

GREENWOODS GOVT. OFFICERS WELFARE SOCIETY (REGD)

PHASE-II, RWC

Tele 0120-3671138 E-mail: rwgreenwoodspphase2@gmail.com

Sector-Omega-1, Greater Noida, Distt- Gautam Budh Nagar, UP-201310

Dated: 12-09-2026

**Subject: Invitation for Security, Horticulture & Housekeeping Services Tender –
Greenwoods Society Phase II, Greater Noida.**

We are inviting tenders for providing Security, Horticulture, and Housekeeping Services at Greenwoods Society Phase II, Sector Omega 01, Greater Noida.

Manpower Requirements:

1. Security Staff
 - 8 Security Guards
 - 1 Security Supervisor
2. Horticulture Staff (Malis)
 - 5 Malis
 - 1 Mali Supervisor
3. Housekeeping Staff
 - 4 Sweepers

Note: *The above manpower requirement is indicative and may be increased or decreased by the Society depending upon operational requirements. The selected agency shall ensure deployment of additional or reduced manpower as and when directed by the Society during the contract period.*

Scope of Work and Requirements:

Security Services

- The security agency must be duly registered and hold a valid license for providing security services.
- Security personnel must be well-trained, disciplined, and in proper **security uniforms**.
- Guards must be equipped with essential tools such as **sticks (lathis), torches, and whistles** suitable for their assigned duties.
- Agencies must have **adequate experience** and a **proven track record**, including turnover details, which should be clearly mentioned in the proposal.
- Quotations must including full compliance with **ESI (Employees' State Insurance)** and **PF (Provident Fund)** regulations.

General Duties of Malis (Horticulture Staff)

- Daily watering and maintenance of lawns, trees, and plants within the society premises.
- Pruning, weeding, and seasonal planting.
- Maintaining flower beds and ensuring cleanliness of green areas.
- Regular application of fertilizers and pesticides as required.

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General Duties of Housekeeping Staff

- Sweeping and mopping of common areas including corridors, staircases, and society office.
- Waste collection and proper disposal from dustbins and society bins.
- Regular cleaning of entry/exit points and maintaining cleanliness in the society premises.
- Assisting during society events or emergencies as required.

Submission Guidelines:

Interested and eligible agencies are requested to submit their sealed quotations along with the following documents:

- Company Profile
- Valid Security License
- Relevant Experience & Turnover Details
- Manpower Deployment Plan
- ESI & PF Compliance Confirmation

Quotations must be submitted in a **sealed envelope** at the **Greenwoods Society Phase II Office, Sector Omega-01, Greater Noida, or sent by courier to the same address.**

Submission Window:

From September 12, 2026 to September 22, 2026, by 5:00 PM in RWC II office.

Penalty Clause:

Please note that **in the event of service lapses**, such as absenteeism, underperformance, non-compliance with duties, or failure to maintain minimum manpower levels, **a penalty will be imposed** as decided by the management committee.

Warm regards,

S/d

Nand Kumar Mishra,

Secretary, RWC-II

Greenwoods Society Phase II

Sector Omega-01, Greater Noida

 Email: rwgreenwoodspphase2@gmail.com