

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:C5/644(9)/09-OPD(C)

Bus Bhavan,  
Commercial Wing,  
Mushirabad, Hyderabad.

**CIRCULAR NO. 15 / 2009-OPD (C) DATED -04-05-2009**

Sub: **PARCELS, GOODS & COURIERS** – Transportation of  
Parcels, goods, and couriers by the buses of APSRTC –  
Appointment of M/s Alloy Nitrides Limited as Agent  
w.e.f.1.8.08 to 31.7.2012 – Regarding.

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The Corporation Board, vide **Resolution No.48/2008 dt:8.8.08**, accorded approval for appointment of M/s Alloy Nitrides Limited, the successful tenderer in the Tenders dt.11.6.08 as Agent for transportation of parcels, goods and couriers by the buses of APSRTC.

**Salient features of the contract are as follows:**

1. **CONTRACT PERIOD:** The contract is for a period of FOUR years commencing from 1.8.08 to 31.7.2012, extendable by 1 year based on the satisfactory performance of the four year contract.
2. **CONTRACT AMOUNT:** M/s Alloy Nitrides Limited will pay an amount of **Rs.25,40,99,099** (Rupees twenty five crores forty lakhs ninety nine thousand and ninety nine only) for five year contract (if extended for 5<sup>th</sup> year) period from **1.8.08 to 31.7.2013**. **M/s ANL will pay contract amount at corporate office.**

3. **(A) PERMITTED BUSES:** M/s Alloy Nitrides Limited is permitted to transport parcels, goods and couriers by the following category of buses (including hire):

1. Pallevelugu
2. Express
3. Deluxe
4. Super Luxury
5. Meghdoot (non-AC) buses

**(B) NOT PERMITTED BUSES:** M/s ANL is not permitted to transport parcels, goods and couriers by the following category of buses

Garuda, all AC buses, Metro Deluxe, Metro Express and City buses being operated in Hyderabad City Zone, Vijayawada, Visakhapatnam cities and Warangal & Hanamkonda towns.

4. **PROHIBITED ARTICLES**: M/s ANL shall not accept **prohibited articles** and **contraband goods** for transportation in APSRTC buses. The particulars of prohibited articles are at **Annexure-A**.
5. **RESTRICTED GOODS**: The Agent shall ensure transportation of **restricted goods** with necessary permits issued by the competent authorities.
6. **BOOKING OF CONSIGNMENTS**: M/s ANL is permitted to transport goods, parcels and couriers from any Bus station where it has its own office to any place in A.P., and to the neighbouring States where APSRTC buses are under operation.

The transportation of parcels / goods / couriers accepted by the Agent, for delivery at places where there are no Agent's Offices will be at the risk of the Agent himself. Corporation is not responsible if such parcels / goods/ couriers are damaged / misplaced or lost.

The Depot Managers / Dy.Chief Traffic Managers / Regional Managers **shall not issue permits** for transportation of **unaccompanied luggage** from and to places where M/s Alloy Nitrides Limited has its offices.

7. **WORKMEN**: The Agent shall engage his own persons for running parcel / goods / courier office from various Bus Stations and the offices shall work till the departure / arrival of all buses from the Bus Stations without causing any inconvenience to the commuters.

The Agent shall not engage persons below the age of 18 years.

The Agent shall arrange for loading and unloading of Parcels, goods and couriers into and from the buses by engaging persons at their own cost. The Agent may utilise the licenced porters in Bus Stations for loading / unloading of Parcels / Goods into and from the buses.

In case of transshipment of parcels / goods / couriers where there is no direct service, the Agent shall engage his/her own staff for the transshipment.

8. **LOADING / UNLOADING CHARGES**: The agent has to pay the loading and unloading charges to the persons engaged by him/licenced porters.
9. **CREW**: The Agent shall hand over the consignments to the Service Conductor / Driver under acknowledgement (signing on the crew Chelan / manifest forms as proof of acceptance) by deploying their own Agent/men and pay specified allowance, to the Conductor or the Driver in case of one man service. In case

more than one crew perform duty on a service, the allowance payable would be divided among them.

Similarly, the Conductor / Driver shall hand over the consignments to the Agent or their authorized representative at the destination under acknowledgement.

**Refusal of crew to accept parcels booked by M/s ANL for transportation in our buses constitutes mis-conduct in terms of APSRTC Employees (Conduct) Regulations 1963 and disciplinary action shall be taken against such employees in terms of APSRTC Employees (CC&A) Regulations, 1967.**

**INSCRIPTION IN MTD-141 CARDS:** Depot Managers shall ensure incorporation of the following in the MTD 141 cards of services:

**“Goods, parcels, courier covers booked by M/s ANL for transportation shall not be refused. Crew shall accept goods, parcels, courier covers from M/s ANL, sign on the crew Challan / Manifest form and hand them over at proper destinations”.**

For any reason, if the crew are unable to hand over the goods, parcels, couriers at the destination, the same shall be handed over at the next office of M/s ANL enroute, duly obtaining acknowledgement from the representative of M/s ANL. If there are no Agents enroute, the consignments shall be handed over at the Depot to which the bus belongs. In such situations, the Depot authorities shall inform M/s ANL or its representative and hand over the consignments after proper identification and obtaining acknowledgement.

**10.CREW ALLOWANCE:** The amount payable to the crew shall be as under or such other rates as may be fixed mutually.

Sl No.	Name of the article	Crew Allowance
1.	Parcels for 50 kgs or less.	Rs.5/- Subject to a maximum of Rs.30/- (for 500 kg (Pallevelugu, Express & Deluxe buses) or 750 kg (for S.Lux buses)
2.	Cover / Master Cover / Packet	Rs.2/-
3.	Each Courier bag	Rs.4/-

The payment of crew charges by the Agent shall be made at the place of loading the parcels, goods and couriers.

Crew shall not demand payment of excess amount towards crew charges for transportation of goods, parcels and couriers offered by M/s ANL.

**11. SIZE AND WEIGHT OF CONSIGNMENTS:** The size of the parcel should not be more than 100 cm x 60 cm x 60 cm (lbh). The weight of each parcel shall not exceed 50 kilograms.

The total weight of goods / parcels / couriers transported on the luggage carrier of Pallevelugu, Express and Deluxe buses shall not exceed 500 Kgs. The weight shall not exceed 750 Kgs. in case of Super Luxury buses.

The consignments shall be properly packed and M/s ANL shall follow the packing conditions as stipulated at **Annexure - B**. M/s ANL can also accept any parcel / goods / couriers whose declared value is more than rupees fifty thousand.

12. M/s ANL shall be permitted to carry goods, parcels and couriers from outside to its offices in Bus stations and vice - versa using their own vehicles and manpower. Loading and unloading of goods, parcels and couriers from Bus station to their vehicles and vice - versa shall be carried by M/s ANL at their own cost. However, the loading and unloading of consignments into and from ANL vehicles shall not cause any obstruction for free movement of passengers / buses.

**13. DEPARTMENTAL ITEMS:** The Corporation reserves the right to transport their goods, dak and other departmental items by buses and the Agent shall not have any right to demand or claim charges for transport of these items.

**14. POSTAL MAIL BAGS:** The Corporation reserves the right to transport postal mails and news papers / magazine bundles. Corporation shall not accept for transportation of other goods, parcels etc. from any other companies.

**15. ACCOMMODATION:** Corporation has provided space (covered/uncovered) for running booking offices at its own Bus Stations / premises wherever possible depending upon availability. The Agent shall not use the accommodation / space provided for any other purpose other than for the transportation of parcels, goods and courier business. The Agent will pay monthly licence fee at corporate office for the covered/uncovered space provided at the Bus Stations / premises for running booking Offices, at the specified rate per sft. as agreed to pay to the corporation depending upon the category of bus station. The Unit officers shall not disturb the existing facility provided to M/s ANL without the approval of corporate office.

In future, whenever M/s ANL requires accommodation to open its offices and additional space for expansion of the existing offices, it shall give a requisition to Chief Commercial Manager in writing. After examining the availability of covered / uncovered accommodation, Corporate office will issue allotment order, specifying the area to be allotted. The Unit officers shall not correspond with M/s ANL directly in this regard.

**"OFFICE ACCOMMODATION (COVERED OR UNCOVERED) SHALL NOT BE ALLOTTED TO M/S ANL WITHOUT THE APPROVAL OF CORPORATE OFFICE. IF ANY ALLOTMENT IS MADE WITHOUT APPROVAL OF CORPORATE OFFICE, THE CONCERNED WILL BE HELD RESPONSIBLE".**

The Unit Officers shall ensure that M/s ANL shall only confine their activity to the area of accommodation provided. There should not be any encroachment beyond the area / space allotted.

16. **ELECTRICITY:** The Corporation will provide electricity to the accommodation / space provided to the Agent wherever possible and the Agent will have to install sub-meters at their cost and shall pay the electricity charges to the corporation for the power consumed as per tariff fixed by the Corporation from time to time.

The electricity charges shall be paid on or before 10<sup>th</sup> day of every month, to the respective Unit Officers. Failure to pay electricity charges within the stipulated period will attract 36% of penalty for each day of delay, besides disconnection of electricity supply.

In case of break down or failure of electricity supply, the agent shall have to make his/her own arrangements.

17. **LOSS/DAMAGES:** Whenever there is loss or damage to the parcels / goods / couriers due to the negligence of the employees of corporation, the Unit Officers of the Corporation will cause an enquiry and fix up responsibility on the concerned employee(s) for such loss / damage, as far as possible **within 3 months** from the date of such loss or damage reported by the Agent to the Corporation. The Agent shall inform the loss / damage of parcels / goods / couriers to the respective Unit Officers, with details within one month from the date of loading of the parcels / goods / couriers in the bus.

Whenever it is established after due enquiry that loss or damage to parcels / goods is due to the fault or negligence of the employees of the corporation, the claim as declared in the L.R. by the Agent and customer shall be recovered from the employee/employees **subject to a maximum of Rs.50,000/-** and remitted to the Agent by the Corporation.

The Agent is liable for the damages caused to the accommodation provided in bus stations or to any property of the corporation or to any person in the course of transportation of parcels, goods and couriers or in the course of loading and unloading of parcels-goods-couriers.

**18. CLAIMS:** M/s ANL has been representing that in regard to non-delivery / short delivery and damages caused to consignments transported, most of the clients are resorting to legal action by filing petitions in Consumer Forums for the inordinate delay being caused in settling the matters. As most of the cases are being disposed of by the Forums in favour of the clients, M/s ANL is forced to pay compensation besides interest ranging from 12% to 18%.

**The Unit officers are therefore advised to settle the claims within the quickest possible time.**

For any clarification on the matter, Chief Commercial Manager at Corporate Office may be contacted.

  
**VICE - CHAIRMAN &  
MANAGING DIRECTOR**

**To  
All Regional Managers,  
APSRTC.**

**Copy to**

Director (V&S), F.A., CAO for information.  
All Executive Directors and HODs of Bus Bhavan for information  
All Executive Directors of Zones for information.  
All Dy. Chief Traffic Managers for information and necessary action.  
All Depot Managers for information and necessary action.  
All Asst. Traffic Managers of Bus stations - MGBS, TPT, KRNL, PNBS,  
GNT, DBS, KRMR and WL for information and necessary action.  
M/s ANL, 5-9-30/1/5/B, Road No.4, Basheerbagh Palace Colony,  
Hyderabad - 500 063 for information.

## ANNEXURE-B

Parcels should be packed in good conditions either in dealwood/steel boxes, card board cases or in gunny bags depending on nature of parcel for safe transportation. The following conditions are suggested for the package of certain items.

- a) No parcel shall weigh more than 50 kgs.
- b) Oil, Ghee, Paints, Grease etc., should be packed either in sealed tins or cans without any leakage.
- c) Butter should be packed in sealed tins.
- d) Delicate articles shall be obtained if suitably packed in boxes and properly closed on all sides and marked as "HANDLE WITH CARE" "GLASS ETC." in bold letters. Whenever medicines like Syrups, Tonics are to be transported in bottles proper packing should be made to avoid damages enroute.
- e) Eggs and other perishables must be packed in baskets or other containers so that they may be properly protected during transit.
- f) Straw Berry, Mangoes and similar fruits and vegetables, flowers and leaves should be packed so as to prevent damage to them during transit. Preferably they may be packed in baskets or boxes as is convenient.
- g) Small furniture articles need not be packed if sufficiently strong, to be carried on buses.
- h) Machinery or parts, if delicate should be crated or packed in boxes. However, certain parts, which can withstand transit handling need not have any packing. Tyres loaded on the top of the buses should be tied properly to avoid missing /losses.
- i) Jaggery must be packed in gunny bags / baskets. Similarly cereals and other food stuffs should be packed in containers.
- j) Costly articles such as Jari Sarees etc. should be packed carefully in metal or wooden boxes.
- k) Hardware and such other building materials which can be carried on buses should be packed in gunny bags or suitable containers. However, small wooden parts etc. may not require any special package.
- l) Piece goods of cotton, woolen etc. should be packed in gunny bags.
- m) The size of the parcel shall not exceed 100 cm x 60 cm x 60 cms.

**PROHIBITED ARTICLES FOR CARRIAGE UNDER PARCEL TRANSPORT**

1. Petrol
2. Diesel Oil
3. Gasoline
4. Kerosene Oil
5. Mytholated spirits
6. Turpentines
7. Acids
8. Sulphur
9. Coal Tar
10. Gunpowder
11. Guns (loaded) and Catridges
12. Untanned Leather, Skin, Feathers and Hides
13. Raw Fish
14. Dry Fish
15. Crackers / Explosives
16. Gas Cylinders containing Compressed gas
17. Dead Bodies of human beings and animals
18. Contraband Articles
19. Unauthorised forest produce
20. Bones/Horns
21. Animals
22. Batteries
23. Charcoal
24. Unpacked Cinema Films
25. Unpacked Cotton bales
26. Unpacked Dry leaves
27. Unpacked Woolen Goods
28. Opium / Liquor
29. Narcotic preparations and hemp
30. Any other item prohibited by law from time to time