



Andhra Pradesh State Road Transport Corporation

Office of the Managing Director, Bus Bhavan, Hyderabad - 500 624.

No: OP3/462(1)/upkeep/2011-12-MED

CIRCULAR NO: 21/2011-MED Dt.06-06-2011

Sub: UPKEEP - Upkeep of buses - Guidelines for attention of minor body repairs/dents/scratches on buses at depots through outside agencies on contract basis - Communicated - Reg.

Ref: 1) Circular No. 5/2011-MED, dt,24.03.2011

2) Notification No.PD-09/2011, 23.04.2011

3) VC&MD Lr.No. TL10/843(1)/AMED/2010/MED, dt.16.05.2011.

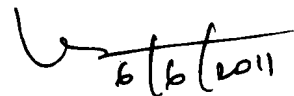
During the recent inspection of vehicles for upkeep, the common defect observed on the appearance of our buses is dents & scratches on the exterior panels, corner dooms, front/ rear bumpers etc. The attention/ repairs to the scratches/ dents is mostly neglected for several days giving shabby appearance. This is also one of factors contributing to deflection of passengers as the appearance of Private buses is far appealing compared to our buses. Further, the delay in attending scratches on the panels/dents will lead to severe corrosion of internal structural MS members due to entry of water. In Super Luxury & Garuda buses, the front & rear panels are made of FRP material. They are prone for damage even with minor impact. The damaged FRP components need to be replaced/repared in time.

In order to provide a proper solution to the above problems, the following guidelines are issued.

1. The scratches, dents and damages caused to the panels, corner domes, bumpers, grills, entrance doors, flap doors, luggage booths ***shall be attended on the same day without allowing the vehicle to operate with damages.***
2. Suitable ***Private repair agency/agencies shall be identified*** in each Region for entrusting minor repairs to the bus bodies for a period of two years by calling tenders at Regional level. The committee shall consist of Dy.CME, AO/Dy.CAO and one Technical Depot Manager.

3. In case of Regions with more number of Depots, more than one agency may be engaged at two or three Depots of the Region.
4. Fixed amounts for scratch & dent attention on panels based on the extent of damage in terms of sq.feet or sq.cms shall be arrived while entering into the agreement with the agency. For this purpose, the estimations furnished vide circular No.5/2011-MED, dt.24.03.2011 may be referred for guidance.
5. For replacement of FRP components like bumpers, grills, corner dooms, etc, the amounts shall be fixed on adhoc basis. However, minor damages on the FRP components can be attended by Depot Coach builders who were already trained on this job at Hyderabad. The Executive Directors (Zones) shall take necessary action to supply Resins & glass wool Mat etc to all depots through Zonal Stores for FRP repairs.
6. All the body materials like Aluminum/GI sheets, Paints, Puttys, Hardner, thinner, Emery sheets, FRP components and required T&P like Paint Spray guns, Drilling machines, Pop rivet guns, etc shall be made available at all Depots adequately by respective Zonal stores as stipulated in the **VC&MD letter No. TL10/843(1)/AMED/2010/MED, dt.16.05.2011**
7. The application of **PU paint may also be included in the above contract**. However, minor paint touch ups can be done by depot Painters who are already trained on application of PU paints.
8. While calling for tenders to identify the agencies, the committee shall evaluate **Technical bid with the following prerequisites before opening financial bids**.
 - A minimum experience of one year in fabrication works, auto coach works (Buses, Cars etc)
 - Sufficient exposure to application of PU paints using latest technology
 - Capability to handle repairs to FRP components of Bus body
9. There is no need to obtain specific financial sanction from Head office for these contracts. The D.O.P. specified through the **Notification No.PD-09/2011, 23.04.2011** may be adopted for this purpose.
10. Extension of contract may be awarded for one more year after completion of two years period, if the contractor agrees to carry out the work without rate enhancement provided the quality of the work is found satisfactory.
11. The payments to the firm shall be made on monthly basis by Regional offices based on the certification from the respective Depot Managers wherever the works have been done by the Contractor.

12. The Dy.CMEs of Regions are responsible for identification and engagement of annual contracts in this regard.
13. The Regional Managers are advised to take action to implement the above instructions w.e.f 1st Jul 2011 and submit compliance.
14. Executive Directors (Zones) shall review the progress in regions under their jurisdiction.
15. Negligence in attending body damages will be viewed seriously hereinafter.
16. This has the concurrence of Financial Adviser.



Handwritten signature and date: 6/6/2011.

VICE CHAIRMAN & MANAGING DIRECTOR

To
All Regional Managers

Copy to: Director(Vig. & security), ED(E&IT), ED(O&MS), ED(A&AM), FA, CAO & ED(HRD&Med) for infmn.

Copy to: All Executive Directors(Zones) for necessary action.

Copy to: All HODs for information.

Copy to: All Dy.CMEs & Dy.CTMs for necessary action.

Copy to: All WMs, COS', Dy.CAOs for information.

Copy to: All AOs for information

Copy to: All Principals, ZSTCs & TA/Hakimpet for information

Copy to: All Depot Managers for necessary action.

Copy to: All Maintenance incharges of the Depots for n.action.

Copy to: RAO, AG Audit, Bus Bhavan for information.

Copy to: Manual Section/Head Office for filing.