

## Annexure-A

## The Project components along with area statement

Sl. No.	Facility	Numbers	Carpet Area (Sq. Mtrs)	Description
<b>1</b>	<b>Vending Zone</b>			
	Shop Type -A	16	13.5	Shops at Market Complex
	Shop Type -B	7	57.68	Shop at Terminal Building G.F each 8.24
	Shop Type -B	7	74.2	Shop at Terminal Building G.F each 10.60
	Shop Type -D	2	18.4	Shop at Terminal Building G.F each 9.20
	Shop Type -E	2	24.66	Shop at Terminal Building G.F each 12.33
	Shop Type -F	2	21.6	Shop at Terminal Building G.F each 10.80
<b>2</b>	<b>Office Space</b>			
		Ground Floor	2	Office Room information Counter
<b>3</b>	<b>Dormitory Beds</b>			
		Passenger	10 nos Bed	Dormitory at First Floor Terminal Building with
<b>4</b>	<b>Guest Rooms</b>	4 nos	60	First Floor Terminal Building each -15
<b>5</b>	<b>Bus Bays</b>			
		Bus Bay	33	Each 18 Sqm
	Standby Bay (for repair & Maintenance)	17	306	Each 18 Sqm
<b>6</b>	<b>Car &amp; 2-Wheeler Parking Driveway</b>		1040	
<b>7</b>	<b>Restaurant</b>	2	Restaurant -2 (69.35)	Restaurant at Market complex
<b>8</b>	<b>Cafeteria</b>	1	150.75	Cafeteria at Second Floor Terminal Building
<b>9</b>	<b>E-Vehicle Charging Points</b>		-	
<b>10</b>	<b>Public Toilet</b>	1	38	Near Car & Two Wheeler Parking Area

## Number of Manpower Required at Bus Stand

NO.	Description	Category	Qualification	No of Staff Required	Wage Per Dayas per Notification No 6158/LC Dt 04.10.2023 from Labour Commissioner Bubaneswar	No of Day	Total	ESI @ 13 %	ESIC @ 3.25 %	G.Total
1	Bus Stand In-charge	Manager <b>High Skill</b>		1	502	26	13,052	1,697	424	15,173
2	Helpdesk	Customer Care Executive <b>Skill</b>		2	442	26	22,984	1,494	373	24,851
3	Ticketing & Parking	Ticket issuer <b>Skill</b>		0	0	0	-	-	-	-
		Parking Fee Collector <b>Un-Skill</b>		2	352	26	18,304	2,380	1,190	21,874
4	Cleaning and Sweeping Services	Cleaner/Sweeper <b>Un-Skill</b>		13	352	26	1,18,976	14,280	3,564	1,36,820
		Supervisor Cleaner/Sweeper <b>Un-Skill</b>		2	352	26	18,304	1,190	297	19,791
5	Electrician and Plumber	Electrician <b>Skill</b>		1	442	26	11,492	1,494	373	13,359
		Plumber <b>Semi -Skill</b>		1	392	26	10,192	1,325	331	11,848
6	Gardening	Gardener <b>Un-Skill</b>		1	352	26	9,152	1,190	297	10,639
7	Security Services	Security Guard <b>Semi -Skill</b>		10	392	26	1,01,920	13,250	3,310	1,18,480
		Supervisor/Security Guard <b>Skill</b>		2	442	26	22,984	1,494	373	24,851
	Dormitory Customer Care Executive	Customer Care Executive <b>Skill</b>		1	442	26	11,492	1,494	373	13,359
	Receptionist	<b>Skill</b>		2	442	26	22,984	4,482	1,034	28,500
	Cleaning and Sweeping Services	For Dormitory <b>Unskill</b>		5	352	26	45,760	3,569	824	50,153
	Total			43			427596	49339	12763	4,89,698
Total Cost In Rupees										<b>4,89,698</b>

## Daily services Checklist-

SL.NO	ACTIVITY	FREQUENCY	Non Compliance Limit	Penalty Rate (INR)
1	Cleaning of public washrooms and toilets	7 Times/Day	Same day	1000/Day
2	Cleaning of drivers' bathrooms & toilets	2 Times/Day	Same day	1000/Day
3	Cleaning of dustbins / waste bins and disposing the same up to the main container or garbage collection point.	2 Times/Day	Same day	1000/Day
4	Collecting of garbage from the segregated garbage collection point. Thereafter, disposing off the same and sending it to MCC or MRF or for waste management.	Once/Day	Same day	1000/Day
5	Dusting / cleaning (Rooms excluding leased out spaces) of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, windows, fittings, and glass pans etc.	Once/Day	1 day	500/Day
6	Cleaning of glass windows & doors from inside & outside in office, passages and corridors and all glass facade outside all around the building on ground floor.	Once/Day	Same day	1000/Day
7	Sweeping, wet mopping, dusting of stairs (including terrace & ground to basements), External Stairs, Exhibits & Artifacts & entrance area.	Twice/Day	Same day	1000/Day
8	Cleaning and upkeep of all parking, service, basement and maintenance area	Twice/Day	1 day	1000/Day
9	Maintenance and updating of records	As per the requirement	1 day	500/Day
10	Cleaning of floors properly including removing of mud, soil etc.	Once/Week	1 day	10000/Day
11	Cleaning of external surface Including glass façade & awnings, external building surface, structure at entrance plaza at all heights.	Glass Façade etc. Other External Surfaces- "Once in a Fortnight"	1 day	500/Day
12	Shampoo Cleaning of all carpets, sofas, chairs.	As per Manufacturer recommended methods (Once in a Month)	7 days	500/Day
13	Cleaning of walls, slab, raft from inside and removal of algae, waste particles.	Once a Month	2 day	1000/Day
14	Cleaning and disinfection of all water tanks.	Once in a month/SOS	7 days	10000/Day



**Gardening Checklist-**

<b>SL. NO.</b>	<b>ACTIVITY</b>	<b>FREQUENCY</b>
1	De-weeding work for lawn areas with required equipment including all cutting, trimming, making good in levels.	Once a week
2	Making kyaries, mulching for trees, shrubs & ground covers at kyaries, mixing of manure for trees and required.	Daily
3	Manual watering	Whenever Required
4	Replacement of damaged grass, trees, and shrubs.	Whenever Required (to be done immediately)
5	Anti-termite treatment of Plants	Whenever Required

## Facility Inspection &amp; Maintenance- General Do's and Don'ts

ASPECT	DO'S	DON'TS
<b>Civil Work</b>	Conduct weekly inspections of the civil structures for signs of wear, cracks, or damages.	Don't delay or ignore necessary repairs and maintenance of civil structures.
	Repair and reinforce any damaged or weakened structures promptly.	void using substandard or low-quality materials for construction or repairs.
	Ensure proper drainage systems to prevent water accumulation and seepage.	Don't allow waterlogging or seepage to deteriorate the civil structures further.
<b>Electrical Equipment and Appliances</b>	Check and test electrical equipment for proper functioning.	Avoid using damaged or faulty electrical equipment, appliances, or wiring
	Conduct preventive maintenance of electrical installations to prevent breakdowns.	Don't overload electrical circuits, leading to potential hazards.
	Keep electrical panels and outlets properly labelled for easy identification.	Avoid untrained personnel handling electrical repairs or installations.
<b>Water Supply &amp; Drainage</b>	Check water supply lines and fix leaks or blockages promptly.	Don't neglect water leaks or drainage issues, leading to damage to the infrastructure.
	Ensure proper maintenance of water pumps, motors, and storage tanks.	Avoid using corrosive or harmful chemicals for cleaning drainage systems.
	Keep drainage systems clear of debris to prevent clogs and water stagnation.	Don't overlook the importance of maintaining water quality and filtration systems.
<b>HVAC System</b>	Schedule weekly maintenance of the HVAC system, including air filters and vents.	Avoid using the HVAC system in areas with inadequate insulation or poor ventilation.
	Maintain optimal temperature and humidity levels for passenger comfort.	Don't delay repairs or ignore malfunctioning components of the HVAC system.
	Weekly once check and clean air ducts to prevent dust and allergen build-up.	Avoid operating the HVAC system without proper training and knowledge.
<b>Landscaping</b>	Trim and maintain plants and trees for a neat appearance.	Don't let plants and trees overgrow, obstructing pathways or visibility.
	Use drought-resistant and native plants for sustainable landscaping.	Avoid using harmful chemicals or pesticides that may harm the environment.
	Ensure proper irrigation and watering to keep landscaping vibrant.	Don't neglect the maintenance of outdoor furniture, lights, and decorative elements.

### Safety Management Do's & Don'ts

ASPECT	DO'S	DON'TS
<b>Fire Safety (For Buses)</b>	Install fire extinguishers in each bus and at strategic points in the bus stand.	Don't neglect regular maintenance and inspection of fire extinguishers.
	Conduct regular fire drills for bus drivers and staff.	Avoid blocking fire exits or emergency pathways with parked buses.
	Ensure buses are equipped with functional emergency exit windows.	Don't overcrowd buses beyond their seating capacity.
<b>Fire Safety (For Administrative Building)</b>	Install smoke detectors and fire alarms in the building.	Don't ignore damaged wiring or faulty electrical equipment.
	Keep fire exits and pathways clear and accessible.	Don't block fire exits with furniture or equipment.
<b>Fire Safety (For Workshop)</b>	Provide fire-resistant storage for combustible materials.	Avoid smoking or open flames near flammable materials.
	Ensure all workshop staff are trained in fire safety protocols.	Don't use damaged or worn-out electrical equipment.
<b>Standard Safety Features for Crime Prevention</b>	Install adequate lighting in all areas of the bus stand.	Avoid having blind spots or poorly lit corners.
	Implement access control measures to restricted areas.	Don't neglect repairing broken doors, locks, or gates.
	Have a public address system for announcements and emergencies.	Avoid allowing unauthorized individuals into secure areas.
<b>Security Outposts</b>	Establish security outposts at entry and exit points.	Don't compromise on the security personnel's training and background checks.
	Maintain regular communication between security outposts.	Avoid overcrowding security outposts, affecting their efficiency.
	Ensure security personnel are equipped with communication devices.	Don't leave security outposts unmanned during peak hours.
<b>CCTV Camera Type and Installation Points</b>	Install high-quality CCTV cameras covering critical areas like ticket counter, waiting hall etc.	Avoid placing cameras in areas with privacy concerns like washrooms, restrooms, child feeding room etc.
	Install cameras at entry and exit points, etc.	Avoid using outdated or low-resolution cameras.

## Do's and Don'ts .in respect of Signages

LOCATION	DO'S	DON'TS
<b>Entry and Exit Points</b>	Clearly mark entry and exit points.	Don't place signages obstructing pathways.
	Use arrows for directions.	Avoid using small or unclear fonts.
	Ensure signages are visible day and night and with aluminium composite or wood or acrylic material.	Don't place signages in hazardous locations and written on paper.
<b>Pathways and Emergency Exit</b>	Use directional signages for pathways.	Don't block emergency exits with signages.
	Clearly mark emergency exit routes.	Avoid placing signages at eye level.
	Ensure signages are illuminated at night.	Don't use misleading or outdated signages.
<b>Pick-up Drop Points</b>	Clearly mark designated pick-up/drop points.	Avoid placing signages where they can cause traffic congestion.
	Use symbols and text for clear instructions.	Don't place signages too close to the road, risking damage.
	Ensure proper lighting for visibility.	Don't use excessive signage, creating confusion.
<b>Boarding and De-boarding Points</b>	Clearly mark boarding and de-boarding areas.	Avoid placing signages in passenger pathways.
	Use symbols for quick comprehension.	Don't place signages too high or too low for visibility.
	Ensure bilingual signages like English and Odia.	Avoid using overly technical language.
<b>Near Ticket Counter and Help-desk</b>	Clearly label ticket counters and help-desks.	Don't block counters with large signages.
	Ensure signages are easily readable from a distance.	Don't place signages obstructing customer flow.
<b>Toilets, Rest-sheds and waiting room</b>	Clearly indicate locations of toilets and rest areas.	Don't use offensive or inappropriate symbols on signages.
	Use gender-specific symbols for restrooms.	Avoid placing signages where they can get damaged easily.
	Clearly mark waiting areas for different buses.	Avoid cluttering waiting areas with too many signages.
	Use symbols and colours for bus category identification.	Don't use damaged or faded signages.

**Annexure-I**

**List of Consumables to be used by Bus Stand Management –**

<b>SL.</b>	<b>NAMEOFTHEITEMS</b>	<b>Requirement</b>
1	Cleaning powder	15 kg.
2	White phenyl	30 Liter.
3	Floor Cleaner	10 Liter.
4	Liquid Soap (hand wash)	05 Liter.
5	Detergent powder	10 kg.
6	Sanitary Cubes (400 gm Per Packet)	06 pkt
7	Naphthalene balls (500 gm.)	3 kt
8	Floor Duster	3 Doz..
9	White Duster	2 Doz..
10	Yellow Duster	2Doz. .
11	Phool Jhadu	06 Nos.
12	Coconut Jhadu	6 Nos.
13	Glass Cleaner(500 Ml. per bottle)	3 Nos.
14	Disinfectant Toilet Cleaner	15 nos.
15	Toilet Roll	150 nos.
16	Air Freshener for Toilet	15 nos.
17	Scotch Brite	05 nos.
18	Garbage Bag- Small 15"x18"	10 pkt (1pkt=30pcs.)
19	Garbage Bag- Big-30"x40"	10 pkt (1pkt=30pcs.)
20	Brasso (500 Ml.)	2 Bottles
21	Wiper	3 nos.
22	Toilet Brush	3 nos.
23	Nylon Hand Brush	3 nos.
24	Dust Collecting Pan	5 nos.
25	Bleaching Powder	10 kg.
26	Hand Gloves	05 Pairs (half yearly)
27	Choke Remover	05 Pairs (half yearly)
28	Dry Mop	05 Pairs (half yearly)
29	Fur Brush	3 nos (half yearly)
30	Cockroach Repellant	3 nos
31	Room Freshener	10 nos.
32	Bucket (for use by staff for floor cleaning)	05 nos.
33	Toilet Soap(Around 12 gm)	300 nos
34	Mosquito Spray	10 Nos
35	Metal polish (Steel)	5 nos
36	Mosquito liquid	20 nos
37	Battery AA	30 Nos.
38	Battery AAA	30 Nos.
39	Any other materials	As per requirement

<b>Indicative list of Key Tools &amp; Equipment to be deployed by the FMSP-</b>	
<b>SL. NO.</b>	<b>NAME OF TOOLS</b>
1	Commercial vacuum cleaner
2	High pressure jet cleaning machine
3	Puzzy machine to clean chairs and sofas
4	Floor scrubber / polishing machine
5	Wringer Mop Trolley
6	Motorized Grass cutter
7	Road sweeping machine
8	Telescoping ladder
9	Forklift
10	Equipment for cleaning facades of high-rise buildings
11	Any other tool which will be required to perform the job.

<b>List of Indicative Machines to be provided by the FMSP round the clock-</b>		
<b>SL. NO.</b>	<b>EQUIPMENT</b>	<b>QUANTITY</b>
1	Single Disc Scrubbing machine with buffing pad	As per requirement
2	Wet & Dry Vacuum Cleaner	As per requirement
3	Garbage Trolley with cover (wet & Dry)	As per requirement
4	Floor Polishing Machine	As per requirement
5	Ladder- small & large-One each	As per requirement
6	Glass cleaning wiper	As per requirement
7	Any other equipment if required	As per requirement

## Details of available assets at the facility

Sl. No.	Name of the Asset (Machinery/ Equipment)	Specification	Available Quantity	Remarks, if any
<b>ELECTRICAL</b>				
1	DG Set 100 KVA	Kirloskar make	01 Nos.	Installed Only for Terminal Building & Area Lighting
2	250 KVA Transformer(11/0.4KV)	TPWODL approved make	01 Nos.	Installed for entire campus
3	75 wt Bay Lights	Havells Make	68 Nos.	
4	100wt LED Flood Lights	Havells Make	20 Nos	
5	16mtr Highmast with Flood lights	Havells/ Bajaj	01 Nos.	
6	9mtr Street light pole with 120wt street lights	Havells/Bajaj	30 Nos.	
7	Other lights(Tube lights,mirror lights, decorative lights ,surface lights etc)	Havells Make	230 Nos.	
8	Electrical Panels of rating 250A, 160A,63A ( Consist of MCB,MCCB etc)	L &T Make	04 Nos.	
9	Ceiling Fan	Havells Make	94 Nos.	
10	Exhaust fan	Havells Make	30 Nos.	
<b>PLUMBING</b>				
1	Submersible Pump		1	
2	Raw Water Transfer Pump		7	
3	WTP		0	
4	STP		0	
5	Borewell Pump		1	
6	EUROPEAN WATER CLOSET		17	
7	IWC		12	
8	Urinal		16	
9	Undercounter Wash Basin		32	
10	Shower Mixer + Shower		15	
11	Health Faucet		17	
12	Full Pedestal Wash Basin		4	
13	Tissue Holder		16	
14	Robe Hook		38	
15	Towel Rod		15	
16	Soap Holder		43	
17	Soap Dispenser		12	
18	Pedestal Wash Basin Tray		0	
19	Floor Clean Out		0	
20	Floor Trap		20	
21	I Flush		24	
22	Water Dispenser		3	
<b>FIRE FIGHTING</b>				
1	Electrical Driven Main Fire Pump	2280LPM,100M Head # LUBI Make		
2	Diesel Driven Main Fire Pump	2280LPM,100M Head # LUBI Make		
3	Jockey Pump	180LPM,100M Head # LUBI Make		
4	Fully Automatic Control Panel			
5	Fire Hose Cabinet + Hydrant Set	New Age		
6	ABC Type Fire Extinguisher - 2kg	Safepro		
7	ABC Type Fire Extinguisher - 6 kg	Safepro		
8	Fire Bucket (2 nos. bucket with stand)	Safepro		
9	Dry Powder	Safepro		
10	Foam Type	Safepro		
11	Water Mist Type	Safepro		
<b>HVAC</b>				
1	1.5 Ton Split Unit			

2	2.5 Ton Split Unit			
3	3.0 Ton Split Unit			
4	4.0 Ton Ceiling Suspended FCU			
5	Inline Ducted Fan			
6	Wall Mounted Exhaust Fan			
7	Lift Well Pressurization Fan 5000 lps			
8	Lift Lobby Pressurization Fan 10000 lps			
9	Staircase Pressurization Fan : 12500 lps			
10	Staircase Pressurization Fan : 3800 lps			
11	Axial Flow (Dual Speed: Normal/Fire Mode)			
<b>ELV</b>				
1	Camera	Matrix Make		
2	IPMS Large Display - 2.56m x 1.44m			
3	IPMS 2 Line Display - 1.37m x 0.41m			
4	PA Speaker	Bosch Make		

**Bid Submission Checklist**

<b>Sl#</b>	<b>Section</b>	<b>Submitted (Y/N)</b>	<b>Page No.</b>
<b>Technical Proposal (Original Uploaded)</b>			
1	Filled in Bid Submission Check List <b>(Annexure )</b>		
2	Bid Processing Fee of <b>Rs. 10,000/-</b> in form to DD		
3	EMD of <b>Rs. 5.00 Lakh/-</b> in form to DD/Bank Guarantee		
4	<b>TECH-1:</b> Covering Letter		
5	<b>TECH-2:</b> General Details of the Bidder		
6	<b>TECH-3:</b> Financial Capacity of the Bidder		
7	<b>TECH-4:</b> Power of Attorney		
8	<b>TECH-5:</b> Bidder's Past Experience		
9	<b>TECH-6:</b> Undertaking for Non-Blacklisting		
10	<b>TECH-7:</b> Conflicting Activities & Declarations		
11	<b>TECH-8:</b> Commitment for Proposed Equipment & Material		
12	<b>TECH-9:</b> Proposed Technical Manpower Deployment Plan		
13	<b>TECH-10:</b> Quality Control Mechanism		
14	<b>TECH-11:</b> Non-Collusion Certificate		
15	<b>TECH-12:</b> Description of Approach & Methodology		
16	<b>TECH-13:</b> Proposed Work Plan		
17	<b>TECH-14:</b> Bid Security Declaration		
18	<b>TECH-15:</b> Undertaking For Pending Judicial Proceeding Form		
19	<b>TECH-16:</b> Undertaking for Ethical Conduct & Fraud Form		