



KERALA STARTUP MISSION

REQUEST FOR PROPOSAL (RFP)

For

**NON PROJECT MANAGEMENT CONSULTANCY SERVICE FOR
CONSTRUCTION OF EMERGING TECH HUB AT TECHNOCITY,
TRIVANDRUM PHASE 1**

2022

PROPOSAL TO BE ADDRESSED TO:

**The Chief Executive Officer,
Kerala Startup Mission,
Thejaswani Building
Technopark, Kazhakootam PO, Trivandrum**

REQUEST FOR PROPOSALS (RFP)

BACKGROUND/INTRODUCTION

Kerala Startup Mission proposes to construct a 5 lakh sq ft building in 3 acres of land at Technocity, Trivandrum which can house around 1000 startups. This proposed area will become a center for emerging technologies with startups connecting the technical and Digital educational institutions, research centers, corporates and government. As a 1st phase, KSUM plans to complete the land development works and warm-shell structure of the Emerging Tech Hub .The structure for the building has to be completed considering the future development.

EXPRESSION OF INTEREST

KSUM invites Expression of Interest (EOI) for empanelment of agencies as per **GO(P) No.67/2021/ Fin dated 28.04.2021** for Non project management consultancy services to complete the land development works and warm-shell structure of the Emerging Tech Hub in 3 acres of land at Technocity, Trivandrum with PAC amount of 145 Crore.

The scope includes architectural & project management consultancy services which include detailed site investigation, preparation of design, drawings & detailed estimate, execute works directly using their own in house infrastructure facilities and manpower and or effective techniques for the development of land, construction of building including civil and structural works.

BASIC FACILITIES PLANNING

The proposed facility houses soft and hard infrastructure and this will be the world class facility for Startups to start and grow their enterprise.

The various facilities proposed are as follows:

1. Building with 5 lakh sqft builtup area.
2. Plug and Play Co working Space
3. Office modules
4. R&D facility
5. Tool room on emerging technologies
6. Conference,meeting rooms, discussion modules, meetup space and breakout lounge
7. Residential Blocks

8. Future Technologies Lab
9. Shell Space and pods
10. Experience center
11. CoE & Innovation Zone
12. Open Meet up Spaces ,Cafeteria and Landscaping - shall form part of the overall area outside the building, which will bring in more collaboration opportunities for the startups.
13. Event halls & open amphitheater
14. Training Centers & Finishing School
15. Yoga center, refreshment, play area and clubhouse
16. Commercial Space
17. IT infrastructure
18. Waste disposal system and other utilities for entire facility
19. Parking - basement and open

SCOPE OF WORK

1. Land development and construction of compound wall
2. Construction of 5 lakh sqft warm shell building
3. Obtain statutory approvals

SCOPE OF SERVICES

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

1. Immediately on award of work, the contractor shall nominate a well-qualified and experienced officer as the Project Director for the entire project, who will be responsible for all projects related activities. The contractor shall also submit a list of key personnel in their home office associated with various functions of the project.
2. Arranging contour survey / soil investigation etc
3. Preparation of the Master plan in consultation with KSUM.
4. The contractor shall be prepared to present two or three basic concepts with preliminary designs considering the requirements of KSUM for the project and KSUM will be choosing one for further detailing.
5. Preparation and submission of a detailed project report on selected projects.
6. Preparation and submission of feasibility reports.

7. The contractor has to prepare sectional and elevation drawings , 3D views/ model/computer walk through of the entire project etc.
8. Present different options to KSUM with details and freeze only the approved design for further procedures.
9. The contractor has to do structural study and has to prepare detailed drawings.
10. The contractor shall prepare and submit a project schedule, a total project budget for the works under their scope and Quarter wise fund flow for the completion of the project.
11. On approval of the preliminary design by KSUM, the contractor shall prepare a tentative estimate of cost for review and administrative approvals.
12. 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.)
13. Prepare Architectural/ structural working drawings and details sufficient for the proper execution of the work and sufficient copies of working drawings, schedules technical specifications, and other documents to enable them properly fulfill their obligations under conditions of contract. The drawings shall be stamped 'For Approval', 'Good for Construction', 'As built' etc. as the case may be and signed by the contractor.
14. Preparation of technical specifications, detailed bill of quantities, detailed estimates and drawings including structural design for review and approval.
15. 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, following KSUM's approved procedures, and on approval supply enough copies of documents to KSUM.
16. The estimate and rate analysis needs to be prepared in PRICE software in consultation with KSUM, if required.
17. 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.
18. Issue of Good For Construction (GFC) of drawings for KSUM approvals.
19. Preparation of time line and programme for project implementation.
20. Liaising with all statutory agencies for getting required Statutory approvals for the successful completion of the project.
21. Providing all assistance for statutory approvals.

22. Engage qualified personnels and required manpower in each department for smooth execution of work in site.
23. Execute the work in site as per the specifications and directions
24. Site management and supervision of work at site and quality control by engaging qualified and experienced site personnel.
25. Taking joint measurements of works completed and certification of bills for payment.
26. Update the progress of work at least once in a month or as and when required by KSUM.
27. Arrange samples of the products and obtain approval from KSUM before delivering to the site.
28. Take necessary safety measures throughout the project and appoint qualified personnel to ensure the same.
29. Prepare 'As built' drawings of all completed work and submit required hard copies in required scale and a soft copy.
30. All documents shall be signed by the Manager / any other official authorized by KSUM
31. Providing technical and manpower support during the defect liability period of various contracts.
32. Any other works assigned from time to time.
33. Manufacturer's test certificate, necessary lab test results etc as and when required by ksum have to be submitted to ensure quality of materials.

CONDITIONS OF CONTRACT

1. Immediately on placement of order, the contractor 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 layout got prepared by KSUM. The contractor may make necessary changes/ improvements in the conceptual layout, project master plan from time to time in consultation with KSUM.
2. The contractor shall prepare a sufficient number of conceptual design alternatives for KSUM to choose the most suitable design and incorporate further changes if required by KSUM. The final accepted alternative will then be prepared for KSUM approval and sign off.

3. After obtaining the approval of the KSUM, three copies of the approved preliminary design and drawings (also referred to as revised or design development) including plans, elevations, perspective drawings (PDF & Auto CAD 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
4. The 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.
5. After the KSUM has communicated the approval of the preliminary designs and preliminary estimate to the contractor, the contractor shall prepare detailed working drawings Architectural and Structural details and schedule of items and quantities and technical specifications. The contractor shall 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 under the scope of work, as per required standards and codes.

The specifications shall be approved in writing by KSUM beforehand. All engineering designs shall take into account all possible energy conservation measures, energy efficient systems, economical, green building concepts, usage of non-conventional energy sources, Energy Conservation Building Codes etc.

6. 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, Sewage, Air-conditioning, Fire detection, Fire - fighting, Lightning Arrestor System, data communication systems and other services for complete initial statutory clearances.
7. 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.
8. The contractor shall advise KSUM on all statutory and other approvals to be taken at various stages, prepare and compile all necessary documents for filing the applications at appropriate time, and assist KSUM in getting the approvals

including follow-up and liaisoning with the statutory authorities. Necessary modifications as may be required by the statutory authority in the documents 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.

9. On completion of the work the contractor shall prepare and submit detailed as built drawings and submit a completion report along with all the certificates and warranty details.
10. The contractor shall render the following services:
 - a. 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 execution of the works. The contractor shall make further revisions to the drawings as may be necessary to meet site conditions or other data received.
 - b. 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.
11. The KSUM may, at his discretion, decide to execute various works under different works contract packages or club some of these in to one package and the contractor shall render their services accordingly. The contractor shall be prepared to take up the work in all ranges of contract value as the case may be.
12. The contractor will ensure that the work is executed within the agreed time frame, as per approved plans, specifications and as per terms and conditions of the agreement executed with the contractor by rendering total and complete supervision of the work and his duties and responsibilities on account of this shall be as specified under Scope of Services. The contractor shall meet all expenses towards the salary, traveling and other expenses of his staff.
13. 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.
14. 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.

15. The contractor shall submit to KSUM all the necessary sketch plans, as and when required and as per the agreed time schedule. 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.
16. Contractor shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by him and shall exercise inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications aforesaid and approved by the owner. The contractor shall also conduct full-time supervision of the work to ensure complete quality control, structural safety, proper finish and accuracy of measurement and bills.
17. The contractor shall prepare working drawings and details sufficient for the proper execution and supervision of the works.
18. The contractor shall prepare all necessary load calculations and design the building considering all facilities planned in the future development. He shall prepare all documents and drawing for presentation for approval of Kerala Fire and rescue department, Town planning department etc. and any other statutory authority.
19. 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 owner or his representative.
 - b. If the contractor shall close his business or die or become incapacitated from acting as such contractor as aforesaid, or if this Agreement is terminated

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

20. The contractor shall not sublet 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-contractors 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 contractors.
21. The contractor shall make their own arrangement for office accommodation for the staff deployed at sites/ locations. *Accommodation for labors will not be permitted in the site premises*
22. **Licenses and permits :** The Contractor shall directly obtain all licenses and permits for the materials under Government control, and those required to be obtained by the Contractor for the execution of the Work. The Contract Price shall include all transportation charges and the other expenses that may be incurred in this connection.
23. The Contractor shall enter into a Contract Agreement with the Agreement Authority within 15 (fifteen) days from the date of 'Acceptance of Proposal' or within such extended time as may be granted by the Agreement Authority.
24. **PERIOD OF CONTRACT :**
 - a. The period of contract shall be Three 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.
 - i. 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 1% of contract price per week of delay will be levied subject to a maximum of 10% of the total executed value of contract. If such delay exceeds 10 weeks, the owner reserves the right to

offload the work from the contractor and get it done through other agencies.

- ii. If the contractor achieves balance milestones, even though he has failed to achieve initial milestones, and the work has been completed in the specified/original time of completion, the Employer may release the already levied liquidated damages at his sole discretion.
 - b. The contractor has to take over charge of the site by signing the acknowledgement form and commence the work from the date of commencement. If the site is not taken over by the contractor by signing the acknowledgement form, Engineer will forward the filled-up form by registered/speed post, recording the date of taking over as the date of commencement unless otherwise decided. The contractor has to resubmit the acknowledgement form duly signed within three days of receipt and commence the works. Unless otherwise decided by the agreement authority, it shall be deemed that the contractor has taken over charge of the site on the date of commencement irrespective of whether he has received the acknowledgement by post or has resubmitted it with his signature. The work will be terminated at his risk and cost if the contractor does not resubmit the acknowledgement form and commence the work
 - c. The works shall be carried out in accordance with the programme submitted by the contractor and agreed to by the Agreement Authority at the time of executing the agreement and updated subsequently with the approval of the Agreement Authority.
25. The contractor shall also render any other services connected with the said works usually and normally rendered by contractors or consultants and not referred to in any of the above sub-clauses.

26. Defects liability

- a. Defect liability period is as per the order no: GO (P) No.161/2019/Fin dated 25.11.2019 from the date of handing over of the entire scope of works including the checklist works. The Defects Liability Period shall commence from the date of Virtual completion in the virtual completion Certificate issued by the Agreement Authority.
- b. Maintenance by contractor during defects liability period: All defective items of work and defects noticed and brought to the attention of the Contractor during the Defects Liability Period shall be promptly and expeditiously attended to and replaced and/or rectified and made good by the Contractor at his own cost, to the complete satisfaction of the Engineer-in-Charge.

c. Replacement and/or rectification and making good by contractors of all defective materials, equipment and/or workmanship during defects liability period: The Contractor shall replace and/or rectify and make good, at his own cost, and to the satisfaction of the Engineer-in-Charge, all defective items of work and defects arising, in the opinion of the Engineer-in-Charge, from materials, equipment, and/or workmanship not performing or being not in accordance with the Drawings or Specifications or the instructions of the Engineer-in-Charge or other Contract Documents or the best engineering and construction practices, and which may appear or come to notice within Defects Liability Period after Virtual Completion of the Work. Any item, material or matter repaired or replaced shall receive a new Defects Liability Period of like duration beginning upon the date the repaired or replaced item, material or matter is returned for use to the Engineer-in-Charge, provided that the aggregate guarantee period shall not exceed 24 months. The Contractor shall be also liable for all costs associated with damages and/or losses which are a consequence of such defective items of work and defects, and such costs shall be recouped by Engineer-in-Charge /Agreement Authority from the Contractor and shall be recovered from the Performance Security Deposit held and/or from the Contractor's final bill (if the final bill has not been certified and paid for at the time), or the same would otherwise be recovered from the Contractor. Should the Performance Security Deposit held (and the amount in respect of the final bill if it has not been certified and paid for at the time) be insufficient to meet such costs, damages, losses and expenses, as determined by the Engineer-in-Charge, then the Contractor shall be legally bound to pay the balance amount due under the claim to the Engineer-in-Charge within one month of receiving notification to that effect from the Engineer-in-Charge. In the event of failure on the part of the Contractor to pay the balance amount due within one month as stated above, the Engineer-in-Charge shall be entitled to invoke the performance bond and the Contractor shall raise no objection in this regard. In respect of those parts of the Work for which longer guarantee periods are stipulated elsewhere in the Contract Documents, the Defects Liability Period for such parts of the Works shall be until the end of the respective guarantee period that is stipulated for each such part. No payment shall be made to the contractor on this account.

d. All the material whether Employer supplied or not shall be supplied by the

Contractor at his own cost for undertaking any correction/ rectification/ replacement of defective/ damaged or uncorrected works.

27. Insurance

- a. Contractor shall provide Contractors All Risk policy for the whole work.
- b. The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance covers in two parts, i.e. (a) from the start date to the completion date, and (b) for the Defect Liability period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risks:
 - i. loss of or damage to the Works, Plants and Materials;
 - ii. loss of or damage to Equipment;
 - iii. loss of or damage of property (except the Works, Plant, Materials and Equipment) in connection with the Contract;
 - iv. Workman compensation policy to cover personal injury or death.
- c. Policies and Certificates for insurance shall be delivered by the Contractor to the Engineer's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- d. If the Contractor does not provide any of the policies and certificates required, the Engineer-in charge may affect the insurance which the Contractor should have provided and recover any such premiums which the Employer has paid from the payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- e. Alterations to the terms of insurance shall not be made without the approval of the Employer.
- f. Both parties shall comply with any conditions of the insurance policies.
- g. Premium for all insurance policies shall be paid and borne by the Contractor and shall not be reimbursable. The Contractor shall provide to the Engineer-in- Charge all policies of insurance in original. These policies shall be fully executed and shall state that the policies cannot be cancelled until completion of the Contract or completion of defects liability period and any extensions thereof. The Contractor shall obtain similar policies from all Sub-Contractors and thereby assume responsibility for any claims or losses to the Employer and Engineer-in-charge resulting from failure of any of the Sub-Contractors to obtain adequate insurance protection in connection with their work and shall indemnify and keep indemnified the

Employer and Engineer-in-charge including their employees, officers, servants, agents and any other person moving in the premises, accordingly.

- h. Unlimited liability: In addition to the liability imposed by law upon the Contractor for injury (including death) to persons or damage to property by reason of the negligence of the Contractor or his agents, which liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save the Employer and Engineer-in-Charge including their employees, officers, servants, agents and any other person moving in the premises harmless and indemnifies them from every expense, liability or payment by reason of any injury (including death) to persons or damage to property suffered through any act or omission of the Contractor, his employees, agents, servants, workmen, suppliers or any of his Sub-Contractors, or any person directly or indirectly employed by any of them or from the conditions of the Site or any part of the Site which is in the control of the Contractor or his employees or any of his Sub-Contractors, or any one directly or indirectly employed by either of them or arising in any way from the Work.
 - i. All insurance claims, payable by the insurers, shall be paid to the Employer which shall be released to the Contractor in installments as may be certified by the Engineer-in-charge for the purpose of rebuilding or replacement or repair of the works and/or goods destroyed or damaged for which payment was received from the insurers.
28. Under the Contract, the Contractor shall be responsible for any loss or damage to the works under this contract until the works are completed and taken over in accordance with the Contract.
29. GUARANTEES BY THE contractors
- a. The contractors 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.

30. 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, the event of the necessity for any of the parties to file a suit, the suit shall be filed only in Trivandrum courts.
31. 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.
32. 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 60 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.

33. 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 as per the **GO(P) No.67/2021/ Fin dated 28.04.2021**:
 - i. Investigation, planning, design, preparation of drawings, detailed estimate, DPR and TC - 50% of centage charges
 - ii. On completion of 50% of work - 25 %of centage charges
 - iii. On completion of work, submission of "As built "drawings and completion documents - 25 %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.

INSTRUCTIONS TO BIDDERS

1. Selection of bidders will be as per the **GO(P) No.67/2021/ Fin dated 28.04.2021 for accredited agencies**. All the bidders must satisfy the terms and conditions in this GO and subsequent revisions.
2. 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 'Architectural, Engineering, Project Management Services and work execution of Construction of Emerging Tech Hub At Technocity, Trivandrum' and 'Do Not Open before due date' and deposited to the Office of the CEO, Kerala Startup Mission, Thejaswini building, Technopark, Kazhakoottam.
3. The last date for submission of proposal is ***on or before 06/12/2022, 15:30Hrs.***
4. The date of pre proposal meeting is ***on 14/11/2022, 11:00 am.*** Venue - Integrated Startup Complex, KTIZ, Kerala Startup Mission, Kalamassery, 683503

5. Bidders are requested to send their queries if any in advance to the e-mail id : anjali@startupmission.in or geomathew@startupmission.in
6. 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 as per **GO(P) No.77/2019/Fin dated 04.07.2019** for Non PMC accredited agencies
7. Note: All pages of all documents shall be signed by your authorized signatory
8. Cover 2 shall contain only the financial proposal (price bid) as per the format in Annexure IV
9. The validity of the proposal shall be six months from the last date of submission of Proposal.
10. 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. 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).

- c. Following shall be the minimum criteria for shortlisting
 - i. **Experience in providing Architectural cum Engineering and project management consultancy services for the construction of multistoried buildings during the last 5 years in India.**
 - ii. **Head of the organization/ Chief Architect should have registration in the Council of Architects in India.**
 - iii. **Experience during the last Five years in providing Architectural cum Engineering services for the construction of a single multistoried building of minimum built up area of 3 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services within India.**
 - iv. **Financial Position: Annual Minimum average Turnover of 100 Cr by way of professional fee for the past three years.**
 - v. **Application from joint venture will not be accepted.**
 - d. Financial Proposal (Price Bid) of the technically shortlisted bidders will alone be opened. Final selection will be based on the Financial Proposal (Price Bid).
 - 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.
11. 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

<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 staff depending on the nature of job)

ANNEXURE IV

FINANCIAL PROPOSAL (PRICE BID FORMAT)
(to be submitted on your letterhead)

To,

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

Name of Work: Architectural, Engineering, Project Management Services and work execution of Construction of Emerging Tech Hub At Technocity, Trivandrum.

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 **KSUM/TVM/EOI/02/2022-23 dated 04/11/2022**

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

Criteria and Point Distribution for Evaluation of Technical Proposals			
Sl. No.	Criteria	Max. Score	Remarks
1	Experience during the last five years in providing architectural cum engineering consultancy services for the construction of a single multistoried building of minimum built up area of 3 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP, network and other allied services within India. - This is prerequisite.	20	Original/notarized copy of the Completion Certificates from the clients to be submitted.
2	Experience in working as architectural cum engineering for a state government undertakings/ Institutions/ Department of Kerala during the last five years.	5	Completion certificates from the clients to be submitted
3	Experience in completion of a multi storeyed buildings of minimum built up area of 2 lakh sqft and above within stipulated time period without penalties	10	Completion certificates from the clients to be submitted
4	Experience in setting up startup incubators/ scale up office space/coworking space/hardware lab.	15	Completion certificates from the clients to be submitted
5	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: 20)

- There should be at least one project where the bidder has acted as Architectural cum Engineering services contractor for the construction of single multistoried building of minimum 2 lakh and above, which includes civil including roads and connected infrastructure, MEP and other allied services. This is a prerequisite- 5 marks.
- 10 marks will be awarded where the bidder acted as architectural cum engineering service contractor for the construction of a single multistoried building of 2-3 lakh sq. ft. built-up space which includes civil including roads and connected infrastructure, MEP and other allied services.
- 20 marks will be awarded where the bidder acted as architectural cum engineering service contractor for the construction of single multi storied building of 3 lakh 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:5)

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

Criteria No. 3 (Max. Score:10)

- 10 marks will be awarded where the bidder has completed a multi storeyed buildings of minimum built up area of 2 lakh sqft and above within stipulated time period without penalties.

Criteria No. 4 (Max. Score:15)

- 10 marks will be awarded where the bidder has experience in setting up startup incubations/ scaleup office space/coworking space.
- 15 marks will be awarded where the bidder has experience in setting up hardware lab facilities in addition to startup incubations/ scaleup office space/coworking space.

Criteria No. 5 (Max. Score: 50)

The bidders have to make a presentation on the following:

- One of their most prestigious projects.
- Designing a construction element given by KSUM and a subsequent technical presentation on the proposed project.
- Approximate time schedule required for the project.