



Dhaka Facility Management Services

All Services in an Umbrella

Company Profile



Dhaka Facility Management Services

Address: 12/01, Pallabi, Mirpur, Dhaka-1216.

Phone: 02-9028995.

Mobile: 01731515392.

Mail Address: dhakafms@gmail.com

Web address: www.dfms.com.bd



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Introduction: Dhaka Facility Management Services, a sister concern of Max Enterprise Ltd. is one of the leading professional corporate facility management services company in Bangladesh which is made up of a group of industry professionals with decades of experience in the services industry. We are 100% Bangladeshi owned and operated a professional services company, founded in 2013. We presently service hundreds of clients and millions of square feet each and every day of the week.

Mission Statement

To provide our clients with the highest level of quality and customer service available in our industry and to always run our company in an honest and ethical manner. We matinee and resource to strive to establish long term service relationships and agreements with our customers.

Client Satisfaction

Supervision is the key to our success! Customers will regularly see our quality control personnel inspecting the cleanliness of their premises. Our mission statement is our commitment to our clients, and it truly sets us apart from our competitors! We don't just talk about what we do, we actually do it.

OUR ACTIVITIES/SERVICES:-

Registered office: 12/1, Pallabi, Mirpur, Dhaka. Phone: 02-58051472, 02-9028995

Mobile: 01731515392,01992028530-31E-mail : Dhakafms@gmail.com, Website: www.dfms.com.bd



Dhaka Facility Management Services

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- Regular Housekeeping Service with modern cleaning equipments, tools and chemicals,
- Pest and Rodent Control Service,
- Outsourcing Manpower Supply (Office peon, Driver, gardener, security guard, messenger, etc),
- Industrial Loader (Soft & Hard Labor) Supply,
- High rise Outside Window and Glass Cleaning,
- Garments Dying and Washing Chemicals Supply,
- Industrial and residential water and Septic Tank cleaning
- Painting Works,
- Industrial/office and residential floor scrubbing and polishing (Deep Cleaning –One time Work)
- Plumbing and Sanitary works
- Gardening and plantation service,
- Disinfecting Services
- Payroll Management service
- Sofa, Chair, Carpet, Vertical Blind, etc shampooing, cleaning and drying.
- Garments leftover stock collection,
- Vehicle management System,
- Other maintenance works,
- Other services as your requirements.



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Cleaning Services:

Dhaka Facility Management Service is expertise in providing world class cleaning services that are engineered to keep a tempo with dynamic human environments. So whatever type of industry or you're cleaning needs, we address it with a highly effective and professional approach.

We have standard package of service which is tailored to meet the requirements of any specific customer. Our professionally trained teams use environmentally safe cleaning products that are of the highest international values equipped with the latest technology.

Day to day office cleaning, Specialized cleaning solutions, Toilet deep cleaning, Industrial cleaning, Hospital cleaning, One time cleaning, Marble granite floor crystallization, polishing etc, Carpet cleaning and shampooing, Garbage disposal Glass cleaning, Wooden floor polishing, Industrial cleaning, Upholstery cleaning.



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Pest and Rodent Control Service (Industrial):

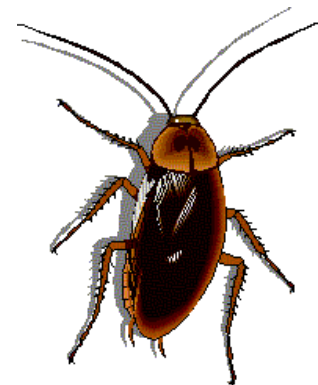
We offer a comprehensive range of services which include:



We offer a professional pest control service covering whole Bangladesh. We are committed to providing and maintaining the highest level of service to all our customers whether for your home or for your business. A professional, efficient and friendly service is guaranteed. Our rates are reasonable and competitive.



Commercial Pest Control Solutions - Specializing in the Commercial and Industrial sector Dhaka Facility Management Services is fully committed to providing and maintaining the highest level of service. Current customers include: International hotel, embassies,



garments sector, pharmaceuticals company, waste transfer stations, warehouses, industrial estates, offices, schools, restaurants, public houses etc. Whether you need to eradicate an existing pest problem or wish to maintain a pest free environment. You will find our service professional, friendly and efficient and our charges competitive.

Service Contracts - Our service contracts are designed to ensure that they cover your requirements and cover only the necessary pests with the right number of visits. There are no hidden extras. With our quotes you will receive:



Free survey, Full and detailed report including recommendations, Method Statement.

The presence of rodent or insect pests often causes embarrassment and distress and can lead to loss of business,

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goodwill, and reputation. In addition, these pests may contaminate products and food and can cause food poisoning.



Technical Specification - All pests are dealt with (i.e. rats, mice, moles, squirrels, fleas, flies, wasps, cockroaches, bed bugs etc.) fast, efficiently and professionally. The pesticides that are being used for pest and rodent control services are



not dangerous on human or have no detrimental effects on human and are not toxic for hazardous to human being. These pesticides are also of no damaging effect on Furniture, Carpets,

Fabrics, Paper, Electric Conduits PVE, Rubber Mats etc. and the pesticides are effective to kill all pest, insects within 10 minutes. Total-quality-assured programs for food processing, manufacturing, food distribution, supermarkets, hotel/motels, food service, restaurants, healthcare facilities, and retail establishments.

Nature of Service - Residual Spraying, Mist Blower Fog, Fog Generated Spraying, Gaseous Spraying System Disinfestations Treatment. (Wherever necessary).

Time Required - Maximum 2 to 3 days for General Pest Control operations .

High rise Outside Window and Glass Cleaning:

We offer a safe and effective way of cleaning multi-story buildings and can be customized to fit your specific site requirements .We provide many benefits to the building owner/management as well as operators.

- Self-contained, self-climbing
- Patented raindrop nozzles create droplets of de ionized water, reducing drifting and only applying water on the surface being cleaned
- Domestic labor savings - can do months worth of work in a day



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- Safe - operated from the top of the building to eliminate over the edge work
- Effective - cleans entire building, including window frames, providing extended life of structure
- Centrifugal brush removes soil to remain cleanliness
- Travels with ease vertically up and down on a guide water while its unique “Sky Thruster” provides even pressure against the building, maintaining consistent cleaning
- Constructed of powder-coated steel tubing with welded joints. Sealed bearings and enclosed fan motors reduce maintenance costs and increase overall savings
- The High-rise is portable and can be transported from building to building with just a standard trailer.



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Plumbing and Sanitary Works:

We pride ourselves on providing courteous, friendly, affordable, and effective plumbing service. We take our mission to exceed our customers' expectations seriously! From on-time arrivals to plumbing experts, we make sure homeowners are getting the very best in their home. You can have total peace of mind and confidence when you call on us! We stand behind our work and go the extra mile to get the job done quickly so you can get back to enjoying your home.

All types of Plumbing Installation (Bath Tap, Shower, Kitchen tap, Bath sink, Kitchen sink, Toilet, etc. Blocked Drains, Toilet, kitchen Sink, Shower Drains, etc Leaking Pipe, Sink, Shower, Tap, Drains, etc.





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Industrial and residential water and Septic Tank cleaning services:

Our Water Tank Cleaning Services meet the demands of clients for preserving uncontaminated water for domestic and industrial purposes. Making use of advanced machines and equipments, the services are executed under the strict vigil of our expert professionals. Following systematic methods and processes, the team can also offer customized solutions that are designed and developed as per clients' specifications. Providing solution for Water Tank Cleaning meet the demands of clients for preserving uncontaminated water for domestic and industrial purposes.

Our domain expertise enables us in providing hassle free and organized services for Septic Tank Cleaning. Assisted by a team of trained supervisors, evacuation operator & drivers and modern equipment, our services help in keeping the environment clean and free flowing septic system. Further, to ensure safe and fast execution of the services with cleaning efficiency, we make use of advanced communication devices such as mobile phones and GPS that help in optimizing the routes.





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Industrial/office and residential floor scrubbing and polishing(Deep Cleaning –One time Work):

We provide one time deep cleaning, floor scrubbing and polishing services at various industry, factory, garments, office, building,etc with modern floor scrubbing machines,tools and equipments. Our technicians are certified in the approved methods of cleaning and revitalizing commercial flooring. We achieve the truest deep clean with our 4-step process: pre-spray, agitate, re-spray and rinse.



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Painting, Plaster and Dry Wall services:-

We are providing maintenance painting which is completed on an as-needed basis to protect surfaces (e.g. wood, drywall, etc.) from deterioration. Routine building inspections are performed to assess painted surface conditions. Maintenance painting is generally performed as determined by the Paint shop supervisor for offices, labs, etc. where traffic is light and the potential for marking and paint damage is minimal. In high traffic areas painting may occur more frequently, depending on need.

Cosmetic painting of all building interior and exterior surfaces (e.g. soiled areas or marks exposed when wall-hung items or furniture is moved)

Dry-walling, texturing and painting associated with remodels or renovations
Furniture refinishing

Painting or staining new furniture

Changing color of walls, trim, cabinets and doors.

Sofa, Chair, Carpet, Vertical Blind, etc shampooing, cleaning and drying:

We provides a clean and healthy environment in your office, home and industry. We deliver the highest quality sofa and carpet cleaning and shampooing service. Our wide range of service suite your residential and commercial cleaning needs. Our focus is to deliver best cleaning service in Bangladesh with our experienced and trained team.

Varieties kinds of good supply:-

Dhaka Facility Management Service is involved with various kinds of goods supplying. We do this work especially on clients demand basis. We are supply goods as below-

- Stationeries Items.
- Supply of equipment & machinery.
- Gift items.
- Toiletries items.



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Customer Services:

Receptionist / Front Desk Officer. Back Office Staff Cook. PABX/Telephone Operator.



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The qualification and competence of the Team members

Site In-charge:

Qualification & Experience: Minimum Masters or Graduate in any discipline and having 2 years experience in the relevant field.

Responsibility: A Site in charge is the In-Charge of a project site. Supervisors, Peons, Messengers Cleaners and all other contractual staffs of a project are under his/her control. He/She will directly coordinate with the Clients for their day to day requirements and instructions.

Supervisor:

Qualification & Experience: Education qualification of a Supervisor shall be minimum Graduate or equivalent degree. A person having minimum 5 years working experience in the similar nature of job are recommended for this position..

Responsibility: They are responsible to look after that all the activities of a project are attended as per client's instruction. They will supervise the works of the Peons, Messengers, Cleaners and all other contractual staffs of a project and guide them as and when required. He reports to the Site In-charge for his responsibilities.

Tea boy:

Qualification & Experience: He/she will be minimum SSC passed and skilled in messenger service with minimum 2 years sound experience in this relevant field.

Responsibility: They will be responsible for making and serve the tea, coffee as per the requirement of Concern Authority. They will also clean the cookerries, and make sure of tea making instruments and elements hygienic doing photocopies, doing movement of documents as per instructions.

Cleaner/ Office boy:

Qualification & Experience: He/she will be minimum SSC/eight passed and skilled in cleaning service with minimum 3 years sound experience in relevant field.

Responsibility: They will be responsible for Keeping the floor clean, garbage collection, door glass, inside glass, false ceiling, basement, toilets, passage way, glass panels, disposal of garbage, floor, lobby, roof top and the surrounding areas clean and make them hygienic. Cleaners will work directly under the command of a Supervisor.



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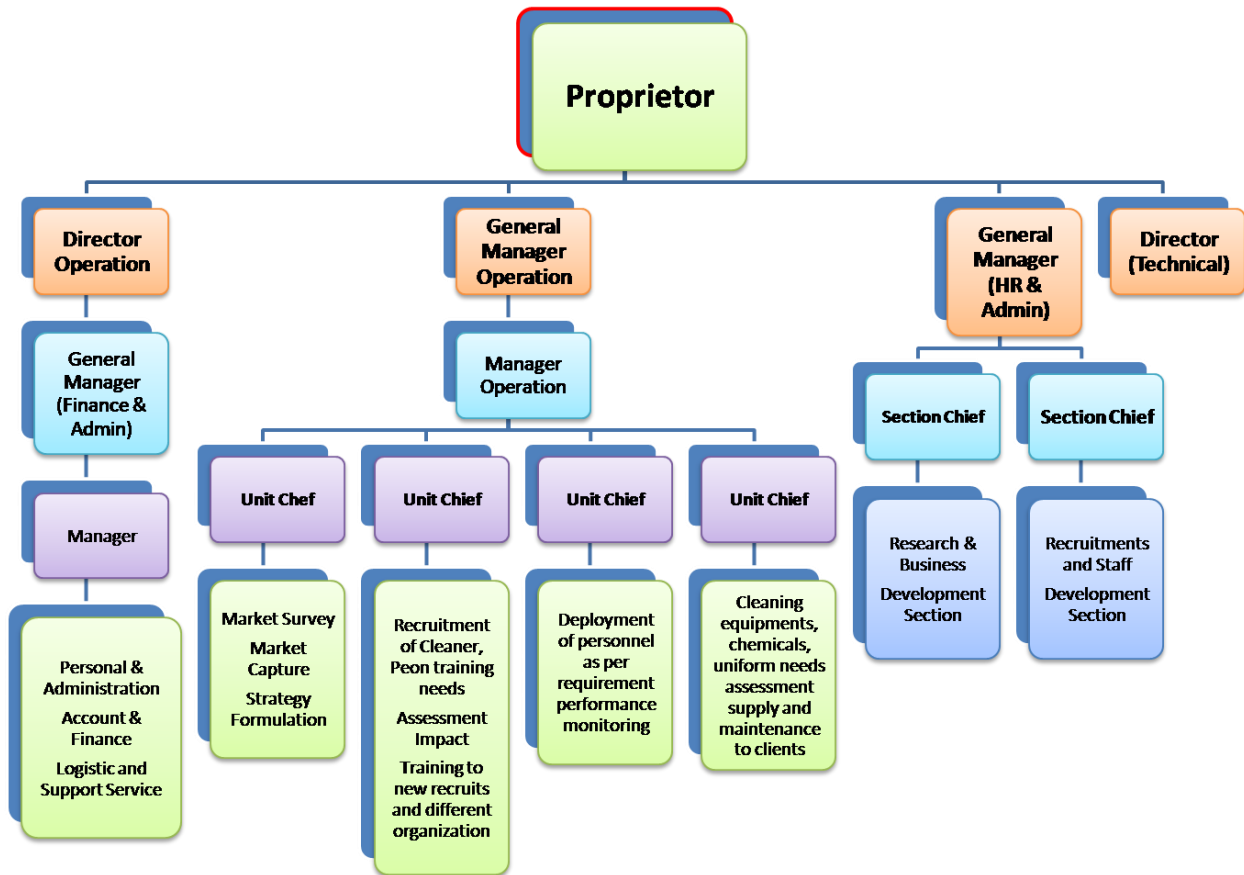
General Information

Name of Company	: Dhaka Facility Management Services
	: 12/1, Pallabi, Mirpur, Dhaka-1216.
Type of company	: Proprietorship
	: Firoza Chowdhury, Proprietor
	: 01992028501, 01731515392
Email Address	: dhakafms@gmail.com
Date of Establishment	: October, 2013
Trade License No.	: 009927
TIN	: 150174159481
BIN	: 001595306
Bank	: Midland Bank, Mirpur Branch, Dhaka, Bangladesh
	Other information : Office Area: 1850 sq-ft Godown area: 500 sq-ft Vehicle : 02 nos
Staff	: Director : 02 nos.
	Management Consultant : 01 no.
	Office manager : 02 nos.
	Administrative Officer : 03 nos.
	Accountant : 04 nos.
	Marketing executive : 05 nos.
	Site Manager : 05 nos.
	Security Supervisor : 15 nos.
	Machine technician : 05 nos.
	Cleaner : 2867 nos.
	Peon/Messenger : 506 nos.
	Office Assistant : 345 nos.
	Security Guard : 1565 nos.
	Security in-charge : 16 nos.



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ঢাকা উত্তর সিটি কর্পোরেশন
www.dncc.gov.bd
(রাজস্ব বিভাগ)

অঞ্চল-২



ট্রেড লাইসেন্স
(TRADE LICENCE)

No: 009327



লাইসেন্স ইস্যুর বিবরণ		
ওয়ার্ড নম্বর	ইস্যুর ক্রমিক নম্বর	ইস্যুর তারিখ
৩	২৬২৭	২৬/০৩ ২০২২

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন ২০০৯-এর ধারা ৮৪-এর প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল ২০১৬ এর ১০ নং অনুচ্ছেদ অনুযায়ী ব্যবসা বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্ন বর্ণিত ব্যক্তি/প্রতিষ্ঠানের অনুকূলে এ ট্রেড লাইসেন্স ইস্যু করা হলো। যার কার্যকরিতার মেয়াদ -- ~~২০১৮-২০১৯~~ ইং ২০২২-২০২৩ পর্যন্ত

- ১। মালিকের নাম : মিসেস মোছা. মাহবুবা হোসেন
- ২। পিতার নাম : মুহাম্মদ হোসেন
- ৩। মাতার নাম : মুহাম্মদা মাহবুবা
- ৪। স্বামী/স্ত্রীর নাম : মুহাম্মদ হোসেন
- ৫। মালিকের ঠিকানা : বর্তমান বসবাসের ঠিকানা
হোল্ডিং নং : ২২/১ নম্বর
রোড নং : মিরপুর
থানা : মিরপুর
ঢাকা (পোস্ট কোড) : ১২১৩
- স্থায়ী/রেজিস্টার্ড ঠিকানা : ২
হোল্ডিং নং/গ্রাম : ২
রোড নং/পোস্ট অফিস : ২
থানা : ২
জেলা : ২
- ৬। ব্যবসা প্রতিষ্ঠানের নাম : ডেপার্টমেন্টাল সার্ভিসেস প্রাইভেট লিমিটেড
- ৭। পরিশোধিত মূলধন (লিঃ কোম্পানীর ক্ষেত্রে) : টাকা
- ৮। ব্যবসা প্রতিষ্ঠানের ঠিকানা : ২২/১ নম্বর, মিরপুর, ঢাকা-১২১৩
ফোন : ১৬৬৬৬৬৬৬ ই-মেইল : ১৬৬৬৬৬৬৬
মোবাইল নম্বর : ১৬৬৬৬৬৬৬
- ৯। ব্যবসার ধরণ ২০১৬ এর ক্রমিক নং : ১৬৬৬৬৬৬৬
- ১০। আদর্শ কর তফসিল : ২২/১৩
- ১১। ট্রেড লাইসেন্স/নবায়ন ফি (বার্ষিক) : টাকা (অংকে) ৭০০০/-
(কথায়) সাত হাজার টাকা।
- ১২। সাইনবোর্ড কর (বার্ষিক) : টাকা (অংকে) ৪৮০/-
(কথায়) চারশ আট টাকা।
- ১৩। ইস্যুকৃত চালান : বই নম্বর ০২২২৭

লাইসেন্সধারীর নিকট হতে সকল বকেয়া পাওনা বিবিধ রশিদ নম্বর ৩৬ তাং ২৬ এর মাধ্যমে আদায় করা হয়েছে।
(লাইসেন্সটি ৩৬ নম্বর ডি.সি.আর. ২৬ বইয়ের ২৬ নং পৃষ্ঠায় লিপিবদ্ধ করা হয়েছে)।

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার
(নাম ও পদবীসহ সীল)

কর কর্মকর্তা
(নাম ও পদবীসহ সীল)

মোঃ মালিক মল্লিক
লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার
অঞ্চল-২ (মিরপুর)
ঢাকা উত্তর সিটি কর্পোরেশন

মোঃ মিজানুর রহমান
কর কর্মকর্তা
রাজস্ব অঞ্চল-২
ঢাকা উত্তর সিটি কর্পোরেশন

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Government of the People's Republic of Bangladesh
National Board of Revenue



Mushak-2.3

Customs, Excise and VAT Commissionerate, Dhaka (West)

Value Added Tax Registration Certificate

This is to certify that the person whose details are given below is carrying on Taxable business and registered under Value Added Tax and Supplementary Duty Act, 2012 (Act No. 47 of 2012)

Business Identification Number (BIN) Details

BIN : 001595306

Name of the person : DHAKA FACILITY MANAGEMENT SERVICE
Registration : Registered for VAT
Registration Type : Central
Date of Effect : 12/2018
Date of Issue : 22/11/2018



This is a system generated certificate and doesn't require any signature

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Dutch-Bangla Bank Limited

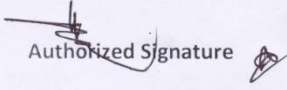
DBBL/164/BC/2018/1440
October 23, 2018

TO WHOM IT MAY CONCERN

This is to certify that **FIROZA CHOWDHURY** Proprietor of **DHAKA FACILITY MANAGEMENT SERVICE** having address at 12/01, PALLABI, MIRPUR, DHAKA-1216 has been maintaining Current account bearing No. **1641100038459** with our branch.

This certificate is being issued at the request of the client without any risk or responsibility on the part of this Bank or any of its officers.

For and on behalf of Dutch-Bangla Bank Ltd, Mirpur Circle-10 Branch.

Authorized Signature 

Md. Nasir Uddin Ahmed
FAVP & Deputy Manager
Dutch-Bangla Bank Limited
Mirpur Circle-10 Branch, Dhaka
P.A # 209

Mirpur Circle-10 Branch: 231, Senpara Parbata (1st Floor), Mirpur, Section-10, Dhaka, Tel: 9015975, 9015957
Fax: 880-2-9015966, Mobile: 01713-247410, SWIFT: DBBLBDDH, Web: www.dutchbanglabank.com

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