

# **Andhra Pradesh Urban Infrastructure Asset Management Limited**

Reg. Off: 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station

Vijayawada - 520 013

CIN: U65999AP2016PLC103663

**Annexure-I**

## **REQUEST FOR PROPOSAL**

### **SCOPE OF WORK FOR SUPPLY OF SECURITY SERVICES TO APUIAML AT VIJAYAWADA DURING THE ENGAGEMENT PERIOD FROM 01-11-2023 TO 31-10-2024**

APUIAML needs 24x7 security guard service and looking for a Contractor (Security Agency), by keeping the following directions:

- a) The Contractor shall always provide one Security Guard per shift of 8/12 hours for vigilance at the premises of Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML), situated at 4th Floor, NTR Administrative Block, Pandit Nehru Bus Stand Arrival Block, Vijayawada, A.P., for round the clock security during the period of one-year engagement from 1.11.23 to 31.10.24.

The above requirement shall be reviewed by the Contractor (Security Agency) and APUIAML and any suggestions for the increase or decrease of number of security guards and their working hours, shall be mutually discussed, and decided as per the requirements of APUIAML. The Contractor shall provide full co-operation to APUIAML in this regard

- b) The Contractor shall only deploy Security Guard(s) young and energetic Security guards whose age is under 35 years and his minimum education qualification shall be above 10+2 / Intermediate with good track record & past minimum 1 year of experience should be as Security Guard at some Corporate office
- c) The Contractor shall rotate the Security Guard(s) and restrict Security guard(s) for every 8/12 hours duty at APUIAML Head Office. Round the clock (24x7) and strictly NOT to deploy Security guards who are on continuous duty at other offices / places before deploying them at APUIAML Head Office.
- d) The Security Guards on duty will maintain the necessary registers (such as visitors & material movement register, handover & takeover register, any other registers as per statutory requirements of APUIAML) and will not allow any unauthorized person to enter the Premises at any point of time, during the Term
- e) The Security Guards on duty will always be on alert position, and it is expected rotation of duties in regular intervals (for not more than a gap of 3 months) and Contract is required to deploy trained & experienced security guards who can read & write in English.

### **GENERAL TERMS & CONDITIONS FOR SELECTION OF THIRD-PARTY AGENCY:**

- The Contractor shall be a registered entity having requisite certifications and valid licenses in force at the time of submitting their proposal to APUIAML
- Please do mention a fixed monthly fee (keeping in view to adhere Minimum Wages prescribed by the Government of AP) towards the above scope of work with two options:

Option 1 : by keeping 2 guards for 12 hours duty each

Option 2 : by keeping 3 guards for 8 hours duty each

(APUIAML management will decide either of one option)

The Fee shall include all the expenses incurred by the Contractor towards wages, ESI & PF contribution, bonus and other dues payable to the workers/personnel and government authorities to carry out all the Services. APUIAML shall not be liable to make any other payment in connection with the Security Services entrusted to the Contractor.

- No extra charges will be paid if the same is not specified in the quote

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- Payment will be made either through cheque or RTGS post submission of invoice
- Selected Contractor will raise monthly Invoice on:  
Andhra Pradesh Urban Infrastructure Asset Management Limited  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station  
Vijayawada - 520 013  
GST No.: 37AAOCA6442P1ZY

Please submit your Quote (on or before 3 pm of October 9, 2023) in a sealed envelope at the address given below or by way of mail to [Pavan.k@apurban.in](mailto:Pavan.k@apurban.in) with a cc to [pavan.kurumaddali@apurban.in](mailto:pavan.kurumaddali@apurban.in), [harish.nawani@apurban.in](mailto:harish.nawani@apurban.in) and [sankar.modugula@apurban.in](mailto:sankar.modugula@apurban.in),

Mr. Kola Pavan Kumar  
Administration Department  
Andhra Pradesh Urban Infrastructure Asset Management Limited  
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station; Vijayawada - 520 013

**For any clarification on the, may please be contact to Mr. Kola Pavan Kumar (Mobile No. 9966718369)**

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## **-:DISCLAIMER:-**

The final decision to award contract shall always reside with APUIAML. APUIAML Management keeps the full right:

- (a) to take all decision in respect of the Bidding Process for selection of the Contractor
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote

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