

Reference Number: KSUM/RFP/IOT22/OFL/2022-23



REQUEST FOR PROPOSAL

FOR

Selection of Event Management Company for the conducting IOT Summit 2022

Dated: 03rd September 2022

Kerala Startup Mission

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

Request for Proposal

Request for Proposal for Selection of Event Management Agency for organization/implementation/execution of IOT summit 2022 at Parkcentre , Technopark Trivandrum on 29th September 2022.

Kerala Startup Mission invites technical and financial proposals from Event Management Agencies for supporting the conduct of IOT summit 2022 at Parkcentre , Technopark Trivandrum on 29th September 2022.

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

Chief Executive officer
Kerala Startup Mission

03/09/2022
Thiruvananthapuram

Selection of Event Management Company for the conducting IOT Summit 2022

Key Events/Points

Event/ Details	Date / Details
Date of Issue of Tender	03-09-2022
Pre Bid Meeting	05-09-2022, 11:00 AM
Bid submission end date	13-09-2022, 06:00 PM
Technical Bid Opening date	14-09-2022, 11:00 AM

1. Introduction

Kerala Startup Mission is the nodal agency setup by Government of Kerala to promote innovation and entrepreneurship in the State of Kerala. Kerala Startup Mission works in the entire lifecycle of Startup Ecosystem Development. Recognising the contribution made to Startup Ecosystem in the State of Kerala, Government of India has recently endowed the coveted status of best Performer award with Kerala Startup Mission.

Kerala Startup Mission is organizing IoT Tech Summit, a day-long summit on 29th September 2022. The summit will be organized physically by over 200 eminent CxOs, decision makers, innovators, entrepreneurs, investors, venture capitalists, bureaucrats and policy makers from the IoT sectors .

2. Objective

Kerala Startup Mission in its endeavor to promote startup activity in the State as part of this KSUM organizes Knowledge and Networking events in the sectors like Fintech, Health tech and IOT etc . The objective of this RFP is to invite proposals to engage a reputed Event Management Agency for the conduct “IOT Tech Summit 2022” The agency shall support Kerala Startup Mission in organizing the IOT Tech Summit .

The target audience of the Summit are;

- Professionals
- Incubators
- Startup Founders
- Industry Leaders
- Corporates
- Bureaucrats
- Academicians

3. Eligibility Criteria

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

1. Firm should be a registered entity in India with a minimum of one year of experience in conducting events (Copy of Registration Certificate to be submitted)
2. Firms should have conducted at least three events during the last two years (Copy of Client Certificates and photos need to be submitted)
3. Firms must not be disqualified/blacklisted/terminated/debarred by any State/Central government or their agencies (Self Certification by authorized signatory)

4. Scope of Work

4 a. Offline mode

I. Planning the IOT Summit 2022 Event

- 4.1 Master planning of the venue
- 4.2 Conceptualize the Event plan based on the venue and requirements of Organisation
- 4.3 Maintain a Universal theme for all aspects of the Event execution in co-ordination of the vision of the event.
- 4.4 Design the Event flow in consultation with KSUM which would include the inaugural ceremony, plenary session, sectoral session, business discussions, exhibition, closing ceremony, lunches, tea, coffee etc.

II. Tentative Venue Arrangement

- 4.5 Stage with sufficient seating arrangement as per the programme design
- 4.6 Sound Systems line with amplifier,mixer,podium mic, cordless mic etc.
- 4.7 LED Wall for stage backdrop
- 4.8 Event Signages and Standees inside the venue

III. Startup Exhibition

- 4.9 Provide 25 booths for showcasing Startup products
- 4.10 Branding of Startups selected
- 4.11 Branding and beautification of Exhibition space

IV. Registration Counters

- 4.12 Two tier registration counters
- 4.13 Printing of lanyards & badges for delegates with multicolour logo of IOT Summit

2022.

4.14 Flower Decoration

4.15 Delegate/Speaker Kits (Event branded Diaries, Pen, Note pad etc)

V. Branding

5.20 Bidder has to do the branding of the entire venue

5.21 The agency is required to prepare and install adequate number of standees of appropriate sizes

5.22 Event Map inside the venue at most appropriate locations as per requirements

4 b. General

I Documentation

4c.1 The agency needs to submit a detailed summit report within 10 days after the event.

4c.2 The agency should print 200 copies of the summit brochure

4 c. Items Required

<u>Sl No</u>	<u>Description of Services</u>	<u>Qty</u>
1	LED Wall (12 ft x 6 ft)	1 No
2	Led Wall Skirting (12 ft x 2 ft)	1 No
3	Plafform for Led Wall	1 No
4	Thematic side wings for Led Wall (1 ft x 9 ft -2 Nos ,12 ft x 1 ft - 1 No)	1 No
5	Led Tv for Speakers	1 No
6	Console Masking	1 No
7	<u>Light & Sound</u> -3000 Watts sound with 3 cordless mike,1 Podium mike, 10 Par lights	1 No

	etc...	
8	40 Kv Genset including Fuel expenses for 12 Hrs including previous day rent.	1 No
9	Welcome standees	6 Nos
10	Flower Arrangement for Teapoy and lamp lighting.	1 No
11	Registration Table Branding with Foam sheet Vinyl	1 No
12	Octormm Table	25 Nos
13	Chair with Cover & Bow	80 Nos
14	Switch Board with 3 slots	25 Nos
15	Long tables for the Food area.	4 Nos
16	Cloth Banner (10 ft x 5 ft)	1 No
17	Promoters	2 Nos
18	Electrical Inspectorate	1 No
19	Transportation charges	1 No
20	Master of Ceremony	1
21	Branded Pen	200
22	Branded Conference Pad	200
23	Branded Gift	200
24	Memento	15
	Food	

25	Tea and Snacks (Morning and Evening)	200
26	Lunch (1 bread(Chapaathi/ Appam) , Veg Pulav, Chicken Curry , Chilly Gobi dry , Veg Curry , Dessert)	200

5. Instruction to Bidders

5.1 (a) Pre bid queries

The prospective bidders may submit any queries through e-mail for clarification by the date mentioned in the schedule to procurement@startupmission.in and vishal@startupmission.in. The clarifications may be posted on the website.

4.1(b) Submission

Interested bidders who meet the eligibility criteria may submit their hardcopy proposals in a sealed cover to Chief Executive Officer, Kerala Startup Mission on or before 06:00 PM 13th September, 2022. The proposal must consist of a Financial proposal and the documents of evidence of their previous work experience and eligibility duly signed by competent authority.

6. General Instructions

- I. The event management agency shall provide a qualified team for undertaking 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 Agency themselves
- III. Validity of the proposal shall be 90 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 reserve rights to reject any proposal any point of time, without assigning the reasons
- VI. Startup Mission reserve the right to cancel this RFP, if it found necessary
- VII. The tender may be offered to Lowest bidder, however due consideration would be given to quality of the service offered
- VIII. Bidders' proposal whose performance is not satisfactory in any of the past event will be rejected
- IX. Proposed venues for the event is at Travancore Hall, Park Centre ,Technopark Campus, Thiruvananthapuram
- X. Bidders are encouraged to visit the proposed venues

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/IOT22/OFL/2022-23

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/IOT22/OFL/2022-23 dated 03rd Sep 2022 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 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.
6. The tender document for the works mentioned above have been obtained by me from the URL 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.
7. Dated thisday of..... 202.....
8. Signature of
9. In capacity of
10. Duly authorized to sign the bid for and on behalf of -----

Form 1B: Bidder Details

Sl No	Description	Details
1	Bidder Name	
2	Organization details: Address Phone Number Email Website	
3	PAN Number	
4	GST Registration Number	
5	Contract person: Chief Executive / Head of Operations Name Designation Mobile Number Email	
6	Contact person: Project Leader Name Designation Mobile Number Email	

Form 1C: Pre qualification checklist

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

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.

Selection Procedure:

The procedure for the selection of the agency will be carried out as detailed below, by a committee constituted by KSUM.

- (A) **Pre Bid Meeting:** The agencies invited for Pre Bid Meeting will be catered with the brief for the strategy and creative presentation, and the documents for submitting Technical & Financial Bids.

(B) Bidding Process

- (I) **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.
- (II) **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. The Technical Marks obtained will be referred to as Technical Scores (St). Agencies will be ranked on the basis of the Technical Score (St), and only agencies who have scored 70 or more marks, will be qualified for financial evaluation. The list of technically qualified applicants will be published in the e-tender portal on the date shown in the schedule of process.
- (III) **Financial Bid:** Financial bid shall carry **30%** weightage Financial bid is the amount in Indian Rupees which is being sought by a bidder from the Dept. for the work of seeding Kerala event coordination in the Financial Bid Proforma

$$\mathbf{Sf = 100 \times Fm/F;}$$

in which Sf is the Financial Score, Fm is the lowest Financial Proposal, and F is the Financial Proposal under consideration. 17

(IV) Combined Technical and Financial Score

For final evaluation, the Agencies will be ranked in accordance with their combined Technical (St) and Financial (Sf) scores with weightage. The Technical Score (St) will be given 70% weightage and Financial Score (Sf) will be given 30% weightage, so that the combined Score will be:

$$\mathbf{S = St \times Tw + Sf \times Fw;}$$

Where S is the Combined Score, and Tw and Fw are weights assigned to Technical Score and Financial Score that will 0.70:0.30.

Selection of the agency

- (a) The Agency with highest Combined Technical & financial Score (S) will be selected, based on the above QCBS System. In the event of two or more agencies obtain same highest Combined Technical & financial Score (S), the agency with maximum technical score will be selected.

QCBS Mark

SI No	Documents	MARK
1	Organization registered and has been in operation for at least two years and Incorporation/ Registration Certificate	15
2	Successfully conducted least three events	15
3	Details of events in table format along with MoU / contract/work order/Programme photos	30
4	PPT Presentation	40

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/IOT22/OFL/2022-23

1. I/we the undersigned, offer the services associated with RFP No KSUM/RFP/IOT22/OFL/2022-23 dated 03rd Sep 2022 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

SI No	Description of Services	Qty	Price
1	LED Wall (12 ft x 6 ft)	1 No	
2	Led Wall Skirting (12 ft x 2 ft)	1 No	
3	Plafform for Led Wall	1 No	
4	Thematic side wings for Led Wall (1 ft x 9 ft -2 Nos ,12 ft x 1 ft - 1 No)	1 No	
5	Led Tv for Speakers	1 No	
6	Console Masking	1 No	
7	<u>Light & Sound</u> -3000 Watts sound with 3 cordless mike,1 Podium mike, 10 Par lights etc...	1 No	
8	40 Kv Genset including Fuel expenses for 12 Hrs including previous day rent.	1 No	
9	Welcome standees	6 Nos	
10	Flower Arrangement for Teapoy and lamp lighting.	1 No	
11	Registration Table Branding with Foam sheet Vinyl	1 No	
12	Octormn Table	25 Nos	
13	Chair with Cover & Bow	80 Nos	
14	Switch Board with 3 slots	25 Nos	

15	Long tables for the Food area.	4 Nos	
16	Cloth Banner (10 ft x 5 ft)	1 No	
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19	Transportation charges	1 No	
20	Master of Ceremony	1	
21	Branded Pen	200	
22	Branded Conference Pad	200	
23	Branded Gift	200	
24	Memento	15	
	Food		
25	Tea and Snacks (Morning and Evening)	200	
26	Lunch (1 bread(Chapaathi/ Appam) , Veg Pulav, Chicken Curry , Chilly Gobi dry , Veg Curry , Dessert)	200	
	Others, If any		
	A. Total Amount		
	B. GST		
	C. .Any other Taxes, if any		

	Grand Total for Part A (.A+B+C)		
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Dated thisday of...

2022

Signature of

In capacity of

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