



INNOVATIVE FACILITY MANAGEMENT & SECURITY SERVICES

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Ref. No.: **IFMSS/** **/ADMIN /**

Date:

To,

Kind Attention:- _____

Sub.:- Providing Security services at your premises.

Dear Sir,

We have great pleasure in introducing ourselves as a reputed Security Agency having a huge strength of security personnel in and around Mumbai, Pune, Nasik, Kolhapur, Nagpur, Ahmednagar, Delhi, Chennai, Cochin, Coimbatore, Hyderabad and Bangalore. Our day to day security functioning are being monitored by educated & expert civilians. Our field officers are regularly visiting the various client sites and in case of emergency, the client problems are attended within short notice on our footing basis.

Besides, we have a specific and regular training programme for the guards which includes day to day security functions of industrial, commercial, corporate offices, hotels, clubs, co-operative housing societies etc. and also the training on fire fighting, detections, investigations, and first aid etc. Besides, regular night checks are arranged of various client sites, to keep the guards more vigilant and alert on their duties to safeguard the client's property more effectively.

OUR MONTHLY CHARGES

Sr No.	Location	Category	Duty Hrs.	Rate (PM)	Remark

Beside the above will also charged:-

- ✓ OT will be charge on pro rate basis.
- ✓ GST as applicable.

You are requested kindly to consider our above proposal and give us a chance to provide our effective security services to your lawful command.

Waiting for your valuable orders which will have our prompt attention.

Thanking you and assuring you of our best services at all times.

Yours Faithfully,
For, Innovative Facility Management & Security Services

Authorized Signatory

PREFACE

The word security has become a part of entity in everybody's life. The present scenario has changed so dramatically with socio economic and political changes that are happening in a supersonic way. Someone has said, "If a man does change with the time then he is redounded". When we say SECURITY, it does imply for name sake. How many people manage your Security or how much finance is spent is not going to be the bench mark of your security concern, our objective of security means selected, trained, intelligent and smart way of managing security with minimum financial expenses with maximum efficiency.

The Spear Head:-

1. **Mr. Shankar Kolekar** :- Chairman and Managing Director. He has good relation with politicians and good in social service.
2. **Mr. Vasant Satpute** :- Retired from Police Service and having quit huge experienced in police department of 32 years. Best capacity to overcome the legal issues

Innovative Facility Management & Security Services have been in operation in the Management of providing various categories of security personnel all over India, having a huge strength of security personnel. We have staff of about 15 personnel in Mumbai to look after all India operation.

What We Provide

- ✓ Well experienced, trained security personnel of various cadres.
- ✓ Lady Security Guards are provided at various cadres as per requirement.
- ✓ Armed guards required for premises, self protection, escorting functions.
- ✓ Dog squad.
- ✓ Private Detectives for theft, pilferages, misbehaviors and threatening calls etc.

BRIEF PROFILE

Our Aim:

The aim of our service is to relieve the management completely of all security and allied problems by providing honest, loyal and well trained staff.

Our Job Responsibilities:

1. To care and protect the property at clients sites.
 2. To take all precautions to avoid theft or pilferage.
 3. To check all incoming and outgoing material/goods at the gate and keep records of the same.
 4. To ensure that no tress passing or encroachment takes place.
 5. To have strong liaisons with police / Govt. authorities and other local bodies.
 6. To assist in maintaining cordial relations between the management and labours.
 7. To stand as a strong pillar during strike and labour unrest periods.
 8. To arrange parking of the vehicles on the place earmarked.
 9. To attend to visitors with a proper guidance.
 10. Handling the outsiders and hawkers and miscreants.
 11. Carry out all other task falling under the ambit of the term security.
 12. To maintain all security registers and records, as per clients / Govt. requirements.
 13. To prepare and submit all confidential reports daily to the management.
- We undertake efforts to provide complete security and safety to the men, material and premise.

Security Personnel:

The various categories of Security personnel are well experienced and trained in all aspects of security functions as per the direction of management. Besides, regular training is provided to our guards at our training centre situated at THANE.

Uniform:

Our Security Guards are provided with proper uniform and same is worn by them while on duty, clean and neat.

Wages and allied Benefits:

Wages and all allied benefits to our staff are payable by us and the management does not have to bear any other additional charges except the fixed monthly charges agreed mutually.

Replacement of Security Staff:

We are responsible to provide a suitable replacement of any security staff within 24 hours, if the management is not satisfied with his performance.

Surprise Checks:

Our Round up Team conducts frequent rounds during day duty / night duty from time to time to ensure the alertness amongst the guard.

PERFORMANCE OF OUR SECURITY STAFF

We give top priority to the concept of security of our clients and we formulate policies in consultation with them. We are supposed to ensure that our system is working as per the requirement and taste of our clients. Our Senior Manager and Executives possess the insight in formulating such fool proof methods. In addition, the following liabilities, responsibilities and obligations rest with our Security Agency:

1. Maintain time Register, Staff Register, Materials Register, Vehicle Register, Key Register, Visitors Register, Labour Register, Occurrence Register & Staff Movement Register etc.
2. Check physically, men and material and to carry out company's records.
3. Ensure access control to protect the sensitive areas and to carry out patrolling sense, threat of hazards etc.
4. Take necessary action to protect the Company's Property from possible antagonisms or hazards.
5. *To assist in emergency plan i.e.*
 - (a) To control and localize the emergency
 - (b) Head count and rescue operations
 - (c) Treatment of injuries
 - (d) To protect and minimize damage to men, material and machinery
 - (e) To inform and collaborate with statutory authorities and neighboring Industries / Establishments
 - (f) To investigate
 - (g) To ensure safety of workers before allowing re-entry in affected area
 - (h) To maintain safety beyond compromise
6. Collect internal information.
7. Act as custodian of the Principal Employer and to assist the management in all security oriented matters.
8. Implement code of conduct and to keep law and order inside the premises.
9. Take necessary precautionary steps in preventing any damages to installations, structure machinery etc.
10. Establish better public relations with the visitors with courtesy to higher authorities and act tough against wrong doers.
11. To escort the management staff and cash van whenever required.
12. Maintain good liaison with the local police and other authorities.

TERMS AND CONDITIONS

1. The principle employer has to enter into a written contract with us before the engagement of our services. Otherwise the principal employer has to provide us a work order showing the nature of duties and monthly compensations (sample contract available).
2. The contract will be for a period of one year and subject to renewal on yearly basis. We put forward the indent for renewal prior to the yearly expiry of contract and if we do not receive any confirmation on or before the expiry date, then the contract will be treated as renewed automatically for a further period of one year.
3. The agreed rates are as of date and are subject to change as per revision by the Security Guard Board Minimum Wages Act and those will apply from the date of start of service.
4. The principal employer will always have the authority to reject remove from services, any security personnel if found unsuitable. Our company will always comply with the interest of the clients and never force against the wishes of our employer regarding the choice of security personnel.
5. The entire security personnel working for us at the units of principal employer shall be treated the employee of our organization. We shall be directly responsible for all their liabilities, statutory benefits or otherwise, such a the contract labour (regulations and abolition act 1970) and the rules framed under ESIC, EPF, Maharashtra private Security Board act and any other laws and rules applicable to the contractor. We shall not hold the Principal Employer responsible for the no compliance of any of the laws applicable to our employees working for them.
6. The Principal Employer has to provide our security staff with required stationery, torch light, cell, cabin, furniture, locker facilities, etc. as per need to carry out their duties in a healthy working environment.
7. The Principal Employer is supposed to provide proper lighting at gates, alarm system, fire fighting equipment and other physical security measures applicable to the security personnel to safeguard the premises from security hazards.
8. If the premises are out of city limits of Mumbai, the Principal Employer has to provide residential accommodation to our security personnel. However, if such a facility is not available, we shall rent an accommodation of our own for which we shall charge separately under HRA.

9. It will be our entire responsibility to deploy the Security Personnel in proper uniform and outfits which shall be terry cotton uniforms, other accessories, raincoats, gumboots, sweater, etc. and we shall ensure proper turn out during duty hours.
10. In case of any dispute regarding the scope of working pattern, we shall co-operate in setting the same right amicably.
11. The contract will initially be for a period of one year, subject to renewal on yearly basis. However, the contract may be terminated by either party by giving one months notice either side in writing or in lieu of notice, compensation equivalent to one month's bill amount.
12. We reserve the right to terminate the contract without any notice if our bills are not paid for two consecutive months.
13. No employee of our organization, who has worked for our client on our behalf shall be absorbed directly by the client without obtaining our written consent for the same.
14. No salary payments or otherwise should be made directly at our security personnel and if done so, we shall not be held responsible for such transactions.
15. Before entering into an agreement, our representative shall check and verify the following:
 - *The risk factors involved at the premise to be protected.*
 - *Availability of physical security measures.*
 - *Other contractual obligations.*
16. It is understood that the contract is with the Security Agency and not with any Insurance Company.

OUR CHARGES

Our charges will be based on the zonal minimum wages and other benefits stipulated by Govt. bodies. As our personnel bear good educational background, experience, physical fitness, presence of mind, intelligence and other qualities, they are to be enlisted in skilled labour category.

For rates, please see our tariff card attached separately.

PAYMENT / REMUNERATION

Based on the attendance muster approved by the representatives of the Principal Employer, we raise our bills by the 2nd day of every month. Payment of bills shall be made by the principal employer within 7 days from the receipt of our bill, failing which; we shall be entitled to charge interest at the rate of 2% per month on the total outstanding amount. However, under no circumstances our bill shall be withheld by the principal employer, since the same has to be distributed as salary to our security personnel. All payments should be made either by cheque or demand draft directly to our security agency.

VARIOUS LEGAL REGISTRATIONS

1. Shops & Estb. Regn. No. : -1710200310865428
2. Professional Tax Regn. No. : - 27421475863P
3. GST Regn. No. :- 27AMPPK9369M2ZX
4. PAN No. : -AMPPK9369M
5. PASARA ACT-2005 :- 161/2012
(Maharashtra State)
6. ESIC Code No. :- 34000285350001018
7. PF Code No. :- TH/THA/205625
8. Exemption Under MPSG Act :- In Process