

GSTIN: 09KYFPK3366E1Z4

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# ZAVA ENTERPRISES

ADD: NAGLA CHARANDAS SHOP NO.1,NOIDA,PHASE II, GB NAGAR(U.P)  
E-MAIL: zavaenterprises@gmail.com

To

M/s

Sub: Proposal for Manpower Supply on Contract basis.

Respected Sir,

It gives me immense pleasure to introduce ourselves **ZAVA ENTERPRISES** a manpower outsourcing company supplying unskilled, semi-skilled, skilled, technical and clerical staff to different Industrial Houses to meet their daily need of manpower for their commercial offices, industrial production, assembly lines, packaging, maintenance,

**ZAVA ENTERPRISES** is a decade old company catering need of Organizations pan India and providing its services in different fields as described below to more than 10 companies, some of the reputed companies are listed below for your reference (Annexure-I).

We are covered under the provisions of ESIC, Provident Fund & Service Tax, the details are given below:

**ESIC Code** : 67000907620001099  
**PF Code** : MRNOI2539937000  
**GSTIN NO** : 09KYFPK3366E1Z4

## Manpower Services

We provide trained and technical personnel on cost effective basis to be placed in organizations on our rolls offloading burdens of all industrial houses for

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smooth running of business. We are providing multi-disciplinary quality services to Industrial Houses, Corporate and Academic Institutes.

### **Recruitment**

We also recruit trained, efficient and talented personnel as per organization's need from our pool of data bank within reasonable time frame on nominal onetime charges with replacement guarantee within three months.

### **Pay Roll Services**

We also provide pay roll services such as maintenance of personnel data files of employees, salary and wages, ESI, PF, Bonus, Gratuity etc and maintain all statutory records and fulfill all compliances as per the requirement of State Govt. rules applicable to different industries and business houses.

We also make job descriptions, job specifications, service rules, agreements for fixed term employees etc.

### **Consultancy Services**

We have expertise in labour laws, conducting domestic enquiries, taking disciplinary actions against employees involved in offences and criminal activities and representing cases in labour courts.

### **House Keeping**

We design, customized Plan for "Integrated House Keeping Solution". Our endeavor is to provide efficient, yet cost effective House Keeping Services through our hand-picked, carefully selected, medically fit, thoroughly vetted, disciplined and trained House Keeping Personnel.

**ZAVA ENTERPRISES** is fully equipped with Professionally Qualified team of Executives devoted for providing Solutions for "Total Quality Commitments" headed by highly experienced Senior Management professionals which works with a sense of purpose, pride and commitment.

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**PRICE PROPOSAL FOR NON-TECHNICAL STAFF (26 Days) 8 Hrs**

**CATEGORY OF EMPLOYEES**

<b>UNSKILLED</b>	<b>10648</b>
<b>SEMI SKILLED</b>	<b>11713</b>
<b>SKILLED</b>	<b>13120</b>

Above rates are based on minimum wages of State Govt. & any increase in this regard will be charged additionally from the date of implementation.

We follow all statutory compliances for the personnel taken by our client such as.

The contract labour (Abolition & Regulation) Act, 1970.

The employee's provident fund and misc. Act, 1952.

The minimum wages Act, 1948.

The payment of wages Acts.

Employee state insurance Act, 1948.

The payment of bonus Act 1965.

**TRAINED & TECHNICAL PERSONNEL**

To be provided on organization's need depending upon qualification, experience and salary offered.

**TERMS & CONDITIONS**

1. Non-technical staff will be provided on minimum wages basis as per the rules of the state government's minimum wages Act 1948.
2. Employer share of **ESI @3.25% & PF @13%** on minimum wages shall be charged extra to meet mandatory government compliances.

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3. Service tax will be extra as per state govt. rules
4. Service charges @ 5% will be payable by principal employer.
5. Overtime will be payable extra beyond 8 hours normal duty.
6. Payment shall be made by principal employer within two days of submission of bill which shall be not later than 5<sup>th</sup> of every month.
7. Bonus and leave salary if applicable shall be the liability of the principal employer
8. To provide safe and congenial environment to manpower employed in the organization shall be the responsibility of the principal employer. If anything happens due to the negligence on its part, the principal employer shall be liable to pay the damages.
9. In case of technical staff and white-collar employees 10% increase in salary on completion of every year shall be paid by the principal employer as part of increment to retain best employees.
10. If applicable bonus, gratuity and other expenses shall be born by the principal employer.
11. In case the principal employer takes the employees provided by us in its roll the amount equivalent to one month salary will be payable to us as placement charges.

We are keen to be a part of your business growth.

With Thanks and Regards,

Sincerely Yours,

**For ZAVA ENTERPRISES**

**MANISHA KUMARI**

**(PROPRIETOR)**

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## **ANNEXURE-I**

### **LIST OF REPUTED CLIENTS**

- 1. PNG ELECTRONICS-NOIDA.**
- 2. SHERVAN ELECTRONICS & CABLES- NOIDA.**
- 3. G.K. ENTERPRISES PVT.LTD.-NOIDA**
- 4. CELLTECH EXIM (IND).PVT.LTD.- NOIDA.**
- 5. LN ELECTRONICS PVT.LTD.- NOIDA.**
- 6. LA CABLES PVT.LTD.-NOIDA**
- 7. MKAY ELECTRONICS-PHASE II ,NOIDA**
- 8. PROTONS CABLES & HARNESS PVT. LTD.-GR.NOIDA.**
- 9. U&R EXPORTS,NOIDA**
- 10. HIVE ELECTRONICS PVT. LTD.NOIDA**
- 11. KAEBAP ENTERPRISES PVT.LTD.ECOTECH III**
- 12. UNI-SPARES PVT LTD,PHASEII**
- 13. TOYS LAND INDIA, NOIDA**
- 14. GINYTECH PVT.LTD. NOIDA**
- 15. GURUAMARDASS PVT.LTD.**
- 16CHAMPION ELECTRONICS PVT.LTD**
- 17. GARGI INFRAVISION PVT LTD**
- 18. ORIFLAME IND PVT LTD**
- 19. UNITED COOKER PVT.LTD**
- 20. LIT PLAST PVT LTD**
- 21. TANNU ELECTRONICS PVT LTD**
- 22. FLORA INTERNATIONAL PVT LTD**
- 23. RIYANSH INTERNATIONAL PVT LTD**