TASKFORCE SECURITY SERVICES
Shitole vasti, kasarsai, pune - 410506 | taskforce.securityservices5@gmail.com

PROPOSAL & COMMERCIAL QUOTATION

Security Guarding & Facility Management Services

Dear Sir/Madam,

Thank you for giving TASKFORCE SECURITY SERVICES the opportunity to submit this proposal. We would be pleased to support your premises with dependable security personnel and facility support services designed to help maintain a safe, orderly and well-managed environment.

Our approach combines professional conduct, site-specific deployment planning, attendance monitoring and regular supervision. We aim to build a long-term working relationship through responsive coordination, consistent service standards and clear communication with your management.

1. SCOPE OF SERVICES

- Security guarding for entry/exit points, common areas and other designated locations.
- Visitor and vehicle entry recording, patrolling and reporting of unusual activity.
- Deployment of trained personnel, with supervision and coordination as agreed for the site.
- Housekeeping and facility support, including cleaning of designated common areas, where selected.
- Site-specific duties, shift timings and reporting procedures to be finalized jointly before deployment.

2. COMMERCIAL QUOTATION

Indicative monthly rates per deployed person are listed below. Final deployment and charges will be confirmed after site requirements and shift schedules are agreed.

Service Category	Shift / Basis	Monthly Rate (₹)
Security Supervisor	12-hour shift	21,000
Head Guard / Gate Supervisor	12-hour shift	20,000
Security Guard	12-hour shift	19,000
Housekeeping Supervisor	8-hour shift	19,000
Housekeeping Staff – Male	8-hour shift	17,500
Housekeeping Staff – Female	8-hour shift	16,500

3. SERVICE COMMITMENTS

- Personnel selection and deployment based on the agreed site profile and duties.
- Defined reporting lines and escalation contacts for day-to-day coordination.
- Periodic supervision and review of attendance, conduct and service delivery.
- Prompt communication regarding incidents, staffing changes or operational concerns.

4. COMMERCIAL TERMS & CONDITIONS

1. GST and other applicable taxes will be charged extra as per prevailing law.
2. The final monthly invoice will be based on the approved manpower strength, shift pattern and scope of work.
3. Housekeeping consumables, chemicals, machines and special equipment are included only if expressly agreed in writing; otherwise they will be charged separately.
4. Weekly offs, relievers, public-holiday coverage, overtime and additional duties will be mutually agreed and billed as applicable.
5. Payment terms, commencement date, contract duration and notice period will be mutually finalized before signing the service agreement.
6. This quotation is valid for 30 days from the date of issue unless extended in writing.

We would welcome the opportunity to meet with your committee or management team to understand your requirements and present a site-specific deployment plan. We look forward to the possibility of serving your organization with professionalism, accountability and care.

Thank you for your time and consideration.

Yours faithfully,

For TASKFORCE SECURITY SERVICES

Authorized Signatory

Name: Rajkumar Aiwale
Designation: Operations Partner
Contact No.: 9637941655
Email: taskforce.securityservices5@gmail.com

FACILITY SERVICES

- Facility staff and supervisors should generally be between 20 and 40 years of age, subject to applicable law and the needs of the assignment.
- The Facility Supervisor should have at least two years of relevant experience and a good working knowledge of the equipment, cleaning chemicals, work requirements, checklists and job sheets used at the site.
- All facility staff and supervisors must be neat, presentable and dressed in a clean, proper uniform, including a cap where required.
- The identity, background and employment credentials of all facility staff and supervisors must be checked and verified before they are deployed at the client's premises.
- All staff must receive appropriate training before deployment. Refresher training should be provided regularly to maintain service quality and safe working practices.
- Staff must be trained to use the equipment and cleaning chemicals safely and correctly, and must understand the duties and service standards required at the site.
- Field staff will visit the premises regularly to check service quality, attendance and day-to-day work.
- Senior management will visit the premises at least once a month to review service quality and address any concerns.
- We will provide the cleaning tools and materials needed for the agreed scope of work, including hard and soft brooms, wet and dry dusters, mops, wipers, brushes, hand gloves, glass and furniture dusters, and suitable floor, furniture, glass and toilet-cleaning chemicals. The client will provide garbage bags and garbage bins for collecting and storing waste.
- Where required and agreed in the service plan, we will use a floor-scrubbing machine with a vacuum machine approximately once every two months to help maintain floor cleanliness and shine. A high-pressure washer may also be used approximately once every two months on suitable rough outdoor surfaces, such as parking areas and exterior rough tiles.

SECURITY SERVICES

- Security guards, head guards and security supervisors should generally be between 20 and 45 years of age, subject to applicable law and the requirements of the assignment.
- Security guards, head guards and security supervisors should be physically fit and presentable. A minimum height of 5 feet 5 inches may be required where specified by the client or applicable rules.
- Security guards must be able to read and write well enough to record visitor details and make basic entries in gate registers or visitor-management applications. Security supervisors should have passed at least the 10th standard and have at least two years of relevant experience. They must be able to maintain inward and outward registers, visitor records, staff attendance and event records as required at the site.

- All security personnel must be neatly groomed and wear a clean uniform. They must keep their hair properly trimmed, remain clean-shaven where required by the uniform policy, and carry the prescribed whistle, baton and torch.
- The identity, background and employment credentials of all security guards, head guards and supervisors must be verified before deployment.
- All security personnel must complete appropriate training before deployment. Regular refresher training should be provided to maintain readiness and service standards.
- Security personnel and supervisors must be trained, as applicable to the site, in the operation of firefighting systems, intercoms and gate-access systems, security lights, generators, lifts and emergency procedures or drills.
- Field staff and night-checking staff will visit the premises regularly to monitor attendance, discipline and service quality.
- Senior management will visit the premises at least once a month to review security arrangements and resolve concerns.
- A reliever will be arranged if a security guard, head guard or security supervisor is unable to report for duty, so that the required post can remain covered.
- **Note:** Staffing, age, height, training and equipment requirements will be applied in accordance with applicable laws, client requirements and the agreed scope of services.

COMPANY PROFILE

Name of the Organization	TASKFORCE SECURITY SERVICES
Address	Shitole Vasti, Near Krushna Mandir, Kasarsai, Tal- Mulshi, Pune-410506
Phone Numbers	8856855354, 9545648050, 7879412484, 9637941655
Status of the Firm	Partnership Firm
Name of Owner	Amar Hiraman Shitole
Names of Partners	Rajkumar Aiwale (Operations Partner) Shrikant Dwivedi (Business Development Partner)
Activities	Security Services Housekeeping Services
Company Hierarchy	Proprietor — 01 Top Management — 01 Area Manager — 02 Field Officers — 03

REGISTRATION DETAILS

1	**Shop Act Intimation Receipt No.**	2631000321029584
2	**PAN No.**	EOYPS3385Q
3	**P.S.A.R.A. Licence No.**	PSA/L/18/MH/2026/OCT/1/6824

SECURITY JOB PROFILE AT A HOUSING COMPLEX

Job Profile and Responsibilities of Security Supervisors

- The Supervisor shall manage the proper functioning of the gates and buildings in his charge. He shall ensure that security guards function properly and remain at their designated posts.
- The Supervisor shall train and acquaint newly deployed guards with the processes and functions of the housing complex.
- Supervisors shall ensure that security guards know the operations of lifts, water tanks and common-area lighting, and that they follow the procedures stipulated by the housing complex. In case of any problems, the Supervisor shall escalate the matter as per the escalation matrix.
- Ideally, the operation of generators/water pumps needs to be in the hands of facility personnel. However, if these are in the security team's charge, the Supervisor shall ensure that they are operated properly by the security team. In case of a problem, the Supervisor shall escalate the matter as per the escalation matrix.
- The Supervisor shall ensure that all procedures laid down by the housing complex are followed when a flat is being occupied by a new tenant or owner.
- The Supervisor shall ensure that all procedures laid down by the housing complex are followed when a flat is being vacated by a tenant or owner.
- The Supervisor shall report daily observations to the Society Manager. In case of an emergency, the Supervisor shall escalate the matter as per the stipulated escalation matrix.
- The Supervisor shall be stationed at the main gate most of the time and shall ensure that the procedures laid down by the housing complex are followed for the entry and exit of visitors, household help, society facility staff, etc.

Job Profile and Responsibilities of Security Supervisors/Head Guards at the Main/Back Gate

- Security at the gate shall allow unhindered entry to society vehicles with society stickers only. All other vehicles shall be allowed after inquiry with the respective flat and entry in the mobile application.
- Regular household help and suppliers need to be issued ID cards or registered through the mobile application. Security at the gate shall make the entries and allow them in. In the case of an unidentified person, security at the gate shall raise a request in the mobile application and allow entry only after approval.
- Security at the gate shall allow any material to be taken out only with prior information or approval from the flat owner or Society Manager.
- Security at the gate shall allow a new tenant to move in or an existing tenant to vacate only with approval from the Managing Committee.

Job Profile and Responsibilities of Security Personnel at the Building Lobby

- They shall ensure that only authorized vehicles are parked in the parking lot.
- They shall ensure the safety of parked vehicles. For this, they shall conduct regular patrolling.
- If any goods or material are being taken out, the Security Guard shall verify with the owner and allow the material to go out only after confirmation.
- The Security Guard shall make inquiries in the case of an unidentified person.
- The Security Guard shall patrol the area of the allotted building to ensure the safety of parked vehicles and the garden, and keep an eye out for any discrepancy.
- The Security Guard shall ensure that parking procedures are followed by visitors and owners. In case of non-compliance, especially by owners, Security shall inform the Supervisor, who shall escalate the matter to the Society Manager.
- The Security Guard shall keep an eye on playing children in the building under his charge.
- If a flat is being occupied or vacated, the Security Guard/Supervisor shall check that all clearances from the Society and owner have been obtained. This shall be allowed only after such clearance.
- It is the responsibility of the Security Guard, along with the Supervisor, to rescue persons trapped in a lift.
- The Security Guard shall look after underground/overhead water tanks as per the procedures stipulated by the housing complex.
- The Security Guard shall switch the common-area lighting on/off as per the procedures stipulated by the housing complex.
- The Security Guard shall switch the common generator set on/off and monitor its fuel level.
- The Security Guard shall keep an eye on movements and look out for any discrepancy.

Job Profile of Security Guards for Patrolling on the Podium

- They shall patrol the allotted area at the agreed frequency and ensure that no one crosses over from that area. They shall look out for any discrepancy and remain observant of visitors, outside vehicles and movement of material.
- They shall keep an eye on playing children.

Services Provided by Taskforce Security Services

For the smooth and efficient functioning of security systems, we shall provide the following services, especially dedicated to your Housing Complex:

- We shall deploy one Field Officer for your Housing Complex, who shall visit at least once daily to oversee the functioning of security personnel and provide replacement/relief if required.
- We shall organize training programs for the security guards of your Housing Complex once every fifteen days.

Facilities Requested from the Society

For the proper functioning of security, we request the following facilities from the Society:

- We expect intercoms/gate applications to be installed at the gate, building basement and all flats so that Security can make inquiries before allowing visitors/household help to enter.
- We expect all society four-wheelers and two-wheelers to display society stickers. Vehicles without stickers shall be stopped and their entries recorded in the register.
- We shall also expect household help, housekeeping/gardening staff, milkmen and school vans to be issued ID cards or have permanent profiles created on the mobile application.
- We would like to suggest access controls at the various entry points of the building to deter unauthorized persons from entering through entry points other than the lobby, where the security guard is stationed.

Responsibilities of the Security Company

a) Security Guards, Head Guards and Security Supervisors shall be in the age group of 20 to 45 years.

b) Security Guards, Head Guards and Security Supervisors shall be of good build, with a minimum height of 5 feet 5 inches.

c) Security Guards, Head Guards and Security Supervisors shall be literate. Security Supervisors shall be at least 10th-pass and have a minimum of two years' experience, enabling them to maintain paperwork, manage the mobile application, maintain staff attendance registers, event books, etc., as required by the establishment.

d) Security Guards, Head Guards and Security Supervisors shall be properly dressed: cap, well-cut hair, clean-shaven, and a clean uniform with whistle, stick and torch.

e) The credentials of Security Guards, Head Guards and Security Supervisors shall be verified by us before deployment at the establishment.

f) Security Guards, Head Guards and Security Supervisors shall be properly trained before deployment at the establishment. Thereafter, officers shall conduct regular refresher training courses.

g) Security Guards, Head Guards and Security Supervisors shall be trained in the operation of fire-fighting systems, mobile applications, intercoms, security lights, generators and lifts, and in emergency drills as required by the establishment.

h) Our night-checking team shall visit the establishment four times a month.

i) Our senior management staff shall visit the establishment at least once a month.

j) A reliever shall be provided if Security Guards, Head Guards or Security Supervisors do not report for duty.

Penalties for Violations

Sr. No.	Violation	Penalty
1	Security Guard/Head Guard/Supervisor found misbehaving, in a drunken state, or otherwise creating mischief.	Rs. 500.00
2	Security Guard not found at the duty site or found asleep for the first time in a month.	Rs. 50.00
3	Security Guard not found at the duty site or found asleep for second time in a month.	Rs. 100.00
4	Security Guard not found at the duty site or found asleep for third time in a month.	Termination

HOUSEKEEPING JOB PROFILES

Job Profile for Building-Area Housekeeping

- The lobby and lifts shall be dry- and wet-mopped twice daily using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping. The lift shall be polished with steel polish once a week.
- Garbage shall be collected from flats daily. Residents must provide dry and wet garbage separately. Garbage shall not be segregated by housekeeping staff.
- Dry garbage collected from flats shall be shifted to the common collection area for disposal to the garbage collection agent when the collection vehicle arrives.
- If an OWC plant is available, wet garbage shall be shifted there for further processing by the concerned staff. If no OWC plant is available, wet garbage shall also be handed over to the garbage collection agent when the vehicle arrives.
- Passages on each building floor shall be dry- and wet-mopped daily using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping.
- Staircases shall be dry- and wet-mopped once every two days using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping. Railings shall be cleaned with a wet/dry duster along with floor cleaning once every two days.
- Cobwebs shall be removed and walls/ceilings of floor passages, staircases, lobbies and parking lots, as well as electrical switches/fittings and firefighting fittings, shall be dry-dusted once a week.
- The parking-area floor shall be cleaned with a hard/soft broom once a week.
- The duct floor shall be cleaned once a month with water and scrubbing using a brush.

Job Profile for Common-Area Amenity Housekeeping

- Common surrounding roads shall be hard-broomed once daily.
- Common maintenance areas, such as the OWC plant area, STP plant area and meter room, shall be cleaned once a week with soft brooms. Walls and ceilings shall also be dry-dusted with soft brushes at the same time to remove dust and cobwebs.
- The Society office and security cabin shall be dry- and wet-mopped once daily using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping.
- Passages and sitting areas in the garden shall be dry- and wet-mopped twice a month.
- The open play area shall be soft-broomed daily. Equipment in the area shall be dry-/wet-mopped with dusters daily.
- Common toilets in the building shall be cleaned daily using the requisite chemicals and brushes. Liquid hand wash and scented naphthalene balls shall be provided as required.

Job Profile for Clubhouse/Swimming-Pool Housekeeping

- The clubhouse floor shall be dry- and wet-mopped once daily using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping.
- The washrooms and toilets of the clubhouse/swimming pool shall be cleaned daily using the requisite chemicals and brushes. Liquid hand wash and scented naphthalene balls shall be provided as required.
- Furniture, gym equipment and clubhouse windows shall be dry-dusted from the inside and then cleaned with cleaning chemicals and microfiber dusters twice a week.
- Glass surfaces and windows shall be cleaned from the outside using cleaning chemicals, spray, sponge, wiper and microfiber dusters twice a month.
- The area surrounding the swimming pool shall be dry- and wet-mopped daily using a soft broom and wet mop. The requisite floor-cleaning chemical shall be used for wet mopping.

GARDENING OWC PLANT AND ST P OPERATOR JOB PROFILES

Job Profile of Gardener and Garden Helper

- The gardener shall loosen the soil around plants once a month, fertilize the plants twice a month, prune plants as needed, remove weeds from the garden/premises, replace dead plants and spray pesticides on plants as required. All tools, pesticides, plant replacements, fertilizers and other required items shall be provided by the housing complex.
- The gardener and garden helper shall keep the garden area clean by sweeping with hard brooms and disposing of collected garbage and leaves in the designated area.
- The gardener and garden helper shall water the plants as required. Water and the necessary pipes shall be provided by the housing complex.

Job Profile of Swimming Pool Operator-cum-Lifeguard

- The duty timings of the swimming pool operator-cum-lifeguard shall be from 8:00 a.m. to 12:00 noon and from 4:00 p.m. to 8:00 p.m.
- The swimming pool operator-cum-lifeguard shall be responsible for keeping the swimming pool free of suspended particles. The required equipment shall be provided by the housing complex.
- The swimming pool operator-cum-lifeguard shall operate the filtration plant as needed and add chlorine to the water as required. Maintenance of the filtration plant and provision of chlorine shall be the responsibility of the housing complex.
- Maintaining the swimming pool water level shall be the responsibility of the swimming pool operator-cum-lifeguard.

- The swimming pool operator-cum-lifeguard shall watch for mishaps and enforce swimming pool rules and regulations as instructed by the housing complex. Special vigilance is required for children and people who cannot swim.

Job Profile for Operation of the Organic Waste Conversion (OWC) Plant

- The housekeeper shall feed the chopper unit with organic garbage and sawdust/dried shredded garden waste, according to the unit's capacity, along with culture liquid in the prescribed dosage. The mixture shall be chopped for the prescribed time or until the required consistency is achieved.
- The chopped material from the chopper unit shall be kept in crates or a designated place for at least 10 days. Housekeeping staff shall keep the mixture moist for at least 8 days.
- After the chopped garbage mixture dries, it shall be ground in the waste-converter unit to the desired consistency. The resulting ready-to-use biofertilizer shall then be stored in a designated place for further use, according to the housing complex's protocol.
- Housekeeping staff shall keep the chopper unit, waste-converter unit and the surrounding area clean.
- Maintenance and smooth functioning of the chopper unit and waste-converter unit shall be the responsibility of the housing complex. Annual maintenance contracts shall be arranged and paid for by the housing complex. The required sawdust, culture liquid and containers shall also be provided by the housing complex.

Job Profile of the Sewage Treatment Plant (STP) Operator

- Day- and night-shift operators may be required for the STP plant, as work is carried out during both day and night shifts.
- The STP operator shall be responsible for operating the sewage storage tank (for storage of raw sewage); transferring raw sewage to the aerobic bioreactor unit for aeration and efficient oxygen transfer; transferring aerated sewage to the clarifier unit, where solid particles formed in the bioreactor are separated; draining the separated sludge; transferring clarified water using the filter-feed pump to the filter-feed sump; and dosing alum or other specified chemicals into the filter-feed sump. Finally, the operator shall transfer the filtered water for authorized use after checking its quality.
- Maintenance of machinery, periodic servicing of machinery, and the supply of the required chemicals and materials shall be the responsibility of the housing complex.