

(Service Business Proposal)



ENNATE GLOBAL SERVICES (EGS)



(Excel Innovation Beyond Imagination)

(Human Resource Division)

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F-71, Sector-11, Noida-201301, Distt. Gautam Buddha Nagar, Uttar Pradesh, India. Ph: +91 (0120) 421 4442

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(Service Tax Number: AIMPG3784BSD001)

Kind Attn:

To Whom So Ever It May Concern!

Business Proposal
-Contract for Payroll
Outsourcing-Processing
Services

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OVERVIEW

We use our expertise (our journey) to focus on providing service and support in providing Business end-to-end solutions at all levels (internal and external) in shortest possible time and cater to various industries in the market in a cost-effective manner. We have a strong team/network of dedicated expertise.

EGS is a dynamic, forward thinking –“OUT OF THE BOX” management consultancy committed to successful and superfast hiring for our partners/clients. We have a team to specialized IT/ITES team of people & working across different locations and all days of week to provide dedicated support to our clients payroll processing services.

Yes, we have great enthusiasm to succeed, passion for results and energy to get the Goal. We don't simply provide resume but find right talent for right job.

We are here to deliver the services at its best. We would ensure that our Client will get excellent service in less time at affordable professional fee.

We have a strong 50+ supportive Real time IT/ITES applications at Noida location in just no time.

We are committed to establish and maintain a positive difference to your payroll needs, we at Ennate Global Services, a firm of high repute and acknowledgment. We have gained this recognition by providing exemplary customer service and competent employees to diverse corporate of all sizes in India. We are in the business of effectively understanding your payroll processing requirements, implementing and building trusting relationships. With our industry expertise, we understand that company's today require more employees who are productive, exhibit a positive attitude and have the ability to become a member of their team.

SCOPE & WAY OF WORKING

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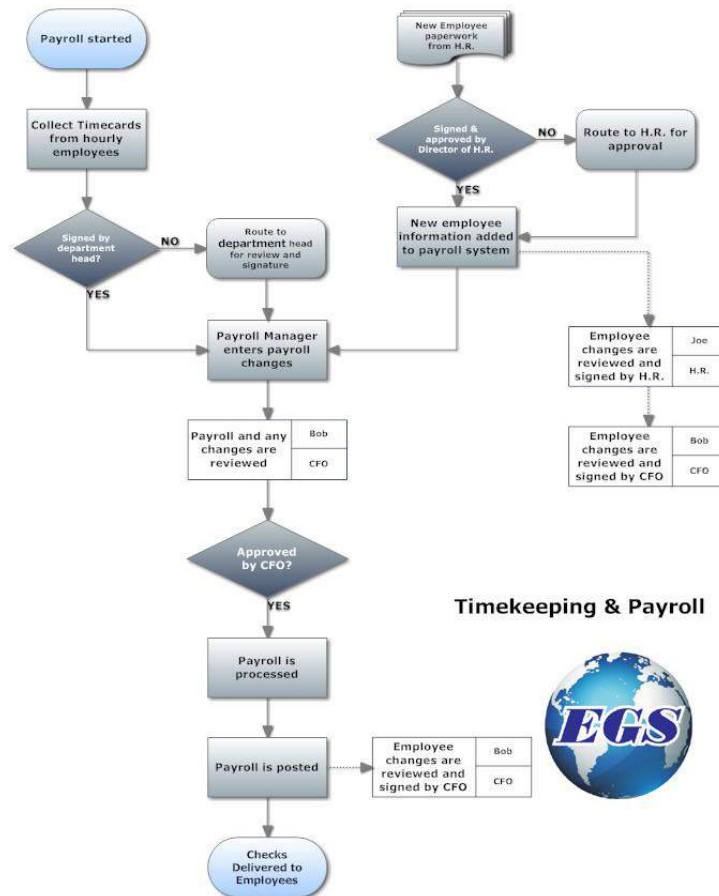
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For every project we work on, we take a bespoke, project managed approach. We use every method available including headhunting, market mapping, internal and external database search, networking and sector-specific advertising to secure the best talent for your business in the most efficient manner.

Overview on Types of Payroll Processing Services:



We recognize that each client is different, so in order to appeal to as many as clients as possible we offer clients a wide and flexible range of services to ensure that our customer's needs are met as speedily and as accurately as possible. The services are provided within the any Industry sector - our core expertise

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PROJECT MANAGEMENT

The proposed project would be as per the contract analysis and discussion with Client. **Ennate Global Services Marketing** team prepares the project plan. This is done during the start-up of the project. The project plan will cover all the phases of the project. The project plan may consist of activities, schedules, completion criteria, resource requirements and the allocation of the tasks to the project terms.

Time Frame

The Payroll Process Project start from first week will be done within 30-60 working days depending upon the volume of resources. The Working day will only count after the signing up of all the contractual obligations and after approval of Client. Once the contract is approved, the work will be done in full swing.

Security

Ennate Global Services will ensure that adequate security measures are taken to protect the interests of Client. All the documentation / information provided by client would be kept confidential. Also, standard security features will be used to prevent unauthorized access to any information regarding the project.

Communication

The communication with **Ennate Global Services** will be through e-mail, phone, Online Support through registered e-mails.

Our Assurance

Whilst we offer a broad range of consultancy services, we do so committed to the effective implementation of practical solutions, tailored to the specific requirements of our clients.

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Our unique client commitment is that we:

- Invest our time to understand your vision, objectives, issues and opportunities
- Bespoke the process that delivers the best practical solution.
- Commit to measurable and enduring results.

MARKET STRATEGY & UNDERSTANDING

In our experience, poor payroll services is often derived from poor orthodox applications of From this very simple principle, we have built an unique and valuable Theory of Constraints, Six Sigma methodology and approach that distinguished itself from others organizations

Improving & Updating IT/ITES application

(Ennate Global Services approach towards clients)

Our approach is to work with our clients strategically, building long term relationships that consistently deliver results. Our difference is our strength:

1. Understanding your organization

Having directly worked with you in is a clear advantage; we believe we are well positioned to understand your unique structure and cultural philosophy. By adapting to your style and culture and by working harmoniously “with” you rather than doing something “to” you, we are able to establish a continuing relationship and become a part of your resource pool.

2. A strong technical background

Using our experience and knowledge, we focus on understanding carefully your needs and orientations. Thus, we are in a much stronger position to effectively provide management consultancy services that make a real difference to performance

3. Our Commitment

We are fully committed to work with you and to establish a tailored and detailed work specification. We provide on-site visit to make sure that your requirements are well understood and fully captured. E.g.: an accurate job specification allows to tighten the market and target the most appropriate in a timely manner

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Improving qualification of selection

Our approach is to work with our clients/service providers strategically, building long term relationships that consistently deliver results. Our difference is our strength:

1. An experienced team

Our team is established purely by former and current consultants; from our international BPO/KPO experience, we were able to build close, strong and long-term *relationship with our Clients and service providers.*

2. An intelligent match

Our team is/are rigorously screened to assess their suitability and performance based on client's needs and personal interests; *we track our client's/consultant's/employees/candidates history.*

3. A good partnership

Our partnership with others reputable organizations allows us to benefit from their employees and to ensure that we are always in a position to *provide the best service provider* and therefore to help maximize our client's business potential

To our Clients / Service Providers(Channel Partners):

- To positively contribute to the success and growth of our clients businesses by building solid long-term partnerships and securing highly skilled and specialist individuals for them.
- To understand the needs of individuals within the specialist skills market place in order to secure contracts that best fit their requirements.
- To apply best practice in all we do and to constantly strive to provide and develop the highest level of service available to our clients and Service Providers(Channel Partners).

PRICING

Ennate Global Services provides valuable standard services on competitive market price.

Costs for the services provided by Ennate Global Services are as follows:

*The cost can be negotiable on Volume. It's on the contract requirement

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Contractual Terms and Conditions

Ennate Global Services always tries to maintain the perfect professional relationship with all the clients. We follow all the guidelines & ensure the timely completion of staffing.

a) GENERAL

The working detail and project planning mentioned in the proposal is only an overall calculation as per the client's requirements. Actual work cost may vary after submission from client side.

b) PROJECT

The Project will be done on the same track mentioned in the proposal for Volume Hiring. Any changes can be done while processing the project and will be updated to the client in 24-48 hrs SLA. All the requirement related changes to the project needs to be informed to us with in 48-72 hrs after getting approval and completion of Hiring Contract.

c) SCHEDULE

The entire working / project schedule will be started within couple of days after receiving of work order and requirement. The same will be done as per the committed time and duration. However, any variation in schedule will be informed to the client as earliest and will be subject to mutual agreement.

d) COSTING

a) There will be 20% of the contract fee up upfront, and the remaining amount on phasewise completion., 10% of the contract fee (in case of volume hiring) / 50% (in case of contractual/Part Time) for the proposal which will be paid to confirm the acceptance of proposal with working order.

b) Our AHP (Annual Processing Process) is 30% per year of the total project cost. However, client can avail a discount of 10% on advance booking of AHP.

c) We are pleased to offer a 3% discount for payment up front within 7 days of the initial invoice.

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COST EVALUATION/FINANCIAL PROPOSAL

Our professional team's fee are optimal & reasonable, which is very less in comparison to our competitors to serve your organization better.

COST EVALUATION

S.No.	Smart Managed Solution (Service Name: Payroll)	Quantity (each Supporting personnel)	Standard Price (Resource per hour)	Discount (Your Net Resource Savings)- (Per hour)	Net Price (Billing) (per hour)	Difference of Savings (Billing Resource Per Hour)
1	Operational Manager	1	\$200	\$10	\$180	\$20
2	Executive Level	1	\$100	\$10	\$90	\$10
3	Sr. Management	1	\$300	\$10	\$290	\$10
4	Agent Level	1	\$100	\$10	\$90	\$10
5	HR & Support Function	1	\$100	\$10	\$90	\$10
6	Total (Results)	5	\$800 (per Hour) or \$1,40,800 (Monthly)	\$ 50 (per Hour) or (approx. 73%)	\$740 (per Hour) or 1,30,240 (Monthly)	\$60 (per hour) or \$10560 (Monthly)

* Throughput: The average speed of Payroll Servicing is 8 hours / days i.e. (8 / 8)

* 15% Service Tax Extra.

The overall cost of the project mentioned in the proposal is an approximate value of total work..As mutually agreed by both parties the amount will be dispersed to us within business 30/phasewise business days on successful completion delivery of services.

Please approve the contract.

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Thanking you for choosing M/s. Ennate Global Services (EGS)

(This being a computer-generated letter, no signature is required & is valid for all legal purposes)