



# MR ENTERPRISES

CONTRACT LABOUR SERVICE CONSULTANCY

[www.mrenterprisespune.com](http://www.mrenterprisespune.com)



LABOUR  
SECURITY  
STAFFING  
MANPOWER &  
HOUSEKEEPING  
SERVICES

COMPANY PROFILE



# M R ENTERPRISES

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## LABOUR, SECURITY, STAFFING & MANPOWER SERVICES

It is a great pleasure and honor to introduce ourselves before you that we are a fast growing, professionally managed Organization having its gross annual turnover of approx Rs.90Lakhs per Annum. We undertake the assignments to provide the best and dependable services like **Security, Staffing, Manpower (Contract Labour and House Keeping)** to our esteem clients situated Maharashtra & in and around Pune since last 02 Year.

Presently we have the work force of approximately **150** Employees comprising of Contract Labours, Field Executives, Supervisors, Security Guards and House Keeping boys.

**M.R. ENTERPRISE** has been always successful in maintaining the cordial relations with our esteem clients for considerable period and having most of the valued contracts retained for more than 1 year. Our strength is our team work, having the very aim towards providing the qualitativ services by providing the required manpower as per desired criteria, prompt response, strong & effective communication, and We put in our hard endeavor to assist and facilitate our clients to focus on their core business. We at **M. R. ENTERPRISES** Provided Manpower Services – **Labour, Security, Housekeeping Services** as per the requirement of your industry keeping in mind the norms laid down by the appropriate and competent labour law authorities and concerned Government Bodies. We Provide Security Personnel and Relevant required Manpower meeting their Physical, Educational and Medical Standards and Skill sets laid down by us. They are selected and trained to handle Security and Vigilance responsibilities to the best of their ability. We ensure that Our Labour Manpower & Security personnel are **honest and loyal** with high level of **integrity**. They are well trained in various Labour and security procedures as per the **SOPs** of the company. Fire Fighting and First Aid and loss prevention techniques are imbibed through periodic training as per schedule. We provide Highly Skilled, Semi Skilled & Unskilled manpower who are responsible for all assigned work. We ensure Security and Safety of Assets, property and Personnel against losses due to Thefts, Pilferages, Intrusions, Fire and various unwarranted threat perceptions. By adding Professionalism, Reliability and Integrity as service ethics we have been successful in retaining our 80% of valued customers for last one year.

### We provide following service to our esteem clients:

- **Skilled/semiskilled/unskilled Manpower Services on Contract.**
- **Security Services**
- **Facility Management & Housekeeping Services**
- **Staffing**



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WE PROVIDE FOLLOWING SERVICE TO OUR ESTEEM CLIENTS:



## Manpower Services

Skilled / semiskilled / unskilled



## Security Services



## Facility Management & Housekeeping Services



## Staffing

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## ..... HOW WE WORK



## MANPOWER:

### LABOUR FOR CASUAL/TEMPORARY WORK:

We recruit work men as per the requirement of our Client such as Skilled, Semiskilled and Unskilled Labour. We have been extending our Services to well known organization like will be provided as per instruction by the customer. The recruitment policy also will be followed as per the requirement of customers.

Dependable labour is only a phone call away.

Workers available 7 days a week / 24 hours per day

Pay only a flat hourly rate for hours worked

we cover all taxes, insurance, government forms and reporting

Never worry about labour shortage, absenteeism or paperwork

Recruiting and permanent staffing services available

Customer satisfaction is how we have built this business

### **STAFFING:**

We recruit, assess, hire and manage temporary employees. We have a track record of providing all employment solutions for several reasons:

**Specialized industry knowledge** - Specialized recruitment in the all industry meeting the unique skills and requirements of the all industry. We have broad connections in the industry and know where to locate the best people.

**Quick response time** – Because we are constantly recruiting people, we have a database of qualified workers ready to go to work.

**Carefully screened, qualified workers** – Our recruiting, screening processes means you get qualified workers with the skills to fit the task.



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## ..... HOW WE WORK



## MANPOWER:

With domain expertise, we provide a huge assortment of **Labour Contractors** that are well versed in their particular domain. These are provided for all purposes at different companies and we provide contractors that are well experienced. They are able to execute their task assigned by the clients within stipulated time period and we provide these professionals in an economical manner. These contractors are provided for industrial, commercial as well as residential sectors.

We are doing registration for Shop Act, ESIC, Provident fund, GST Tax, PAN Card Etc. with our associate members.

### Salient Features:

- Experienced Operations Procedure
- Competent and Proactive Services through Qualified Operations Executives.
- Provide on time execution of task.
- Well Managed Resource of Manpower so No shortage.

We have been successful in registering our capabilities and caliber through are flexible services. We offer qualitative and allied services to our esteem clients, which distinguish us from the other leading organizations. We offer:-

- Flexible and timely services
- Competitive prices
- Customized and prompt solutions.
- Talented professional work force.



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# M R ENTERPRISES

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## OUR QUALITY

We are known for our commitment to deliver quality services. All the services rendered by us are based on advanced methodology and latest techniques which further ensures compliance with defined quality standards. The services offered by us are reliable & effective. With our streamline services, we have achieved an enviable position in the domestic market. We have appointed highly experienced professional who are expert in their respective domain and dedicated towards organizational goal.

### Client Satisfaction

Considering the paramount of client satisfaction, we have committed ourselves towards offering premium quality services to our clients, which feature flawlessness and flexibility. In our efforts to reach up to the expectations of our clients, we follow a systematic and coordinated methodology, which includes research, analysis and integration of knowledge into the creative process. Our streamlined solutions have secured us a wide & satisfied clientele and enabled us to garner their trust. With our ability to understand the clients' requirements, we have proved successful in maintaining cordial relations with our clients. For stretching the relations to long period, we render the services within the committed time and offer these at cost-effective prices.

**Contract Labour** It means someone who signs a deal with you for providing any type of specified labour work. It is very crucial for the starting, continual and till the end of a successful project. it can be a all project, any production line, or any of the projects that requires good amount of labour.

Nowadays success of a project specially depends on the smooth work flow and that depends only on the labor that is working for you. Handling and arranging labour these days are very tedious task. But you can't take a chance on that.

For this **M.R.Enterprises** is there to offer you our valuable and quick service of contract labour supply. We have been associated with this business from two decades and continuously worked with contract labor supplier in various parts of Maharashtra and especially in Pune.

Having contract labour supply can make a big difference into your companies or production timeline. We can offer you with these services with many such value adds.

- **A good amount of labour as per requirements**
- **Good labour consultancy**
- **Labour with supervisors at different levels**
- **All the necessary labour equipments**
- **Labour Safety & PPE**



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## WHY SHOULD I HAVE A LABOUR CONTRACT ?

It is a common question that comes in mind that why should I go for a labour contractor for the fulfillment of our labour services.

In our opinion you must go for a contract labor instead of taking care of it by yourself.

Here are some of points:



- It saves your plenty of **time**

- Now Its not your headache to **arrange** labour

- You can **focus** on your core Business.

- High level of work **accountability** and **responsibility** towards Labour is Ours.



# MR ENTERPRISES

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## SELECTION , RECRUITMENT AND TRAINING



SELECTION



RECRUITMENT



TRAINING

### SECURITY SUPERVISOR & ABOVE

#### 1. SELECTION CRITERIA

- **PRIMARY INTERVIEW** – Personality, Body language, Attitude, Eloquence and Approach is checked.
- **DOCUMENTS** - CV/resume, Application form, Academics, Experience Certificates, other specialization related Certificated, Courses and Reference Documents ,Documents for address proof and discharge certificate in case of ex-servicemen etc are scrutinized.
- **PERSONAL DETAILS** - Name ,Age, Date of birth, Marital status, academics, address(permanent &temporary), Assets, and Family details are checked.
- **EXPERIENCE** – Past working and occupation details, duration of previous working, reasons to leave previous jobs and competency in the job. Ability to handle complex situations related to domain of the job. Practical
- Knowledge of work etc is checked.
- **REFERENCES** - Min of two reference are asked and cross verification of candidates personal details and past profession is carried out.

#### SECONDARY INTERVIEW

- Candidate interviewed by Head Operation.
- General awareness is checked.
- Behavior is judged.
- Dedication and organizational commitment is judged.
- Salary need of the candidate is compared and fixed
- Job orientation and liking is judged.



## SELECTION , RECRUITMENT AND TRAINING

### SECURITY GUARD.

#### PRIMARY INTERVIEW:

1. Filling up of application form.
2. Checking of documents,
  - School leaving certificate – for scrutinizing last schooling, age, date of birth, and address.
  - Mark list – for finding academic competency, date of birth, and board where appeared.
  - Ration card – For residential address proof and family details verification
  - Other documents like bank pass book, Id Cards of previous security agencies, domicile certificates are checked to establish Identity.
  - Family details are retrieved.
  - Mobile phone bills of last two months , if any, collected and scrutinized To verify indulgence in any anti – social activities.

#### SECONDARY INTERVIEW:

1. Physical fitness – Height, weight, chest and eye sight are checked.
2. Writing and reading capability is checked
3. Languages known and fluency in languages is checked.
4. Reference and background is checked locally
5. General behavior and attitude is observed.
6. General awareness is checked
7. Ability to take and grasp the training
8. Willingness to accept training
9. If found suitable Finger Prints records collected.

On completion of the interview the selected candidates are given training as prescribed by the guard board (ie) min 100 hrs of classroom training and 60 hrs of field training.(spread over 20 working days).While ex-service men are given 40 hrs class room training and 16 hrs of field training spread over 07 working days.

On completion of said training the candidates are given minimum 2 days on job training on SOP's at site before detailing them independently on the duties.

**Note:** Minimum of two original school/college documents and Xerox of Ration card are retained by the agency for the period of six months/ till the police verification is completed.

After returning of the original documents the Xerox copies of the same are retained back with the company.

During the tenure of service all selected and trained guards are verified every six monthly by police.

Guards duly verified, trained and selected are registered under guard board as per the Maharashtra Private security guards (regulation of employment & welfare) act-1981.

#### **Sitting Arrangement:**

- |                        |   |  |
|------------------------|---|--|
| <b>Unit Head</b>       | - | <b>Should have separate office arrangement</b> |
| <b>Shift In charge</b> | - | <b>As required.</b>                            |
| <b>Supervisor</b>      | - | <b>Main Gate Cabin</b>                         |
| <b>Security Guard</b>  | - | <b>At their Point</b>                          |
| <b>Gun Man</b>         | - | <b>At their Point</b>                          |



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## INFRASTRUCTURE

**Registered Office** : Sr. no 22/7,Tulaji nagar,balaji garaj,  
Theragaon Pune 411033.

**Mob. No.** : 9673608522

**E-Mail ID** : maneranjeet22@gmail.com

**No. Of Field Officers** : 2 Nos.

**Nos. Vehicles** : 4 Wheelers – 2 Nos.  
2 Wheelers – 4 Nos.

**Communication** : All Field Officers are equipped  
with Mobile Phone.

### Management Team: Contact Details:

**Mr. Ranjeet Mane**

Designation : Proprietor

Mobile No. : 9673608522



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## STATUTORY-REGISTRATIONS

| Sr. No. | Statutory Registration Description  | Registration No.  |
|---------|---|-------------------|
| 1       | Bombay Shops & Establishments Act.1948.   | 104194331903.     |
| 2       | PF Code No Under Provident Fund& Misc. Provisions Act.  | PUPUN1967777000   |
| 3       | E.S.I.C. Code No.under Employees State Insurance Act.   | 33000673300001019 |
| 4       | Professional Tax No Under Maharashtra state Tax on , Professions, Traders Calling& Employment Act. 1975 | 27711692741P      |
| 5       | GST Tax No  | 27BJRPM8899J1ZW   |
| 6       | Permanent Account No  | BJRPM8899J        |
| 7       | Maharashtra Labour Welfare No.  | PUHAVM000024      |

### VALUE ADDED SERVICES BY M.R ENTERPRISES

- We provide HHMD and hand held undercarriage mirrors free of cost at our sites where no of guards are more than 20
- We provide ceremonial dresses to guards without extra costing.
- We provide Short/long distance walkie-talkies on nominal rentals at site as per the requirement of client.
- We undertake the training of security staff as well as all the vendors/employees on first aid, safety, fire prevention and protection.
- Occasional transport security escorts will be provided as per the need of the client.
- Seasonal clothing's are provided to security personnel at our own cost.
- If area of site is wide spread and no of guards are more than 80, we provide patrolling vehicles at site at no extra cost.
- As an extra security measure our field officers can be deputed round the clock at sites in case of emergencies thus avoiding deputation of additional guards during the emergency periods.
- Where rigorous patrolling is essential we provide guard tour management devices at nominal rentals to ensure 100% patrolling of guards.



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