VAIDEHI
MANPOWER SOLUTIONS

BUSINESS PROPOSAL

Presented by Vaidehi Manpower Solutions

Strategic Solutions, Seamless Services...

ABOUT

WHO ARE WE ?

VAIDEHI
MANPOWER SOLUTIONS

- Vaidehi Manpower Solutions is a Pune (Maharashtra) based company engaged in the business of providing services of Human Resources, Administration, Facility Management, Operation & Maintenance and Accountancy Management.

- Vaidehimanagement team have a solid foundation in the field of HR, Administration and Facility Management, We strive to deliver cost effective and customer-centric Housekeeping and Facility Management solution to helpits Business Partners at largein buildings. nexo-friendly and cleaner environment.

- We are a proprietor company with the scope of providing contractual services of supplying manpower for various activities as per the requirement of Client

- We at Vaidehi offer a comprehensive facility management services solution for Information Technology (IT), Telecommunication, Manufacturing, Retail and other industries.



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VISION

To achieve Market Leadership through consistent delivery of top-class services with well laid down processes and use of latest technologies.

MISSION

Vaidehi aims to be one of the top Facility Management Services providers with commitment for Quality Service, anddelighting the customer with our service levels.



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OUR WORK

Simplify Your Business With One Stop Solutions.

- Manpower Outsourcing
- Corporate Insurance Agency
- Recruitment and Hiring
- Administration and Compliances
- Facility Management
- Operations & Maintenance Support
- Accountancy & Payroll Management
- Event Management
- Corporate Gifting & Hampers
- Corporate Car Rentals



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OUR SERVICES



HUMAN RESOURCE

We provide tailored contract staff, from entry-level to middle-level technical and non-technical positions, and take full responsibility for their performance. We ensure seamless operations for our clients in the IT, IES, solar, and manufacturing industries.

ADMINISTRATION

We provide end-to-end solutions for site requirements, including guesthouse arrangements, canteen facilities, transport services, and recreational activities.

FACILITY MANAGEMENT

We provide facility management services for corporate offices, office campuses, manufacturing industries, institutes, and commercial complexes. Our services include housekeeping, pantry management, pest control, deep cleaning, and guesthouse management. We also provide operations and maintenance support by supplying contractual workers for all related requirements, with full legal compliance.

ACCOUNTANCY & PAYROLL MANAGEMENT

We provide end-to-end solutions for recording and managing financial and accounting records, including income and expenses, PF, ESIC, and professional tax management.

SUPPLIES MANAGEMENT

We provide end-to-end solutions for site requirements, including guesthouse arrangements, canteen facilities, transport services, and recreational activities.

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VAIDEHI

PROCESS & METHODOLOGY

Facility Management industry is people orientedand wehavea.dequa.te resourcesof professional manpower to achieve our mission by imparting continuous trainings and adoptingnewtechnologies.Operationsatthevariousclientlocationsaremonitoredby Facility Manager/Supervisorsat variouslocations, Therearevariousdepartmentstohandle theoperations

OPERATION TEAM

This department is headed by Operations Executive who is instrumental in supervising the activities of all the units, where we provide house-keeping (Cleaning) services. This is a key department as this department finalizes what is to be done and where it is to be done. This department is responsible for the deployment of staff, deciding the activities to be taken up by that staff, and all the related matters. In other words, it can be said that if the HR & P.A. is the heart then this department is the hands of the organization.

FIELD OFFICERS

These experienced and well-trained Field Officers supervise the activities of various units under their control. They regularly liaise with the Client's administration/HR Manager to obtain feedback and take corrective steps.

UNIT SUPERVISORS

Experienced and trained staff is provided in the units to take care of all the activities like deployment of work force and to monitor daily working. They provide timely feedback to the concerned Field Officer and seek guidance.

HOUSEKEEPING STAFF

The housekeeping staff that is deployed at various units is properly trained so that they perform their duties to the fullest satisfaction of themselves as well as the client's. This staff is properly trained and is efficient and effective in their performing their respective duties. We ensure that all the services provided by us are supervised at all the levels by our management so as to provide "Total Customer Satisfaction"

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STRATEGY



GATHER FACTS

Our teaminteract withoyo, understand the need and pain points currently our client is facing



ANALYSIS

Withoutteamwedofthe researchandanalysisofth e client need.



DEFINE STRATEGY

Based upon the analysis, our expert team de designs strategy which suits our client needs



REVIEW

A complete analysis and strategy is reviewed with our client.

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LEGAL AND STATUTORY COMPLIANCE

1

SHOP AND ESTABLISHMENT ACT

Reg. No.1029202303

2

PROVIDENT FUND ACT

Reg. No. PUPUN2863721000

3

EMPLOYEE STATE INSURANCE ACT

Reg. No. 33001119520001099

4

UDDYAM REGISTRATION

Reg. No.UDYAM-MH-26-0405185

5

GST NO

27BTCPV6458F1Z8

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THANK YOU

CONTACT US

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