



**Andhra Pradesh State Road Transport Corporation**  
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 624.

No: OP3/462(5)/Upkeep/2011-MED

**CIRCULAR NO: 22/2011-MED, Dt.02.07.2011**

Sub: **UPKEEP** - Upkeep of special type buses - Revised guidelines on chemical washing to seat fabric & interior lining - Reg.

Ref: 1. ED(E&IT) Lr.No.OP2/462(Upkeep)/08-09-MED, dt.15.07.10

2. Circular No.02/2010-MED, dt.11.01.10

3. Circular No.25/2010-MED, dt.22.10.10

4. Notification No. PD-09/2011, dt.23.04.2011

Instructions have been issued vide Circulars cited to carry out “*Chemical Wash*” to the seat fabric and interior lining of all special type vehicles at regular intervals by engaging suitable outside agencies to remove stains, oil muck and accumulated dust.

But during the recent inspection of vehicles for upkeep, it is observed that this activity is neglected at several depots due to difficulties in identifying the suitable sources for Chemical washing. The issue has been discussed in detail during the meeting of all EDs on 30.05.2011.

On examining the prevailing practices in AP Tourism, it has been decided to entrust the work of “*Chemical washing* & “*Disinfesting*” to a renowned agency i.e, *M/s Jasmine Services, Hyderabad, in the depots of Hyderabad, Kadapa & Nellore Zones.*

Chemical washing consists of the following activities

- a) Removing Dust on Seats
- b) Sucking Dust from seats using Vacuum Cleaner
- c) Cleaning of seat backside of Fiber sheet, Roof, interior Sides, and floor by using Chemical Shampoo.
- d) For cleaning of floor, Fiber & Rexine items HD chemical is used
- e) For Cleaning fabric, 101 & 103 chemicals are used
- f) Seats are dried with Blower after cleaning

The following guidelines are issued for implementation in this regard.

- 1) The work is entrusted to the above firm on “nomination” basis for a period of *six months w.e.f 15<sup>th</sup> July 2011 under trial* in the zones of HYD, KDP & NLR.

- 2) The existing contracts if any in force shall be continued till completion of the contract period. If the performance of the existing contractor is not satisfactory the contracts may be terminated duly entrusting the works to the ***new contractor i.e, M/s Jasmine Services.***
- 3) The firm shall carry out ***Chemical washing of seat fabric & interior lining along with Disinfesting in Garuda, Super Luxury & Deluxe buses etc*** (of which the seats are made ***with Raymond fabric***) in depot premises throughout the Corporation.
- 4) ***The periodicity is “Once in 15 days” for Garuda & A/c Buses and “Once in a month” for all other types of buses***
- 5) For Chemical wash, the amount per bus is fixed as follows which is inclusive of all taxes, material and other expenses

Place		Garuda	Super Luxury	Deluxe
Hyderabad	Rs	1199	750	550
Other than Hyderabad	Rs	1300	870	665

***In case the rate finalised in the other zones through open tender are lower than the above mentioned rates, the lower rates only will be applicable to the above firm from the date of finalisation of tender.***

- 6) The firm will submit claims to the DM by 1<sup>st</sup> of every month. The ***DM shall certify the bills and forward to RMs Office for arranging payment.***
- 7) The RM ***shall arrange payment by 10<sup>th</sup> of every month*** after audit.
- 8) Separate ***register has to be maintained by Maintenance incharges recording the vehicle number, date of attention etc and shall certify the completion of the activity.***
- 9) The Dy.CMEs & Regional Managers shall crosscheck the vehicles at random during the inspection of depots.
- 10) The firm shall make its own arrangements to get all the required equipment like Vacuum Cleaner, chemicals etc to the Depots
- 11) The Executive Directors (Zones) shall monitor this activity duly obtaining the feedback & progress from the Depots. It is also advised to send the report to Head Office every month.

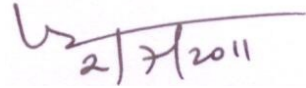
12) These instructions shall be implemented with effect from 15<sup>th</sup> Jul 2011.

The Contact particulars of the firm are...

**M/s Jasmine Services,**  
Plot No.145, House No.9-6-47/1/121,  
Durga Bhavani nagar, Road No.5,  
Santosh Nagar, Hyderabad - 500 059.  
Mobile No.9247583878.  
**Contact person : Sri E.V.Shivaiah.**

13) For the depots of VZM, VJA, KRMR and GHZ zones separate tenders have to be floated at zonal level and work of chemical washing & disinfecting to be entrusted.

This supersedes the instructions issued through earlier circulars issued in this regard. ***This has the concurrence of Financial Adviser.***

Handwritten signature and date: 2/7/2011

**VICE CHAIRMAN & MANAGING DIRECTOR**

To  
All Depot 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 Regional Managers 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 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