



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

M/ 17046/21/2018-OPERTNS
E 719480

Office of the VC&MD,
RTC House, VJA,
Dt: 07.01.2019.

To
The Regional Managers,
Except NEC, VSP & CTR Regions,
APSRTC.

Sub: OPRS – OPRS counters maintained by ATB agents – Calling for fresh tenders to maintain OPRS counters at certain Bus stations – Issue of instructions - Reg.

APSRTC is selling tickets through OPRS counters at 94 bus stations. Out of 94, 65 OPRS counters are maintained by ATB agents.

During the cost benefit analysis of OPRS counters at Bus stations, it is observed that an average of Rs.33.10 Lakhs per month is, as out flow from the Corporation, in the form of commission towards ATB agents working in Bus stations.

Since the passenger reservation booking, inside the bus station, is captive in nature and not much effort needed to increase sales by the ATB agent working inside the bus station. It is felt that the commission payable to the ATB agent working inside the bus station shall be less compared to ATB agents functioning at other than APSRTC bus stations.

To minimize the expenditure to run OPRS counters inside the bus station, it is decided to call for tenders at **53 bus stations** identified with high commission (list is enclosed) based on the following criteria:

“Lowest percentage of commission on basic ticket fare for all tickets sold including AC to run OPRS counters through Tender cum Auction process”.

Tender cum Auction Process:

Like in other tendering process, sealed tenders are to be received in tender box & the tender box shall be sealed in the presence of tenderers on the last day of receiving tenders. Before opening the box, the auction process should be taken up. The starting % of commission for auction shall be 5%. The tenderers shall be allowed to participate in the auction in presence of Tender Evaluation Committee and each quote by each tenderer shall be recorded in the auction sheet. Signatures of all tenderers shall be obtained on the auction sheet at the end of auction. After completion of auction process, sealed tender box shall be opened and the quotes shall be read out.

The process of comparison of the offers as received in the tender and in the auction will be completed and the decision will be communicated to the individual tenderers separately, as per the lowest % of commission quoted.

Incentive & Penalty:

- a) Incentive @ 5% of the amount over and above the target amount (i.e., 5 % of (Earned amount – Target amount)) will be paid to the agent who exceeds the target amount for that month as a measure to promote sales subject to ceiling of Rs.750/- per day.

Illustration: For Kadapa Bus station OPRS counter,

- ✓ If Target amount for the month of Jan-2019 = Rs.35 Lakhs
- ✓ Amount earned in the counter for Jan-2019 = Rs. 43 Lakhs
- ✓ Incentive @ 5 % of (Earned amount – Target amount) = Rs. 40,000/-
- ✓ Maximum Incentive payable(ceiling @ Rs.750/- per day) = Rs. 23,250/-
- ✓ Incentive amount payable to agency is = Rs. 23,250/-

- b) On not achieving target amounts, a penalty of 0.5 % of the amount below the target amount (i.e., 0.5 % of (Target amount - Earned amount)) will be recovered from the agent.

Illustration: For Kadapa Bus station OPRS counter,

- ✓ If Target amount for the month of Jan-2019 = Rs.35 Lakhs
- ✓ Amount earned in the counter for Jan-2019 = Rs.30 Lakhs
- ✓ Penalty @ 0.5 % of (Target amount – Earned amount) = Rs. 2,500/-

- c) Incentive amount & penalty amount will be rounded off to the nearest Rs.5/-.

Tender document, Bus station wise EMD & security Deposit particulars, targets for each bus station month wise for the year 2019 are enclosed herewith.

The agreements of the existing ATB agents at above 53 bus stations shall be terminated by invoking the termination clause of the agreement duly giving one month advance notice. The Agent shall continue the business till alternative arrangements are made by the Corporation.

Hence, it is advised to arrange to organize tenders for maintaining 53 OPRS counters at Bus stations **with applicant quoted commission rates through Tender cum Auction Process on or before 15.02.2019** & send compliance to the Corporate office to apprise VC & MD at the earliest.

Encl: As above.


EXECUTIVE DIRECTOR (O) 7/1/19

- Copy to: ED(E) with a request to modify the OPRS software accordingly.
FA & CAO for infn.
All ED (Zones) for infn & n/a.
All Dy CTMs of the regions & Dy CTM/ LDS for n/a.