

KERALA STARTUP MISSION

TENDER NO: KTIZ/KSUM/HK/2019-20/12/01

**TENDER FOR PROVIDING HOUSEKEEPING
SERVICES IN
ISC Building, Kerala Startup Mission
Kerala Technology Innovation Zone
Kalamassery, Kochi**

**PART I - PREQUALIFICATION CUM
TECHNO COMMERCIAL BID**

**Kerala Startup Mission
Thejaswini Building, Technopark Campus,
Trivandrum-695581**

1. NOTICE INVITING e-TENDER

1.1 Preamble

Government of Kerala has established the Kerala Technology Innovation Zone, a global innovation incubator hub for many technology sectors under an umbrella. The zone located at Kalamassery, Kochi has world class infrastructure facilities for multi sector technology incubators to incubate their start-ups and to support home grown enterprises.

Kerala Startup Mission, the nodal agency of the Government for State's entrepreneurship development and incubation activities has established an Integrated Startup Complex (ISC) in KTIZ for end-to-end startup activities. The facility includes incubation space, scaleup space, conference/meeting rooms, fab lab, super fab lab, theater/amphy theater etc in addition to the general utility like reception, lobby, office, washrooms, parking etc.

1.2 e-TENDER No:

e-Tenders are invited from eligible contractors for the following work

Name of Work	: PROVIDING HOUSEKEEPING SERVICES IN ISC Building, Kerala Startup Mission, Kerala Technology Innovation Zone, Kalamassery, Kochi
Earnest Money Deposit	: Rs.50,000/- [<i>This shall be remitted in line with the Online payment feature stipulated</i>]
Cost of tender document	: Rs.5,000/- [<i>This shall be remitted in line with the online payment feature stipulated</i>]
Last date for submission of tender	: Upto 5.00 p.m on 16 th December 2019
Date of opening of e-Tender	: 11.00 AM 20 th December 2019
Date and Venue of Pre bid meeting	: 10 AM on 10 th December 2019 at Kerala Startup Mission, ISC Building, Kerala Technology Innovation Zone, Kalamassery, Kochi

Date: 4th December 2019
Kerala Startup Mission, Kochi

1.3 Minimum Eligibility Criteria

The bidders should meet the following minimum eligibility criteria.

- The bidder should be a well-established Housekeeping/Facility service provider with minimum 5 years' experience in providing exclusive housekeeping services.

(Scanned copies of documentary evidence for these eligibility criteria shall be submitted online with the e-tender)

- b) During the last 5 years, the bidder should have provided Housekeeping/Facility Service (supply of manpower, consumables, cleaning equipment etc.) with a minimum staff strength of 30 staffs per day, to at least one Central / State /PSUs / reputed private Corporates for a continuous period of two years in Kerala. *(Scanned copies of the original certificates shall be submitted online with the e-tender as documentary evidence for this criterion)*
- c) The bidder should have achieved a minimum annual turn-over of Rs.75 lakhs during any one of the last two financial years ending 31-3-2019 for housekeeping services alone. *(Scanned copies of the original turnover/balance sheet issued by the chartered accountant shall be submitted online with the e-tender as documentary evidence for this criterion)*
- d) The Bidder should also have ESI and EPF registrations in Kerala. *(Scanned copies of documentary evidence for this eligibility criteria shall be submitted online with the e-tender)*
- e) The bidder should produce a Banker's solvency Certificate issued by any nationalized/scheduled bank, of value at least Rs.30 lakhs issued not prior to 3 months from the date of submission of bids.
(Scanned copy of the original certificate shall be submitted online with the e-tender as documentary evidence for this criterion)
- f) Joint venture companies are not acceptable.

Note:

Hard copies either in original or notarized copy in a separate sealed cover superscribed "Pre-Qualification Criteria of Agencies for Providing Housekeeping Services in Kerala Startup Mission, ISC Building, Kerala Technology Innovation Zone, Kalamassery, Kochi " should be submitted to CEO, Kerala Startup Mission, Thejaswini Building, Technopark campus, Thiruvananthapuram-695 581. This is only for verification and does not relieve the bidder from adherence to e-Tender norms. **Hard copy of Price Bid should not be submitted. Price Bid has to be furnished online only.**

1.4. 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 Tender.

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

Section 1 - Turnover

Section 2 - Experience

Section 3 - Manpower

Section 4 - Equipment

Section 5 - Presentation

Sl.No	Particulars	Maximum Marks
1	Turnover of Rs. 25.00 lakhs and above of any one Financial Year , during last five financial year ended on 30/11/19	10
2	Experience: Work Executed, achievements, awards won etc	20
3	Manpower	15
4	Equipments, tools, tackles, consumables	25
5	Presentation: Understanding of tendered work & showing the methodology of work plan- Evaluation will be based on the quality of submissions	30
	Total	100

Yours faithfully,

CEO, Kerala Startup Mission.