

IMSI (India) Pvt. Ltd



New Company Start-up Services

IMSI is a global Professional Services firm providing staffing and consulting services to its client base in US, Europe and India. Founded in 1985, IMSI helps clients manage new projects. IMSI India Pvt. Ltd. provides Startup Services to Companies who wish to establish a presence in India. IMSI offers a full range of services to enable our clients to start operations in India immediately. With IMSI assistance, clients minimize their country risks and costs, which are highest during the startup period.

Why IMSI

IMSI is in the business of helping its clients professionally through its experienced staff in India.

- Experience. Professional Managers in India.
- IMSI cost sharing arrangements can reduce the cost of full-time Managers.
- Professional management of office locations with support functions and full logistics support.
- IMSI's recruiting, hiring, staffing and back office support systems help clients maintain their focus on their core business.

Scope of Services provided by IMSI

■ Office Space Acquisition

- Provide short term Class A office space.
- Secure permanent space, design office layout and finish interior space to specifications.
- Install computers, client network systems, internet and e-mail.

■ Office Administration and Infrastructure

- Provide telephone systems, utility connections.
- Procure internet services, dedicated lines.
- Hire office administrative staff.
- Develop security procedures and systems.
- Train staff in meeting client needs.
- Undertake maintenance and repair of office equipment.
- Purchase autos, insurance policies.

■ Hire Contract Staff

- Hire staff based on requirements.
- Lease or contract staff to client.
- Option-to-hire staff after start-up period.

■ Logistics Support

- Provide country orientation to client executives visiting India.
- Make travel arrangements (air, lodging, ground transportation).
- Provide support to client training staff.

■ Finance, Accounting, Legal

- Provide timecard, expense report charges as authorized.
- Provide invoice documentation to client on a monthly basis.
- Comply with Indian laws for payroll and human resources.
- Assist in establishing a corporate subsidiary in India based on Indian laws.

■ Other Short Term Services

- Arrange meetings for client executives with Indian clients.
- Facilitate and coordinate sales and PR communications.
- Research and report information on Indian industry.

■ Long Term Support Services

- Conduct long term, permanent arrangements.
- Find and secure long term facility.
- Assist in hiring and recruitment of permanent additional staff.
- Assist in company formation and set up of banking and insurances.
- Interface with tax authorities and liaison with government entities.

