

UNIVERSAL MANPOWER SERVICES

PROPOSAL FOR MAN POWER SUPPLY

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Dear Sir,

With globalization, the focus of business has changed and the aim today is good quality, at less Cost and timely delivery. Competition has become so serve that all corners are cut to reduce cost make the final product as cheaper as possible.

One such recourse adapted to cost saving without compromising quality is outsourcing. It is here, we are ready to extend our arm to procure quality manpower at reasonable cost-an area which not only contributes to a lions share in the cost stress at times. On the delivery part all we need is maximum two days notice to supply you the type of manpower required.

MISSION

- ❖ We care for our client companies and satisfy them with professional quality and dedicated Services.
- ❖ We at UMS care for people and motivate, train, develop and involve them to their full potential in the work.
- ❖ We care for the surrounding and to keep the same neat and clean.

RECRUITMENT

- ❖ We proved Right Man at the Right Place at the Right time. We take care to select the candidate based on the clients need.
- ❖ Factors like Age, Qualification, Family background, and other affiliations are scrutinized while selecting a candidate.
- ❖ Effective transparent terms & conditions of Employment are fixed.

EMPLOYERS SCRUTINY

Based on our Databank, We produce the potential Candidates to the Employers, who can shortlist and recruit as per their norms.

SALARY WAGES TO OUR EMPLOYEES

With the Co-operation of Employers, UMS has been a law-abiding establishment following strictly the minimum Wages fixed by the Government and the revision of D.A. applicable every year wherever the employment is cover under the schedule of employment by the labour & Employment dept., Government of Tamilnadu and in other Industries the wages as fixed by the company concerned. Some Employers also provide Bonus, Leave with Wages to contract Employees.

COST CONTROL MEASURES

UMS supports client companies in reducing waste and cost. The company's instructions to adopt cost control measures are strictly followed by the personal engaged by us.

Our commitments to these values ensure meaningful, future and safe working as a multi faced facility Management service Group.

WE PROVIDE

Customs Delight at Lowest possible Cost by providing motivated work force. We shall abide by all statutory norms and work for continuous improvement.

OUR SERVICES

UMS provides professional service in the supply of competent, quality conscious and dedicate skilled and unskilled Human Resources to suit to the requirements of manufacturing and service Industries. We undertake all types of work-be it Housekeeping, ETO, Office, Packing, Production Shop Floor or any other as per your requirement UMS provides on contract basis the following Man Power-(either Sex).

- ❖ Fresh/ Experience Diploma Holders
- ❖ IT-any trade
- ❖ Unskilled Workmen (10th Pass and +2)
- ❖ Data Entry operators
- ❖ Drivers, Forklift Operators and Office Boy
- ❖ Administrative Staff

STATURY REQUIREMENTS

UMS's strictly law-abiding management and complies with all the statutory requirement laid down under various labour law as applicable from time to time

Evading in Non ESI Covered areas, we depute Employees with ESI covering for greater benefit in the event of causality. In some cases, we also provide refreshments and transport at our cost keep them motivated

WELFARE

All workmen and supervisors are provided with uniforms, Photo ID Cards and safety shoes.

We are providing free accommodation for workers, UMS takes complete care and looks welfare of personal.

SAFETY

We are following Sop's of the concern company. Apart from that before starting the shift the concern supervisor will conduct PEP TALK with the workers (He will ensure the PEP's and Physical fitness of the worker) our safety officer will contact you once in fifteen days.

COMMUNICATION

Each Area Manager along with Unit Supervisor conducts a meeting every month unit wise with our employees. Here, we stress the need for following Companies Policy and procedure, Good Housekeeping and also to be a team with discipline and dedicated work force.

RATES & SERVICE CHARGES

- Our rates are very reasonable and economical
 - We charge as per the minimum Wages Act
 - Uniform and safety Shoes provided by you.
 - Our Service Charges @ 12% fixed of the total
 - We will submit photocopy of PF and ESI Chelan
 - Central Government Service Tax @ 3.09% on Gross Value,
1. UMS will enter into contract for one year.
 2. Any increase in the Minimum wages, Dearness Allowance, ESI, EPF, or any statutory obligations will have to be borne by the principal employer.
 3. Payment for Bonus, National and Festival Holidays & Annual Leave with wages to be made by the principal Employer.
 4. All the Statutory Compliance towards ESI, EPF, Inspector of Factories and Service Tax will be carried out by us.
 5. In case of accidents to our contract workmen, first aid to be given by the company and then after, we will take care of the Injured.
 6. Any Facility extended to our staff and workman while on duty can be on charges at mutually agreed rate.
 7. Bills will be submitted on or before 3rd of every month for regular payment and payment to be effected latest by 10th.
 8. In cases of termination of contract one month notice to be given on either Side.

We request you to spare a few minutes of your valuable time and to through this brochure, which will help you to gain an insight of our company and call us for a detailed discussion on your requirement and how can be of use to you, and mutually benefit.

Hope this proposal meets your requirements. If there is any clarifications do not hesitate to call on 9941464110

Looking forward to a very pleasant, mutual business relationship

Thanking you and assuring you of our best service all times.

Thanking you,

Yours faithfully,

For **Universal Manpower Services**

Authorised Signatory