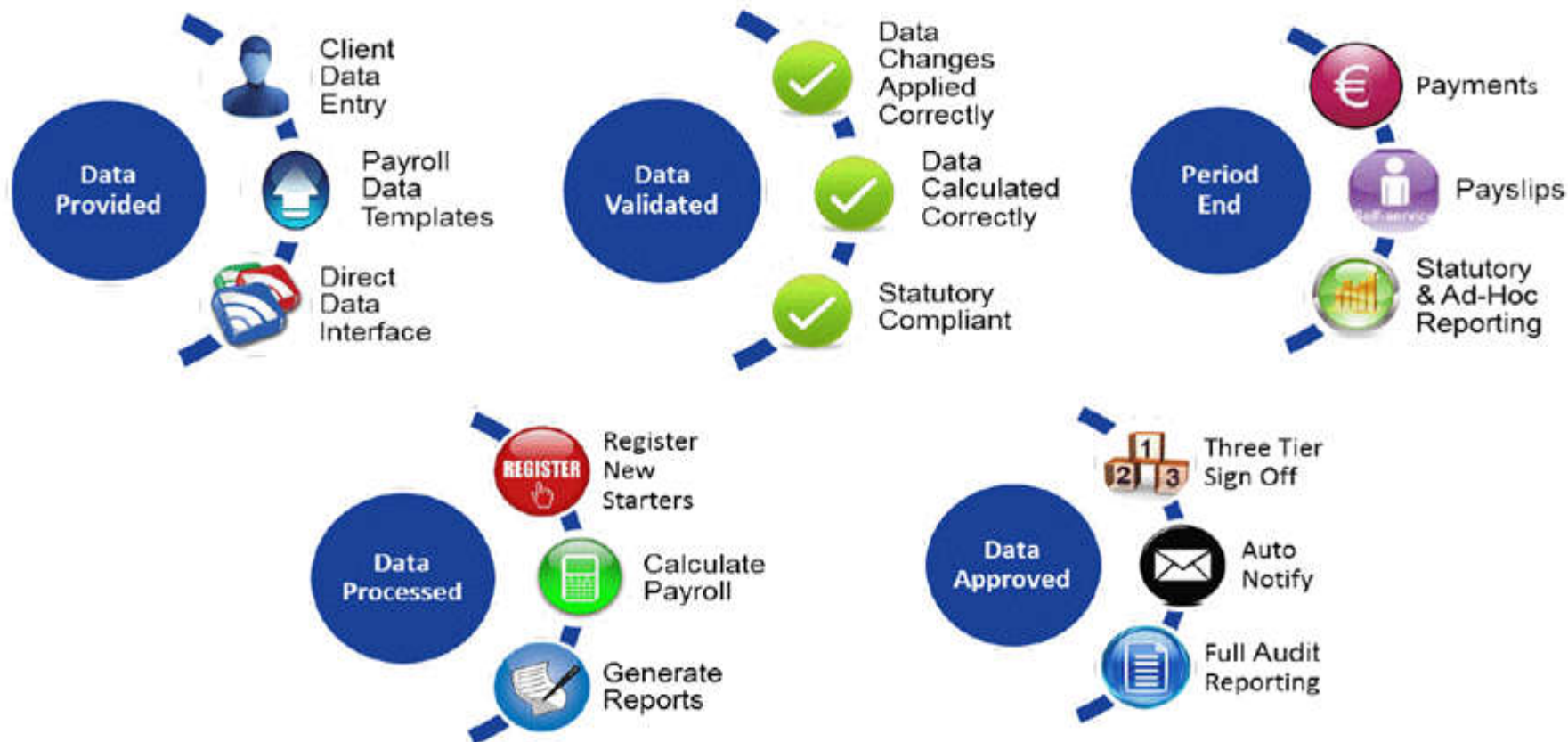
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## Payroll

management  
system







## STATUTORY OBLIGATIONS AND DOCUMENTS

- We abide by the statutory obligations towards our employees as per Labour Laws of Land. We possess the following valid documents which can be produced as and when required by you

<u>Registration</u>	<u>No</u>
Private Security Agency Reg. No.	127/WB/PSA/2014
Trade License	CE001973000442
Shops & Establishment	KOL/Chit/P-II/50905D/44/26
Income Tax PAN NO	AASPI4453M
ESI Registration No	N/SRO- BKP/40000387180001001
EPF Registration No	WBTLO 47911
Prof. Tax	191003469793
GST NO	19AASPI4453M1Z0
Registration of Labour welfare Fund	13771





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Shriram  
**GRANDCITY**  
UTTARPARA - KOLKATA



TITAGHAR WAGONS LIMITED  
Multi Products, Single Focus



**TATA TRUSTS**



**RELIANCE Capital**  
Anil Dhirubhai Ambani Group





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**Contact Us**

### **CORPORATE OFFICE:**

**SMART GROUP**

**19B/3 DUM DUM ROAD KOLKATA-7000-30**

**PHONE NO:- 033 2546-9147 / +919874173864**

**WEB SITE :- [WWW](http://WWW.SMARTGROUP.CO.IN) SMARTGROUP.CO.IN**

**E-MAIL-INFO@SMARTGROUP.CO.IN**

### **Branch Office**

- Bhubaneswar
- Raipur
- Siliguri
- Durgapur
- Guwahati
- Tripura



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Thank you.....

