



Mohit Singhvi <mohit.singhvi@silagroup.co.in>

SILA Solutions - Draft Agreement for Housekeeping Services

Nitesh Gehlot <Nitesh.Gehlot@skfin.in>

Thu, May 20, 2021 at 4:08 PM

To: Mohit Singhvi <mohit.singhvi@silagroup.co.in>

Cc: Amit Kumar <amit.kumar@silagroup.co.in>, Jitendra Solanki <Jitendra.Solanki@skfin.in>, Ritesh Kumar <Ritesh.Kumar@skfin.in>

Dear Mohit,

Ok for deploy Manpower.

Will confirm on Machines once site take over.

Warm Regards,

Nitesh Gehlot

Administration

9001652000

From: Mohit Singhvi [mailto:mohit.singhvi@silagroup.co.in]

Sent: 20-05-2021 11:18 AM

To: Nitesh Gehlot

Cc: Amit Kumar; Jitendra Solanki; Ritesh Kumar

Subject: Re: SILA Solutions - Draft Agreement for Housekeeping Services

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.

Dear Nitesh Sir,

We confirm to take over the site from 10th June 2021. I am sharing our revised proposal based on the current requirement. Please confirm the same.

Also, we request if we can add 1 single disc scrubber, 1 wet & dry vacuum machine & 1 high pressure jet, which will help us clean the site better.

Best Regards,



www.silagroup.co.in

Mohit Singhvi

General Manager

P: +91 98710 01912

T: 022 40646767



On Thu, May 20, 2021 at 8:21 AM Nitesh Gehlot <Nitesh.Gehlot@skfin.in> wrote:

Dear Mr. Mohit,

w.r.t. our discussion yesterday, Please start services from 10th of June.

Please confirm the same.

Warm Regards,

Nitesh Gehlot

Administration

9001652000

From: Nitesh Gehlot

Sent: 04-04-2021 8:45 PM

To: 'Mohit Singhvi'

Cc: Amit Kumar; Jitendra Solanki

Subject: RE: SILA Solutions - Draft Agreement for Housekeeping Services

Dear Mr. Mohit,

Refer discussion, Pls arrange to deploy below Manpower at our Adarsh Plaza office w.e.f 1st May 2021.

- 1) Housekeeping Boys:- 4 Nos.
- 2) Lady House Keeping:- 1 Nos.

3) Office Boys:- 20 Nos.

4) Loader:- 2 Nos.

Will share you LOI & Draft Agreement in 2-3 Days after vetting.

KRA is as below of Office boys & HK Staff.

KRA of Office boy.

- Cleaning of office & maintain hygienic
- Cleaning of office cutleries like water bottles, cup etc.
- Preparation of Tea.
- Responsible for entire offices cleaning & Water/ Tea etc. facility.
- Responsible for Photocopy & General filling work.
- Shifting of files to internal offices.
- Responsible for any R&M related to office the same communicated to immediate upper authorities.
- Maintaining of Proper Check List of office cleaning

KRA of Housekeeping Staff

- Responsible for all the common area cleaning like Passage, Lobby, Stairs & Plant etc.
- Responsible for the entire washroom proper cleaning.
- Responsible for maintain common area & washroom hygienic & clean.
- Responsible to maintain proper clearing checklist.
- Responsible for any R&M related to washroom & the same communicated to immediate upper authorities.
- Maintaining of cleaning / Hygiene check list

Warm Regards,

Nitesh Gehlot

Administration

9001652000

From: Mohit Singhvi [<mailto:mohit.singhvi@silagroup.co.in>]

Sent: 27-03-2021 1:40 PM

To: Nitesh Gehlot

Cc: Amit Kumar

Subject: SILA Solutions - Draft Agreement for Housekeeping Services

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.

Dear Nitesh ji,

As discussed, please find attached our draft agreement and cost proposal for Housekeeping Services at Adarsh Plaza. As discussed, we are ready to take over the site from 15th April.

Please provide a confirmation email, so that we can initiate our deployment process.

Please let us know in case of any queries.

Best Regards,



www.silagroup.co.in

Mohit Singhvi

General Manager

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