

# omkar outsourcing pvt. Ltd.

Provides- Security | Detectives | House Keeping | Recruitment | Gardening & Land  
Scaping | Management Consultancy | Labour Supply

**Your Security is our Priority**

**Mob.9011035456**

**Email:- omkarservicesgroup@gmail.com**

**Ref: OPL/PUNE/ /2016**

**Date: - / /2016**

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**Sub. – Security Services**

## **INTRODUCITON**

**Dear Sir. /Madam,**

We take this opportunity to introduce our self as one of the fast growing & leading security agency in the **All India** under the leadership of prominent & expert personality in the field of industrial security.

We have good team of security staff, who are professionals in the field of industrial security and are Ex-security drawn from all three forces of our nation. Our manpower resources constitute mainly **CRPF/SRPF/CISF/Home Guards** and also trained civilians for industrial security, Fist-aid and also for labor unrest period. They have sufficient training for collection of requisite information during strike period / agitation etc.

We also take the responsibility to protect life with at most care and sincerity.

We are ready to be called on to your offices for further clarifications [if any] negotiations if required on the scheduled date, time and place at your convenience. However, we are submitting our most competitive offer for your ready reference and look forward for your positive response.

Our enclosed brochure highlights the management team, infrastructure & assets, recruitment selection & training policy, additional services provided, operation system and organizational structure.

With our own generated training manuals we promise that we shall leave **NO STONE UNTURNED** to come up to your expectations in providing security service.

**We specialize in Industrial Security.** Our Aim is **To Be Better Than The Best** security service provider in **All India**.

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### **OMKAR OUTSOURCING PVT.LTD.**

**Reg. Office :-** 63,B Wing , Jai Ganesh Vision , Akurdi , Pune 411035 Maharashtra. India Tel : (020) 46703963

**Corp. Office :-** L.T. Road Crawford Market , Opp. Police Comm. Office Mumbai 02 India Tel : (022) 40228847

**E-Mail :-** [admin@omkargroupindia.com](mailto:admin@omkargroupindia.com)

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## OPERATIONAL SYSTEM

Before commencing the service with new clients the Director Operations and Head Operations carry out a detailed survey of the site and give a report to include desired strength of security personnel , necessity of watch towers with locations , strengthening of boundary fence, necessity of patrolling path along boundary, search light locations, advise on tree plantations away from boundary cameras, mechanized gates for scrap locations and suitable parking places for staff and visitors etc in writing.

Specific recommendations are given after conducting security survey of new site by the Director / Manager Operations commencement of service. New sites under construction are also given recommendations for patrolling paths, watch towers, parking places, scrap location, mechanized gates, close circuit cameras and tree plantation to ensure fool proof security system.

- Our **Omkar Group** supervisor meets the administrative Head daily and gives feedback on previous days occurrences.
- The Field officer of the Area meets the concerned authority periodically and takes his written comments on specific proforma with signature.
- The surprise night check is conducted by field officer between 001 hrs to 0500hrs.
- The night checker conducts surprise night check on different date on the spot report on our proforma is submitted to be put up to concerned authority next day.
- The Operational Manager / Director /President visit and meet MD once a month for discussions to improve security Environment.

## STRENGTHS AND SPECIALITIES

- The fully dedicated security staffs including Ex-Servicemen have mobile connectivity with field officers and above.
- The site supervisor meets Head HR daily giving report an events of previous day.
- The field officer meets HR Head regularly to take advice suggestions for improvement in security environment.
- The field officer and night checker carry out surprise night checks independently and submit their written report ON THE SPOT after visit of each post in the premises.
- Assistance in investigations for any theft or losses is provided and if required FIR is lodged with police Authorities in liaison with HR Dept of clients.
- Armed guards as deterrents are also recommended and provided at site where troubles from locals / robbers are evident.
- Unlike some well known security agencies we do not allow union activities among our security personnel.

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## TRAINING

The most important aspect is that these **Training Cycles Are Absolutely Free** for our customer and are as per our policy.

- **Pre Induction Training:** For seven days prior to commencement of duty at new site.
- **On The job Training:** After commencement at new site the earmarked field officer gives specific training at site for full three days for area of responsibility of each post and related duties at that post as specified by the client.
- **Refresher Training:** Once a month or so or on required basis Training is again conducted by the Training Team or the field officer to ensure the duties are not forgotten and the new guards if any, are also being trained.
- **Training Assessment:** Is independently carried out by our operational Head during his visits to sites.

## Emergency during Bomb Threat

Training includes assembly at pre earmarked area without mention of Bomb word. Information to police and nearest Army units opening of all doors and windows to reduce blast effect, search for unknown/ticking clock type objects and assistance to police team and their explosive detection dog squad etc.

## INFRASTRUCTURE AND ASSETS

Our **Reg. Office** :- 63,B Wing , Jai Ganesh Vision , Akurdi , Pune 411035  
Maharashtra. India Tel : (020) 46703963

- ✓ Trainig Center adjacent to corporate office is fully equipped with laptop and Trainig Team. Training is carried out with own generated Training Literature.
- ✓ Our mobility is with 5 cars, vans and 15 motor cycles.
- ✓ Computerized office with internet. All payments are direct through Bank ATM.
- ✓ Internal communications with 24 mobile phones.
- ✓ Ex-Servicemen and Armed Guards with Licenced weapons.

## ADDITIONAL SERVICES

We can provide trained manpower to operate computerized gate pass system, computerized control of material entries on behalf of stores dept, time office management for contract and temporary workers, drivers, gunmen, Event management for VIP visits and functions, assistance for procurement of external and internal close circuit cameras to monitor activities in the unit from even outside the premise.

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## RECRUITMENT SELECTION AND TRAINING

We insist of minimum qualification of guards as **SSC, HSC**, or above. It is mandatory for each guard to have minimum laid down experience in industry. The selection is done after check of his original qualification & experience documents & simultaneously he undergoes a written and physical test to conduct security duty.

<b>[1]</b> <b>RECRUITMENT</b> 10 th , 12 th or Higher education qualification	<b>[2]</b> <b>INTERVIEW</b> Past experience noted Written and physical tests taken, police verification checked	<b>[3]</b> <b>PRE INDUCTION TRAINING</b> Seven days Drill, Discipline, Gate Duties, Checking Night patrolling, Fire Fighting, Frist Aid. Etc.
<b>[4]</b> <b>ON THE JOB TRAINING</b> Three days at site, specific requirements of client, Area of Responsibility of each post.	<b>[5]</b> <b>FINAL PLACEMENT</b> Of security personnel after confirmation of the client.	<b>[6]</b> <b>REFRESHER TRAINING</b> At site by Training Team once a month or on "As Required Basis"
<b>[7]</b> <b>ASSESSMENT</b> And outcome of training by operational Manager	<b>Omkar Group</b>	<b>Omkar Group</b>

## RE-EMPLOYMENT OF OUR PERSONNEL

You will not engage our personnel directly or indirectly under you in your employment or contract basis during the contract period or within one year from the date of their termination thereof. In case you employ our personnel contrary to this, you will become liable for compensation which may be equivalent to three month salary of individuals employed by you.

## SECURITY PREMISES

You will be responsible for providing and maintaining security paraphernalia like fencing boundary walls, lights, proper gates, fire alarms emergency light etc. to help us make security arrangements full proof.

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## OUR CHARGES

It is better not to engage any security agency then to engage a cheap and incapable one. If you are security conscious, you will certainly go for an agency whose interest is to provide you a real security cover and not to mint money by deploying untrained, incapable and dishonest personnel.

These charges inclusive of all statute liabilities pertaining to minimum wages, P.F. E.S.I.C. etc. is under.

### Rates per month per person . [ 08 Hrs/12 Hrs ]

- Security Guard [Ex-man] -----
- Security Supervisor [Ex-man] -----
- Security Guard [civilian] -----
- Security Supervisor [civilian] -----
- **service charges** -----

**Rate is negotiable as per company policy.**

1. Service tax on gross bill as per govt. notification i. e. 15%
2. Metal Detector fixes charges of Rs. 5000/- P.M. per unit.
3. Walky-Talky charges Rs. 9000/- P.M. per unit.

For Omkar Outsourcing Pvt.Ltd.

Mr.Pradip Pathak

(B.D.M.)  
(9011035455)

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