

Andhra Pradesh Urban Infrastructure Asset Management Limited

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

CIN: U65999AP2016PLC103663

SCOPE OF WORK FOR DEPLOYMENT OF OUTSOURCED STAFF TO APUIAML AT VIJAYAWADA, VISAKHAPATNAM, PULIVENDULA, KADAPA AND/OR ANY OTHER LOCATION(S) DURING THE ENGAGEMENT PERIOD FROM 01-02-2024 TO 31-01-2025

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 February 01, 2024 to January 31, 2025. 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 preferably services provided to PSU/State Government Department)
 - b. Registration with PF, ESIC, S&E, GST

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- c. Preferably from AP / Telangana 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
 - 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)
- 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 January 23, 2024) in a sealed envelope at the address given below or by way of mail to pavan.k@apurban.in with a cc to pavan.kurumaddali@apurban.in, harish.nawani@apurban.in and sankar.modugula@apurban.in:

Mr. Pavan Kola

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. Pavan Kola (M: 9966718369)

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