

**Reference Number: KSUM/RFP/HG2024/RS/V/24-25**

**REQUEST FOR PROPOSAL**

**FOR**

**Selection of Venue Management Company for Arrangements at Huddle  
Global 2024 Roadshow - Bangalore**

**Dated: 26th Oct 2024**

**Kerala Startup Mission**

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

Kerala Startup Mission (KSUM), formerly known as Technopark Technology Business Incubator, is a state-level agency under the Government of Kerala, India, dedicated to fostering entrepreneurship and incubation activities, is organizing a Bangalore roadshow as part of Huddle Global 2024 scheduled for **November 5th, 2024**, this roadshow aims to connect startups with key stakeholders, creating awareness about Huddle Global 2024, India's premier startup event taking place in Trivandrum from **November 28th to 30th, 2024**.

**Event Details:**

- **Event:** Huddle Global 2024 Bangalore Roadshow
- **Date:** November 5th, 2024
- **Time:** 5:00 PM - 8:00 PM
- **Location:** Bangalore

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

**Chief Executive officer**

**26/10/2024**

**Kerala Startup Mission  
Thiruvananthapuram**

# Selection of Venue Management Agency for Arrangements at Huddle Global 2024 Roadshow - Bangalore

## Key Events/Points

Event/ Details	Date / Details
Date of Issue of Tender	26-10-2024
Bid submission end date	01-10-2024, 03:00 PM
Bid Opening date	01-11-2024, 04:00 PM

## 1. Introduction

Kerala Startup Mission (KSUM), formerly known as Technopark Technopark Technology Business Incubator, is a state-level agency under the Government of Kerala, India, dedicated to fostering entrepreneurship and incubation activities, is organizing a Bangalore roadshow as part of Huddle Global 2024 scheduled for **November 5th, 2024**, this roadshow aims to connect startups with key stakeholders, creating awareness about Huddle Global 2024, India's premier startup event taking place in Trivandrum from **November 28th to 30th, 2024**.

## 2. Eligibility Criteria

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

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

### 3. Scope

KSUM invites bids for the following services, exempt from tender fees and EMD costs:

1. Venue Arrangements: Setup, audio-visual equipment, seating, decor, and related requirements.

Requirements:

- Venue Arrangements: Vendors to handle event space setup, audio-visual needs, and decor to create an engaging environment for attendees.

Submission Guidelines:

- No Tender Fee or EMD: To facilitate vendor participation within the short timeline.
- Proposal Submission Deadline: 01st Nov 2024. 03.00PM
- Evaluation and Approval: KSUM reserves the right to evaluate proposals and select a vendor based on service quality and budget alignment.

For further details and submission guidelines, please contact email id : [info@startupmission.in](mailto:info@startupmission.in)

### 4. Items Required

<b>SI No.</b>	<b>Description</b>	<b>Quantity</b>
1	Venue for 200 Pax - It should be a 4 star and above Hotel in and around MG Road Bangalore	1
2	Seating arrangement (theatre style) & associated decor	200 Pax
3	Projector	1
4	Screen	1

5	Podium	1
6	Mics	2
7	Speaker system-5000W	1
8	Sound mixer	1

## 5. Instruction to Bidders

### a. Submission

i. Interested bidders who meet the eligibility criteria may submit their hardcopy proposals in a sealed cover to Chief Executive Officer, Kerala Startup Mission, TVM on or before 03:00 PM 01 Nov 2024. The proposal must consist of a Financial proposal and the documents of evidence of their previous work experience and eligibility duly signed by the competent authority.

### b. General Instructions

i. The event management agency shall provide a qualified team to undertake the work. The team should work closely with Startup Mission

ii. The proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of the Agency themselves

iii. Validity of the proposal shall be 60 days from the last date of submission of the proposal

iv. Misrepresentation/improper response by the applicant may lead to the disqualification of the Applicant.

v. Startup Mission reserves the right to reject any proposal at any point of time without assigning the reasons

vi. Startup Mission reserve the right to cancel this RFP if it is found necessary

vii. The tender may be offered to the Lowest bidder, however, due consideration would be given to the quality of the service offered

viii. Bidders' proposals whose performance is not satisfactory in any of the past events will be rejected

ix. Proposed venues for the event are Bangalore.

- x. Bidders are encouraged to visit the proposed venues

## **6. Bidding Process**

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

Technical Bid: The Technical Bids will be opened by the evaluation committee and marks will be given based on the criteria detailed in the technical bid document.

Financial Bid: Financial bid selected by L1 bidder

**Annexure 1: Format for Tender Form**

**Form 1A: Letter of Proposal Submission**

To,

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

Dear Sir,

**Sub: Technical Bid Proposal**

**Ref: RFP No: KSUM/RFP/HG2024/RS/V/24-25**

1. Having examined the conditions of the RFP, the receipt of which is hereby duly acknowledged. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/HG2024/RS/V/24-25 dated 26th Oct 2024 and execute all works in conformity with RFP referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made a part of this bid.
2. I/We undertake if our Bid is accepted to complete the delivery of the services offered.
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all supporting documents relevant to the proposal submitted.
5. The tender document for the works mentioned above has been obtained by me from the URL [www.startupmission.in](http://www.startupmission.in) , the official website of Kerala Startup Mission and I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
6. Dated this .....day of..... 2024

Signature of In the capacity of

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

## Form 1B: Bidder Details

SI No	Description	Details
1	<b>Bidder Name</b>	
2	<b>Organisation details:</b>  <b>Address</b>  <b>Phone Number</b>  <b>Email</b>  <b>Website</b>	
3	<b>PAN Number</b>	
4	<b>GST Registration Number</b>	
5	<b>Contract person: Chief Executive / Head of Operations</b>  <b>Name</b>  <b>Designation</b>  <b>Mobile Number</b>  <b>Email</b>	



<b>6</b>	<b>Contact person: Project Leader</b>  <b>Name</b>  <b>Designation</b>  <b>Mobile Number</b>  <b>Email</b>	
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**Form 1C: Pre-qualification checklist**

SI No	Pre-Qualification Criteria and Supporting Documents	Compliance <b>X / √</b>
<b>1</b>	Is your organization registered and has been in operation for at least two years?  Attach Incorporation/ Registration Certificate or any other supporting document.	
<b>2</b>	Whether your organization is blacklisted by any Government agencies/PSUs	
<b>3</b>	Self Certification	
<b>4</b>	The bidder must have successfully Conducted at least five events  Details of events (name of events, size, name of the client, ) in table format along with MoU / contract/work order	

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

**Form 2 - Financial Proposal**

**To,**

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

**Dear Sir,**

**Sub: Financial Proposal**

**Ref: RFP No: KSUM/RFP/HG2024/RS/V/24-25**

1. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/HG2024/RS/V/24-25 dated 26th Oct 2024 and execute all works in conformity with RFP referred above and is submitting our financial proposal
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
3. I/We hereby agree to offer the services /requirements mentioned in this RFP at the rate of Rs ..... ( Rupees..... ) Inclusive of GST and other taxes

**The Breakup of the Financial Proposal is given below;**

**A. Physical Event**

<b><u>SI No.</u></b>	<b><u>Description</u></b>	<b><u>Quantity</u></b>	<b><u>Amount</u></b>
1	Venue for 200 Pax - It should be a 4 star and above Hotel in and around MG Road Bangalore	1	
2	Seating arrangement (theatre style) & associated decor	200 Pax	
3	Projector	1	
4	Screen	1	
5	Podium	1	
6	Mics	2	
7	Speaker system-5000W	1	
8	Sound mixer	1	
	TOTAL		

**Dated this .....day of..... 2024**

**Signature of**

**In capacity of**

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