

(ON LETTER HEAD OF SECURITY AGENCY)

TO
Manager (Admn & CS)
GCMMF Ltd
Amul Dairy Road
Anand.

Sub: Application for Security Services to be provided to your establishment.

Dear Sir,

This has reference to advertisement published in Gujarat Samachar dated.....inviting application for providing security services to your establishment.

We are providing following details with documents of our security services for your kind consideration.

Sr.no.	Particulars	Details
1	Name and complete address of the Security Agency.	
2	Name of Partner/Proprioter/Director & Copy of partnership deed/Memorandum of Association.	
3	Private Security Guard Act Registration No.	
4	Registration certificate under Bombay Shops & Establishment Act for registered office/Head office and for Anand office.	
5	Provident Fund Code & allotment letter	
6	PAN No.& copy of certificate	
7	Service Tax No.& copy of certificate	
8	ESI Code & allotment letter	
9	Professional Tax registration no. & certificate	
10	License to engage in the business of private security agency(DGR) by state government's competent authority	

11	Name and address of establishment where 30 or more security guards provided	
12	Total years of experience of providing security services.	

Details of Security Guards and Supervisor charges..

Sr.no.		Security Guard Charges per day.	Security Supervisor Charges per day.
1	Basic		
2	DA/Special Allowance		
3	PF		
4	Gratuity		
5	Bonus		
6	Workman Compensation		
7	Uniform Charges		
8	Contractor's liability towards employees deposit linked insurance & Administrative charges.		
9	Supervisor allowance		
10	Service Charges		
11	Relieving charges/leave salary		
12	Police verification charges		
13	Training charges		
	Rate for 26 days		
	Rate per month		

note: Service Tax and other statutory tax extra as declared by government from time to time.