To,

Super Tel

Saju Saha (Asst. Manager Finance)

E-mail: sajusaha@supertel.com.bd

Subject: Proposal for Guarding Service.

Dear Sir

It is our pleasure to introduce our company Denar Services Ltd. to you. We provide and have the intention to provide customized security solutions to Government, Non-Government Offices, Bank, Universities, Hospitals, Commercial and Residential sectors. We have involved ourselves in the important Service industry to meet the increasing demand of the clients. We are providing security services to safe guard your property, lives and with all matter related to security. We are also specialized in conducting detail security Survey of the client’s premises to minimize security threats and concerns. We ensure to provide you the best solution with affordable cost.

Our financial proposal is hereby attached herewith for your kind information and consideration please.

Best Regards

Azizur Rahman

Managing Director

Denar Services Ltd.

**Financial Proposal with Terms and Conditions**

**a. Monthly Charges (for 12 Hours per day) (A Category Guard)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Security Post** | **Month** | **Cost for 12 Hours** |
| I. | Receivesion/Call Center | Per Month | 15,000/16,000 |
| II. | Security Supervisor | Per Month | 17,000 |
| III. | Security Guard | Per Month | 13,000 |
| IV. | Lady Guard/Checker | Per Month | 13,000 |
| V. | Cleaner/Peon | Per Month | 11,000/13,000 |
| VI. | Lift Operator | Per Month |  |

**b. Monthly Charges (for 12 Hours per day) (B Category Guard)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Security Post** | **Month** | **Cost for 12 Hours** |
| I. | Receivesion/Call Center | Per Month | 14,000/15,000 |
| II. | Security Supervisor | Per Month | 16,000 |
| III. | Security Guard | Per Month | 12,000 |
| IV. | Lady Guard/Checker | Per Month | 12,000 |
| V. | Cleaner/Peon | Per Month | 10,000/11,500 |
| VI. | Lift Operator | Per Month |  |

**c. Monthly Charges (for 12 Hours per day) (C Category Guard)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Security Post** | **Month** | **Cost for 12 Hours** |
| I. | Receivesion/Call Center | Per Month | 13,000/14,000 |
| II. | Security Supervisor | Per Month | 15,000 |
| III. | Security Guard | Per Month | 11,000 |
| IV. | Lady Guard/Checker | Per Month | 11,000 |
| V. | Cleaner/Peon | Per Month | 9,500/11,000 |
| VI. | Lift Operator | Per Month |  |

**d. The above charges include:**

i. Take home wages (every month 1/2 date.

ii. Training

iii. Allowance

iv. Uniform for summer, monsoon and winter.

v. Annual leave with pay (21 days)

vi. Mess accommodation.

e. Vat & Taxes: VAT of 15% has to be added on total monthly invoice.

f. Two Eid festival Bonuses 50% of monthly salary.

g. Contract : Prior to commencement of service, a contract has be signed by both the parties.

h. Payment: All payment shall be made in the form of Cash/Cheque in favour Denar Services Ltd.

i. Validity: This offer shall be valid as per contract.

**Supervision**

Denar Services Ltd. firmly believes that tight supervision is one of the major keys in determining the seccess of a Security Company.

**Chain of Command**

**Vice President Operation (Control Room, Monitoring 24 Hours)**

**Manager Operations [ Move on Motorbike]**

**Security Officer [ Move on Motorbike]**

**Petrol Officer [ Move on Motorbike ]**

**Security in Charge**

**Security Supervisor Security Guard**

Petrol Officer Room the field from client to client to ensure the service [Move on Motorbike] deserved. Random inspections deep officers on their toes because they never know when an inspector is coming Denar Services Ltd. Inspectors, Supervisors are proud of Denar Services Ltd.