

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

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to appoint a Service Provider, who can undertake the following Services during the period of one year, i.e. from September 01, 2021 to August 31, 2022.:

- Overseeing the record keeping under different statutes as applicable to the Company
- Constant updates to the company of any amendments to the statutory enactments and necessary support to adhere to the said amendments
- Advising the Company on the applicability of any enactment to the Company in future and providing the necessary support in this regard
- Assistance in obtaining renewals and amendments to the registration certificates as acquired by the Company earlier
- Providing legal opinion on any matter of interpretation under various labour and industrial laws as may be applicable to the Company and as and when required by the Company.
- Conducting periodical statutory audits once in three months at your office, including the Audits of Transactions with all your vendors. Vendor Audits would be advisable, since the Principal Employer is liable under various enactments in case of non-compliance by the vendors.
- Visiting the office as per mutually agreed schedules to oversee the record keeping and other compliance status, in addition to visits pertaining to carrying an Audit.
- Assurance of physical presence of any our staff in case of any issue which need a resolution to such an issue.
- Compliances under various provisions of the statues as applicable to the Company and submission of timely returns with the statutory authorities in respect of the following enactments:
 - A P Shops and Establishments Act, 1988
 - Employees' State Insurance Act, 1948
 - Employees Provident Fund and Miscellaneous Provisions Act, 1952
 - Payment of Gratuity Act, 1972
 - Payment of Bonus Act, 1965
 - Contract Labour(Regulation and Abolition) Act, 1972
 - Minimum Wages Act, 1948
 - Payment of Wages Act, 1936
 - Payment of Profession Tax

GENERAL TERMS & CONDITIONS FOR SELECTION OF SERVICE PROVIDER:

- Service Provider should be having:
 - a. atleast three years prior experience for the activities mentioned above
 - b. Monthly Professional Fee 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

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- c. Professional Fee would be paid on quarterly basis post completion of quarter. Service Provider will raise Quarterly Invoice on:
Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station
Vijayawada - 520 013
GST No.: 37AAOCA6442P1ZY
- d. APUIAML will make payment through RTGS and Cheque against the Invoice annexed with all supportings (as stated above)
- e. Notice period: by either party (APUIAML and Successful Service Provider) can submit the termination notice with a prior one month notice in writing without assigning any reason for termination

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 deepika.nandini@apurban.in with a cc to harish.nawani@apurban.in:

Ms. Deepika Nandini
HR 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 Ms. Deepika Nandini (Landline No. 0866 2527703)

-: 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 Service Provider
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote
