

Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4th floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada 520013

CIN: U65999AP2016PLC103663

Annexure

SCOPE OF WORK FOR SUPPLY OF OUTSOURCED STAFF TO APUIAML AT VIJAYAWADA, GAZUWAKA AND/OR ANY OTHER LOCATION DURING THE ENGAGEMENT PERIOD FROM 01-09-2021 TO 31-08-2022

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to appoint a Third-Party Agency, who can provide Outsourced Staff to APUIAML (preferably to keep the same manpower, irrespective of change of vendor, on the existing salaries as well as to adhere minimum wages as per the Andhra Pradesh Shop & Establishment Act 1988), for a period of one year, i.e. from September 01, 2021 to August 31, 2022. APUIAML would also reimburse the following, apart from salary part:

- **Uniform:** As per details provided below:

SL. No.	Staff	Dress Code (per staff / per annum)	Budget (Rs.) Per staff / per annum
1	Female	Sarees (including stitching charges, if any) with one pair of Sandals	Rs. 4,000/-
2	Male	Two pair of uniform (Pant-shirt) (including stitching charges) with one pair of black shoes	Rs. 4,000/-

- **Overtime:** Admin Department would provide no. of Over Time hours to be performed by any outsourced staff (beyond 48 hours in a week) on monthly basis to the agency, who calculates the amount as per minimum wages as per the Andhra Pradesh Shop & Establishment Act 1988
- **Local Conveyance:** Reimbursement of the local conveyance @ Rs.3.50 per km to the OS staff who would be undertaking through his/her by 2Wheeler during official duty
- **Lunch Box:** Daily lunch to be provided by company to the outsourced staff, whenever comes to office for working, for which cost of Rs.90 per lunch box per day per person to be reimbursed to the agency

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

- Agency should be having:
 - a. Minimum two years prior experience for supply of manpower (share some reference /certificate/document), preferably services provided to PSU/State Government Department)
 - b. Registration with PF, ESIC, S&E, GST
 - c. Preferably from AP State
 - d. Notice period: by either party (APUIAML and Successful Bidder) can submit the termination notice with a prior one month notice in writing without assigning any reason for termination
 - e. Service charges should be quoted (exclusive of GST, which should be mentioned separately). No extra charges will be paid if the same is not specified in the quote
 - f. Service Charges would be charged on Gross Salary only (not on the reimbursement amount, i.e. Uniform, OT, Local Conveyance, Lunch Box) and to be mentioned by the Agency in quotation

Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4th floor NTR Administrative Block, Pandit Nehru Bus Station Vijayawada 520013

CIN: U65999AP2016PLC103663

Annexure

- g. Selected Third Party Agency will be solely responsible for all compliances (Labour Law, ESIC, PF, PT, GST etc.) pertaining to Outsourced Staff to be engaged through its agency in APUIAML and would submit relevant receipts/challans along its Invoice)
- h. Submit payment of Rs.10000/- by way of Cheque/DD/RTGS as “Interest Free Bid Security amount” along with Quotation (details of Bank Details provided below)

For Cheque / DD / RTGS:

In Favour: Andhra Pradesh Urban Infrastructure Asset Management Limited

Account No.: 034311100004067

IFSC Code: UBIN0803430

Payable at: Vijayawada

Bid Security amount will be refunded within 30 working days post selection of the final Third Party Agency and commencement of work, to all the unsuccessful bidders who would submit the Bid Security amount along with their Quotation. For the Successful Bidder, the “Interest Free Bid Security amount” will be refunded on completion on engagement period

- APUIAML will make monthly payment through RTGS and Cheque against the Invoice annexed with all supportings (as stated above)
- Selected Third Party Agency 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 bid (on or before 3 pm of August 18, 2021) in a sealed envelope at the address given below or by way of mail to surendra.akiri@apurban.in with a cc to harish.nawani@apurban.in and sankar.modugula@apurban.in, along with Bid Security details:

Mr. Surendra Akiri
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. Surendra Akiri (Mobile No. 9014302676)

-: DISCLAIMER :-

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

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