

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:CS/437(92)/98-OPD(C)

Office of the VC & MD
Mushirabad:Hyderabad
Date:30.3.1999.

CIRCULAR NO. 21/99-OPD(C):DATED:30.3.1999.

Sub:LICENCES:Licencing of Canteens, Stalls, Shops,
Space, Office accommodation etc.- Additional
guidelines for speedy finalisation of Tenders -
Regarding.

Ref:1)Circular No.13/94-OPD(C):Dated:09.06.1994.
2)Circular No.64/96-OPD(C):Dated:10.10.1996.

Guidelines were issued time to time through this office
Circulars regarding the procedure to be followed for
licencing of Canteens, Stalls / Shops, Cycle Stands, Space,
Office accommodation etc. in various Bus Stations and
Commercial Complexes of the Corporation.

However, it is observed that many Stalls / Shops are
lying vacant in the Bus Stations on account of various
reasons. Keeping the Stalls vacant not only result in
financial loss to the Corporation but also amounts to denial
of amenities to the travelling Public.

Therefore, new additional guidelines for speedy
finalisation of Tenders for licencing of Stalls / Shops,
Canteens etc. are given below.

1) Regional Managers shall invite tenders for
allotment of Stalls / Shops, Canteens, Space etc., 3 months
ahead of the expiry of the licence period / vacation of the
Stall.

One month prior to expiry of the existing licence
period / vacation of Stall, all requisite formalities viz.,
payment of Security Deposit by the new licensee, entering
into agreement etc. shall be completed without fail. Such
that the transition of the existing licensee vacating the
Stall/Shop, Canteen etc. and taking possession of the
premises by the new licensee, is smooth and continuous
without causing any loss of commercial revenue to the
Corporation.

The Regional Managers shall plan the Tender Schedules
of their Regions in advance taking the above factors into
consideration.

2) 14 days time shall be given for the first call
from the date of publication of Tender Notice to the date of
receipt and opening of Tenders and 7 days for the
subsequent calls. J

3) If the response to the tenders called for the first time is poor or there is no response. Tenders shall be invariably called for the second time without any delay (duly) giving 7 days time for a second call).

4) If the highest offer received in the tenders (called for the first time after vacation of the Stall) is less than the earlier licence fee realised, immediate action shall be taken for calling Tenders for the Second time.

5) If the offer received in the second tenders is also less than the earlier licence fee realised but more than the highest offer received in Tenders called for the first time, then the case shall be processed for approval of Vice Chairman & Managing Director.

6) If the offers received in the second tenders for a stall / shop etc. is not only less than the earlier licence fee realised but also less than the highest offer received in the Tenders called for the first time, Tenders shall be invariably called again (for the third time).

7) If there is no response in the tenders called for the second time then the Stalls / Shops etc. shall be allotted through local Tenders by exhibiting Tender Notices in Bus Stations, Depots and other prominent places besides publishing in local News Papers, if any. All efforts shall be made in giving wide publicity to ensure participation.

8) If the first highest bidder backs out or doesn't take up the contract, duly forfeiting the EMD paid, the Tender Committee shall negotiate with the next highest bidder for increase of offer on par with and above the highest bid and if the second highest bidder agrees to take up the contract at that rate which is above or equal to the highest bid, then the contract shall be awarded to him with the approval of Executive Director of the Zone.

It is to be noted that instructions given earlier in Circular No. 31/94-OPD(C) dated:13-6-1994 to negotiate with the highest bidder only for increase in licence fee holds good unless he backs out or does not take up the contract.

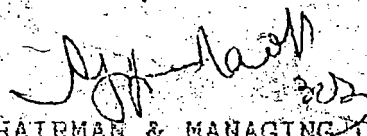
9) Tender Committee proceedings shall be sent to Executive Director of the Zone for approval within 5 days from the date of opening of the Tenders so as to save time and avoid delay in allotment.

10) The Executive Director of the Zone shall accord approval / disapproval as the case may be. for allotment and communicate the same to the Regional Manager within 5 days time. If the case requires approval of Vice Chairman & Managing Director the same shall be sent to Corporate Office within 5 days from the date of receipt of proceedings and recommendations of the Tender Committee by Executive Director's Office.

11) If in the opinion of Regional Manager, the highest bidder is backing out after having participated in the tenders with an ulterior motive to delay / deny allotment of Stall / Shop in the Bus Station and with a view to further his own business interests outside bus station, a higher level of EMD may be fixed than that prescribed in Circular No.64/96-OPD(C), Dated: 10.10.96 wherein it is stated that EMD shall be three times the monthly licence fee realised from the immediate earlier licensee. However, the approval of Executive Director, Zone shall be obtained before fixing a higher EMD than that stipulated in Circular.

All the Regional Managers and Depot Managers are advised to follow the above guidelines scrupulously without any deviation.

Please acknowledge.


VICE CHAIRMAN & MANAGING DIRECTOR

Copy to all Executive Directors of Zones for information and necessary action.

Copy to Executive Director (A) for information and necessary action.

Copy to all Regional Managers for information and necessary action.

Copy to Dy. Chief Traffic Managers of Zones & Regions for information and necessary action.