



KERALA STARTUP MISSION

EXPRESSION OF INTEREST (EOI)

For Selection of Agencies for Non-Project Management Contract

**Construction of an Additional Floor Above the Existing Annex Building of
Integrated Startup Complex (ISC)**

Kerala Technology Innovation Zone (KTIZ), Kalamassery

KSUM/KTIZ/EOI/SAN-PMC/2015-26/01

TENDER TO BE ADDRESSED TO:

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

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.

Purpose of the EOI

KSUM invites Expressions of Interest (EOI) from Government of Kerala empanelled agencies/contractors with proven experience in design and construction of multistoried buildings to indicate their interest and capability to undertake a Non-Project Management Contract for the proposed construction.

This EOI is intended to shortlist eligible and competent agencies for participation in the subsequent Request for Proposal (RFP)/Tender process.

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.

Annex Building

Kerala Startup Mission has constructed an extension of the existing Integrated Startup Complex in Technology Innovation Zone, Kochi with 15,000 sq ft built-up area in the vacant space in the eastern side of the Building. The facility is 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 contract for the construction of an additional floor above the existing 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, security systems including CCTV etc.

BASIC FACILITIES PLANNING

The basic facilities KSUM is planning to include in the project are:

1. Dining space with modern amenities to serve the existing Integrated Startup Complex.
2. Kitchen facilities with necessary equipment and systems.
3. Seating area with appropriate furniture and fixtures.
4. Service areas including pantry, storage, and utility spaces.
5. Provide necessary supporting facilities like electrical rooms, washroom facilities, lift access, stairs, IT systems etc.

Approximate Built-up Area: 9,000 sq. ft.

SCOPE OF SERVICES

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

1. Conduct structural assessment of existing buildings and prepare 2-3 design concepts with detailed project reports.
2. Prepare all architectural/structural drawings (conceptual, detailed, execution, as-built) including sections, elevations, 3D views in PDF & AutoCAD format and shall supply two copies of all drawings with soft copies, design calculations and sufficient copies for statutory submissions at no extra cost.
3. Prepare load calculations and design for all MEP installations and obtain approvals from statutory authorities. Modifications required by statutory authorities shall be made without extra charge (statutory fees by KSUM).
4. Conduct structural study including load bearing capacity assessment of existing structure.
5. Prepare technical specifications, detailed bill of quantities, estimates and rate analysis using PRICE software based on the latest CPWD/KPWD/MORTH schedule of rates.
6. Prepare project budget with quarter-wise fund flow for administrative approvals.
7. Identify, prepare and obtain all statutory approvals from relevant authorities.
(Statutory fees to be paid by KSUM)
8. Enter into agreement with KSUM and prepare a timeline/programme for project implementation.
9. Maintain site registers, records and submit measurements/bills periodically.
10. Submit as-built drawings, completion documents and warranty certificates on completion.
11. All documents shall be signed by authorized officials of KSUM.

CONDITIONS OF CONTRACT

1. No deviation, alteration or omission from approved drawings without prior written consent of KSUM. KSUM retains the right to omit or postpone any work.
2. Sub-letting requires written consent of KSUM. The consultant remains primarily responsible for all sub-contracted work.
3. The contractor shall arrange own office accommodation for site staff.
4. Contract period: 6 months from the work order date (extendable by mutual agreement). Completion timeline to be finalized within 15 days of agreement.
5. Liquidated damages: 0.5% of contract value per week of delay (max 5%). KSUM may terminate if the delay exceeds 10 weeks.
6. The Contractor guarantees work as per contract terms, standard practices, Indian Codes and International Standards. The contractor shall fully compensate KSUM for any loss/damage due to omission/commission/negligence.
7. Either party may terminate with 1 months' notice (or 1 month for unsatisfactory performance). On termination, the contractor is entitled only to fees for services rendered. KSUM may use all drawings/documents after payment.
8. Disputes: To be settled by mutual discussion, failing which suits shall be filed only in Trivandrum courts.
9. Force Majeure: Neither party liable for delays due to natural calamities, strikes, war or acts of god. Completion schedule extended for affected period.
10. Payment Terms: Percentage of estimated/contract/executed value (whichever lowest), released progressively:
 - Design, drawings, estimates & DPR: 20%
 - On completion of work: 70%
 - As-built drawings & completion documents: 5%
 - Completion of defect liability period: 5%
11. Fee includes all staff salaries, travel, accommodation, incidentals and stationery. Excludes: land, unapproved works, works by KSUM directly, statutory fees and temporary structures.

12. Site Visits: Senior officers visit the site at least monthly. Travel expenses borne by the contractor.

INSTRUCTIONS TO BIDDERS

1. **Two-Cover System:** Proposals must be submitted in two separate sealed covers:
 - **Cover-1 (Technical Proposal):** Signed RFP document, technical proposal and all supporting documents
 - **Cover-2 (Financial Proposal/Price Bid):** Price bid as per Annexure IV format only
2. Both covers shall be enclosed in a third sealed cover (Cover-3) super-scribed: "**Proposal for Non Project Management Contractor Service for Direct Execution of Construction of Additional Floor to Annex Building of ISC**" and "**Do Not Open before due date**"
3. **Tentative date and Time**

Sl. No.	Activity	Tentative Date
1	Issue of Tender	22 January 2026
2	Pre-bid Meeting	27 January 2026 at 11:00 am
3	Last Date of Submission	05 February 2026 at 06:00 pm
4	Opening of Bid	06 February 2026 at 11:00am

4. Submission Details:

- **Last Date & Time:** 05 February 2026 at 06:00 pm
- **Address:** Office of the CEO, Kerala Startup Mission, Integrated Startup Complex, KTIZ, Kinfras Hi Tech Park, HMT Colony, Kalamassery, 683503
- **Proposal Validity:** Six months from last date of submission

5. Site Visit: Bidders are advised to visit and examine the site and surroundings at their own expense to obtain necessary information for preparing the proposal.

6. Queries: Send queries in advance to:

- **Email:** sumi@startupmission.in
- **Contact:** 9846859137

Technical Proposal Contents (Cover-1):

The following documents must be included:

- a. Covering letter on company letterhead
- b. References as per Annexure I (minimum eligibility criteria projects)
- c. Methodology and work plan for the assignment
- d. Team composition and task assignment as per Annexure II
- e. Proposed key professional staff as per Annexure III
- f. Software tools proposed for the project
- g. Signed copy of complete RFP including scope of work and conditions of contract
- h. Undertaking confirming total cost of ongoing awarded works does not exceed permissible limit
- i. Valid Government of Kerala empanelment certificate
- j. Company registration documents, PAN, GST registration
- k. Completion certificates for projects listed in eligibility criteria

Note: All pages of all documents shall be signed by authorized signatory.

Financial Proposal (Cover-2):

- a. shall contain **only** the financial proposal (price bid) as per format in Annexure IV.

Eligibility Criteria:

This is a LIMITED TENDER open only to Government of Kerala empanelled contractors/agencies.

Minimum Eligibility Requirements:

- a. Valid empanelment with Government of Kerala in appropriate category for building construction
- b. Experience in designing and construction of multistoried buildings during the last 5 years
- c. Experience during the last 5 years in designing and construction of a single multistoried building of minimum built up area of 10,000 sq.ft and above, including civil works, MEP and allied services
- d. Experience in setting up dining facilities/food courts/cafeterias/hospitality spaces
- e. No current litigation/blacklisting with Government departments
- f. Joint venture applications will not be accepted

Bid Evaluation Process: Two-Stage Evaluation

Stage 1 - Technical Evaluation:

- o Technical proposals will be opened and evaluated after last date of submission

Stage 2 - Financial Evaluation:

- Financial proposals of only technically qualified bidders will be opened
- Final selection based on **lowest financial proposal (L1)**

KSUM Rights:

- KSUM reserves the right to reject any or all bids without assigning reasons at any stage
- KSUM shall not be liable for any expenses incurred by bidders in the bid process
- Decision of KSUM shall be final and binding

Important Notes:

1. **Non-compliance** with any of the eligibility criteria or submission requirements will result in **disqualification**.
2. **Conditional bids** will not be accepted.
3. Bidders must ensure they have adequate capacity and resources to execute the project within the stipulated timeline.
4. Any attempt to influence the evaluation process will result in immediate disqualification and potential blacklisting.

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 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:	
Enclose certificate for satisfactory completion :	

Note: Separate sheet to be furnished for different projects

ANNEXURE II

TEAM COMPOSITION AND TASK ASSIGNMENT

Technical/ Managerial Staff

SI.No.	Name	Position	Task

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
Kinfrat Hitech Park
Kalamassery - 683503

Name of Work: Non Project Management contract for the construction of an additional floor above the existing Annex building of ISC, KTIZ, 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

Technical Documents Required for Verification		
Sl. No.	Criteria	Documents to be Submitted
1	Valid Government of Kerala Empanelment Certificate	Original or notarized copy of current empanelment certificate in appropriate category for building construction
2	Company Registration & Statutory Documents	<ul style="list-style-type: none"> • Company Registration Certificate • PAN Card • GST Registration Certificate • Professional Tax Registration (if applicable)
3	Experience in designing and construction of multistoried buildings during the last 5 years	<p>Completion certificates from clients with details of:</p> <ul style="list-style-type: none"> • Project name and location • Built-up area • Scope of work • Completion date • Client contact details
4	Experience during the last 5 years in designing and construction of a single multistoried building of minimum built up area of 10,000 sq.ft and above, including civil works, MEP and allied services	<p>Detailed completion certificate specifying:</p> <ul style="list-style-type: none"> • Total built-up area (minimum 10,000 sq.ft) • Scope: Civil, MEP, allied services • Project cost • Duration of project
5	Experience in setting up dining facilities/food courts/cafeterias/hospitality spaces	<p>Completion certificates with:</p> <ul style="list-style-type: none"> • Type of facility • Area of dining space • Facilities provided • Client details

6	Experience in setting up incubators/startup space/coworking space/ accelerators.	Completion certificates with: <ul style="list-style-type: none"> • Type of facility • Area of space • Facilities provided • Client details
7	Experience with Government/PSU projects in Kerala	Completion certificates from Government departments/PSUs/State institutions
8	Methodology and Work Plan	Detailed document covering: <ul style="list-style-type: none"> • Approach to project execution • Proposed timeline with milestones • Resource deployment plan • Quality control measures • Safety measures
9	Team Composition and Task Assignment	As per Annexure II format
10	Proposed Key Professional Staff	As per Annexure III format
11	Software ToolsList of software tools proposed for:	<ul style="list-style-type: none"> • Design and drawings • Project management • Estimation and costing
12	Financial Capacity	<ul style="list-style-type: none"> • Audited balance sheets for last 3 years • Bank solvency certificate • Income tax returns for last 3 years
13	Ongoing Projects	Statement of ongoing projects with: <ul style="list-style-type: none"> • Project details • Contract value • Expected completion date • Percentage completed
14	Litigation/Blacklisting Status	Self-declaration that the company is not blacklisted by any Government department and has no pending litigation affecting execution capacity
15	Signed RFP Document	Complete RFP document including scope of work and conditions of contract

Notes:

- All completion certificates must be on client's letterhead with authorized signature and seal
- Self-attested photocopies are acceptable for statutory documents (PAN, GST, etc.)
- Experience certificates must be from the last 5 years only (2020-2025)
- KSUM reserves the right to verify any document and may reject proposals with false/misleading information
- Incomplete documentation may lead to disqualification# KERALA STARTUP MISSION

SELECTION PROCESS:

1. Technically qualified bidders will be considered for Financial evaluation.
2. KSUM will prepare a merit list based on combined evaluation of Technical & Financial Bid.
3. KSUM reserves the right to select any technically qualified bidder based on overall suitability, past performance, and organizational requirements
4. Decision of KSUM shall be final and binding