



## KERALA STARTUP MISSION

### Notice for inviting proposals

Competitive proposals invited from accredited agencies as stated in GO(p) No.67/2021/fin dated 28.04.2021 as non-project Management Consultant for the work of Construction of Annexe building for Integrated Startup Complex, Kerala Technology Innovation Zone, Kalamassery. The last date for submission of proposal is on or before 10th August 2022, 15:30Hrs. For more details, please contact 0484-2977137 or visit <https://startupmission.kerala.gov.in/tenders>.

Sd/-

Chief Executive Officer





## **KERALA STARTUP MISSION**

### **REQUEST FOR PROPOSAL (RFP)**

**For**

**NON PROJECT MANAGEMENT CONTRACTOR SERVICE FOR  
DIRECT EXECUTION OF CONSTRUCTION OF ANNEX BUILDING  
OF ISC, KTIZ, KALAMASSERY**

**Ref no.KSUM/KTIZ/EOI/01/2022-23**

**2022**

PROPOSAL TO BE ADDRESSED TO:

**The Chief Executive Officer,  
Kerala Startup Mission,  
Integrated Startup Complex,  
Kerala Technology Innovation Zone,  
Kalamassery, 683503**

## **REQUEST FOR PROPOSALS (RFP)**

### **BACKGROUND/INTRODUCTION**

Kerala Startup Mission was designated by the Government of Kerala for establishing & operating an innovation incubator hub - Technology Innovation Zone in Kinfra Hi-tech Park, Kalamassery. The Zone is envisioned as a one stop shop for technology innovation, where everything from the consolidation of the idea, to its incubation, acceleration, to mentor support for setting up a successful enterprise and even a squadron of angel investors ready to invest in a bankable idea, is present. The TIZ will act as a self-sustained ecosystem which serves all the interests of the young innovators and entrepreneurs.

#### **Current facilities in TIZ**

- **Integrated Startup Complex**  
Integrated startup complex (ISC), South Asia's largest innovation hub consisting of a total area of 1.8 lakh Sq.ft with a total capacity of 1000+ work stations. ISC has Premium co-working space, Incubation space, Scaleup/accelerator space, freelance Space, knowledge labs, amphitheatre, conference Hall, Cafeteria.
- **Biotechnology Incubation Centre**  
KSUM has set up an incubation hub for the research, innovation, incubation of Biotech startups in association with Rajiv Gandhi Centre for Biotechnology (RGCB). The centre has incubation space, R & D Lab and other necessary facilities for the startups to kick start their operations.

Kerala Startup Mission proposes to build an extension of the existing Integrated Startup Complex in Technology Innovation Zone, Kochi with 15000 sq ft built-up area in the vacant space in the eastern side of the Building. The facility can be used as an extension of ISC building which includes space for scale up startups office modules & parking.

## **REQUEST FOR PROPOSAL**

KSUM invites competitive offer on centage (in percentage) excluding applicable GST as Non Project Management contractor for direct execution of construction of annex building of ISC, KTIZ, Kalamassery.

The scope includes civil and structural works, interior fit out works, plumbing and sanitary works, fire alarm and protection works, electrical works, air conditioning works, integrated building management system, lifts, security systems including CCTV etc.

## **BASIC FACILITIES PLANNING**

Some of the basic facilities KSUM planning to include in the project are :

1. Incubation & scaleup startup spaces.
2. Increase the covered parking facilities.
3. Increase the open parking facilities considering development of open yard and the terrace of proposed building as a whole in single level that can be used as parking.
4. Provide necessary supporting facilities like electrical rooms, washroom facilities, lift, stairs,IT systems etc

## **SCOPE OF SERVICES**

The scope of services of shall include, but not limited to, the following:

1. Immediately on award of work, the agency shall nominate a well-qualified and experienced officer as the Project Manager for the entire project, who will be responsible for all projects related activities. The agency shall also submit a list of key personnel with various functions of the project.
2. Arranging site survey / soil investigation etc, discuss with KSUM, study the site and conceptual proposal and take KSUM's instructions, prepare preliminary designs to comply with their requirements and in consultation with them.
3. Preparation of feasibility reports.
4. The agency shall be prepared to present two or three basic concepts for the project and KSUM will choose one for further detailing.
5. Preparation of a detailed project report on the basis of various proposed schemes.

6. The agency shall prepare preliminary conceptual drawings, for the said project giving due consideration to all statutory rules and regulations for such buildings. The design/detailing shall conform to the Project Master Plan and the conceptual proposal by KSUM. The Agency may make necessary changes/ improvements in the conceptual layout, project master plan from time to time in consultation with KSUM.
7. The agency has to prepare sections and elevation drawings of all items, 3D views/model/computer walk through etc.
8. Present different options to KSUM with details and incorporate further changes if required by KSUM. The final accepted alternative will then be prepared for KSUM approval and sign off. Freeze only the approved design for further procedures.
9. The agency has to do structural study and has to prepare detailed drawings.
10. The agency shall prepare and submit a total project budget for the works under their scope. Quarter wise fund flow to be submitted by the contractor.
11. On approval of the preliminary design by KSUM, the agency shall prepare a tentative estimate of cost for review and administrative approvals.
12. Three copies of the approved preliminary design and drawings (also referred to as revised or design development) including plans, elevations, perspective drawings (PDF& AutoCAD format) etc. shall be furnished to KSUM along with brief specifications and preliminary estimate supported with details of rates and quantities to the satisfaction of the Employer
13. Identify all statutory approvals to be obtained from various authorities and advise KSUM on the procedure for obtaining such approvals, prepare necessary drawings / documents based on the designs approved by KSUM, fill up and submit the applications, follow up till the approval is obtained. (All statutory fees will be paid by KSUM.)
14. Prepare Architectural/ structural working drawings and details sufficient for the proper execution of the work and supply to KSUM sufficient copies of working drawings, schedules, technical specifications, and other documents. The drawings shall be stamped 'For Approval', 'Good for Construction', 'As built' etc. as the case may be and signed by the Agency.
15. Preparation of technical specifications, detailed bill of quantities, detailed estimates and drawings including structural design for review and approval.
16. Prepare detailed cost estimate of all works on the basis of the latest CPWD/ KPWD schedule of rates / prevailing market rates as the case may be, quantities and specifications, prepare full set of tender documents following KSUM's

approved procedures, and on approval supply enough copies of tender documents to KSUM.

17. The estimate and rate analysis needs to be prepared in PRICE software in consultation with KSUM.
18. Rate analysis of all items based on latest CPWD/MORTH specifications and for items not covered by CPWD, on the basis of market rate with supporting documents.
19. Prepare all sufficient documents to be submitted to the technical committee in consultation with KSUM.
20. Prepare and submit execution drawings.
21. Preparation of time line and programme for project implementation.
22. Liaising with statutory agencies for getting statutory approvals.
23. Providing all assistance for statutory approvals.
24. Enter into a proper agreement with KSUM for execution of the work.
25. Maintain necessary registers and records required in the site.
26. Submit measurements and bills periodically.
27. On completion of the work submit the as built drawings and completion documents along with warranty certificates
28. All documents shall be signed by the Project Director / any other official authorized by KSUM.

### **CONDITIONS OF CONTRACT**

1. The Agency/Contractor shall prepare preliminary conceptual schemes for various facilities consisting of lay-out plans, schematic diagrams, technical specifications, preliminary cost estimates etc., giving due consideration to all statutory rules and regulations and get KSUM approval for the same.
2. After the KSUM has communicated the approval of the preliminary designs and preliminary estimate the Contractor/agency shall prepare detailed working drawings Architectural and Structural details and schedule of items and quantities and technical specifications. Also furnish detailed estimate on the basis of the latest specifications (wherever applicable) and schedule of rates adopted by the state PWD/Central PWD in the region. All analysis of rates in the case of non- schedule items and all details of quantities shall be furnished with the detailed estimate. The detailed estimate shall, embody provisions in respect of all services, e.g. Water supply, including cold/hot water systems, Sanitary Installations, electricity distribution systems, water distribution systems, elevator installation, drainage, sewerage, HVAC System, IBMS, fire alarm and protection system, light fixtures.

The specifications shall be approved in writing by the Owner beforehand.

All building plans shall also show the following details of services:

- All existing underground, surface and overhead services wherever data is available.
  - Proposed water supply systems including distribution pipes, stopcocks, bib cocks, meters and fire hydrants.
  - Internal and external electrical installations, switches, plugs, lighting system etc
  - Air-conditioning with position of chillers, Air Handling Units/ VRF units, ducts and all other details, position and details of plant room, route of chilled water pipes, cooling towers etc.
  - Proposal for furniture, furnishings and all other items/services required to the employer's satisfaction if special order is given to take up these items also.
  - Proposal for collection and disposal of e-waste and other hazardous wastes.
3. The Contractor shall indicate on his drawings and report, the manner in which it is proposed to deal with all services, e.g. Electrical, Water Supply, Sanitary, Drainage, Sewerage, Air-conditioning, Fire - fighting, Lightning Arrestor System, data communication systems and other services.
  4. Necessary modifications as may be required by the statutory authority in the documents submitted shall also be made by the Contractor in consultation with KSUM and without any extra charge. Fees to be remitted to statutory authorities will be paid by KSUM.
  5. The contractor shall prepare for the use of KSUM sufficient number of copies of drawings/documents /other details. The Contractor shall also provide further details and drawings as are necessary for the proper understanding of the works. The Contractor shall make further revisions to the drawings as may be necessary to meet site conditions or other data received.
  6. The Contractor shall not make any deviation, alteration, addition to, or omission from the approved drawings without the knowledge and prior written consent of KSUM. KSUM will retain the right to omit or postpone any work or part thereof at his discretion.
  7. In the event of the failure of the Contractor to completely do his work within a reasonable time and in a satisfactory manner or in the event of the Contractor committing a breach of any one or more of the terms and conditions of the

Agreement, KSUM shall be entitled to rescind the Agreement without prejudice to his rights to claim damages or other rights or remedies under the law.

8. The Contractor shall supply to the owner free of cost two copies of appropriate scale drawings, two complete sets of structural drawings and two sets of drawings with soft copies ( PDF & Auto CAD files), sufficient to show lines of drainage, electrical installation and other essential services. The Contractor shall also furnish the design calculations. In addition the contractor shall supply sufficient copies of drawings/details etc. to be submitted to statutory agencies at no extra cost. The Contractor shall, if so required by the owner, supply extra copies of all such drawings and documents at no extra cost. Further details of service to be rendered are given under scope of services.
9. The Contractor shall also render any other services connected with the said works usually and normally rendered by Contractor and not referred to in any of the above sub clauses.
10. If the Contractor fails to adhere to the time schedule or the extended time which may be granted by KSUM at his sole discretion, KSUM shall be entitled to terminate this agreement and entrust the work to some other contractor and in that case, the Contractor shall be entitled to fees or compensation only up to the stage of work carried out by him.
11. The Contractor shall prepare working drawings and details sufficient for the proper execution of the works on the following also:
  - a. Water supply and wastewater systems.
  - b. Detailed plan and section.
  - c. Detailed requirements of auxiliary services such as fire prevention installations.
  - d. Detailed scheme drawings for electrical installation
  - e. Detailed piping and ducting layout drawings for ventilation and air conditioning works.
  - f. Detailed section, plan and elevation drawings for lift installations.
  - g. Detailed structural drawings.
  - h. Interior fit out plans.
12. The Contractor shall prepare all necessary load calculations and design the complete electrical installations, elevator installation, air-conditioning and ventilation installations, internet and telephone cabling, public address system, Water distribution system, Sewage Treatment System, fire protection system etc. He shall prepare all documents and drawing for presentation for approval of Electrical Inspectorate, Kerala State Electricity Board, Kerala Fire and rescue



department, Town planning department etc. and any other statutory authority.

13. Termination of agreement

- a. The Agreement herein may be terminated at any time on 3 months' notice on either side. In the event of the termination of the Agreement by KSUM, the Contractor shall not be entitled to any compensation or damage by reason of such termination, but only to the fees for the services actually rendered up to the time of such termination as decided by the KSUM or his representative.
  - b. KSUM may make use of all or any drawings, estimates or other documents prepared by the Contractor, after payment for the same, as provided herein
14. The Contractor shall not sub-let or transfer their interest in this Agreement or appoint other sub-contractors for works connected with this contract, without the written consent of KSUM. If the Contractor decides to engage the services of other agencies as sub-contract for specialized services like electrical, air conditioning etc. or for inspection services, Green Building/ LEED Certification etc. prior approval of the owner shall be obtained for the same and the contractor shall meet all expenses for the same; but the contractor shall be primarily responsible for the services rendered by the sub contractor.
15. Contractor shall make their own arrangement for office accommodation for the staff deployed at sites/ locations.
16. PERIOD OF CONTRACT :The period of contract shall be 2(Two) years from the date of issue of work order. If both parties agree, the contract will be extended further on same and mutually agreed terms and conditions.

The period of completion for work under the scope shall be mutually agreed upon as per a time schedule to be prepared with in fifteen days from the date of the Agreement. If the period of completion for any work gets extended beyond the agreed period due to delay directly and solely attributable to the Contractor, liquidated damages at the rate of 0.5% of total contract value per week of delay will be levied subject to a maximum of 5%. If such delay exceeds 10 weeks, the KSUM reserves the right to offload the work from the Contractor and get it done through other agencies.

17. GUARANTEES BY THE CONTRACTOR

- a. The Contractor guarantees that all works under their scope will be done in a most diligent manner as per terms of contract, standard practice and relevant codes and the interests of KSUM. The contractors further guarantees that, any loss / damage suffered by KSUM consequent to any act of omission / commission / negligence on the part of the contractors shall be fully compensated by the contractors.
  - b. contractor guarantees that the SERVICES as specified/described under the scope of contractor in the contract, and technical documents to be developed by contractor shall be in accordance with sound and established engineering practices, using Indian Codes, Regulations and International Standards wherever applicable, for the purpose(s) specified, free from defects and suitable for respective uses intended.
18. SETTLEMENT OF DISPUTES : All efforts shall be made to settle disputes if any arising out of and during the course of this contract by mutual discussion. If the dispute is not resolved, in the event of the necessity for any of the parties to file a suit, the suit shall be filed only in Trivandrum courts.
19. FORCE MAJEURE : Neither the contractor nor the Owner will be held responsible for any failure or delay in performance under this Agreement if the failure / delay is caused by any natural calamity, strike, curfew, riot, war or any act of god which prevents normal activities. If the force majeure condition affects completion schedule, the time of completion shall be revised to the extent of affected period.
20. SUSPENSION & TERMINATION
- a. Suspension : KSUM shall have right to suspend partly or as a whole at any time the performance of SERVICES by notice of at least 14 days to contractor, in such event, KSUM shall pay to contractor reasonable costs incurred by contractor by reason of such suspension as mutually agreed upon by the parties.
  - b. Termination
    - i. This Agreement shall be deemed to have been automatically terminated on the expiry of the Agreement period unless KSUM has exercised its option to extend this Agreement in accordance with the provisions, if any, of this Agreement.
    - ii. The Agreement herein may be terminated at any time on 1 month notice on either side. In the event of the termination of the Agreement by the Owner, the contractor shall not be entitled to any compensation or damage by reason of such termination, but only to

the fees for the services actually rendered up to the time of such termination.

- iii. If KSUM considers that the performance of the contractor is unsatisfactory or, not upto the expected standard, KSUM shall notify the contractor in writing and specify in detail the cause of such dissatisfaction. KSUM shall have the option to terminate this CONTRACT by giving 30 days' notice in writing to the contractor, if, contractor fails to comply with the requisitions contained in the said written notice issued by the OWNER.

#### 21. PAYMENT TERMS:

- a. The fee payable for the services of the contractor under this contract shall be quoted as a percentage of the estimated value/contract value/executed value of work, whichever is the lowest. The fee payable to the contractor shall be released progressively on achievement of the following milestones and against invoices:
    - i. Investigation,planning,design,preparation of drawings, detailed estimate and DPR- 20% of centage charges
    - ii. On completion of work - 70 %of centage charges
    - iii. Submission of "As built "drawings and completion documents - 5% of centage charges.
    - iv. Completion of defect liability period - 5 % of centage charges.
  - b. The fee is deemed to include the salary / perks to the contractor's staff, their travel expense, accommodation, incidental expense, stationery etc.
  - c. The following items are excluded from the cost of work for computation of fee:
    - i. Land
    - ii. Any item of work executed without the approval of KSUM
    - iii. Any item of work executed by KSUM, not through the contractor.
    - iv. Payment of statutory fee for approvals, sanctions etc.
    - v. All temporary structures by contractors.
22. TRAVEL BY contractor: contractors' senior officers are expected to visit site periodically and in any case, once in a month to review the quality and progress of work. Travel expenses to the site by the contractors including their special contractors if any, shall be borne by the contractor. However, for journey outside the state of Kerala made by the contractor with approval of client (if any), for inspection services connected with this contract, payment will be made at mutually agreed rates.

#### **INSTRUCTIONS TO BIDDERS**

1. The proposal is to be submitted in two separate sealed covers, as cover-1 containing the signed and sealed RFP document, Technical proposal and cover-2 containing the financial proposal (Price Bid). Both the covers shall be enclosed in a third sealed cover (cover-3), and submitted as your proposal. Cover-1, shall be super scribed 'Technical proposal', cover-2 'financial proposal (Price Bid)' and cover-3 'Proposal for Non Project Management contractor service for direct execution of construction of annex building of ISC' and 'Do Not Open before due date' and deposited to the Office of the CEO, Kerala Startup Mission, Integrated Startup Complex, Technology Innovation Zone, Kalamassery, 683503
2. The last date for submission of proposal is **on or before 10th August 2022, 15:30Hrs.**
3. You are advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the proposal and entering into a contract. The costs of visiting the Site shall be at the bidder's own expense.
4. You are requested to send their queries if any in advance to the e-mail id : [anjali@startupmission.in](mailto:anjali@startupmission.in) or [geomathew@startupmission.in](mailto:geomathew@startupmission.in) . Contact No: Anjali K : 97444466336, Geo Mathew : 9645336739
5. Technical proposal shall contain following documents:
  - a. Your covering letter.
  - b. References as per Annexure I
  - c. Methodology and work plan for performing the assignment.
  - d. Team composition and task assignment as per Annexure II
  - e. Proposed key professional staffs as per Annexure III
  - f. Software tools proposed to be used for the project.
  - g. Signed copy of RFP including scope of work and conditions of contract.
  - h. Undertaking in letter head confirming that total cost of work awarded at the time of submission of proposal not exceed limited value.
6. Note: All pages of all documents shall be signed by your authorized signatory
7. Cover 2 shall contain only the financial proposal (price bid ) as per the format in Annexure IV
8. The validity of the proposal shall be six months from the last date of submission of Proposal.
9. Bid Evaluation Process
  - a. 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 contractors 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 V & VI

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

**Proof of your organization having the specified minimum criteria mentioned below.**

Following shall be the minimum criteria for shortlisting

- i. **Experience in designing and construction of multistoried buildings during the last 5 years**
  - ii. **Experience during the last Five years in designing and construction of a single multistoried building of minimum built up area of 20 thousand sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services.**
  - iii. **Experience in setting up incubators/startup space/coworking space/ accelerators.**
  - iv. **Application from joint venture will not be accepted.**
- c. Financial Proposal (Price Bid) of the technically shortlisted bidders will alone be opened. Final selection will be based on the Financial Proposal (Price Bid).
- d. 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.
10. The validity of the proposal shall be six months from the last date for submission of Proposal.

## ANNEXURE I

### REFERENCES

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 contractors, if any:	No. of months of key professional staff, provided by associated contractors:

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**

Technical/ Managerial Staff

<b><u>Sl.No.</u></b>	<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Task</u></b>
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)



**ANNEXURE IV**

**FINANCIAL PROPOSAL (PRICE BID FORMAT)**  
**(to be submitted on your letter head)**

To,

The CEO,  
Kerala Startup Mission  
Kerala Technology Innovation Zone  
Kinfra Hitech Park  
Kalamassery - 683503

**Name of Work:** Execute general construction work of Annex building as extension to ISC, Kalamassery.

We, the undersigned, hereby agree to provide our services for the above work in accordance with the General Scope & Conditions of Contract submitted in our Request For Proposal.

Our total fee for the above services shall be \_\_\_\_\_ Percentage (..... %) of total value of work actually executed. This amount is inclusive of all incidental expenses and taxes but exclusive of GST which shall be payable by KSUM.

The above offer will remain valid for six months from the last date of submission of the proposals.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Name and Title of Signatory: Authorized Signatory

Name of the Firm:

Address: (Seal)

### ANNEXURE V

<b>Criteria and Point Distribution for Evaluation of Technical Proposals</b>			
<b>Sl. No.</b>	<b>Criteria</b>	<b>Max. Score</b>	<b>Remarks</b>
1	Experience in designing and construction of multistoried buildings during the last 5 years	20	Original/notarized copy of the Completion Certificates from the clients to be submitted.
2	Experience during the last Five years in designing and construction of a single multistoried building of minimum built up area of 20 thousand sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services.	20	Completion certificates from the clients to be submitted
3	Experience in setting up incubators/startup space/coworking space/ accelerators.	10	Completion certificates from the clients to be submitted

4	Presentation by the contractor	50	-Presentation by contractor on any one of their iconic projects. - Presentation by contractor on a platform given by KSUM. -Presentation by contractor on the mode of execution of proposed project
	Total	100	

### ANNEXURE VI

#### Criteria No. 1 (Max. Score: 30)

- There should be at least one project where the bidder has acted as contractor for the construction of single multistoried building for startup space/incubator/coworking space of minimum 15 thousand sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services. This is a pre-requisite- 10 marks.
- 20 marks will be awarded where the bidder acted as contractor for the construction of a single multistoried building for startup space/incubator/coworking space of 15-20 thousand sq. ft. built-up space which includes civil including roads and connected infrastructure, MEP and other allied services.
- 30 marks will be awarded where the bidder acted as contractor for the construction of single multi storied building for startup space/incubator/coworking space of 20 thousand sq. ft. built-up space and above, which includes civil including roads and connected infrastructure, MEP and other allied services.

#### Criteria No. 2 (Max. Score:20)

- 20 marks will be awarded where the bidder act as contractor for a state government undertakings/ Institutions/ Departments of Kerala.

#### Criteria No. 3 (Max. Score: 50)

The bidders have to make a presentation on the following:

- One of their most prestigious projects handled.
- Designing a construction element given by KSUM and a subsequent technical presentation on it.

Sd/-

**B SREEKUMARAN NAIR**  
**SECRETARY & REGISTRAR**  
**SECY (ADM )KSUM**