

RFP NO: KSUM/RFP/EMA/SBT/2026-27/01



REQUEST FOR PROPOSAL

FOR

**SELECTION OF AGENCY FOR SUPPLYING FOOD & REFRESHMENTS - SHE
BUILDS TECH 3.0 - AI HACKATHON 2026**

DATED: 1st Oct 2026

Kerala Startup Mission

Kerala Startup Mission (KSUM) (Formerly Technopark -Technology Business Incubator (T-TBI) is the state nodal agency of the Government of Kerala founded in 2006, with a goal to promote technology-based entrepreneurship activities and to create the infrastructure and ecosystem required to support high-end technology-based startup businesses.

Request for Proposal for selection of agency for supply of food and refreshments for “SHE BUILDS TECH 3.0 - AI HACKATHON 2026” to be held in Kochi.

Kerala Startup Mission invites technical and financial proposals from Event Management Agencies for supplying food and refreshments with regards to “SHE BUILDS TECH 3.0 - AI HACKATHON 2026” being scheduled on dates of 16 and 17 of October at Kochi.

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 RFP 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.

RFP Issuing Authority

This RFP is issued by the Kerala Startup Mission (KSUM) and selection through this RFP shall be final and KSUM reserves the right to reject any or all the RFP received without assigning any specific reason thereof.

Chief Executive officer

Kerala Startup Mission

01/10/2026

Thiruvananthapuram

Selection of Agency for supplying food & refreshments - She Builds Tech 3.0 AI Hackathon 2026

Key Events/Points

Event/ Details	Date / Details
Date of Issue of RFP	01-10-2026
Bid submission end date	08-10-2026
Technical Bid Opening date	09-10-2026

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 Top Performer award with Kerala Startup Mission.

KSUM works across the startup lifecycle, supporting aspiring entrepreneurs, innovators and startups through various programmes, initiatives, infrastructure and ecosystem support.

As part of its efforts to encourage technology-based innovation and entrepreneurship among women students, Kerala Startup Mission is organising **She Builds Tech 3.0**, a dedicated initiative aimed at identifying and supporting aspiring women student innovators and enabling them to take their ideas towards viable technology solutions.

She Builds Tech 3.0 is structured as a two-phase programme, beginning with a 20-hour offline AI Hackathon that brings together selected women student teams from across Kerala to develop AI-powered prototypes based on real-world problems and proposed solutions. The initiative is designed to provide participants with an environment to build, experiment, receive expert guidance and demonstrate their solutions.

The Top 20 teams emerging from the hackathon will receive Micro Innovation Funding Support and gain direct entry into the She Builds Tech 3.0 Pre-Incubation Programme. The two-month pre-incubation programme will provide structured sessions and technical and business mentorship to support teams in taking their prototypes towards MVPs and developing their entrepreneurial journey.

The initiative seeks to bridge the gap between technical capability and entrepreneurship by providing women student innovators with access to structured support, mentorship, funding and the wider Kerala startup ecosystem.

2. Objective

Kerala Startup Mission, in its endeavour to strengthen the innovation and entrepreneurship ecosystem in the State and encourage greater participation of women students in technology and entrepreneurship, has planned to organise She Builds Tech 3.0.

The objective of this RFP is to invite proposals from a reputed Event Management Agency for the execution of the She Builds Tech 3.0 - 20-Hour AI Hackathon.

The selected agency shall support Kerala Startup Mission in supplying food and refreshments.

The hackathon aims to provide selected women student teams with a structured platform to build AI-powered prototypes, receive expert guidance and showcase their solutions, while identifying promising teams for further support through the She Builds Tech 3.0 Pre-Incubation Programme.

The target audience of the Hackathon are;

- Selected women student teams.
- Technical mentors
- Startup Ecosystem Enablers
- Industry experts & evaluators

3. Eligibility Criteria/Pre-Qualification Criteria (PQC)

The bidder must possess the requisite experience, strength and capability to provide the services necessary to meet the requirements described in the RFP 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 similar events during the last two years (Copies of Client Certificates, Work orders 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)

4. Scope of Work

a. Planning the Menu

- i. Plan the menu based on the requirements of the Organisation

b. Venue Arrangement

- i. Buffet and food arrangements
- ii. Disposal of waste management

5. Items Required

Sl No.	Item	Quantity	No. of Days
1	Water Bottles	200 Nos	2
Evening Snacks			
2	Tea & Coffee	200 Nos	1
3	Pazhampori	200 Nos	1
Dinner			
4	Porotta	200 Nos	1
5	Paneer Butter Masala	200 Nos	1
6	Veg Pulao	200 Nos	1
7	Chicken roast	200 Nos	1
8	Salad	200 Nos	1
9	Pickle	200 Nos	1
10	Icecream	200 Nos	1
Breakfast			
11	Appam	200 Nos	1
12	Veg Kuruma	200 Nos	1
13	Boiled Egg	200 Nos	1
14	Tea & Coffee	200 Nos	1
Tea Time			
15	Tea & Coffee	200 Nos	1
16	Cookies	200 Nos	1
Lunch			
17	Veg meals (including sambar, thoran, mezhukkupuratty, pickle, pappad)	200 Nos	1
Extras			
18	Service		2
19	Setting		
20	Transportation		
21	Waste Management		

6. Instruction to Bidders

a. Pre-bid queries

- i. The prospective bidders may submit any queries through e-mail for clarification by the date mentioned in the schedule to procurement@startupmission.in. The clarifications may be posted on the website.

b. 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, on or before 06:00 PM 08th Oct 2026.
- ii. The proposal shall consist of the following:

Financial Proposal: The financial proposal shall be submitted in a separate sealed cover.

Technical and Eligibility Documents: Documentary evidence of previous work experience and eligibility, duly signed RFP documents, copies of GSTIN and PAN, prescribed forms, and other relevant documents duly signed by the competent authority shall be submitted in another sealed cover.

Both sealed covers shall be placed inside a single outer sealed cover and submitted as the complete proposal.

- **Tender fee:** The tender fee is **Rs. 400** (Rupees Four Hundred Only) (Non -refundable). Tender fee is to be remitted as DD and DD should be in favor of Technopark Technology Business Incubator.
- **Earnest money deposit:** The tenderer must pay earnest money along with the tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money deposit of **Rs.4000** (Rupees Five Thousand Only) is to be remitted as DD and DD should be in favor of Technopark Technology Business Incubator.. No interest shall be paid by Technopark Technology Business Incubator on the Earnest Money Deposited by the tenderer. The Earnest Money deposited by the successful tenderer will be retained towards the security deposit for the fulfillment of the contract. EMD of unsuccessful bidders will be returned without any interest, directly to their account.

1. Public Sector Undertakings and MSMEs registered within the State are exempted from remittance of EMD/Tender fee subject to submission of valid documents
2. None of the bidders other than those specified above are exempted from the remittance of EMD, in any case.
3. EMD of unsuccessful bidder will be discharged
4. The successful bidder's EMD will be discharged upon the bidder signing the contract
5. No interest will be paid for the EMD submitted.

The EMD will be forfeited, if a tenderer;

1. Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
2. Withdraws its bid after the opening of bid;
3. A successful bidder, fails to sign the contract after issuance of Letter of Intent
4. Fails to furnish performance security after issuance of Letter of Intent.
5. The EMD provided could be converted as performance security to the extent possible.

The bids will not be considered for further processing if bidders fail to comply with clauses above.

c. General Instructions

- i. The event management agency shall provide a qualified team to undertake the work. The team should work closely with Kerala 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 90 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 Work 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 venue for the event is KSUM, Kinfra Hi-Tech Park, HMT Colony, Kalamassery, Kochi
- x. Bidders are encouraged to visit the proposed venues

8. Selection Procedure:

The procedure for the selection of the agency will be carried out as detailed below by a committee constituted by KSUM.

Pre-Bid Meeting: The agencies invited for Pre Bid Meeting will be catered to with the brief for the strategy and creative presentation and the documents for submitting Technical & Financial Bids.

9. 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 KSUM 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 are being sought by a bidder from the Dept. for the work of Mentor Conclave event coordination in the Financial Bid Proforma

$$Sf = 100 \times Fm/F;$$

in which Sf is the Financial Score, Fm is the lowest Financial Proposal, and F is the Financial Proposal under consideration. 17

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 be 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

Sl No	Documents	MARK
1	Organization registered and has been in operation for at least two years and Incorporation/ Registration Certificate	15

2	Successfully conducted at least five events	15
3	Details of events in table format along with MoU / contract/work order/Programme photos	30
4	Technical Evaluation of the document submitted.	40

Annexure I: Format for RFP 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/EMA/SBT/2026-27/01

1. Having examined the conditions of the RFP document, the receipt of which is hereby duly acknowledged. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/EMA/SBT/2026-27/01 dated 01st Oct 2026 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 RFP document for the works mentioned above has been obtained by me from the URL 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 RFP document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
6. Dated thisday of..... 2026

Signature of In the capacity of

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

Form 1B: Bidder Details

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

6	Contact person: Project Leader Name Designation Mobile Number Email	
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Form 1C: Pre-qualification checklist

Sl No	Pre-Qualification Criteria and Supporting Documents	Compliance X / √
1	Is your organization registered and has been in operation for at least two years?	
	Attach Incorporation/ Registration Certificate or any other supporting document.	
2	Whether your organization is blacklisted by any Government agencies/PSUs	
3	Attach Self Certification & Signed RFP documents	
4	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	
5	Attach copy of GSTN & PAN Card	

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/EMA/GBT/2026-27/01

1. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/EMA/GBT/2026-27/01 dated 01st Oct 2026 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 RFP 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

Annexure II

The Breakup of the Financial Proposal is given below;

Physical Event

SI No.	Item	Quantity	No. of Days	Amount
1	Water Bottles	200 Nos	2	
Evening Snacks				
2	Tea & Coffee	200 Nos	1	
3	Pazhampori	200 Nos	1	
Dinner				
4	Porotta	200 Nos	1	
5	Paneer Butter Masala	200 Nos	1	
6	Veg Pulao	200 Nos	1	
7	Chicken roast	200 Nos	1	
8	Salad	200 Nos	1	
9	Pickle	200 Nos	1	
10	Icecream	200 Nos	1	
Breakfast				
11	Appam	200 Nos	1	
12	Veg Kuruma	200 Nos	1	
13	Boiled Egg	200 Nos	1	
14	Tea & Coffee	200 Nos	1	
Tea Time				
15	Tea & Coffee	200 Nos	1	
16	Cookies	200 Nos	1	
Lunch				
17	Veg meals (including sambar, thoran, mezhukkupuratty, pickle, pappad)	200 Nos	1	
Extras				
18	Service		2	
19	Setting			

20	Transportation			
21	Waste Management			
	TOTAL			

Dated thisday of..... 2026

Signature of

In capacity of

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

Annexure III

Self-Declaration - Non Blacklisting

(To be Submitted in Company Letter Head)

To

The Chief Executive Officer,

Kerala Startup Mission

Sir,

In response to the RFP reference no.....dated.....for selection of

I hereby declare that presently our company is having an unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body.

I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of RFP.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the RFP if any to the extent accepted may be canceled.

Thanking You

Name of the Bidder

Authorized Signatory

Seal of the Organization