

Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Office:4th Floor NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520013

CIN:U65999AP2016PLC103663

NOTIFICATION

(No. APUIAML/HR/25-26/01)

(APUIAML inviting Expression of Interest from HR & Legal Agency*)

(Registered Agency / Firm /Company are eligible to submit EoI)

(Individual Person/Consultant EoI will not be accepted)

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) invites Expressions of Interest (EoI) from registered and reputed HR & Legal Agencies for assessing HR obligations and ensuring statutory compliance with applicable Labour Laws

Scope of Work

The selected agency will be responsible for:

- Labour Law Compliance:** Reviewing and ensuring compliance with relevant labour laws, regulations and notifications applicable to APUIAML in Andhra Pradesh and at the Central level.
- HR Obligations Assessment:** Assessing HR obligations, including:
 - Employee contracts and statutory obligations
 - Payroll process streamlining
 - Employee policies review and recommendations
- Applicability of Laws:** Determining the applicability of laws and regulations to different types of officials, including:
 - Full-time employees & consultants
 - Day-based consultants
 - Project Associates
 - AdvisorsProviding solutions and action plans for compliance
- HR Policy Improvement:** Providing suggestions for improving existing HR policies for implementation.
- HR Process Certification:** Reviewing and certifying all HR processes and procedures as per applicable laws and regulations.

This scope of work outlines the key responsibilities of the selected agency in ensuring APUIAML's compliance with labour laws and regulations, as well as improving its HR policies and processes.

Eligibility Criteria for Shortlisting Agencies

To be considered for shortlisting and invitation to submit financial quotes, agencies must meet the following criteria:

- Experience**
 - Minimum 3 years of experience in providing HR and labour law compliance services to corporate offices
 - Team composition includes subject experts with a minimum of 15 years of experience in HR and labour law compliance
- Expertise**
 - In-depth knowledge and expertise in labour laws, regulations and notifications applicable to Andhra Pradesh and Central Labour Department laws
 - Proven track record of providing effective compliance solutions to corporate clients

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3. Reputation

- Good reputation in the industry, supported by relevant certifications, credentials and client testimonials
- Demonstrable commitment to professionalism, integrity and quality service delivery

Document Submission with EoI

Agencies should submit their EoI with a cover letter, accompanied by the following documents:

1. Company Profile:

- Brief overview of the agency's experience, expertise and services offered
- Registration Certificate
- CVs of key personnel to be involved on the assignment with APUAIML

2. Methodology:

- Detailed approach for assessing HR obligations and ensuring labour law compliance, as per the above mentioned Scope of Work

3. References:

- Contact details of at least 2 clients to whom similar Labour Law services have been provided
- Experience certificates issued by those clients

This documentation will help us evaluate the agency's qualifications and suitability for the assignment

Evaluation Criteria for shortlisting of Agency for inviting Financial Quote

EoIs will be evaluated based on the following criteria:

1. **Experience and Expertise:** The agency's experience and expertise in labour law compliance and HR services
2. **Methodology:** The effectiveness and efficiency of the proposed methodology
3. **Client Certification:** Relevant assignment successfully completed

1. **Experience and Expertise:** The agency's experience and expertise in labour law compliance and HR services.

2. **Methodology:** The effectiveness and efficiency of the proposed methodology.

3. **Client Certification:** Successful completion of relevant assignments, as evidenced by client certifications.

Next Steps for submission of Financial Quote

Shortlisted agencies will be contacted to submit financial proposals. Details regarding the financial proposal submission will be provided to shortlisted agencies only. The selected agency will provide professional advice and legal opinion on applicability of laws and regulations to different types of employment mode (Full-time, Day-based Consultants, Project Associates, Advisors), Probable solutions and way forward, etc.

This evaluation process will enable APUAIML to select the most suitable agency for the assignment.

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EoI Submission Details

EoI should be submitted in a sealed envelope, clearly marked "EoI for HR & Legal Services to APUIAML," and addressed to:

The Chief Executive Officer
Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block,
Pandit Nehru Bus Station
Vijayawada - 520 013

EoI Submission Deadline

The EoI should be submitted on or before 5:00 PM on May 15, 2025. Please ensure the envelope is superscribed with "EoI for HR & Legal Agency to APUIAML"

Clarification Contact

For any clarification or queries regarding this notification, please contact:

Ms. Deepika Nandini
Mobile: 9959729922

:- DISCLAIMER :-

1. **Suspend/Cancel the Process**: Suspend and/or cancel the engaging process or amend/supplement the process or modify the dates or other terms and conditions
2. **Seek Clarification**: Consult / negotiate with any Agency/Firm to receive clarification or further information.
3. **Verify/Reject Submissions**: Independently verify, disqualify, reject or accept any submissions, information or evidence provided by or on behalf of any Agency/Firm.

By participating in this process, agencies acknowledge that APUIAML has the sole discretion to make decisions regarding the engagement process.
