

ORGANIZATION STRUCTURE For GeM Tender Submission

Date: 18/06/2026

Organizational Structure

1. **Managing Director / Proprietor:** Overall control of company operations, policy decisions, client coordination, and business administration.
2. **General Manager / Operations Head:** Responsible for operational planning, manpower deployment, compliance monitoring, and overall project execution.
3. **HR & Administration Department:** Handles recruitment, employee records, attendance management, salary processing, statutory compliance, and grievance handling.
4. **Accounts & Finance Department:** Responsible for billing, financial management, taxation, salary disbursement, and audit compliance.
5. **Field Officers / Supervisors:** Responsible for site supervision, staff monitoring, discipline, attendance verification, and coordination with client representatives.
6. **Operational Staff / Security Personnel / Service Staff:** Responsible for execution of assigned duties as per the scope of work and client requirements.

Organizational Hierarchy

Managing Director / Proprietor

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General Manager / Operations Head

↓

HR & Administration / Accounts Department

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Field Officers / Supervisors

↓

Operational Staff / Security Guards / Service Personnel

Declaration

We hereby confirm that the above organizational structure is currently functional within our organization and is adequate for effective execution of the work under the GeM tender.

Authorized Signatory

Name: VIJAY SHANKAR MISHRA

Designation: OPERATION MANAGER

For ASHOKA SECURITY SERVICES

Authorized Signatory

Company Seal & Signature





Toll Free No:

We have dedicated toll free No. ___8858333399

For ASHOKA SECURITY SERVICES

Authorised Signatory

ASHOKA SECURITY SERVICES

2151/E4/3A, Main Patel Road, Metro Pillor No. -245, Shadi Pur Depot, New Delhi-110008

Telephone : 8860228644 Mobile : 9999110070

E-mail : ashok.secu@gmail.com

.HI ■ NOIDA ■ GURGAON ■ FARIDABAD ■ GHAZIABAD ■ CHANDIGARH



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NON-BLOCKING CERTIFICATE

Date: 17-06-2026.

To,
The Concerned Authority
Government e-Marketplace (Gem)

Subject: Non-Blocking Certificate

This is to certify that M/s ASHOKA SECURITY SERVICES having its registered office at 1ST FLOOR 2151/E-4/3-A, NEW PATEL NAGAR OPP-METROPILLER NO-244, SOUTH WEST DELHI. is engaged in providing Security Services and is not blacklisted, banned, suspended, or blocked by any Central Government Department, State Government Department, PSU, Autonomous Body, or any other Government Organization as on date.

Further, it is certified that:

1. The company/agency is legally eligible to participate in Gem bids/tenders.
2. No criminal or vigilance case is pending against the company/firm related to fraudulent tender participation.
3. The firm has not been declared insolvent or bankrupt by any competent authority.
4. The agency complies with all statutory requirements including EPF, ESI, GST, Labor License, and other applicable laws.
5. All information provided by the agency on Gem portal and in tender documents is true and correct.

In case any information furnished above is found false or misleading, the organization shall be fully responsible for the consequences.

For M/s ASHOKA SECURITY SERVICES

Authorized Signatory

Name: VIJAY SHANKER MISHRA

Designation: OPERATION MANAGER

Mobile No.: 8858333399 Email ID: ashokasecus@gmail.com

For ASHOKA SECURITY SERVICES


Authorized Signatory

Company Seal & Signature

ASHOKA SECURITY SERVICES

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Telephone : 8860228644 Mobile : 9999110070

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DECLARATION

To,
The Tender Inviting Authority

Subject: Declaration for Participation in GeM Tender

I/We, **Ashoka Security Service**, having our registered office at **2151/E-4/3A, New Patel Nagar, New Delhi - 110008**, hereby declare that:

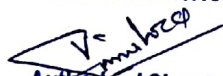
1. All information and documents submitted by us in connection with this tender are true and correct to the best of our knowledge and belief.
2. We have carefully read and understood all the terms and conditions of the tender and agree to abide by them.
3. We have not been blacklisted/debarred by any Central Government, State Government, PSU, or any other Government organization as on the date of submission of this bid.
4. We possess all necessary licenses, registrations, and statutory approvals required for carrying out the services covered under the tender.
5. In case any information furnished by us is found to be false or misleading, the tendering authority shall have the right to reject our bid and take appropriate action as deemed fit.
6. We undertake to provide the services as per the specifications and conditions mentioned in the tender document.

We hereby submit this declaration for participation in the GeM Tender.

Date: 18-06-2026

Place: New Delhi

For Ashoka Security Service
For **ASHOKA SECURITY SERVICES**


Authorized Signatory.

Authorized Signatory:

Name: VIJAY SHANKAR MISHRA
Designation: OPERATION MANEGAR


Company Seal & Signature

ASHOKA SECURITY SERVICES

2151/E4/3A, Main Patel Road, Metro Pillor No. -245, Shadi Pur Depot, New Delhi-110008

Telephone : 8860228644 Mobile : 9999110070

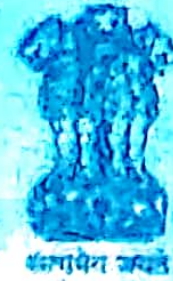
E-mail : ashok.secu@gmail.com

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आयकर विभाग
INCOME TAX DEPARTMENT

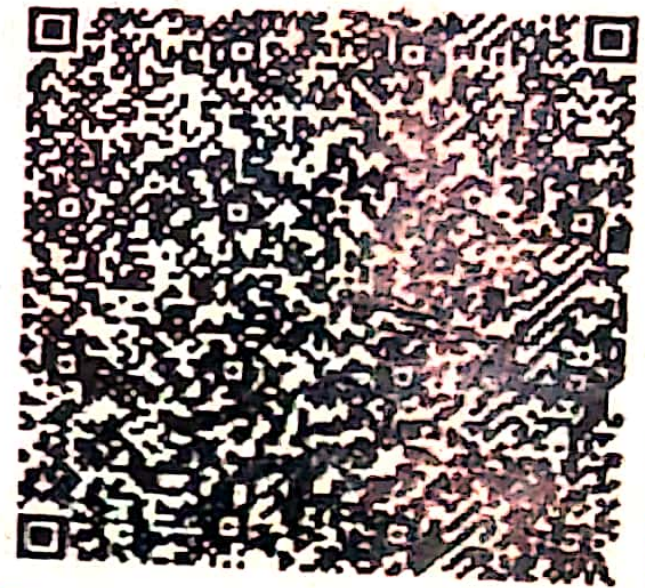


भारत सरकार
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

ABOFA8202F

नाम / Name
ASHOKA SECURITY SERVICES



निगमन / गठन की तारीख
Date of Incorporation / Formation
01/04/2019

09052019





Certificate of Registration

This is to certify that

ASHOKA SECURITY SERVICES

**2151/E-4/3A, FIRST FLOOR, OPP. METRO PILLAR NO. 244, NEW PATEL
NAGAR, DELHI-110028, INDIA**

has been independently assessed by QRO
and is compliant with the requirement of:

ISO 9001:2015

Quality Management System

For the following scope of activities:

**PROVIDING HUMAN RESOURCE SERVICES, TECHNICAL MANPOWER SERVICES, MANPOWER
SUPPLY IN HOSPITAL AND GOVT SECTOR, HEALTHCARE SERVICES, CLEANING, SANITIZATION
& DISINFECTION SERVICES, HOUSEKEEPING SERVICES, SKILLED, SEMISKILLED AND
UNSKILLED MANPOWER SUPPLY AND FACILITIES MANAGEMENT.**

Date of Certification: 10th February 2026

1st Surveillance Audit Due: 9th February 2027

2nd Surveillance Audit Due: 9th February 2028

Certificate Expiry: 9th February 2029

Certificate Number: 305026021053Q



Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit.
(In case surveillance audit is not allowed to be conducted: this certificate shall be suspended / withdrawn).

The Validity of this certificate can be verified at www.grocert.org

This certificate of registration remains the property of QRO Certification LLP, and shall be returned immediately upon request.

India Office : QRO Certification LLP

142, 11nd Floor, Avtar Enclave, Near Paschim Vihar West Metro Station, Delhi-110063, (INDIA)

Website : www.grocert.org, E-mail : info@grocert.org





Certificate of Registration

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ASHOKA SECURITY SERVICES

2151/E-4/3A, FIRST FLOOR, OPP. METRO PILLAR NO. 244, NEW PATEL
NAGAR, DELHI-110028, INDIA

has been independently assessed by QRO
and is compliant with the requirement of:

ISO 14001:2015

Environmental Management System

For the following scope of activities:

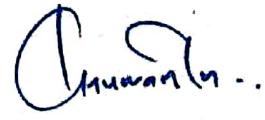
**PROVIDING HUMAN RESOURCE SERVICES, TECHNICAL MANPOWER SERVICES, MANPOWER
SUPPLY IN HOSPITAL AND GOVT SECTOR, HEALTHCARE SERVICES, CLEANING, SANITIZATION
& DISINFECTION SERVICES, HOUSEKEEPING SERVICES, SKILLED, SEMISKILLED AND
UNSKILLED MANPOWER SUPPLY AND FACILITIES MANAGEMENT.**

Date of Certification: 10th February 2026
1st Surveillance Audit Due: 9th February 2027

2nd Surveillance Audit Due: 9th February 2028
Certificate Expiry: 9th February 2029

Certificate Number: 305026021054E




Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit.
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NAGAR, DELHI-110028, INDIA

has been independently assessed by QRO
and is compliant with the requirement of:

ISO 45001:2018

Occupational Health and Safety Management System

For the following scope of activities:

**PROVIDING HUMAN RESOURCE SERVICES, TECHNICAL MANPOWER SERVICES, MANPOWER
SUPPLY IN HOSPITAL AND GOVT SECTOR, HEALTHCARE SERVICES, CLEANING, SANITIZATION
& DISINFECTION SERVICES, HOUSEKEEPING SERVICES, SKILLED, SEMISKILLED AND
UNSKILLED MANPOWER SUPPLY AND FACILITIES MANAGEMENT.**

Date of Certification: 10th February 2026

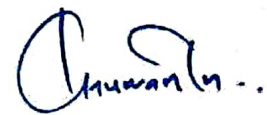
1st Surveillance Audit Due: 9th February 2027

2nd Surveillance Audit Due: 9th February 2028

Certificate Expiry: 9th February 2029

Certificate Number: 305026021055HS




Head of Certification

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before 365 days from date of the audit.
(In case surveillance audit is not allowed to be conducted: this certificate shall be suspended / withdrawn).

The Validity of this certificate can be verified at www.qrocert.org

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