



## Contact Information

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## Company Elucidation

**Your business is your lifeline. Where K Four Security provides you with most detailed and comprehensive security service for your complete peace of mind. For the periods of 8 to 24 hours a day, we provide highly trained security guards, bodyguards bouncers, house-keepers and cleaners. From commercial, industrial to personal security needs we are here to provide the best security service. Your assets are in the safest hands.**





# Acknowledgement

Dear clients, stakeholders and associates

Security is one of the most valuable commodities which cannot be quantified or measured. It can only be felt but, unfortunately future is always full of uncertainties and risks. In order for one to grow and prosper, a complete peace of mind and assurance is absolutely paramount. Hence, K Four Security service aims to provide the most comprehensive and tailored security service to our valuable client, so that you can focus completely in your personal and professional life.

The state of law and order in Nepal is considered unpredictable and political unstable, which has compounded the overall risks to safety, political protest, demonstrations and general negligence to adhering the law can quite easily pose a serious threat to assets and properties, as we have seen countless times in Nepal. Despite the conclusion of the civil war promulgation of the new constitution, Nepal still faces a lot of political uncertainties which are often complicated because of social, cultural and financial factors. Hence we as a nation have a high rate of violent protest, vandalism and thefts. Therefore our company is not only focused on providing general security but also prepared to deal with these various unforeseen circumstances that can arise easily in Nepal.

We hand-pick the best candidates who usually have background in the Armed forces and train them in the latest security techniques and protocols. From hospital, industries, hospitality establishments, financial institutions, educational institutions to private residences, We provide the best made security service and house keeping staff (cleaners and gardeners) based on our clients needs and security evaluation. Our aim is to be the best tailored made security service and we leave no stone unturned to ensure that our clients get the most professional and satisfactory service. We maintain regular training sessions, drills, field supervision, Quick-Reaction Team (QRT), 24/7 radio communication, duty patrol and security analysis to ensure that our service meets the highest professional standards.

Our experience and expertise in security service along with our highly dedicated staff shall provide you with the best security that fits your needs. Client satisfaction is our highest priority and we assure you that we shall endeavor to provide you a complete peace of mind. We are fully committed and capable of keeping your assets and properties safe.

Thank you

K Four Security



# Company History

K Four Security Services was established in 2067 B.S(2010 A.D) with the aim of becoming the best security service provider in Nepal. From humble beginning today we serve a vast array of clients in the commercial, industrial, healthcare, educational, hospitality, financial and private sectors of Nepal. We provide 3 levels of Guards based on your requirement and also provide house-keeping staff for organization and private residence. We also maintain a 24/7 operational control room and QRT in order to protect our clients and their properties from any unforeseen and critical circumstances such as vandalism, rioting or other security concerns.

K Four Security Service aims to be one of the most trusted names in the security industry of Nepal and aims to advance security procedures and techniques in line with international standards and innovations. Hence we constanly conduct various quality control measures which have been listed in this prospectus. Our founders have a decade worth of experience in the security industry and our advisors and consultants have invaluable executive experience in the Armed Forces, thus giving us a unique insight in creating our security plan for our clients. We analyze your security needs in a highly-detailed and tailored manner and provide you with the service that the best fits your personal or organizational needs.

K Four Security Service plans to be a leading innovator in the Security Industry by constantly evolving and innovating security methods, plans and procedures. We incorporate the best available technology and also implement the latest security protocols. We also intend to bring forth necessary changes within the law and regulations concerning the security industry of Nepal . We understand that with certain necessary change in the legal framework of Nepal in line with international conventions, we can vastly improve the security service industry of Nepal itself.

Whether it's a private residence, commercial property or an official organization, K Four Security Service will provide the best guards and in- house staff to ensure that you have a complete peace of mind. After all, there is no price of peace.

We always endeavor to provide you with the most reliable and advanced service.

Thank you

Sincerely

K Four Security Management



# Our Mission

**"Your safety our commitment" through providing safest service by eradicating incident or threat occurrence at present and in near future. Our mission is to provide excellence in security service, peace of mind, safety environment, assurance of protection and safety in every aspects for our respectful clients, their customers and the public in which we come into contact with.**

**We have been working on everyday with full dedication to meet our core values which covers integrity, honor and security. Where we focused on our client first and second on our staff hand-in-hand. We try to build good harmony between these parties so, that good service can be delivered. We believe "happy guard would make happy client." Therefore focusing on their training, facilities, pay rolls and equipments sincerely is also in our top notch priority.**

**As we make sure our client receive the utmost satisfaction through our staff and management, where we have comprehensive plans and process to execute security service management on daily basis. Which can be experience throughout the service tenure.**

## Mission statement

**To be the leading organization among our contemporaries in Nepal by providing exceptional customer service and quality along with staff betterment.**



# Our Strategy





# Sustainable Security Plan



QRT is an Emergency Reserve Force consisting of at least 6 guards and a commander capable of rapidly responding to any emergency situation or crisis. They are equipped, trained and on 24/7 stand-by under the direct supervision of the control room and are capable of responding to emergency calls within 10 minutes (may differ based on proximity and traffic congestion), It is all arranged based on the client's Standard Operating Procedures (SOP).

QRT's main objective is to protect the clients and their properties from any form of vandalism, damage (fire or other hazards) and physical threats, in case of unforeseen circumstance and emergencies until the police and other relevant authorities arrive to the scene.

**We provide 3 grades of QRT as per the needs of our clients**



**SILVER**  
6 Guards  
1 Commander



**GOLD**  
14 Guards  
1 Commander

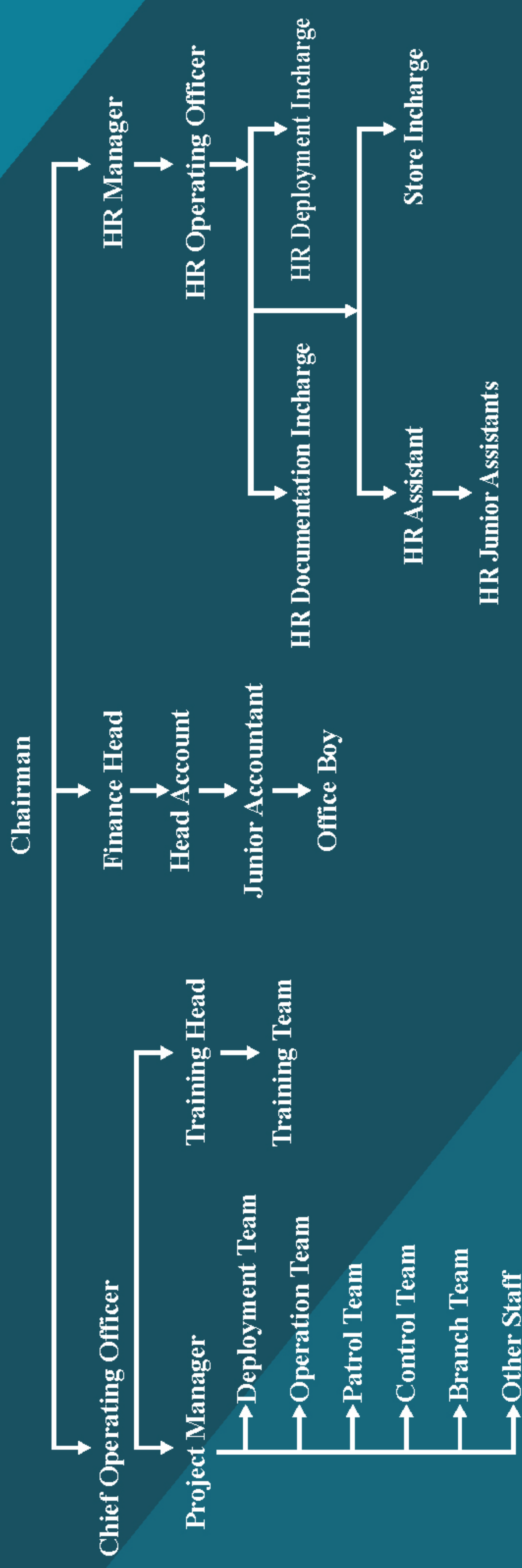


**PLATINUM**  
20 Guards  
1 Commander  
1 Supervisor



# K Four Security Service

## Organization Chart





# Our Operating Enviroment





# K Four Security Service

## Emergency Contact Details

S.N	Name	Designation	Department	Branch	Contact No.
1	Sitaram Basnet	Chief Operating Officer	Operation	Valley	9866299327/9841339590
2	Chandra Dev Bhatt	HR Manager	HR	Valley	9866299331/9841119100
3	Prem Bogati	Project Manager	Operation	Valley	9866299321/9869130624
4	Ram Saran Budathoki	Operation Supervisor	Operation	Lalitpur Outside	9841378962
5	Krishna Joshi	Operation Supervisor	Operation	Kathmandu	9866299319
6	Purna Bahadur Tamang	Night Assistant Supervisor	Operation	Valley	9848865110
7	Narayan Paudel Chhetri	Branch Incharge	Operation	Itahari	9848865103
8	Dev Raj Kafle	Branch Incharge	Operation	Kohalpur	9848865109
9	Dhundi Raj Adhikari	Branch Incharge	Operation	Simara	9848865100
10	Govinda Bahadur Karki	Branch Incharge	Operation	Butwal	9848865102
11	Tuk Bahadur KC	Junior Project Manager	Operation	Valley	9842374062
12	Dambar Bahadur Magar	Assistant Supervisor	Operation	Valley	9866299320
13	Santa Tamang	Assistant Supervisor	Operation	Lalitpur Outside	9866299319
14	Lab Bahadur Bista	Patrol Supervisor	Operation	Valley	9843086686
15	Bishnu Mani Phuyal	Patrol Supervisor	Operation	Valley	9841822763
16	K Four Help Desk	Junior Communicator Incharge	Operation	Valley	01-5911814/01-5911813



# Quality Control Measure

We ensure that our services is always of the highest standard.Hence we have a dedicated Quality Control Measures, which allows us to ensure that our clients are getting the best security possible but also aids us in improving and innovating our services to our clients.

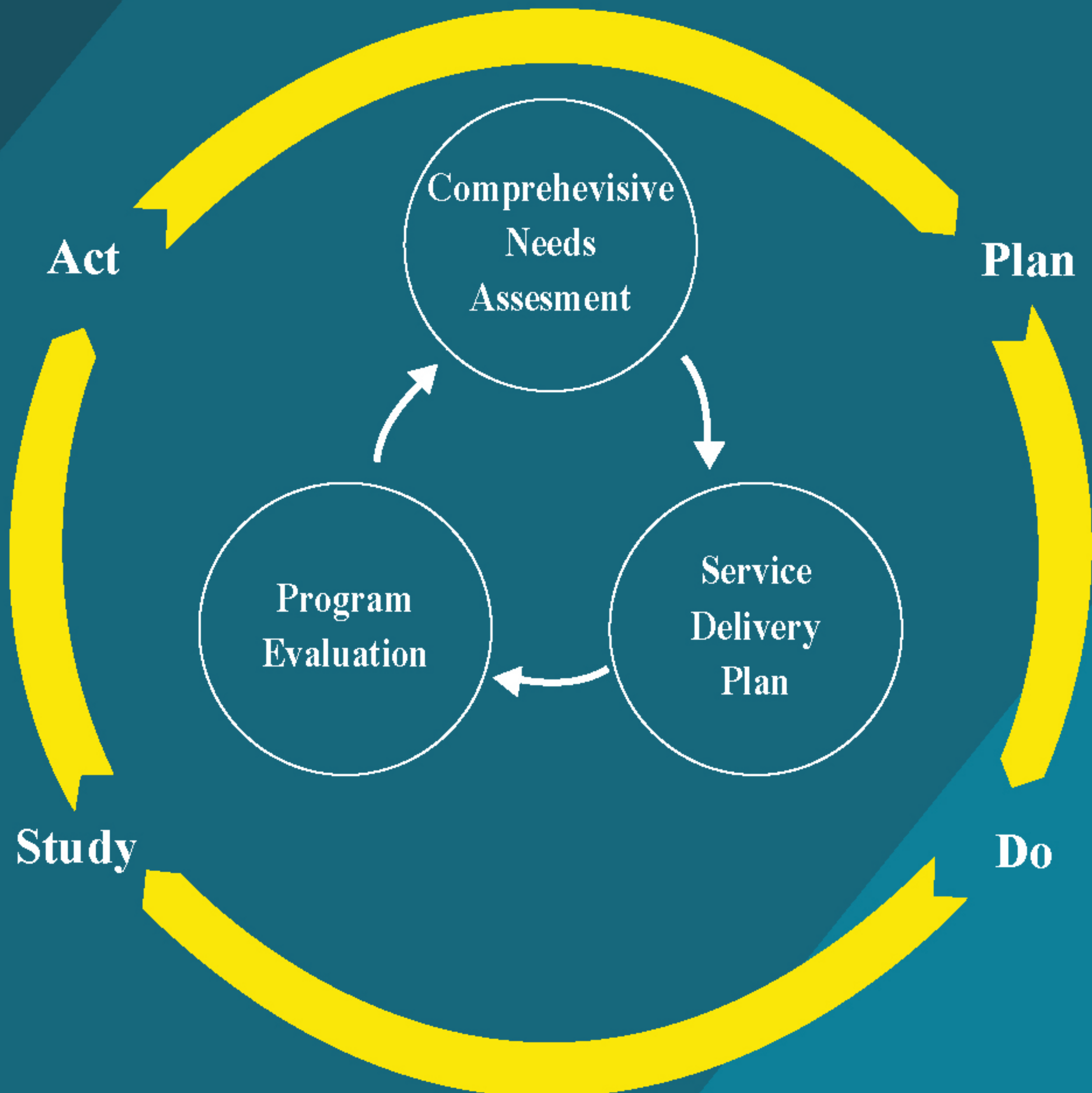
**Some of the major quality control measures implemented by K Four Security service are :**

- Daily reporting ( In terms of duty change)
- Log book and personal notebook
- Monthly security anlaysis
- Updating equipment
- Mechanical checking sessions
- Drill and security quality checking
- Security figure and briefing
- Maintaining reserve guards for emergency
- Communication with emergency network
- Operation planning
- Security base standard site survey
- Daily patrolling
- Client visit once a month
- Feedback call once a month
- 24x7 stand by emergency on call ( Help Desk)
- Night – duty checking call
- Signal report
- Duty handover sheet
- All report submission to the client on monthly basis



# Service Delivery Plan

## Continous Improvement





# Selection Process

The founder of K Four Security Service is its Staff. Hence we take the utmost caution and maintain highest possible standards while selecting our service delivery staff. We ensure that they are of sound physical and mental health, provide them with necessary training and train them to conduct themselves in the most professional manner at all times.

## Personnal Profile Table

S.N	Features	Housekeeping	Guards	Supervisor
1	Age	18-48	20-50	35-50
2	Physical Health	Good	Good	Good
3	Mental Health	Excellent	Good	Good
4	Literate in Nepali	Good	Good	Good
5	Basic in English	None	Basic	Good
6	Background	Normal	Ex-Service /Civil	Ex-Service
7	Citizenship	Nepali	Nepali	Nepali
8	Experience	Minimum 1 Year	Minimum 2 Years	Minimum 5 Years
9	Knowledge of work	Good	Good	Good
10	Discipline	Good	Good	Good
11	Punctual	Good	Good	Good
12	Civilian Background	Minimum 15 days	Training + 1 year experience	Above 10 year experience

## LEVEL OF SECURITY GUARD

### LEVEL 1

Licensed + Bonded + Trained

### LEVEL 2

Licensed + Bonded + Highly Trained + Police/Military background

### LEVEL 3

Level 2+5 Years Experience

## LEVEL OF HOUSE KEEPER

### LEVEL 1

Trained + Basic knowledge

### LEVEL 2

Trained + above 2+ experience + house keeping knowledge

### LEVEL 3

Level 2+ house keeping in different background



# Training Courses

## A. Security Guard Training

- Standard operation Procedure
- fitness and self defense course
- Control room supervisor course
- Traffic management course
- Chemical knowledge management
- Control room CCTV operator Course
- Operation room Supervisor Course
- Punctual
- Access control
- Discilipine
- Customer Care
- Monitoring



- First aid
- Infection prevention
- Safely equipment handling
- Conflict resolution control substance hazardous to health (CSHH)
- Fire prevention and safety evacuation
- Health and safety at the workplace
- Disaster safety at the workplace
- Explosive safety management



- Special event security course
- Hospital security course
- X-ray screening course
- Cash in transit course
- Hotel security source
- Bank security source
- Security supervisor training
- Security manager training
- Sport facility management course





## **B. House keeping**

- **Standard operation procedure**
- **Customer service skills**
- **Time management and efficiency**
- **Use of technology and tools**
- **Environmental awareness and sustainability**
- **Teamwork and Communication**
- **Punctual**



- **Cleanliness and Hygiene**
- **Continuous learning and development**
- **Cultural Sensitivity and Inclusivity**
- **Personalized learning paths**
- **Health and safety training**
- **Hands on training**



- **Fire Safety**
- **Disaster safety**
- **Chemical knowledge management**
- **Discipline and humble**





# Helicopter Landing Process



**Patient Escorting**



**Thumps up**



**Salute**



# ON Duty



**Salutation**



**Access Control**



**Vehicle Serching**



# Company facilitation to Customer

## **Facilities:-**

- Providing security guards ( Ex/civilian)
- Providing housekeeping staff
- Providing manpower for one day events
- Comprehensive planning and providing all kinds of security service
- Providing bouncers for club and casino
- Event security management
- Fire and theft prevention and detection plan

## **Equipment:-**

- We provide different series, level of equipment and their placing as per security guidance

### **CCTV:-**

- (PTZ) pan tilt and zoom
- Infrared night vision cameras
- Dome cctv cameras
- C-Mount surveillance cameras
- IP cctv system
- Wireless cctv
- Day and night cctv
- HD surveillance cameras

### **Safety Equipment:-**

- Khukuri
- Torch light
- Baton
- Metal detechor
- Traffic signal
- Vehical searching mirror
- Wooden stick (above 3 feet )
- Two- way radio
- Reflection vest
- Whistle
- First aid box

### **Fire Equipments:-**

- Fire ball
- Fire extinguish
- Fire alarm system
- Smoke detector
- Heat detector
- Fire hydrant
- Fire Suppression
- Fire doors
- Fire safety first aid kit
- Fire hoses
- Fire bucket
- Fire blanket
- Flamezorb
- Fire sprinkle
- Fire suit
- Fire extinguish
- Fire cabinet
- Emergency and safety sign



# Company Facilitation to Staff

K Four Security services believes that no company can grow and prosperous without motivated and dedicated employes. After all they are the foundation of any organization. Therefore we are considerate to all the needs of our employees and we follow Residential Security Concept where we reimburse their personal food, transportation and accommodation expenses.

We also facilitate the company uniform for our employees and provide overtime remuneration. We are very conscious to their needs and assists them in anyway possible so that they can completely focus in implanting their duties.

K Four Securirty Services also Provides other facilitation to its employees which has been listed below so they are motivated at all times to perform their duties to the best of their abilities. We believe these services to our employees are essential to ensure that they are highly motivated and the high quality of our service is never compromised.

- Social Security Fund
- Insurance policy
- Seasonal uniform
- Loan facility
- Leave management
- Medical allowance
- Emergency leave (Family, Health)
- Festival incentive and bonuses
- Refresher training
- 13th days paid leave ( incase of husband, wife, father, mother and children)
- Maternity leave



# Event Preparation



Safety Preparation



Alert



Crowd Supervision



# Event Management



**Escort**



**Crowd Control**



**Victory Walk**



**Ground Patrol**



**Monitor**



# Duty Phase - I



**Attention**



**CCTV Monitor**



**Direction**



# Duty Phase - II



Pose



CCTV Room



Note Down





**Thank You !**





### **Contact Information**

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**Email : [info@kfoursecurity.com.np](mailto:info@kfoursecurity.com.np)**

### **Headoffice**

**K Four Security service,pvt.Ltd  
Bansbari, kapanmarga, Kathmandu**

### **Branch Office:**

**Kohalpur, Butwal, Simara, Itahari**