

# SANRAKSHAK MANPOWER SERVICES



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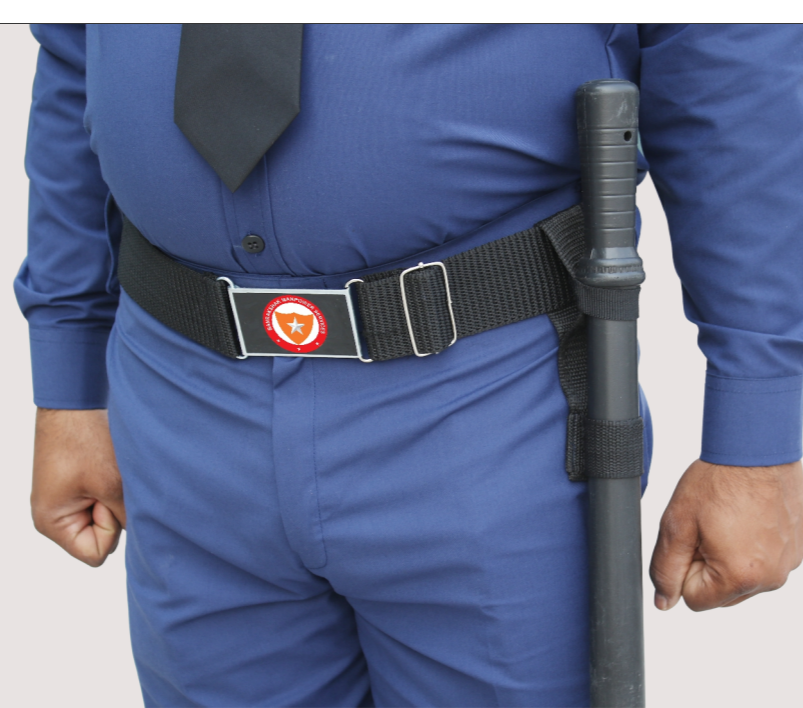
A Govt. approved Security & Facility Services Company

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## I N T R O D U C T I O N

SANRAKSHAK MANPOWER SERVICES An Enterprise since 2008 functioning with modest strength under the leadership of Shri Raosaheb B. Nikam, founder of the company. He has organized a team of dedicated, loyal & industrial Security, Escorting personnel's and Specialized Facility Management Services personnel's has led them to numerous successful achievements time and again.

The company has seen this rapid growth due to efficient and professional services provided to our clients. Presently more than 1000+ Security and Facility Management personnel are deployed at more than 100 establishments in the states of Maharashtra, Gujarat, Rajasthan and Haryana.

To ensure quality of our services, we have dedicated quality control team who conduct frequent and surprise checks on the deployed sites. We ensure mandatory training to our field staff. We embark ourselves on day visit, periodic night checks, and surprise visits in order to regulate routine work and hence identifying the upcoming problems if any and resolve them within stipulated time frame. We are equipped with sufficient vehicles, communications devices and security equipment's for quick approach/response (QRT Vehicles). Meeting customer needs to deliver a total service solution. The provision of facilities allows the client to place all outsourced service with one service provider thereby giving them greater control in terms of both budget and service delivery. Ex Service Officer, Fire Officer, Dynamic and Innovative professional personality fully devoted to the company join hands with us which enables us to provide quality service to end users.

The chief promoter Shri Raosaheb B. Nikam has held various responsible and challenging Positions. He is enriched in social relation and has strong reputation with local authority. He is a resourceful & optimistic personality having his own dignity as his professional landmark. He personally has vast on-field experience in handling various kinds of security concerns. He believes in mankind and therefore has indulged himself into this business of man management. He is self-motivated highly charged, self-disciplined, and a go-getter. He is a strong believer in achieving the result by all means. Promoter is businessman by way of ethic and wish to maintain high standard of quality and self-satisfactory services in all spectrum of business deal.

The facts remain "DISASTERS DO NOT GIVE A DATE, BETTER BE PREPARED" man has always felt and acute need for preserving and securing his belongings. It may be loving memories or tangible and mundane for which fortresses and vaults have been built since time immemorial. SANRAKSHAK MANPOWER SERVICES is most reputed, with high degree of commitment and dedication to their profession. A highly efficient and functional organization has been created by chief promoter Shri Raosaheb B. Nikam. SANRAKSHAK MANPOWER SERVICES aims at reliving the management completely of security and property management, which cater to the smallest need of our clients and our range of service is diverse and yet retains a common focus.

We have well experienced and qualified fleet of security personnel to control and handle any emergency situation and hence provide immediate and instant solutions.

### OUR VISION

- Sustained growth.
- Consolidation of business
- Expansion of business to enable us to reach the position of most preferred vendor
- Opening of additional branches/ offices At needed locations

### OUR MISSION

- To work our Human assets to perform challenging tasks.
- Transparent healthy work environment where individual performance is rewarded along with opportunities for growth and development
- To provide committed ethical, efficient reliable and cost effective services to our Clients

### SERVICES OFFERED

We undertake and conduct survey at client premises to identify the security and facility management needs for utmost and maximum safety and security of manpower, machines, material, money etc. against theft and pilferage.

### SECURITY SERVICES

- Security for high rise, multi storied complexes, Industrial Units & Corporate, Shopping Malls, Cinema Theaters, Hospitals, Educational Institute, Hotels, Banking and Financial sectors, etc.
- Escort Services - Protection covers for higher authorities and VIP's and celebrities.
- Armed, Unarmed Guards, Personal Security Officer ( PSO) and Bouncers.
- Security and Escort for Special events, Trade fare and Special occasions.
- Special electronics surveillance services to ensure maximum safety and security.
- Special investigation teams to handle and investigate the matters on case to case basis
- System for safety and firefighting, survey of right manpower to handle the assignment.

### FACILITY MANAGEMENT SERVICES

- Janitor and Housekeeping Services
- Pantry Services
- Horticulture and Lawn maintenance
- Labour – Skilled and Unskilled
- Drivers
- Pest Control
- Guest House Management
- Valet Parking
- Façade Cleaning
- Plumbing and Carpentry
- HVAC
- Building Automation Services
- Mechanical and Electrical Services





### PERSONNEL SCREENING & RECRUITING

Our HR Department screens the Personnel before Recruitment. The Criteria of Employment as follow:

- To check complete present & permanent address.
- Two guarantors
- Photographs
- Address proof.
- School Leaving Certificate
- Character certificate from police department ( if required )
- Minimum S.S.C. Passed
- Height minimum 5 feet 8"
- Physical fitness – Certified by doctor at least M.B.B.S.
- Eye sight should be normal ( No Specs )

### STANDARD TRAINING FOR PERSONNEL

- Men Selection is made through various stages.
- After selection, 3 days in house training is provided before their deployment
- 3 days on job training is provided at the client site.
- Firefighting.
- First Aid.
- Public relations.
- Daily briefings.
- Total understanding of job responsibilities and duties.
- Proper grooming (Short hair, daily clean shave, well maintained uniform).

- Familiar and updated with the latest surveillance system.
- We also trained them with latest electronic equipment's & other gadgets.
- Security guard also given on-site training as per client's requirement.
- To follow and maintain daily jobs instructions at the client's site.
- To maintain strict discipline at the site.
- To ensure safe working and to maintain safety precautions.
- To ensure damage less work.
- To complete work within stipulated time.

### FIRE FIGHTING

Train Security Guard before employment in prevention and extinguishers fires, Safety rules laid down must be adhered to during the courses, caution exercised. Principles of survival in relation to fire & prepare for any fire emergency. Knowledge of smoke, toxic fumes and actions are to be taken.

- F** Find the fire. Learn of its size, location and burning materials involved.
- I** Inform the residents, employees and fire department (if the fire is big).
- R** Restrict the fire by closing doors, ventilators etc. and clear of all People.
- E** Extinguish the fire by using the right type of firefighting media available.

## Your SECURITY is Our Responsibility

### OUR STRENGTH

We follow and ensure compliance of all statutory provisions as prescribed Acts. Wages are paid as per minimum wage Act. Payment and Returns are submitted to the appropriate Government authorities as per schedule such as provident fund, ESIC, GST etc. we maintain 100 % Compliance as per statutory requirement.

We have regular on job-training program to accelerate the speed of up grading professional standard & special skills of our men by advance training and knowledge with modern security gadgets.

- The day to day operations are monitored by A SPECIAL ON DUTY OFFICER.
- The proprietor having vast experience of 20 years in providing security/ Manpower Services.
- Arranging refresher training at the client sites
- Proper and effective monitoring of services at various client locations is strictly arranged. Through our Response Communication Center (RCC)
- Clients complaints are attended Promptly within the committed time frame
- Continuous monitoring by our care business team Officers through day/night checks
- Providing class room/physical training to the Security Guards before deployments.
- 3 days on job training after deployment
- Effectiveness of Security Management Systems through Clients monthly feedback reports .
- Endeavor our level best to satisfy each client and with 100% Clients retention rate.
- Our operations are 24 Hrs. a days and 7 days a week to safe guard our clients round the clock. SMS control room is always accessible and the same can be activated at any point of time in case of emergency
- We are customer friendly and have a dedicated active response team which is functional round the clock
- Clients queries are adhered promptly
- Surprised night checks are conducted by our trained ops team in order to maintain discipline amongst Guarding Personnel.
- In order to avoid undue familiarity and acquaintance, we rotate our personnel as and when demanded or required by the client. (Rotational policy)

### LOGISTIC AND MOBILITY

The company maintains 4 wheelers / 2 wheelers to cater for mobility of the operations.

All the field personnel are equipped with COMMUNICATION GADGETS to maintain effective working throughout the year.

**Please feel free to get in touch with us for any further clarification and discussions.**

## TERMS & CONDITIONS

- Contract will initially be for one year from the date of commencements.
- Renewal action will be initiated one month before expiry of agreement and if no communication is received by us the contract shall stand renewed automatically for another period of one year.
- The contract can be terminated by either side by way of one-month notice or an amount equivalent to one month's billing amount in lieu.
- We will be responsible to pay the wages to our employees & will cover them under statutory liabilities as per client's requirement
- The guarding personnel will be educated, disciplined & will be well dressed up while on duty.
- Our area Officer / field officer will visit the site periodically.
- Periodical surprise night checks are conducted.
- Monthly bills are submitted on or before 3rd of each month & the payment against such bills must be released on or before 10th of each month to enable us to disburse the wages to Security Personnel and statutory compliance in time.
- Table with drawers, chairs, stationary items required for day to day Security functioning are chargeable, torches will be provided by the clients.
- Canteen facility if possible, be extended to the security personnel on subsidized rates
- If possible, single living accommodation to the security personnel be provided at the site.
- None of our security person will directly or indirectly be absorbed by the client on their pay role. If that happens then client is liable to pay an amount equivalent to 3 months of billing amount of such person.
- In case of theft/ pilferage at the site, the same will be investigated jointly & at the same time the client will lodge a Police complaint of the finding. If found that the theft is occurred due to negligence of our Security personnel, legal action will be initiated as per the Law applicable which may lead towards termination of services of such guard and the loss will be borne by the agency after mutual discussion with the client.

### WHY US:

- License under PASARA by Commissioner of Police.
- Around 1000+ Work forces of well-trained Personnel.
- Check the possibilities to evaluate problem instantly.
- Analyze our valuable customer's actual need through our Expert team of Professionals in Field.
- We never lost a client for want of Better services.
- Alcohol free environments.

### LIST OF LICENCES

NAME OF LICENCE	NO.
Police PSARA-Maharashtra	110 / 2011
Police PSARA-Gujarat	16092539/Vadodara City
PF Registration	MH/VASHI/220116/5117
ESIC Registration	34000288110001001
GST NO.	27ADTPN6484F1ZV
Pan card	ADTPN6484F
Professional Tax	27245232869P

