



# **COMPANY PROFILE**

**ORION Security Services Limited**





## about orion

Orion Security Services Limited is a private limited company registered with the Joint Stock Companies of Bangladesh. This company was established in February 2007. Orion aims to providing whole range of security services including but not limited to premise security, access control, warehouse security, patrol, body guard, armed guard, vehicle escort, caretaker services, investigation/inquiry, cash in transit services (CIT), risk assessment survey and crisis management to the banks, mobile phone operators, multinational companies, donor agencies and garment industries.

In near future ORION intends to work with UN agencies and foreign missions in Bangladesh. Along with the security related services ORION is also providing facility services i.e; front desk executive, computer operator, driver, messenger, warehouse resources etc. In addition to the above ORION also carries out supply, installation and maintenance of security and fire fighting equipments. In last seven years ORION has attained steady growth in security and facility services sector. Orion aims to achieve total customer satisfaction with quality and dedicated services round the clock. ORION has been established with the following mission, vision and motto:

To provide high quality security services to the valued clients. **Mission**

To become market leader in this sector by year 2020. **Vision**

To protect assets and interests of the clients. **Motto**



## management team

Orion is managed by a team of qualified ex defense forces, Police, Para- military and civilian officers with Lt Col (retd) Ahmed Tarique Iqbal as the Managing Director. He is assisted by Commander M Obaidul Haque, psc, MBA, Lt Commander (retd) Azhar Hossain, Mr. Hamiduzzaman & Mr. Abdul Hannan. Commander Obaid & Lieutenant Commander Azhar have the experience of receiving overseas training and working in international environment, i,e; United Nations peace keeping operations.

## operational management

The countrywide security services operation (in 61 districts under seven administrative divisions) of Orion is being managed by a team of experienced and professional senior managers at the head office, area managers, operations officers, inspectors and patrol supervisors in the field. Primary responsibility of this team is to ensure sustained security services operations. Besides, Orion operations wing carefully cross checks/analyzes the complaints raised by the clients and take immediate corrective measures to ensure better services. While addressing complaints, Orion's operational managers generally keep in close touch with the clients to find out a solution acceptable to them in order to maximize client's satisfaction.

### Service Feedback

Orion maintains continuous communications with the clients. Due to continuous monitoring even the minor deviations in the field are instantly detected. As a result of early detection it becomes easier to offer appropriate and timely solution to the security problems. For ensuring that all complaints are collected, collated and disseminated in time Orion maintains 24/7 control room at its head office with a duty officer working round the clock. All incidents reported from the field are recorded in the Duty Officer's LOG book and placed before the senior operational management for decision if the problem is of complex nature. For maintaining effective communication network we use modern communication gadgets/facilities, i.e, telephone, mobile phone, facsimile, internet services and computer networking (in house).

### Client Base and Deployment Statistics

Presently ORION is working with number of national and multinational companies. Our major clients list below reflects that they are mostly mobile phone operators, banks and multinational companies:

Present Clients		Former Clients
Airtel Bangladesh	The City Bank Limited	Standard Chartered Bank
Banglalink	Mutual Trust Bank	Dutch-Bangla Bank
Grameenphone	Brac Bank	Lafarge Surma Cement
Robi Axiata Limited	Islami Bank	Epic Group- Adamjee EPZ
Ericsson Bangladesh	Southeast Bank	CARE Bangladesh
Energypac Power	Shahjalal Islami Bank	Anwar Group of Industries
Mark Apparels Ltd	Sun Pharmaceuticals	





## division wise deployment state

Ser	Division	Guard	Supervisor/ Inspector	Staff	Total
01	Dhaka	2300	20	30	2350
02	Chittagong	1498	15	4	1517
03	Rajshahi	90	3	1	94
04	Khulna	194	5	2	201
05	Barisal	158	1	1	160
06	Sylhet	600	8	2	610
07	Rangpur	66	2	1	69
<b>Grand Total</b>		<b>4913</b>	<b>54</b>	<b>41</b>	<b>5008</b>



## recruitment, selection & verifications

### Recruitment and Selection

For employment in Orion all candidates must go through a set of selection process to find those individual who exhibit essential qualities to becoming a security guard, i.e; physical fitness, educational qualifications, truthfulness, courage, integrity, reliability, commitment and ability to make sound judgment. Our recruitment process includes various progressive steps as under:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| ⊕ Preliminary Screening          | Interviews ⊕                        |
| ⊕ Written Test                   | Preliminary Medical Examination ⊕   |
| ⊕ Completion of Application Form | Reference Check & Final Selection ⊕ |

### Background Check/Verifications

Genuineness of security personnel's background and antecedents are given due importance by Orion. To ensure that we do not hire a wrong person we collect/complete following documents/ procedures:

- |  |   |
|--|---|
| ⊕ National ID                                | Chairman Certificate in original ⊕                              |
| ⊕ Education certificate                      | Passport size photographs ⊕                                     |
| ⊕ Retain finger impression                   | Record temporary residential address ⊕                          |
| ⊕ Reference check from at least two referees | Initiating verifications roll to the special branch of Police ⊕ |

In special cases if a guard is required to be placed in high security zone, our own Investigation Officers carryout background check of that individual.



## training

### Training Infrastructure/Facilities

Orion strongly believes in training. Without proper training a guard cannot perform better and grow in confidence. Before deployment, we organize two to three weeks intensive basic training for guards in OTC (Orion Training Center) in Diabari, Uttara. Training of guards is conducted by qualified instructors of defense forces back ground. Training is our full time commitment. We have complete in house training infrastructures/facilities for guards. These include barracks, training shed, training grounds, qualified instructors, and training aids. This is an independent training establishment being run under direct supervision of the Managing Director. We believe that training is a continuous process. Keeping the need of the clients in mind we conduct training in following steps, to ensure that a guard is sufficiently equipped/trained to perform duties at any given security post:

- Basic training for two to three weeks in OTC
- Practical/orientation training at the post
- Refreshers training once in six months
- Group training for one week before deployment in a post requiring specialized skill
- On duty counseling by patrol supervisor during routine visit to the post





## training syllabus

Orion focuses both on physical and professional abilities to perform his/her duties under all prevailing situations. Thus intensive physical and professional training are conducted in tandem to develop efficiency among the guards. This in turn helps them to grow confidence in their job. This also ensures lower turnover of guards. We believe that HARD TRAINING leads to smooth and uninterrupted performance of duties. Keeping this in view we have designed our own training modalities. Our training syllabus although basically covers following subjects/lessons but we continuously evaluate and upgrade our syllabus as per the demand of the time:

- |                             |                             |
|-----------------------------|-----------------------------|
| ⊕ Physical Fitness Training | Drill/Saluting/Marching ⊕   |
| ⊕ Basic Guard Training      | Access Control Procedures ⊕ |
| ⊕ Manners & Etiquette       | Code of Conduct ⊕           |
| ⊕ Fire Fighting             | First Aid ⊕                 |
| ⊕ Post Specific Training    | Tele/Mobile Conversation ⊕  |
| ⊕ Maintenance of Registers  | Action on Emergency ⊕       |
| ⊕ Honesty & Integrity       | Reward and Punishment ⊕     |
| ⊕ Communication Techniques  | Event Security Management ⊕ |





## ■ supervision and monitoring

### Supervision Procedures

A planned, well-coordinated and systematic supervision is essential to ensure optimum performance of guards. Supervision is further more important because ORION operation is spread all over the country reaching up to the remotest corners. For effective supervision Orion's operational area has been divided into various sectors/areas/zones. Supervisors have been allotted with mechanized transports, i.e; motorcycles/microbus/bicycles to cover total operational area. We carry out supervision of guards through combination of the following:

- Supervision by the designated post supervisors
- Supervision by area/regional supervisors
- Supervision by officers from head office
- Surprise checking
- Monitoring over cell phone by duty officer

### Supervision by Post Supervisors

Designated post supervisors posted in a particular post are be responsible for supervising and maintaining the guards of his own post. His primary responsibilities are as under:

- Rendering post oriented training to the guards of the particular post
- Preparing and submitting duty rosters
- Maintaining guard duty registers
- Monitoring and recording individual performance record of guards
- Recommending penalty for violation of discipline and underperformances
- Preparing and submitting incident report in case of any incident.
- Administering the guards working in his team

## Regional Supervisors

Regional supervisors are employed in the regional offices under Area Manager. They are responsible for supervision of cluster of banks/ATMs, offices, warehouses & BTS sites under their jurisdiction. Primary duties and responsibilities of Regional Supervisors are as under:

- Basing on the locations and remoteness of the posts conducting visit to all locations as frequently as required.
- Monitoring and recording individual performance of guards.
- Recommending penalty for violations of discipline and underperformances
- Preparing and submitting incident report to the clients and ORION head office
- Collecting feedback from the client about the guards performance and counseling the guards to further improve their performance

## Supervision by Officers of ORION Head Office

In addition to the above officers from head office carries out visit to the post under every region as frequently as practically possible. During the visit he/they take feedback from the clients and brief the guards accordingly so that mistakes are not repeated and performances are further improved.

## Surprise Checking

Surprise checking of the posts is carried out by the staffs from head office and regional offices as well.

## Duty Officers Monitoring by Cell Phone

Duty officers posted in head office and regional offices calls guards in the post at night five days a week to ensure that post are not vacant. Any deviation is recorded in the duty officers LOG. Action is taken against the defaulters if not found in the post.





## products and services

### Guarding Services

- ⊕ Premise/Office/Industrial Security
- ⊕ Reception/Visitors Control/Processing
- ⊕ Access Control/Patrolling
- ⊕ Body Guard/Escort/Caretaker/Armed Guard
- ⊕ Event Security Management

### Investigation /Inquiry Services

- ⊕ Insurance Claim Investigation
- ⊕ Pre-employment Check
- ⊕ Criminal Record Check
- ⊕ Residential Check
- ⊕ Education Certificate Check

### Facility Services

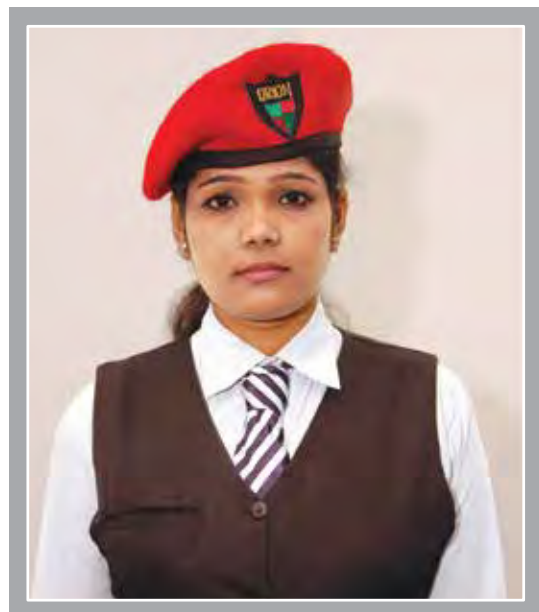
- ⊕ Messenger, Tea Boy
- ⊕ Front Desk Executive, Computer Operator
- ⊕ Driver, Caretaker, Lift Operator, Electrician

### Security Consultancy

- ⊕ Threat Assessment
- ⊕ Security Survey & Security Plan

### Supply/Installation & Maintenance of Security Equipments

- ⊕ CCTV camera with DVR
- ⊕ Access Control Devices
- ⊕ Alarm System
- ⊕ Smoke Detector
- ⊕ Fire Fighting Equipment etc.



## compensation & benefit

We offer relatively better compensation package to the guards as practically as possible within our resources/capabilities. We believe that a good package can motivate a guard. A motivated guard is always a good guard and is able to perform better. Besides, we do not keep any security deposit from the guard in exchange of offering a job. In addition to the monthly salaries we offer following additional benefit packages to our guards/employees:

- ⊕ Hourly overtime is at the double rate of basic salary
- ⊕ Height allowance from Tk. 100 to Tk. 1000/= (5' – 6" and above)
- ⊕ Education allowance for SSC, HSC & BA pass guards (Tk. 100, 200 and 300 )
- ⊕ Children allowance (Tk. 100 per children, maximum for two)
- ⊕ Freedom Fighter Allowance Tk.1500/= per month
- ⊕ Festival bonus in two festivals on completion of one year service
- ⊕ Full free accommodation, uniform and post equipment
- ⊕ Free prescription medicine by company Doctor
- ⊕ Group insurance coverage of Tk. 50000/= to Tk. 200000/= (Premium paid by Orion)
- ⊕ Free sewing machine for skilled family members of guard (02 per month)
- ⊕ Monthly/one time stipend for the meritorious children of employees
- ⊕ Interest free long term personal loan facility from company fund

## ending summary

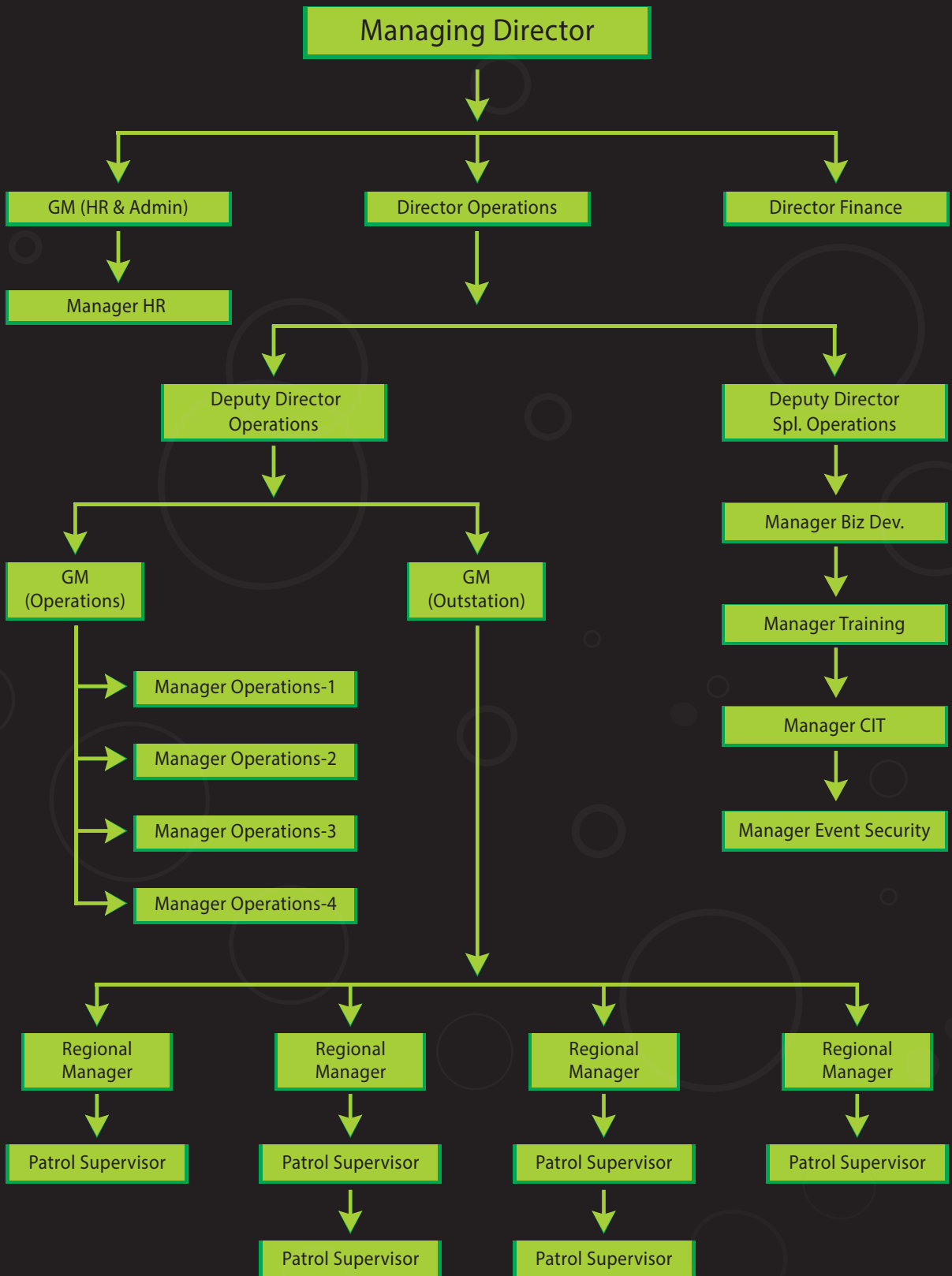
We intend to provide high quality services to our valued clients not only to earn their satisfaction but to exceed their expectations. We prefer to work as a security partner of the clients to keep them tension free. Our infrastructures and management experience made us confident that getting an opportunity we will be able to deliver best possible services to you.



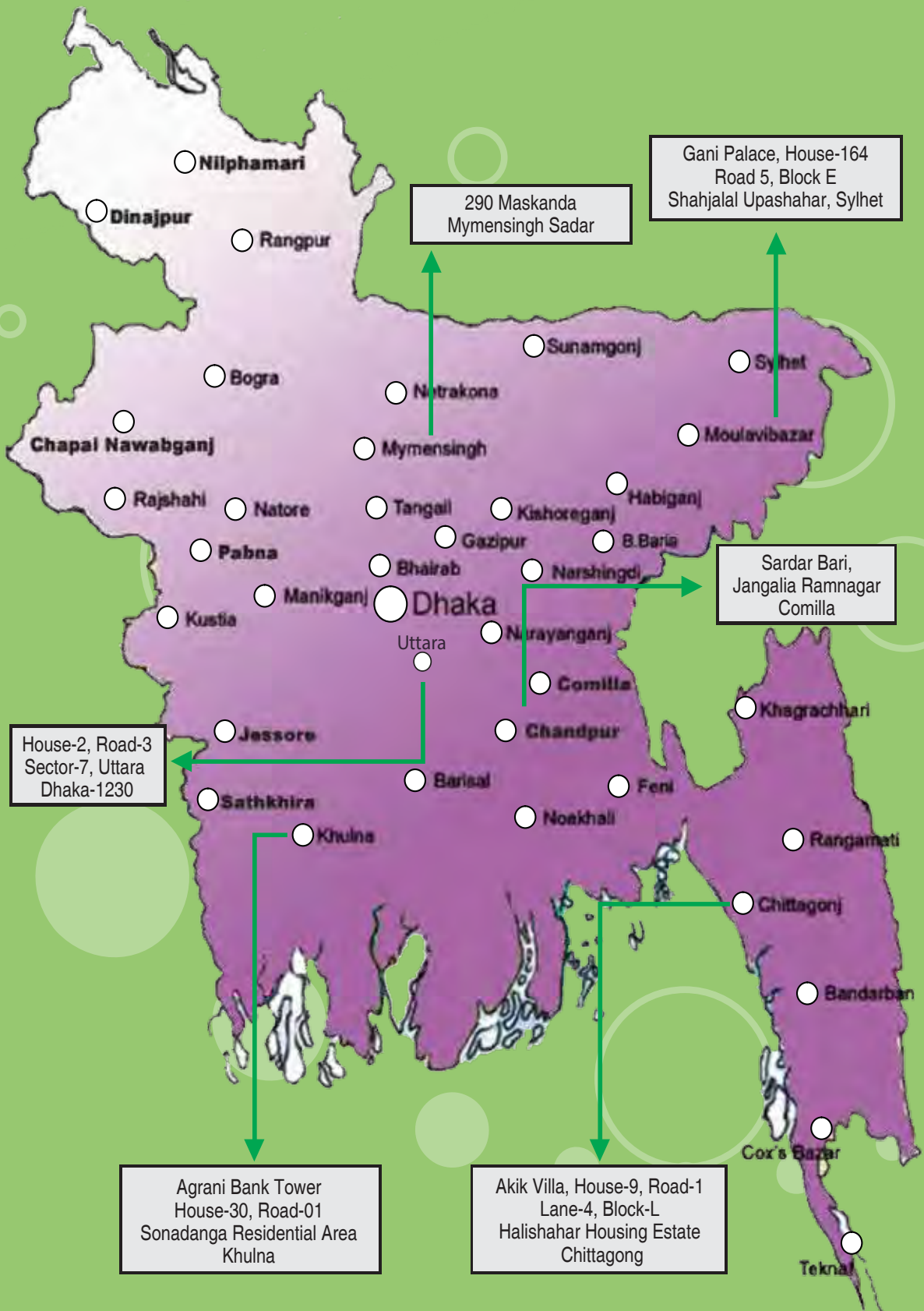
## company legal data

Ser	Type of Information	Data	Remarks
1	Full Name	ORION Security Services Limited	
2	Address	House# 02, Road # 3, Sector # 7 Uttara, Dhaka-1230, Bangladesh Tel: 880-2-8931937, Fax: 880-2-8933829 E-mail: orionss@dhaka.net Website: www.orionsecurity-bd.com Facebook: www.facebook.com/orionssbd	
3	Managing Director	Lieutenant Colonel (Retd) Ahmed Tarique Iqbal, psc, MDS, MBA (DU)	
4	VAT Registration No	5111075055 Area Code- 50301	
5	TIN No	151-200-1079/Tax, Circle – 51 Dhaka, Bangladesh	
6	Trade License No	195000-3169	Date of Issue: March 01, 2007
7	Banking	Trust Bank Limited Uttara Corporate Branch, Dhaka	
8	No. of Employees	5000 (approx)	
9	Contact Person	Commander (Retd) M Obaidul Haque-Head of Ops Mr. Hamiduzzaman, GM (ops) Mr. Abdul Hannan, GM (ops) Lt. Commander (Retd) Azhar Hossain, GM Operations	Mob: 01612 267466 Mob: 01678 706464 Mob: 01678 706565
10	Type of Company	Private Limited Company	Incorporated with the Joint Stock Companies of GOB on February 18, 2007
11	Auditor	M N Islam & Company	
12	Medical Officer	Dr. Muhammad Nasif Imtiaz MBBS (Dhaka), FCPS (Attending), BSMMU	
13.	Professional Membership	Bangladesh Professional Security Services Association (BPSSA)	

# ORGANOGRAM



## ■ deployment map



# RESUME

## MANAGING DIRECTOR

Lt Col (retd) **Ahmed Tarique Iqbal**, psc, MDS, MBA (DU)

Lt Col (retd) Ahmed Tarique Iqbal, psc comes from a respectable Muslim family of Mehendiganj, Barisal. Second son of a professional Doctor, he was commissioned in Bangladesh Army in 1981 in the Infantry Regiment. He is a graduate from Defense Services Command and Staff College, Mirpur. Col Tarique has earned his MDS (Master in Defense Studies) from National University. He obtained his MBA degree from the University of Dhaka with a CGPA of 3.79 on 4.00 point grade scale. He took voluntary retirement from the army in 1999.

During his career in the Army Lt Col Tarique served in various appointments to include Commanding Officer of an Infantry Battalion, Second in Command of a Divisional Support Battalion and Company Commander in the elite President's Guard Regiment. He served with the United Nations on two different occasions. He was an Operations Officer in the Northern Region Headquarters of United Nations Mission in Mozambique (ONUMOZ). After retirement he also worked as a District Electoral Officer in the United Nations Mission in East Timor (UNAMET). Lt Col Tarique received advanced training on conduct of UN sponsored elections from Australia.

Before establishing Orion Security Services Limited Col Tarique worked as Director Operations of a leading security company of the country. He is a widely traveled person. He visited many countries of Europe, Australia, Asia, United States of America and African continents. Lt Col Tarique is the founding President of Dhaka University MBA (Mgt) Association. He is also a member of RAOWA (Retired Armed Forces Officers Welfare Association) and Army Golf Club. Colonel Tarique is happily married with two sons.

## Orion Strategy for Ensuring Better Services

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- ⊕ Quality control during recruitment
- ⊕ Hard and exhaustive training
- ⊕ Strict and continuous supervision & monitoring
- ⊕ Relatively better salary and benefits
- ⊕ Employee welfare – greater degree of motivation
- ⊕ Payment of salaries and benefits in time
- ⊕ Scope for career progression
- ⊕ Instilling Sense of Pride/Esprit de Corps for being a member of ORION
- ⊕ Ensuring better living conditions
- ⊕ Honoring Dignity of guards
- ⊕ ZERO tolerance on corruption by field staffs/management

## Pre-requisites for Effective & Efficient Performance of Guards

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- ⊕ A place for retirement/rest after duty (accommodations)
- ⊕ Proper bathing and sanitation facilities
- ⊕ Timely meal (lunch, dinner & breakfast)
- ⊕ Adequate rest/sleep in between duties
- ⊕ A weekly day off (if possible)
- ⊕ Salaries & benefits in time, intact
- ⊕ Leave at regular interval

# ORION SECURITY EQUIPMENT

Why should you choose Orion for security equipment:

- ⊕ Wide range of products
- ⊕ Reliability of product
- ⊕ Cost effectiveness
- ⊕ Strong team of after sales service
- ⊕ Judicious application of warranty
- ⊕ Consultants advice to make solutions

# HIKVISION

## 600/650 TVL IR CAMERA



**DS-2CC1281  
P(N)-AVFIR3**  
Outdoor Bullet Camera

600 TVL, 1/3" SONY CCD, IR Range 40 meters.



**FD600-AD**  
600 TVL Vandal Proof  
Dome Camera

600 TVL, SONY 1/3  
Super HAD CCD II, IR  
Range 30 meters.



**DS-2CC572  
P-IMB (PAL)**  
Vandal Proof Dome Camera

600 TVL, 1/3" SONY CCD,  
IR Range 30 meters.

# K&D 600

## TVL IR

## CAMERA



**KD-SW20RT70**  
Outdoor Bullet Camera

700TVL, 1/3" SONY Super Had II  
CCD. IR Distance 20m.



**KD-SW25RT70**  
Outdoor Bullet Camera

700TVL, 1/3" SONY Super Had II  
CCD, IR Distance 30m.



**KD-SD58RT70**  
Waterproof Dome Camera

700TVL, 1/3" Exview Had CCD II,  
IR Distance 30m.

## IP K&D CAMERA



**KDT-HD58RC72**  
IR Network Dome Camera

"1.3 Megapixel, Manual lens,  
Max IR LEDs length 20m, Micro  
SD memory, IP66, IK10, PoE."



**KDT-HW19RC72**  
IR Network Camera

"1/3" 1.3 Megapixel, PoE, Built-in  
Web server, NVR, CMS."

## SAFER 600 TVL IR CAMERA



**SF-3056YE**  
Outdoor Bullet Camera

600 TVL, 1/3" SONY CCD,  
IR Range 30 meters.



**SF-605DIRE**  
Vandal proof Dome camera

600 TVL, 1/3" SONY CCD,  
IR Range 30 meters.

## K&D SPEED-DOME CAMERA



**KD-SP83RQ10**  
IR Indoor Speed  
Dome Camera

10X Optica zoom, 10X digital  
zoom, Day/Night function.



**KD-SP71XQ22**  
High Speed Dome  
Outdoor Camera

27X Optica zoom, 10X digital  
zoom, Day/Night function.

## K&D



### KD-D0508D

#### 8 Channel DVR

Full Channel D1, Smart Phone: iPhone, iPad, Android, Windows Phone, Support 2 SATA HDD up to 8TB, 2 USB 2.0.



### KD-D2516D-H

#### 16 Channel DVR

Full Channel 960H (960x576/960x480) realtime recording, Smart Phone: iPhone, iPad, Android, Windows Phone, Support 4 SATA HDD up to 16TB, 1 eSATA up to 16TB, 2 USB 2.0.



### KD-D4616H-HB

#### 16 Ch. Analog & 16 Ch. IP 2U Hybrid DVR

Full Channel D1, Smart Phone: iPhone, iPad, Android, Windows Phone, Support 8 SATA HDD up to 32TB, 1 eSATA up to 16TB, 4 USB 2.0.

## HANBANG

### HB8016

#### 4/8/16 Channel full CIF 2U standalone DVR

"Full Channel CIF Real-time Recording & Playback, Web View and Mobile View, Support max 8 network accessing users, Support max 8HDD."



### HB7216XT

#### 4/8/16 Channel DVR

Full Channel D1, Support 2HDD, CMS, Web View and Mobile View.



# All-in-one SECURITY ALARM SYSTEM



## Control Panel

G70D-GTW

Self-contained Alarm System, support GSM & Telephone line

"30 Wireless zone, 8 wire zone, LCD display, built-in Touch key pad. Can program 5 groups SMS/ Phone numbers. Package Include: 1 Main unit, one new Wireless PIR Motion sensor, one wireless Magnetic contact, one wireless Strobe Siren, Two metal Remote controllers, One AC/DC Adaptor."



## IR Beam Detector

VSE-50

3 Bims Wireless/Wired Beam Detector

IR Distance 50 Meter.



## Gas Detector

VS-R0840-L or VS-R1040-L

08/10 Bims Wireless/Wired Beam Detector

IR Distance 40 Meter.



## PIR Motion & Dual-Tech Motion Detector

VS-YH500

Wired Dual-Tech Motion Detector

VS-YQ100

Wireless/Network Wire Gas Detector

Operating voltage: AC85-265V, Rated power: 3W, Alarm output Wireless transmission; sound and flash alarm, Alarm level: LPG & Natural gas: 10%±5%LEL, Drivable accessories: Electromagnetic valve or exhaust fan.



VS-DVR

PIR Hidden Camera

Build-in PIR sensor, 30,000 pixel hidden camera with 4G SD Card. Can be Arm/-Disarm by remote keyfob. Work with G series and T series alarm system. When alarm is triggered, it will auto record the video. Allow people download the video via USB, built-in rechargeable battery, working under DC12V.

# All-in-one SECURITY ALARM SYSTEM



VS-YA-01

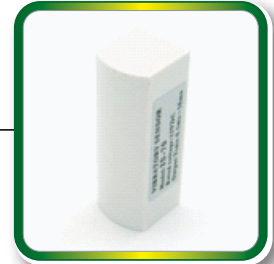
Network Wired Panic Button

ABS Plastic Housing, Contact Mode: COM., N/O, Rated current: 300(mA), Rated Voltage: (VDC) 250.

IS-70

Hardwired Vibration Detector

Contact 18K gold plated mechanical shock detection, anti-false alarm, Auto Reset, Alarm Output NC, Sensitivity Setting 3 levels



## Glass Break Sensor

VS-GLBS

Wired Glass Break Sensor

Operating voltage: 9~16V DC, Static current: 15mA (12V DC), Detection range: min15DB, Test time: 60s, Operating temperature: -10 ~+80 (14 ~176), Alarm output: Normal Close Relay output.



## Wired Siren



ES-626

Wired Siren

BS Housing in Black, Voltage (VDC): 12 Operating (VDC): 6-15 Rated Current (mA): 320/600/1200 Tone, Model: one tone/six tone, SPL (dB/m): 105/110/115±3.

## Hundure Access Control System



RAC-960PE/PM

Standalone Access Controller

Cardholders Events 18,000/18,000, LCD Display with backlight, Keypad 17 Key, Real Time Clock, Power Input DC 12V/1A, Interface RS-485 TCP/IP.

## Access Control System



RAC-960PEF/PMF

Standalone Fingerprint Access Controller

Events: 18,000/18,000, Fingerprint Capacity: 950 user capacity. (2 fingerprint templates per person), Fingerprint Sensor: Optical CMOS Sensor, Real Time Clock, Interface: RS-485/TCP/IP.

# Fire Detection System



## Conventional Fire Control Panel

IdentiFlex®, 602 analog addressable, fire alarm control panel uses SmartLink®, peer-to-peer protocol to connect up to 250 network nodes. SmartStart® self-programming automatically identifies and configures all system modules, circuits, and devices to default alarm mode. XP95 digital communications protocol allows set-up and compatibility with any type of wiring. Fully-digital single or dual SLCs support up to 126 analog points each for event reporting.



## VS-S200

### Automatic Fire Extinguisher Ball

Environmental harmless dry powder, Automatic reaction time: 3-5 seconds, Effective extinguish area: 3 CBM.

## Fire Protection Fire Extinguishers

ABC Automatic type Fire Extinguisher 1 Kg, 3 Kg & 5 Kg.



## Detector



## VS-YY700

### Network Wired Smoke Detector

Power supply non-polar input: DC 9V~35V, Remote LED indicator. Power-off reset. Detection sensitivity: 2.06%/ft, Dimension:  $\Phi 98 \times 45$ mm, Execute criterion: GB4715, EN54-7, UL268.

## VS-S200

### Stand Alone Smoke Detector

Operating voltage: 9V Battery, Temperature Range: 40°F, to 100°F (4 to 38 °C), Humidity Range: 5%-95% relative humidity (RH), Alarm output: Sound & flash alarm, Sensitivity: 2.06%/ft, Sound level: 85dB/3 meters (10ft).



## VS-YY800

### Wired Smoke & Heat Detector

Smoke & Heat detection for fire prevention, Operating voltage: DC 9V~35V, Alarm indication: red LED on, relay output, Operating temperature: -10 to +50, Operating humidity: 95% RH, Detection sensitivity: 2.06%/ft, Alarm temperature: 57 (135).

Agreement signing  
with the client



Front Desk  
Executive at work



Briefing to the client  
in the operations  
room of  
Orion head office



Visit by client to  
Orion training center



Briefing/training to  
guards by client



Annual picnic at  
BKSP, Savar on  
February 15, 2014





**Orion Security Service Limited**

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E-mail: [orionss@dhaka.net](mailto:orionss@dhaka.net)  
Website: [www.orionsecurity-bd.com](http://www.orionsecurity-bd.com)  
Facebook: [www.facebook.com/orionssbd](http://www.facebook.com/orionssbd)