

REQUEST FOR PROPOSAL
SCOPE OF WORK FOR SUPPLY OF SECURITY SERVICES TO APUIAML
AT HEAD OFFICE, VIJAYAWADA FOR A PERIOD OF ONE YEAR

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 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 for a period of one-year engagement.
- b) The above requirement shall be reviewed by the Contractor 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
- c) The Contractor shall have experience in deploying Security Guard(s) whose background is duly verified and who are young & energetic Security guards whose age is under 40 years and having minimum education qualification shall be above 10+2 / Intermediate. Contractor having Guards with Degree education would be preferred.
- d) The Contractor shall rotate the Security Guard(s) and restrict Security guard(s) for every 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.
- a) 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 Contractor is required to deploy trained & experienced security guards who can read & write in English.
- f) Registered Entities / Startups with MSME certification needs to submit relevant registration certifications at the time of submission of their Bid

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

- The Contractor shall be a registered entity having requisite certifications and valid licenses (such as *PSARA issued by Government of Andhra Pradesh and other Labour Licenses etc.) in force at the time of submitting their proposal to APUIAML (Note: **preferably, but not mandatory*). Contractors who request exemption from Licensing norms shall substantiate their request for exemption
- 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 keeping 2 guards for 12 hours duty each

Andhra Pradesh Urban Infrastructure Asset Management Limited
Reg. Off:4thFloor, NTRAdministrative Block, PanditNehru Bus Station
Vijayawada - 520 013
CIN:U65999AP2016PLC103663

- The Fee shall include all the expenses incurred by the Contractor towards wages, ESI & PF contribution, bonus, insurance and other applicable taxes including GST, all 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
- 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
GSTNo.: 37AAOCA6442P1ZY
- In the event that the lowest quoted bidder (L1) is unable to undertake the security services for any reason, the second lowest bidder (L2) will be invited to provide the services at the rates finalized with the L1 bidder. If the L2 bidder is unwilling to match the L1 rates or declines for any reason, APUIAML may approach the third lowest bidder (L3) with the same offer. If the L3 bidder also refuse to match the L1 rates, APUIAML reserves the right to invite fresh quotations from the open market
- You are requested to submit your quotation in a sealed envelope on or before **3:00 PM, July 11, 2025**, at the address mentioned below. The sealed quotation may be sent preferably by Speed Post, Registered Post, Courier, or delivered by hand and placed in the **Tender Box located at the Reception** of the Head Office, with a corresponding entry to be made in the register maintained by the Security Guard at the Reception:

To:

Chief Executive Officer

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)

-:DISCLAIMER:-

The final authority to award the contract rests solely with APUIAML. The Management of APUIAML reserves the full right:

- (a) to take all decisions pertaining to the bidding process, including the selection of the Security Agency; and
- (b) to withhold disclosure of the reasons for acceptance or rejection of any quotation, at its sole discretion
