



(AN ISO 9001-2015 CERTIFIED COMPANY)

# METRO FACILITY MANAGEMENT

Registered Under



**GeM**  
Government  
eMarketplace

**Head Office:** Head Office: 507, Anand Nagar, Near Sakkardara Police Station, Nagpur 440024  
(MH) , India

Tel.: 712-2750473 , 9923552388 , 9096088191 , 7972473955

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Housekeeping / Facility Management / HR Solution  
Integrated Pest Management / Gardening / Allied Services.  
(AN ISO 9001-2008 CERTIFIED COMPANY)

**M/s Metro Facility Management** is professional in **Housekeeping, Staffing, Integrated Pest Management and Project management etc.** Our leadership qualities and innovative ideas guided by professional in aforesaid fields. **METRO** to realize that constant changes are the only step forward toward the future. **METRO** have approved standard of **ISO 9001-2015**. **METRO** provide highest quality manpower services to all our esteemed clients to fit in all circumstances and within budgets. **METRO** vision is to provide security with cutting edge protection and loss prevention services, which is unique in the field of private security organization. It has been our endeavor to be innovative productive, positive and quality conscious so that we effectively secure tomorrow today.

**Metro Facility Management** is registered with following concerned authority to provide Man Power for various Services including Housekeeping service, Security Services, Temporary or Permanent Staffing, etc in India:



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**PEST CONTROL**



**Staffing Agency**





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We place great level of importance on compliance and applicable labour laws and regulations. To cater to our growing business, we have developed an expert team, efficient processes that are designed to handle large scale and diverse statutory and regulatory compliance needs of our clients across locations.

- ✓ Shop & Establishment Registration No II-76-294.
- ✓ Labour License Registration No 122/2013.
- ✓ Urban Integrated Pest Management Certificate
- ✓ ESI Registration No 23000128030001001
- ✓ EPF Registration No NGNAG1662659000
- ✓ GST No. 27AMJPM6661J
- ✓ Professional Tax Registration No 1523/2G/13
- ✓ Pan Card No AIJPM6661J
- ✓ ISO Certificate 9001: 2015







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Provides ease of access for associate query resolution. Associates across the country can reach out to us through various mediums at no cost. **The 24\*7** number manned by our skilled service reps provides resolution to associate queries. Associates can get on the go queries related to PF balance, salary, attendance resolved by sending a message on our Whatsapp no **+91 9923552388**. Alternatively, **MetroCare**, an android app, also addresses the concerns/queries of associates. This frees the client from addressing the day to day issues of outsourced manpower and allows them to focus on the core activities.





**CUSTOMIZED  
SOLUTIONS**



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Ability to customize solutions to address client's special requirements Apart from the routine deliverables mentioned above, we have the capacity to customize solutions for our clients and manage end to end employee life cycle management which includes hiring, employee welfare activities (medical tests, events management, employee engagement activities, uniform and equipment management), training solutions, employee accommodation management, outplacement support etc. The customized solutions are totally dependent upon the volume of business being outsourced and the commercials pertaining to the same are not a part of the routine recruitment and payroll management services mentioned above.



# Terms & Conditions



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- ❖ **Metro\_hr** on receipt of the payment from the client will pay the net monthly salary/ies, incentives if any to all the associate(s) between 1st to 7th of every month, based on the attendance inputs given by the client. The salary pay-out date will depend upon the salary cycle and payment release date from client.
- ❖ All contracts for the same shall be deemed to have been made in Mumbai and all claims in respect thereof are payable in Mumbai.
- ❖ Any modification of these conditions must be in writing and duly authorized and accepted by both parties.
- ❖ All orders / contracts are accepted / executed on the distinct understanding that the terms and conditions as mentioned herein are accepted by the Client and the same are binding on them.
- ❖ All payments must be made by crossed order, cheques or drafts payable in Mumbai drawn and made out in the name of “**Metro Facility Management.**”. No payment is to be made to any individual.
- ❖ No courts other than Mumbai Courts shall have any jurisdiction in respect of any matter arising out of these contracts.
- ❖ The staffing services proposal is valid for a period of 30 days from the date of submission.
- ❖ 2% cash handling surcharge will be charged in case client requires cash disbursement of salary.
- ❖ All applicable Laws to be followed as per the statutory norms , major applicable norms included but restricted to Min. Wage Act , Bonus Act , PF Act , ESIC , Leave Policy & Encashment , LWF , PT , Income Tax Act etc.
- ❖ TDS deduction on all Invoices shall be as per Section 194 C.





## Valuable Clients



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**State Bank of India**

**Metro**

State Bank of India, Nagpur



**Metro**

Kendriya Vidyalaya Ajni, Nagpur



**Food Corporation of India**

**Metro**

Food Corporation of India, Nagpur

TO BE  
**CONTINUED...**



**Valuable Clients**



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**Metro**

All India Institute of Medical  
Science



**Metro**

Indian Navy, Mumbai



**Metro**

Ordnance Factory, Pune

TO BE  
CONTINUED...

**Valuable Clients**



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**Metro**

Mahindra & Mahindra, Hingna  
MIDC, Nagpur



**Metro**

Kavi Kulguru Kalidas Sanskrit  
University, Ramtek



**Metro**

J Mart



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*Thank  
you*



*Have Any Question!*

**DON'T HESITATE TO CONTACT US ANY TIME.**

