

**Reference Number: KSUM/RFP/CIC/2023-24**



REQUEST FOR PROPOSAL

**FOR**

**Selection of Event Management Company for the conduct of “IHRD Zoho R  
& D Center Inauguration”**

**Dated: 14th February 2024**

**Kerala Startup Mission**

**Kerala Startup Mission is the nodal agency of Government of Kerala for the development and strengthening of the Startup Ecosystem in the state**

Request for Proposal for Selection of Event Management Agency for organization/implementation/execution of Inauguration of Kerala's first Campus Industry Park-Zoho R & D Center & KSUM LEAP Coworks at IHRD College of Engineering, Kottarakara

Kerala Startup Mission invites technical and financial proposals from Event Management Agencies for supporting the conduct of Inauguration of Kerala's first Campus Industry Park-Zoho R & D Center & KSUM LEAP Coworks at IHRD College, Kottarakara being scheduled on 19th February 2024. (1 day event)

This RFP document is being prepared to provide details about the scope of work, expectations from the agency, and bidding procedure and can be downloaded from <https://www.startupmission.in>. Response to this tender shall be deemed to have been done after careful study and examination of this document with a full understanding of its implications. This section provides general information about the issuer, important dates and addresses and the general eligibility criteria for the parties.

**Chief Executive officer**

**Kerala Startup Mission**

**14/02/2024**

**Thiruvananthapuram**

## Selection of Event Management Agency for the Conduct of Angel Investor Summit

### Key Events/Points

Event/ Details	Date / Details
Date of Issue of Tender	14-02-2024
Bid submission end date	17-02-2024, 02:00 PM
Bid Opening date	17-02-2024, 02:30 PM

### 1. Introduction

Kerala Startup Mission is the nodal agency set up by the Government of Kerala to promote innovation and entrepreneurship in the State of Kerala. Kerala Startup Mission works in the entire lifecycle of Startup Ecosystem Development. Recognising the contribution made to the Startup Ecosystem in the State of Kerala, the Government of India has recently endowed the coveted status of best Performer award with Kerala Startup Mission.

The program is for the inauguration of Kerala's first Campus Industry Park - Zoho R & D Labs and KSUM LEAP Co-works on **February 19, 2024 at IHRD College of Engineering, Kottarakara from 09:00am to 2:00pm.**

### 2. Eligibility Criteria

The bidder must possess the requisite experience, strength and capability to provide the services necessary to meet the requirements described in the tender documents. The Invitation to this RFP is open to all bidders who qualify the eligibility criteria as given below;

1. The firm should be a registered entity in India with a minimum of two years of experience conducting events ( Copy of Registration Certificate to be submitted )
2. Firms should have conducted at least five events during the last two years (Copies of Client Certificates and photos need to be submitted).
3. Firms must not be disqualified/blacklisted/terminated/debarred by any State/Central government or their agencies (Self Certification by authorised signatory)

### 3. Scope of Work

#### a. Planning the Inauguration

- i. Conceptualize the Event plan based on the venue and requirements of the Organisation

**b. Tentative Venue Arrangement**

- i. Stage with sufficient seating arrangement per the programme design
- ii. Sound Systems line with an amplifier, mixer, podium mic, cordless mic etc.
- iii. LED Wall for stage backdrop
- iv. Lightning of Lamp by VIP
- v. Event Signages and Standees inside the venue

**c. Promotional Support**

- i. The agency needs to reach out to potential delegates
- ii. Design and develop Summit brochures and other marketing collaterals
- iii. Social media marketing and promotions

**4. Items Required**

<b>SI No.</b>	<b>Description</b>	<b>Quantity</b>
1	Pandhal with white false ceiling with carpet	80 x 20
2	Entrance box Arch	1 No
3	Welcome standee	8 Nos
	Welcome board	8 x 8-2 Nos
4	Stage	20 x 16 x 2 ft
5	Publicity boards	2 x 5-10 Nos
		20 x 2 -1
6	Stage skirting	16 x 2-2
7	Stage platform with step & ramp with handrail	
8	LED Wall platform	20 x 4
9	LED Wall	248 sqft
10	Content making	
11	Slide changer and scale switcher	
12	LED Wall skirting	14 x 2
13	Branded podium	1 No
14	Branded ribbon cutting	
15	Balloon decoration for Hall	
16	Stage LED TV	3 Nos

17	Pointer board	10 Nos
18	M C (3 hrs max)	
19	Floor Carpet	1600 sqft
20	Pathway carpet	1000 sqft
21	Stage refreshment including glass coaster,water etc	
22	VIP Chair	8 Nos
23	Sofa seater	3 Nos
24	Round table with cover	5 Nos
25	Chair with cover	250 Nos
26	Friiled table	15 Nos
27	Teapoy	3 Nos
28	Wash basin	1 No
29	Sound 6000 Watts,Lapel mic-1,Podium mic-1,Cordless mic-3 No	
30	Face light-10,LED Par-16 Nos	
31	Generator 82 Kv with fule-8 Hrs	
32	Generator Standby 82 Kv with fuel	
33	Tower Ac for stage	15 ton
34	Internet facility	
35	Electrical inspectorate	
36	Statutory permission	
37	Water 300 ml	10 Case

## 5. Instruction to Bidders

### a. Submission

- i. Interested bidders who meet the eligibility criteria may submit their hardcopy proposals in a sealed cover to Chief Executive Officer, Kerala Startup Mission, TVM on or before 02:00 PM 17 February 2024. The proposal must consist of a Financial proposal and the documents of evidence of their previous work experience and eligibility duly signed by the competent authority.

## **b. General Instructions**

- i. The event management agency shall provide a qualified team to undertake the work. The team should work closely with Startup Mission
- ii. The proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of the Agency themselves
- iii. Validity of the proposal shall be 60 days from the last date of submission of the proposal
- iv. Misrepresentation/improper response by the applicant may lead to the disqualification of the Applicant.
- v. Startup Mission reserves the right to reject any proposal at any point of time without assigning the reasons
- vi. Startup Mission reserve the right to cancel this RFP if it is found necessary
- vii. The tender may be offered to the Lowest bidder, however, due consideration would be given to the quality of the service offered
- viii. Bidders' proposals whose performance is not satisfactory in any of the past events will be rejected
- ix. Proposed venues for the event are IHRD College of Engineering, Kottarakara.
- x. Bidders are encouraged to visit the proposed venues

## **6. Bidding Process**

Minimum Pre-Qualification Process: Only the agencies that satisfy the Minimum Pre-Qualification Criteria (PQC) after initial screening will be considered for the technical evaluation.

Technical Bid: The Technical Bids will be opened by the evaluation committee and marks will be given based on the criteria detailed in the technical bid document. The Technical Marks obtained will be referred to as Technical Scores (St). Agencies will be ranked on the basis of the Technical Score (St), and only agencies who have scored 70 or more marks, will be qualified for financial evaluation. The list of technically qualified applicants will be published in the e-tender portal on the date shown in the schedule of process.

Financial Bid: Financial bid shall carry 30% weightage Financial bid is the amount in Indian Rupees which is being sought by a bidder from the Dept. for the work of seeding Kerala event coordination in the Financial Bid Proforma

$$\mathbf{Sf = 100 \times Fm/F;}$$

in which Sf is the Financial Score, Fm is the lowest Financial Proposal, and F is the Financial Proposal under consideration.

### **Combined Technical and Financial Score**

For the final evaluation, the Agencies will be ranked in accordance with their combined

Technical (St) and Financial (Sf) scores with weightage. The Technical Score (St) will be given 70% weightage, and Financial Score (Sf) will be given 30% weightage so that the combined Score will be:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the Combined Score, and Tw and Fw are weights assigned to Technical Score and Financial Score that will 0.70:0.30.

### **Selection of the agency**

With the highest Combined Technical & financial Score (S) will be selected, based on the above QCBS System. If two or more agencies obtain the same highest Combined Technical & financial Score (S), the agency with the maximum technical score will be selected.

### **QCBS Mark**

<b>SI No</b>	<b>Documents</b>	<b>MARK</b>
<b>1</b>	Organization registered and has been in operation for at least two years and Incorporation/ Registration Certificate	<b>15</b>
<b>2</b>	Successfully conducted at least five events	<b>15</b>
<b>3</b>	Details of events in table format along with MoU / contract/work order/Programme photos	<b>30</b>
<b>4</b>	Technical Evaluation of the document submitted.	<b>40</b>

**Annexure 1: Format for Tender Form**

**Form 1A: Letter of Proposal Submission**

**To,**

**The Chief Executive Officer,  
Kerala Start-Up Mission,  
G3B, Thejaswini, Technopark Campus,  
Trivandrum 695581**

**Dear Sir,**

**Sub: Technical Bid Proposal**

**Ref: RFP No: KSUM/RFP/CIC/2023-24**

1. Having examined the conditions of the RFP, the receipt of which is hereby duly acknowledged. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/CIC/2023-24 dated 14th February 2024 and execute all works in conformity with RFP referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made a part of this bid.
2. I/We undertake if our Bid is accepted to complete the delivery of the services offered.
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all supporting documents relevant to the proposal submitted.
5. The tender document for the works mentioned above has been obtained by me from the URL [www.startupmission.in](http://www.startupmission.in) , the official website of Kerala Startup Mission and I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
6. Dated this .....day of..... 2024

Signature of In the capacity of

Duly authorized to sign the bid for and on behalf of -----



**Form 1B: Bidder Details**

<b>Sl No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	<b>Bidder Name</b>	
<b>2</b>	<b>Organisation details:</b> <b>Address</b>  <b>Phone</b> <b>Number</b>  <b>Email</b>  <b>Website</b>	
<b>3</b>	<b>PAN Number</b>	
<b>4</b>	<b>GST Registration Number</b>	
<b>5</b>	<b>Contract person: Chief</b> <b>Executive / Head of Operations</b>  <b>Name</b>  <b>Designation</b>  <b>Mobile Number</b>  <b>Email</b>	

<b>6</b>	<b>Contact person: Project Leader</b>  <b>Name</b>  <b>Designation</b>  <b>Mobile Number</b>  <b>Email</b>	
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**Form 1C: Pre-qualification checklist**

SI No	Pre-Qualification Criteria and Supporting Documents	Compliance <b>X / √</b>
<b>1</b>	Is your organization registered and has been in operation for at least two years?	
	Attach Incorporation/ Registration Certificate or any other supporting document.	
<b>2</b>	Whether your organization is blacklisted by any Government agencies/PSUs	
<b>3</b>	Self Certification	
<b>4</b>	The bidder must have successfully Conducted at least five events	
	Details of events (name of events, size, name of the client, ) in table format along with MoU / contract/work order/Programme photos	

***Documentary proof is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.***

## Form 2 - Financial Proposal

To,

**The Chief Executive Officer  
Kerala Start-Up Mission,  
G3B, Thejaswini, Technopark  
Campus, Trivandrum 695581**

Dear Sir,

**Sub: Financial Proposal**

**Ref: RFP No: KSUM/RFP/CIC/2023-24**

1. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/CIC/2023-24 dated 14th February 2024 and execute all works in conformity with RFP referred above and is submitting our financial proposal
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
3. I/We hereby agree to offer the services /requirements mentioned in this RFP at the rate of Rs ..... ( Rupees..... ) Inclusive of GST and other taxes

**The Breakup of the Financial Proposal is given below;**

### **A. Physical Event**

<b>SI No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
1	Pandhal with white false ceiling with carpet	80 x 20	
2	Entrance box Arch	1 No	
3	Welcome standee	8 Nos	
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29	Sound 6000 Watts,Lapel mic-1,Podium mic-1,Cordless mic-3 No		
30	Face light-10,LED Par-16 Nos		
31	Generator 82 Kv with fuel-8 Hrs		
32	Generator Standby 82 Kv with fuel		
33	Tower Ac for stage	15 ton	
34	Internet facility (100Mbps broadband)		

35	Electrical inspectorate		
36	Statutory permission		
37	Water 300 ml	10 Case	
	TOTAL		

**Dated this .....day of..... 2024**

**Signature of**

**In capacity of**

**Duly authorized to sign the bid for and on behalf of -----**