



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.C5/243(162)/2003-OPD(C).

Corporate Office,
Operations (Commercial) Department,
Mushirabad: Hyderabad - 500 020.

CIRCULAR No.50/2003-OPD(C), Dated: 05-07-2003.

Sub:- LICENSING - Calling tenders for allotment of Canteens, Stalls/Shops, Space/Office accommodation, Cycle/Scooter Stands, three months before completion of licence period - Instructions reiterated - Regarding.

Ref:- 1) This Office Circular No.45/2001-OPD(C), dt.13-09-2001.
2) This Office Circular No.17/2003-OPD(C), dt.20.2.2003.

Instructions were issued vide circulars cited, to call tenders for allotment of Canteens, Stalls/Shops/Office accommodation, Cycle/Scooter Stands, atleast three months before completion of licence period of the existing licensees.

But, instances have come to the notice of Corporate Office, that tenders are not being called regularly and Canteens, Stalls/Shops, are kept vacant for one reason or the other. This is resulting in continuous stay of the licensee in the possession of stall/ shop even after completion of licence period and claiming renewal of licence period. Further, keeping the commercial establishments i.e., Canteens/ Stalls vacant not only results in financial loss to the Corporation, but also amounts to denial of amenity to the travelling public.

Therefore, the following instructions are reiterated for strict compliance.

- 1) The Personnel Officer of the Region shall compile a calendar commencing from January to December incorporating the particulars of canteens, stalls / shops, office accommodation etc., whose licence period is due to complete in the year.

A list of vacant Canteens, Stalls/Shops, Office accommodation, Cycle/ Scooter Stands etc., whose licence period is going to expire within the next three months, shall be prepared, the tender notification shall be sent to Public Relations Officer of Corporate Office for publication in daily News Papers, after obtaining the approval of Regional Manager concerned.

- 2) The month-wise calendar of Stalls/shops, which completes the licence period, shall be updated every month, taking into account, the stalls allotted, the stalls prematurely closed/ terminated etc.
- 3) In the Tender notification, it shall be specifically mentioned that, from which date the particular Canteen, Stall/Shop, etc., will be allotted to the successful tenderer.

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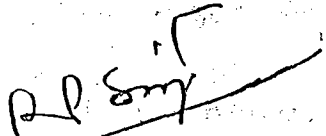
- 4) The area of the Stall/Shop/Office accommodation/ Cycle/Scooter Stand shall be invariably notified in the Tender notification.
- 5) The Divisional Tender Committee shall meet on the date of opening of tenders and finalise the allotment. The Tender Committee shall negotiate with the highest tenderers to increase the licence fee wherever necessary, to reasonable extent. The process of negotiations and allotment of the Stalls shall be finalised within a month's time from the date of publication of Tender notification.
- 6) The Tender Committee proceedings shall be prepared stall-wise and they shall necessarily contain the following information.
 - i. Licence fee realised from the immediate earlier licensee.
 - ii. Date of vacation of the stall by the immediate earlier licensee.
 - iii. Reasons for vacation of the stall - whether it is vacated after completion of licence period or in the midst of the licence period. If it is vacated pre-maturely, reasons shall be specified.
 - iv. Dates on which tenders were called earlier, and amount offered by the highest tenderer on each occasion.
 - v. No. of tenders received for the allotment of the stall in the present tenders with names of the tenderers and licence fee offered by each tenderer.
 - vi. Justification for recommending allotment of stall / Shop etc., furnishing the licence fee being realised in other stalls in the same Bus Station.

The above information is essentially required to evaluate the justification given and to accord approval to the proceedings of the Tender Committee by the competent authority.

- 7) When there is no response or response is not encouraging to the tenders called for the first time, re-tenders have to be called for the second time within a week's time.

It should be our endeavour, to allot vacant Canteens, Stalls/Shops, Office accommodation, Cycle/ Scooter Stands etc., in Bus Stations and Corporation premises on priority.

Please acknowledge.


VICE CHAIRMAN &
MANAGING DIRECTOR

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

Copy to: Executive Directors of Zones for information and necessary action.
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 of Bus Stations for information & necessary action.