

45/2001

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD
Mushirabad:Hyderabad

No:C5/243(150)/2001-OPD(C)

CIRCULAR NO. 45/2001-OPD(C):DATED:13.9.2001

15/9

Sub:LICENCES: Licencing of Canteens - Stalls - Snops -
Office accommodation in Bus Stations by calling
Tenders - Constitution of Tender Committee -
Instructions issued - Regarding.

- Ref:1. Circular No.24/85-OPD:Dated:18.6.85.
2. Circular No.31/95-OPD(C):Dated:27.5.1995.
3. Circular No.64/96-OPD(C) Dt: 10.10.1996
4. Circular No.21/99-OPD(C) Dt:30.3.1999.
5. Circular No.17/2001-OPD(C):Dated:22.3.2001.
6. Circular No.20/2001-OPD(C):Dated:25.4.2001.
7. This Office Notification Ea/255(7)/2001-PD:
Dated:11.4.2001.

1) INTRODUCTION:

Consequent upon introduction of Regional set up, guide lines on constitution of Tender Committees were issued vide Circular 2nd cited. Instructions were also given vide Circulars under reference on the procedure to be followed in allotting licences for running business in various stalls in the bus stations.

In view of the re-introduction of Divisional set up with effect from 14.4.2001 and restructuring of Zones, the existing instructions and guidelines issued from time to time, the various circulars cited at 1 to 6 have been reviewed and the revised instructions in respect of constitution of Tender Committee - procedure to be followed in allotment of Canteens, Stalls, Shops, Space, Office accommodation - entering into agreement with the successful tenderer etc. are issued as detailed here under.

2) CONSTITUTION OF DIVISIONAL TENDER COMMITTEE IN PLACE OF REGIONAL TENDER COMMITTEE:

The existing Regional Tender Committee comprising of Regional Manager, Divisional Manager and Accounts Officer will now be substituted with Divisional Tender Committee comprising the following officials:

- | | | |
|-----------------------------------|---|----------|
| 1) Divisional Manager | - | Chairman |
| 2) Accounts Officer of the Region | - | Member |
| 3) Deputy Manager concerned | - | Member |

In respect of Vizianagaram Region, the Regional Manager Vizianagaram Region shall be the Chairman of Tender Committee. Accounts Officer and the Depot Manager concerned of Vizianagaram Region shall be the members of the Committee.

3) PUBLICATION OF TENDER NOTIFICATION IN NEWS PAPERS:

The Personnel Officer of the Region shall prepare the list of vacant Canteens-Stalls-Shops-Office accommodation from the monthly periodical on Stalls and also obtain the particulars of vacant Stalls for which Tenders are to be called from the Divisional Manager concerned and obtain the approval of Regional Manager for publication of Tender Notification.

This process shall be commenced, at least three months before the date of expiry of the licence period of the Canteens - Stalls - Shops Office accommodation.

The Regional Manager shall arrange to send the Tender Notification indicating the date of publication of the Tender Notification through FAX to P.R.O. of Corporate Office. The PRO in turn take prompt action to get the same published in the District local Editions of two daily news papers having large circulation - one English - one Telugu.

Tenders shall be opened in the Office of the Divisional Manager located in the Head quarters of Regional Office where there is more than one division in a Region.

4) NATURE OF BUSINESS:

a) In the Tender Notification, the nature of business shall be indicated against each Stall located in the bus station. The terms like "any permitted business"/ "statutory business shall not be mentioned in the Tender Notification. In other words, the nature of business shall be specified invariably.

b) The Tender Committee shall ensure that the nature of business of any single Stall shall not include more than two types of businesses shown in Annexure-I.

c) Permission for change of business shall not be given under any circumstances.

d) The items to be sold/services to be provided shall be incorporated in the terms and conditions of the Tender.

5) FIXATION OF EMD :

In respect of the existing Stalls, the EMD shall be fixed at 4 times the existing licence fee. The EMD in respect of each Stall shall be specified in the Tender Notification.

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In respect of new Stalls, the EMD shall be fixed by the Tender Committee - It can be decided by the members of the Tender Committee through circulation of file.

6) TIME LIMIT FOR COMPLETION OF ALLOTMENT PROCESS:

When there is no response/adequate response for the first Tender, Tenders have to be called for the second time, within 7 days. The whole process of calling for Tenders and allotment of Stalls shall be completed within a month's time from the date of publication of Tender Notification.

7) LICENCE PERIOD:

a) The licence period of Canteens & Dormitories shall be five years.

b) The licence period of Stalls-Shops-Office accommodation and Telephone Booths shall be three years.

c) The licence period of Cycle Stand/Scooter Stand/Auto/Car/Jeep Parking Stands shall be two years only.

Under no circumstances, licence period be extended and fresh allotment shall be made only by calling Tenders.

8) LICENCE FEE:

a) In respect of Canteens & Dormitories, the licence fee shall be the same as quoted in the Tender or as decided by the Tender Committee during the initial three years licence period.

b) During the fourth year the licence fee shall be increased by 10% over the licence fee of third year.

c) Similarly, in the fifth year, the licence fee shall be increased by 15% over the licence fee of fourth year.

d) The difference of Security Deposit shall be collected at the commencement of fourth and fifth year respectively.

e) In respect of Stalls - Shops - Space - Office accommodation, Telephone Booth - Cycle Stands, the licence fee shall be the same during the entire licence period, as stipulated in the Agreement.

f) The licence fee has to be paid before 10th of every month. Penalty at the rate of 3% per month is liable to be paid by the licensee in case of belated payments of monthly licence fee, Electricity and water charges.

9) FINALISATION OF TENDERS BY THE DIVISIONAL TENDER COMMITTEE:

- 1) The Divisional Tender Committee should meet and finalise the Tenders on the date of opening of Tenders only.
- 2) The Divisional Tender Committee shall negotiate with the highest tenderer wherever necessary - to increase the offer. The Tender Committee shall aim at realising a reasonably higher licence fee, for the Stalls to be allotted. The negotiations should be commenced either on the date of opening of Tenders or the date should be announced then and there itself.
- 3) If the highest bidder backs out or doesn't take up the business - for whatsoever reasons, the Tender Committee shall forfeit the EMD paid by him.

10) APPROVAL OF THE TENDER COMMITTEE PROCEEDINGS:

The Divisional Tender Committee shall send its recommendation/proceedings to the Regional Manager concerned, for approval, on the date of opening of Tenders itself.

The Regional Manager of the Region concerned, on receipt of the Divisional Tender Committee proceedings, shall communicate his approval/disapproval, as the case may be, within five days. In respect of Vizianagaram Region, the Tender Committee proceedings shall be approved by the Executive Director of the Zone.

If the licence fee offered in the Tenders is more than the licence fee realised earlier, or as decided by the Tender Committee after negotiations, the Canteens, Stalls/Shops shall be allotted immediately, by obtaining approval of Regional Manager concerned/Executive Director of Zone (in respect of Vizianagaram Region) within 3 days from the date of receipt.

11) ALLOTMENT ON NOMINATION BASIS:

In case, there is no response to the Tenders called for the second time also, then, Divisional Tender Committee, shall take action for display of Tender Notification at prominent places - a) Bus station concerned b) Depot Manager's Office c) Divisional Manager's Office d) Municipal/Gram Panchayat/Mandal Revenue Office inviting Tenders from the local business people. The Notification shall be displayed for a minimum period of 7 days. On receipt of Tenders from the local people, the Divisional Tender Committee shall negotiate with the highest tenderer to increase the licence fee - and if the Tender Committee satisfies that the amount offered is reasonable, action shall be taken for allotment of the Stall duly obtaining the approval of Regional Manager concerned. This process shall be completed within 30 days from the date of opening of Tenders called for the second time.

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In respect of Mandal Bus Stations and Bus Stations constructed under TSP scheme, such action shall be taken after publication of first Tender notification. In other words, there is no need for notifying the vacancy position in the news papers, for the second time.

The licence period of Canteens-Stalls-Shops allotted by displaying Tender notification locally by the Divisional Tender Committee shall be TWO YEARS only. An agreement shall be entered into with the allottees and after completion of two years licence period, fresh Tenders shall be called through News papers.

Broad guidelines on the time limit for finalisation of Tenders are at Annexure-II.

12) AGREEMENT:

a) The Divisional Manager shall enter into an agreement with the allottees. No other person is authorised to enter into agreement on behalf of the Divisional Manager. The agreement shall be entered on a non-judicial stamp paper worth Rs. 100/-, which has to be supplied by the successful tenderer.

b) The successful Tenderer shall enter into agreement within 15 days from the date of communication of allotment order, by the Divisional Manager duly paying the Security Deposit equivalent to 6 months licence fee and one month advance licence fee.

c) The particulars of items to be sold/services to be provided as given at Annexure -I should be mentioned in the agreement.

13) FORFEITURE OF EMD:

The EMD of the tenderer shall be forfeited under the following circumstances:

1) When the tenderer backs out from payment of Security Deposit within 15 days from the date of communication of allotment.

2) When the Tender submitted by the tenderer is invalid i.e.,

a) When the EMD paid is less than what is stipulated in the Tender.

b) When the EMD is paid through other means i.e, in a manner other than what is stipulated in the Tender Notification.

c) When incomplete Tender form is submitted or Tender form with pre-conditions or additional conditions is submitted.

d) When the Tender is submitted in unconcerned Tender form.

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e) when the Tender is submitted for the business ~~is~~ than that notified in the Tender.

14) MONITORING:

The Executive Director of the Zone/Regional Manager concerned shall monitor the realisation of licence fee, Electricity and water charges from the licensees and allotment of Vacant Stalls in the Regions, Agreements entered into with the licensees etc.

Also, the Test Audit Party of Chief Auditor, shall check the realisation of licence fee, collection of Electricity and water charges, allotment of Stalls, agreements entered into with the licensees etc., during the period of Audit.

15) OTHER CONDITIONS:

a) If the licensee is found selling unauthorised items or found selling at prices higher than the approved prices or commits any breach of Terms & Conditions of the agreement, the Corporation i.e., R.M / DVM / DM / ATM concerned, as the case may be, are empowered to levy penalty upto a maximum of Rs.1000/- on each occasion. If the licensee repeats the offence thrice, his licence is liable for termination, with a month's notice.

b) Permission shall not be accorded to any licensee to open Sub-Stall/Out let or to engage hawkers.

c) The area of the Stall/Shop shall be notified in the Tender Notification. If any licensee is found to be using more space than what is earmarked for a Canteen/Stall/Cycle Stand etc., then penal rent for the extra space will be collected at twice the rate per Sft. paid on the authorised space. This provision shall not however, entitle the licensee to continue the unauthorised usage of extra space and the licence is liable to be terminated for such unauthorised usage of extra space.

d) The licensees shall be confined to the Stall/Shop allotted. If there is any encroachment/unauthorised usage of space, the same shall be removed and the licence is liable for termination, duly forfeiting the Security Deposit.

e) The Stall/space once allotted, should not be changed ~~without~~ the specific approval of Vice-Chairman & Managing Director.

f) Charges in respect of Dormitory, Deluxe Lounge, Cloak Room, Cycle/Scooter etc. Stands shall be fixed by the Divisional Tender Committee, duly taking into consideration the prevailing local rates.

g) Wherever water is provided, water charges shall be fixed by the Tender Committee and ensure for collection of the same from the licensees.

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b) Where exclusive licence for sale of Mineral water is not issued, additional licence fee shall be collected from the licensees of Canteens/Stalls/Shops only for selling Mineral water. However, such permission shall not be given to licensees who are providing service like Telephone Booth, Cloak Room, Deluxe Lounge, Dormitory, Cycle/Scooter etc. Stands.

16) APPLICABILITY OF THE REVISED INSTRUCTIONS:

The revised instructions are applicable with effect from 1-10-2001. In respect of the Tender Notifications issued prior to 1-10-2001, the old instructions stand good.

17) CONCLUSION:

The Divisional Managers and Regional Managers shall ensure that the Canteens, Stalls/Stands etc. are not kept vacant as it would result in financial loss to the Corporation besides denying amenities to the public visiting the bus stations. All efforts shall be made for realisation of comparatively higher licence fee from the Stalls to be allotted.

The conditions mentioned vide circulars cited, are deemed to have been modified to the extent indicated above.

Encl:As above

Sd/- R.P.SINGH,
VICE-CHAIRMAN &
MANAGING DIRECTOR

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

Copy to All Executive Directors/Financial Advisor/
Chief Accounts Officer - for information.
Copy to All Regional Managers - for information and
necessary action.
Copy to All Dy.Chief Accounts Officers / Accounts Officers
of Regions - for information.
Copy to All Depot Managers - for information and
necessary action.
Copy to CTM(D) and CTM(R&D) for information.
Copy to Dy. CTMs/Planning; Marketing; Operations and R & D
for information.
Copy to the Director (Transport Academy) and Principals of
all Zonal Staff Training Colleges for information.

// Attested //

(A.GNANESWAR)
EXECUTIVE DIRECTOR
(OPERATIONS)



ANNEXURE-I

NATURE OF BUSINESS/BUSINESSES AND PERMITTED ITEMS:

1) Canteen

a) Meals - Full meals - Plate meals

b) Tiffin items:-Idli, Vada, Upma, Chapathi, Dosa, Vegetable biryani, Curd Rice, Lemon Rice, Mysore Bajji, Tomato oath, Pooni, Pakoda, Dhai Vada and Uappa.

c) Tea, Coffee, Milk, Butter Milk, Bournvita, Boost, Malvova and Horlicks.

2) FAST FOOD CENTRE All items mentioned under (b) & (c) of Serial No.1

3) SODA & COOL DRINKS STALL

a) Already manufactured and stored drinks in bottles/packs(Company Drinks) such as Limca, Thums up, Gold Soot, Pepsi, Coca-Cola, Maza, Frooti etc.

b) Sodas in sealed bottles, manufactured by reputed companies like Bralery, Kinley etc.

c) Locally prepared Sodas, permitted by Health authorities.

4) PAN & SOBE & COOL DRINKS STALL

Pan and Pan related items. Tobacco products shall not be permitted. The items mentioned above under Soda & Cool Drinks Stall shall be permitted.

5) FRUIT STALL

All kinds of Dry Fruits and Fresh Fruits such as Banana, Apple, Orange, Grapes, Mangoes, Pine Apple etc. The licensee shall not be allowed to sell fruit juice.

6) FRUITS - FRUIT JUICE STALL

In addition to the items mentioned under Fruits Stall Category, Fruit juice made out of the Fruits on the spot.

7) SWEET STALL

a) All kinds of Sweet items

b) All kinds of Savoury (Khana) items

8) BAKERY STALL

Biscuits, Bread, Khana, Chips, Cakes, Jam, ready made baked food items and Chocolates.

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9) SWEETS & BAKERY STALL

All the items mentioned under Si.No. 7 and 8.

10) POP CORN STALL

Only Pop-Corn

11) BOOK STALL

a) News Papers

b) Weekly, Fortnightly and Monthly Magazines

c) Books (prohibited books/Magazines shall not be sold).

12) SNACKS STALL

a) Any fried and packed eatables which doesn't require heating or warming at the time of sale.

b) They should be packed in polythene wrappers or packets in ready to eat condition and should not be loosely stocked in open type vessels or tins.

The licensee shall not be permitted to have a stove/heating point in the Stall for preparation of Snacks.

13) TEA & SNACK STALL

In addition to the items mentioned under Snacks Stall, Tea and Coffee shall be served in disposable cups.

14) ICE-CREAM STALL

All varieties of Ice-creams.

15) ICE-CREAM & COOL DRINKS STALL

The items mentioned under 2 (a) and 13.

16) DAIRY PARLOUR

Bottled Dairy Milk such as Vijaya Milk/Heritage Milk and other Dairy products.

17) Telephone Booth with Local/STD/ISD facility and Fax

18) Telephone Booth with Local/STD/ISD facility and Xerox

19) Flower Stall

Flowers - Garlands

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20) READY MADE GARMENTS

Already stitched garments which are ready to wear. -
Stitching with Sewing Machines etc. shall not be permitted.

21) Electronic Goods/Toys

Electronic Goods and Toys of all types.

22) Cycle Stand

23) Cycle/Scooter Stand

24) Auto/Car/JEEP Parking Stand

25) Cycle/Scooter/Auto/Car/JEEP Parking Stand

26) Cloak Room

Charges shall be for 24 hours or part thereof

27) Deluxe Lounges

28) Fancy/General Stall

Plastic/Rubber Goods, Bags, Ladies Purse/Vanity Bags,
Woops, Talcum Powders, Small Mirrors, Decorative Paper
Items, Photo Frames, Bangles, Trays, Toys, Cosmetic
Items/Detergents, Shaving Cream/Lotions, Combs, Tooth
Paste/Brush, Flasks, Roll Gold Fancy items, Photo Albums and
Shampoos.

29) Dormitory

30) Miscellaneous

(12) (11)

ANNEXURE-JI

BROAD GUIDELINES FOR FINALISATION OF TENDERS

I. FIRST NOTIFICATION:

- (1) Submission of draft notification by the Personnel Officer to Regional Manager : Within 3 days from the date from which the period of licence of the existing Stall/Shop/Space will expire by three months.
- (2) Time for perusal of RM and onward transmission to PRO/Corporate Office through FAX followed by requisition for publication in News Papers. : 3 days from the date of receipt of the draft notification from Personnel Officer.
- (3) Time for publication of Tender notification by PRO of Corporate Office after receipt from the RM. : 3 days
- (4) Clear time to be allowed for submission of tender from the date of publication of the tender notification (excluding the date of publication but including the date of opening of tenders). : 10 days
- (5) (a) Finalisation of tenders including the period spent on negotiations, if any. : 5 days
- (b) Finalisations - if there are no negotiations. : 3 days
- (6) Submission of proceedings of the Tender Committee to the RM for approval. : 2 days after finalisation of tenders.
- (7) Approval of RM and communication of the same to the DVM concerned : 5 days from the date of receipt of the Tender Committee Proceedings from DVM.

Total: 31 days/29 days

II. SECOND NOTIFICATION:

- (1) Submission of draft notification by the PO to RM : Within 2 days from the date of receipt of the approval of RM to the proceedings of the Tender Committee.
- (2) Time for perusal of RM and sending it to PRO(HYD) through FAX for publication in News Papers. : 2 days from the date of receipt of the draft notification from PO.

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- (3) Time for publication in News Papers by P&O of Corporate Office : 3 days
 - (4) Clear time to be allowed for submission of tenders from the date of publication in News Papers. : 10 days
 - (5) (a) Finalisation of tenders including the period spent on negotiations, if any. : 5 days
 - (b) Finalisation of Tenders if there are no negotiations : 3 days
 - (6) Submission of proceedings of the Tender Committee : 2 days
 - (7) Approval of RM and communication of the same to DVM concerned : 5 days
- Total: 29/27 days

VI. LOCAL TENDERS

- (1) Duration of advertisement from the date of publication in the local press. : 3 days from the date of receipt of the approval of Tender Committee proceedings by the RM.
 - (2) Duration of display on notice boards (the 7th day will be the last day for submission of applications to the DVM) : 7 days
 - (3) Finalisation by the Tender Committee. : 3 days
 - (4) Submission of the proceedings to RM. : 2 days
 - (5) Approval by RM : 5 days
- Total: 20 days

VII. TOTAL : 80 Days

8. Date of despatch of communication/alotting the Contract/Stand/Shop/Cycle Stand etc. : Within 3 days from the date of receipt of approval from RM.

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