

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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No.C5/243(210)/2002-OPD-C



Corporate Office
Operations (Commercial) Department
Musheerabad, Hyderabad – 500 020.

CIRCULAR No.17/2004-OPD-C, Dt.26.02.2004

Sub : MAINTENANCE OF BUS STATIONS – Allotment of contract for Maintenance of Bus Stations, ie., Sweeping, Cleaning of Bus Station Yard, Plat forms, premises and maintenance of toilets – Reg.

Ref: Circular No.71/2002-OPD-C, dt. 23.10.2002.

Instructions were issued vide Circular cited on allotment of contract for maintenance of Bus Stations ie., Sweeping, Cleaning of Bus Station Yard, Plat forms and Bus Station premises and maintenance of toilets to Social service Organisations “on no payment on either side basis.”

Of late, several Social Service Organisations have submitted representations requesting to allot the contract for Maintenance of Bus Stations on “no payment on either side basis”.

As a good number of Social Service Organisations are interested in taking up the maintenance of Bus Stations, without any remuneration and there is competition amongst Social Service Organisations, it is decided to call tenders exclusively from Social Service Organisations / Non-Governmental Organisations / Voluntary Organisations / Non-Profit Making Organisations which have registered with the Registrar of Societies and are having good track record in Sanitary maintenance, to allot the contract of maintenance of Bus Stations.

In this connection, the following instructions are issued.

1. Tenders shall be called for allotment of contract for maintenance of Bus Stations viz., Cleaning, Sweeping of Bus Station yard, Plat forms, Bus Station premises, watering of plants in the Bus Station yard and maintenance of Toilets, on no payment on either side basis by publishing a Tender Notification in daily News papers.
2. In the Tender Notification, it shall be specified that only registered Social Service Organisations / Non-Governmental Organisations / Voluntary Organisations / Non-Profit Making Organisations, having good track record in sanitary maintenance shall only participate in tenders.
3. The Social Service Organisations should have registered with Registrar of Societies under the Andhra Pradesh (Telangana Area) Public Societies Registration Act / Under Societies Registration Act of 1860 / Andhra Pradesh Society Registration Act 2001.

4. The Social Service Organisations should have registered with the objective :
 - (a) to promote clean and tidy atmosphere at public places.
 - (b) to provide social service to the public through better sanitary conditions.
 - (c) To serve the public with No profit motive and No commercial activity.
5. The Social Service Organisations shall submit previous experience Certificate issued by ..
 - (i) Commissioners of Municipalities, Municipal Corporations in Andhra Pradesh
 - (ii) Competent authorities of Indian Railways and Airports.
6. The EMD payable by the prospective tenderers shall be fixed by the Tender Committee, taking into account the category and potential of Bus Station for which tenders are called, for allotment of maintenance contract. The EMD shall be fixed Bus Station wise and it shall not be too high or too low.
7. The Tender Committee consisting of Divisional Manager of Head Quarters Division in the Region, Depot Manager of Head Quarter Depot and Dy.CAO/AO of the Region shall open, scrutinize the tenders received, assess the capability of the Organisation, finalise the Security Deposit to be paid by the Organisation, and process its proceedings for allotment of contract for maintenance of Bus Station / Bus Stations.
8. The contract shall be allotted to such SSOs/NGOs/VOs/NPMOs which offers to take up the maintenance of Bus Station on no payment on either side basis depending upon its capability/past record etc. If more than One SSOs/NGOs/VOs/Non-Profit Making Organisations participate in tenders and offers to take up the maintenance of Bus Station (ie., Sweeping, Cleaning of Bus Station yard, plat forms and premises, watering of plants and maintenance of toilets) on no payment on either side basis, the SSOs/NGOs/VOs/NPMOs with good track record in sanitary maintenance shall be allotted with the contract. The Tender Committee shall evaluate the past performance of the SSO/NGO and its ability to maintain Bus Station, before recommending for allotment of contract of Maintenance of Bus Station.
9. The contract shall be for a period of Two years. However, if the performance of the Social Service Organisation in maintenance of Bus Station, Sweeping, Cleaning of Bus Station yard, plat forms, premises, watering of plants in the Bus Station yard and maintenance of Toilets is satisfactory, the contract period can be extended upto a maximum period of Four years.
10. Security Deposit shall be collected from the SSOs/NGOs/VOs/NPMOs before entering into an agreement. The Security Deposit shall be fixed by the Tender Committee taking into account, the importance of the Bus Station. It should not be too high or too low. (The Security deposit shall be equivalent to the minimum of expected expenditure to be incurred for maintenance of Bus Station at least for a period of Two months, in the event of termination of the contract of SSOs/NGOs/VOs/NPMOs for breach of terms and conditions or unsatisfactory performance).
11. The recommendations of the Tender Committee shall be approved by Regional Manager concerned based on merits. In other words, the Regional Manager is at liberty to accept or reject the proceedings.

If there is no response from the SSOs/NGOs/VOs/NPMOs for the exclusive tenders called twice, then tenders shall be called for third time inviting tenders from private maintenance contractors also apart from SSOs/NGOs/Vos/NPMOs to take up maintenance of Bus Stations i.e., Cleaning, Sweeping of Bus Station yard, Plat forms, Bus Station premises, watering of plants and maintenance of Toilets ON NO PAYMENT ON EITHER SIDE BASIS.

- 13. The SSO/NGO/VO^{NRTVO}~~(NPMO)~~ shall be allowed to collect Rs.1.00 per head from the users of Lavatories. However, no charge shall be collected from Ladies or Gents for usage of Urinals. A Board to this effect shall be exhibited at prominent place at the Toilets.
- 14. The SSO/NGO/VO/NPMO shall maintain "Complaints & Suggestions Book" and it should be made available to the users on demand to record their complaints/suggestions on maintenance of Toilets.
- 15. In case of 'C' Class Bus Stations, tenders shall be called from SSOs/NGOs/VOs/NPMOs and Private maintenance Contractors in the first tender notification itself.
- 16. In respect of 'C' Class Bus Stations, where there is no response to the tenders called at least twice for maintenance of Bus Station on no payment on either side basis. the Regional Managers shall contact the Gram Panchayat authorities concerned, to take up the maintenance of Bus Station by the Gram Panchayat on payment of reasonable monthly remuneration (by the Corporation to the Gram Panchayat) towards maintenance cost.

The monthly remuneration payable to the Gram Panchayat shall be decided by the Tender Committee taking into consideration, the area of the Bus Station, importance of the town, availability of manual labour, nature of works to be carried out etc. and finalise the payment with the approval of Executive Director of Zone concerned.

- 17. In respect of existing contracts for maintenance of Bus Stations, where the contract is allotted to private persons on payment of monthly remuneration, and the agreement is in subsistence, such contracts shall be allowed to continue till completion of agreement period.

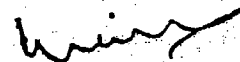
However, if the performance of existing private contractor in maintenance of Bus Station is not satisfactory and if the contract ^{or} violates the terms and conditions of the agreement, the agreement shall be terminated duly following the procedure.

- 18. If there is no response from SSOs/NGOs/Vos/NPMOs to the tenders called twice for maintenance of Bus Station on no payment on either side basis. and there is no chances of entrusting the maintenance of Bus Stations to Gram Panchayats – and if it becomes necessary to allot the contract to private persons on payment of monthly remuneration, as fixed by the Tender Committee in tenders called, such contracts shall be allotted by obtaining approval of Executive Director of Zone concerned.
- 19. The other terms and conditions of the Tender notification and deed of licence shall be as per the Circular No.PD-106/1999, dt. 22.11.99.

20. The Divisional Managers shall have to enter into an agreement on a Non-judicial stamp paper of Rs.100/- value with the Social Organisations as per the Circular No.PD-106/1999, dt.22.11.99.
21. The instructions / guidelines communicated vide Circular No.71/2002-OPD-C, dated 23.10.2002 are modified to the extent stated above.

It should be our endeavor to entrust the contract for maintenance of Bus Stations on no payment on either side basis to reputed SSOs/NGOs/VOs/NPMOs which can maintain Bus Stations as per the expected standards without any complaint from any quarter.

Please acknowledge.



**VICE CHAIRMAN &
MANAGING DIRECTOR**

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

Copy to : All Executive Directors of Zones for information.
Copy to : All Divisional Managers for information and necessary action.
Copy to : All Depot Managers for information and necessary Action.
Copy to : All Asst Traffic Managers in Bus Stations for information & necessary action.
Copy to : Training officer, Head Office, for inclusion in monthly index of circulars