



Ref :

Date :

Since

1996

COMPANY PROFILE



SHOHAG LOGISTICS & SECURITY SERVICES LTD. (SL&SSL)



www.shohagsecurity.com



Ref :

Date :



LT. COL TALUKDER ALAUDDIN, psc, G (Retd)
Chairman

Assalamu Alaikum,

In the national security perspective private security agency plays vital roles towards static installations and institutions. Bangladesh being a fast growing country, the industries, financial other contributing institutions need intimate supports of private security organizations. As such; as good as more than 500 security service agencies have taken birth in the country. Shohag Logistics & Security Services Ltd has incepted back in 1996 in Dhaka EPZ. By now it has expanded its roots out of Dhaka and ready to expand it further in any area of our country. By now we have more than 1000 security personnel spreaded in Dhaka, Gazipur, Tagail and Noshindhi area. We have modern Head and Corporate office administered by experienced civ -military professionals. The company is organized with strong operation and administrative set up with 24 hours supervision and monitoring system, has a standard training academy for security guards. Daily day and night patrolling, minute to minute digital reporting and monitoring and on line dossier maintenance are our strong tools to take care of clients' interests. We instill trust into the heart of clients through very intimate support, visit by senior staff, taking prompt actions as per desire of clients. We ensure a good administration towards our under commands through a proven system and care of client's trust on us. I'm sure you will not be unhappy selecting us. May Almighty bless all for us.

LT. COL TALUKDER ALAUDDIN, psc, G (Retd)
Chairman



Ref :

Date :



MD. SHOHAG

Managing Director

Shohag Logistics & Security Services Ltd is one of the leading Security Service providers in Bangladesh since 1996. The foundation of our services is based on our fast growing goodwill and reputation which we have earned by satisfying our clients through our highly dedicated, well organized management and trained guards. A number of professional Retired Armed Forces personnel are the core assets of our service who are working and monitoring our services round the clock for smooth functioning of our organization. On ground at posts all supervisors are selected from retired armed forces personnel. Day and night patrolling, close monitoring, regular visit by senior management and operation officers are our key roles in keeping the operation up to the satisfaction of the clients. Maintenance of employee's dossiers in digital way, monitoring all activities on line has taken our system into digital era. This sound system and good management has allowed us to expand our services across the capital to other districts of the country. We care the client's requirements and take care of their trust on us.

MD. SHOHAG
Managing Director



Ref :

Date :

COMPANY PROFILE



Background: Shohag Logistics & Security Services Ltd (SL&SSL) is providing security services since 1996. Being one of the pioneers in the country it covers wide range of security services such as industrial security, residence, construction sites, escort duties, armed guards, VVIP protection etc. The company took birth in DEPZ and subsequently enlisted in BEPZA as the pioneer company to provide security service in all its EPZ's. The company is also registered with Department of Inspection for Factories and Establishments of Bangladesh Government. Presently we have around 1000 security personnel. We have a modern office environment with head and corporate office, training academy and branch recruiting office at country sides. List of our major clients are given in concerned section later.

The company is founded by the valiant Freedom Fighter Captain Late Abdur Razzak. The company is organized with efficient ex-military officers and civil professionals with smart and well-groomed guards. Its present management and staff strength are shown in the organogram in subsequent paragraph.



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Mission: To provide exemplary security services to the esteemed clients.

Vision: To emerge as a prominent security service provider by 2025.

Motto: We instill trust and confidence in the heart of clients.

Everybody wants to be secured and have a right to be





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Importance of Physical Security System

- a. **Protection.** One of the main purposes is to protect your property and premises against theft, crime, and unauthorized personnel and attacks.
- b. **Tracking and Monitoring.** Implementing a physical security policy for surveillance throughout the premises help organizations track and monitor the productivity and security of employees.
- c. **Archiving and Record Keeping.** In special cases like crimes that has been recorded in the CCTVs can be acquired for legal matters.



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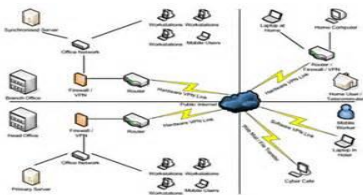
Physical security systems can be any of the following or integrated all together:



Video (cameras, CCTVs, monitors, and encoders)



Access controls (gates, sensors, doors and locks, panels, alarms, and biometrics)



Communications (WAN/LAN and phone lines)



Padlocks and keys



Security guards



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Group of Advisors

Brig Gen Mostafa Kamal Khan, ndu, psc (Retd)

Brig Gen Syed Imam Hossain, ndc (Retd)

Board of Directors

Chairman-Lt Col Talukder Alauddin, psc, G (Retd)

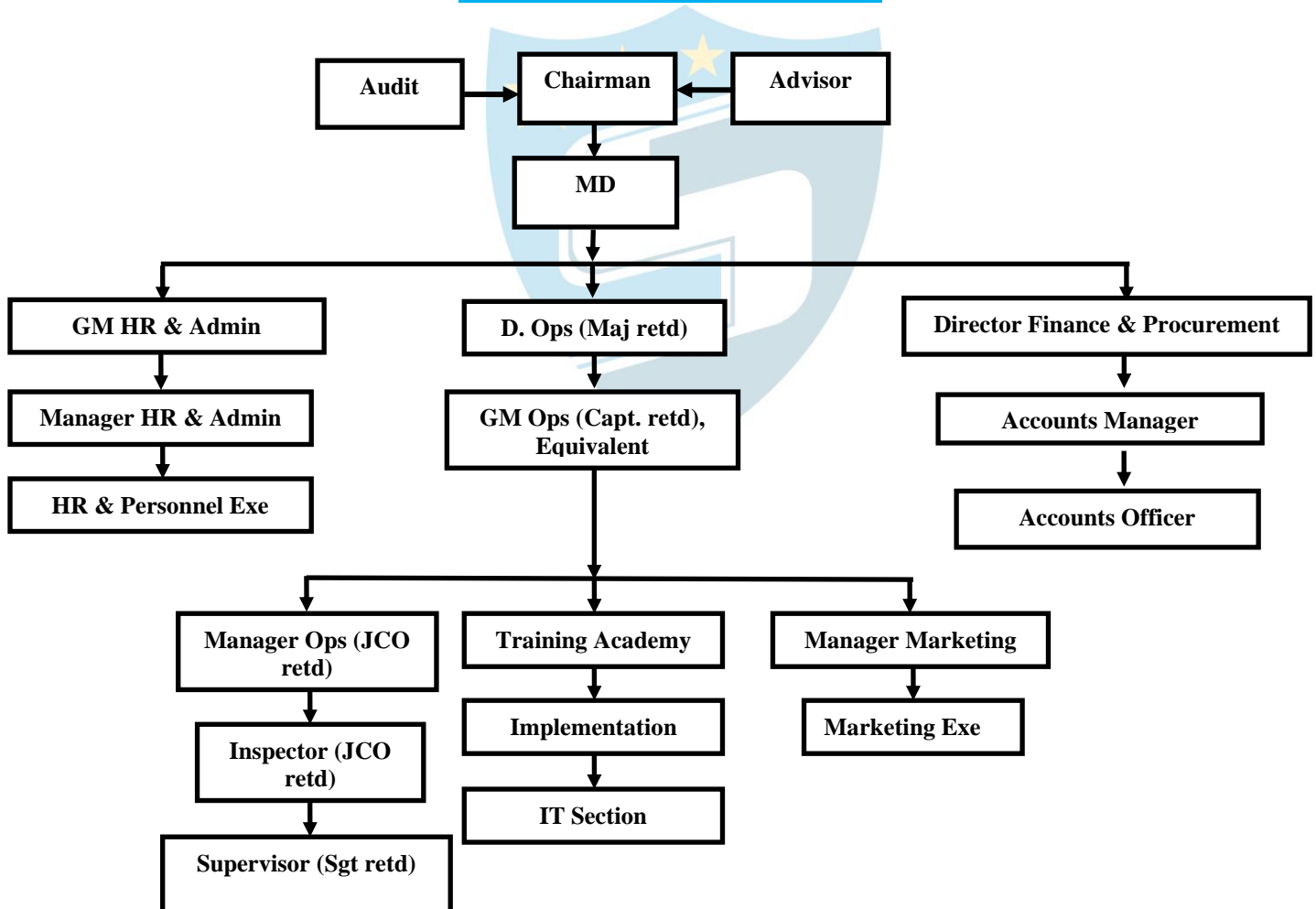
Managing Director- Md Shohag, B Sc in Computer Sc

Director Finance & Marketing –Lt Col Kawser Mahmood, psc, lsc, MBA, (Retd)

Director Operations & Marketing – Major Md. Siddiquir Rahman, Psc,MBA, (Retd)

Director- Mrs Moriom Akhter

Organization – Tree



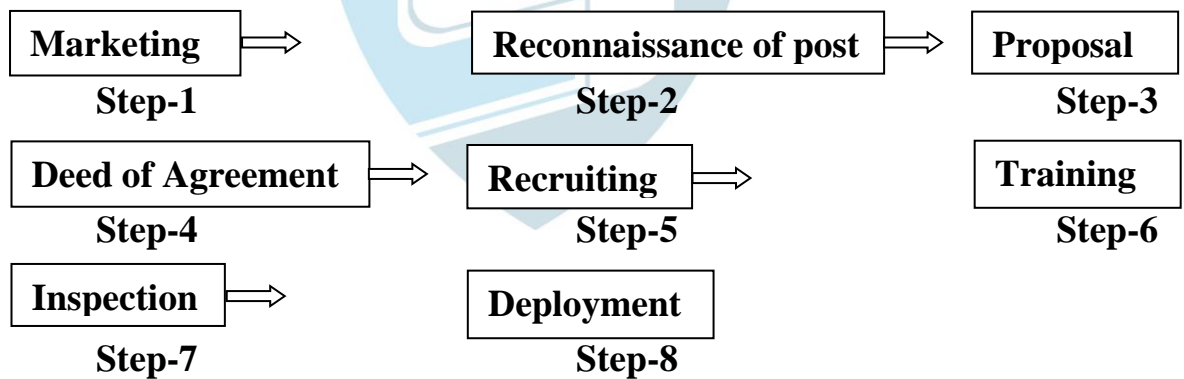


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Force Deployment and Management Flow Chart



Basic Characteristics of Guards:

- Trained at Training Academy by ex-military instructors.
- Security verified through police.
- Type of Guards are: Premium- above SSC, A grade- SSC passed, B grade- below SSC but minimum class 8 pass
- Supervisors are ex-military sergeant/corporals or experienced minimum SSC qualified civil personal.
- Height: Minimum 5'4".
- Age: 18+ to maximum 50 years.
- Physically fit.



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Training

- a. After recruitment untrained guards are trained by the retired Army JCO & NCOs in training center of the company.
- b. Duration of training is 15 days

Broad Training Syllabus

- a. Salute, drill, turnout and bearing.
- b. Conduct at the post/ reception.
- c. Physical fitness training.
- d. Physical security measures.
- e. Training on security equipment's.
- f. General duties of guards for deferent types of post.
- g. Training on deferent type of documents.
- h. Training on visitor handling.
- i. Training on inspection of vehicles.
- j. Crowd control.
- k. Firefighting.



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Facilitiesto the Security Guards

- a. No security deposit required
- b. Free training accommodation and food during training.
- c. Accommodation free.
- d. Attractive and regular salary.
- e. Provident fund.
- f. Promotions scope.
- g. Eid Festival bonus.



The Duties of Guard

- a. While On duties guard will remain alert and careful to protect the premises from trespass, larceny, loss, burglary, theft and destruction.
- b. Correct number of guards shall be placed as in the contract schedule.
- c. All potential threat to security will be reported to the clients at the earliest.
- d. Guards shall perform their duties within the framework of a briefing/guidance of the client. Duties shall be related to security.
- e. Any complain shall draw immediate attention of the duty officer at the company desk room and the trouble shoots are tackled as soon as possible.
- f. Round the clock one duty guard remains under regular checking and supervision and all posts.
- g. Duty shifts may be eight hours as per requirement the clients or general shift e.g.0600-1400hrs, 1400-2200hrs and 2200-0600hrs are termed as Shift A,B &C respectively.



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- h. One receiving the information about the failure of a guard to report on duty. The contracted company will immediately order a replacement unless local administration deals with the trouble.
- i. Duty schedule for the duties shall be distributed to the client at the beginning of the month and be scheduled weekly basis.



The Agreement

- a. The agreement is signed between the chairman and chairman/MD and MD at least.
- b. Salient aspect of Deed of Agreement are:
It will cover minimum one year or for the period and rate mutually agreed. The one-month prior notice will be required from both the parties to effect termination of said deed.
The rate is very competitive and affordable basing on types of guards employed.

Irrespective of the DOA the whole issue of guard's services needs to be viewed with sympathy and humanity.

The Management must adopt required alternative measures of security such as CCTV, search light and alternative power source.



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Service Rate-Category and Duty Time Wise

Ser No.	Name of Category	Ability /Experience	8 Hours Amount	12 Hours Amount	Remarks
1	Gunman	a) Defense (Retd) b) Long Barrel c) Short Barrel			Negotiable
2	Lady A	a) Trained b) Minimum S.S.C c) 5.4 feet Height d) Age 18-45	12,000	16,500	Negotiable
3	Lady B	a) Trained. b) Minimum Class 8. c) 5.2 feet Height d) Age 18-45.	11,000	14,500	Negotiable
4	Guard A	a) Trained. b) Minimum S.S.C c) 5.6 feet Height d) Age 18-45.	12,500	14,500	Negotiable
5	Guard B	a) Trained b) Minimum Class 8 c) 5.4 feet Height d) Age 18-45	11,000	13,000	Negotiable
6	Supervisor	a) Civilian b) Minimum H.S.C / S. S. C c) 5.5 feet Height d) Must be experienced in own company.	14,500	18,500	Negotiable
7	Supervisor	a) Retd. Defence / Trained b) Minimum H.S.C / S. S. C c) 5.5 feet Height d) Must be experienced in own company.	16,500	20,500	Negotiable
8	In charge	a) Retd. Defence / Trained b) Minimum H.S.C c) 5.5 feet Height d) Must be 3 Years experienced in own company.	18,500	22,500	Negotiable
9	Office Support Staff	a) Able to read & write b) Able to use office equipment's c) Able to make & Deliver Tea, Coffee, others.			Negotiable

Note:

1. The above rate is without TAX & VAT.





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2. Rate is variable with provision of accommodation by clients.


BEPZA LICESENSES


**গণপ্রজাতন্ত্রী বাংলাদেশ সরকার**
বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ (বেপজা)
প্রধানমন্ত্রীর কার্যালয়
বেপজা কমপ্লেক্স
বাড়ী নং - ১৯/ডি, রোড নং- ০৬
ধানমন্ডি, ঢাকা-১২০৫


**BEPZA**
লাইসেন্স নং -DEPZUMA001
ইস্যুর তারিখ - 30-Jun-10
মেয়াদ - 30-Jun-19

লাইসেন্স গ্রুপ- ৩ঃ নিরাপত্তাকর্মী সরবরাহ
[ইপিজেড লাইসেন্স নীতিমালা-২০১৭ মোতাবেক]
(এই লাইসেন্স বেপজার অধিনস্থ সকল ইপিজেডের জন্য প্রযোজ্য)

বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ (বেপজা) এর অধীন ইপিজেডস্থ শিল্প প্রতিষ্ঠানের উল্লেখিত গ্রুপের কাজের জন্য নিম্নবর্ণিত ব্যক্তি / প্রতিষ্ঠানের অনুকূলে অপর পৃষ্ঠায় বর্ণিত শর্তসাপেক্ষে লাইসেন্স প্রদান করা হলো।

**প্রতিষ্ঠানের নাম** : সোহাগ সিকিউরিটি সার্ভিসেস লিঃ
মালিকের নাম : মোঃ সোহাগ
বর্তমান ঠিকানা : গ্রামঃ কুরগাঁও নতুন পাড়া পোঃ মির্জানগর, থানাঃ আশুলিয়া, জেলাঃ ঢাকা।
স্থায়ী ঠিকানা : গ্রামঃ কুরগাঁও নতুন পাড়া পোঃ মির্জানগর, থানাঃ আশুলিয়া, জেলাঃ ঢাকা।
মোবাইল নং : ০১৬১৭৫৭৮০১৩
জাতীয় পরিচয়পত্র নং : ২৬১৭২৭২৮৯১৬৭২




মহাব্যবস্থাপক (ইএস)
ফোন : ৯৬৬৫৫১৭
মোঃ আব্দুস সোবহান
মহাব্যবস্থাপক (ইএস)
বেপজা, ঢাকা।



Ref :

Date :

INCORPORATION CERTIFICATE

Issue No. 91951 Date:23/05/2018



Certificate of Incorporation
(under Act XVIII of 1994)

No. C-145025/2018

*I hereby certify that **SHOHAG LOGISTICS & SECURITY SERVICES LTD.** is this day incorporated under the Companies Act (Act XVIII) of 1994 and that the Company is Limited.*

*Given under my hand at **Dhaka** this **Twenty-Third** day of **May** two thousand and **eighteen**.*

*By order of
Registrar*

*Assistant Registrar
Registrar of Joint Stock Companies & Firms
Bangladesh*



N.B. This certificate is digitally signed. Please find the soft copy to verify the signature.



Ref :

Date :



HOP LUN EPZ1

Saturday 25 June, 2016

To Whom It May Concern

This is to confirm that **Shohag Security Services Limited**, located at Kurgaon Natunpara, Ashulia, Savar, Dhaka-1344, Bangladesh has been providing security services in our DEPZ factories since 2000. The strength of security personal is around 100 persons. The company has a track record of successful continuation of service for a long time.

We wish their best and success in future business endeavors.

Thanking you


Mohammad Kamal Hosen
Head of CHRA.

HOP YICK (BANGLADESH) LIMITED
PLOT # 01-03, DEPZ GANAKBARI, SAVAR,
DHAKA - 1344, BANGLADESH
TEL : 88-02-1189111-118



Ref :

Date :



Osman Interlinings Ltd.

Factory: Plot No-81, Dhaka Export Processing Zone (DEPZ) West, Ganakbari, Savar
Dhaka-1349, Bangladesh. Phone : 88-02 - 7789885, 88-02 - 7701901, 88-02 - 7790505

EXPERIENCE CERTIFICATE

This is to certify that **Shohag Security Services Ltd.** is providing security Services in our factories for last **05 years**, with effect from the year 2011 and continue till now. The company has a track record of successful continuing of service for a long time. We are satisfied with their performance. Presently, the strength of guards is **24 persons**. Annual value of the their service is (1,74,000X12)- **20,88,000 taka**(in word: twenty lac eighty-eight thousand taka only).They deserve further opportunities in the guards service providing sector and wish their success in future.

FOR AND ON BEHALF OF
Osman Interlinings Ltd.

Executive General
Jahangir Md. Akbar, p.c (retd)
Executive Director



Head Office : Jahangir Tower [4th Floor] 10, Karwan Bazar, Dhaka-1215, Bangladesh.
Phone: (+88) (02) 9120428, 9120429, 8189701, 8189702, 8189703, 8189474
Fax: 88-02-9132172, 88-02-8113678, E-mail : ot@osmantex.com, www.concordgarments.com





Ref :

Date :

TRADE LICENSE



পাথালিয়া ইউনিয়ন প
PATHALIA UNION PARISHAD
থানা : আশুলিয়া, উপজেলা : সারস্বর, জেলা : সাতক্ষীরা
THANA : ASHULIA, UPAZILA : SARASWAR, DISTRICT : SATKHIRA




ট্রেড লাইসেন্স

ক্রমিক নং : ২৩১৬০৭
ইস্যুকৃত তারিখ : ০৪-০৭-২০২০

ট্রেড লাইসেন্স নং :	০০২৬০৭
ট্রেড লাইসেন্স পরিচিতি নং :	২০১৯২৬১৭২৭২০০২৬০৭

ব্যবসা প্রতিষ্ঠানের নাম : মোহাগ লজিস্টিকস এন্ড সিকিউরিটি সার্ভিসেস লি:

প্রোপাইটরের নাম	পিতা/স্বামীর নাম	মাতার নাম
মরিয়ম আক্তার	শো: মোহাগ (স্বামী)	রেনু আহমেদ
মে: মোহাগ	আ: রাস্মাক (পিতা)	রাশিদা বেগম

ব্যবসা প্রতিষ্ঠানের ঠিকানা : কুরগাও নতুন পাড়া, , মিরজানগর- ১৩৪৪, , থানা- আশুলিয়া, উপজেলা- সারস্বর, ঢাকা।

ব্যবসার ধরন : লজিস্টিকস, সিকিউরিটি এন্ড সিকিউরিটি

মোবাইল : ০১৬১৭৫৭৮০১৩

ন্যাশনাল আইডি/পাসপোর্ট নং : ৭৩৩৪৪৯০৯৭১

ট্রেড লাইসেন্স ফি(বার্ষিক) : ২০০.০০ কথায় : দুই শত টাকা মাত্র

সাইনবোর্ড ফি(বার্ষিক) : ১৭০.০০ টাকা

১৫ % ভ্যাট বাবদ জমা : ৩০.০০ টাকা

পেনা ও বাণিজ্যিক কর : ৫২০০.০০ টাকা

উল্লিখিত প্রতিষ্ঠানের অনুলে প্রদত্ত লাইসেন্স কি গ্রহন করিয়া ২০২০-২০২১ সালের জন্য আবশ্যিকীয় বাণিজ্য চালাইয়া যাইবার অনুমতি দেওয়া হইল। ৩০-০৬-২০২১ সন পর্যন্ত এই লাইসেন্স বৈধ বলিয়া বিবেচিত হইবে এবং প্রতি বছর নবায়ন করিতে হইবে। [সি.সি. এই ট্রেড লাইসেন্সের অনুলে কোন ক্রম ক্রম করিতে এর ব্যতীত সর্বত্রই ৩ ফাংক বা অর্ধিক প্রতিষ্ঠানের উপর বর্তমানে। ইহার জন্য ট্রেড লাইসেন্স প্রদানকারী কর্তৃক দায়ী থাকবে। অথবা ব্যবসা বা নিয়ম বাইরে কোন কার্যক্রম পরিচালনা করিলে এই লাইসেন্স বাতিল করিয়া দিয়া হইবে।


সচিবের স্বাক্ষর
মোহাম্মদ শাহী ফজলুজ্জামান
সচিব
পাথালিয়া ইউনিয়ন পরিষদ
আশুলিয়া, সারস্বর, ঢাকা।
নির্দেশাবলী:
১) ট্রেড লাইসেন্সটি online এ verification এর জন্য www.pathaliaup.com/tctrack পেজ এ আসুন এবং ১৭ ডিজিটের পরিচিতি নং টি প্রবেশ করান। অথবা আপনার Android Mobile থেকে QR code টি Scan করুন।
২) নবায়নের সময় পুরাতন লাইসেন্সটি সঙ্গে নিয়ে আসুন।
৩) প্রয়োজনীয় তথ্য জানার জন্য ইউনিয়ন পরিষদে যোগাযোগ করুন।
www.pathaliaup.com



চেয়ারম্যানের স্বাক্ষর

মোঃ পারভেজ দেওয়ান
চেয়ারম্যান
পাথালিয়া ইউনিয়ন পরিষদ
আশুলিয়া, সারস্বর, ঢাকা।



Developed by Innovation IT
www.innovationit.com.bd

**We all have on line Payment System by Bank.
Each Employee has a Bank (Free Company) Account.**





Ref :

Date :

TIN CERTIFICATE

5/26/2018



Government of the People's Republic of Bangladesh
National Board of Revenue
Taxpayer's Identification Number (TIN) Certificate
TIN : 594269516803

This is to Certify that **SHOHAG LOGISTICS & SECURITY SERVICES LTD.** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-304 (Company)**, Taxes Zone **14, Dhaka**.

Taxpayer's Particulars :

- 1) Name : **SHOHAG LOGISTICS & SECURITY SERVICES LTD.**
- 2) Registered Address/Permanent Address : **kurgoan natunpara mirzanagar,ashulia, Ashulia, Dhaka, PO : 1344**
- 3) Current Address : **kurgoan natunpara mirzanagar,ashulia, Ashulia, Dhaka, PO : 1344**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**

Date : May 26, 2018

Please Note:

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
 - (a) Penalty under section 124; and
 - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.

Deputy Commissioner of Taxes
Taxes Circle-304 (Company)
Taxes Zone 14, Dhaka
Address : 12/1, At-Tarick Tower, Bijoyagar,
Dhaka Phone : 7117401

N. B. This is a system generated certificate and requires no manual signature.



Ref :

Date :

VALUE ADDED TAX REGISTRATION CERTIFICATE


Government of the People's Republic of Bangladesh
National Board of Revenue

Mushak-2.3

Customs, Excise and VAT Commissionerate, Dhaka (West)
Savar Division

Value Added Tax Registration Certificate

This is to certify that the person whose details are given below is registered under
Value Added Tax and Supplementary Duty Act, 2012 (Act No. 47 of 2012)

BIN : 002275258-0403

Name of the Entity	: SHOHAG LOGISTICS & SECURITY SERVICES LTD.
Trading Brand Name	: N/A
Old BIN	: N/A
e-TIN	: 594269516803
Address	: Kurgaon Notun Para, Mirzanagar, Ashulia,; Savar PS; Dhaka-1344; Bangladesh
Issue Date	: 06/11/2019
Effective Date	: 06/11/2019
Type of Ownership	: Private Limited
Major Area of Economic Activity	: Services



This is a system generated certificate and doesn't require any signature



Ref :

Date :

INCOME TAX RETURN CERTIFICATE



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় রাজস্ব বোর্ড
আয়কর অনুবিভাগ

আয়কর প্রত্যয়ন পত্র

করদাতার বিবরণ:

- ক) করদাতার নাম : সোহাগ সিকিউরিটি সার্ভিসেস লিমিটেড
খ) পিতার নাম/স্বামীর নাম(ব্যক্তির ক্ষেত্রে) : -----
গ) বর্তমান ঠিকানা/রেজিস্টার্ড অফিস : কুরগাঁও নতুন পাড়া, মির্জানগর, সাভার, ঢাকা।
ঘ) স্থায়ী ঠিকানা : কুরগাঁও নতুন পাড়া, মির্জানগর, সাভার, ঢাকা।
ঙ) পর্যায় : কোম্পানী
চ) করদাতার সনাক্তকরণ সংখ্যা(e-TIN) : ৪৬০২৭৫৫৪৩২৫৩/ সা:-৩০৪(কোম্পানীজ)
ছ) ব্যবসা সনাক্তকরণ সংখ্যা(BIN) : প্রযোজ্য নয়।

এই মর্মে প্রত্যয়ন করা যাচ্ছে যে, সোহাগ সিকিউরিটি সার্ভিসেস লিমিটেড, সার্কেল-৩০৪(কোম্পানীজ), কর অঞ্চল-১৪, ঢাকা এর একজন নিবন্ধিত কোম্পানী করদাতা। কোম্পানী করদাতার ২০১৫-২০১৬ইং কর বর্ষের আয়কর মামলা স্বাৰ্বজনীন স্বনির্ধারণী পদ্ধতিতে নিষ্পত্তি করা হইয়াছে।

তারিখ:



Shahinur
13.01.16
(শাহীনুর জাহান)
সহকারি কর কমিশনার
সার্কেল- ৩০৪(কোম্পানীজ)
কর অঞ্চল-১৪, ঢাকা।



Ref :

Date :

CONTRACTOR'S LICENSE

ঠিকাদার সংস্থার লাইসেন্স

ফর্ম-৭৮

[ধারা ৩ক ও ৩২৬ এবং বিধি ৭(৭) ও ৩৫৫(১) দ্রষ্টব্য]

লাইসেন্স নং: ০৯৪/২০১৮-২০১৯ রেজিস্ট্রার নং: ০৯৪/২০১৮-২০১৯ তারিখ: ২৪/৪/২০১৯

শ্রেণী: "ই" প্রতিষ্ঠান/শিল্পের ধরন: ঠিকাদার সংস্থা লাইসেন্স ফি (টাকা): খাতি হাজার টাকা মাত্র: বাংলাদেশ

শ্রম আইন, ২০০৬ এর বিধান সাপেক্ষে এতদ্বারা "ঠিকাদার সংস্থার লাইসেন্স" মঞ্জুর করা হইয়াছে। উহা কেবল দেশী/দেশি পঞ্জিস্টিক এন্ড সিসিউরিটি সার্ভিসেস লিমিটেড নামে পরিচিত হইবে।

স্থানে অবস্থিত "ঠিকাদার সংস্থা" এবং রূপ: মোঃ মোহাম্মদ ও মোঃ মোহাম্মদ সত্যিমা আক্তার মাসিক/বাবস্থাপনা পরিচালকের জন্য প্রযোজ্য।

এই লাইসেন্স ২০১৯ সনের ৩০ জুন পর্যন্ত বলবৎ থাকিবে।

মহাপরিদর্শক
কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



Ref :

Date :

LIST OF FEW MAJOR CLIENTS

Ser/No	Name of Client
01	Ha-meem Group. Mawna, Sreepur, Gazipur
02	SIEMENS (Bangladesh) Ltd. Laila Tower, 8 Bir Uttam Mir Shawkat Sarak, Dhaka
03	Hop Lun (Bangladesh) Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
04	Hop Yick (Bangladesh) Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
05	Welform Apparels Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
06	Sabbir Traders Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
07	OTL DoublelegalManufacturing Company Ltd D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
08	Osman Interlinings Ltd D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
09	Savar Industries Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
10	Swanlon Com. Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
11	Queen South Tex. Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
12	DAEYU Bangladesh Ltd. D.E.P.Z,Gobakbari, Savar, Ashulia, Dhaka.
13	Radiance Fashion Ltd. A Sister Concern of Radiance Group Khajurbagan, Ashulia, Savar, Dhaka.
14	Renaissance Jewellery Bangladesh Pvt. Ltd. Adamjee Export Processing Zone (AEPZ) Adamjeenagar, Siddhirganj, Narayanganj
15	Agrani Trading Corporation Ltd Savar, Dhaka
16	Agrani Trading Corporation Ltd. All Police Station of Tangail.
17	Mohsin Knitwears Ltd. B 361-364, BSCIC Hosiery I/A, Shasongaon, Fatullah, Narayanganj
18	Sky Line Group Polashbari, Baipail, Ashulia, Savar, Dhaka.
19	Bangla Japan Industries Ltd. Pollibiddut, GorapirMajar, Ashulia, Dhaka.
20	Myone Energy Ltd. 261, Moyran National University, Gazipur
21	Shodesh Chemicals Ltd Star Partex Road, 27No Ward, Madanpur, Bandar, Narayanganj
22	Lakhsma Innerwear Ltd South Vanganahati, Sreepur, Gazipur



Ref :

Date :

Ser/No	Name of Client
23	MAS Intimates Bangladesh (Pvt.) Ltd. FSFB, 01, KEPZ, North Patenga, Chittagong - 4204
24	MK Apparels Ltd Kumkumary, Ashulia, Savar, Dhaka.
25	Lily Apparels Ltd. Kathgora, Ashulia, Savar, Dhaka.
26	Kingpro Manufacturing Ltd. Dholpur, Kathgora, Ashulia, Savar, Dhaka.
27	Tokai Power Product Ltd. Dholpur, Kathgora, Ashulia, Savar, Dhaka
28	Maksuda Spinning Mills Ltd. Chinbalapur, Mulovibazar, Madovdi, Narshingdi.
29	Chistytex & Apparels Ltd. Ward No 3, Habib Bari, Paragao, Bhaluka, Mymensing.
30	Brother Technologies Inc. Nama Genda, Savar, Dhaka
31	Texzone Knit Wear Ltd. Plot-B/6 BSCIC Industrial Estate, Tongi, Gazipur.
32	Sustainable Packaging Ltd. Dour, Nisatnagar, Turag, Uttara, Dhaka.
33	Maliha Poly Tex Fiber Industry Limited. Ghechua, Dewdighi, Sakhipur, Tangail.
34	Buildex Knit Composite Ltd. Baipail, Shimultoli, Ashulia, Savar, Dhaka.
35	British Paint Ltd. Meghshimul, Jagir, Manikgonj.
36	Rain Drops Plot # 946, Road # 13, Mirpur DHOS, Dhaka.
37	M/S Hasan & Sons 6/1 Empire Reba, Flat # I-A, 1 st Floor, Segun Bagicha, Dhaka
38	Desh Bangla General Hospital & Diagnostic Centre 450/456 Naya Para, Donia (Near Barnamala School), ShonirAkhra, Dhaka
39	Nihal & Shitab Logistics Cargo Service. Nandoain, Ward No-22, Gazipur City Corporation, Gazipur.
40	IFL Factory Ltd. Dhour, Turag, Dhaka.
41	Luminous House # 353, Lane # 5, Baridhara DHOS, Dhaka
42	Latif Homes Stead. House # 383, Road # 10, Akbor Road Bashundhara, Dhaka
43	Geo Chem Consumer Products Services (CPS) Limited SB Plaza, Plot: 37, Sector: 03, Uttara Commercial Area, Uttara, Dhaka
44	Nagar Nandini House # 66, Road # 15, Sector # 11, Uttara, Dhaka
45	More 60 (Sixty) clients at different location of Bangladesh



Ref :

Date :

DRAFT AGREEMENT
DEED OF AGREEMENT FOR PROVIDING SECURITY SERVICES AT THE
FACTORY
OF

This deed of agreement is made on this **00** day of **2020** of the Christian era.

BETWEEN

..... with its Factory at Dhaka, Bangladesh being represented by, **Managing Director**, hereinafter called the **First Party** (which expression shall where the context so admits include its successors and assigns).

AND

Shohag Logistics & Security Services Ltd (SL&SSL) having its corporate office at House # 11 (3rd & 4th Floor), Road # 07, Sector # 10, Uttara, Dhaka-1230 and registered office at KurgaonNatunpara, Nabinagar, Ashulia, Dhaka-1344, Bangladesh, represented by **Major Md. Siddiqur Rahman, psc, MBA (Retd), Director Operation & Marketing** hereinafter called the **Second Party** or the **Service Provider**. (which expression shall where the context so admits include its successors and assigns).

NOW THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- The initial contract shall be effective from and will continue for a period of 01 (One) year from the date of sign of agreement. Renewal of agreement may be made through mutual understanding prior 01 (One) month by any one of the parties deems necessary; otherwise will continue for another 1 (One) year. However, salary shall be increased as per mutual understanding.
- That the **Second Party** will provide A:B type security forces of a detachment of **00** person with security equipment to the **First Party** with following composition and rate shown against each:

	Type	No	Salary (08 Hours Duty)	Total
a.	Supervisor	00	00,000.00	00,000.00
a.	Guards (A:B Type)	00	00,000.00	00,000.00
Total 00				00,000.00

- The **Second Party** shall be liable to pay salary of the personnel so engaged by them for the contract under this agreement.
- That the **Second Party** will provide security force with security equipment as per demand of **First Party** as above rates and composition.
- The **Second Party** shall be liable to pay salary of the personnel so engaged by them for the contract under this agreement.

Please turn over



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Date :

6. The job of second party shall be to ensure total security of the house premises. This includes gate control, controlling boundary crossing, record keeping, material passage control, check against theft, early warning against theft, dacoits, fire etc. The first party shall give written charter of duties to the second party to perform duty.
7. **First party shall ensure following:**
 - 7.1. The main gate and any other gates are to be made strong enough against any threat.
 - 7.2. Arrangements to be made so the guards have duty post favorable against direct sun, rain or external threat.
 - 7.3. Area under security surveillance to be CCTV covered with 90 days' record backup whenever deemed necessary.
 - 7.4. Sufficient perimeter security lights to be installed/arranged.
 - 7.5. All blind areas to be sufficiently illuminated by search/ LED lights.
 - 7.6. All passages to be well lighted.
 - 7.7. **Provide good living accommodation & cooking facilities for the security guards.**
 - 7.8. If the guards take any meal or messing facility from the **First Party** during their deployment period, the **Second Party** will not take any responsibility of resolution of their payable bill issues.
 - 7.9. Shift is of 12 hours' duty; if shift timings overshoot normal 12 hours then the extra duties will be considered as OT and be paid at the contracted rate.
 - 7.10. The bills should be paid by **First Party** within 10 days after submission by **Second Party**.
 - 7.11. **First Party** shall allow flexibility to replace guards for migration due to socio-economic condition.
 - 7.12. The **First Party** will give Trade Licenses photocopy, during the signing of the contract to the **Second Party**.
 - 7.13. When signing the contract, the **First Party** will pay a month's advance payment to the **Second party**. In case of delay payment, it will be adjusted as necessary or the **First Party** will pay a bank check (not a date) of the equivalent amount of monthly bill per month, during the signing of the contract to the **Second Party**.
8. The guards of Shohag Logistics & Security Services Ltd cannot be adopted as employee of the first party nor made any endeavor to allure them. If necessary, **Second Party** shall provide such persons on discussion.

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9. That the **Second Party** shall remain liable to the **First Party** for proper discharge of responsibility of personnel engaged by them. In the event of any of security guards engaged by the **Second Party** not discharging their duties to the satisfaction of the first party, the **First Party** will inform the **Second Party** either to improve the services of the person employed by them or replace them.
10. The **Second Party** will ensure that the security personnel engaged will maintain and follow the **First Party's** project rules, discipline and work time which shall be supplied by the **First Party** to the **Second Party**.
11. The **Second Party** will abide by the rules and regulation of the **First Party** and hereby binds them to keep their personnel free from all sorts of trade union activities, strike, hartal, etc.
12. That the **Second Party** will provide Security Service as agreed to the premises of the **First Party** round the clock by employing trained security personnel.
13. That all guards and supervisors must be in uniform while on duties which will be supplied by **Second Party**.
14. That the **Second Party** shall provide Security Services at the above-mentioned premises of the **First Party** complying following additional conditions:
 - 14.1. Equipment be provided by the Second Party like - Protective Stick (26"), Whistles and Torch Light (Minimum Range 75-meter, Length 9.5"), Umbrella / rain coat.
 - 14.2. In case of failure of payment in time **Second Party** has the discretion to withdraw the forces at any time.
 - 14.3. On withdraw **Second Party** will submit the 2nd bill of security forces covering the last duty.
 - 14.4. Eid Festival Bonus at 50% of contracted rate by **First Party** be paid at each Eid.
 - 14.5. **Payment System:** Bill payment will be received in Electric Fund Transfer (E.F.T) or Account Payee Cheque or Cash.
 - 14.6. The **Second Party** shall ensure that all guards provided by them to the **First Party** shall be of proper height and in good health.
 - 14.7. The **Second Party** shall ensure that 365 days full time duty for the **First Party**. If any of the guard/guards fails to attend the duty, **Second Party** will arrange replacement accordingly at the earliest.
 - 14.8. 'B' type guard means Eight Pass (Trained).
 - 14.9. **Second Party** shall provide biodata with attached photo, National ID, UP Chairman Testimonial of each guard to the **First Party** within 7 days of deployment.

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- 14.10. **Second Party** shall provide all documents required by Buyers for any kind of Audit like - social, operational and safety audits conducted by different agencies. **First Party** needs to inform the **Second Party** by mail or SMS.
- 14.11. **Contact Person - First Party:**
(i) Dipok Peris, Managing Director, Cell: 01877009000.
(ii) John Das, Office Executive, Cell: 01732149195
- 14.12. **Contact Person - Second Party:**
(i) Major Md. Siddiqur Rahman, Psc,MBA, (Retd), Director, Mobile: 01705406707
(ii) Md. Rezaul Islam, Manager (Ops), Mobile: 01705406706
- 14.13. **Selection & acceptance of guards:** Shohag Logistics & Security Services Ltd provides guards duly selected as per own criteria.
- 14.14. **Migration:** Due to socio-economic nature of our country it is evident that there will be some migration. **Second Party** shall ensure migration as minimum as possible so that duty remains unhindered and time to time temporary replacement will be made with Rapid Reaction Force (RRF) and overtime duty with existing guards. **First Party** accepts overtime duty by existing guards performed at times and payment for the same. The **Second Party** has the right to do change of guard to cover up the shortage/migration.
- 14.15. **Discipline:** **First Party** shall inform any in-disciplinary activities of the guards for corrective measures as soon as possible. **First Party** also needs to guide the guards with a view to help in adapting to the project environment.
- 14.16. **Money handling and bill submission:** **Second Party** shall not accept any liability for any discrepancy- if guards are involved in money handling, bill submission or personal/unauthorized money correspondence with **First Party** or local people.
- 14.17. **House hold activities, Marketing, Purchase etc:** **First Party** cannot employ guards as such because these hampers in maintaining security.
- 14.18. **Gate control:** **First Party** to instruct the guards depending on type of workers, visitors, various timings, restriction etc. for any special need.
- 14.19. **Valuables:** Valuables within the jurisdiction of guards must be recorded in the register and given responsibility in written by **First Party** with intimation to **Second Party**. Otherwise guards cannot be held responsible for any discrepancy. If ever there is a cash deposit of more than one lakh taka in the premises of the **First Party** under security coverage of second party, then the **Second Party** must be informed by SMS, Orally and E-mail. Otherwise the **Second Party** will not take any responsibility for that money.
15. **Leave:**
- 15.1. The **Second Party** fully rescues the authority to allow guards for leave.

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- 15.2. No leave of any kind will be allowed to the guards without the appropriate consented reliever (if provided) by the **Second Party**.
- 15.3. If the **First party** desires to send the guards to leave/leisure at his own (without the approval of **Second Party**) the said leave shall be counted as paid leave without reliver.
16. **Treatment Expenditure:** For an accident of a guard on duty, the treatment cost is to be borne by the second party while the accident occurred beyond control of individual.
17. **Loss/ Theft:** In the event of any theft/ damage caused to the property of the **First Party** then a joint Inquiry be held and compensation to be borne by **Second Party** if recommended by inquiry board. No monetary fine to the **Second Party** will be accepted which has been decided unilaterally by **First Party**.
18. **Loss of Valuables of any third party:** Any third party such as vendors, suppliers, contractor, carpenters, Masonic etc. loss will not be borne by **Second Party** unless formally the responsibility is given to the **Second Party**.
19. **Notice Period:** For cancellation of agreement, the notice period will be **01(One) month** by both party.
20. **Disputes:** Shall be solved mutually by both the parties. If failed both parties may take legal steps.

In witness where of the parties hereto put their hands and signs on this day, month and year aforementioned.

(1) **First Party**

Second Party

Managing Director

Director Operation & Marketing
 Shohag Logistics & Security Services Ltd.

(2) **Witness:**

First Party

Second Party

General Manager

Marketing Officer
 Shohag Logistics & Security Services Ltd.