

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. C5/437(234)/07-OPD-(C)

Office of the VC & MD,
Mushirabad, Hyderabad.20

CIRCULAR No. 40 / 2007-OPD (C) Dt. 12-11-2007

Sub: LICENSING : Calling tenders and finalisation of allotment of Canteens, Stalls, Space / Office accommodation, Cycle/Scooter stands etc., three months before completion of the licence period of the existing licensees – Reiteration of instructions – Reg.

- Ref. 1. This Office Cir. No. 45/2001-OPD-(C) dt.13-09-2001**
2. This Office Cir. No. 17/2003-OPD (C) dt.20-02-2003
3. This Office Cir. No. 50/2003-OPD (C) dt.5-7-2003

Instructions were issued vide Circular 1st cited to arrange for calling tenders for allotment of Canteens, Stalls, Space/Office, Cycle/Scooter stands etc., at least three months before completion of licence period of the existing licensees. The instructions have been reiterated vide Circular 2nd and 3rd cited.

Instructions were also issued vide circular 3rd cited, that the Personnel Officer of the Region shall compile a calendar (a copy to be sent to this office) commencing from January to December incorporating the particulars of Canteens, Stalls, Space/Office accommodation, Cycle/Scooter stands etc., due to expire in the year and also to up-date the calendar every month taking into account the stalls / space allotted, the Stalls / Space prematurely closed/ terminated etc.

But it has been noticed from the files being received in this office from Regional Offices seeking approval of VC & MD for allotment of Canteens, Stalls, Space etc., (when the licence fee offered in the tenders 'latest' is less than the licence fee realised earlier) that the instructions communicated vide circulars referred above are not being followed in toto and tenders are not being called for before 3 months of completion of existing licenses as stipulated. This is obviously resulting in vacancy of stalls, space etc., till tenders are called for and finalised, which is usually consuming lot of time and Corporation is put to heavy financial loss in the form of monthly licence fee.

It is also observed that the files relating to allotment of contract for maintenance of Bus stations "on nomination basis" (wherein , VC & MD should accord approval for allotment of maintenance contract of Bus Stations, beyond six months) are being referred to this office, only after completion of licence period of the existing contractors.

As per the guidelines in force, the maintenance contract of Bus stations has to be allotted to Social service Organisations through tenders, on no payment on either side basis. When there is no response from SSOs, the maintenance contract has to be allotted through tenders on the basis of payment of monthly remuneration to the contractor, that too only in exceptional cases. But the contracts allotted on nomination basis are being extended for unduly long period for one reason or the other without even calling for tenders.

It may be appreciated that keeping the canteens, stalls/space etc., vacant due to delay in calling tenders and finalisation of allotment results not only in financial loss to the Corporation but also amounts to denial of facility to the passengers, apart from violation of instructions in force.

It may also be appreciated that recently we have set a target of Rs.100.00Crores towards commercial revenue to be achieved during Aug'07 to July'08 by making optimum utilization of our resources,

Therefore, following instructions are reiterated for strict adherence.

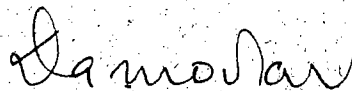
1. Tenders shall be called for and allotment of canteens, stalls, space/office accommodation etc., be finalized at least three months before expiry of the licence period of the existing licensees.
2. The allotment letter shall be issued to the successful tenderers on the same day on receipt of approval of competent authority. If Personnel Officer of the Region is not available on that day to sign the allotment letter, the Dy.CTM can issue them.
3. It shall be ensured that the successful tenderer (allottee) occupies the stall immediately after its vacation by the earlier licensee, without any delay.
4. It shall be arranged to compile a calendar commencing from January to December (in every year) duly incorporating the particulars of Canteens, Stalls, space/office accommodation etc., whose licence period is due to expire in the year and the data shall be updated every month taking into account the stalls allotted, the stalls prematurely closed / terminated etc.

5. The entire process of calling tenders, finalisation of allotment and occupation of stall by the successful tenderer shall be completed within three months of expiry of the licence period of existing licence holders.
6. The files relating to allotment of vacant space at bus stations / premises for doing short term business or the files proposing allotment of additional space to the existing licensees shall be sent well in advance i.e., prior to the date of commencement of business by the allottee / occupation of the additional space by the existing licensee.
7. The files relating to extension of the contract period of the existing maintenance contractors on nomination basis beyond six months, which require approval of VC & MD shall be referred to this office at least 2 to 3 months before expiry of the licence period of the existing contractor, if there is no response to the tenders called for regularization of contract through tenders.

It shall be our motto to fill up the stalls immediately after their vacation by the existing licensees so as to ensure continuity of business and realization of licence fee and instructions issued in the matter are to be taken seriously.

The other guidelines & instructions communicated vide circulars referred above, shall hold good.

Please acknowledge



EXECUTIVE DIRECTOR (O & MIS)

To
All Regional Managers
APSRTC

- Copy to:
1. EDs of Zones, for information
 2. Chief Auditor for information
 3. Dy. CTMs in all Regions for information and necessary action
 4. All Depot Managers for information and necessary action
 5. Asst. Traffic Managers (Bus Stns) for information and necessary action
 6. Dy.CAOs / AOs in all Regions for information and necessary action
 7. Personnel Officers in all Regions for information and necessary action