

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/25-26/03)

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

(*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:

1. Labour Law & Compliance Review

- Identification of gaps in compliance with key legislations such as Factories Act, Shops & Establishments Act, Industrial Disputes Act, Contract Labour Act, Payment of Wages Act, Gratuity Act, Bonus Act, Minimum Wages Act, PF Act, ESI Act, Maternity Benefit Act and other applicable Central/State laws
- Preparation of a compliance matrix summarising applicable laws, current compliance status, risk exposure and recommended remedial actions
- Recommendation of a compliance calendar to ensure systematic and timely adherence

2. Payroll Systems & Statutory Obligations

- Verification of payroll systems, deductions, remittances and statutory filings
- Review of PF, ESI, gratuity, leave encashment liabilities, statutory bonus and other welfare contributions vis-à-vis statutory requirements/ ongoing best practices

3. HR Policy & Process Review

- Comprehensive review of current HR practices and engagement mechanisms for all categories of manpower (employees, full-time consultants, day-based consultants, project associates, advisors, etc.) vis-à-vis statutory requirements; including identification of gaps, recommendations for corrective measures to ensure compliance with legal obligations, benchmarking with industry best practices (preferably Big 4 firms in India), and process improvements to streamline compliance and reduce risks. In APUIAM, as on date, only four are on rolls as Employee, and 110 around officials are engaged on consultancy mode as full time consultant
- Review of HR manuals, service rules, codes of conduct and standing orders to ensure compliance with labour laws, judicial pronouncements and statutory notifications
- Suggest reforms to improve recruitment processes, performance appraisal, increments, promotion systems and statutory compliance
- Drafting and updating policies and manuals based on the need and gaps identified (suitable to APUIAML structure) on various aspects including Code of Conduct, Diversity & Inclusion, Grievance Redressal, Remote/Contractual Engagement, procurement, Admin, HR policies and APUIAML's HR Manual

4. Advisory & Internal Controls

- Develop internal checklists and monitoring frameworks to enable sustained compliance beyond the assignment period
- Advisory notes on process improvements and institutionalising a compliance-oriented culture

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5. Deliverables & Reporting

- Compliance gap analysis and corrective action plan
- Statutory checklists, audit observations and management advisories
- Final Detailed Assessment Report (DAR) with recommendations, cost implications, and compliance roadmap
- Presentation of findings to APUIAML management and handover of compliance tools.

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.

Timelines, Milestones & Fee Structure: Agency Provide consent on the following Milestone- Timeline - Deliverables/Word Stage & %age of Amount of Fee Payable:

Milestone	Timeline	Deliverables / Work Stage	Amount of fee payable
Milestone 1 – Draft Detailed Assessment Report Submission	Within 40 days of award	Kick-off meeting, deployment of experts, collection and review of HR policies, contracts, payroll, and compliance records; followed by submission of an Inception Note & Work Plan, and subsequently a Draft Detailed Assessment Report covering labour law compliance status, applicability of laws, identified gaps, and preliminary recommendations	25% of consultancy fee
Milestone 2 – Final Detailed Assessment Report Submission	Within 60 days of award	Submission of Final Detailed Assessment Report incorporating APUIAML's feedback; advisory notes on HR processes	45% of consultancy fee
Milestone 3 – Closure & Handover	Within 15 days after final report	Presentation to APUIAML Management; handover of working papers, compliance checklists, and resolution of clarifications; submission of Closure Note	30% of consultancy fee

Eligibility Criteria for Shortlisting Agencies

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

1. 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 (*agency may engage an external HR / Legal Expert, if the same is not available within the organisation*). However, the overall responsibility and accountability for the Report / Advisory deliverables will

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remain with the agency for the assignment)

2. 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

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
- Certificate of Incorporation with Registrar of Companies
- 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 to 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:** 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

Agency is allowed to submit their EoI along with supporting document by mail to: deepika.nandini@apurban.in

EoI Submission Deadline

The Expression of Interest (EoI) shall be submitted on or before **11:00 AM on November 17, 2025**. The envelope should be clearly superscribed with “**EoI for HR & Legal Agency to APUIAML.**”

Agencies that have already submitted their EoI in response to **Notification No. APUIAML/HR/25-26/01 & 2** are **not required to re-submit** the EoI, as their earlier submissions will be considered for evaluation along with the EoIs received under this notification

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.
