

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.C5/437(51)/2005-OPD(C)



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

## **Circular No.10/2005-OPD(C), Dt.2.4.2005.**

Sub : **LICENSING** -Allotment of Canteens, Stalls / Shops etc., at Bus Stations - Specification of nature of business to be carried out in stalls / shops at Bus Stations, in the Tender Notification -Reg.

Ref : 1.Circular No.45/2001-OPD(C), dt.13.9.2001.  
2.Circular No.17/2003-OPD(C), dt.20.2.2003.

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The nature of business to be carried out in the stalls / shops at Bus Stations was communicated Vide Circular No.45/2001-OPD(C), dt.13.9.2001. Also, the broad list of items to be sold in each stall / shop was illustrated.

In the above Circular, it was stipulated that, the nature of business to be carried out in a particular stall / shop shall invariably be specified in the Tender Notification, to enable the tenderers to be aware of the type of business for which they have to submit tender and to quote the licence fee payable to the Corporation commensurating the potentiality of the business.

**It was also made clear that, the terms "Any permitted / approved / statutory business" shall not be mentioned in the Tender Notification.**

But, instances have come to the notice of Corporate Office that, tenders are being called for un-concerned business ie., which are not included in the list communicated vide Circular cited above and which are not required to the passengers at Bus Stations. This is a clear violation of the instructions, which may lead to complications.

**Therefore, the following instructions are re-iterated for strict compliance.**

- 1) For allotment of vacant Canteens, Stalls/shops etc., at Bus Stations, the Regional Manager concerned shall arrange to call tenders at least once in two months. The Tender Notification shall be published in the local editions of News papers.

Tenders shall be called for the businesses, communicated vide Circular No.45/2001-OPD(C), dt.13.9.2001, to be carried out in each stall / shop. There shall not be combination of more than two types of businesses to be carried out in any Stall / Shop.

- 2) In the Tender Notification, the particulars of Bus Station, nature of stall ie., whether it is a Pucca stall or open space, size/area of the stall / open space, nature of business and EMD to be paid shall be mentioned.

The nature of business to be carried out in each stall / shop shall invariably be specified in the Tender Notification to be published in the News papers. ( Among the types of business communicated vide Circular No.45/2001-OPD(C), dt.13.9.2001).

- 3) In the Tender Notification, there shall not be any mention like "**Any permitted / approved / statutory business**" under any circumstances. In other words, tenders shall not be called without specifying the nature of business in the stalls / shops located at Bus Stations.
- 4) If it is felt that, any particular business which is not included in the list communicated vide Circular cited, is required at a particular Bus Station, in the interest of travelling public and that particular business may fetch good commercial revenue, approval of Corporate Office shall be obtained to call tenders for such types of businesses, prior to publication of tenders.

While processing file to Corporate Office seeking approval to call tenders for a particular business/businesses which are not included in the list, detailed justification for proposing such business(es) shall be given by the Tender Committee.

The businesses which are prohibited and businesses which are immoral and injurious to the health of the passengers and competitive to the business of the Organisation shall not be proposed.

- 5) In respect of shops located outside the Bus Station and opened to main road and not connected to the activity of Bus Station (COMMERCIAL COMPLEXES) tenders shall be called for the businesses included in the list of approved business communicated vide Circular No.45/2001-OPD(C), dt.13.9.2001 and also businesses identified by the Tender Committee of concerned Division, depending upon the prevailing local circumstances and potentiality of business, (prohibited business and business which are immoral and injurious to the health of the passengers and competitive to the business of the Organisation shall not be included). Approval of Executive Director of the Zone concerned shall be obtained to call tenders for other than the listed businesses and there is no need to process file to Corporate Office, specifying the nature of business to be carried out in the shops located and opened to main road and not connected to the activity of the Bus Station. The Tender Committee can examine and recommend the nature of business for approval of Executive Director of Zone concerned.

The Regional Managers shall guide the Tender Committee before finalising the nature of business to be carried out in each stall / shop at **Bus Stations and Shops located outside Bus Stations** taking into consideration, the requirement of the passengers, business potential in realising higher licence fee, instead of calling tenders in a routine manner for un-remunerative and non-lucrative businesses.

**In future, there shall not be any Tender Notification for allotment of stalls / shops in Bus Stations and Commercial Complexes without specifying the nature of business. The Tender Committee shall not consider any tenders against any notification which does not specifically mention the nature of business.**

Please acknowledge.

  
**VICE CHAIRMAN &  
MANAGING DIRECTOR**

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

Copy to : 1. EDs of Zones - for information.  
2. All DVMs/DMs - for information & n/action.  
3. All Dy.CAOs/AOs in Regions - for information & n/action.  
4. ATMs at Bus Stations - for infmn. & n/action.  
5. Training Officer, Corporate Office - for inclusion in the monthly index of Circulars.