



PEOPLE[®]
TREE

STAFFING | PAYROLL | OUTSOURCE

(A Brand owned by BIMLRAJ OUTSOURCING PVT. LTD.)

An ISO 9001-2015 Certified Company

About Us

We are pleased to introduce ourselves as professionally managed Manpower / Housekeeping & Facility Management Services Provider.

We take this opportunity to introduce ourselves as pioneers in the field of Manpower / Housekeeping services Agency Holding License of Manpower Services, with an intention to be rightfully positioned as the leading Manpower/ Housekeeping Service solution provider brand & in a short span we have succeeded in creating a unique identity among many highly reputed and well known Corporate Houses, Industries, and Multinationals , and we have come a long way in providing reliable and effective Manpower / Housekeeping & Facility Management solutions to our Client.

TEAM PEOPLE TREE is the leading MANPOWER / HOUSEKEEPING Consultant & Service Provider expert in PAN INDIA offering a full range of facility options to help businesses and individuals choose their way in the contemporary world of work, through our bottom-line approach, long-term perspective and professional acumen. We work closely with our clients & candidates, and have developed long-term relationships based on integrity, flexibility and performance.

A comprehensible proposal for all the services to enable smooth running of facility is enclosed here with in Manpower and cost sheet. The Company provides the following services to our precious clients so that they can concentrate their mind in their different business.

- House keeping Services
- Industrial Labour
- Office Boys/Peon / Pantry Boy
- Loading/Unloading Personal
- Electrician/ Plumber/ Gardner
- Facility Management
- Temporary Staffing
- Manpower Recruitment
- Official Staff
- Helper
- All Kind of ITI Personal
- IT Professional

We are a boutique manpower service provider in the domains of

- Staffing Solutions
 1. All dimensions be it white collar or blue collar.
 2. Off roll payroll management
 3. Facility management
 4. Bulk hiring's for retailing, exhibitions & trade fairs
 - Payroll Outsourcing
 1. Accurate Salary Calculation
 2. Employee Life Cycle Management
 3. Best Practices Implementation
 4. Reporting for Decision Making
 5. 100% Compliance
 - Outsourcing Solutions
- We offer following manpower service :

Skilled Manpower

- Experienced Operators for all Machines
- Turner, Fitter, Welder, Press Operator
(Press Machine, CNC Machine, Welding Machine, BMC Operator, Grinder, Machinist
- Quality Inspector, Cran Operator, Driver
- Line Inspector • Bottling Operator • Electrician
- Plumber • Gunman, Data Entry Operator etc.

Semi skilled Manpower

- Fresh ITI • Experienced Helper
- Security Guard, Delivery Boy etc.

- People Tree has over five years of experience in managing client's large & small manpower Requirements across the industry verticals & geographies now we are handling more than 3000 manpower across Pan India Level.

Unskilled Manpower

- Loading/ Unloading • Shifting
- Helper • Packing of material • Packing etc.

Office Support

- Receptionist • Clerical Staff
- Computer Operator • Courier Boy
- Office Boy • Telephone Operator
- Secretaries, Sales Person etc.



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STAFFING

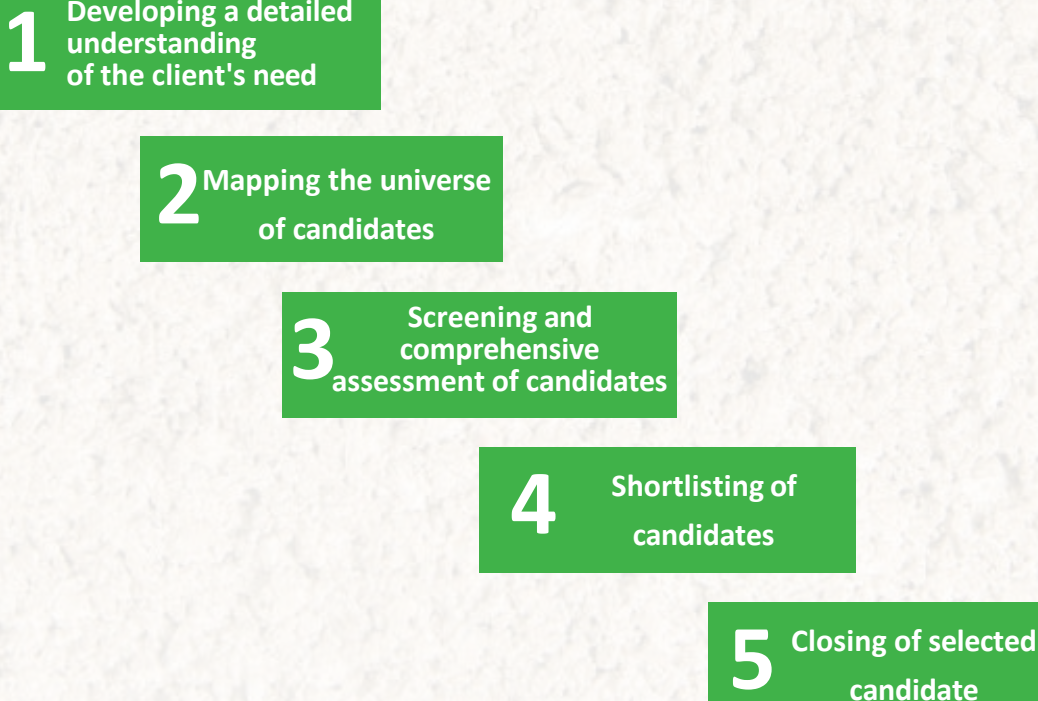
At People Tree , we not only provide recruitment consultancy services to our clients but also give the applicants a perfect platform to get their dream jobs. We can help our clients to get the suitable candidates, cultivate them and retain them. Our comprehensive recruitment and staffing solutions as HR consultant ensure the delivery of profitable propositions for your workforce requirements.

Leadership is the single most important contributing factor to an organization's success. Executive Search, Manager, Senior Executives and Top Management form the most critical resources for any organization. Identifying, screening, assessing and recruiting qualified individuals to serve in a dynamic environment requires insight, creativity and experience

Our Recruitment Process can be categorized into three phases - namely: –

- Planning ✕ Structure ✕ Focus ✕ Identity ✕ Prepare
- Implementation ✕ Contact ✕ Motivate ✕ Evaluate
- Closure ✕ Select ✕ Offer ✕ Candidate joining

PEOPLE TREE



Payroll Outsourcing

Payroll isn't just about paying your people. And let's face it, you didn't get into business to manage paperwork and keep track of payroll legislations.

- Consolidated, error-free documents & reports with sharper business intelligence.
- Support your entire employee payroll life-cycle, from their date of joining to exit.
- Decreased IT infrastructure investment.
- Lower risk related to compliance and penalties.
- Speedy resolution of employee queries.
- Better resource deployment.

Processing Monthly Salaries

All you need to do from your end is, send us the variable monthly particulars. From thereon, our operational experts take care of everything

Processing your payroll based on the latest legislative updates

Processing investment declarations of your new joins and updating it on your HRIS

Validating the inputs received with your organization or previously determined policies

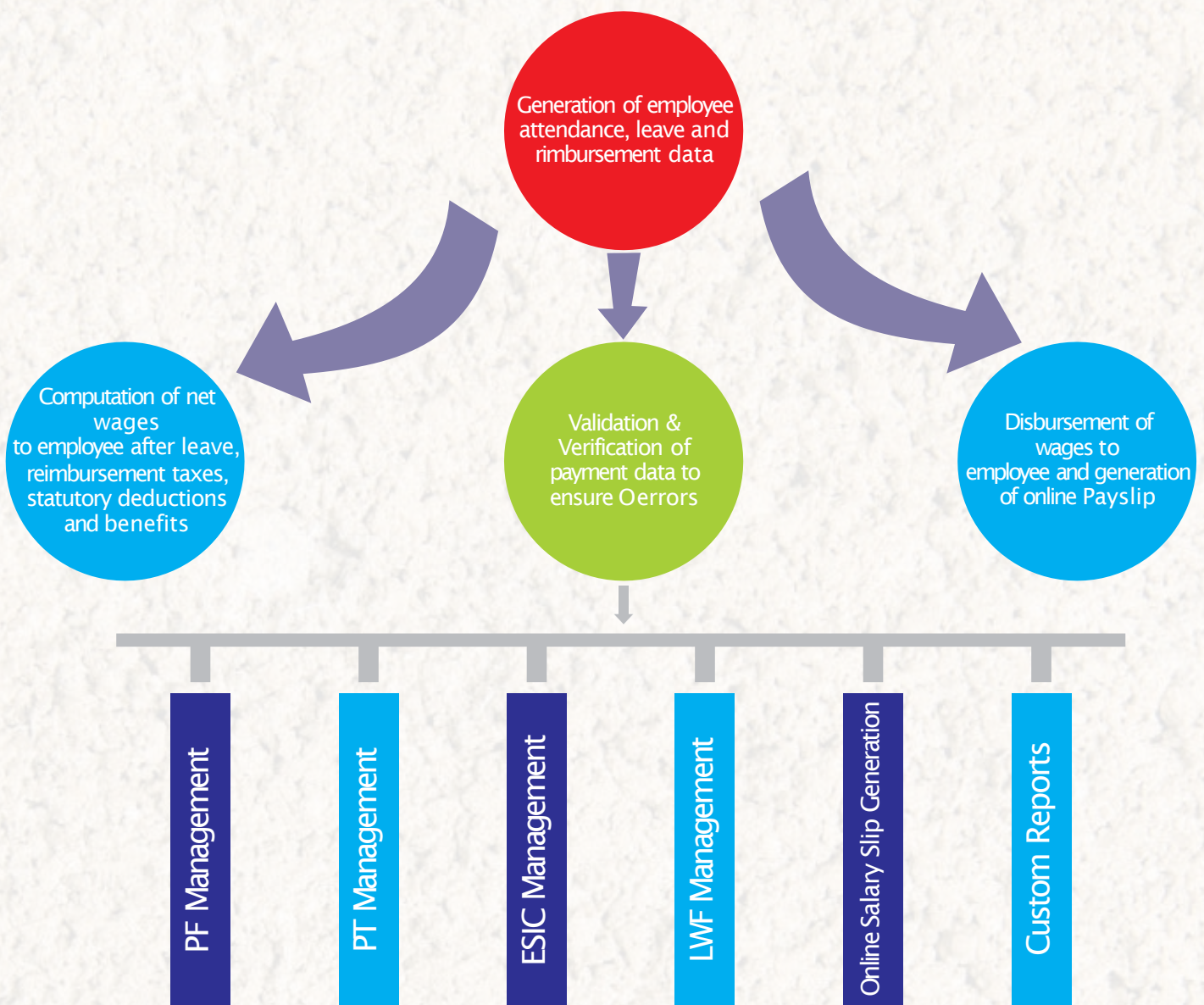
Providing you with consolidated reports (standard and customized)

Payroll Compliance

Ensure accurate processing of the following compliances through a global leader in payroll and compliance –

- Provident Fund (PF)
- Employee State Insurance (ESI)
- Professional Tax (PT)
- Labour Welfare Fund (LWF)

Get consolidated monthly reports and challans of remittances. Furthermore, get assistance with consolidated information during audits and inspections.



Why Payroll Outsourcing Services

- Outsourcing helps reduce costing
- It ensures timely delivery of pay slips and reimbursement slips
- Reduces the risk of employee turnover
- Avails industry experts for the job
- Reduces time consumption for the company, as the company doesn't have to keep check on the changing regulations and government norms.

Compliances

We believe that in current market scenario fair business practices play a key role to establish the foundation of any organization.

No matter what the size of your organization is – small, medium, or large – you no doubt face the growing challenge of complying with the rapidly evolving and highly complex compliance requirements. We Comply with all statutory obligation, we are duly registered under various Government Authorities.

Our Expert team of trained professional will ensure that all statutory obligations are compiled on time.

What we will ensure:-

1. EPFO (Employees' Provident Fund Organization)

- Coverage for All employee
- Briefing of benefits to all employee
- Timely summation Monthly Challan with 100% accuracy
- Timely UAN Generation & KYC Update.
- PF Transfer/ Withdrawal/ Nomination
- Audit & Inspection.

2. ESIC (Employee State insurance Corporation)

- Coverage for All employee
- TIC Generation on Time
- Briefing of benefits to all employee
- Timely summation Monthly Challan with 100% accuracy
- Claim reimbursement/ Nomination
- Audit & Inspection

3. Bonus

- Adherences as per “ THE PAYMENT OF BONUS ACT – 1965”
- Bonus Calculation with 100% accuracy
- Timely Disbursement of Bonus
- Updation of statutory registers (Form D)
- Preparation and submission of all statutory returns as per statutory periodicity

4. LWF (Labour Welfare Fund)

- Adherences as per “ THE LABOUR WELFARE FUND ACT- 1965 ”
- Coverage for all employees where its applicable
- Briefing of benefits to all employee
- LWF Calculation with 100% accuracy
- Preparation and submission of all statutory returns as per statutory periodicity

5. Personal File of All Employee

- Personal Details
- KYC Documentation
- PF/ESIC/Banking Records
- Leave Records
- Details of Appreciation / Warning / Notice Letters
- Resignation Letter / F & F Declaration

6. Registers regarding the employment

- Muster Roll
- Register of wages
- Register of Fine
- Register of Damage & Loss
- Register of Advance
- Register of Overtime
- Register of Workman

7. No Cash Handling

- Salary Transfer in Bank

8. Process for Full & Final

- Clearance Declaration
- F & F within 45 Days from submission of Clearance form

What you can expect from us

1. Access to regional and local expertise
2. Assured ethical practices with strict timeline adherence
3. Professional support during inspections and audits
4. Close Liaising with govt. officials for approvals, amendments, renewals and inspections



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Integrated Facility Management Services

We have 5 years of experience in providing all kind of manpower to various corporate sectors. Our people work 24*7 so that you can focus on core strengths of your business. We help in raising productivity and cut down employment related risk. We have substantial client referrals and right mix of expertise and experience who worked with various industry verticals so we understand the working style of each vertical. We have set certain standards & strong verification process for employment. We provide services for both Corporate & Domestic sector and provide manpower in proper uniform and with appropriate equipment. We have a dedicated help desk for solving any query or problem faced by you. Our staffs are highly professional, and trained in such a manner that adjusts according to your work culture. We have our in-house training and development department to keep the workers updated about latest technologies and methods. We are registered under ESIC & EPF, and we shall be taking responsibility of all laws and further amendments.

Housekeeping

Housekeeping service includes: Dusting all surfaces, furniture, appliances, equipment, knick knacks, etc. Sweep, Mop & Wash floors and vacuum carpeted surfaces. Polish all wood surfaces. Remove cobwebs from ceilings and other surfaces. Clean and scrub all sinks, tables, chairs, appliances, and countertops. Sanitize all surfaces. Clean and scrub all countertops, surface areas, toilets and tubs. Clean mirrors and polish any chrome surfaces. Deodorize rooms & bathrooms. Remove garbage and empty dustbins & ashtrays.

Mechanize cleaning

Application of modern methods, equipment and technology help us offer high quality services within minimal time frame. In our pursuit to deliver the best, we use a wide range of mechanized cleaning equipment for different cleaning applications. Our cleaning devices are completely reliable and provide a perfectly clean environment. Handy and easy to use, our equipments, tools, and automatic wipers save both time and energy of our workforce, thus contributing to the increase in efficiency of our work.

**We provide services for Mechanized Cleaning in all areas.
The services that we cater under this category are as follows:**

- Floor scrubbing • Floor polishing • Vacuum cleaning • Mechanized cleaning of Roads.
- Cleaning of Toilets. • Cleaning of Office areas, canteens, etc.

WE PROVIDE ALL TYPE OF HOUSEKEEPING MACHINE



Housekeeping- Cleaning- Trolley-



Smart -color- Dual- Bucket-trolley



Canister- Vacuum- Cleaner



Central- Vacuum- Cleaners



Central- Vacuum- Cleaners



Single- Disk- Scrubber- Machine

OUR HOUSE KEEPING APPROACH

•Housekeeping is a very physically demanding job. The personnel are on their feet for a full shift of 8 hours during which they perform various tasks . It is therefore, imperative for the Housekeeper to ensure safe conditions and practices in the department.

How we do?

- We shall engage a dedicated Supervisor to visit your premises daily to check the level of cleaning.
- We conduct Client satisfaction survey on regular basis to know your feedback and to implement the changes accordingly
- We maintain high standards of personal hygiene in our workers
- We work on check-list basis so that every nook and corner of your premises shines
- We provide on the job training to stay ahead in every field
- You will get a proper file of every employee working with you containing all their particulars, medical report and police verification details.



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Our Client



India Post



Delhi Legislative Assembly



Chaudhary Charan Singh
Agriculture University Hisar



Municipal Corporation Gurugram



DHL



Bundy India Ltd.



Purple Panda Fashion Pvt. Ltd.



Hindustan Aeronautics Limited



JM Baxi Group



LEAR CORPORATION



BOLLHOFF



Indian Air Force

And Many More.....



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Bharti Airtel



Nipa International Pvt. Ltd.



Indian Ordnance Factory



IPFT (Institute of Pesticide Formulation Technology)



Haryana Real Estate Regulatory Authority Gurugram



Municipal Council Bhiwadi



YEPME



Power Grid Corporation



Greenheck



Cincom Symtems Pvt. Ltd.



Ecom Express



DELHI INTERNATIONAL CARGO TERMINAL AT SONEPAT



Heapro Continental



DB Schenker



HSD Battery



MJ LOGISTICS



Ambuja Neotia Group



MULTITEX FINTRATION ENGINEERS LTD



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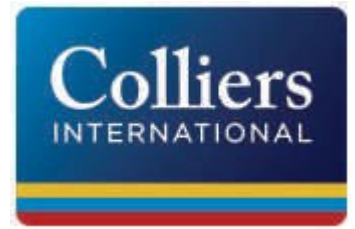


National Disaster Management Authority



PURPLE PANDA
TECH CONCIERGE

Purple Panda



Colliers



Chacha Nehru Bal Chikitsalaya



KD Logistics



Edgetech



Northern Railway



RTS Logistics Pvt. Ltd.

LULU & SKY

LULU & SKY



Geek Retail



Purple Drone



DTDC



Jairaj Group



Ewheels



International Container Terminal

PING

Ping Engineering India Pvt. Ltd.

And Many More.....



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Why us?

Because we believe in providing quality not just the first time, but every time:

- High Customer satisfaction
- Quality project delivery
- Transparent Development process
- Daily status update



We ensure your business continuity through seamless availability of required Manpower

In-house talent pool of multi skilled professionals to take care of crisis/ emergency situations

We religiously ensure periodical training workshops for the employees enabling them to be in pace with the changing face of your business and contribute more effectively

Technically equipped to do data mining, reporting and monitoring. All reports available online for employer as well as employee



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As an organization, we always ensure that all statutory compliances are adhered to , in a timely manner

Name of the company : BIMLRAJ OUTSOURCING PVT.LTD.

Brand name : People Tree

Registered Address (Reg office) : 46,kriti nagar,gurgaon

Pan No. : AAGCB0487R

Service Tax Registration : AAGCB0487RSD001

P.F. Registration No : GNCGN1040241000

E.S.I. Registration no. : 69000551200000999 / 20690551200010999

Vat /Tin tax no. : 06351946310

GST No. : 06AAGCB0487R1Z5

Email ID : admin@bimlraj.com/ hr@peopletreeinc.in

Contact No. : 9990956976 / 9650898474

Corporate Add. : 441- 4th Floor, Vipul Trade Center, Sohna Road
Gurugram- 122018



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Contact Us

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