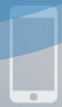


HERMES

People • Process



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HERMES
People • Process

POTENTIAL CLIENT

CLIENT

INTRODUCTION

Hermes an HR support company in contract Management, Policy Framework and Wage standardization is known to have worked with various corporates and has been a catalyst in running their day to day operations. We take pride in mentioning that we have been specifically handpicked by corporate for crucial assignments and studies. Driven by professionals from various industries Hermes is known for its delivery of projects on time. As a company we are focused on changing lives and mentoring career management.

Our clients

- Power Gear Limited
- Reep Industries Limited
- Microtech–CNC Pvt. Ltd.,
- Marelli SKH Exhaust Systems Private Limited
- Motherson Automotive Elastomers Technology (P) Ltd
- VOC Port Trade Promotion Com Guest House at Chennai
- SKH Sheet Metal Components Private Limited
- Vembu Technologie Limited Chennai
- Wittur Elevator Components Indian Pvt Ltd
- Rilkn Manufacturing Pvt Ltd

CONTRACT LABOUR PROCESS

Resource Management

- Employee Sourcing
- Joining & Documentation
- ID cards
- Wage Disbursement
- Exit Formality

Statutory Management

- Statutory payments
- License process
- Registers Maintenance

Hermes would be happy and privileged to work with you for any of your HR requirements thereby creating WIN-WIN situation. We shall assure the best of our services.



ANNEXURE I

SCOPE OF WORK

Hermes facility Services

Recruitment

- Hermes will supports in recruitment of contract employees based on there quirement
- Hermes will assign a Supervisor to handle all the shop floor / Factory and Office support recruitment on frequent visit basis if the total strength of contract employees exceed more than 50 in number
- Hermes will induct the candidates about the employment terms and conditions

Payroll Process

- Hermes will prepare salary sheets within the time period decided mutually
- Hermes will record monthly changes like new appointments, resignations, changes in tax rates, other recoveries (if any)etc.
- Hermes will co-ordinate with the necessary department heads for clarifications if any required and will request a single point contact accordingly.

Statuary compliance

- Hermes will pay all the statutory dues of the employees deployed at your organization facility once the same is received from according organization.
- Hermes will ensure that all the statutory regulations and policies are practiced accordingly

Settlement

- Full and Final settlement for persons leaving the organization will be done based on the inputs provided by your office / company apart from which the following will be done
- Calculation of leave encashment
- Calculation of salary due, if any
- Calculation of notice period recovery
- Calculation of excess payment, if any, in respect of medical reimbursement or any other payments made to the employees.



ANNEXURE II

SCOPE OF WORK

Recruitment

- Your office / company will select the candidates identified by Hermes or through any other referral based on their requirement
- Your office / company will educate the candidates to submit the necessary documents of employment
- Your office / company will provide the clear hiring plans to Hermes, which will help us to purchase the CLRA license based on the headcount

Salary Inputs

- Your office / company will provide the attendance sheet for all the employees on or before the mutually agreed date
- Your office / company will inform Hermes if there is any salary hold
- Your office / company will inform Hermes if an employee is resigned or terminated from the services
- Hermes will hold the salaries of terminated and resigned employees until the approval for release is issued from your office/ company.
- Your office / company will internally deploy a single contact person for Hermes that will help both the parties to ensure smooth transaction
- Your office / company will inform Hermes if there are any incentives or bonuses to be included on a particular month's salary on the same day of attendance submitting
- Your office / company will inform Hermes if there is any salary increase

SCHEDULE OF CHARGES

S.No	Category	Actual	Service Fees
1	Staff level/Skilled/Unskilled	Based on the salary fixed by office/company etc...	10%of total cost
2	House Keeping	Based on the salary fixed by office/company etc...	10%of total cost
3	House Keeping Supervisor	Based on the salary fixed by office/company etc...	10%of total cost
4	Recruitment Fees (Only for contract labor)	NIL	NIL
5	CLRA license purchase Fee one time	Nil	Nil
6	Candidate absorption Cost	Based on the salary fixed by office/company etc...	8.33%ofthe annual CTC

Note:-

- Service tax as applicable as in statutory force
- Total cost includes Gross salary, Employer statutory contribution, overtime, Bonus and any other applicable allowance.

Payment terms

- Hermes will submit the Invoice and necessary documents required by according organization to release payment on a mutually agreed date
- Payment to the contract employees will be back to back (Receive and pay from according office /company etc...)
- Hermes will release the salary on 5th or mutually agreed date of every month to all the employees (If 5th falls on a holiday, than the consecutive working day)

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THANK AND REGARDS
Proprietor

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