

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No:C2/437(41)/2017-CTM(C&P)



Office of the VC&MD,  
RTC House, Vijayawada,  
Dt: 6-3-2019

**CIRCULAR NO:02/2019-Comm, Dt:6-3-2019**

Sub: **LICENSING** - Empowering the Regional Managers and Executive Directors of Zones for allotment of Canteens, Stalls, Spaces, Office accommodation, Parking lots etc at Bus Stations and other premises of the Corporation - Empowering of Field Managers - Issue of Instructions - Reg.

- Ref: 1. Circular No: 48/2007-OPD (C), dt:31-12-2007  
2. Lr. No: C5/437(125)/2007-OPD(C) dt:24-4-2008  
3. Lr. No: C5/437(125)/2007-OPD(C) dt:8-12-2008  
4. Circular No:4/2009-OPD (C), dt:7-2-2009  
5. Lr. No: C5/437(125)/2007-OPD(C) dt:2-1-2010  
6. Lr. No: C5/437(125)/2007-OPD(C) dt:27-12-2010  
7. Lr. No: C5/437(125)/2007-OPD(C) dt:12-12-2011  
8. Lr. No: C5/437(125)/2007-OPD(C) dt:17-1-2013  
9. Lr. No: C5/437(125)/2007-OPD(C) dt:7-2-2014  
10. Lr. No: C5/437(125)/2007-OPD(C) dt:22-11-2016  
11. Lr No: C2/437(41)/2017-CTM(C&P), dt: 20-2-2018

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Instructions were issued vide circular nos, 48/2007 dt:31-12-2007 and Circular no: 4/2009 dt: 7-2-2009 to speed up the process of allotment of stalls/Canteens/Cycle Stands etc in Bus Stations through tenders and to bring into utilization of vacant open spaces through shot term businesses. These instructions were issued to empower the Regional Managers and Executive Directors and to avoid routing of files to Corporate office for small reasons and for approval on which decisions can be taken by field managers.

Validity of these instructions expired on 31-12-2018.

In view of importance of the instructions for speedy decisions, as the need of instructions is permanent in nature and as negative results were not observed on empowerment, VC&MD has approved with concurrence of FA & CAO to standardize the instructions for ever.

The approved instructions are as below:

**I. Empowerment in case of lesser quotes in tenders:**

**Regional Manager:**

The Regional Manager is empowered to accord approval to the proceedings/ recommendations of the Regional Tender committee of the concerned region for allotment of Canteens, Stalls, Spaces, Office accommodation and Cycle & Scooter stands to the highest bidder in cases where the difference of licence fee offered in the current tenders and the license fee realized in immediate earlier contract of a particular Canteen, Stall, Space etc., is less than 20%, if the tenders committee

and Regional Manager is of the opinion that the license fee offered is reasonable in the given circumstances and that there is no scope of getting better offer even if the tenders called again.

**Executive Director (Zone):**

The Executive Director (Zone) is empowered to accord approval to the proceedings/ recommendations of the Regional Tender committee of the concerned region with recommendations of concerned Regional Manager for allotment of Canteens, Stalls, Spaces, Office accommodation and Cycle & Scooter stands to the highest bidder in cases where the difference of license fee offered in the current tenders and the license fee realized in immediate earlier contract of a particular Canteen, Stall, Space etc is more than 20%, if the tenders committee and Regional Manager is of the opinion that the license fee offered is reasonable in the given circumstances and that there is no scope of getting better offer even if the tenders called again.

This empowerment clause is applicable even in the tenders called for the first time after vacation of the premises by the immediate licensee.

**II. Empowerment in case of allotment of open spaces for short term business:**

**Regional Manager:**

The Regional Manager is empowered to accord approval to the proceedings of the Regional Tender Committee for allotment of vacant space at bus stations/ other premises of the Corporation for running short term business upto maximum period of 3 months.

**Executive Director (Zone):**

The Executive Director (Zone) is empowered to accord approval to the proceedings of the Regional Tender Committee for allotment of vacant space at bus stations/ other premises of the Corporation for running short term business upto maximum period of 6 months ( 4<sup>th</sup> month to 6<sup>th</sup> month) after expiry of approval given by Regional Manager for 3 months.

**III. Empowerment in case of revocation of termination orders:**

The Executive Director of Zone is empowered to revoke the orders of termination of license (due to default in payment of license fee or for any other violation of terms and conditions of allotment / agreement) subject to fulfillment of the following conditions.


- a) If the licensee pays all the due amounts towards license fee, electricity and water charges from the date of termination of the license/ closure of stall to the re-opening date with penal interest and without break either in license fee or in license period.
- b) The stall (whose license is terminated) should not have been included in the tender notification published consequent to termination of license of the earlier licensee.

**IV. Empowerment in case of extension of licence period in case of maintenance contracts at Bus Stations:**

The Regional Manager is empowered for extension of the license period of the maintenance contracts of Bus Stations and Tollets after their expiry, for a further period of 6 months or till fresh tenders are called and finalized (after expiry of their license period) whichever is earlier.

The above instructions on empowerment are permanent in nature without needing further periodical extension. Therefore all the Field Managers are advised to follow the above instructions and ensure that there is no delay in allotment of contracts.

Please acknowledge the receipt.

 6/3/19.

**EXECUTIVE DIRECTOR (Commercial)**

Copy to all Officers of the Corporation.

Copy to RAO/AG Audit for infn.

Copy to Dir(Vig) for infn.