

Reference Number: KSUM/RFP/CIC/02/2023-24



REQUEST FOR PROPOSAL

FOR

**Selection of Food Vendor Regard to “IHRD Zoho R & D Center
Inauguration”**

Dated: 14th February 2024

Kerala Startup Mission

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

Request for Proposal for Selection of Food supplying vendor with regards to the Inauguration of Kerala's first Campus Industry Park-Zoho R & D Center & KSUM LEAP Coworks at IHRD College of Engineering, Kottarakara

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

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

Chief Executive officer

14/02/2024

Kerala Startup Mission

Thiruvananthapuram

Selection of vendors for supplying the food with regards to the to the Inauguration of Kerala's first Campus Industry Park-Zoho R & D Center & KSUM LEAP Coworks at IHRD College of Engineering, Kottarakara

Key Events/Points

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

1. Introduction

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

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

2. Eligibility Criteria

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

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

3. Scope of Work

a. Planning the Menu

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

b. Tentative Venue Arrangement

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

4. Items Required

<u>SI No.</u>	<u>Description</u>	<u>Quantity</u>
1	Packed food Non-Veg	200
2	Packed food Veg	20
3	Buffet (2 course, non-veg menu)	30
4	Water 300 ml	10 Case

5. Instruction to Bidders

a. Submission

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

b. General Instructions

- i. The event management agency shall provide a qualified team to undertake the work. The team should work closely with Startup Mission
- ii. The proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of the Agency themselves
- iii. Validity of the proposal shall be 60 days from the last date of submission of the proposal
- iv. Misrepresentation/improper response by the applicant may lead to the disqualification of the Applicant.
- v. Startup Mission reserves the right to reject any proposal at any point of time without assigning the reasons

- vi. Startup Mission reserve the right to cancel this RFP if it is found necessary
- vii. The tender may be offered to the Lowest bidder, however, due consideration would be given to the quality of the service offered
- viii. Bidders' proposals whose performance is not satisfactory in any of the past events will be rejected
- ix. Proposed venues for the event are IHRD College of Engineering, Kottarakara.
- x. Bidders are encouraged to visit the proposed venues

6. Bidding Process

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

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

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

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

SI 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 1: Format for Tender Form

Form 1A: Letter of Proposal Submission

To,

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

Dear Sir,

Sub: Technical Bid Proposal

Ref: RFP No: KSUM/RFP/CIC/02/2023-24

1. Having examined the conditions of the RFP, the receipt of which is hereby duly acknowledged. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/CIC02/2023-24 dated 14th February 2024 and execute all works in conformity with RFP referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made a part of this bid.
2. I/We undertake if our Bid is accepted to complete the delivery of the services offered.
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all supporting documents relevant to the proposal submitted.
5. The tender document for the works mentioned above has been obtained by me from the URL www.startupmission.in , the official website of Kerala Startup Mission and I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
6. Dated thisday of..... 2024

Signature of In the capacity of

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

Form 1B: Bidder Details

Sl No	Description	Details
1	Bidder Name	
2	Organization 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

SI 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	Self Certification	
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	

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

Form 2 - Financial Proposal

To,

The Chief Executive Officer Kerala Start-Up Mission,

**G3B, Thejaswini, Technopark
Campus, Trivandrum 695581**

Dear Sir,

Sub: Financial Proposal

Ref: RFP No: KSUM/RFP/CIC/02/2023-24

1. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/CIC02/2023-24 dated 14th February 2024 and execute all works in conformity with RFP referred above and is submitting our financial proposal
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
3. I/We hereby agree to offer the services /requirements mentioned in this RFP at the rate of Rs (Rupees.....) Inclusive of GST and other taxes

The Breakup of the Financial Proposal is given below;

SI No.	Description	Quantity	Amount
1	Packed food Non-Veg	200	
2	Packed food Veg	20	
3	Buffet	30	
4	Water 300 ml	10 Case	
	TOTAL		

Dated thisday of..... 2024

Signature of

In capacity of

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