Cleaning and Housekeeping Proposal

Prepared by the facility services company for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

We propose daily housekeeping and periodic deep cleaning for your premises, with trained staff, a supervisor and quality checks.

PREMISES, AREA AND WORKING HOURS

Scope of work

- Daily cleaning of floors, washrooms, pantry and common areas
- Weekly glass, furniture and fixture cleaning
- Monthly deep cleaning and machine scrubbing
- Consumables and chemicals (if included below)
- Supervisor checklists and monthly quality audit with the client

Plan and timeline

Phase	What you get	Typical time
Mobilise	Site survey, staff deployment	1 week
Operate	Daily and periodic cleaning	Monthly
Review	Quality audit and feedback	Monthly

PROPOSED START | TARGET COMPLETION

Investment

MONTHLY CHARGE (₹)	STAFF DEPLOYED	CONSUMABLES

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Staff are on our payroll; we comply with minimum wages, EPF, ESI and bonus laws and share compliance proof monthly.
- Absent staff are replaced the same day.
- Price is revised yearly in line with minimum-wage revisions.

Acceptance

By signing, the client accepts this proposal and authorises the facility services company to begin. Detailed terms (confidentiality, IP, liability) follow the facility services company's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS

CLIENT GSTIN

PO NO. (IF ANY)

SIGNATORY DESIGNATION

Client

SIGNATURE

PRINTED NAME

DATE

Facility services company

SIGNATURE

PRINTED NAME

DATE