



REGN. NO. F - 98 (BOM) (BPT ACT, 1950.) REGN. NO. 1621 / 1947 - 48 (Soc. Reg. Act 1860)

# GURU NANAK VIDYAK SOCIETY

GNVS/2025-26/WO/114

Date: 12/03/2026

To  
M/s. Yash Security Services,  
Mr. Sunil Kumar Rai  
Shop No. 22,  
Mhada Colony Subhash Nagar,  
Bhandup West,  
Mumbai – 400078

Subject: Work Order for Security Services

Respected Sir / Ma'am,

We are pleased to place our order towards Security Services at our educational institutional located at GURU NANAK VIDYAK SOCIETY, Shivaji Talao, Bhandup West, Mumbai – 400078. The details of work are mentioned below:

- a. Purpose and Engagement of Work  
Housekeeping Service at GURU NANAK VIDYAK SOCIETY, Shivaji Talao, Bhandup West, Mumbai – 400078.
- b. Duration and Term  
The said work order is to be commencing from 16th March'2026.
- c. Scope of Work / Service  
Refer to Annexure "A" for the scope of work / service
- d. Commercial Terms and Payments  
The billing will be Rs.13,000/- per person [all-inclusive of pay] [Total 06 nos. of security personnel required as day shift - 02 females, 03 males and 01 male for night shift]. The billing cycle will be from 01<sup>st</sup> to 30<sup>th</sup>/31<sup>st</sup> of every month. The bills sent by 01<sup>st</sup> of every month (subsequent to working month). The specific daily shift timing shall be mutually agreed upon by both parties before the commencement date.



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## e. Terms & Conditions

- All staff deployed will follow site rules and safety regulations.
- Any damage or loss must be reported immediately.
- Replacement of staff will be done in case of absence or misconduct.
- Either party may terminate the agreement with 30 days written notice. Termination may occur immediately in the event of a material breach of this Agreement that remains uncured after fifteen (15) days written notice

For Guru Nanak Vidyak Society

For Yash Security Services

Signature

CO-ORDINATOR  
GURU NANAK VIDYAK SOCIETY  
G.T.B. Nagar, Mumbai - 400 037.

Signature



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## Annexure "A" - Scope of Work

The Security Agency shall provide trained security personnel for guarding the premises and performing duties including but not limited to:

- Access control and visitor management
- Patrolling of premises
- Protection of property and assets
- Monitoring entry and exit of vehicles and personnel
- Emergency response and incident reporting
- Any other security-related duties as required by the client
- The Security Guards to be trained and uniformed
- Replace personnel in case of absence or misconduct
- Maintain discipline and proper conduct at site