



**INVITATION FOR SUBMISSION OF QUOTATION FOR
CONDUCTING SECURITY AUDIT OF THE BANK FOR F.Y.2025-26**

Applications are invited from eligible Security Agencies for conducting Security Audit of “The Andhra Pradesh State Co-operative Bank Limited” (APCOB) for the Financial Year 2025-26.

Schedule of Events:

- Opening date for receipt of applications – 05.11.2025
- Last date for receipt of applications – 20.11.2025
- Date for opening of Technical Bids – 22.11.2025
- Date for opening of Financial Bids – 23.11.2025

I. Job Profile:

To conduct Security Audit of APCOB, Head Office @Vijayawada, Cooperative Training Institute @ Hyderabad and its 18 branches @CRDA for the F.Y.2025-26.

II. Eligibility Criteria:

- The Firm Must be registered security agency/Firm with minimum 3 years of experience in conducting security audits or providing security consultancy services to banks.
- The Firm must have valid GST registration and PAN.
- The agency should not have been blacklisted by any government or financial institution.

III. Procedure for Empanelment:

The Security auditor of the Bank is completely based on the Security agency soundness and experience of the Firm and Professional Staff available and price quoted by the firm. The bank reserves the right to finalize the firm and appoint as Security Auditor of the Bank for the F.Y.2025-26.

IV. Application Guidelines:

- Firms can apply from 05.11.2025 to 20.11.2025 in the application proforma prescribed by the Bank, the hard copy of quotations should reach the Bank on or before 20.11.2025
- Incomplete applications and / or applications without aforesaid documents will be rejected without assigning any reason thereof.

- Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in Vijayawada.
- Further, it is requested to **submit the sealed quotation (Financial bid)** along with the duly filled-in application to the Head office of the Bank within the prescribed time limit in hard copy.
- The address in the sealed quotation should be detailed below:
To
The Deputy General Manager
Inspection and Audit Department (IAD),
The A P State Co-operative Bank Ltd.,
Head Office, Governorpet,
Vijayawada – 520002.

V. Disclaimer:

In case it is detected at any stage that the firm does not fulfil the eligibility norms and it has furnished any incorrect / false information or suppressed any material fact(s), the application will stand cancelled. If any of these shortcomings is / are detected even after appointment, their services are liable to be terminated. Decision of APCOB in all matters regarding eligibility and selection would be final and binding on all applications/ firms. No further representation or correspondence will be entertained by APCOB in this regard.

Sd/-

The Chief General Manager

Encl:

- APCOB 18 Branches, Head Office & CTI Details - (Annexure-I)
- Application Format- (Annexure-II)
- Quotation Format - (Annexure III)
- Scope of Work

HO: #27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada, NTR District – 520002.

Dept.: IAD ☎: 0866-2429022/34 ✉: iad@apcob.org

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Annexure-I**Address of Bank Head Office, CTI & Branches**

S.No.	Branch Name	Address
1.	Head Office	NTR Sahakara Bhavan, #27-29-28, Governorpet, Near HELP Hospital, Vijayawada-520002
2.	Tirupathi	Plot No.21, RC Road, Tirupathi 517501
3.	Governorpet	Door No. 29-2-50 & 29-2-50/1, Rama mandiram Street, Near Old Andhra Hospital, Governorpet, Vijayawada-520002.
4.	Barkatpura	NTR Sahakara Bhavan, #27-29-28, Governorpet, Near HELP Hospital, Vijayawada-520002
5.	Brundavan Gardens	Door No:1-2-55, JKC College Road, Opp.KLP School, JKC Nagar, Guntur Dist.522006
6.	Gannavaram	Door No:9-121, RoyNagar, Gannavaram, Krishna Dist.521101
7.	K R Market	Door No:9-3-3, Brahmin Veedhi , Kothapet, Vijayawad-520013
8.	Ramavarappadu	Door No:6121, SER Centre, Prasadampadu, Ramavarappadu Post, Vijayawada-521108
9.	Gollapudi	Door no:23-3, Sai puram Colony, Gollapudi, Vijayawada rural, krishna dist-521225
10.	Venugopala Nagar	Door No.26-46-38, Venugopala Nagar,NGO Colony, Guntur, Guntur Dist- 522004
11.	Rayapudi	Dno.3-34, Adjacent to Rayapudi PACS, Amaravathi Road, Rayapudi Village, Rayapudi PO, Tulluru Mandal, Guntur Dist- 522237
12.	Kanuru	Sai Plaza Door No.11-46/1, Opp.Pinnamaneni Teachers Colonnny , Near Pantakaluva, Kanuru Main Road, Vijayawada-520007, Krishna Dist.
13.	Currency Nagar	H.No.48-19-5/1, Sri Rama Chandra Nagar Road, Bank Colony, Currency Nagar, Vijayawada, Krishna District-520008
14.	Mangalagiri	#7-551, VRK Towers, Gowtham Buddha Road, Mangalagiri, Guntur Dist.522503

15.	Moghalrajpuram	H.No.48-19-5/1, Sri Rama Chandra Nagar Road, Bank Colony, Currency Nagar, Vijayawada, Krishna District-520008
16.	Chenchupet	Chenchupet, Tenali Municipality,1st ward, 1st block, TS No:146/4C, Plot NO MIG A-82, Chenchupet, Tenali, Guntur District - 522202
17.	At Agraharam	D.No 26-19-122/A, Nitya Nivas, Main Road, A.T. Agraharam, Guntur, Guntur District - 522 004
18.	Hanuman Junction	D.No.18-194, Kethineedi Complex, Near Railway Flyover, Nuziveedu Road, Bapulapadu, Hanuman Junction, Krishna Dist. -521105
19.	Challapalli	D.No.#14-3, Big Apple Complex, Besides police station, Challapalli-521126, Krishna District
20.	CTI	Sahakara Bhavan, #3-4-447&448, Barkatpura, Hyderabad

Annexure-II

Particulars of the Firm:

S.No.	Particulars	
1	Name of the Agency/Firm	
2	a. GST Registration Number of the Firm b. PAN number of the Firm	
5	Contact Details: <ul style="list-style-type: none">• Name of the Person-In-Charge• Contact Number• Address of the Agency/firm• Mail id of the Agencyfirm	
6	If the Agency/firm is having branches at other places, give the details of: <ul style="list-style-type: none">• Branch address• Contact person• Contact number	
7	Year of Establishment of the Agency/firm	
8	No. of retired armed & Police personal associated with the Agency/firm for a period of atleast three (3) years	
9	Total Staff and their experience	
11	Total experience in conducting security Audit of Banks/Companies <ul style="list-style-type: none">• No. of years as security Auditor of Banks• No. of years as security Auditor of Companies	
13	Any other services provided by the Agency/Firm	

Additional Information:

- a. Copy of Registration Certificate.
- b. Copy of PAN & GST Registration Certificate
- c. Details of retired armed & Police personal associated with the Agency/firm and also provide supporting documents.
- d. Whether the agency/Firm conducted security audit for the Banks/Companies? If yes, provide supporting documentary evidence.

- e. Whether any other services provided by the Agency/Firm? If yes, provide supporting documentary evidence.
- f. Whether the firm has been debarred from taking up audit assignments by any Companies/Government agency? If yes, details thereof.
- g. Details of disciplinary proceedings etc. against firm by any Companies/ Government agency during last three years, both closed and pending.

Declaration:

The Agency/Firm complies with all eligibility norms prescribed above. It is certified that neither I nor any of our partners/ members of my/ their families (family will include besides spouse, only children, parents, brothers, sisters or any of them who are wholly or mainly dependent on the staff) or the agency/ Firm in which I am/ they are partners/ directors have been declared as wilful defaulter by any bank/financial institution.

It is confirmed that the information provided above is true and correct.

Signature of the Person- in- Charge
(Name of the Person- in- Charge and Designation)
Date:

//On the letter Head of the Agency/Firm//

ANNEXURE-III

**QUOTATION FOR CONDUCTING SECURITY AUDIT OF APCOB FOR THE
FY 2025-26**

To
The Deputy General Manager
Inspection and Audit Department (IAD)
The A P State Co-operative Bank Ltd.,
Head Office, Governorpet,
Vijayawada – 520002.

Sir/Madam,

Sub: Name of the Agency/Firm – Submission of Quotation for conducting Security audit of APCOB for the FY 2025-26 – Reg.

We herewith submit the Quotation for conducting Security Audit of APCOB for the FY 2025-26.

Particulars	No. of Units	Quote by _____ (Name of the Agency/Firm)		
		Amount	GST	Total (including GST)
Head Office	1			
Co-operative Training Institute (CTI)	1			
Branches	18			

Note: The quotation may be provided for all Branches, CTI and Head Office, with any other charges, if applicable, mentioned separately.

I/We further declare that the quoted amount submitted by me/us is the final amount (incl of Taxes). In case of any deviation is found, the Bank may take necessary action, including Blacklisting of the firms/members, as it may deem fit.

Signature of the Authorized Official/ Person- in- Charge
(Name of the Authorized Official/ Person- in- Charge)

Date:

Physical Security and Risk Assessment Audit: Scope

This audit is designed to assess and manage physical security risks across the bank's operations, integrating a detailed review of its security measures within a comprehensive risk management framework. The audit is structured around four key components: **Threat and Vulnerability Risk Assessment, Protection, Detection, and Response.**

1. Threat and Vulnerability Risk Assessment

This component focuses on identifying and evaluating potential threats and the bank's vulnerabilities, analyzing the potential impact of a security incident, and documenting risks.

1.1. Vulnerability Assessment

- **Review of Governance & Policy:** Assess the bank's physical security policy and its alignment with **RBI/NABARD** operational risk guidelines.
- **Security of Premises:** Evaluate the adequacy of existing security controls at all bank locations, including branches, Head office and data centers.
- **Security Systems & Devices:** Identify gaps or weaknesses in security technology systems, such as access control, CCTV, and alarm systems, as well as their maintenance.
- **Human Resources & Procedures:** Assess deficiencies in security countermeasures, including staff training, guard deployment, and procedural compliance.

1.2. Impact Analysis

- **Asset Valuation:** Analyze the value of critical assets, including people, cash, information, and property, to the bank's operations.
- **Operational & Business Disruption:** Assess the potential for disruption of business functions, such as network outages or branch closures.
- **Reputational Damage:** Evaluate the potential impact on the bank's brand, image, and reputation from a security breach.
- **Risk Ranking:** Document and rank physical security risk observations as **High, Medium, or Low**, providing a comparative estimate of their significance.

2. Protection

This section evaluates the protective measures in place to mitigate identified physical security risks across infrastructure, systems, people, and procedures.

2.1. Infrastructure & Architecture

- **Perimeter Security:** Verify the adequacy of the building perimeter, including fences, walls, and stand-off distances.

- **Entry Points:** Assess the control and security of all external entry and vehicular access points, including the use of gates or gantries.
- **Internal Security:** Review the use of walls and partitions to segregate public from non-public or restricted areas.
- **Special Facilities:**
 - **Vaults/Strong Rooms:** Verify dual custody, access control, electronic locks, and CCTV coverage.
 - **Critical Equipment & IT Rooms:** Ensure physical protection of servers and IT assets, restricted access, and environmental controls (fire suppression, temperature/humidity monitoring).
 - **Document Security:** Confirm the safe custody of customer records, confidential documents, and locker keys.

2.2. Security Systems & Devices

- **Access Control:** Assess the adequacy of access control systems, visitor management, ID badges, and two-factor authentication (2FA) for restricted areas.
- **CCTV Surveillance:** Verify the proper placement, effectiveness, recording retention, and monitoring of CCTV systems at key locations (e.g., ATM sites, vaults, entrances, and data centers).
- **Intrusion & Alarm Systems:** Check the functionality and monitoring of intrusion detection systems, panic buttons, and audible alarms.
- **Fire & Safety:** Confirm the availability of fire safety equipment and compliance with local regulations, as well as the implementation of emergency evacuation plans and drills.

2.3. People & Procedures

- **Staff & Security Officers:** Evaluate the training and awareness programs for staff on physical security and emergency procedures. Verify that security officers are licensed, appropriately trained, and undergo regular drills.
- **Visitor & Vendor Management:** Review visitor management procedures for identification and tracking. Conduct security due diligence on outsourced vendors (e.g., housekeeping, guards, CIT agencies) and verify background checks and training of their staff.
- **Cash-in-Transit (CIT):** Assess security arrangements for cash transportation, insurance coverage, and monitoring/tracking mechanisms.

3. Detection

This component assesses the systems and processes for monitoring, surveillance, and reporting of security incidents or threats.

- **Active Monitoring:** Verify that the bank has systems in place for the active monitoring of security feeds, alarms, and other detection devices.
- **Incident Reporting:** Review the incident reporting framework and escalation matrix for breaches, thefts, or attempted robberies.
- **Audit Trails:** Assess the effectiveness of documentation for access logs, security incidents, and risk observations.

4. Response

This section evaluates the bank's actions and preparedness to mitigate the impact of a security incident.

- **Emergency Response Plan:** Review the comprehensive security operations plan and the procedures for responding to various incidents, such as robberies or violent incidents.
- **Staff & Customer Safety:** Assess the measures for staff and customer protection, including the adequacy of guards, panic buttons, and emergency response systems.
- **Resilience Planning:** Verify the existence of backup power systems (UPS, generators) and their resilience in the event of a power outage.
- **Corrective Actions:** Evaluate the bank's ability to identify gaps in incident responses and vulnerabilities. Assess the implementation of recommendations