

# M/s. H.R SECURITY SERVICES

**OUR AIM TO PROVIDE YOU A BETTER SERVICES.**

## SECURITY PROPOSAL

**Regt. Office:- Plot No. C-87, C- Block  
Sanjay Gram Gurgaon Haryana-122001  
4, Aparna Apartment, Gali No.-3 Rajiv Nagar Guegaon (H.R)-122001**

**Contact: +91-9711486297,+91-7985783678  
Email id:- [hrssi@hotmail.com](mailto:hrssi@hotmail.com) [hrsecservices2015@gmail.com](mailto:hrsecservices2015@gmail.com)  
Website:- <http://www.hrsecurityindia.com>**

**Corporate Office:- Plot 14, GU Frount Site, Street  
No-2, Sidhatri Encl Mohan Garden,  
Uttam Nagar, New Delhi- 110059, India**

**Head Office:- Plot No -851, Udyog Vihar opposite lemon tree hotel,Gurgaon-122016 (H.R)**

“OUR MISSION IS YOUR SECURITY.”

## H.R SECURITY SERVICES

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Sanjay Gram, Gurgaon-  
(Haryana) 122001

Contact No: +91-9711486297,  
+91-7985783678

Email:- hrssi@hotmail.com  
hrsecservices2015@gmail.com

Dear Prospective Client

H.R. Security Services would like to thank you for taking the time to review our proposal. We take pride in providing you with the maximum standard of service in the security and protection industry. If you have any questions or concerns, please do not hesitate to communicate frequently with myself or any member of H.R. Security Services management staff. We look forward to the opportunity to work together to accomplish your security and protection goals. Thank you again for reviewing the H.R. Security Services proposal.

Sincerely,

Rajendra Kumar  
Director,  
H.R. Security Services  
Mob:-+91- 9711486297,7985783678  
Email:-rajendra93hr@gmail.com



## INTRODUCTION FOR INTEGRATED SECURITY SOLUTIONS

It's our pleasure to introduce H.R. Security Services as the only Integrated Security Solution provider. We are a professional agency providing security arrangements to the industrial, Commercial and business houses. To be able to offer truly professional service, an Organization must be able to offer Security personnel's and high electronic security Systems.

What distinguishes H.R. Security Service from other guard services can be summed-up in one word: people. We apply the most stringent standards in the industry in our hiring process. We are strict while hiring our applications. Our training program and our comprehensive plan makes us to hire the best and maintain the standard for a longer period of time with the level of continuity and experience which is seldom found around security firms.

To qualify for any position with HRSS, each new application has to successfully pass a battery of tests including.

- Vocabulary test
- Personality profile questionnaire
- Thorough background check
- In-depth personal interview

The applications that pass must then attend extensive orientation and training classes and go through pre-assignment training taught by experienced, certified instructors. And they must pass a test on every subject before they are considered for positions with HRSS. Every application must undergo an intense and comprehensive screening process to ensure they meet our high standard.

Therefore, we look our clients to assist us in determining their requirements for themselves and the organization so that a security service can be instated which not only meets, but anticipates and exceeds customer requirements. This range of service must include technical expertise and assistance, training and upgrading programs, internal organization and control procedures.

## Control System

We provide unmatched guarding service backed by 02 branch offices and centrally located control rooms.

### **Monitored by professional 24hrs**

1. We provide Trained and skilled personals mention below.
  - a. Security officers and Assistant Security officer
  - b. Supervisors and Head Guards.
  - c. Security Guards, Lady Searcher, Body Guard, Bouncers, PSO,
  - d. Gunman Drivers and Sanitation Staff.
  - e. Service Staff like electricians, plumbers, Gardeners,
  - f. Lift Operators, Houseman, Fire equipment operators and other
  - g. Technical and non-technical staff for industrial units.
2. **HRSS** is a prominent Facility and Investigation Company and is expertise in the field of Facility management and capable of meeting the entire gamut of security needs of valuable clients.
3. Assuring “Absolute Facility” round the clock and looking forward for your kind approval of the subject.

## ORGANISATION

“M/S H.R Security Services” is one of the premier organization in the field of Industrial Security managed by officers of Indian Armed Force. The company was raised in 2015 and is registered From Punjab & Haryana Govt. vide registration No.: PSA/REG/GGN/LI-GGN-1-1/0146202 to provide security and Allied services all over India by Employing & Deploying Ex-Serviceman and educated experienced security personnel with the sole object Of thwarting crime in the area of responsibilities entrusted.

## OUR SERVICES

We are providing physical Security, with VIP foreign delegations including film star and all industry. Fire Fighting and cash Escort experienced Security personnel including house-keeping services to Govt./public/Private Enterprises.

## SPECIALIZED GUARDING

We provides specialized guarding services, based on our customer’s security requirements, we identify the needs and assess the risks involved. The security deployment and delivery is customized and site and post instruction are tailor made to each customer need. Day to day situations are handled with utmost vigilance by our security personal. Our responsive cluster leader supervise and manage sites with use of app enabled tools.

## HUMAN RESOURCES

In order to provide effective Security set up in area of responsibility and keeping in view the job requirement of Security of Officer, Assistant Security Officer, Supervisor, Armed Guard and Unarmed Guard are deployed to perform the duties shoulder to shoulder to work with Personnel of establishment. In professional manner abiding proper rules and regulations of the organization by avoiding pitfalls because every action of security personnel is liable for Judicial security. Considering all elements of security administration appropriate personnel as per the specific requirement of the valuable client we recruit the security personnel after Enrolment character and antecedent verification from the competent authority to confirm their blemish free record.

## TRAINING:-

Since the term “Industrial Security” encompasses human resources, devices, procedures and a systems of updating and self-correction to ensure safety and security of the property of valuable client, In-services training is imparted to our security personnel in the following subject:-

Identifying threats and preparation of security plans.

- (a) Physical Security and Access Control.
- (b) Material accounting and inventory controls.
- (c) Patrolling and Search.
- (d) Parking Management and Traffic Control
- (e) Essential labor, industrial, and criminal statutes.
- (f) Disaster Recovery Plans.
- (g) Emergency situations and responses thereupon.
- (h) First Aid and Fire Prevention.

Refresher training is also imparted in the unit at the place of deployment itself. As human ingenuity grows and knowledge increase, the problem and solution becomes more complex. Tailoring of aforesaid principle to be applied to any industry is based on local conditions.



## MOBILISATION

The organization shall deploy Ex-Serviceman and trained educated experienced Person in different ranks within 15days from the receipt of the work order. The organization take care to deploy the strength as required for better, effective And credible security.

## SUPERVISION

Security duties are quite monotonous and when for a long period no thefts or breaches of security occur there is a tendency on the part of the security staff to Slacken. In order to maintain effective security and to plug shortcoming if any. Executives of the company carry out checks and make surprise visit at odd hours.

## WORK AREA

The work area shall be as under:-

- Security of personnel, material & document.
  - Environment, Health and Safety.
  - Audits.
- a) Services:-
- To maintain all security related records.
  - Security Control to maintain and monitor 24 X 7 the following.
    - (1) Fire Control Panels.
    - (2) Sprinkler System.
    - (3) Smoke and Head Detectors.
  - To maintain necessary records of Access Control System.
  - To enforce strong watch and word at the reception premises to restrict entry of unauthorized and antisocial elements.
  - To Educate and spread awareness to the occupants on Fire prevention, control and fighting.
  - To execute disaster management plans.
  - Conduct evaluation plans in case of disaster and hazard.
  - Produce periodic reports on Fire Audit, Security functional Audit, Danger speculations for The premises if any.
  - Patrolling during night house within facilities.
  - Conduct Fire Drills
  - Maintain mail management and distribution system.

## *QUALITY POLICY*

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**“We provide satisfaction personals to our clients by Adopting Quality Systems, fair practices and taking Responsibilities, in our task and our environment in All our services. This we achieve through implementation of Quality Assurance System, Involvement of employees And Adequate training by our staffs.”**

## QUALIFICATION FOR EACH CATEGORY OF SECURITY PERSONNEL

### For security guard

Minimum Qualification : 10<sup>th</sup> class Pass  
Minimum Experience : 1 year guarding  
Height : 5 feet 7 inches  
Presentable, soft but firm in handling people & situation  
Fair oral & written English and Local language communication skills.

### For security Head guard

Minimum Qualification : 12<sup>th</sup> Class pass  
Minimum Experience : 2 years guarding  
Height : 5 feet 7 inches  
Presentable, soft but firm in handling people & situation  
Fair oral & written English and Local language communication skills.

### For security supervisors

Minimum Qualification : graduate ex-servicemen  
Minimum experience : 2 years & above in guarding service  
Height : 5 feet 7 inches  
Presentable, soft but firm in handling people & situation  
Fair oral & written English and Local language communication skills.

### Marshal / ASO/PSO

Minimum Qualification : Ex- Servicemen – Civilian – graduate with hotel / industry Background  
Minimum Experience : 5 years in guarding service  
Height : 5 feet 8 inch  
Excellent communication skills, knowledge of computer  
Well versed with fire fighting and emergency procedures  
Can interact with staff and guest in firm and polite manner

### CCTV Operator /security console Operator

Ex – serviceman preferably from IAF (electronic / reader operator  
Civilian inter /ITI trained with 1-2 yrs experience in monitoring or recording and handing of  
CCTV equipment..... Adept at badge making control of fire panel

## We provide quality services designed around your needs

High Rise Buildings	Churches	Restaurants	Amusement Parks
Construction Sites	Banks	Hotels	Sporting Events
Government Agencies	Schools	Shopping Centers	Residential Properties
Industrial Properties	Healthcare Facilities	Special Events	Warehouses

At H.R SECURITY we are well aware of the ever present and continually rising crime rate in our society. Therefore, we understand the level of concern regarding the protection of your company's employees and assets. We offer a team highly trained and well educated security officers experienced and equipped to deal with and eliminate all your security concerns such as auto burglaries/theft, loitering, trespassing, gang activities, robbery/theft, vandalism, drug traffic, disturbing the peace, and even escort while serving eviction notices.

We have the management team and support staff to meet the requirements of your security needs. You can rest assured we will perform and assist you with managing your security program in an effective and cost efficient manner.

### OFFICER UNIFORMS

H.R. SECURITY officers are equipped with two complete uniforms. We recognize the importance of well dressed security officers to represent your company and ours.

We recognize the desire of some clients to customize uniforms. In some cases a minimal cost adjustment may be necessary.

### SUPERVISION

Each supervisory officer shall strive to create and maintain a high level of morale within his/her scope of command. The supervisor shall be constantly aware of his/her subordinates' progress and shall assist them with counsel, advice, or direction. The supervisor shall suggest and recommend solutions to problems which arise during a subordinate's tour of duty. The supervisor shall also convey the intent and spirit of orders and directives of his/her superiors.

Our goal will be to provide our clients the highest level of consistent quality service. We are aware that the ability to accomplish this goal depends on the ability to supervise effectively. Our process of close supervision enables SUPERIOR & SUCCESS SECURITY to maintain a constant line of communication with its officers in the field and with your management. This adds to the assurance that everyone in our organization is dedicated to be personally involved, in all aspects, to being a full service security company and to delivering the highest quality of service.

### SECURITY OFFICERS

A security guard or security officer is usually a privately and formally employed person who is paid to protect property, assets, or people. Often, security officers are uniformed and act to protect property by maintaining a high visibility presence to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, fire or disorder; then taking action and reporting any incidents to their client and emergency services as appropriate.



Our patrol officers will always inspect common area facilities and make sure doors and gates are secure at your community. Lets us help deter trespassing, vandalism, and theft by conducting random patrols of your community.

A parking enforcement officer issues tickets for parking violations. A towing company may also be contacted at client’s request.

**VALUE ADDITION WITH H.R. SECURITY:-**

**Economic**

- Reduced coast (through improved efficiency)
- Reduced manpower (flexible staffing)
- One point liaison (24hrs.)
- Complete statutory compliance
- Higher quality manpower
- Specifically trained personnel

**Functional**

- Modular system and processes
- Consistent delivery
- Flexible staffing
- Networked organization
- One point accountability

**COMMUNICATION**

Communication is a vital cog for any security mechanism to be effective. To create a smooth and efficient information flow, we plan the following.

**H.R. Security Response**

1. Beside this our 24-hour Control room is equipped with 10 telephone lines for easy contract.
2. Our Business Leaders & Area Manager is equipped with mobile phones for immediate contract. They have under them field inspectors for the executions of necessary action.
3. The crises management team is available on 24hrs basis, their reaction time for clients is distance covered.
4. Besides the above, all the Senior Management is equipped with mobile phone and is available for any assistance or crisis, 24/7.
5. Our crises management team consists of Bouncers commandos and Dog Squad to handle any kind of emergency. Moreover they are trained for firefighting at the Superior Success Training

Academy with various fire fighting equipments and fire tenders. + The timing & the appropriate level of Escalation is critical in a crisis situation.

All our personnel are trained not only on Processes, but also on escalation triggers & escalation processes.

# H.R SECURITY SERVICES

## SPECIFIC GROUP SOLUTION SERVICES

### ANNEXURE-1

CATEGORY	DEPLOYMENT	RATES
1) SECURITY SUP.	X 11 Hrs.	.....
2) SECURITY GUN MAN	X 11 Hrs.	.....
3) SECURITY GUARD	X 11 Hrs.	.....
4) HOUSE KEEPING	X 11 Hrs.	.....

**Office Contact No.0124-4236991,Mob:- +91- 9711486297,+91-7985783678**

- ❖ 10% Service Charge Extra.
- ❖ 18 % Goods & Service tax on Total Bill as per Govt. Rules effected from 1<sup>st</sup> July'2017.
- ❖ Waiting for your kind approval at the earliest.
- ❖ Thanking You And Assuring You of our best services at all time".

**Thanks With Best Regards**

**HR Security Services Team**