

Surajmal Memorial Education Society (Regd.)

C-4, Janakpuri, New Delhi – 110058

Inviting Quotations for Security and Housekeeping Services

Surajmal Memorial Education Society (SMES) invites applications/quotations from interested firms/companies/organizations for **Security and Housekeeping Services**. For **complete information** please visit our website www.surajmalmeorialeducationsociety.org

Interested parties are requested to submit their applications separately in a **sealed envelope** superscribing with "Application / Quotation for" addressed to The Secretary, SMES, C-4, Janakpuri, New Delhi-110058 **on or before 27.09.2025**.

Secretary, SMES

Date of Advertisement : 12.09.2025
Last Date of Receipt of Application : 27.09.2025

SURAJMAL MEMORIAL EDUCATION SOCIETY (SMES)
C-4, JANAKPURI, NEW DELHI

REQUIRED

SECURITY & / HOUSEKEEPING SERVICES

Details of Manpower Requirement by SMES (For Security Services)

Sl. No.	Description (Without Armaments)	Required Manpower	Category of Manpower	Gender
1.	Security Supervisor	01	Skilled	Male
2.	Security Guard* (*The number may vary depending upon the requirement)	02 18	Semi-Skilled Semi-Skilled	Female Male
3.	Positioning Place – MSI / MSIT / Campus / Gates / Hostel	1+20	Skilled + Semi-Skilled	Female Male

Details of Manpower Requirement by SMES (For Housekeeping Services)

Sl. No.	Description	Required Manpower	Category of Manpower	Gender
1.	Housekeeping Incharge / Supervisor	01	Semi-Skilled	Male
2.	Housekeeping Worker* (*The number may vary depending upon the requirement)	07 25	Semi-Skilled Semi-Skilled	Female Male
3.	Positioning Place – MSI / MSIT / Campus / Gates / Hostel	07+25	Skilled + Semi-Skilled	Female Male

**PROFORMA FOR
SECURITY CONTRACT SERVICES /**

HOUSEKEEPING SERVICES

(Form to be filled separately by the Contractor and Strike-Off where not applicable)

PART ‘A’ – Details to be filled by Agency

Sl. No.	Particulars	Details (To be filled by the Contractor)	Attached Document (Page Nos.)
1.	Name & Full Address of the Agency with contact no. (Having Valid Labour Licence/ Registration Certificate)		
2.	Annual Turnover (in Rs.)		
3.	Services Provided at Organizations		
4.	Available number of Ex-Army Personnel for Security Services		
5.	Available number of Female Staff to work as Security Staff (without armaments) OR		
	Available number of Female Staff to work as Housekeeping Staff		

PART “B” : Technical Specifications :

- 1. Educational Institution having its campus of 7.94 acres at Janakpuri, New Delhi having lawns, corridors, classrooms, library, auditorium, hostel for boys and girls, guest rooms, passage, open area, mess, canteen, roof, labs housing four multistorey buildings.**
- 2. Preference would be given to ex-servicemen for Security concern**
- 3. The contract period would be initially for a period of One year extendable annually upto 3 years subject to satisfactory completion of work**
- 4. The upper age limit be restricted upto 55 years**
- 5. The security personnel should be able to read and write in English and Hindi and should have well built physique.**

6. The security person should have knowledge of security related matters like firefighting, building safety, disaster management etc.
7. The Contractor should be able to provide to the contractual worker the minimum wages and will abide by the compliance of statutory provisions like EPF, ESIC and other compliances as in provisions from time to time.
8. The Contractor shall ensure that no worker shall gherao or take part in the work-strike against the Management due to non-commitment of agreement by the Contractor and in that case, the onus shall be lies on the Service Provider i.e. Contractor.

Part C: Financial Bid :

Sl. No.	Description (Without Armaments)	Required Manpower		Category of Manpower	Rate per month to be quoted per by contractor
1.	Security Supervisor	01	Male	Skilled	
2.	Security Guard* (*The number may vary depending upon the requirement)	02 18	Female Male	Semi-Skilled Semi-Skilled	
3.	Positioning Place – MSI / MSIT / Campus / Gates / Hostel	1+20	Female Male	Skilled + Semi-Skilled	

Sl. No.	Description	Required Manpower Gender		Category of Manpower	Rate per month to be quoted per by contractor
1.	Housekeeping Incharge / Supervisor	01	Male	Skilled	
2.	Housekeeping Worker* (*The number may vary depending upon the requirement)	07 25	Female Male	Semi-Skilled Skilled	
3.	Positioning Place – MSI / MSIT / Campus / Gates / Hostel	07+2 5	Female Male	Skilled + Semi-Skilled	

Important: The Contractor should be registered with the concerned authorities of the Centre / State / Statute as necessary to carry out the contractual services. The Contractor shall provide the minimum wages to its worker to be engaged and will abide by the compliance of statutory provisions like EPF, ESIC and other compliances as in provisions from time to time

Declaration by the Agency

I am the Owner / Co-Owner of the Agency mentioned above and I have all the statutory and legal compliances to run the Agency and have not been barred from any govt. department / organization due to default / mismanagement / non-compliances of the statutory obligation.

Name & Signature of the Owner / Co-Owner: _____

Mobile No. : _____

Office Address : _____

Residence Address : _____

Note :-

If shortlisted / selected, the Contractor shall have to furnish documents related to all documentations / compliances by the statutory authority and may be asked to furnish more documents to establish his antecedents and agency profile.

List of Enclosures :-

1. _____

2. _____

3. _____