



REQUEST FOR PROPOSAL

FOR

Selection of Knowledge Partner for capacity building of angel investors and development of angel ecosystem of the State

Dated: 7th September 2019

Kerala Startup Mission

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

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SECTION 1: LETTER OF INVITATION

Dear Sir / Madam.

Kerala Startup Mission (KSUM) invites proposals from reputed bidders for “Selection of Knowledge Partner for capacity building of angel investors and development of angel ecosystem of the State”

This RFP is issued by the Kerala Startup Mission (KSUM). RFP can be downloaded from the KSUM website www.startupmission.in or from the e-tender website of Government of Kerala www.etenders.kerala.gov.in

A bidder will be selected under the Quality and Cost Based System method (QCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and as per procedures described in this RFP.

The content of this RFP enlists the requirements of KSUM and contains the following sections.

- Section 1 - Letter of Invitation
- Section 2 - Terms of Reference
- Section 3 - Instruction to Bidders
- Section 4 - Annexures & Standard Forms

Yours faithfully,

CEO, Kerala Startup Mission.

SECTION 2: TERMS OF REFERENCE

1. Background / Preface

The past few years have witnessed the emergence of Kerala as a strong player in the Indian Startup Ecosystem. The result of the concerted efforts has been several good startups & first generation founders hailing from the state. This has also resulted in the state also being recognised as one among the best in terms of programs and policy support for developing its startup ecosystem evidenced by the Startup India ranking.

The efforts and activities of the past several years has resulted in startups and the sector attracting mindshare in the state of Kerala and its diaspora. Concerted efforts have also been taken by the state and its various agencies in providing support and visibility to its startups as well. However, we have not witnessed corresponding levels of angel investment activity. This observation is substantiated by the following facts:

- While large number of startups from the state and from across the country has gone on to raise angel investments, the share of those investments by angel investors from Kerala are only a handful and / or disproportionately low.
- The absolute number of angel investors of Kerala origin in main angel investing platform like IAN, LetsVenture, AngelList etc is only a handful and / or disproportionately low.

Startups as an investment asset class is not understood well enough by Keralites. What is being proposed is an intervention project to bring about a change in that reality thereby driving the participation of Keralites in the startup investment asset class as angels.

Any vibrant strong startup ecosystem also requires an allied angel ecosystem to survive and thrive well. Similar to how the state played a role in seeding the startup ecosystem in Kerala, the attempt now is to drive a similar endeavour to seed the state's angel ecosystem with this Project.

2. Objective of the project

The objective of the Project is to develop & strengthen the angel investing ecosystem of the state by building a pipeline of angel investors from Kerala. The project sets out to onboard at least 100 angel investors from Kerala in the first year of implementation of the program, and further activate 50 of the onboarded angels by getting them to invest in technology startups during the course of the contract through active and ongoing guidance and facilitation.

3. Scope of Work

It is envisaged to engage a Knowledge Partner who has the requisite expertise in supporting angel investors to invest in startups and be given the responsibility for effective implementation of the Project.

3.1 Angel investor development

- i. Build a pipeline of angel investors from Kerala or of Kerala origin for technology startups through sourcing, curation and activation.
- ii. Develop and implement a capacity building program for angel investors covering sourcing startups, selecting startups and investing in startups.
- iii. Follow an appropriate mechanism to onboard at least 100 angels investors from Kerala / of Kerala origin in the first year of implementation of the program.
- iv. Support the onboarded and activated angel investors through active and ongoing guidance and facilitation.
- v. Activate at least 50 of the onboarded angel investors by getting them to invest in technology startups during the course of the Project.
- vi. An angel investor should have made a startup investment of at least Rs Five Lakhs after onboarding and during the contract period to be deemed activated.

3.2 Outreach / Capability Building Workshops

- i. Workshops to be conducted across various parts of the state, as part of outreach and capability building efforts.
- ii. A total of 20 workshops to be conducted with every district witnessing at least one workshop.
- iii. A minimum of 5 workshops are to be conducted in geographies outside of Kerala where there is a sizeable presence of angel investors / HNI's from Kerala diaspora.

3.3 Strengthening of local angel networks

- i. Local angel networks to be onboarded as partners of the program

- ii. Encourage onboarded angels to join recognised angel networks or form angel networks of their own.
- iii. Angel ecosystem champions to be identified and nurtured from each district.

3.4 Support to KSUM for investor / investment related events

- i. Support existing investor related events of KSUM namely Ignite, Elevate, Investor Cafe and Seeding Kerala.
- ii. Support will be in the form of curation or startups and speakers / resource persons.
- iii. All direct costs incurred towards supporting of events will be borne by KSUM on actuals.

3.5 Project team and Project Monitoring team

- i. Deploy a Project Team of 1 Project Head and 2 Program managers to take care of the program in all respects and dedicated towards the implementation of the program. The Project Head shall have a minimum of 5 years experience. The Project Team is to also be based out of Project Office in Kerala.
- ii. Deploy a Project Monitoring Team team having an existing track record of angel investments to startups and which shall evaluate the progress of each angel in the program. The progress monitoring team should have at least two members and have a prior experience of angel funding to early stage / technology startups.

3.6 Onboarding of Angel Investors

- i. The angels will have to register with KSUM for participation in the program.
- ii. All registration and onboarding of angel investors to happen through the Seeding Kerala website of KSUM.

4. Responsibilities of Knowledge partner

The Knowledge Partner shall be responsible for overall management of the programme. The Knowledge Partner shall

- i. Deploy a Project team of 1 Project Head & 2 Program managers and Project Monitoring Team to take care of the program in all respects and deployed full time for implementation of the program.
- ii. Operate the program to build a pipeline of angel investors for technology startups.
- iii. Support KSUM with a programme for the sourcing, curation and activation of prospective angels.
- iv. Organise 20 outreach / capability building workshops for prospective angels.
- v. Execute an incubation programme for angels covering sourcing startups, selecting startups and investing in startups.
- vi. Follow an appropriate mechanism to select upto 100 prospective angels from Kerala in the first year of implementation of the program, and further activate 50 angels by getting them to invest in technology startups.
- vii. Providing active and ongoing support for onboarded angels.
- viii. Extend support to KSUM for Ignite, Elevate, Investor Cafe & Seeding Kerala events.
- ix. Support the development of local angel networks.
- x. Identify and nurture one angel community champion from each district.
- xi. Be responsible for tracking the programme and maintaining data on the programme.
- xii. Provide necessary reports and details required by KSUM.

5. Milestones, Deliverables and Schedule

Sl	Milestones	Deliverables	Schedule
1	Launch	Launch event	T0+100 days

2	Initiation	Completion of 10 outreach / capacity building workshops.	T0+200 days
		100 angels onboarded with letter of commitment signed.	T0+300days
3	Activation	Completion of 20 outreach / capacity building workshops.	T0+500 days
		Activation of 10 onboarded angels	T0+600days
4	Knowledge transfer	Knowledge Handbook and Qualified curated list of angels.	T0+900 days
5	Scaling	Activation of 50 onboarded angels	T0+1000 days

Note: An angel investor to have made a startup investment of at least Rs Five Lakhs after onboarding and during the contract period to be deemed activated.

6. Results based payments and payment schedule

- i. All payments will be results based and as per the following schedule

Sl No	Result / outcome achieved	Payment
1	Project initiation & launch event	10% of the value of the work order
2	100 angels onboarded with letter of commitment signed.	20% of the value of the work order
3	Activation of 10 onboarded angels	20% of the value of the work order
4	Handbook with qualified list of angels.	10% of the value of the work order
5	Activation of 50 onboarded angels	40% of the value of the work order

- ii. Milestone 2 payment will be prorated based on number of angels onboarded with letter of commitment signed.
- iii. Milestone 3 and Milestone 5 payments will be prorated based on the number of onboarded angels activated.

- iv. An angel investor to have made a startup investment of at least Rs Five Lakhs after onboarding and during the contract period to be deemed activated.
- v. Payment of Milestone 4 is contingent on successful completion of Milestone 2 ie is contingent on 10 onboarded angels being activated.

7. Ecosystem partners

The various angel networks and startup support organisations within the state of Kerala will be key in taking the Program message to prospective angel investors / HNI's and enable them to participate in the program. The Knowledge partner undertakes to work in collaboration with all ecosystem partners for effective implementation of the Project.

8. Roles and Responsibilities of KSUM

- i. Provide necessary support for the successful implementation of the project.
- ii. Provide Sign-off / acceptance of various project deliverables submitted.
- iii. Logistical Management of Travel, Stay and related incidentals and payments for support extended to existing investor related events of KSUM.

SECTION 3: INSTRUCTIONS TO BIDDERS

1. Introduction

- i. Kerala Startup Mission (KSUM) named in the Data Sheet will select a bidder in accordance with the method of selection specified in the Data Sheet.
- ii. The bidders are invited to submit a proposal in two parts - the Technical part and the Financial part separately, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. Late bids i.e. bids received after the specified date in the data sheet will not be considered. The Proposals submitted will be the basis for signing the contract with the selected bidder.
- iii. The Bidders are required to familiarize themselves with the local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to attend a pre-bid conference as specified in the Data Sheet. Attending the pre-bid conference is optional. Bidders should contact KSUM's representative named in the Data Sheet to obtain additional information on the pre-bid conference.
- iv. Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending pre-bid conference, etc.
- v. KSUM may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bonafide reasons, which will be notified to all the Bidders invited to tender. Further KSUM hereby reserves its right to annul the selection process at any time prior to the contract award without incurring any liability towards the Tenderers.
- vi. The Request for Proposal (RFP) document for the project consists of the following sections:
 - Section 1 - Letter of Invitation
 - Section 2 - Terms of Reference
 - Section 3 - Instruction to Bidders
 - Section 4 - Annexures & Standard Forms
- vii. The prospective bidders are expected to examine all instructions, forms, terms, project requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or

submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

2. Calendar of Events

SI No	Milestone	Date
1	Release of RFP	7th September, 2019
2	Pre bid meeting	20th September, 2019
3	Last date for proposal submission	10th October, 2019
4	Opening of Technical Bid	14th October, 2019
5	Completion of Technical evaluation	25th October, 2019
6	Opening of Financial Bid	28th October, 2019

3. Conditions under which this RFP is issued

- i. This RFP is not an offer and is issued with no commitment. KSUM reserves the right to withdraw the RFP and change or vary any part thereof at any stage. KSUM also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. KSUM reserves the right to withdraw this RFP if KSUM determines that such action is in the best interest of the Government.
- iii. Timing and sequence of events resulting from this RFP shall ultimately be determined by KSUM.
- iv. No oral conversations or agreements with any official, agent, or employee of KSUM shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of KSUM shall be superseded by the definitive agreement that results from this RFP process. Oral communications by KSUM to bidders shall not be considered binding on KSUM, nor shall any written materials provided by any person other than KSUM.

- v. Neither the applicant nor any of the Applicant's representatives shall have any claims whatsoever against KSUM or any of their respective officials, agents, or employees arising out of, or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- vi. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- vii. Each applicant shall submit only one proposal.
- viii. The bid shall remain valid for a period of not less than 120 days from the last date of submission of RFP.
- ix. In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

4. Earnest Money Deposit (EMD)

- i. The Bidders must submit an Earnest Money deposit (EMD) of INR 1,00,000.
- ii. The EMD can be paid in through e-payment facility provided by the e-procurement system such as Internet Banking/ RTGS/NEFT. Only SBI MoPS can be used for payment. Any transaction charges levied while making online payment has to be borne by the bidder. KSUM will not be responsible for any online payment failure.
- iii. Proposals not accompanied by EMD will not be considered for Technical and Financial evaluation.
- iv. EMD of unsuccessful bidders will be discharged/ returned as promptly through online transfer.
- v. The successful bidder's EMD will be discharged upon the bidder signing the contract and furnishing the performance security.
- vi. No interest will be paid for the EMD submitted.
- vii. The EMD shall be forfeited if a Bidder

- Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
- Withdraws its bid after the opening of bid;
- A successful bidder, fails to sign the contract after issuance of Letter of Intent
- Fails to furnish performance security after issuance of Letter of Intent.

5. Pre qualification Criteria

- i. The bidder must be either a limited liability partnership or a company registered under the Indian Companies Act 1956 / 2013 or a Society or a Trust
- ii. The bidder must have been in operation for at least three years, have at least 10 staff on full time rolls and have an annual turnover of minimum 1Cr in any of the last three financial years as on the date of publishing of bid (Incorporation / Registration Certificate and Bye Laws required).
- iii. Organisations recognised by DPIIT are exempted from meeting three year operational criteria but should have a minimum turnover of 50 Lakh in the last financial year.
- iv. The bidder should have experience of working with individual angel investors / HNI's and facilitating angel investments in startups. (Self-certification required)
- v. 20 active angels registered in the platform / network. An active angel is one who has made at least one investment of 5L and above through the platform / network in the last 2 years.
- vi. The bidder must have successfully syndicated at least 5 startup Investments of at least Rs 1 Crore.

6. Performance Security

- i. For the due performance of the assignment in accordance with the terms and conditions specified, the selected bidder shall on the day or before signing the contract which shall not be later than 30 (thirty) days from the issue of the Letter of Award, furnish to KSUM

a performance security in the form of an irrevocable Bank Guarantee for an amount equal to Five percent (5%) of cost mentioned in the financial bid. This performance guarantee will be released after successful completion of the whole Project. In the event of non completion of Project the performance security shall be forfeited by KSUM.

- ii. The Bank Guarantee shall be in favour of KSUM, issued by the State Bank of India or any Nationalized or scheduled Indian Bank, approved by the Reserve Bank of India and acceptable to KSUM.
- iii. It is expressly understood and agreed that the performance security is intended to secure performance of the entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.
- iv. Should the assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to KSUM before the expiry date of the Bank Guarantee originally furnished.

7. Technical Proposal

- i. Bidders are required to submit an original Full Technical Proposal (FTP). Proposals must be direct, concise, and complete. Technical bid should be submitted in the format given.
- ii. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.
- iii. Bidders shall furnish the required information on their technical and financial proposals in the required formats. Any deviations in format, the tender will be liable for rejection.
- iv. The proposal and all correspondence and documents shall be written in English.

8. Financial Proposal

- i. Financial bids shall be submitted online through <https://etenders.kerala.gov.in> and in accordance to the instructions given in this tender document.

- ii. The financial bid should be inclusive of all taxes has to be submitted in BOQ specific to the tender. The financial bids submitted in any other format will be treated as non-responsive and not be considered for evaluation.
- iii. The financial quotation cannot exceed INR 300 lakhs inclusive of all taxes as applicable.

9. Submission of Proposal

- i. Submission of the proposal shall be made online through <https://etenders.kerala.gov.in> and in accordance with the instruction given in this RFP and e-tenders guidelines of Government of Kerala. The proposal should be submitted online on or before 5 PM on 10th October, 2019.
- ii. Bidders has to enroll themselves in the e-tender portal <https://etenders.kerala.gov.in> and Class II/III digital signature certificate in the form of smart card/e-token in the bidder's name is required for registration and bid submission activities.
- iii. The portal <https://etenders.kerala.gov.in> has user manual with detailed guidelines on enrollment and participation in the online bidding process. The details can be obtained from the e-tender portal under the menu 'downloads'

10. Proposal Evaluation

- i. From the time the Proposals are opened and up to the time the Contract is awarded, the bidders shall not contact KSUM on any matter related to its Technical and/or Financial Proposal. Any effort by a bidder to influence KSUM in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's Proposal.
- ii. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

11. Evaluation of the Pre Qualification Proposal

- i. The Applicants' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the RFP and adopting the pre-qualification criteria spelt out in this RFP.

- ii. The Bidders are required to submit all required documentation in support of the prequalification criteria specified, as required for evaluation.

12. Evaluation of Technical Proposals

- i. The Evaluation Committee shall evaluate the Technical Proposals based on their responses to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification / evaluation / selection criteria. Each responsive proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- ii. During the process of evaluation of the technical proposal, the bidder will be required to make a presentation on its Proposal covering Experience/ Technical Proposal including Implementation Methodology, Team Composition, Work Schedule and Activity Schedule. The date and time of the presentation will be intimated individually.
- iii. Proposals which are not accompanied by an EMD will not be evaluated.
- iv. The proposal shall be rejected if bidder does not fulfill the eligibility criteria or the validity period of the proposal is less than 120 days.
- v. The Technical proposals which are unsigned or incomplete shall not be evaluated.

13. Combined Evaluation

- i. The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up.
- ii. The bidder securing the highest combined marks will be considered for award of the contract. In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would get preference.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 60 and the weightage of the technical bids and financial bids is kept as 70:30. If in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 60. All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. If the evaluation committee examines the financial proposals and the quoted total bid values are as under:

Proposal	Total Bid Value
A	: INR 120
B	: INR100
C	: INR 110

Using the formula $LTBV / TBV$, where $LTBV$ stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A	:	$(100 / 120) * 100 = 83$	points
B	:	$(100 / 100) * 100 = 100$	points
C	:	$(100 / 110) * 100 = 91$	points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A	:	$75 \times 0.70 + 83 \times 0.30 = 77.4$	points.
Proposal B	:	$80 \times 0.70 + 100 \times 0.30 = 86$	points
Proposal C	:	$90 \times 0.70 + 91 \times 0.30 = 90.3$	points.

Based on combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H1 followed by the proposals securing lesser marks as H2, H3, etc. The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A:	77.4 points	: H3
Proposal B:	86 points	: H2
Proposal C:	90.3 points	: H1

along with self certification. Supporting evidence / documents to also be provided (Work orders / MoU's / Contracts / Screenshots etc).	
<p><u>(ii) Project team & relevant experience</u></p> <p>Composition of the project team including resumes of team members and details of specific qualifications, skills/ competencies/ expertise of the key professional staff. Relevant experience of the project team and the bidder organisation.</p>	<u>20 Marks</u>
<p><u>(iii) Approach Methodology and Work Plan</u></p> <p>The A&M will be evaluated based on the following parameters:</p> <ol style="list-style-type: none"> 1. Demonstrated level of understanding of the project, its purpose, scope, and bidder's plan for performing the required services as detailed in scope of work, technical and functional requirements in the bid, during the entire lifecycle of the project. 25 Marks 2. Comprehensiveness and innovativeness of plan with respect to all activities that need to be undertaken to meet the requirements specified in the scope of work. 15 Marks 3. Adequacy of the proposed work plan and methodology in responding to the TOR 5 Marks 4. Experience of working in Kerala or with Kerala based investors. 5 Marks 	<u>50 Marks</u>
<p><u>(iv) Assessment of the ability of the bidder to meet project objectives and deliver on performance outcomes</u></p>	<u>10 Marks</u>
<u>Total</u>	<u>100 Marks</u>
<p>The bidder will be required to make a presentation covering Experience / Technical Proposal including Approach & Methodology, Implementation Plan, Team Composition, Activity Schedule & Work Plan, the date and time of which will be intimated individually.</p>	

15. Letter of Award

- i. The bidder securing the highest combined score will be considered for award of Contract.
- ii. KSUM shall award the Contract to the selected bidder by issue of Letter of Award (LOA). and notify all bidders who have submitted proposals after award is accepted by the selected bidder.
- iii. The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA / Contract.
- iv. If the selected bidder does not sign the Contract within the stipulated period or does not submit the Performance Guarantee within time, the LOA may be cancelled and the bidder securing the next higher combined marks will be considered for award of Contract.

16. Monitoring of Contract

- i. An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by procuring entity to monitor the progress of the contract during its delivery period.
- ii. During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that the quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and services is to be obtained continuously or is batched.
- iii. If delay in delivery of goods and services is observed a performance notice would be given to the selected bidder to speed up the delivery.
- iv. Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the procuring entity.
- v. No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

17. Clarification and Amendment of RFP Documents

- i. Any doubts or clarification related to this RFP may be send to procurement@startupmission.in. Pre-bid conference will be held as specified in the Data Sheet for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the prospective bidders will also be sought if considered necessary.
- ii. At any time prior to the deadline for submission of the tender, KSUM may for any reason, modify the tender document. The amendment document/ corrigendum shall be notified through the website www.etenders.kerala.gov.in and such amendments shall be binding on all the bidders.

18. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

19. Rights to the Content of the Proposal

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the proposal will become the property of KSUM and will not be returned after opening of the proposals. KSUM is not restricted in its right to use or disclose any or all of the information contained in the proposal and can do so without compensation to the applicants. KSUM shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restrictions on its use or disclosure.

20. Ownership Rights

Ownership of all new artifacts (creatives, pictures, videos, etc.) created during this assignment will rest with KSUM and it will have the right to resell/ implement the same with any other organization.

21. Information

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially

concerned with the process. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal and may adversely affect its prospects.

22. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its prospects.

23. Acknowledgement of Understanding of Terms

By submitting a proposal, each applicant shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

24. Data Sheet

1	RFP Issuing Authority	Kerala Startup Mission (KSUM) KSUM is the nodal agency of Government of Kerala for the development and strengthening of Startup Ecosystem in the state
2	Method of selection	Quality and Cost Based System method (QCBS)
3	Document parts of RFP	Section 1 - Letter of Invitation Section 2 - Terms of Reference Section 3 - Instruction to Bidders Section 4 - Annexures & Standard Forms
4	Pre Qualification Criteria	vii. The bidder must be either a limited liability partnership or a company registered under the Indian Companies Act 1956 / 2013 or a Society or a Trust viii. The bidder must have been in operation for at least three years, have at least 10 staff on full time rolls and have an annual turnover of minimum 1Cr in any of the last three financial years as on the date of publishing of bid (Incorporation / Registration Certificate and Bye Laws required). ix. The bidder should have experience of working

		<p>with individual angel investors / HNI's and facilitating angel investments in startups. (Self-certification required)</p> <p>x. 20 active angels registered in the platform / network. An active angel is one who has made at least one investment of 5L and above through the platform / network in the last 2 years.</p> <p>xi. The bidder must have successfully syndicated at least 5 startup Investments of at least Rs 1 Crore.</p> <p><i>Documentary proof with respect to the above criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders satisfying the above criteria.</i></p>
5	Earnest Money Deposit	<p>Yes. The Bidders must submit an Earnest Money deposit (EMD) of INR 1,00,000.</p> <p>The EMD can be paid in through e-payment facility provided by the e-procurement system such as Internet Banking/ RTGS/NEFT.</p>
6	Technical and Financial proposal requested	Yes
7	Name, objectives and description of assignment	As detailed in TOR (Section 2)
8	Pre Bid Conference	<p>Date: 20th September 2019</p> <p>Time: 11am</p> <p>Venue: Kerala Startup Mission G3B, Thejaswnini, Technopark Campus, Kariyavattom Trivandrum- 695581</p> <p>Contact person for pre bid conference</p> <p>Razique Mohammed Sherief Phone: 0471- 2700270 Email: razique@startupmission.in</p> <p><i>Bidders may confirm their participation in the pre-bid</i></p>

		<i>conference to the above person.</i>
9	Language(s) of the submitted proposals	English The Contract to be signed with the successful bidder shall be written in the English language, which shall be the language that shall govern the contractual relations between KSUM and the successful bidder.
10	Bidder to state cost in the national currency	Cost to be stated in Indian Rupees
11	Submission of proposals	Submission of the proposal shall be made online through https://etenders.kerala.gov.in and in accordance with the instruction given in this RFP and e-tenders guidelines of Government of Kerala.
12	Proposal submission date	No later that the following date and time Date:10 October 2019 Before 5pm
13	Technical Evaluation	The Evaluation Committee shall evaluate the Technical Proposals based on their responses to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified. The bidder will be required to make a presentation covering Experience / Technical Proposal including Approach & Methodology, Implementation Plan, Team Composition, Activity Schedule & Work Plan, the date and time of which will be intimated individually.
14	Financial Evaluation	KSUM shall shortlist all the Companies who secure the minimum required marks. The minimum cut off will be 60 % (Sixty Percent). Financial proposals of only the Companies scoring 60% in technical bid will be evaluated. The proposal with the lowest total bid value shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
15	Combined Evaluation	Based on the evaluation criteria the Technical Scores will be assigned and will have a weightage of 70%. The

		<p>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 H1 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.</p>
16	Terms of Payment	Results based and as outlined in Section 2.6
17	Performance Security	Yes. Bank Guarantee for an amount equal to Five percent (5%) of cost mentioned in the financial bid.
18	Letter of Award	KSUM shall award the Contract to the selected bidder by issue of Letter of Award (LOA).
19	Commencement of assignment	On the date and location specified in the LOA / Contract.
20	Contract term	The contract term shall be for a period of 3 years.

SECTION 4: ANNEXURES & STANDARD FORMS

Annexure 1: Format for Tender Form

Form 1A: Letter of Proposal Submission

To,
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/KP/2019/09/01

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 RFP No KSUM/RFP/KP/2019/09/01 dated 7th September 2019 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. Dated thisday of..... 201.....
8. Signature of

9. In capacity of

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

Form 1B: Bidder Details

SI No	Description	Details
	Bidder Name	
	Organisation details: Address Phone Number Email Website	
	PAN Number	
	GST Registration Number	
	Contract person: Chief Executive / Head of Operations Name Designation Mobile Number Email	
	Contact person: Project Leader Name Designation Mobile Number Email	

Form 1C: Pre qualification checklist

SI No	Pre-Qualification Criteria and Supporting Documents	Compliance X / √
1	Is your organization registered and has been in operation for at least three years?	
	Attach Incorporation/ Registration Certificate or any other supporting document.	
2	Do you have a dedicated manpower size of at least 10 people on full time rolls?	
	Self-certification.	
3	Do you have an annual turnover of minimum 1Cr in any of the last three financial years as on the date of publishing of bid	
	Audited financial statements of last 3 years	
4	Do you have experience of working with individual angel investors / HNI's and facilitating angel investments in startups.	
	Self certification / Work orders / MoU's	
5	Do you have 20 active angel investors registered in the platform / network. (An active angel is one who has made at least one investment of 5L and above through the platform / network in the last 2 years.)	
	List of active angel investors (name, email, investment details) in table format and self certification.	
6	The bidder must have successfully syndicated at least 5 startup Investments of at least Rs 1 Crore.	
	Details of startups investments (name of startup, investment round size, name of the founder, founder email) in table format along with MoU / contract with startups.	

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 1D: Technical Proposal Checklist

SI No	Item	X / √	Mention list of all supporting documents attached (if any)
1	Tender Form		
2	Bidder's organization and experience		
	(A). Bidder's Organization		
	(B). Bidder's Experience		
	Technical Proposal		
4	Approach & Methodology		
5	Work Plan		
6	Team composition and task assignments/ jobs		
	(A). Summary of the project team/ team composition		
	(B). Curriculum Vitae (CV) for proposed professional staff		

Annexure 2: Format for Company Profile

Form 2A: Bidder's Organization

Provide a brief description of the background and organization of your entity for this assignment. Attach Incorporation/ Registration Certificate, Audited Account Sheets/ P&L Sheets.

Form 2B: Bidder's Experience

Provide information on each assignment/job for your entity has carried out assignment/job similar in nature to the ones requested under this RFP.

Note: Please provide documentary evidence i.e. copy of work order / contract / MoU / client reference for each of the mentioned assignment. The experience shall not be considered for evaluation, if requisite support documents are not provided with the Proposal.

Annexure 3: Format for Technical Proposal

Technical approach, methodology and work plan are key components of the Technical Proposal]. You are suggested to present your Technical Proposal divided into the following three sections:

- A. Technical Approach and Methodology
- B. Work Plan
- C. Team & past relevant experience

a) Approach and Methodology: In this the bidder should explain the understanding of the objectives of the assignment/ job, approach to the assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Highlight the problems being addressed and explain the technical approach adopted.

b) Work Plan: The Bidder should propose and justify the main activities of the assignment / job, their content and duration, phasing and interrelations, milestones, and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

c) Team & Relevant Experience: The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the assignment/ job, the key experts responsible, proposed technical & support staff and relevant experience.