



REVENCO is a professional cleaning company in Bangladesh .Our Company was

established in March 2016. We identified an opportunity to introduce new innovative technology to the cleaning industry.

Our approach is based on tested processes, methods, and skilled employees. This is how we ensure that the customer receives a detailed, professional and consistent level of quality in the services delivered.

We are full of wisdom and experience both in business and the cleaning industry. We aim to provide a quality service each and every time at the best price guaranteed! This is how we continue to grow our client base on a monthly basis.

Revenco is a leading provider of out sourced facilities services with a long-standing reputation as a dependable company. Whether your facility is a commercial office complex, and institutional or industrial facility, or simply a small business, we offer a full-range of contract and on-demand facility service cleaning solutions. We serve Aviation, Banking, Real Estate, Construction, Convention Centers, government Industrial Retail, Sports Venues, Event, Shopping Mall, Small to Large Business, Industrial, and Manufacturing Clients.

Our Services Includes:

Maintenance Contract

- ❖ Industrial Cleaning i.e. Pharmaceutical, Garments, Engineering, Food & Chemical Industry.
- ❖ Commercial Cleaning i.e. Telecommunication sector, Market, Shopping Mall & Office Complex, Fair & Exhibition, Hospital, Medical Center, University, Embassy etc.
- ❖ Pre and Post Construction Clean-up
- ❖ Residential Cleaning i.e. Residence, Hotel, Guest House, Apartments & independent house
- ❖ Janitorial Services i.e. Service boy, Messenger, Electrician, Office assistant, Executive, ATM Security, Office Security, Bank Security
- ❖ Pest & Rodent Control includes termite, insect, flies, mosquito, rodent, cockroach control
- ❖ Plantation & Landscaping i.e. Gardening, floral presentation, plant arrangement.

Corporate Office Address: House: 990 (4th Floor),
Road: 15, Avenue: 2, DOHS – Mirpur
Dhaka -1216, Bangladesh
Cell: +8801716237917
Email: revenco.sy@gmail.com



COMPANY PROFILE

COMPANY BACKGROUND

Name Of The Organization : Revenco

Head Office Head Office : House No# 990, Road No # 15, Avenue # 02, Mirpur DOHS, Dhaka-1216, Bangladesh.

Hot Line : +88-01716237917

E-mail : revenco.sy@gmail.com

Name Of Contact Person : Md. Shafiqul Islam

Type Of Organization:

- 1.** This is a private firm established in 2015 named “ Revenco”.
- 2.** The firm is licensed by the Dhaka City Corporation. The Trade License of the Dhaka South City Corporation is renewed year to year (Financial year basis : July- Jun). The Firm has up to date trade license for the current financial year 2018-2019.

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METHODOLOGY

FOR

CLEANING WORKS.

Sl. No.	Description of items for cleaning works to be done	Chemical & Tools that would be used	Working Frequency
01	Sweeping & Mopping of all floors: All the floor sweeping and mopping will be done by proper instruments and chemicals.	Wet mop trolley, Floor squeeze, Wet & Dry mop, Mop cotton, Duster, Foam, Belcha, Water bucket with proper floor cleaning chemical.	Daily
02	All Toilets: Cleaning of all toilets including toilets fitting and fixture, basin, floor, commode, pan, glass, window, fan, hand shower, bathtub. He/she will do his/her duty with an hour interval and make sure of controlling bad smell.	Toilet brush, Green pad, duster, floor squeeze, floor scrapper, glass spray gun, duster, dry mop, wet mop with toilet cleaning chemical.	Daily
03	Cleaning of all dustbins and garbage collection	Plastic basket, water bucket, belcha, duster, trolley.	Daily
04	All Furniture and equipment: Cleaning of all office furniture and equipments by using proper instruments and chemicals. Our personnel perform their duty in daily basis.	Duster, paint brush, Tuly brush, Tooth brush, shoot master sponge, ceiling brush, spray gun, hand gloves, foam with proper chemicals.	Daily

05	All sofa and chair dusting will be done by proper instruments and chemicals. Our personnel perform their duty in daily basis.	Soft duster, soft brush with proper chemicals.	Daily
06	Fabricated partition dusting: Cleaning of all fabricated partition by using proper instruments. Our personnel perform their duty in daily basis.	Duster, soft duster, foam, tooth brush, spot removing brush and proper chemicals.	Daily
07	Staircase: Cleaning of all staircase, emergency staircase by sweeping and wet & dry mopping with necessary chemicals and light instrument.	Duster, wet mop, dry mop, floor squeeze, floors scrapper, broom of flower with proper chemicals.	Daily
08	All inside glass partition glass, inside wall glass: Cleaning of all inside glass by using glass squeeze, soot master sponge with glass cleaning chemical and necessary equipment. They will perform their duty in daily basis.	Universal glass cleaning kits, glass squeeze, glass squeeze rubber, scrapper, teleplus, platform ladder with special glass cleaning chemical	Weekly
09	Deep Cleaning of Toilets: Washing of all toilets and spot remove.	Scrubbing brush, green pad, hose pipe, spot remove chemicals, hand gloves etc.	Weekly



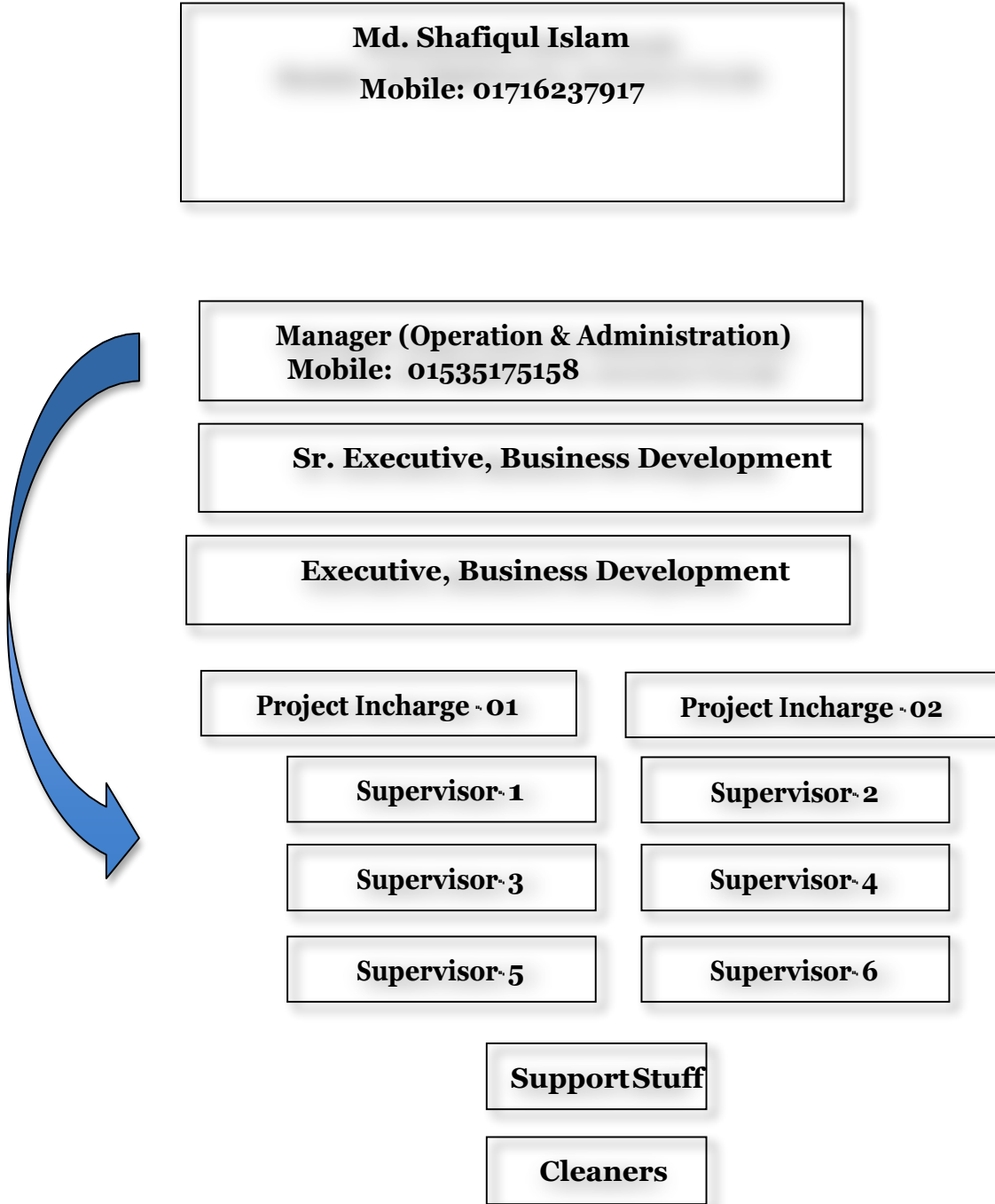
10	Deep cleaning of all floor and toilet floor by scrubbing machine	Scrubbing brush, green pad, hose pipe, spot remove chemicals, hand gloves etc.	Monthly
11	Cleaning of telephone sets: be clean telephone by proper instruments and chemicals.	Hand gloves, spray box, Chemicals.	Weekly
12	Cleaning of Venetian blind dusting: to be clean by proper instruments and chemicals.	Foam, softduster, paint brush, tuli brush, Chemicals.	Monthly

- We Vacuum with clean –air uprights and canisters that are triple filtered to collect pollen, dust mites and other small household particles.

SECURITY:

Your home/ office is secure with Revenco. Our employees undergo background checks before hiring and are subject to drugs tests to maintain a drug-free workplace. If you are not at home / office when we clean, we secure your home/ office before leaving.

Organogram Of The Company (Maintenance Sector Only)





b. Chain Of Command on the Supervision, Monitoring and Quality control of Revenco:

According to the Organogram, The Proprietor of the farm is the top authorities with powers to ensure implements. Some project are listed to be looked after by Manager (Operation & Administration), while some other projects are looked after by the others project incharge. In the absence of Proprietor, Manager (Operation & Administration) More than one day, the other office looks after his works which is fixed by prior arrangements. This is the highest position in the chain of command. The next in the chain is the Manager Operation coordinating with daily activities of all the project.

The third level is that of Executive (Business Development), Supervisor with specific project wise tasks. From all the above level contacts are continuously being made with the supervisors during the entire working ours in every project. Not only through use of telephones, the monitors from all level (i.e. the Manager Operation, Project incharge and also the Proprietor) are appearing at the project spots without prior information to see for themselves the actual state of affairs. Due to provision of such sudden inspection and penal actions taken on the spot, the supervisors and the cleaners are always alert. The Proprietor and other monitor, during these sudden inspections also talk to the clients, obtain their comments and take action accordingly.

c. Strategy for development of personnel their recruitment policy, training facilities, background and qualification, experience in the particular field, job knowledge and communication skills of Revenco:

i) Deployment of Revenco:

The Deployment of cleaners for different projects are worked out ahead and the team of cleaners for any project is composed in a manner by such selection of individuals that ensures the over all capability of the team as a whole. The members of the team that is the Cleaners/ Supervisor are some time re-positioned by transfer form one project to the other with a view to ensuring best results.



ii) Recruitment Policy of Revenco:

The following are the major considering in recruitment.

- Age (young, generally not exceeding 30 years)
- Health (including reasonable height)
- Freeness from skin diseases and other infections.
- Communication Skills.
- Sincerity of purpose.
- Some experience.
- Capacity to work in a team.
- Ability to maintain good relationship with others.
- Other relevant maters.

Important:

We have in our recruitment policy a factor involved which takes care and provides some amount of priority to the distressed section of the society. The distressed women/ widows, divorced women, applicant coming from families having no earning person etc. are giving preference. But they should exhibit indications of good performance with training.



ii) Training Facilities:

The new recruits are initially for training taken to the on-going project spots for at least one week to two weeks to see for themselves the nature and style of works and the use of in equipment. They are kept under observation in those days.

They are also asked for participatory, training and after observation of their capacity and willingness to work , they are finally appointed for different project.

iii) Background & Qualification Of Revenco:

We want to ensure as far as possible to recruit workers having recommendations from responsible people about character & good conduct of the candidates. The qualifications of the cleaners have been kept below Secondary School Certificate (SSC) level, but because of over all employment crises in the country, we also select willing candidates having qualification levels of SSC and above.

v) Experience in the particular field of Revenco:

We attach priority to candidates having experience in the cleaning jobs in similar other organizations. But if the other required factors are highly positive, we even employ those having some experience in the line in smaller organizations. The training takes care of the rest.

vi) Job Knowledge:

Our submission at the above para covers this item.

vii) Communication Skills:

This is very

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important and we have mentioned about in the Recruitment Policy above. They must be very clear and to the point in their verbal communication with his/ her colleagues, supervisors, representatives of the clients and all other concerned. They must be capable of handling and problem quickly as far as possible by use of their communication skills, cordial behavior and also smartness.

They must also have a reasonable skill of communication of writing in Bengali, if not in English.

d) Commitments for the supply of standard cleaning materials, equipment & tools:

We have in our possession standard equipment & tools. We procure the best and authorized chemical and detergents for the purpose. We have reputation for the same. We add new & better types of equipment from time to time for advancement with needs.

e) Assurance on the timely payment of agreed staff salary, allowances and other fringe benefits to the staff:

We always assure timely payment of salary, allowance & fringe benefits to all members of the staff. In addition we assist them financially and also otherwise in both formal / information manners on sympathetic grounds if any difficulty / illness occurs to any member(s) of the staff of his/their families. We have a humanitarian angle always in our management. We want welfare of our staff. In describing our recruitment policy above, we have also indicated other dimensions of welfare.

We provide maximum possible amounts of salary/ allowances/ benefits to our employees by reducing the profit levels for the Firm.

f) Safety for the worker of Revenco : We always assure the safety for working time, cleaners should use aprons, hand gloves, musk, gum boot & hygienic chemicals.

3. Other

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points of



consideration:

- ✓ It will be our pride to have your organization in the list of our clients.
 - ✓ The proprietor will be available round the clock on mobile for any instructions or for any discussions for performance improvement.
 - ✓ Revenco came into existence in 2016. It was more or less in the same period, the engaging of outside firms in the maintenance of sky rise buildings, factories, multination organization started to get more and more recognition as a necessity in Bangladesh, although this is being practiced from long back in developed countries. We have from that time onward started improving our working styles for quality assurance. We are still trying to improve further technically and also from the point of management. We would humbly mention here that we are one of the leading firms at this point of time in Bangladesh in matters of maintenance, but we are in the process of more and more improvement.
- 4.** We are much agree to follow all the instructions, terms, conditions and guidelines which are mentioned in the
- 5.** Documents supplied by you. Mind that, Customer Satisfaction Of Our Main Priority.
- 6. *Copies of other documents attached to this technical proposal are as follows:***

➤➤ List of Chemical & Equipment : **Appendix-01.**

Welcome to Revenco

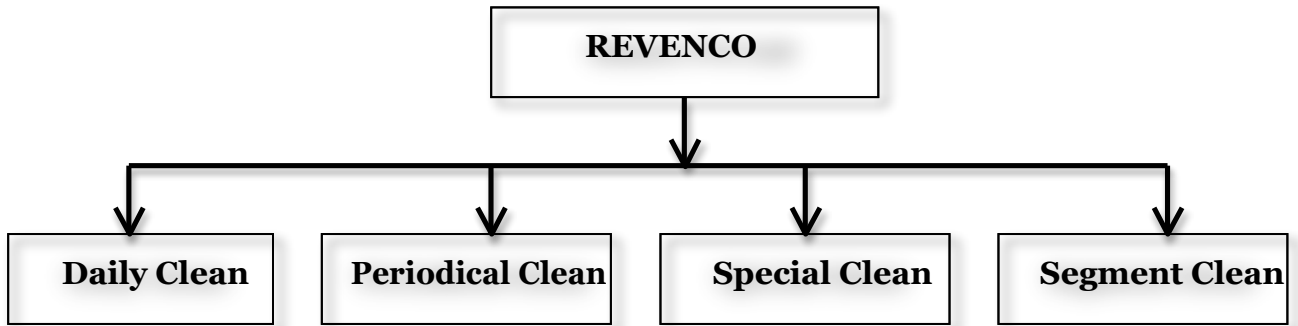
The professional Cleaners & Support Services.

Reception and E-mail management are examples of basic everyday activities within the organization that are essential for creation an efficient business. When support services are outsourced to Revenco, we remove the administrative burden to the customer by providing skilled employees who deliver a rigorous level of accountability and reliable task performance. This frees up the customer's manager to focus on their core duties without worrying about the basic daily activities.





“Revenco” One Of The Best Developed Cleaning Firm In Bangladesh.



We offer a big variety of cleaning services as end of tenancy cleaning, after builders cleaning wall cleaning, deep cleaning, office cleaning, carpet cleaning and many more. With the years we gained experience that helps doing our services professionally, on the highest level. We use the most modern cleaning machines and techniques which contribute to the quality of our cleaning services.

“Revenco” Professional cleaners has developed a unique cleaning system that cleans your home to the smallest detail. Please look at our price list and you will see we have no competition, we not only offer a high quality cleaning service but we give advantageous prices to our customers. Order a cleaning form Revenco. “Professional cleaners and leave the hard work to us, we guarantee that your home or office will look the way you would like to. Our carpet cleaners are one of the best trained and recommended cleaners. If you want your fitted shining again or your carpet looking brand new, contact us and you will get service on a professional level. Our professionalism is above all. Don’t leave the cleaning to accident all companies and call the Revenco”:

☎ **01716237917** Or ☎ **01535175158.**

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Professional Deep Cleaning:

You need a deep cleaning for your property or office? We can send our well-trained team to carry out the service at your convenience. No matter how big or small your property is! Our company provides a full range of deep cleaning services. We use only ecological detergents and the most modern cleaning machines for your home or office.



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CLEAN PESTICIDE SERVICE:

“Revenco” Pesticide service or pest control is more than just spraying, it’s about listening, convenience, scheduling, responsiveness, accountability and knowledge.

“Revenco” Develops a consistent, reliable, and strong work force, where all employees hold each other accountable. This team dynamic thrives off of trust, compassion, loyalty and respect. The pride of Revenco are the fantastic and dedicated employees. The employees are the core, the beating heart of Revenco ‘s quality.

TECHNOLOGY:

Revenco exterminators use the finest, most effective research methodology, procedures and products in the world to solve your pest problems whether roaches, rodents tree /fruit flies, or mosquitoes in your home, office or institution. We have a multi step process along with checks and balances to make sure our customers are 100% satisfied and relaxed from any worries. Trust Revenco. To take care of all your pesticide needs.



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PROFESSIONAL OFFICE CLEANING OF Revenco



Our company is a leader in office cleaning and our professional office cleaners are highly trained and experienced assuring you the best possible results. They provide the highest quality and reliable office cleaning services. We guarantee that once they cleaned everything will be perfectly clean.

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COMMERCIAL GLASS CLEANING:

Whether it is your home, office, commercial building, store or construction site Revenco offer high standard cleaning service, whose cleaners are fully trained in the most professional and adequate cleaning methods.



PROFESSIONAL CARPET CLEANING:

Our company provide a well-trained team with very good equipment to clean up all the dirt and stains from your carpet matter what the job is, we are confident that we get it done quickly, efficiently and cost effectively. You can book a carpet cleaning anywhere in Bangladesh and our



Technicians will come at your convenience.

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Carpet Vacuum



Carpet Wash



Carpet Brush





AFTER BUILDING CLEANING:

At the end of your renovation project the last thing you want to do is spend weeks working on your builders rubbish removal. Do not waste your time because we can help you with after builders cleaning. Our cleaning company has a top cleaning team to remove dust and dirt following your building work. They will work quickly to make your home as clean as possible. We use only the latest equipment and most efficient cleaning solutions. That's why we are the best choice for your after builders cleaning.

For any information and peace of mind, our professional after builders cleaning task list is as follows:

- Remove all labels from bathrooms, windows and toilets.
- Clean all floors of any paint, dust and plaster, polished where applicable.
- Clean all windows of any paint dust and plaster.
- Clean all skirting boards and wash the door.
- Wash all sockets and clean all switches.
- Spot cleaning of all walls and ceilings.
- Deep clean of all fixtures, kitchen, bedroom, living room and etc. cupboards, drawers inside and outside.
- Clean and polish all kitchen, bedroom, living room and etc. surfaces and wooden works.
- Watch the tiles and all basins in the bathrooms remove paint and plaster.
- Scrub, Hoover and Mop and Dry all floors and stairs.
- Make sure all the property is dust free.



END OF TENANCY CLEANING:

We are thoroughly familiar of how important for you is to have your house or apartment cleaned by professional cleaning company. We have carried out hundreds of end of tenancy cleaning jobs. We have been serving private residents and landlords but we also providing end of tenancy cleaning for management properties agencies and commercial offices. Our end of tenancy cleaning service contains many years of experience and our cleaning expertise will fully guarantee this cleaning service. We have team members involved particularly in end of tenancy cleaning works. They are fully equipped, professionally trained and briefed.

Revenco professional cleaners providing end of tenancy cleaning in almost all areas of Greater Dhaka, Chittagong, Sylhet, Khulna.

In the end of tenancy cleaning everything in your house needs to be touched that includes:

- ✓✓ Cleaning the windows (inside & outside).
- ✓✓ Cleaning the oven (remove all grease from the oven).
- ✓✓ Cleaning the microwave.
- ✓✓ Cleaning the fridge inside and outside.
- ✓✓ Dusting everywhere (shelves, wardrobes, cupboards, windows frames, skirting's etc...).
- ✓✓ Vacuum carpeted areas.
- ✓✓ Mop wooden or vinyl floors.
- ✓✓ Cleaning bathroom (remove lime scale clean and sanities the toilet, clean and remove lime scale from the sink and tabs etc.).

WE ARE SPECIALIZING IN CLEANING:

- Retail stores.
- Restaurants.
- Common Areas.
- Commercial carpet cleaning.
- Office building services.
- Disinfecting restroom facilities.
- Stairs and elevator cleaning.
- Floor care and maintenance.
- Surface dusting.
- Vacuuming.
- Carpet cleaning.
- Window cleaning









APPENDIX -01





*LIST OF CHEMICALS
&
EQUIPMENT AND DRESS CODE
OF
Revenco.*

Our General Cleaning Equipment Of Revenco:

		
<p>Mopping Equipment</p>	<p>Vacuum Machine</p>	<p>Scrubbing Machine</p>
		
<p>Floor Squeegee</p>	<p>Dry Mop</p>	<p>Duster Pans</p>
		
<p>Window Cleaning Equipment</p>	<p>Glass Holder Suction</p>	<p>Safety Sign</p>

OUR MACHINE & EQUIPMTN LIST WHICH WE WILL USE IN YOUR PROJECT

Sl.	Machine Name	Typical Applications	Pictures
1.	Scrubber Machine	For Cleaning Rough Floors, Tiles, Marble, Ceramic etc.	
2.	High Speed Buffing Machine	For Shining of Rough Floor	
3.	High Speed Water Jet Machine	For use of dust and dirty area to wash and clean.	
4.	Vacuum Cleaner	For use of cleaning carpet and dust from indoor area.	
5.	High Speed Blower Machine	For use to dry the wet floor and carpet.	
6.	Glass Cleaning Kit	Complete set of glass cleaning tools.	

7.	Double Bucket Trolley	For use to MOP the floor and mixing chemical with water.	
8.	Single Bucket Trolley	For use to MOP the floor and clean the mop.	
9.	Others Mopping Equipment	For use to keep clean and dust free of all area.	
10	Others Cleaning Equipment If Required	We can supplied any others equipment by the requirement of our customer	



LIST OF EQUIPMETN OF REVENCO.

1. Scaffolding with caster wheel
2. Scraper
3. Pest control machine (Spray)
4. Bush (Electric & Hand)
5. Brush (Toilet & Commode)
6. Bottom /Broom stick
7. Spade
8. Duster
9. Aluminum ladder (High & Low)
10. Wooden table (High & Low)
11. Glass squeeze
12. Floor squeeze
13. Air blower
14. Gum boot
15. Rain coat
16. Chopper
17. Plastic bucket
18. Seckthure
19. Lawn-Mower
20. Water spray bucket

Any other Equipment will be provided for work if required.



CHEMICALS LIST OF REVENCO.

- A. Detergent (Vim, Jet etc) floor, Towel, Mop washing purpose
- B. Toilet Freshener (Mothballs, Odonil, Wizard etc.)
- C. Germ, Bacteria & Pollution Control Chemical (Perfumed finial, Savlon)
- D. Floor washing Chemical (Whiz Plus)
- E. Glass cleaning liquid cleaner (Mr. Brassow, windowline etc.)
- F. Brash & Metal polish.
- G. Bleaching powder.

Any Other Chemical will be provided for work if required.

Dress Code

Uniform for Male and Female	
Shoe for Male and Female	
Hand Globs (Where Necessary)	



We are frankly saying that we are new in this Business but we have vast knowledge in this purpose. We are committed to give you the standard and best service against of the best price. We are now working confidently with

Further Information

Our entire firm is dedicated to providing the highest level of service that you, the customer, consider most appropriate for your needs. Please feel free to contact us and we would be only too pleased to arrange a site visit from one of our dedicated Sales Staff.

We thank you for this opportunity and should you require any further assistance, please do not hesitate in contacting the undersigned.

Head Office

***House No:990, 4th Floor, Road No:15,
Mirpur DOHS, Dhaka-1216.
Mobile:+88-01716237917***

Yours faithfully,

A handwritten signature in black ink, appearing to read "Md. Shofiqul Islam".

Md. Shofiqul Islam
Proprietor
Cell: +88-01716237917

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