

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**



Corporate Office  
Operations (Commercial) Department  
Mushirabad, Hyderabad-20.

No.C5/243(206)/2003-OPD(C)

**CIRCULAR No. 99/2003-OPD(C), Dated:20-12-2003.**

**Sub : LICENSING - Allotment of Canteens, Stalls/Shops,Cycle/Scooter Stands, Office accommodation in Bus Stations and Corporation premises - Authorising Executive Directors of Zones/Regional Managers for allotment of Canteens,Stalls/Shops, Space exclusively in 'C' Class Bus Stations - Instructions - Issued.**

- Ref: 1.Circular No.45/2001-OPD(C), Dated : 13-09-2001
- 2.Circular No.25/2002-OPD(C), Dated : 16-05-2002
- 3.Circular No.26/2003-OPD(C), Dated : 11-04-2003
- 4.Corporation Board Resolution No.167/2003, Dated : 08-10-2003

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Corporation has constructed Bus Stations at important places in the State for the comfort of travelling public. In the Bus Stations, provision is made for Canteen, Stalls/Shops etc., as an amenity to the passengers besides realising commercial revenue to the Corporation.

The Bus Stations have been classified into Major, A, B & C Classes taking into account, commercial revenue being realised through licence fee and no.of services touching the Bus Stations.

The statement showing classification of Bus Stations into Major, A, B & C Classes is at Annexure

Majority of the Bus Stations constructed under TGKP (Telugu Grameena Kranthi Patham) Scheme, and Bus Stations constructed at Mandal Head Quarters are categorised under 'C' Class Bus Stations. A good number of Stalls/Shops in 'C' Class bus stations are vacant due to various reasons.

Corporation Board vide Resolution No.167/2003, Dt.08.10.03 has resolved to authorise Executive Directors of Zones/Regional Managers to allot Canteens, Stalls/Shops etc., in 'C' Class Bus Stations.

**In pursuance of the Corporation Board resolution above, following instructions are issued:**

1. For allotment of Vacant Canteens, stalls/shops in 'C' Class bus stations, Regional Managers shall Call Tenders by publishing the Tender notification in news papers. If there is no response to the Tenders, called on two occasions - Local Tenders have to be called by displaying Tender notification at prominent places like bus stations, bus depots, DM's offices, DVM's Offices, Mandal Revenue offices, Mandal Parishad offices, Municipal offices - etc., in the District concerned for a period of seven days.

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2. On receipt of the tenders, the tender committee consisting of Divisional Manager concerned and Depot Manager of Head Quarters Depot and Dy.CAO/AO of the Region, shall open the tenders and negotiate with the highest tenderer for increasing the licence fee. If the licence fee offered by the highest tenderer is equivalent or more than the licence fee realised from the immediate earlier licensee of the respective Stall/Shop, the tender committee shall recommend for allotment and the same shall be allotted to the successful tenderer by obtaining approval of Regional Manager concerned.
3. If the licence fee offered is less than the licence fee realised from the immediate earlier licensee and the tender committee is of the opinion that, the licence fee offered by the highest tenderer is reasonable and there is no scope for getting better and competitive offers even if tenders are called again, the Canteens, Stalls/Shops in 'C' Class Bus stations shall be allotted by obtaining approval of Executive Director of Zone concerned.
4. Instructions were issued vide Circular No.82/2003-OPD(C), dt. 27.10.2003 for allotment of vacant stalls/shops at C'Class Bus Stations through sponsoring agents on payment of Two months licence fee to the sponsoring agents. The stalls/shops for which offers are received on or before 31.12.2003 shall be finalised in accordance with the instructions communicated vide Circular No.82/2003-OPD(C), dt. 27.10.2003. In other words, the stalls/shops at C'Class Bus Stations for which offers are received but allotment has not been finalised shall not be included in the tenders to be called.  
  
However, the stalls/shops in C'Class Bus Stations which have not received any response for allotment through sponsoring agents shall be included in the tenders.
5. If there is no response even to the local tenders called atleast once, such Canteens, Stalls/Shops etc. in 'C' Class Bus stations can be allotted on nomination basis by fixing reasonable licence fee, keeping in view of the importance of the place, commercial potentiality of Bus Station, licence fee being realised on other Stalls, if any, in the same Bus Station etc., with the approval of the Executive Director of the Zone concerned.
6. The classification of Bus Stations into Major, A, B & C Class as indicated in the Annexure is applicable only for the purpose of commercial activity viz., fixation of cost of tender form, EMD, for allotment of Canteens, Stalls/Shops on nomination basis etc., and it should not be made applicable for any other purpose, other than commercial activity.
7. The instructions envisaged at para 1 to 5 above are applicable only for allotment of Canteens, Stalls/Shops in 'C' Class Bus Stations, listed at Annexure.
8. The licence period, periodical increase in licence fee, collection of security deposit and one month advance licence fee, entering into deed of licence etc., in respect of the Stalls/Shops in 'C' Class Bus Stations, shall be the same as in case of Stalls/Shops in other Bus Stations and as per the guidelines in existence.
9. These instructions are not applicable for allotment of Canteens, Stalls/Shops/Space/ Office accommodation, Cycle/Scooter stands etc., in Major, A & B Class Bus Stations.

10. The instructions/guidelines communicated vide circulars 1st to 3rd cited under reference, shall stand modified to the extent stated above.

**These instructions shall come into force w.e.f. 01.01.2004.**

The Regional Managers, Divisional Managers and Depot Managers shall put best efforts and ensure that, all the vacant canteens, Stalls/Shops etc., in 'C' Class Bus Stations are allotted.

Please acknowledge.

Encl: Annexure.

(Classification of Bus Stations into Major, A, B & C Classes)

  
VICE CHAIRMAN &  
MANAGING DIRECTOR

To All Regional Managers,

A. P. S. R. T. C.

Copy to : All Executive Directors of Zones for information.

Copy to : All Divisional Managers for information & necessary action.

Copy to : All Depot Managers for information & necessary action.

Copy to : All Asst. Traffic Managers in Bus Stations for information & necessary action.