



## 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: 23/2011-MED Dt.29-06-2011**

Sub: **UPKEEP** - Upkeep of buses - Revised guidelines for awarding contracts of sweeping, cleaning & washing of buses at depots - Communicated - Reg.

Ref: 1) Circular No.PD-38/2006, dt.09.09.2006  
2) Notification No.12/2007-PD, dt,30.07.2007  
3) Circular No.PD-15/2008, dt.25.02.2008  
4) Circular No.PD-09/2011, dt,14.03.2011

At present, the work of sweeping, cleaning & washing of all buses is being done at depots through outsourcing in terms of Circular No.PD-38/2006, dt.09.09.2006 and subsequent amendments thereof. For all type of buses irrespective of type of body, washing is being carried out using high pressure water jets with Car washers/ Automatic Washing plants.

But, in spite of taking all measures, the complaints on appearance & cleanliness of buses especially Garuda & Super Luxury are pouring in from all regions. It is also observed during inspection of buses for upkeep that the quality of washing/cleaning of buses is not at all satisfactory.

Some of the reasons for poor quality of cleaning buses are

- Field Managers are not paying adequate attention to the cleanliness and appearance of buses.
- Use of high pressure water jets for washing of high end buses like Garuda, Super Luxury which become detrimental to these vehicles as the paint applied is high end PU paint which loses its glossiness under high pressure washing with car washer/ automatic washing machine.
- The use of high pressure water jets causes corrosion of internal structural members which are made of MS. This leads to loose/hanging external panels giving shabby appearance.
- The Contractors are not deploying required man power for sweeping, cleaning & washing of buses.
- The payments are getting delayed owing to several reasons whereby the contractors are facing difficulty in retention of the manpower

In the light of the above problems the revised guidelines are hereby issued on entrusting the work of cleaning, sweeping & washing to Private agencies by calling tenders at **Regional level** duly differentiating the works to be done for special type buses like Garuda, Super Luxury, Low Floor etc and the works for other buses like Deluxe, Express, Pallevelugu/City Ordinary etc.

**1.00 *Cleaning, Sweeping & Mopping of Garuda, Super Luxury and Low Floor buses with MS bus body structures:***

- a) The external washing of these buses shall be done through mopping with Soapy wet cloth & water bucket followed by cleaning with dry cloth everyday
- b) These buses shall not be washed with conventional high pressure Car washers/ automatic washing plants.
- c) All Garuda buses shall be provided with Floor mats compulsorily. The dust accumulated in the Floor mat shall be cleaned by removing the mats everyday and replacing them after de-dusting. Before re-laying the Floor mat, the floor shall be cleaned with soft broom or brush and mopped with phenyl water.
- d) For other buses, the floor cleaning shall be done with soft broom/ brush.
- e) The seats shall be wiped with cloth. The dust accumulated beneath the seats, in the parcel racks and cabin shall be cleaned every day.
- f) Under-chassis washing shall be done on weekly basis with high pressure hose.
- g) The equipment like trolleys, buckets, cleaning materials, Brushes, brooms etc., required for this purpose shall be provided by the Corporation as Standard equipment at depots.
- h) While calling for tenders to identify the agencies for Cleaning, Sweeping & Mopping of Garuda, Super Luxury and Low Floor buses with MS bus body structures, the committee shall evaluate technical bids as per the criteria and marks given at Annexure-1.

**2.00 *Cleaning, Sweeping & Washing of Deluxe, Express, Pallevelugu/City Ordinary etc buses with Aluminum bus body structures:***

- a) The conventional system of washing with Car washer/ Automatic washing plant shall continue for external, under chassis & roof washing.

- b) For internal cleaning, the sweeping shall be done with Brushes/brooms, dusting of seats with cloth and mopping of side panels, roof panels with wet soapy cloth every day
- c) Minimum washing programme shall be carried out on weekly basis.

**3.00 Manpower:**

- a) The requirement of man power for Garuda & Super Luxury etc buses is as follows

S. No	Type of Service	Manpower Norm Per Bus
1	Garuda	0.31
2	Super Luxury & Non-AC Meghdoot	0.21
3	Meghdoot AC, LF AC & other AC buses	0.28
4	Non-AC Low Floor (LF) buses	0.26

- b) For other types of buses viz., Deluxe, Express, Pallevelugu, City Ordinary etc the manpower requirement for undertaking the works i.e, daily washing, sweeping, cleaning and minimum washing programme is as follows

Type of Washing Plant	Up to 30	31-45	46-55	56-70	71-80	81-90	91-100	101-110	111-120	121-130	131-140	141-150
Conventional	3	4	5	6	7	8	9	10	11	12	13	14
Auto-matic	2	3	4	5	6	6	7	8	8	9	9	10

- c) The Parking Drivers @ 1 Driver for 25 vehicles shall be provided.
- d) One exclusive Supervisor has to be deployed by the Contractor for monitoring Washing/Sweeping/Cleaning activity for which semi-skilled wages to be taken into account.

**4.00 Floor rate of work contract**

- a) On arriving at the requirement of manpower based on the above norms, the remuneration payable to the contractor shall be assessed by taking minimum wages, PF, ESI, EDLIF etc (as applicable) duly considering 1/6<sup>th</sup> of wages per person towards weekly off. The

minimum profit margin allowed per contract is 10% of the total cost arrived above.

- b) The applications with less than the floor value shall not be considered.
- c) If the fleet strength of Garuda, AC, Super Luxury and Low Floor buses (MS body) is more than 20 in a depot separate tenders shall be called for carrying out mopping & cleaning of these buses. Otherwise common single tender may be called for.
- d) The guidelines communicated through Circular No.PD-38/2006 and subsequent circulars on outsourcing shall be followed for awarding this contract.
- e) The allowable minimum profit margin for calculation of floor rate is now enhanced to 10% for all types of buses for all fresh tenders.

#### 5.00 **Other terms & conditions**

- a) The period of the contract shall be fixed as 3 years and extendable up to 5 years subject to satisfactory performance on the same terms & conditions.
- b) The other conditions & criteria for selection of successful bidder remain same as that of earlier circulars on outsourcing.
- c) The tender committee shall convene a pre-bid meeting with interested parties who have purchased tender forms one day before closing day, to explain the nature of contract, procedures and other requirements to the tenderers.
- d) The model application and pro-forma of application for filling by Contractor are enclosed at Annexure-2.
- e) In case the existing contract is going to be expired shortly, new tenders have to be called for as per the above revised guidelines. If the tenure of the existing contract is for a considerable period and the performance is satisfactory, additional manpower for mopping of Garuda, Super Luxury, A/c and Low floor buses shall be allowed as per the above mentioned norms and to be implemented.

#### 6.00 ***Payment of bills to the Contractor***

- a) The Contractors will submit claims to the DM by 1<sup>st</sup> of every month. The DM shall certify the bills based on authentication from Maintenance incharge and forward to RMs Office for arranging payment.
- b) *There is no need to obtain certification from the Security branch***

- c) The RM shall arrange payment by 10<sup>th</sup> of every month after audit.
- d) Separate register has to be maintained by Maintenance incharges recording the contractor-wise details of work done on daily basis for the purpose of certification.

7.00 **Washing Imprest:**

Provision is now made for engaging local labour in the event of exigencies to carry out sweeping, cleaning and washing of buses purely on emergency i.e, in the event sudden absence of contract labour, Bundh/ strikes etc., only. The Imprest amounts are fixed based on the fleet strength for the purpose and are as below:

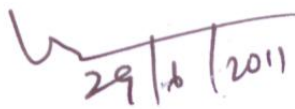
Sl. No	Fleet	Imprest Amount in Rs.
1	Above 100	5,000/-
2	100 - 80	4,000/-
3	Below 80	3,000/-

- This imprest amount shall be kept under custody of **Depot Accountant** and payment shall be made on certification by Maintenance in-charge & Depot Manager.
- The requisition for recoupment along with vouchers shall be submitted to AO of the Region within 24 hours of spending. Further, the imprest amount shall be recouped by AO of the Region within 24 hours on submission.
- The imprest amount *shall never be used for other purposes than washing/sweeping of buses under any circumstance.*

8.00 *The DMs, Dy.CMEs & Regional Managers shall ensure availability of T&P, like Trolley bench, ladder etc and adequate cleaning materials at all depots*

9.00 *The DMs are advised to ensure proper quality of work done by Contractors.*

This has the concurrence of Financial Adviser.

  
29/10/2011

**VICE CHAIRMAN & MANAGING DIRECTOR**

Encl: As above

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

## ANNEXURE-1

### TECHNICAL QUALIFICATION CRITERIA FOR SWEEPING AND WASHING TENDERS

- PAST EXPERIENCE (35 Marks maximum):** Past experience will be treated in two ways one in APSRTC 2<sup>nd</sup> in any other industry. For every year experience in APSRTC seven points per year experience will be granted and a maximum of 35 marks will be granted for an experience of five years and above.

If the contractor has experience in sweeping and cleaning contracts in any other transport industry five marks per year experience will be granted and a maximum of 25 marks will be given for experience of five years and above.

If the contractor has experience in sweeping and cleaning contracts other than transport industry he will be granted two points per year experience and a maximum of 10 marks for experience of five years and above. The relevant experience certificates have to be submitted as part of the technical bid.

- VALUE OF CONTRACTS (20 Marks maximum):** Value of contract per month of sweeping and cleaning contracts executed during one year in previous 5 years period accounted for granting marks as follows.

Sl.No.	Value of contracts	Marks
01	Up to Rs.25,000/-	5
02	Rs.25,000/- to Rs.50,000/-	10
03	Rs.50,000/- to Rs.75,000/-	15
04	Rs.75,000/- and above	20

The relevant contract agreements have to be submitted as part of technical bid.

- STAFF STRENGTH (20 Marks maximum):** Based on staff strength of the contractor the following marks will be awarded.

Sl.No.	Staff strength	Marks
01	Up to 5 members	5
02	5 to 10 members	10
03	10 to 15 members	15
04	15 members and above	20

The PF statements of the previous year has to be submitted as proof of strength of staff. The list of personnel on hand and proposed for the said contract is also to be submitted.

- LABOUR LICENSE (5 Marks):** If the contractor has a labour license he will be awarded 5 marks maximum. A Xerox copy of the labour license has to be submitted.
- PF CODE (5 Marks):** If the contractor has a PF Code he will be awarded 5 marks maximum. A Xerox copy of the PF Code statement has to be submitted.
- PAN CARD (5 Marks):** If the contractor has a PAN Card on his name and is an Income Tax payer he will be awarded five points maximum. A Xerox copy of the PAN Card has to be submitted.
- CLIENT CREDENTIALS (10 Marks):** The contractor has to submit client credentials or user certificate stating that his performance as cleaning and sweeping contractor is satisfactory for which he will be awarded 10 marks.

To qualify in the technical bid the contractor has to get an aggregate mark of 60 out of 100 marks.

**ANNEXURE-2**

PROFORMA OF APPLICATION FORM TO BE FILLED BY THE TENDERER FOR  
ALLOTMENT OF SWEEPING, CLEANING & WASHING OF BUSES CONTRACT

(to be filled by the Unit Officer)

At \_\_\_\_\_ Depot

No. of Buses held at the Depot (Type-wise)

Palleelugu/City Ordinary \_\_\_\_\_

Express /Metro Express/ Semi Low Floor \_\_\_\_\_

Deluxe/ Metro Deluxe/ Saptagiri Deluxe \_\_\_\_\_

Super Luxury/Non-AC Meghdoot/Non-AC Low Floor \_\_\_\_\_

Garuda/ AC Super Luxury/AC Low Floor \_\_\_\_\_

Total Fleet \_\_\_\_\_

No. of Washing Plants available at the Depot : Automatic \_\_\_\_\_  
Manual \_\_\_\_\_

Minimum No. of persons to be engaged per day \_\_\_\_\_

Passport Size  
Photograph of  
The Tenderer

1. Name of the Tender \_\_\_\_\_

(in capital letters)

2. Father's Name \_\_\_\_\_

3. Full Address of the Tenderer \_\_\_\_\_

4. Nature of Work : Sweeping, Cleaning and Washing of Buses, Removing of  
Dust on the Seats, Cleaning of Shutters and Windscreen glasses

p.t.o/



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5. Rates Offered: ( Rate to be quoted per bus in Rupees & Paise)

I. For Garuda, AC, Super Luxury & Low Floor buses (MS body):

- a) Bucket washing of Garuda buses :
- b) Bucket washing of AC buses & AC Low Floor buses :
- c) Bucket washing of Super Luxury/ Meghdoot Non-AC buses :
- d) Bucket washing of Non-AC Low Floor buses :
- e) Under chassis washing of Garuda, AC, S/Luxury & Low Floor buses :

II. For Deluxe, Express, Pallevelugu/City ordinary buses:

a) With Automatic washing plant:

Sl.No	Type	Sweeping	Washing	MWP
	Deluxe			
	Express			
	PV/C.Ord			

b) With Conventional washing plant:

Sl. No	Type	Sweeping	Washing	MWP
	Deluxe			
	Express			
	PV/C.Ord			

- 6. No. of Workmen/Contract Labour to be deployed per Day to undertake the work contract \_\_\_\_\_
- 7. Labour Licence No. & Validity (if any) \_\_\_\_\_
- 8. Details of PF Code No. & ESI Code No. (if any) \_\_\_\_\_
- 9. Previous experience (if any) \_\_\_\_\_
- 10. Details of Earnest Money Deposit “drawn in favour of Dy.Chief Accounts Officer/Accounts Officer, APSRTC \_\_\_\_\_ Region.”
  - a. Amount paid towards EMD Rs. \_\_\_\_\_
  - b. Demand Draft / Banker’s Cheque No. & Date \_\_\_\_\_
  - c. Name of the Bank \_\_\_\_\_

I/We undertake the following sureties, who have signed hereunder as guarantors:

S.No.	Name of the Surety Sureties With full address	Occupation	Signature of the for the execution of the Agreement (Deed of Licence)
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1.

2.

SIGNATURE OF THE TENDERER