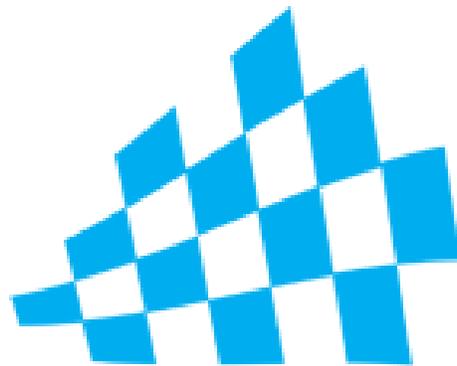


Request For Proposal (RFP)
for
Selection of
**Implementation partner for
Corporate Accelerators**

KSUM/RFP/CA/2019/08/01



K E R A L A

STARTUP MISSION

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Executive summary

Kerala Startup Mission is focusing on supporting Startups by leveraging India's key industry strengths and high potential areas. KSUM have reached out to Industries and Corporates to jointly design and launch accelerator program(s) in specific sectors that will further drive India's strengths and help position the Nation as a leading startup hub in the region. KSUM is specifically focussed in designing accelerator programs that will have multiple cohorts in a year and are focused on appropriate Tech Startup Sectors for India.

The first of such Corporate Accelerator program is in the domain of Transport and Logistics. For the same, Kerala Startup Mission invites Request for Proposal (RFP) from reputed agencies as implementation & knowledge partner. The program should be operated from one of the port cities of India. Technically and financially responsive organisations which have must demonstrate strong startup and accelerator experience, with national / international presence working with startups may apply with necessary details.

Applications will be open for submissions until 5:00pm IST Saturday, 12 September 2019.

Applications will be assessed on the basis of competitive merit against the established assessment criteria contained within these guidelines. Full details in relation to eligibility and assessment criteria are set out in the 'Guidelines' section of this document.

Applicants must be based, or have a notable presence in India and be committed to delivering the program from any of the port cities of India.

The bid documents and other details may be downloaded from the website www.etenders.kerala.gov.in. The **EMD of Rs.1,00,000/-** shall be remitted as through online portal. Bidder should ensure that EMD remitted as one single transaction.

All Bid documents are to be submitted online through the E- Procurement portal. (<https://etenders.kerala.gov.in/nicgep/app>)

Letter of Invitation

Dear Sir/Madam,

1. KSUM invites proposals from reputed bidders for “Selection of an Implementation partner for Corporate Accelerators”
2. A bidder will be selected under the Combined Quality cum Cost Based System method (CQCCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.
3. The content of this RFP enlists the requirements of KSUM. It includes the Terms and the guidelines which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that KSUM wishes to specify at this stage. For any clarification, on the terms and guidelines for submission, please feel free to contact the KSUM representative, Mr Dhanaj K M.
4. The details of the designated officer for the RFP is as follows:

Dhanaj K M

Kerala Startup Mission.

Telephone: 09400573632

Email: dhanaj@startupmission.in, procurement@startupmission.in

Website: <https://startupmission.kerala.gov.in/>

Yours Faithfully,

Dr Saji Gopinath

CEO, Kerala Startup Mission.

E-Tender Link :

For registering/enrolling and applying the tender

<https://etenders.kerala.gov.in/nicgep/app>

For viewing tender documents.

<https://etenders.kerala.gov.in/nicgep/app?page=FrontEndTendersByOrganisation&service=page>

Kindly search the organisation : Technopark Technology Business Incubator

Important dates

Applications open	: 29th August 2019
Applications close	: 5 pm, 12th September 2019, Thursday
Shortlisted applicants advised	: by 16th September 2019, Monday
Shortlisted Applicants Presentation	: 18th Sept 2019
Applicants notified of outcome	: 19th Sept 2019

Contact details

Mr. Dhanaj K M

Kerala Startup Mission :

Telephone: 09400573632

Email: ghanaj@startupmission.in

Website: <https://startupmission.kerala.gov.in/>

1.0 Preface

1.1 About KSUM

Kerala Startup Mission (KSUM) is the nodal agency of Government of Kerala for entrepreneurship development and incubation activities in Kerala, India. The primary objectives of KSUM is to undertake the planning, establishment, and management of Technology Business Incubators/ Accelerators in Kerala so as to promote technology based entrepreneurship activities and create the infrastructure and environment required for promoting high technology based business activities. KSUM objectives also include being an apex body for all other incubators in the state to coordinate their functions to strengthen the entrepreneurship development activities of the state government, promoting knowledge driven and technology based startup ventures by students, faculties, local entrepreneurs etc, planning and implementing industry institute linkages and networking, setting up of R & D facilities and related facilities, encouraging the formation of IEDC and TBI's in academic institutions and capacity building programmes for human resources.

Kerala possess a unique model of connecting academics, industries, R&D institutions and startups, apart from other Startup Ecosystems in the country. The Ecosystem is prioritized in such a way that it caters technologies to create developmental interventions for community. Creating a DIY culture at schools stimulates grass root level impact, which further on gets handhold by Mini FAB labs and IEDCs at colleges thereby resulting in having passion to create entrepreneurs and innovators adapt with latest technologies and unicorns at home. Few States in this country has such a strong network of Schools, Colleges, Incubators, Research centers, Government institutions and Startups aligned and interlinked together to bring out success stories. Kerala has always been a land of high literacy rates, skilled labors and exceptional health records. Now it's becoming an excellent host and enabler for world-class entrepreneurs, innovators, investors and startups.

1.2 About Corporate Accelerators

The Indian Startup Ecosystem is witnessing a wave of innovative and entrepreneurial efforts from discrete sectors and the startup ecosystem is well equipped for the next quantum leap. Exponential technologies such as Artificial intelligence, Blockchain, Internet of Things are

becoming available to everyone, with prices dropping around 400 times over the course of seven years and, as a result, democratizing technological innovations. The Internet of Things is moving into our lives with connected devices increasing from 10 billion in 2010 to a forecasted 70 billion by 2020. While large corporates are struggling to keep up with the pace, startups are out-growth their competition by leveraging exponential technologies and reinventing the market over and over again. It's in this context that the concept of Corporate Accelerators, acting as a bridge between outside innovation and the corporation, are getting popular in India. Corporate Accelerators provide a new environment for the corporation to set up new rules, a possibility to proactively spot ideas on the edge, as well as in the core of its business and a place where those ideas can be protected from the organization while also being supported by it. The Corporate Accelerator provides access to early stage innovation and ventures in a cheaper, faster and more flexible way than R&D, creating numerous advantageous outcomes. By investing and building scalable early stage ventures and gaining access to new exponential technologies, the Corporate Accelerator creates great economic benefit while at the same time encourages an entrepreneurial spirit and culture within the corporation. Furthermore, it can help promote the company being innovative, thereby attracting the best talents, while supporting and benefiting from the local ecosystem of entrepreneurs.

1.3 Scope of Work

The Kerala Startup Mission (KSUM) have partnered with a few Corporates and is in the process of launching Sector Specific Corporate Accelerator Programs. The first of such program will be the Logistics Accelerator program, which would include a cohort of startups chosen from across the Country. Startups will be recruited from a significant search process and will be selected through a rigorous, competitive process looking for those with the highest potential to disrupt markets and have the potential to grow into significant businesses. The partnering Corporate will offer access to its facilities / business locations for the selected finalists on a need basis. The program will be operated from one of the port cities of India.

The role of implementation partner would be to broadly as follows :

1. **Develop a program approach and Methodology** . There are only few corporate accelerators in Logistics domain, from India. This will be a unique opportunity to be the pioneer in this vertical and thus developing a blueprint is pertinent. Also specify the sub-verticals and technologies to be focussed.

2. **Develop program milestones and review mechanisms.** The startups should be selected in cohorts. The program should include all the activities to be carried out by the startups to reach from an engineered prototype to an Investment ready stage. The proposed program should be cohort based with 10 startups selected per cohort.
3. **One-on-One Mentoring:** Engaging in mentoring sessions for the startups and devising a complete curriculum and program of mentorship for startups selected for incubation. This shall include working on specific areas such as business plans, accessing capital, marketing, and other topics depending on the startup's business identified needs
4. **Weekly Sessions / Monthly Workshops :** Sessions and workshops for all startups will focus on developing skills, providing resources, and other areas of interest to all startups, such as pitching to angel investors, Venture Capitalist etc
5. **Bi Monthly Meetings with Industry Experts:** Conduct regular meetings with industry experts to address topics of interest to all startups, specifically in Logistics sector and may include intellectual property attorneys and angel investors
6. **Roadshows, Event coordination and Administrative Activities:** The selected Agency is expected to be duly responsible for smooth functioning of the accelerator. This may involve organising roadshows in different parts of the country (like Bangalore, Delhi , Mumbai and Cochin), organising events (eg launch, demo day, meet ups etc) in Mumbai or Delhi, administrative and other activities as well for which the Agency is expected to be in touch with relevant stakeholders with the sole objective of having world class acceleration in the state.
7. **Demo day:** The selected agency to organise Demoday to facilitate investments for startups going through the program at various stages of their growth.

2.0 Guidelines

2.1 Eligibility

To be eligible for support, organisations must:

1. Demonstrate the capacity for undertaking organizing and executing, as well as a proven track record in conducting Startup related events in India. The management teams should have experience in running corporate accelerators. (Self-certification required).
2. have the financial, project delivery, experience and management capacity to deliver the program.
3. not be under external administration or have had applications for orders to appoint liquidators or provisional liquidators, or to be wound up or dissolved, or any other action relating to insolvency.
4. The agency participating in the RFP should be a legal entity similar to LLP/Pvt Ltd company in India or registered government (Central/state) incubator or accelerator
5. The agency or the core team of the Agency should have accelerated at least 20 companies in the last three years
6. The agency or the core team of the Agency should have at least 10 successful cases of follow-up Angel/VC funding.

Preference for agencies having operations in multiple geographies across India.

2.2 Applicant ineligibility

Organisations that do not meet the applicant eligibility criteria above will be ineligible. In addition, persons or bodies that have outstanding obligations, or have not complied with relevant conditions of a previous program administered by the Government of India or Govt of Kerala may also be deemed ineligible.

2.3 RFP process

- a. Bidders are required to submit an original Full Technical Proposal as per the given template in the Annexure following the E-Tender guidelines. The Technical proposal should include a description of the approach, methodology, and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, activity schedule, organization and staffing schedule. The proposal should also reflect the previous experience of the organisation to deliver accelerator programs

and/or key personnel who have previously been involved with an established accelerator program and overall startup sector experience

- b. Please note that the Technical Proposal shall not include any financial information.
- c. The technical and financial proposals shall be submitted as separate covers.
- d. The bidder should submit the financial bid in a separate cover.
- e. Proposal Evaluation is done based on weighted scoring.
- f. Technical Evaluation

Scoring (number of points) to be given under each evaluation criteria for technical evaluation is as follows.

- Past Experience (of organisation / leadership team)
in work of similar nature. 15 Marks
- Manpower, Skill Set, Team Composition & Deployment 10 Marks
- Network of Mentors / Experts and partners 10 Marks
- Capacity within the organisation to host events and
deliver the program from port cities of India. 10 Marks
- Understanding the Scope of Work, proposed Methodology,
Work Plan, Timelines and commitment to the program delivery 55 Marks

- g. Financial Evaluation.

KSUM shall shortlist all the Companies who secure the minimum required marks. The minimum cut off will be 70 % (Seventy Percent). Financial proposals of only the Companies scoring 70% in technical bid will be evaluated.

- h. Combined Evaluation

The Technical Scores will be assigned and will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%. The total score shall be obtained by weighing the technical and financial scores and adding them up. Based on combined weighted technical and financial score, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined technical and financial score will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.

Bidders shall submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

2.4 Supporting documentation

All relevant supporting documents wherever required, including self certification should be attached along with the proposal.

All applications must be accompanied by a detailed proposal (in the prescribed format. Technical and Financial proposal to be submitted separately) along with a pitch deck for Logistics Corporate Accelerator program proposed.

2.5 Earnest Money Deposit (EMD)

- a. The Bidders must submit an Earnest Money deposit of INR 1,00,000.
- b. The EMD shall be remitted as through online portal. Bidder should ensure that EMD remitted as one single transaction.
- c. Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible but not later than 30 days after the final selection
- d. The successful Bidder's EMD will be discharged only after the completion of the contract papers.

Annex 1 : Format for Submitting Technical Proposal

1. About the Organisation

- a. Name of Organisation:
- b. Address:
- c. Telephone No:
- d. Email:
- e. Fax:
- f. Website:
- g. Legal status of the entity:

2. Head of the Organisation

- a. Name:
- b. Brief Profile and Resume
- c. Contact Number:
- d. Email:

3. Contact Person

- a. Name:
- b. Designation and Brief Profile
- c. Contact Number:
- d. Email:

4. Accelerator Track Record (Attachment to include the following details)

- a. Organisational Strengths
- b. Number of startups accelerated in the last 3 years
- c. List of startups who received follow-on Angel/VC funding and details of funding (minimum 10)
- d. Management teams experience , like Details of previous Accelerator programs

5. List of Mentors (Minimum 10 reputed individual/Institution).

Mention the nature of engagement

6. List of Partners (Minimum 5 reputed Organisation)

Mention the nature of partnership

7. National / International Press coverage links

8. Proposed Accelerator Program

- a. Executive summary
- b. Proposed Accelerator Model, Methodology, and Activity plan
- c. Team deployment . List the main disciplines of the assignment/ job, the key expert responsible, and proposed team.
- d. Stages of Acceleration with support provided at each stage, and entry and exit criteria for each stage
- e. Table of milestones and deliverables for startup at each stage.

Declaration and Signature

Attach the Pitch Deck for proposed logistics accelerator. Also additional information if any.

Annex 2 : Format for Financial Bid

Financial Support Required for one year inclusive of all taxes and duties (Kindly submit separately as Financial bid)

- a. Estimated Manpower Cost of the team running the program
- b. Estimated travel cost of the team and mentors
- c. Estimated cost for developing the Website, Branding , organising roadshows in various cities, organising launch event, organising demo day etc
- d. Details of other Costs (please specify the activity head)

Financial support per cohort

Total Financial support for 1 year requested inclusive of Taxes and Duties.

Specify additional information, if any.

TENDER FORM

The Chief Executive Officer

Kerala Start-Up Mission (Formerly Technopark TBI),
G3B, Thejaswini, Technopark Campus, Trivandrum 695581

Dear Sir,

Sub: Bid form

Ref: RFP No.: KSUM/RFP/CA/2019/08/01

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 Corporate Accelerator 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 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.
6. The tender document for the works mentioned above have been obtained by me from the URL: <http://etenders.kerala.gov.in/nicgep/app> , the official website of Govt of Kerala 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.
7. My /our GST & PAN Numbers are as follows.
8. GST Registration Number.
9. PAN Number.
10. Dated thisday of..... 201.....
11. Signature of
12. In capacity of
13. Duly authorized to sign the bid for and on behalf of -----
14. Witness 1. -----

15. Signature
16. Witness 2. -----
17. Signature

Instructions to Bidders –e Tender Procedure

Kerala Start-Up Mission (Formerly Technopark TBI) is a Government of Kerala Undertaking under the administrative control of Department of Information Technology, Government of Kerala. Government of Kerala has decided that the tenders floated by various Public Sector Undertakings are to be switched over to e-Tendering system. Accordingly, Kerala Start-Up Mission will also adopt e-tendering procedure hereafter. The tender is invited in 2 cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

Following Special instructions are being issued to the Vendors for the e-submission of the bids online through the respective tender site:

Bidders shall get themselves registered in the Kerala Government e-Procurement System through the portal <https://etenders.kerala.gov.in>

Digital Signature certificate / registration of Class II/III has to be obtained from one of the authorized Certifying Authorities.

The registered e-token should be used by the bidder only and should not be misused by others.

Bidders may submit the bid documents online through the portal <https://etenders.kerala.gov.in>

Bidders should login to the portal with the user credentials obtained during registration.

Bidders can upload well in advance, the documents such as certificates, company credentials etc., under relevant option and these can be selected as per tender requirements and then sent along with bid documents during bid submission.

Bidders can download the tenders from the portal and after downloading the same, the Bidder should go through them carefully and then submit the documents as required.

Bidders have to upload the filled up price bid format available along with the respective tenders.

In case any clarification is needed, this may be obtained online through the tender site, or through the contact details. Bidder should also take into account the corrigendum published, if any, before submitting the bids online.

Bidders should keep ready the bid documents that have to be submitted as indicated in the tender schedule and they should be in PDF/xls. formats. If there is more than one document, they can be clubbed together.

Bidder should make the EMD through the online facility.

Bidders shall read the terms & conditions and accept the same to proceed further to submit the bids.

Bidders have to submit the tender document online well in advance before the prescribed time to avoid any delay or during the submission process.

After the bid submission, a print out of the acknowledgement number, given by the e-tendering system should be kept as a record of evidence for online submission of bid for the particular tender.

The Tender Inviting Authority would not be responsible for any sort of delay or other difficulties whatsoever faced during the submission of bids online by the bidders.

The tendering system will provide a successful bid updation message after uploading all the bid documents & then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details.

The documents uploaded by the bidders should be digitally signed using the e-token of the bidder and then submitted.

Bidder should log into the portal well in advance for bid submission so that the bid is submitted on time i.e. on or before the bid submission end time (as per Server System Clock). Bidder would be solely responsible for any such delay on their part.

Maximum size of any single document that can be uploaded through the portal is 20 MB.

Bidders should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all procedures of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

All the data being entered by the bidders would be encrypted to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons during bid submission & also remains so until the time of bid opening. In short, the submitted tender documents become readable only after the tender opening by the authorized personnel.

The interested bidders can enroll themselves on the portal <https://etenders.kerala.gov.in> using the option "Click Here" to Enroll. This enrollment is free at this point of time. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in your name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital signature certificate can be obtained from the authorized Certifying Agencies, details of which are available in the web site mentioned above under the link Information about DSC. Please note that the same DSC can be used for participating in other e-tendering also. This is only a one time procedure and would normally be valid for 2 years.

The portal <https://etenders.kerala.gov.in> has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

The portal <https://enters.kerala.gov.in> has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

Bidders can also attend the training/familiarization programme on e-tendering system conducted by the Kerala Govt Tenders information system in association with NIC at the following address:

Kerala State IT Mission

e-Government Procurement PMU & Helpdesk

Basement floor of Pension Treasury Building,Uppalam Road

Statue,Thiruvananthapuram

Phone:0471-2577088, 2577188

(On all working days from 10.30am to 5.30pm)

- Bidders may contact the above address and arrange for “Hands on Training”, if needed or also can obtain clarification over phone.

- The bidder should obtain the DSC as above, familiarize with e-tendering process.

3.1.1 e- TENDERING PROCESS

A. ONLINE BIDDER REGISTRATION PROCESS

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: etendershelp@kerala.gov.in for assistance in this regard.

B. ONLINE TENDER PROCESS:

The tender process shall consist of the following stages:

Downloading of tender document: Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.

Publishing of Corrigendum: All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.

Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

Opening of Financial Bids: Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C. DOCUMENTS COMPRISING BID:

i. **The First Stage** (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

ii. Pre-Qualification or Technical proposal shall contain the scanned copies of documents proving pre-qualification criteria and other documents as required by Kerala Start-Up Mission:

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

iii. **The Second Stage** (Financial Cover or as per tender cover system):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

D. TENDER DOCUMENT FEES AND EARNEST MONEY DEPOSIT (EMD)

The Bidder shall pay a tender document fees and Earnest Money Deposit or Bid Security as referred in the NIT. Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of India (SBI) Internet Banking:**
- ii. **National Electronic Fund Transfer (NEFT)**
- iii. **Real Time Gross Settlement (RTGS)**

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening. The bidder has to contact Kerala State IT Mission ,e-Government Procurement PMU & Helpdesk for any clarification regarding the payment procedure. Kerala Start-Up Mission shall not be responsible for any online payment failure.

E. SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid

online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click “Bidders Manual Kit” link on the home page.

It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

END of the Document.