



APEX ENTERPRISES

A Leading Placement & Recruitment Service Provider

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Introduction

We take this opportunity to introduce **Apex Enterprises**. We have many years of experience and extensive domain knowledge in security services, house keeping, labour contract, and placement services.

On turnkey basis our group is quite capable to providing all sorts of management consultancy in any kind of industry. We operate in the premium market segment with a multi location client base from sector like information technology, banking, and telecom manufacturing etc. handling office buildings, industrial centre, farm houses & warehouses.

Our strength lies in management consultancy. In these days businesses are becoming more and more focused with companies concentration on their core compliances in **Apex Enterprises**, taking care of all peripheral requirement and support functions.

We offer you the following services:

- ✚ Management of contract labour
- ✚ Management of security matters
- ✚ Management of house keeping (total cleaning program)
- ✚ Management of placement and consultancy
- ✚ Management of horticulture activities
- ✚ Management of contract on additional jobs

Our Team

Devender Singh Nehra started the company under the name of "**Apex Enterprises**" in 2002 as the Director.

Anup Singh is an M. Phil (Computer Science), MCA and pursuing LLB having around 5 years of experience in management consultancy, handling manpower supply, Govt. legal Matter etc.

Jitender Katariya is a Post Graduate and MBA (Marketing Management). He looks after all marketing matter and have more than 5 years of experience.

Suraj Narayan Lal is an MBA (HRD) and diploma in computer science and is having 5 years experience as a personnel executive.

Krishan Rohilla is a Graduate and diploma in computer science. As a executive manager he looks after the operations in Baddi (HP).

Rajesh Kumar has more than 7 years of experience in the field operation and office management.

Vinod Sharma has 8 years of experience in house keeping supervisor.

Anil Kumar has extensive experience as a supervisor and field work.

Why us?

- ✚ Our personnel cannot become member of any union
- ✚ Preventing misuse of electricity, water and other resources
- ✚ We pay utmost attention during strike and labour unrest
- ✚ Our staff is well trained in fire fighting
- ✚ Our personnel's and officers will be available under all circumstances
- ✚ We are registered with E.S.I.C. & P.F
- ✚ We recruit security personnel, Ex-Servicemen from all the three services i.e. Army, Navy, Air Force, and also from Police and Intelligence

Our Responsibilities:

The persons engaged rendering the above noted services will be on our roll and we are fully responsible to comply with the provisions of the following acts:

- ✚ To provide qualified and trained manpower, in accordance with contract requirements
- ✚ To provide suitable uniforms to its entire staff (if applicable)
- ✚ To pay wages as per government wages act and to comply with all labour rules and regulations
- ✚ To obtain contract labour license as and when required, as per the states labour laws applicable for inspection
- ✚ All records pertaining to staff salaries, wages and benefits are maintained at our offices and will be available for inspection
- ✚ We will provide separate E.S.I.C. & P.F. challan every month
- ✚ We will provide wages / salary slip to our employees
- ✚ We will provide photocopy of attendance register & wages register every month
- ✚ Every employee undergoes a complete medical check-up, and reports are maintained in our office files

Management of Security Services

We also provide total Security Solution of people, equipment and property. We employ personal from specialized security company specializing in armed / unarmed protection, escorting, VIP cover, special security guards, fire surveys, fire drills, audit check and training. The entry property would be evaluated and based on the security requirement a specific security system would be contained.

- ✚ Deployment of required security staff
- ✚ Monitoring vehicles movement
- ✚ Monitoring vehicles parking /management system
- ✚ Enforcement of discipline and reporting structures
- ✚ Managing fire fighting system in emergencies
- ✚ Management of access control system
- ✚ Liaison with local police authorities
- ✚ Checking and keeping proper records of all incoming and outgoing material through gate pass and challan
- ✚ Assistance in case of strikes and labour unrest
- ✚ Submitting daily log report to the management
- ✚ Any other task allotted by you in the interest of security at your premises
- ✚ For an effective and good security system we private Ex-Servicemen & civil person will not only help to increase your profits but also safeguard your property and there would be no dispute no breach of peace and no disturbance

Management of Placement & Recruitment Services

We take immense pleasure in introducing Apex Enterprises which is engaged in the field of recruitment to cater to the needs of corporate world.

We provide manpower with a profession standing coming from a wide industrial background and multifarious experience. We have an extensive Data Bank, comprising practically all categories of personnel. At present we have the data bank of various candidates from different fields covering the following areas:

Recruitment Process:

Our experienced panel conducts all interviews and maintains methodical records of all after screening candidates with our comments as per the specific requirement. This process saves valuable time and botheration of conducting preliminary interview by the employer.

Management of Contract Labour

We take this opportunity to introduce ourselves as a contractor with the specialized experience in the packing, automobile, stitching garments, loading unloading, skilled, unskilled, semiskilled and casual labour for different type of work on daily, weekly and monthly wages.

We are having highly experienced and dedicated technical professionals to execute the above said jobs to the ultimate satisfaction of our valued customer that is you. We assure you of our best, prompt & sincere service all the time, therefore, we request to you extend us an opportunity to your esteemed organization and prove our capability and efficiency.

We remain, with an expectation to have an earliest favorable reply from your end.

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- ✚ Every employee undergoes a complete medical check-up, and reports are maintained in our office files
- ✚ We render our service entering into a contract with our valued clients
- ✚ The service charge for annual contract basis or on assignment basis can be worked out depending upon the quantum of business involved
- ✚ Only Annual Contracts are entertained for our services. However for a new client three months trail contract can also be entertained. Event contracts can be entertained for Sundays
- ✚ Service Tax, as applicable, shall be charged extra
- ✚ In case of emergency we will provide extra man power on agreed rate at short notice

Liaison Consultancy Services

We are liaison consultants in various states with complete satisfaction and excellent services. We are in this field since 2002 covering different areas such as Gurgaon, Rohtak, Bawal, Manesar, Biwadi, Faridabad, and Delhi. Our main tasks are given below:

- ✚ HSIIDC and HUDA Department
- ✚ Labour Department
- ✚ Income Department
- ✚ ESI and EPF Department
- ✚ Pollution Department
- ✚ Project Report on Industrial Plots
- ✚ Town Planning

Note: All above mentioned departments have been looked after by expertise personnel in their respective fields and preparing all necessary documents, legal documents and all formalities required in above said work. All work is done on priority.

Real Estate and Property Consultants

We buy, sell, and rent properties of commercial, residential land plots, office and retail space from reputed builders and developers by our qualified real estate agents with extensive experience in properties in Gurgaon.

The real estate in Gurgaon provides some of the exclusive services for buying, selling, renting or long-term lease in commercial properties in Gurgaon. These include:

- ✚ We serve by providing initial information on the commercial real estate market in Gurgaon and National Capital Region (NCR)
- ✚ Help by suggesting amendments to offer license and lease agreement
- ✚ The agents are also responsible for complete registration process in courts for your Gurgaon property
- ✚ Help in approving loans for your property from financial institutions
- ✚ Also advises with selection of your architects, interior designing, and fit out refurbishment contractors

We are dealing in all types of properties related to real estate with complete satisfaction and excellent services. We are in this field since 2002 covering different areas such as Gurgaon, Rohtak, Bawal, Manesar, Jajjar, Sonipat and Faridabad. Our main tasks are given below:

- ✚ Sale and purchase of all types of plots
- ✚ Industrial plots on rent
- ✚ Industrial plot on lease
- ✚ Allotment and re-allotment of industrial plots
- ✚ HSIIDC and HUDA plots

Rental:

Rental property in Gurgaon is very much in demand these days in various specifications such as independent houses, villas, penthouses, condominiums, etc. And demand from expatriates, companies and high net worth individuals continue to drive the independent houses rentals market in prime areas of Gurgaon. Besides, with limited supply of good housing, landlords manage to attract high paying tenants. Reports say that Gurgaon witnessed an appreciation of more than 30 per cent in rental value of independent houses. Another important reason for the hike in the capital and rental value in Gurgaon is the start of operations Real Estate of the Gurgaon Expressway and the news that the Metro will soon reach this city.

Horticulture

Horticulture is a field that deals with the cultivation of fruits, vegetables, flowers, spices and Mushrooms. Apex Enterprises is concentrating its efforts for the overall development of cultivation of fruits, vegetables, flowers, spices and mushroom in the state by way of providing various valuable information, incentives and guidance to the orchardists/farmers of the state.

Apex Enterprises provides extension services to the people who wish to establish orchards/vegetable farms/mushroom cultivation/flower cultivation and spices cultivation through various Central Sponsored Schemes under Macro Management Mode viz.

- ✚ Plantation assistance for planting orchards under its area expansion programme
- ✚ Assistance for adopting hybrid vegetable seeds for vegetable cultivation to replace the use of traditional seeds
- ✚ Assistance for Integrated Management of pest and diseases
- ✚ Assistance for promotion of Organic farming system in horticulture crops
- ✚ Assistance for use of plastics in horticulture
- ✚ Assistance for popularization of Commercial Floriculture
- ✚ Supply of various true to type, disease free and high yielding fruit plants at approved Govt. rates at various Govt. Garden and Nurseries situated in the state

Management of House Keeping Facilities

We provide manpower, materials and commercial cleaning equipment to deliver the best support services for a hygienic and hassle free environment. Stock book are maintained for materials consumed for your evolution. Apart from maintenance of the existing premises, we would advise on upkeep of interiors. Scope of work:

Daily Cleaning: These cover vertical areas/walls, office furniture, mechanical / electronic equipment, carpeted areas / hard floor.




Interim Cleaning: Apart from regular cleaning, these include cleaning of interiors with industrial cleaners. This exercise would be monitored and checked by supervisors.

Deep Cleaning: We undertake preventive maintenance cleaning depending on the surface area.

Cloak-Rooms: We do regular upkeep and maintain the most hygienic conditions stock books/checklist would be maintained on a regular basis.

Pest Control Solution: Anti termite proofing, general pest control, rodent control, carpet treatment, wood protection.

This total cleaning program is works with the following three tenets:

-  High quality of cleanliness
-  A compact Team
-  Speed

What goes into the Total Cleaning Program?

Manpower: Our team has been in the hospitality industry with experience in the Indian market.

Cleaning agent from: Colgate-Palmolive, an international organization founded in 1806, Diversely lever & Butcher has been the providers of superior product to the food service, lodging and maintenance industries for over many years. There product has been specially tested and manufactured under stringent condition and have the environment protection approval of USA. The cleaning agents have been special formulated to handle the toughest of the situation and yet provided highest efficiency and economy of use.

Machines: we bring the machines from internationally recognized name to suit different needs. Some of the companies are:

Colgate-Palmolive – France, Diversely lever, Bramil, Unger, Kiekens, Ghibli, Schmidt, Wap, etc. These firms have developed machines to handle a wide range of cleaning need and are designed to handle different surfaces (Floors, window, walls, and ceilings) with maximum efficiency and economy. Some of the machines are – Vacuum cleaners, floor scrubbers, Heavy-duty low notice wet & dry floor cleaner, High pressure jet- spray washers, manual wall scrapers, etc.

Our commitments: we care for environment; we use bio-degradable cleaning agents and products.

Fire Fighting

Causes of fire

- ✚ Careless disposal of matches, cigarette ends, pipe ashes, etc.
- ✚ Smoking in prohibited area
- ✚ Piling of domestic refuse without proper protection
- ✚ Careless use of petrol
- ✚ Shorting of electrical circuits
- ✚ Improper storage of inflammable materials

Types of fire

Solid fire: It is fire occurring in any solid material such as coal, fabric, paper etc.

Liquid fire: This type of fire occurs in any inflammable liquid like petrol, oil etc.

Electric fire: It occurs as result of shorting of electrical circuit

Gas fire: It occurs in any inflammable gas

Metallic fire: It occurs in metals

Backend Support

We introduced ourselves as pioneers in the field of infrastructure Management Services with ample domain knowledge; the company has been able to deliver turnkey solutions to business requirements. The highly trained professionals are qualified to under take responsibility in their specific area of specialization. We have a highly skilled and dedicated team with easy accessibility and communication links to serve our clients better.

- ✚ The field officers and executives ensure the highest standard of safety, hygiene and regularly co-ordinate with the staff for professional services
- ✚ All the supervisors undergo intensive training in infrastructure management procedures and are regularly updated
- ✚ Our backend support also consist of skilled supervisors technicians and groomed house men for routine maintenance of sites
- ✚ Random day and night check for security services to ensure smooth operations
- ✚ All staff is covered under ESI, PF and guideline as per labour laws. They are employed after police verification and issue identity cards/uniforms during duty hours only
- ✚ We also provide immediate reliever for any emergency absenteeism
- ✚ Our personnel executives carry out all works under their supervision
- ✚ We apply standard procedures in accidents and emergencies

Clientele

Few of our valuable clients are:

- ✚ Eastren Medikit Ltd. (Gurgaon)
- ✚ M.D.H Ltd. (Gurgaon)
- ✚ Super Delicacies Pvt. Ltd. (Gurgaon)
- ✚ Gulati Export House (Gurgaon)
- ✚ Techtronic India Ltd. (Gurgaon)
- ✚ Leading Edge Electronic Pvt. Ltd. (Gurgaon)
- ✚ SR Info Tach Pvt. Ltd. (Gurgaon)
- ✚ Deepak International (Gurgaon)
- ✚ Merigold Export House (Gurgaon)
- ✚ Goel Farm House Dera Mandi (New Delhi)
- ✚ Kobian India Electronic Ltd. (Baddi) HP
- ✚ Su-kam Communication (Baddi) HP
- ✚ Flack & Flower (Baddi) HP
- ✚ Bajaj Consumer care (Baddi) HP
- ✚ Amco India Ltd. (Baddi) HP
- ✚ Jayco (Bummer) Ltd. (Baddi) HP
- ✚ Vijai Elctrical Ltd. (Gurgaon)
- ✚ Amul Dudh Sagar Ltd. IMT Manesar

Contact us

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