



**TPK CONSULTANCY**



# BUSINESS PROPOSAL

## **Office:-**

Village - Risalu, Near Shiv Mandir,  
Risalu (18), Distt- Panipat,  
Haryana-132104  
Contact :- +91-9050213882  
Email:- enquiry@tpkconsultancy.com  
www.tpkconsultancy.com



# Introduction

We are delighted to introduce our company **TPK Consultancy**, a Proprietorship, MSME licensed based HR/LEGAL Consultancy services and employee's recruitment & placement agency. TPK Consultancy was established in 2019 with a mind-set to be one of the leading organization involved in offering excellent recruitment services and HR services to our valuable customers in IT and Non-IT sector, apart from that we deal in CV- writing, Web Design, manufacturing company, App development and also help Start-ups in Marketing and Branding. The customers enrolled with us are offered a complete package of recruitment process which includes sourcing, Short Listing, Interviews and final selection.

Our team of recruitment agency has a rich experience in recruitment and HR services. We have established a reputation for relentless commitment to high quality with our process and with our clients and candidates.

We would like to extend this good opportunity to offer our Staffing and Employee's Placement Services by providing competent qualified and generous staff and employers as per the organization after overseeing the candidate skills and ability through the methodology of professionalized recruitment and skill selection.

We know that you have options for using other recruitment firms. However we believe our approach sets us apart from our competitors in the following important ways.

# What We Do



We are pleased to introduce our-self engaged in providing Labor Law outsourcing services professionally to all our esteemed customers. We endeavor to reduce your workload and be an integral part of your organization. We help your organization in increasing your business and profitability. Our services would include Registration, Maintenance of records and consultations in regards to the following act.

Domains	Services	Domains	Services
1.-RECRUITMENT SERVICES	1.- Staff/ Supervisor's Recruitment Services	4.- CONSULTANT OF STATUTORY COMPLIANCE FOR HR	1.- ESI & PF Challan. 2.- LWF, Gratuity 3.- Leave Management 4.- The Minimum Wages Act 5.- The Maternity Benefit Act 6.- The Payment of Bonus Act 7.- The Payment of Wages Act
2.- FACTORY STATUTORY /LEGAL COMPLIANCE	1.- Shop & Commercial Establishment Registration. 2.- Factory Licenses (New & Renewals/Amendments). 3.- NOC Pollution & NOC Fire. 4.- Approval of Building plans. 5.- Registration of Contractor Licenses. 6.- Pollution Consent. 7.- The Industrial Employment (Standing Orders) Act, 1946. 8.- ESIC & EPF Registration number and LWF. 9.- Digital Signature Certificate (DSC). 10.- MSME Udhdyog Aadhar Registration. 11.- Factory Act Standing Orders.	5.- INDUSTRIAL SAFETY	1.- NOC from Local Fire Department. 2.- Water & Air Consent. 3.- DG Noise Pollution Certificate. 4.- HSIDC Sewer Connection Approval. 5.- Calibration Certificate of Weighing M/c & Weights. 6.- Electricity Load Sanction Certificate. 7.- Boilers Fitness Certificate. 8.- Compressor Fitness Certificate. 9.- Chains / Ropes Fitness Certificate. 10.- Lift running permission / Fitness Certificate. 11.- Certificate of Weighing M/c.
3.- HR & PAYROLL MANAGEMENT & TRAINING & DEVELOPING SERVICES	1.- Salary Sheet. 2.- Pay Slip Generations 3.- Attendance sheet 4.- Leaves Record 5.- ESI & PF Challan 6.- HRM 7.- Motivation & Behavioral safety 8.- Social Activities 9.- Staff involvement	6.- FACTORY AUDIT	1.- Social Audit 2.- Technical Audit 3.- Security Audit 4.- ISO Certificate Registration

# Recruitment Services

Our Service Coverage Ranges from Young and Fast Growing Industries.

- **IT Sector**-IT Software, IT Hardware & Networking.
- **Non-IT Sector**- Manufacturing, Chemical, FMCG, Beverage, Food Processing, Pharmaceutical & Life Sciences, Automobile, Engineering & Construction, Logistics, Medical Services, Hospital, Industrial Equipment, Machinery, Ceramics, Bath Fittings and Sanitary, Petrochemical, Plastic , Rubber, Printing & Packaging, Textile & Apparel, Iron & Steel, Gems & Jewellery, Consumer Electronics & Appliances, Electronic Components Semiconductors , Power Distribution, Solar Renewable Energy, Telecom, Garments, and Including, I'm Attaching Our Deck For Your Perusal.

We Follow Industry Norms On Commercial Terms.

## Following Are The Commercials:-

- Payout - 8.33% On Annual CTC Of Candidate.
- Payout - 10000/- On monthly charges of Factory Statutory Documentation.
- Payment Clearance -15 Days After The Candidates Joins The Client Location.
- Replacement Period -90 Days After The Candidate Joins The Client Location.

**Kindly Guide Us With The Next Process To Get Empanelled. I'd Appreciate Your Prompt Attention To This Matter//Please Advise, As Necessary.**



**Thank You**

[WWW.TPKCONSULTANCY.COM](http://WWW.TPKCONSULTANCY.COM)