



Ref :

Date :

Since

1996

## COMPANY PROFILE



**SHOHAG LOGISTICS & SECURITY SERVICES LTD.**  
**(SL&SSL)**



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



Ref :

Date :



**LT. COL TALUKDER ALAUDDIN, psc, G (Retd)**  
Chairman

Assalamu Alaikum,

In the national security perspective private security agency plays vital roles towards static installations and institutions. Bangladesh being a fast growing country, the industries, financial other contributing institutions need intimate supports of private security organizations. As such; as good as more than 500 security service agencies have taken birth in the country. Shohag Logistics & Security Services Ltd has inceptioned back in 1996 in Dhaka EPZ. By now it has expanded its roots out of Dhaka and ready to expand it further in any area of our country. By now we have more than 1000 security personnel spreaded in Dhaka, Gazipur, Tagail and Noshindhi area. We have modern Head and Corporate office administered by experienced civ-military professionals. The company is organized with strong operation and administrative set up with 24 hours supervision and monitoring system, has a standard training academy for security guards. Daily day and night patrolling, minute to minute digital reporting and monitoring and on line dossier maintenance are our strong tools to take care of clients' interests. We instill trust into the heart of clients through very intimate support, visit by senior staff, taking prompt actions as per desire of clients. We ensure a good administration towards our under commands through a proven system and care of client's trust on us. I'm sure you will not be unhappy selecting us. May Almighty bless all for us.

**LT. COL TALUKDER ALAUDDIN, psc, G (Retd)**  
Chairman





Ref :

Date :

**MD. SHOHAG**

Managing Director

Shohag Logistics & Security Services Ltd is one of the leading Security Service providers in Bangladesh since 1996. The foundation of our services is based on our fast growing goodwill and reputation which we have earned by satisfying our clients through our highly dedicated, well organized management and trained guards. A number of professional Retired Armed Forces personnel are the core assets of our service who are working and monitoring our services round the clock for smooth functioning of our organization. On ground at posts all supervisors are selected from retired armed forces personnel. Day and night patrolling, close monitoring, regular visit by senior management and operation officers are our key roles in keeping the operation up to the satisfaction of the clients. Maintenance of employee's dossiers in digital way, monitoring all activities on line has taken our system into digital era. This sound system and good management has allowed us to expand our services across the capital to other districts of the country. We care the client's requirements and take care of their trust on us.

MD. SHOHAG  
Managing Director



Ref :

Date :

## **COMPANY PROFILE**



**Background:** Shohag Logistics & Security Services Ltd (SL&SSL) is providing security services since 1996. Being one of the pioneers in the country it covers wide range of security services such as industrial security, residence, construction sites, escort duties, armed guards, VVIP protection etc. The company took birth in DEPZ and subsequently enlisted in BEPZA as the pioneer company to provide security service in all its EPZ's. The company is also registered with Department of Inspection for Factories and Establishments of Bangladesh Government. Presently we have around 1000 security personnel. We have a modern office environment with head and corporate office, training academy and branch recruiting office at country sides. List of our major clients are given in concerned section later.

The company is founded by the valiant Freedom Fighter Captain Late Abdur Razzak. The company is organized with efficient ex-military officers and civil professionals with smart and well-groomed guards. Its present management and staff strength are shown in the organogram in subsequent paragraph.





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**Mission:** To provide exemplary security services to the esteemed clients.

**Vision:** To emerge as a prominent security service provider by 2020.

**Motto:** We instill trust and confidence in the heart of clients.

**Everybody wants to be secured and have a right to be**







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### **Need for Security**

**Threat:** Need for security measures are rapidly increasing day by day due to decay of moral values in the socio economic arena. There are enormous types of threat we face every day starting from personal life to any established organization. Therefore threat remains in vogue for any human being, material and information's. Threat comes from:

- a. FBI statistics indicate that 72% of all thefts, fraud, sabotage, and accidents are caused by a company's own employees.
- b. Another 15 to 20% comes from contractors and consultants.
- c. Only about 5% to 8% is external people.

### **Concept of Security**

Security means safeguarding of men, material and information. This job can never be performed same percent by deploying the human guards only. It demands vigilance and inquisitiveness by all members available in an establishment and predominantly by the key personals. It always needs one and more alternative means of security measures. Security at night and day cannot be achieved by deploying the same measures and methods. Security equipment's, security associates such as local police and administration, local environmental and physical hazards, blind area, local population etc needs to be taken into consideration and keep in close cooperation. At night and in special cases dogs are very helpful. Trespasses needs to be stopped through all directions. Internal threats by own employee and carelessness in maintaining custody needs to be stopped. Clear line of sight at day and night, physical aspects of guards, self-protection of guards, hazards to the guards etc must also be considered judiciously.



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### **Importance of Physical Security System**

- a. **Protection.** One of the main purposes is to protect your property and premises against theft, crime, and unauthorized personnel and attacks.
- b. **Tracking and Monitoring.** Implementing a physical security policy for surveillance throughout the premises help organizations track and monitor the productivity and security of employees.
- c. **Archiving and Record Keeping.** In special cases like crimes that has been recorded in the CCTVs can be acquired for legal matters.





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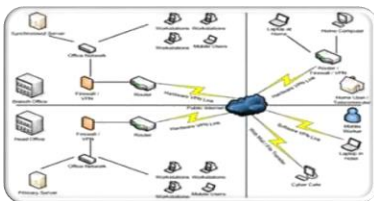
**Physical security systems can be any of the following or integrated all together:**



Video (cameras, CCTVs, monitors, and encoders)



Access controls (gates, sensors, doors and locks, panels, alarms, and biometrics)



Communications (WAN/LAN and phone lines)



Padlocks and keys



Security guards





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### Group of Advisors

Brig Gen Mostafa Kamal Khan, ndu, psc (Retd)

Brig Gen Syed Imam Hossain, ndc (Retd)

### Board of Directors

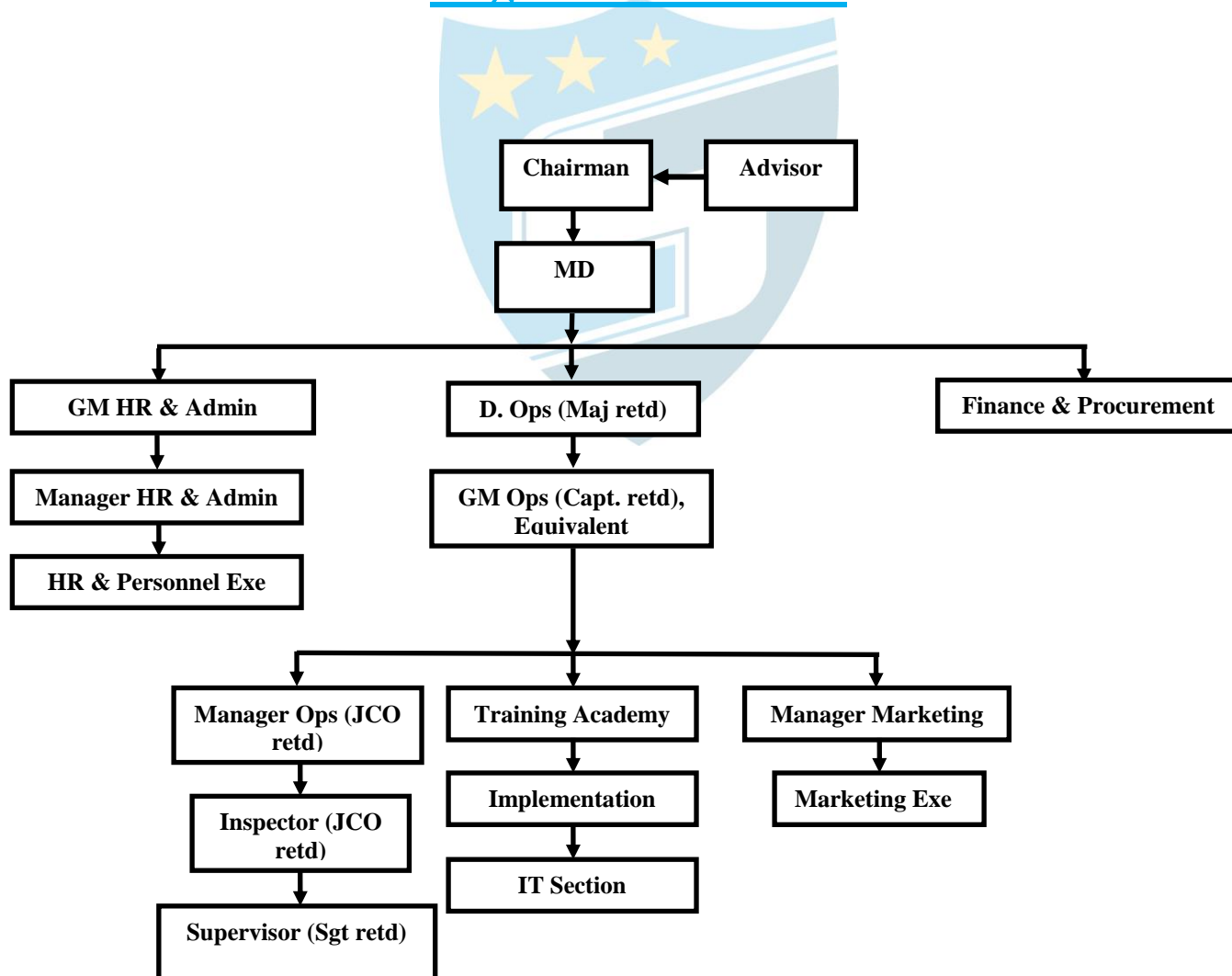
Chairman- Lt Col Talukder Alauddin psc, G (Retd)

Managing Director- Md Shohag, B Sc in computer Sc

Director Operations & Marketing - Cdr H Akram Hossain, (G), BN (Retd)

Director- Mrs Moriom Akhter

## Organization - Tree



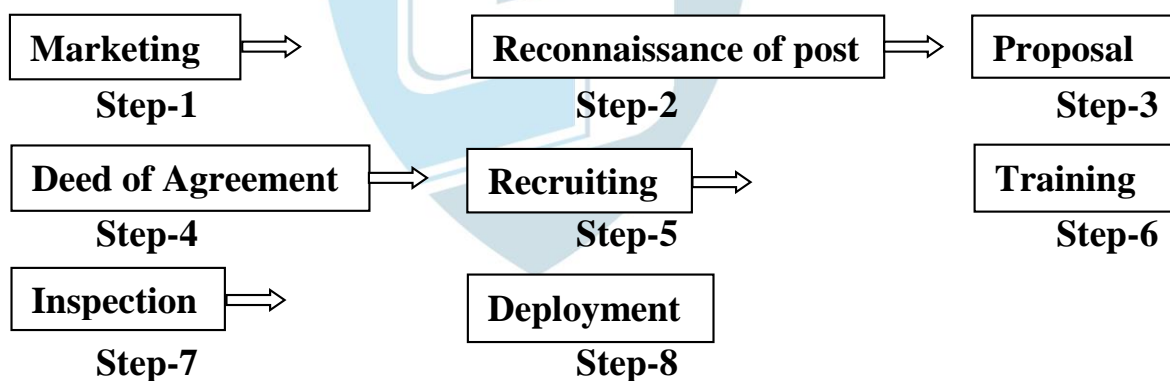


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### Force Deployment and Management Flow Chart



### Basic Characteristics of Guards:

- Trained at Training Academy by ex-military instructors.
- Security verified through police.
- Type of Guards are: Premium- above SSC, A grade- SSC passed, B grade- below SSC but minimum class 8 pass
- Supervisors are ex-military sergeant/corporals or experienced minimum SSC qualified civil personal.
- Height: Minimum 5'4".
- Age: 18+ to maximum 50 years.
- Physically fit.





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### **Training**

- a. After recruitment untrained guards are trained by the retired Army JCO & NCOs in training center of the company.
- b. Duration of training is 15 days

### **Broad Training Syllabus**

- a. Salute, drill, turnout and bearing.
- b. Conduct at the post / reception.
- c. Physical fitness training.
- d. Physical security measures.
- e. Training on security equipment's.
- f. General duties of guards for deferent types of post.
- g. Training on deferent type of documents.
- h. Training on visitor handling.
- i. Training on inspection of vehicles.
- j. Crowd control.
- k. Firefighting.



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### **Facilities to the Security Guards**

- a. No security deposit required
- b. Free training accommodation and food during training.
- c. Accommodation free.
- d. Attractive and regular salary.
- e. Provident fund.
- f. Promotions scope.
- g. Eid Festival bonus.



### **The Duties of Guard**

- a. While On duties guard will remain alert and careful to protect the premises from trespass, larceny, loss, burglary, theft and destruction.
- b. Correct number of guards shall be placed as in the contract schedule.
- c. All potential threat to security will be reported to the clients at the earliest.
- d. Guards shall perform their duties within the framework of a briefing/guidance of the client. Duties shall be related to security.
- e. Any complain shall draw immediate attention of the duty officer at the company desk room and the troubleshoots are tackled as soon as possible.
- f. Round the clock one duty guard remains under regular checking and supervision and all posts.
- g. Duty shifts may be eight hours as per requirement the clients or general shift e.g. 0600-1400hrs, 1400-2200hrs and 2200-0600hrs are termed as Shift A, B & C respectively.





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- h. One receiving the information about the failure of a guard to report on duty. The contracted company will immediately order a replacement unless local administration deals with the trouble.
- i. Duty schedule for the duties shall be distributed to the client at the beginning of the month and be scheduled weekly basis.



### **The Agreement**

- a. The agreement is signed between the chairman and chairman / MD and MD at least.
- b. Salient aspect of Deed of Agreement are:  
It will cover minimum one year or for the period and rate mutually agreed. The one month prior notice will be required from both the parties to effect termination of said deed.  
The rate is very competitive and affordable basing on types of guards employed.

Irrespective of the DOA the whole issue of guards services need to be viewed with sympathy and humanity.

The Management must adopt required alternative measures of security such as CCTV, search light and alternative power source.



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**Service Rate-Category and Duty Time Wise**

Ser No.	Name of Category	Ability /Experience	8 Hours Amount	12 Hours Amount	Remarks
1	<b>Lady A</b>	a) Trained b) Minimum S.S.C c) 5.4 feet Height d) Age 18-45	12,000	16,500	
2	<b>Lady B</b>	a) Trained. b) Minimum Class 8. c) 5.2 feet Height d) Age 18-45.	10,500	14,500	
3	<b>Guard A</b>	a) Trained. b) Minimum S.S.C c) 5.6 feet Height d) Age 18-45.	12,000	14,000	
4	<b>Guard B</b>	a) Trained b) Minimum Class 8 c) 5.4 feet Height d) Age 18-45	10,500	12,500	
5	<b>Supervisor</b>	a) Civilian b) Minimum H.S.C / S. S. C c) 5.5 feet Height d) Must be experienced in own company.	14,000	18,000	
6	<b>Supervisor</b>	a) Retd. Defence / Trained b) Minimum H.S.C / S. S. C c) 5.5 feet Height d) Must be experienced in own company.	16,000	20,000	
7	<b>In charge</b>	a) Retd. Defence / Trained b) Minimum H.S.C c) 5.5 feet Height d) Must be 3 Years experienced in own company.	18,000	28,000	

**Note:**

1. The above rate is without TAX & VAT.
2. Rate is variable with provision of accommodation by clients.










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**BEPZA LICESENSES**

	<p>গণপ্রজাতন্ত্রী বাংলাদেশ সরকার বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ (বেপজা) বেপজা কমপ্লেক্স বাড়ী নং - ১৯/ডি, রোড নং- ০৬ ধানমন্ডি, ঢাকা-১২০৫</p>	
	<p>লাইসেন্স নং - <b>DEPZUMA001</b> ইস্যুর তারিখ - <b>30-Jun-10</b> মেয়াদ - <b>30-Jun-19</b></p>	
<p><b>লাইসেন্স গ্রুপ- ৬ঃ নিরাপত্তাকর্মী সরবরাহ</b> [ইপিজেড লাইসেন্স নীতিমালা-২০১৭ মোতাবেক] (এই লাইসেন্স বেপজার অধিনস্থ সকল ইপিজেডের জন্য প্রযোজ্য)</p>		
<p>বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ (বেপজা) এর অধীন ইপিজেডস্থ শিল্প প্রতিষ্ঠানের উল্লেখিত গ্রুপের কাজের জন্য নিম্নবর্ণিত ব্যক্তি / প্রতিষ্ঠানের অনুকূলে অপর পৃষ্ঠায় বর্ণিত শর্তসাপেক্ষে লাইসেন্স প্রদান করা হলো।</p>		
	প্রতিষ্ঠানের নাম	ঃ সোহাগ সিকিউরিটি সার্ভিসেস লিঃ
	মালিকের নাম	ঃ মোঃ সোহাগ
	বর্তমান ঠিকানা	ঃ গ্রামঃ কুরগাঁও নতুন পাড়া পোঃ মির্জানগর, থানাঃ আশুলিয়া, জেলাঃ ঢাকা।
	স্থায়ী ঠিকানা	ঃ গ্রামঃ কুরগাঁও নতুন পাড়া পোঃ মির্জানগর, থানাঃ আশুলিয়া, জেলাঃ ঢাকা।
	মোবাইল নং	ঃ ০১৬১৭৫৭৮০১৩
	জাতীয় পরিচয়পত্র নং	ঃ ২৬১৭২৭২৮৯১৬৭২
	<p> মহাব্যবস্থাপক (ইএস) ফোন : ৯৬৬৫৫১৭ <b>মোঃ আব্দুস সোবহান</b> মহাব্যবস্থাপক (ইএস) বেপজা, ঢাকা।</p>	



Ref :

Date :

INCORPORATION CERTIFICATE

Issue No. 91951 Date:23/05/2018



**Certificate of Incorporation**  
(under Act XVIII of 1994)

No. C-145025/2018

*I hereby certify that **SHOHAG LOGISTICS & SECURITY SERVICES LTD.** is this day incorporated under the Companies Act (Act XVIII) of 1994 and that the Company is Limited.*

*Given under my hand at **Dhaka** this **Twenty-Third** day of **May** two thousand and eighteen.*

*By order of  
Registrar*

*Assistant Registrar  
Registrar of Joint Stock Companies & Firms  
Bangladesh*



N.B. This certificate is digitally signed. Please find the soft copy to verify the signature.





Ref :

Date :



**HOP LUN EPZ1**

Saturday 25 June, 2016

**To Whom It May Concern**

This is to confirm that Shohag Security Services Limited, located at Kurgaon Natunpara, Ashulia, Savar, Dhaka-1344, Bangladesh has been providing security services in our DEPZ factories since 2000. The strength of security personal is around 100 persons. The company has a track record of successful continuation of service for a long time.

We wish their best and success in future business endeavors.

Thanking you

  
Mohammad Kamal Hosen  
Head of CHRA.

HOP YICK (BANGLADESH) LIMITED  
PLOT # 61-63, DEPZ GANAKBARI, SAVAR,  
DHAKA - 1344, BANGLADESH  
TEL : 88-02-7791111-112



Ref :

Date :



## Osman Interlinings Ltd.

Factory: Plot No-81, Dhaka Export Processing Zone (DEPZ) West, Ganakbari, Savar  
Dhaka-1349, Bangladesh. Phone : 88-02 - 7789885, 88-02 - 7701901, 88-02 - 7790505

### EXPERIENCE CERTIFICATE

This is to certify that **Shohag Security Services Ltd.** is providing security Services in our factories for last **05 years**, with effect from the year 2011 and continue till now. The company has a track record of successful continuing of service for a long time. We are satisfied with their performance. Presently, the strength of guards is **24 persons**. Annual value of the their service is (1,74,000X12)= **20,88,000 taka**(in word: twenty lac eighty-eight thousand taka only).They deserve further opportunities in the guards service providing sector and wish their success in future.

FOR AND ON BEHALF OF  
Osman Interlinings Ltd.

Deputy General  
Jahangir Md. Akbar.p.c (retd)  
Executive Director



Head Office : Jahangir Tower [4th Floor] 10, Karwan Bazar, Dhaka-1215, Bangladesh.  
Phone: (+88) (02) 9120428, 9120429, 8189701, 8189702, 8189703, 8189474  
Fax: 88-02-9132172, 88-02-8113678, E-mail : oil@osmantex.com, www.concordegarments.com







Ref :

Date :

## TRADE LICENSE

**পাথালিয়া ইউনিয়ন পরিষদ**  
**ব্যবসায়ী লাইসেন্স**  
পোঃ- নয়ারহাট, থানা-আশুলিয়া, উপজেলা-সাতার  
জিলা-ঢাকা, বাংলাদেশ।  
৭নং ইউ,পি, ফরম  
১২ (১) নিয়ম দ্রষ্টব্য

লাইসেন্স নং: **৬৮/২০১৮-২০১৯-১২** তারিখ: **২৭/৭/১৮**

নাম / প্রতিষ্ঠানের নাম: **শ্রীমতী মোহন শাহা স্মার্ট সিস্টেমস প্রাইভেট লিমিটেড**  
পিতা / মালিকের নাম: **মোঃ মোহন শাহা**  
ঠিকানা: **কুর্চা, ফার্ম, আশুলিয়া, সাতার, ঢাকা**

১। উল্লেখিত কর বাবদ **১৫০০০/-** টাকা (অক্ষরে **এক লাখ পঞ্চাশ হাজার টকা**)  
২। মূলক ১৫% **২২৫০/-** টাকা (অক্ষরে **দুই হাজার পঁচাত্তর টাকা**)

বুঝিয়া পাইয়া ২০১৮-২০১৯ইং সন পর্যন্ত **স্মার্ট সিস্টেমস প্রাইভেট লিমিটেড**  
ব্যবসা চালাইবার অনুমতি দেওয়া হইল।  
৩০/৬/২০১৯ইং সন পর্যন্ত এই লাইসেন্স বৈধ বলিয়া বিবেচিত হইবে এবং প্রতি বৎসর  
লাইসেন্স নবায়ন করিতে হইবে।

**সচিব**  
পাথালিয়া ইউনিয়ন পরিষদ  
পাথালিয়া, আশুলিয়া, ঢাকা

**মোঃ পারভেজ দেওয়ান**  
চেয়ারম্যান  
পাথালিয়া ইউনিয়ন পরিষদ  
পাথালিয়া, আশুলিয়া, ঢাকা

**We all have on line Payment System by Bank.  
Each Employee has a Bank (Free Company) Account.**





Ref :

Date :

## TIN CERTIFICATE

5/26/2018



Government of the People's Republic of Bangladesh

National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

**TIN : 594269516803**

This is to Certify that **SHOHAG LOGISTICS & SECURITY SERVICES LTD.** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-304 (Company)**, Taxes Zone **14, Dhaka**.

**Taxpayer's Particulars :**

- 1) Name : **SHOHAG LOGISTICS & SECURITY SERVICES LTD.**
- 2) Registered Address/Permanent Address : **kurgoan natunpara mirzanagar,ashulia, Ashulia, Dhaka, PO : 1344**
- 3) Current Address : **kurgoan natunpara mirzanagar,ashulia, Ashulia, Dhaka, PO : 1344**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**

Date : May 26, 2018

**Please Note:**

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
  - (a) Penalty under section 124; and
  - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.

**Deputy Commissioner of Taxes**  
Taxes Circle-304 (Company)  
Taxes Zone 14, Dhaka  
Address : 12/1, At-Tarick Tower, Bijoy Nagar,  
Dhaka Phone : 7117401

N. B: This is a system generated certificate and requires no manual signature.





Ref :

Date :

**VALUE ADDED TAX REGISTRATION CERTIFICATE**



**Government of the People's Republic of Bangladesh  
National Board of Revenue**



Mushak-2.3

Customs, Excise and VAT Commissionerate, Dhaka (West)

**Value Added Tax Registration Certificate**

This is to certify that the person whose details are given below is carrying on  
Taxable business and registered under Value Added Tax and Supplementary Duty  
Act, 2012 (Act No. 47 of 2012)

**Business Identification Number (BIN) Details**

**BIN : 001424241**

Name of the person : SHOHAG LOGISTICS & SECURITY SERVICES LTD.  
Registration : Registered for VAT  
Registration Type : Central  
Date of Effect : 10/2018  
Date of Issue : 17/09/2018



*This is a system generated certificate and doesn't require any signature*



Ref :

Date :

INCOME TAX RETURN CERTIFICATE



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
আয়কর অনুবিভাগ

আয়কর প্রত্যয়ন পত্র

করদাতার বিবরণ:

- ক) করদাতার নাম : সোহাগ সিকিউরিটি সার্ভিসেস লিমিটেড  
খ) পিতার নাম/স্বামীর নাম(ব্যক্তির ক্ষেত্রে) : -----  
গ) বর্তমান ঠিকানা/রেজিস্টার্ড অফিস : কুরগাঁও নতুন পাড়া, মির্জানগর, সাভার, ঢাকা।  
ঘ) স্থায়ী ঠিকানা : কুরগাঁও নতুন পাড়া, মির্জানগর, সাভার, ঢাকা।  
ঙ) পর্যায় : কোম্পানী  
চ) করদাতার সনাক্তকরণ সংখ্যা(e-TIN) : ৪৬০২৭৫৫৪৩২৫৩/ সা:-৩০৪(কোম্পানীজ)  
ছ) ব্যবসা সনাক্তকরণ সংখ্যা(BIN) : প্রযোজ্য নয়।

এই মর্মে প্রত্যয়ন করা যাচ্ছে যে, সোহাগ সিকিউরিটি সার্ভিসেস লিমিটেড, সার্কেল-৩০৪(কোম্পানীজ), কর অঞ্চল-১৪, ঢাকা এর একজন নিবন্ধিত কোম্পানী করদাতা। কোম্পানী করদাতার ২০১৫-২০১৬ইং কর বর্ষের আয়কর মামলা স্বার্বজনীন স্বনির্ধারণী পদ্ধতিতে নিষ্পত্তি করা হইয়াছে।

তারিখ: .....



*Shahinur*  
13.01.16

(শাহীনুর জাহান)  
সহকারী কর কমিশনার  
সার্কেল- ৩০৪(কোম্পানীজ)  
কর অঞ্চল-১৪, ঢাকা।





Ref :

Date :

## CONTRACTOR'S LICENSE



**ঠিকাদার সংস্থার লাইসেন্স**

**ফর্ম-৭৮**

**[ধারা ৩ক ও ৩২৬ এবং বিধি ৭(৭) ও ৩৫৫(১) দ্রষ্টব্য]**

লাইসেন্স নং ..... ০৯৪/২০১৬-২০১৭ ..... রেজিঃ নং ..... ০৯৪/২০১৬-২০১৭ ..... তারিখ ..... ২১/৪/২০১৭

শ্রেণী: "ই" প্রতিষ্ঠান/শিল্পের ধরন: ঠিকাদার সংস্থা লাইসেন্স ফি (টাকা) ..... ষাট হাজার টাকা মাত্র ..... বাংলাদেশ

শ্রম আইন, ২০০৬ এর বিধান সাপেক্ষে এতদ্বারা "ঠিকাদার সংস্থার লাইসেন্স" মঞ্জুর করা হইল। উহা কেবল সোহাগ সিকিউরিটি সার্ভিসেস লিমিটেড

নামে পরিচিত হইবে ও কুরগাঁও নতুন পাড়া, মির্জানগর, আভুলিয়া, সাভার, ঢাকা

স্থানে অবস্থিত "ঠিকাদার সংস্থা" এবং জনাব..... মোঃ সোহাগ ও মোঃ মরিয়ম আক্তার মালিক/ব্যবস্থাপনা পরিচালকের জন্য প্রযোজ্য।

এই লাইসেন্স ..... ২০১৭ ..... সনের ৩০ জুন পর্যন্ত বলবৎ থাকিবে।

  
**মহাপরিদর্শক**  
 কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর  
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



Ref :

Date :

**LIST OF FEW MAJOR CLIENTS**

Ser/No	Name of Client
01	Hop Lun (Bangladesh) Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
02	Hop Yick (Bangladesh) Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
03	Welform Apparels Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
04	Sabbir Traders Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
05	OTL Doublelegal Manufacturing Company Ltd D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
06	Osman Interlinings Ltd D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
07	Savar Industries Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
08	Swanlon Com. Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
09	Queen South Tex. Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
10	DAEYU Bangladesh Ltd. D.E.P.Z, Gobakbari, Savar, Ashulia, Dhaka.
11	Radiance Fashion Ltd. A Sister Concern of Radiance Group Khajurbagan, Ashulia, Savar, Dhaka.
12	Jovian Sweater Ltd. Razzak Plaza, Savar, Dhaka
13	Agrani Trading Corporation Ltd Savar, Dhaka
14	Agrani Trading Corporation Ltd. All Police Station of Tangail.
15	A.K Accessories Ltd. Ashulia, Savar, Dhaka.
16	Sky Line Group Polashbari, Baipail, Ashulia, Savar, Dhaka.
17	Bangla Japan Industries Ltd. Pollibiddut, Gorapir Majar, Ashulia, Dhaka.
18	Myone Energy Ltd. 261, Moyran National University, Gazipur
19	M. A. Automobiles Ltd Sonargaong Janapath Road, Uttara, Dhaka
20	Lakhsma Innerwear Ltd South Vanganahati, Sreepur, Gazipur
21	Scandex Knitwear Ltd. Adamjee Nagar, Siddhirgonj, Narayanganj
22	East West Suiting Mills Ltd. Mirzanagar Nayarhat, Savar, Dhaka.
23	<b>More 60 (Sixty) clients at different location of Bangladesh</b>





Ref :

Date :

**DRAFT AGREEMENT**  
**DEED OF AGREEMENT FOR PROVIDING SECURITY SERVICES AT**  
**THE FACTORY**  
**OF .....**

This deed of agreement is made on this **00** day of ..... **2019** of the Christian era.

**BETWEEN**

..... with its Factory at ..... Dhaka, Bangladesh being represented by ....., **Managing Director**, ..... hereinafter called the **First Party** (which expression shall where the context so admits include its successors and assigns).

**AND**

**Shohag Logistics & Security Services Ltd (SL&SSL)** having its corporate office at House # 29 (3<sup>rd</sup> Floor), Road # 20, Sector # 14, Uttara, Dhaka-1230 and registered office at KurgaonNatunpara, Nabinagar, Ashulia, Dhaka-1344, Bangladesh, represented by **Commander H Akram Hossain (Retd), Director Operation & Marketing** hereinafter called the **Second Party** or the **Service Provider**. (which expression shall where the context so admits include its successors and assigns).

**NOW THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. The contract shall be effective from ..... **2019** and will continue for a period of 1 (one) year from the date of commencing. Renewal of agreement may be made through mutual understanding after expiry of 1 (one) year. Renewal shall effect minimum 00% increase of salary and finalized over the table.
2. That the **Second Party** will provide A: B type security forces of a detachment of **00** person with security equipment to the **First Party** with following composition and rate shown against each:

	Type	No	Salary (08 Hours Duty)	Total
a.	Supervisor	00	00,000.00	00,000.00
a.	Guards (A:B Type)	00	00,000.00	00,000.00
Total 00				00,000.00

3. The **Second Party** shall be liable to pay salary of the personnel so engaged by them for the contract under this agreement.
4. That the **Second Party** will provide security force with security equipment as per demand of **First Party** as above rates and composition.
5. The **Second Party** shall be liable to pay salary of the personnel so engaged by them for the contract under this agreement.

*Please turn over*



Ref :

Date :

6. The job of second party shall be to ensure total security of the house premises. This includes gate control, controlling boundary crossing, record keeping, material passage control, check against theft, early warning against theft, dacoits, fire etc. The first party shall give written charter of duties to the second party to perform duty.
7. **First party shall ensure following:**
  - a. The whole boundary is completely wall protected including having grill protection between boundary wall and building if necessary.
  - b. The main gate and any other gates are strong enough against any threat.
  - c. The guards have duty post favorable against direct sun, rain or external threat.
  - d. CCTV covered with extra/Google backup.
  - e. Sufficient perimeter security lights to be installed.
  - f. All blind areas to be sufficiently illuminated by search/ LED lights.
  - g. All passages to be well lights up.
  - h. **Provide free good living accommodation and cooking for the security guards.**
8. Cannot adopt the guards of Shohag Logistics & Security Services Ltd as employee of the first party. Nor make any endeavor to allure them. If necessary SL&SSL shall provide persons on discussion.
9. That the **Second Party** shall remain liable to the **First Party** for proper discharge of responsibility of personnel engaged by them. In the event of any of security guards engaged by the **Second Party** not discharging their duties to the satisfaction of the first party, the **First Party** will inform the **Second Party** either to improve the services of the person employed by them or replace them.
10. The **Second Party** will ensure that the security personnel engaged will maintain and follow the **First Party's** house rules, discipline and work time, which shall be supplied by the **First Party** to the **Second Party**.
11. The **Second Party** will abide by the rules and regulation of the **First Party** and hereby binds them to keep their personnel free from all sorts of trade union activities, strike, hartal, etc.
12. That the **Second Party** will provide Security Service as agreed to the premises of the **First Party** round the clock by employing trained and literate security personnel.
13. That all guards and supervisors must be in uniform while on duties which will be supplied by **Second Party**.
14. That the **Second Party** shall provide Security Services at the above mentioned premises of the **First Party** to effect following additional conditions:
  - a. Equipment provided by the Second Party. (Protective Stick, Whistles, Torch Light etc.)
  - b. The bills should be paid by **First Party** within 7 days after submission.

*Please turn over*



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- c. In case of failure of payment in time **Second Party** has the discretion to withdraw his forces at any time.
- d. On withdraw **Second Party** will submit the 2<sup>nd</sup> bills of security forces covering the last duty.
- e. **First Party** must pay both the bills within 7 days after submission, if fails **Second Party** may undertake legal actions as per law of the land.
- f. The **First Party** will pay a bank check (not a date) of the equivalent amount of monthly bill per month, during the signing of the contract to the **Second Party**.
- g. The **First Party** will give Trade Licenses photocopy, during the signing of the contract to the **Second Party**.
- h. **First Party** will pay **Second Party** 12 (Twelve) days Earned Leave allowance at the end of every year per person. The proportionate amount will be claimed in monthly bills.
- i. Eid Festival Bonus **50% of contracted rate by First Party** at each Eid.
- j. **Payment System:** Electric Fund Transfer (E.F.T) or Account Pay cheque.
- k. **Tax & Vat:** **First Party** will pay all Tax and Vat.
- l. 'A' type guard means SSC pass.
- m. 'B' type guard means below SSC.
- n. The **Second Party** shall ensure that all guards provided by them to the **First Party** shall be of proper height and in good health.
- o. The **Second Party** shall insure that 365 days full time duty for the **First Party**. If any guard fails to attend the duty the salary will be deducted for that day or days by the **First Party**. The second Party should inform the First Party before changing any guard.
- p. **Second Party** shall provide bio data with attached photo, National ID, UP Chairman Testimonial of each guard to the **First Party** within 7 days of deployment.
- q. **Contact Person First Party:**
  - a. Mr./Ms.  
Mobile:
  - b. Mr./Ms.  
Mobile:
- r. **Contact Person Second Party:**
  - a.
  - b.
- s. **Selection & acceptance of guards:** Shohag Logistics & Security Services Ltd provides guards duly selected as per own criteria.
- t. **Migration:** Due to socio-economic nature of our country it is evident that there will be some migration. **Second Party** shall ensure migration as minimum as possible so that duty remains unhindered. **First Party** shall have to allow this tolerance.
- u. **Discipline:** **First Party** shall check any in disciplinary actions of guard and inform SSS ltd for corrective measures as soon as possible. **First Party** also needs to guide the guards with a view to help in adapting to the house environment.

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- v. **Money handling and bill submission:** **Second Party** shall not accept any liability for any discrepancy- if guards are involved in money handling and bill submission.
- w. **House hold activities, Marketing, Purchase etc:** **First Party** cannot employ guards as such because these hampers in maintaining security.
- x. **Gate control:** **First Party** to instruct the guards depending on type of workers, visitors, various timings, restriction etc.
- y. **Valuables:** Valuable, movable valuables within the jurisdiction of guards must be recorded in the register and given responsibility in written by **First Party** with an intimation to **Second Party**. Otherwise guards cannot be held responsible for any discrepancy. If ever there is a cash deposit of more than one lakh taka in the security of the **First Party**, then the **Second Party** must be informed by SMS, Orally and E-mail. Otherwise the **Second Party** will not take any responsibility for that money.
15. **Treatment Expenditure:** For an accident of a guard will be borne by the house authority while on duty provided the accident occurred beyond control of individual.
16. **Loss/ Theft:** In the event of any theft/ damage caused to the property of the **First Party** then a joint court of Inquiry be held and compensation to be borne by **Second Party** if recommended by inquiry board. No monetary fine to the **Second Party** will be accepted which has been decided unilaterally by **First Party**.
17. **Loss of any third party:** Any third party such as vendors, suppliers, contractor, carpenters, mason etc loss will not be borne by **Second Party** unless legally given responsibility to the **Second Party**.
18. **Notice Period:** For cancellation of agreement: the notice period will be two month by either party or compensation there to.
19. **Disputes.** Shall be solved mutually by both the parties. If failed both parties may take legal steps.

**In witness where of the parties hereto put their hands and signs on this day, month and year aforementioned.**

(1) **First Party**

**Second Party**

Managing Director  
.....

Director Operation & Marketing  
Shohag Logistics & Security Services Ltd.

(2) **Witness:**

**First Party**

**Second Party**

General Manager  
.....

Marketing Officer  
Shohag Logistics & Security Services Ltd.