



No. KVAOWA/GGN/2026/33/526

Dated: June 10, 2026

**Notice**

**Subject: Invitation for Resident Participation in Developing Tendering SOPs for the Society**

Dear Residents,

The Society Management is committed to promoting greater resident participation and leveraging the valuable domain expertise available within our community. In furtherance of this objective, we propose to develop comprehensive Standard Operating Procedures (SOPs) and guidelines for various types of tenders issued by the Society.

The purpose of this initiative is to enhance transparency, consistency, accountability, and efficiency in the Society's tendering process, particularly for technical and specialized projects. A well-defined SOP framework will also ensure continuity of knowledge and facilitate smoother decision-making for present and future management committees.

The proposed process is as follows:

**Step 1 :** Inviting interested residents and subject matter experts to contribute their knowledge and experience towards the drafting of the tendering SOPs.

**Step 2 :** Drafting SOPs and procedural manuals covering different categories of tenders and procurement activities undertaken by the Society.

**Step 3 :** Presentation of the draft SOPs before the Executive Committee (EC) for review and approval.

**Step 4 :** Seeking approval from the General Body at the AGM, if considered necessary by the Executive Committee.

**Expected Benefits of the Initiative:**

- Greater transparency and uniformity in the tendering process.
- Better planning, evaluation, and execution of technical and non-technical tenders.
- Reduction of potential disputes and legal complications in the future.
- Faster and more efficient issuance and processing of tenders.
- Creation of an institutional knowledge base for future management committees.

*"Service with a Smile"*



**KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)**  
**KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011**  
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

- Increased resident involvement in Society governance and decision-making.

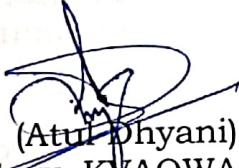
We sincerely invite residents with relevant experience in procurement, engineering, project management, finance, legal matters, contracts, administration, or any other related field to participate in this important initiative.

Interested residents may kindly express their willingness to contribute by sending an email to **kv006\_gurgaon@yahoo.co.in** or by contacting any Office Bearer of the Society on or before **18 June 2026**.

Your participation and support will help strengthen our governance framework and contribute significantly to the long-term development of our Society.

We look forward to your active involvement and cooperation.

Warm regards,

  
(Atul Dhyani)  
Secretary, KVAOWA

*"Service with a Smile"*

Mob: - 8800853661 Email: kv006\_gurgaon@yahoo.co.in; Web-site: kvgurgaon.com