

**ANDHRA PRADESH URBAN FINANCE & INFRASTRUCTURE DEVELOPMENT CORPORATION Ltd., VIJAYAWADA**

**REQUEST FOR QUOTATION-2<sup>nd</sup> Call for**  
“Hiring of Services for Security and Housekeeping at APUFIDC office.”

**RFQ No: APUF-14/6/2021-ADMIN SEC-APUFIDC, Dt. 19/08/2021**

To \_\_\_\_\_

**Gentlemen,**

Sub: Invitation for quotations for “Hiring of Services for Security and Housekeeping at APUFIDC office“- for the Office of APUFIDC. - Reg.

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1. You are invited to submit your most competitive quotation for Selection of agency for supply of manpower for providing Security and Housekeeping services for the Office of Managing Director, APUFIDC for a period of 2 years.
2. The Agency should be willing to spare their services in the headquarters of the Organization irrespective of its present location.
3. Therefore, interested firms/agencies are requested to submit the sealed quotations in APUFIDC office on or before 04.00 P.M on **27.08.2021**.
4. General Terms & Conditions:
  - a. The agency should have a registered office in Vijayawada.
  - b. The agency should have been continuously in the business for a minimum period of the **THREE** years as on the date of issue of this tender notice (evidence to be enclosed).
  - c. The agency should submit the PAN, IT Returns and GST certificates of the firm.
  - d. All the agencies should quote the remunerations for each of the above categories of employees as prescribed in the G.O.Ms.No.151 dt.08.08.2016 of Finance (HR 1-Plg&Policy) Dept + their commission on a monthly basis, duly furnishing the breakup of each item specifically. In no case, the agency shall quote less than the above which may lead to summary rejection of the quotation. There shall be no reimbursement of these amounts separately to the agency.
  - e. Payment for the services rendered will be paid by Managing Director, APUFIDC, Vijayawada on monthly basis and the service provider/agency shall submit invoice for the services rendered during the month by 3<sup>rd</sup> week of the month so that they are paid on the 1<sup>st</sup> of the next month along with other employees of the corporation.
  - f. The agency offering the lowest quoted price will be selected for the work. In case more than one agency quotes the same lowest price, the agency will be selected on the basis of an objective criteria such as the duration of their existence, number of employees engaged by them, reputation of the organization, quality of the personnel deployed assessed by their qualifications and experience etc.
  - g. The **ANDHRA PRADESH URBAN FINANCE & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD., VIJAYAWADA** has the powers of sole discretion to exercise every right to dispense, alter or amend any of the conditions at

any point of time without giving any notice to the Service agency.

The following Manpower required for this office

S.No	Description of Man power	Quantity
1.	Security Services	2 Nos
2.	House Keeping	4 Nos

h. The quantity of manpower may likely to vary at any point of time, to increase or to decrease, as per the requirement

5. Each agency shall submit only one quotation.

**6. Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

**7. Evaluation of Quotations**

The authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed and
- b. Conform to the Terms and Conditions, and specifications.

The Quotations would be evaluated for individual items.

**8. Award of contract**

The contract will be awarded to the agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.1 Notwithstanding the above, the client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2 The agency whose bid is accepted will be notified of the award of contract by the client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

P BASANTH KUMAR, MD(PBK), O/o  
MANAGING DIRECTOR-APUFIDC  
Managing Director