

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/122(15)/2011-OPD(C)

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

CIRCULAR No. 5/2012-OPD(C), Dt.01.02.12.

Sub: **CONTRACTS:-** Allotment of maintenance contracts of bus stations to Social Service Organisations - Revised instructions issued - Reg.

Ref:- 1. Circular No.06/2010-OPD(C), Dt.15.01.10.
2. Lr.No.C5/122(10)/2010-OPD(C), Dt.24.03.11.
3. Lr.No.C5/122(16)/2011-OPD(C), Dt.23.07.11.

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Instructions were issued vide Cir at ref. 1st cited to the field managers with regard to the procedure to be followed for calling tenders, fixing of EMD, licence period, licence fee, collection of security deposit, selection criteria etc., for allotment of maintenance contracts of Bus stations and Toilets.

Subsequently, clarifications were given to the field managers vide letters 2nd and 3rd cited on certain issues relating to finalization of tenders for allotment of maintenance contracts.

Consequent to the issuance of the said circular and subsequent clarifications, opinion/suggestions of representatives of the various Social Service Organisations were obtained in order to further improve the standards of sanitation at Bus stations.

After examining in detail the views/suggestions of the representatives of the SSOs, it is felt appropriate to implement some of them.

Hence the following revised guidelines are issued for strict implementation:

1. 'IT RETURNS' shall not be insisted for both Bus station and Toilets Maintenance contracts for any type of Bus stations since these contracts are being allotted to the Social Service Organizations and these SSOs take up the contracts with service motto.

2. For evaluating experience, relevant certificates either issued by APSRTC or any other organization, viz. Railways, Airports, IT Companies etc. shall be insisted as mentioned here under.

- i) 'Major' and 'A' Class Bus stations - Last 3 years.
- ii) 'B' Class Bus stations - Last 2 years.
- iii) "C" Class Bus stations - No need.

3. a) The licence period of both Toilets and Bus station maintenance contracts can be extended for a period of one more year beyond the stipulated period of two years subject to satisfactory performance of the contractors. However, in case of Toilets maintenance contracts, the extension is subject to enhancement of licence fee by 10% over previous year licence fee.

b) The extension of the contract(s) beyond the stipulated period, i.e., 2 years shall have to be recommended by the Regional Tender Committee and to be approved by the Regional Manager concerned.

4. For the maintenance contracts (Bus station/Toilets as applicable) which involve more than 2 lakhs per month towards licence fee or remuneration, three (3) months licence fee shall be obtained towards security and three months licence fee shall be obtained in the form of Bank Guarantee (having validity till expiry of the contract) in lieu of security deposit.

5. a) The Toilets maintenance contract, (in case the contractor has to pay licence fee to the corporation), shall be allotted to the qualified tenderer who quotes the highest amount, irrespective of the condition whether the said tenderer possess PF and ESI codes.

b) In case if the highest quotes are equal for more than one tenderer, who also satisfies all other qualifying parameters, then the selection will have to be done through lottery system in the presence of all contenders.

6. a) In case of contracts (when corporation pays remuneration to the contractor) of Sweeping & Cleaning of Bus station, Bus station Yard and Depot premises, eligibility criteria is the lowest quoted tenderer. If the eligible contractor does not possess the PF and ESI codes, he/she shall be given reasonable time to obtain the same.

b) If more than one qualified tenderer quotes (lowest) equal amounts, the tender shall be allotted to the qualified lowest quoted tenderer who possess PF and ESI codes.

c) If more than one tenderer emerges qualified, quotes lowest, possess PF + ESI codes, method of lottery has to be the deciding factor.

7. a) If any tender is submitted without enclosing experience certificate as required, the same shall be treated as invalid and the EMD amount may be refunded.

b) The experience certificate issued in the name of the SSO/Society shall only be accepted for evaluating weightage marks. The experience certificate issued in the name of an individual who is a member of the society cannot be accepted.

c) The original date of registration of the SSO/Society for carrying out the related work shall only be taken into consideration while evaluating the weightage marks. However, if the related field is included at the time of amendment of bye laws, then the date of amending bylaws shall only be taken into account.

8. The Social Service Organisations which are registered under Society Registration Acts of State/Central Government shall only be considered.

9. The minimum qualifying marks (stipulated in the Cir No.6/2010-OPD(C), Dt.15.01.10) are reduced from the existing 60 to 40. The allocation of marks shall be as shown here under:

- a) Length of period in the related field from date of Registration of the SSO to till date:

Marks for each year: 5

Maximum marks: 35

- b) No.of organizations (only Airports, Railway Stations, Hospitals, IT companies and APSRTC Bus stations) in which they have rendered/are rendering services at present:

Marks for each organization: 10

Maximum marks: 30

In respect of Railways and APSRTC, if the SSO is rendering its services in more than one Railway station/Bus station, all of them shall be treated as a single organization.

- c) Nativity: Preference is to be given to those SSOs which are registered locally than to the SSOs representing from other States/non local areas.

a) Within Mandal : 35

b) Within District: 30

c) Within State: 25

d) Out side the State : 10

The maximum marks for locally registered SSOs are 35.

Note: The contract for maintenance of Toilets shall be awarded to the SSO which emerges qualified and quotes highest licence fee payable to the Corporation. The SSO which emerges qualified and quotes the lowest remuneration (payable to the SSO) will be awarded the Bus station sweeping and cleaning contract.

10. Exit clause as detailed below shall be incorporated in the terms and conditions of the tender schedule and agreement.

"the Corporation has every right to terminate the contract with one month advance notice without assigning any reason(s) during the subsistence of contract period"

11. All these revised instructions shall be incorporated appropriately in the terms and conditions of the tender schedule and agreement

All other conditions in the circular 1st cited shall hold good.

Please acknowledge.


EXECUTIVE DIRECTOR(O, MIS & AM)

To
All Officers of the Corporation.