

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/437(25)/2012-OPD(C)

O/o VC & MD,
Bus Bhavan, Musheerabad,
Hyderabad-624.

CIRCULAR No. 14/2012-OPD(C), Dt. 03.04.2012

Sub: LICENSING:- Tenders procedures for allotment of canteens/stalls/open spaces etc. at Bus stations – Certain guidelines to be followed while calling and finalisation of the tenders - Reg.

Ref:- 1: Cir No.17/2003-OPD(C), Dt.20.02.03.
2. Cir No.46/2004-OPD(C), Dt.06.10.04.
3. Lr.No.C5/437(Gen)/2004-OPD(C), Dt.16.12.04.

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Through the circulars 1,2 and 3 cited above, guidelines were issued with respect to fixation of EMD amount, negotiating with the 1st and 2nd highest bidders, collection of security deposit, entering into agreement, licence period of the contract etc. while calling and finalization of the tenders for allotment of Canteens/Stalls/Spaces etc. at the Bus stations.

Of late, the following instances have come to the notice of this office

1. The successful bidders are backing out intentionally from taking up the contract giving scope for extension of the existing contract for a further period, i.e. upto finalization of next tenders.
2. Representations from the successful bidders of the open spaces of various Bus stations seeking more time for erection of temporary structures and commencement of business.

After examining the above issue in detail, it is decided to issue revised instructions on the following issues for strict implementation while calling and finalization of the tenders.

I. FINALISATION OF THE TENDERS WHEN THE 1st HIGHEST BIDDER BACKS OUT FROM TAKING UP THE CONTRACT:

- a. Whenever the 1st highest bidder backs out from taking up the contract, the 2nd highest bidder shall be called for negotiations and shall be requested to match his offer to that of the 1st highest bidder.
- b. If the 2nd highest bidder expresses inability to match his offer to that of the 1st highest bidder, the tender committee shall negotiate for reasonable enhancement over his initial offer and the contract may be allotted subject to the condition that the offer is at least 25% more than the existing licence fee being realised from that particular stall. The tender committee shall also satisfy itself before allotment that the offer is reasonable and there is no scope for getting better offer than the offer of the 2nd highest bidder.
- c. In case, the 2nd highest bidder also backs out from taking up the contract, the 3rd highest bidder shall be given an opportunity.
- d. In such case, the 3rd highest bidder shall be negotiated for matching his offer to that of the 1st highest bidder. If the 3rd highest bidder expresses inability to match his offer to that of the 1st highest bidder, the tender committee shall negotiate for reasonable enhancement over his initial offer and the contract may be allotted subject to the condition that the offer is at least 25% more than the existing licence fee being realised from that particular stall. The tender committee shall also satisfy itself before allotment that the offer is reasonable and there is no scope for getting better offer than the offer of the 3rd highest bidder.
- e. As per the existing guidelines, the 1st highest tenderer will be treated as backed out when he fails to pay the security deposit and one month advance licence fee within 15 days from the date of allotment letter. Therefore the process of ensuring the 1st highest bidder backed out from taking up the contract, issue of cancellation of allotment, forfeiture of EMD amount shall be completed within 30 days from the date of allotment letter.

II. ALLOTMENT OF OPEN SPACES:

- i) The licensees of **open spaces** (covered/uncovered with 4 or 5 years licence period) shall be given licence fee holiday **(on the request of the licensee only)** upto a maximum period of one month from the date of commencement of licence period.

Note:- The existing guidelines on the date of commencement of licence period stands good, i.e the licence period shall commence on 31st day from the date of issue of allotment letter.

- ii) The licence fee shall be collected from the second(2nd) month onwards or from the date of commencement of the business whichever is earlier.

III. FIXATION OF EMD:

SNo	Type of the Bus station	Item	Fixation of EMD AMOUNT
1	Major, A, B & C Class Bus stations	For existing canteens, cycle/scooter stands at the Bus stations	Six(6) months licence fee realized from the immediate earlier licensee or Rs.10 lakhs whichever is less

Note: The existing circular instructions holds good for fixation of EMD for other stalls, shops, dormitories, space/office accommodation and for the stalls/spaces licensed out for the 1st time.

The field managers are advised to make a note of these instructions and incorporate the same in the tender terms and conditions appropriately and ensure strict implementation while calling and finalizing the tenders.


EXECUTIVE DIRECTOR (O, MIS & AM) 3/14

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/437(102)/2012-OPD(C)

O/o VC & MD,
Bus Bhavan, Musheerabad,
Hyderabad-624.

CIRCULAR No. 27/2012-OPD(C), Dt. 10.07.2012

Sub:- LICENSING:- Licensing out the canteens /stalls/spaces /cycle /scooter stands etc. at the Bus stations - Prompt action to be taken for realization of licence fees - Issuance of instructions - Reg.

Ref:- 1. Cir No.17/2003-OPD(C), Dt.20.02.03.
2. Cir No.40/2007-OPD(C), Dt.12.11.2007.
3. Cir No.05/2009-OPD(C), Dt.19.02.2009.

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Instructions were issued vide the circulars cited above duly following the procedures detailed below:

- a. to identify new open spaces (well before calling tenders) for licensing out and include them in the ensuing tenders.
- b. to call tenders 3 months before expiry of the licence period of the existing stalls / spaces etc.
- c. to ensure prompt realization of licence fee.
- d. to initiate legal action against the defaulters.

Further on review of the stall rents periodical for and upto the month of May'2012, it is observed that the percentage of vacancy of stalls is 7.53 and for the stalls in 'C' Class Bus stations in particular, the vacancy is 19.18 % which is on high side.

This reveals that the above said circular guidelines are not being implemented properly resulting in accumulation of huge amount of Rs.700.10 lakhs as outstanding licence fee besides high percentage of vacant stalls/spaces etc. at the Bus stations.

Further it is noted that some canteens/stalls/spaces at Bus stations are being licensed out without proper evaluation of the business potential and demand for that particular canteen/stall/space resulting in loss to the Corporation financially.

Thus there is dire need to establish and to follow a systematic procedure in calling tenders periodically for allotment of the existing stalls/spaces well before expiry of their licence period, filling up of the vacant stalls, proper evaluation for allotment of the contract, prompt realization of the monthly licence fee etc.

Therefore the following instructions are reiterated for strict implementation:

1. The field managers shall ensure prompt realization of licence fee every month from all the licensees in their jurisdiction.

2. Suitable action i.e., issuing advance notices for payment of licence fee, show cause notices for termination shall be initiated if the default amount exceeds 3 months licence fee etc.

3. Action shall also be taken for termination of the contracts (if the outstanding dues are more than 3 months) without waiting for accumulation of huge outstanding amounts exceeding the security deposit amount held with the Corporation.

4. Legal action shall be initiated against the defaulters immediately for realization of the due amounts and the matter shall be pursued constantly with the concerned legal authorities for early disposal of the cases.

5. To call tenders 3 months before expiry of the licence period of the existing canteens/stalls/spaces/cycle/scooter stands etc. so as to ensure uninterrupted realization of the licence fee.

6. To include the already vacant stalls/spaces in the periodical tenders without fail until they are occupied.

7. To identify new open spaces feasible for commercial exploitation and give them numbers duly deciding the nature of business to be carried out and then to include the same in the ensuing tenders.
8. The tender committee shall assess the present market price depending upon the business potential of each stall/space and keep the same in mind before inviting of tenders, evaluate and allot the contracts both in case of new and the existing stalls/open spaces etc.
9. Finalisation of tenders shall be carried out within the stipulated period without unnecessary delays.

Please acknowledge.


VICE CHAIRMAN &
MANAGING DIRECTOR 10/7

To

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

Copy to: FA & CAO and all EDs.
Copy to: All Heads of the Departments.
Copy to: All DVMS /Dy.CTMs.
Copy to: All Depot Managers.
Copy to: ATMs at Bus stations.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/437(76)/2012-OPD(C)

O/o VC & MD,
Bus Bhavan, Musheerabad,
Hyderabad-624.

CIRCULAR No. 34/2012-OPD(C), Dt.06.09.2012

Sub:- FILM SHOOTING:- Allowing shootings of Feature Films / Tele Films in Bus stations, Bus Depots, Work Shops and other buildings / premises of the Corporation - Collection of Shooting charges and Security Deposit etc. - Revised instructions issued - Reg.

Ref:- 1. Cir No.5/1997-OPD(C), Dt.17.04.1997.
2. Cir No.46/2002-OPD(C), Dt.20.06.2002.
3. Cir No.23/2006-OPD(C), Dt.26.08.2006.

At present, Bus stations, Bus Depots, Work Shops and other buildings/ premises of the Corporation and buses are being given for shooting of Feature / Tele Films on payment of charges and security deposit as per the guidelines issued vide Circular 2nd cited.

In order to avoid certain untoward incidents that have taken place while shooting, causing loss to the properties of the Corporation, it is proposed to incorporate certain conditions in the existing circular guidelines as suggested by Dir(V & S).

Further the cost of operations, maintenance of Bus stations/Depots, Work Shops and other Buildings/ Premises etc. has also increased tremendously in a span of 6 years after issuance of the circular 2nd cited.

Therefore, there is a need to issue a revised comprehensive circular duly increasing the existing rental charges, security deposit amount, penalties besides reiterating the existing guidelines and also incorporating the suggestions of Dir(V & S).

Henceforth the following instructions are to be implemented while permitting shooting of Feature / Tele Films at Bus stations, Bus Depots, Work Shops and other buildings/ premises of the Corporation and also while giving buses for the same purpose.

1. For according permission for shooting of Feature Film / Tele Film in the premises of the Corporation, Item No.10 of Section-I (Administrative matters) of Delegation of Powers 2005, shall be followed.
2. The producers seeking permission to shoot Feature Film / Tele Films in Corporation's premises have to submit a requisition to ED(A) /ED(Zone)/RM as the case may be and permission shall be accorded duly collecting the shooting charges (depending upon the no.of days the shooting continues), security deposit amount in advance, i.e. prior to commencement of shooting at the rates as specified in the Annexure.
3. The security deposit amount shall be refunded only after completion of shooting duly adjusting the maintenance charges and the cost of damages, if any, occurred to the properties of the Corporation, during the process of shooting.

In case the cost of damages exceeds the security deposit amount held with the Corporation, then the producer shall pay the entire cost towards damages caused.

4. An indemnity bond must be executed and submitted by the Producers of the Film in favour of APSRTC to indemnify APSRTC completely against any loss or injury that might occur during the course of shooting to any part of Corporation's property and personnel.
5. This bond should also make it obligatory for the party to reimburse all claims, demands, suits, losses, damage, costs etc. to the APSRTC in case any loss/damage is caused to Corporation's property and death or injury is caused to all or any people thereon including staff on duty during the course of shooting.
6. The shooting of Feature Films / Tele Films shall be allowed only during slack hours without causing any disturbance to the operation of Bus services, functioning of offices, workshops etc. and hindrance to the free movement of passengers at Bus stations. The Unit Officer concerned shall decide the timings during which shooting can be permitted.
7. The local Police Authorities shall be requested to provide Police Bandobasth during film shooting from both sides (i.e., from Corporation's side and Producer/concerned authority), well in advance in order to avoid any untoward incidents during shooting.

8. Proceedings shall be drawn and to be circulated to the Dir(V&S) / concerned V & SO well in advance whenever permitted for shooting films in the Corporation premises.
9. Security Deposit shall be collected before one week from the date of commencement of shooting. Both security deposit and the shooting charges should be collected through Demand Drafts.
10. Generally, no electricity and water are provided for the shooting purpose. If provided under un-avoidable circumstances, necessary charges shall be collected or adjusted within the security deposit amount.
11. If buses are requisitioned for shooting of Feature Films/ Tele Films, they can be provided with the prior permission of the Regional Manager concerned, by collecting "Prevailing Special Hire Charges" as on the date of shooting.

The above guidelines shall be followed scrupulously without any deviations.

Please acknowledge receipt of the circular.

Encl: ANNEXURE.



VICE CHAIRMAN &
MANAGING DIRECTOR

To

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

Copy to: The Dir (V & S), FA, CAO and all EDs.
Copy to: All Heads of the Departments.
Copy to: Supdt. & Chief Medical Officer, Tarnaka Hospital.
Copy to: All DVMs/Dy. CTMs/Work Managers.
Copy to: All Depot Managers.
Copy to: ATMs at Bus stations.

ANNEXURE

Sno	Description of premises	Shooting charges per day (For fraction of one hour or more upto 24 hrs. in a calendar day) Rs.	Security Deposit	Imposition of penalty / fine for postponement or cancellation of shooting	
				Postponement (Rs.)	Cancellation (Rs.)
(I)	1. Bus Bhavan(HYD)	70,000	84,000	7,000	14,000
	2. Tamaka Hospital/HYD	42,000	56,000	4,200	8,400
	3. MGBS / HYD	42,000	56,000	4,200	8,400
	4. JBS /SEC/BAD	42,000	56,000	4,200	8,400
(II)	Bus stations, Bus Depots, Work shops, Buildings and other premises located in Twin Cities of Hyderabad & Secunderabad, Karimnagar, Warangal, Hanmakonda, Nizamabad, Khammam, Mahaboobnagar, Kurnool, Chittoor, Tirupathi, Vijayawada, Guntur, Eluru, Rajahmundry, Nellore, Ongole, Visakhapatnam (other than the palces mentioned under - I)	35,000	56,000	4,200	8,400
(III)	Bus stations, Bus Depots, Work shops, Buildings and other premises of the Corporation in District Head Quarters (Excluding those places mentioned under category I & II above).	28,000	42,000	2,800	5,600
(IV)	Bus stations, Bus Depots, Work shops, Buildings and other premises of the Corporation in all other places (Excluding those places mentioned under category I, II & III above).	16,800	35,000	2,100	4,200

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/122(3)/2012-OPD(C)

O/o VC & MD,
Bus Bhavan, Musheerabad,
Hyderabad-624.

CIRCULAR No.47/2012-OPD(C), Dt. 16.11.2012

Sub:- TOILETS:- Calling tenders for allotment of Toilet Blocks at Major, 'A' and 'B' Class Bus stations under "RENOVATE, OPERATE & MAINTAIN" (ROM) scheme - Issuance of instructions - Reg.

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At present, the existing Toilet Blocks at Bus stations are being allotted through tenders for maintenance and operation on payment of monthly licence fee by the Contractor to the Corporation.

In majority of the Bus stations, the existing toilet blocks are in bad condition and require complete renovation. It involves huge costs to carry out such renovations to all the existing Toilet Blocks.

In the present financial position, it is not possible for the Corporation to incur expenditure towards renovation of the existing toilet blocks of all the Bus stations.

In order to avoid the financial burden, it is decided to call for tenders for allotment of Toilet Blocks at Major, 'A' and 'B' Class Bus stations under Renovate, Operate & Maintain (ROM) basis.

Accordingly, guidelines are prepared for calling tenders at Regional level for allotment of toilet blocks under ROM scheme soon after completion of the licence period of the existing contracts.

A model tender document containing the details of eligibility criteria to participate in the tenders with tender conditions, nature of works and other general conditions of the contract is enclosed here with.

The salient features of ROM scheme are furnished here under:

1. Tenders are to be called Bus station wise from the Individuals / Social Service Organisations having experience compulsorily in the field of 'maintenance of Toilets' for allotment of the existing Toilet Blocks (at least three months before expiry of their licence period) under Renovate, Operate and Maintain (ROM) scheme. But the SSOs/individuals having experience in 'Sweeping & Cleaning' or 'House Keeping' only are not eligible to participate in the tenders.

2. Where there are 4 and above no. of toilet blocks in a Bus station, tenders shall be called cluster wise (with minimum two blocks as a cluster) instead of Bus station wise in order to encourage competitive spirit among the bidders to provide quality services. In such cases, one potential block shall be combined with another non potential block(s) and all of them to be called as a cluster. The successful bidder shall construct separate septic tank, over head tank and Bore Well for each Cluster of Toilet Blocks / Toilets in the Bus station allotted to him/her.
3. For evaluation of the tenders, upset amount for the monthly licence fee to be quoted shall be assessed for each Bus station depending upon its potential and the income realizable from the toilet blocks in the Bus station.

While assessing the upset amount, the effect of recently constructed / allotted BOT toilets (if any), on the present licence fee being realized shall also be kept in mind. The upset amount shall be decided by the committee consisting of Dy.CTM, Dy.CAO/AO, Dy.EE and DM/ATM concerned for each Bus station and the same shall be taken into consideration while evaluation and finalization of the tenders. **However the upset amount shall not be disclosed in the tender document and it shall be used as a reference while finalizing the tenders.**

4. The cost of complete renovation to be carried out to convert the existing Toilet Blocks at each Bus station into 'Ultra Modern Toilet Blocks' is to be assessed by the committee consisting of Dy.CTM, Dy.CAO/AO, Dy.EE and DM/ATM concerned. The same shall be sent to the Commercial Department at Corporate Office, at least 4 months in advance to the expiry date of the existing agreement through proper channel. The Commercial Department, in turn will obtain the approval of ED(O, MIS & AM) and communicate the same.
5. RM shall be the Chairman of the tender committee in a similar way as in the DOT tenders.
6. The tenders shall be called in two bid system, i.e. Technical and Commercial bids.

7. EMD AMOUNT:

- a. For each 'Major' Bus station / each cluster : Rs.2 lakhs.
- b. For each 'A' Class Bus station : Rs.1 lakh.
- c. For each 'B' Class Bus station : Rs.50,000/-.

8. LICENCE PERIOD:

The licence period shall be 5 years. Whenever, during the subsistence of the licence period, the committee consisting of Dy.CTM, Dy.CAO/AO, Dy.EE and DM/ATM of B/S concerned feels it necessary to carry out any renovations, the bidder shall carry out

such renovations as specified and to the satisfaction of the committee.

9. LICENCE FEE:

- a. Selection of the bidder shall be based on the highest quoted monthly licence fee.
- b. The licence fee (as finalised by the tender committee and as agreed to be paid by the successful bidder) shall be constant during the initial 3 years period. Thereafter, the licence fee shall be enhanced as shown here under:

- i. 4th year ----- 10% over previous year licence fee.
- ii. 5th year ----- 15% over previous year licence fee.

10. LICENCE FEE HOLIDAY:

Licence fee holiday shall be given to the successful bidder (either for a single toilet block or for a cluster of toilet blocks) for a period of 3 months from the date of commencement of the licence period to enable him/her to carry out complete renovations to the Toilet blocks.

11. SECURITY DEPOSIT:

- a. An amount equivalent to 6 months licence fee shall be collected from the successful bidder towards security deposit.
- b. In case of contracts involving licence fee of Rs.2 lakhs per month or more, then Bank Guarantee equivalent to 3 months licence fee payable (having validity for the entire tenure of the contract) + amount equivalent to 3 months licence fee shall be collected towards security deposit.

12. USER CHARGES:

- a. For Toilet users ----- Rs.3/- per head.
- b. For Urinal users ----- No Charge.

13. RENOVATION WORKS:

- a) Replacement of the existing Doors, Flooring, Urinal Partitions, Urinals, Water Closets, wash Basins, water supply pipe lines, fittings etc.
- b) Dadoing to walls with colored glazed tiles, Painting to walls and ceiling
- c) Repairs to the existing septic tank, sewage lines, man holes etc. as per requirement.
- d) Repairs/replacement of the electrical wiring, fittings such as Tube lights, Bulbs, Exhaust Fans etc.

14. WESTERN TYPE TOILET:

The successful bidder shall construct one western type water closet in each Toilet Block allotted for the convenience of the Senior Citizens/PHC persons.

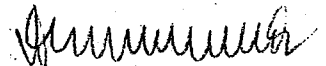
15. MONITORING OF THE PROJECT:

The renovation works shall be monitored by the Dy.EE(Civil) concerned for adherence of the contractor to the approved plans, conditions of agreement and also quality of construction as per prevailing BIS codes, through periodical inspections.

16. If there is no response to the tenders called twice for allotment of Toilet Blocks under ROM scheme, then the field managers may go for normal tenders in order to avoid disruption to the basic passenger amenities and loss of revenue to the Corporation.

All the Regional Managers are therefore hereby advised to take immediate necessary action for allotment of the existing Toilet Blocks in 'Major', 'A' and 'B' Class Bus stations under ROM scheme.

Please acknowledge.



VICE CHAIRMAN &
MANAGING DIRECTOR

To

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

Copy to: FA & CAO and all EDs.
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