

KERALA STARTUP MISSION

KSUM/EOI/CON/EH/SI/TVM/23-24

REQUEST FOR PROPOSAL(RFP)

for

**The Engagement of Consult for the Preparation of Strategy and Impact Report for
Establishing Emerging Tech Hub at Technocity, Trivandrum**

PURPOSE

Kerala Startup Mission has initiated a Request for Proposal (RFP) process to identify a qualified consultant to guide and execute a strategic study for an upcoming project of establishing a 5 lakh sq ft building in the 3 acre land at Technocity - Trivandrum. The facility will comprise 10+ COE's in emerging technologies, startups space to house 3000+ employees, knowledge labs, Residential & recreational spaces etc.

Who May Respond

The consultant who has demonstrated experience in successfully developing economic development strategic plans, has strong facilitation skills and a strong understanding of the startup sector

Introduction

Kerala is dedicated to fostering a dynamic startup ecosystem of sustainable enterprises that specialize in exponential technologies and develop innovative solutions that tackle society's pressing issues. Kerala Startup Mission (KSUM) has successfully executed numerous infrastructure initiatives throughout the state, including the Technology Innovation Zone in Kochi, which has benefited countless startups that have established themselves in the state.

The government aims to create a knowledge chain that connects technical education institutions with startups and IT parks. The honorable chief minister has announced the launch of a project that will establish Thiruvananthapuram as the artificial intelligence hub of the state, with support from technical and digital universities. Emerging technology startups have the potential to lead the way in creating world-class products.

Chief Executive officer
Kerala Startup Mission

03/06/2023
Thiruvananthapuram

Objectives

KSUM invites Request for Proposal (RFP) for empanelment of consultants for providing a comprehensive Strategy and Impact Study for the upcoming project Emerging Tech Hub in 3 acres of land at Technocity, Trivandrum. This includes detailed DPR, conceptual design & budget cost for construction. The consultant will have to work along with any other agencies/organizations appointed by KSUM for the project. The information required for the construction/design needs to be provided with respect to the study & findings as and when required. The consultant shall work in tandem with the agencies appointed by KSUM to complete the work within the stipulated time.

Scope of Work & Deliverables

The responsibility of the Consultant would be both advisory and technical. They shall conduct a feasibility study of the proposed Hub and prepare Detailed Project Report (DPR) with the conceptual look & feel of the building and the overall budgeted cost for construction. The consultant should do a preliminary assessment of the project that shall cover following , but not limited to these details alone ;

1. **Market Research:** Conduct market research to determine the demand for an emerging technologies hub in Trivandrum. This should involve assessing the current startup ecosystem, identifying gaps, and analyzing the potential for growth in emerging technology sectors.
2. **Feasibility Study:** Conduct a feasibility study to assess the technical, financial, and operational feasibility of the proposed project. This should include an analysis of the resources required, estimated costs and revenue, and potential risks.
3. **Stakeholder Analysis:** Identify and engage with key stakeholders, such as government agencies, industry associations, and potential partners, to assess their level of interest and support for the project.
4. **Legal and Regulatory Analysis:** Review the legal and regulatory framework to identify any potential barriers or challenges to implementing the project.
5. **Technology Assessment:** Assess the availability of emerging technologies and the potential for their adoption in the proposed hub. This may involve engaging with experts and conducting a technology landscape analysis.
6. **Economic Conditions:** Evaluate the economic conditions and any potential impact on the demand for the emerging technologies hub.
7. **Government Policies:** Review the government policies related to the establishment of an emerging technologies hub and identify any potential regulatory hurdles or changes that could affect the project's success.

8. **Technological Changes:** Assess the potential for technological changes or advancements that could impact the demand for the emerging technologies hub.
9. **Financial Risks:** Evaluate the financial risks associated with the project, such as the potential for cost overruns, changes in funding sources, or unexpected expenses.
10. **Document :** Preparation of detailed project report with the respect to the study conducted, along with the conceptual design & cost budget.

Consultant Qualifications and Roles

- I. The firm shall have an experience of **10+ years** in preparation of Impact reports and preparation of strategy for State Government. The proposal must describe the consultant's qualifications to conduct the RFP scope of work activities, expertise, knowledge, and experience.
- II. Experience should include examples of conducting similar or related work (I.e., working with other collaborative or collective impact initiatives to create a strategic vision and strategic plan), as well as experience working with government organizations with similar work nature.
- III. The firm shall have an average turnover of **Rs. 100 Crores** during the last 5 years (This turnover should be on account of Consultancy only & should not comprise of sale of hardwares/ softwares etc.)
- IV. The firm must not have been ordered a declaration of ineligibility / banned/ blacklisted by any State or Central Govt/ any other Government Institution in India for any reason as on last date of submission of EoI or convicted for economic offenses in India for any reason as on last date of bid submission. A self-declaration in this regard must be submitted.
- V. Agency must have the experience of working on at least the following numbers of consultancy engagement of value specified herein in the last 5 years excluding the current FY: -
 - (a) One consultancy contract of similar nature not less than the amount of **INR 1 Cr.**
 - Or
 - (b) Two Consultancy Contract of similar nature not less than the amount of **INR 50 lakhs each**
- VI. Agency should be
 - a. company registered under Company Act 1956/2013 or
 - b. A Partnership Firm registered under LLP Act 2008 or

(Agency shall submit copy of Work Order & Completion Certificate from the Client)

- c. Agency should be a company registered under Company Act or equivalent legal framework for the Certificate of Incorporation. AND
- d. Must be registered with the GST Authority.

To accomplish the scope requested, the consultation will need to possess the following qualifications:

- Experience at successfully developing consensus-based strategic plans
- Knowledgeable of collective impact or collaborative strategic initiatives
- Strong facilitation skills
- Experience at creating a neutral environment for, and soliciting input from, individuals from various sectors
- Experience at gathering and utilizing data to inform the strategic planning process
- Knowledge of budgeting
- Knowledge of marketing, communications and branding
- Knowledge of resource development
- Ability to constructively challenge key stakeholders
- Experience inspiring others to think innovatively
- Project management experience

Work Plan

The proposal should contain a detailed description of the activities to be conducted by the consultant to complete the requested scope of work, including:

- The specific activities to be conducted at each stage
- A timeline for the activities at each stage
- Milestones and deliverables tied to those activities, and

- A detailed budget for each task, along with a proposed payment scheduled tied to project milestones and/or deliverables.

References

The proposal should include at least three references of individuals who can speak to their experience with the consultant in conducting projects of similar scope. Information regarding each reference should include the individual's name, address, telephone number and email address.

Previous Work

The proposal should include at least two examples of written work similar to the scope of work requested within this RFP (e.g., strategic plan).

Scope of Proposal

- The proposal demonstrates an understanding of the project objectives and desired results
- The proposal illustrates an approach to the scope of work that will likely lead to the successful development of an actionable strategic plan
- The proposal illustrates the consultant's ability to successfully execute the proposed approach
- The proposal includes an appropriate process to raise funds/connect stakeholders/partnering with industries & corporates for the project development

Work Plan

- The work has to be completed within 30 days from the date of WO
- The proposal adequately details project activities and milestones, or deliverables associated with each stage of the scope of work
- The proposal includes a detailed timeline for each stage

Process for Proposal Submission and Evaluation

1. The proposal is to be submitted through the E Tenders portal as a 2 bid system .

Technical bid includes following details:

Cover letter: The EOI should start with a cover letter that introduces the agency, its experience in developing similar projects, and its interest in the proposed emerging technologies hub.

Company profile: The agency should provide a brief profile that outlines its background, expertise, and resources.

Project team: The agency should provide details about the project team that will work on the preparation of the report, including the team structure, key personnel, and their roles and responsibilities.

Methodology: The agency should provide a brief overview of the methodology it plans to use for preparing the report, including the key steps, timelines, and deliverables.

Experience: The agency should provide a list of similar projects it has completed in the past, along with relevant details such as project scope, budget, and outcomes.

References: The agency should provide references from previous clients, including contact information and a brief description of the services provided.

Declaration: The agency should provide a declaration that it has read and understood the terms and conditions of the EOI and is willing to comply with them.

Supporting documents: The agency should provide any additional documents that may support its EOI, such as certificates of incorporation, tax registration, and relevant licenses.

Undertaking certified by the Authorized Signatory/Company Secretary that the firm has not been blacklisted or debarred by any Central/State Governments/Govt Departments/ Govt Bodies/PSU's.

Financial proposal:

The agency should provide a detailed financial proposal that outlines the budget(consultancy fee), payment schedule with respect to the milestone, and any other relevant financial terms.

Bid submission process through the E-tender procurement portal is explained in the link shown below: <https://etenders.kerala.gov.in/nicgep/app?page=BiddersManualKit&service=page>

In case of doubts or clarifications please contact Kerala IT Procurement Portal, Tel : 0471 2577088, 2577188.

2. Bidders are requested to send their queries if any in advance to the e-mail id : anjali@startupmission.in or geomathew@startupmission.in
3. Note: All pages of all documents shall be signed by your authorized signatory
4. Cover 2 shall contain only the financial proposal (price bid).
5. Bid Evaluation Process

- a. 70 % weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in Annexure IV & V. The commercial scores would be normalized on a scale of 100, with the lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section QCBS.
- b. The Technical proposals will be opened and evaluated by KSUM after the last date for submission of proposals.

Based on the details furnished in the Technical proposal, a panel of consultants will be prepared and the shortlisted candidates will be called for a presentation. Based on that KSUM will prepare a Technical score. **Only those bidders whose total score is greater than or equal to 70 (Pass Score) will be considered for financial evaluation.** The criteria for awarding the score is as per Annexure IV & V

- c. You are requested to include the following documents in your technical proposal.

Proof of your organization having the specified minimum criteria mentioned below. This shall be in the form of certificate (in original or notarized copy) issued by the client regarding experience and chartered accountant in the case of turnover. (Please attach relevant documents only).

- d. **Final Evaluation Criteria - Quality and Cost based selection (QCBS)**

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The Bidder with the highest Composite Score(S) would be awarded the contract.

- e. KSUM reserves the right to reject any or all the bids without assigning any reason at any stage of the bid process. KSUM shall not be liable for any expense incurred by the bidders for participation in the bid process.

6. The validity of the proposal shall be six months from the last date for submission of Proposal.

ANNEXURE I

Services carried out in the last five years as per the minimum eligibility criteria.

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:	Country:
Location within Country	Key professional staffs provided by your firm/entity (profile):
Name of Client:	Staff Strength:
Address:	Duration of the assignment:
Start date (Month / year):	End date(Month / year):
Approx. Value of services:	
Name of the associated consultants, if any:	No. of months of key professional staff, provided by associated consultants:
Name of senior staff (Project Director / Co-Ordinator, Team Leader) involved and functions performed:	
Narrative description of project and your role:	

ANNEXURE II

TEAM COMPOSITION AND TASK ASSIGNMENT

<u>Sl.No.</u>	<u>Name</u>	<u>Position</u>	<u>Task</u>
1			
2			
3			
4			
5			

ANNEXURE III

PROPOSED KEY PROFESSIONAL STAFF

Proposed Position:

Name of officer and designation:

Discipline:

Qualification:

Total Experience:

Years with firm / entity:

Membership in professional societies:

Task assigned in this project:

(It is to be understood that the owner shall have the right to insist on engaging the above staff for the tasks mentioned and also for engaging additional staffs depending on the nature of job)

- VII. The firm shall have an experience of **10+ years** in preparation of Impact reports and preparation of strategy for State Government. The proposal must describe the consultant's qualifications to conduct the RFP scope of work activities, expertise, knowledge, and experience.
- VIII. Experience should include examples of conducting similar or related work for enhancing startup ecosystem (I.e., working with other collaborative or collective impact initiatives to create a strategic vision and strategic plan), as well as experience working with government organizations with similar work nature.
- IX. The firm shall have an average turnover of **Rs. 100 Crores** during the last 5 years (This turnover should be on account of Consultancy only & should not comprise of sale of hardwares/ softwares etc.)
- X. The firm must not have been ordered a declaration of ineligibility / banned/ blacklisted by any State or Central Govt/ any other Government Institution in India for any reason as on last date of submission of EoI or convicted for economic offenses in India for any reason as on last date of bid submission. A self-declaration in this regard must be submitted.
- XI. Agency must have the experience of working on at least the following numbers of consultancy engagement of value specified herein in the last 5 years excluding the current FY: -
- (a) One consultancy contract of similar nature not less than the amount of **INR 1 Cr.**
 - Or
 - (b) Two Consultancy Contract of similar nature not less than the amount of **INR 50 lakhs each**
- (Agency shall submit copy of Work Order & Completion Certificate from the Client)**
- XII. Agency should be
- e. company registered under Company Act 1956/2013 or
 - f. A Partnership Firm registered under LLP Act 2008 or
 - g. Agency should be a company registered under Company Act or equivalent legal framework for the Certificate of Incorporation. AND
 - h. Must be registered with the GST Authority.

ANNEXURE IV

Criteria and Point Distribution for Evaluation of Technical Proposals			
Sl. No.	Criteria	Max. Score	Remarks
1	The bidder should experience of Preparation of feasibility / DPRs in state government sector (including Industry parks/IT Parks) in India in last 10 years	20	Original/notarized copy of the Completion Certificates from the clients to be submitted.
2	Average Annual Turnover from Consultancy business of the entity in last 3 FYs i.e., 2019-20,2020-21 and 2021-22, more than INR 100 Crore.	20	Original/notarized copy of the Completion Certificates from the clients to be submitted.
3	The bidder should have experience of supporting on enhancing Startup ecosystem in any state in India, in last 5 years	10	Completion certificates from the clients to be submitted
4	Presentation by the Consultant	50	Technical Presentation on Approach & Methodology including Work Plan
	Total	100	

Timeline

Events	Date and Time
Date of Issue of Tender	3rd June'23 ; 10 AM
Bid submission end date	17th June'23; 6 PM
Technical Bid Opening date	21st June'23 ; 11 AM

Duration of Contract : ONE month since the date of WO.

MODE OF PAYMENT:

The deliverables, fees payable and timeline for completion of assignment are given below:

Deliverables	Fees payable(up to)	Timeline (from the date of signing the agreement)
Submission of Preliminary Report containing the preliminary assessment	20%	10 days
On presentation of conceptual design & cost estimated budget	20%	10 days
Submission of draft Report	20%	5 days
On submission of final DPR incorporating with the conceptual design & budget estimate incorporating all the comments of KSUM	40%	5 days

General Provisions

1. All content created for this project must be original and cannot be replicated in whole or in part for any other project.
2. The services provided by the Consultants will be deemed complete only after they have been approved by KSUM. The Consultants must complete all stages of work according to the agreed schedule with due diligence.

3. If the Consultant's firm ceases operations or is unable to complete the work within a reasonable timeframe, KSUM may employ another agency to complete the work at the original Consultants' cost.
4. If the Consultants fail to complete their work or breach any of the terms and conditions of the agreement, KSUM may terminate the agreement without prejudice to its rights to claim damages or other remedies.
5. The Consultants are solely responsible for the competency and correctness of the detailed design of the system and must comply with statutory provisions and standards set by applicable bodies or similar organizations, and they must be efficient, economical, and sound.
6. Prior approval from KSUM is required for the Consultants to initiate any activities at any stage of the assignment.
7. The consultancy fee is deemed to include the salary/perks, travel expenses, accommodation, incidental expense, stationary etc of the consultancy staff's. No additional cost will be borne by KSUM.
8. KSUM will have sole ownership of all designs and documents prepared for the project.
9. KSUM has the right to postpone or cancel any work, and the Consultants will not be entitled to any compensation or damages for such postponement or non-execution of the work except for the fees payable up to the stage of services in progress.
10. If false information is found to have been provided by the Consultants in respect to their qualifications, the bid/agreement will be rejected, and no further payment will be made.
11. Any dispute arising out of the provision of this agreement shall be subject to the jurisdictions of the courts in Kerala only and no other courts shall have jurisdiction to entertain any petition, application or suit to resolve such disputes.