

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



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

No.C5/437(187)/06-OPD(C)

**CIRCULAR No.9/2007-OPD(C), Dated :14.02.07.**

Sub : LICENSING – Allotment of Stalls/Space at 'C' Class Bus Stations – Payment of two months licence fee towards commission to sponsoring Agent / Employee Agent – Instructions - Issued– Regarding.

Ref : Corporation Board Resolution No. 39/2007, Dated:17.01.2007.

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Corporation had constructed Bus Stations at all important places in the state for the convenience and comfort of the travelling public, besides realizing commercial revenue through letting out ad space, and Canteens, stalls /space, office accommodation etc. The Bus Stations have been classified into Major, A, B & C categories depending upon the commercial and operational activities. Of the total of 770 Bus Stations, 496 Bus Stations are classified under 'C' category.

At the end of Dec 06, out of 4518 stalls in 770 Bus Stations, 913 stalls are vacant and the % of vacancy works out to 20.2. Of the 913 vacant stalls in all types of Bus Stations, 313 stalls are vacant in C Class Bus Stations alone, and the % of vacancy of stalls at C Class Bus Stations is 38.3. Due to vacancy of more number of stalls at C Class Bus Stations, the total % of vacancy is also high at 20.2. If the number of vacant stalls in C Class Bus Stations is reduced, the total % of vacancy will also come down significantly.

In order to reduce the number of vacant stalls / space at C Class Bus Stations, Corporation Board vide Resolution No.39/2007, dt.17.1.07 had resolved to accord approval for payment of two months licence fee, as commission, to the persons sponsoring business people to take up business in the Stalls/ Space at 'C' Class Bus Stations.

In pursuance of the above Resolution, following instructions / guidelines are issued.

I. **APPLICABILITY OF THE SCHEME:**

- 1) The scheme is applicable only for the vacant stalls / space at 'C' Class Bus Stations.

- 2) The scheme is not applicable for the vacant Canteens, Stalls / Space etc., at Major, A & B Class Bus Stations.
- 3) The scheme is not applicable for the stalls / space already allotted or occupied at 'C' Class Bus Stations.
- 4) The scheme is not applicable for the stalls / space at 'C' Class Bus Stations for allotment of which tenders have already been called for and finalisation of tenders is under process.

## II. VALIDITY OF THE SCHEME:

The scheme is valid from February 07 to July 07 (Six months) as "one time measure".

## III. METHOD OF ALLOTING STALL/SPACE AT 'C' CLASS BUS STATIONS UNDER SPONSORING AGENT / EMPLOYEE AGENT SCHEME:

- 1) The Stalls/Space etc., at 'C' Class Bus Stations shall be allotted to the applicants sponsored by the Sponsoring Agent / Employee Agent on the basis of highest amount offered towards monthly licence fee. In other words, a particular Stall / Space shall be allotted to a person who offers highest amount towards monthly licence fee amongst the offers received for a particular Stall/Space, at a particular Bus Station.
- 2) A tender box shall be kept at each Divisional Manager's Office in all the Regions, to enable the prospective applicants to place their offers, written on a white paper, and **no need to submit the tender / application in the prescribed tender form and no need to collect cost of tender form.**
- 3) The application shall consist of the particulars such as name of the 'C' Class Bus Station to which the application is submitted, nature of business proposed to be carried out, monthly licence fee offered, postal address of the applicant and particulars of the sponsoring agent / Employee agent through whom the application is sponsored. If the particulars of Sponsoring agent / Employee agent are not furnished in the application, it shall be treated as if the application is submitted directly by the applicant without any involvement of the sponsoring / employee agent.
- 4) The applicant shall enclose a Demand Draft for an amount of Rs.500/- (Rupees Five hundred) towards EMD drawn in favour of Dy CAO/ AO of the Region to the tender application, for allotment of each stall.

- 10) In case, the allottee fails to pay Security Deposit and one month advance licence fee, within the specified period, the allotment shall be cancelled duly forfeiting the EMD amount.
- 11) Files shall not be referred to Corporate Office or Executive Director of Zone for fixation of licence fee and according approval for allotment. **It is exclusively left to the discretion and collective wisdom of the Tender Committee / Regional Manager concerned.**
- 12) The Regional Managers, Divisional Managers and Depot Managers shall arrange to give wide publicity through pamphlets, handouts, posters on availability of vacant Stalls / Space etc., at 'C' Class Bus Stations indicating the nature of business to be carried out in each Stall / Space (Bus Station-wise), area of the stall / space, licence period etc.

#### **IV. IDENTIFICATION OF SPONSORING AGENT / EMPLOYEE AGENT :**

- 1) The Regional Managers in consultation with Divisional Managers and Depot Managers shall intimate the notification to the identified sponsoring Agents (outsiders) and Employee agents, Depot-wise by displaying notification at Bus Depots, Bus Stations besides Mandal Revenue Offices, Mandal Parishad Offices, Municipal Offices etc.
- 2) The Agent to be identified for sponsoring the business people to take up business in the Stalls/Space for any authorized business at 'C' Class Bus Stations should be;
  - a. A person hailing from the jurisdiction of that particular Region / District.
  - b. He/She may be the outsider or employee of the Corporation (employee agent).
  - c. He/ She shall have contacts with local business people.
  - d. He/She shall pay a refundable deposit of Rs.200/- (Rupees two hundred only) to the Regional Manager concerned.
  - e. The ex-licensees of Stalls / Space who have defaulted in payment of licence fee to the Corporation and those who have approached Courts of Law against the Corporation, shall not be identified as sponsoring Agent.

5) The Divisional Tender Committee consisting of Divisional Manager of concerned Division, Dy. Chief Accounts Officer / Accounts Officer of the Region, and Depot Manager of Divisional Head Quarters Depot shall meet twice in a month as furnished hereunder to open the tender box, scrutinize the applications received stall wise, and negotiate with the applicants to increase the licence fee.

A) **15<sup>th</sup> & 29<sup>th</sup> of every month** - The tenders received at the Divisional Manager's Office located at Regional Head Quarters shall be opened.

B) **16<sup>th</sup> & 30<sup>th</sup> of every month** - The tenders received at the other Divisional Manager's Office in the Region shall be opened.

If 15<sup>th</sup> or 16<sup>th</sup> or 29<sup>th</sup> or 30<sup>th</sup> happens to be a public holiday, tenders shall be opened on next working day. (However in Feb'07, tenders have to be opened only once i.e. on 27<sup>th</sup> in respect of Divisional Manager's Office located at Regional Head Quarters and 28<sup>th</sup> in respect of other Divisional Managers Office in the Region).

6) The Tender Committee shall recommend for allotment of stall / space on reasonable licence fee. The Tender Committee shall practically analyse and fix reasonable licence fee for each stall / space taking into consideration, the nature of business, business potential of the place, amount of licence fee being realised on other stalls / space under occupation at that particular Bus Station, no. of buses touching the Bus Station etc.

7) If the business people intend to take up the business in all the stalls / space of a particular Bus Station, the stalls / space can be allotted as a "single lot", duly fixing reasonable licence fee. **Such allottee can be permitted to do any authorized business in the stalls / space.**

8) The recommendations (proceedings) of the Tender Committee for allotment of stalls / space in 'C' Class Bus Stations shall be forwarded to Regional Manager concerned for approval or otherwise.

9) The Regional Manager concerned shall have the discretion either to accord approval to the proceedings of the Tender Committee or to reject the recommendations of Tender Committee. The decision of the Regional Manager is final. On receipt of approval of Regional Manager, the Personnel Officer of the Region shall issue allotment letter to the successful applicant as recommended by Tender Committee to pay the security deposit equivalent to SIX months licence fee, and one month advance licence fee within seven days from the date of receipt of allotment letter or from the date of issue of allotment letter whichever is earlier.

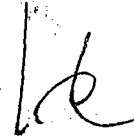
**VI. LICENCE PERIOD**

The licence period shall be SIX years for Stalls / Space. The licence fee will be the same as offered / decided by the Tender Committee during initial three years licence and it will be increased at 10%, 15% and 15% in 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> year of licence over the licence fee payable in 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> year of licence.

**VII. OTHER TERMS & CONDITIONS:**

All the other guidelines / instructions in vogue governing allotment of Canteens, Stalls/Space etc., are also applicable to this scheme.

Since, the main objective of the scheme is to fill up the vacant stalls / space at 'C' Class Bus Stations for realization of commercial revenue, the Regional Managers, Divisional Managers and Depot Managers shall bestow their personal attention and ensure that NO STALL IS VACANT AT 'C' CLASS BUS STATIONS AFTER 31.7.2007.



**VICE CHAIRMAN &  
MANAGING DIRECTOR**

**To  
All Regional Managers,  
A.P.S.R.T.C.**

Copy to : Director (V&S), FA, CAO and all EDs for information.

Copy to Chief Auditor, Bus Bhavan for information.

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

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

Copy to : All Dy CAOs/AOs in Regions for infmn. & necessary action.

Copy to : Personnel Officers in all Regions for infmn. & necessary action.

Copy to : Asst. Traffic Managers in Bus Stations for infmn. & n/action.