

TENDER INVITATION

Supply of Component Organisers For Centres for Early Innovation

Tender No: KSUM/FabLab/MISC/SSK/24-25/02



Kerala Start-Up Mission
(Formerly Technopark TBI)
G3B, Thejaswini, Technopark Campus
Thiruvananthapuram 695 581
Kerala

June 2024

Section 1: FACT SHEET

Tender Details

Tender No	KSUM/FabLab/MISC/SSK/24-25/02
Tender Date	28 June 2024
Deadline for bid submission	12 July 2024, 6:00 PM
Tender Issuing Authority	Kerala Startup Mission
Tender Type	Two cover Bid QCBS
For further clarifications	Chief Executive Officer, Kerala Startup Mission G3B, Thejaswnini, Technopark Campus, Kariyavattom Trivandrum- 695581 Phone: 0471- 2700270 Website: www.startupmission.kerala.gov.in SPOC: BASIL ABRAHAM Ph: 8921207032 SPOC Email: basil@startupmission.in Email: ceo@startupmission.in with copy to coo@startupmission.in
Tender Title	Supply of Component Organisers for Centres for Early Innovation
Tender Objective	<p>Kerala Startup Mission is partnering with Samagra Shiksha Kerala (SSK) to set up Centres for Early Innovations in 28 schools across Kerala. These centres will act as tinkering spaces for students to learn fabrication techniques, experiment with technology and build projects.</p> <p>The objective of this tender is to invite bids from the interested vendors for supplying the component organisers listed in this document.</p>
Summary of items	The following items are required for 28 Centres - Component Organisers
Method of Selection	Quality and Cost Based Selection i.e. QCBS (70:30) method shall be used to select the bidder. The bidder is required to submit the Technical & Financial bids by hardcopy

	Financial bids of those bidders who qualify in Technical Bid by scoring 70% mark or above shall be opened.
Tender fee	The tender fee is Rs. 0 /-
Earnest money deposit (EMD)	<p>The bidder must pay earnest money in DD favour of “Technopark Technology Business Incubator” along with the tender as given in the notice inviting tenders failing which the tender will be summarily rejected. EMD amount is Rs. 1700 /- (Rupees One thousand seven hundred only). The EMD should be valid for a minimum period of 180 days from the last date of submission of the Bid.</p> <p>Bidders which are registered under Micro, Small & Medium Enterprises ministry of India or any State Govt. may be considered for exemption from EMD.</p>
Language	Bid must be prepared by the Bidder in English language only.
Currency	The bidder should quote in Indian Rupees only.
Validity Period	Proposals/bid must remain valid for minimum 180 days from the last date of bid submission.
Disclaimer	Selection of bidder through this tender shall be final and KSUM reserves the right to reject any or all the tender received without assigning any specific reason thereof.

SECTION 2 – ELIGIBILITY CRITERIA

Prequalification criteria

1. Bidder should be a Firm/Company incorporated in India with a minimum of 2 years of existence (Company registration certificate to be shared with the bid)
2. The bidder should sign and submit the declaration of Acceptance of Terms and Conditions as per - Annexure 3.
3. The Bidder must not be blacklisted / banned / suspended or have a record of any service-related dispute with any organisation in Kerala or elsewhere. A declaration to this effect has to be given as per Annexure 4.
4. MSMEs with Udyam registration can seek an exemption to some qualification criteria.

SECTION 3: Submission of bids

1. Submission

The tender should be submitted in two parts as under.

1.1. Technical Bid

The technical bid shall comprise of the following:

1. Company registration details
2. Company profile
3. Previous Work completion proof
4. Brochures, photos and working videos of the quoted items
5. Copy of GST registration
6. Copy of PAN Card
7. Annexures 1 to 5 signed and sealed on every page.

1.2. Financial Bid

BOQ as per the format as given in Annexure VI and the rate shall be inclusive of all taxes and duties.

1.3. Submission of Tender

Submit your tender hardcopy submission includes two separate sealed envelopes: one labeled "Technical" and the other labeled "Financial." Both of these envelopes should then be placed together in a single larger sealed envelope. The tender number must be clearly specified on the top of the larger envelope.

To,

**Chief Operating Officer
Kerala Startup Mission
Kerala Technology Innovation Zone,
Kinfra Hi-Tech Park Main Rd, HMT Colony,
North Kalamassery, Kalamassery, Kochi, Kerala 683503**

0484-2977137

Email: fabalab@startupmission.in

2. Bid Schedule

Sl No	Milestone	Date & Time
1	Release of Tender	28.06.2024
3	Last date for submission of Tender	12.07.2024, 6:00 pm
4	Technical Evaluation of the items	15.07.2024, 11:00 am
6	Financial bid opening	15.07.2024 2.00pm
7	Winning bid intimation	16.07.2024 2.00pm
8	Work Order issuing and agreement execution	18.07.2024 2.00pm

3. Terms & Conditions

- 3.1. The Bidders will receive a confirmation email once their bids have been received at the specified address.
- 3.2. The tenders shall be submitted as per the technical specifications in Section 4 below. The compliance shall be filled and submitted through the form provided in Annexure V
- 3.3. Submission of the tender implies that the conditions of tender have been read by the bidder and is aware of the scope of the supply and the quality of the material to be supplied.
- 3.4. The EMD deposited by the successful bidder will be retained towards the security deposit for the fulfilment of the contract. EMD of unsuccessful bidders will be returned without any interest, directly to their account.
- 3.5. Bidder for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, KSUM shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the KSUM.
- 3.6. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.
- 3.7. The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the bidder account. The rates quoted shall be all inclusive, with the delivery, up to destination.

4. Purchase Order

- 4.1. The order will be placed on the bidder whose bid is accepted by KSUM based on the terms & conditions mentioned in the tender document.
- 4.2. The quantity of the items in tender is only indicative. KSUM reserves the right to increase /decrease the quantity of the items based on the requirement.
- 4.3. If the quality of the product and service provided is not found satisfactory, KSUM reserves the right to cancel or amend the purchase order / contract.

5. Packing and Delivery

- 5.1. The supplier shall provide packing of the goods, as required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- 5.2. The equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.
- 5.3. The Items shall have to be delivered in the designated KSUM office and the successful bidder shall complete supplies strictly within the accepted delivery period.
- 5.4. Suppliers shall be entirely responsible for all taxes, duties, licence fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

6. Quality Checks and Claims

- 6.1. Tenderer will open the delivered boxes with the supplier's representative present physically or over a recorded virtual call to verify the condition and working of the items.
- 6.2. The tenderer shall do a quality check and confirm satisfactory condition and working of the items and inform the bidder regarding issues if any within 30 days of delivery.
- 6.3. If the items supplied are found to be of size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, KSUM shall have the right to totally reject the goods.
- 6.4. The supplier shall be responsible for replacing the rejected goods at its own cost.

- 6.5. The supplier shall also compensate for losses, if any, sustained by KSUM due to defective packing and/or wrong marking of the goods.

7. Payment

The payment will be made by KSUM by e-Transfer to the bank account as mentioned in the bank mandate. The payment shall be made within 45 days of delivery of the items mentioned in tender provided the items satisfy the quality checks. Any further delay will be compensated by the tenderer through an interest on the outstanding payments as prescribed by the Government of India.

KSUM at its discretion may or may not enter into further negotiations on the payment terms if requested by the selected bidder.

8. Guarantee of Quality and Warranty of goods supplied

Guarantee/Warranty and Support and defects liability period- The supplier shall guarantee that all equipment are free from any defects due to the defective materials and poor workmanship, that the equipment are not less than the guaranteed values. The Guarantee shall be valid for the period mentioned against each item above until successful testing and taking over. Any part found defective shall be replaced free of cost by the supplier. Standard OEM warranties will start from the date of taking over by the tenderer.

9. Termination for Default

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

- a. If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- b. If the Supplier fails to perform any other obligation(s) under the Contract.
- c. If the Supplier, in the judgement of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

■ For the purpose of this Clause:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- b. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition".

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

10. Evaluation and Comparison of Bids

- 10.1. 70% weightage will be awarded for Technical Evaluation and 30% weightage will be awarded for Financial Evaluation.
- 10.2. Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points based on the specs and information shared by the bidder.
- 10.3. The commercial scores would be normalised on a scale of 100, with the lowest score being normalised to 100 and the rest being awarded on a pro-rata basis. Such normalised scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Final Evaluation Criteria - Quality and Cost based selection (QCBS)

The individual Bidder's commercial scores are normalised as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalised commercial score for the Bidder under consideration

Fb= Absolute financial quote for the Bidder under consideration

Fmin= Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The Bidder with the highest Composite Score(S) would be awarded the contract.

Supply of Items For Centres for Early Innovation		
Evaluation Criteria		Points (P)
1	Suitability of the Proposed Item for the purpose	70
2	Vendor's understanding of the purpose and ability to deliver	20
3	Clarity of Submitted Details	10
	Total Points	100

Section 4: Technical Specifications

Sl No	Description of items	Preferred models if any	Specification	Item wise Qty	Total Qty
1	Component Organiser	ACO25, ACO60 or equivalent.	No of drawers: 25 Cabinet Size : 397mm (W) x 238mm (H) x 160mm (D) Drawer Size : 71mm (W) x 35mm (H) x 155mm (D)	56 Nos	84
			No of drawers: 60 Cabinet Size : 424mm (W) x 457mm (H) x 164mm (D) Drawer Size : 62mm (W) x 37mm (H) x 153mm (D)	28 Nos	

Annexure I

Checklist for Submission

(This should be enclosed with technical bid)

Ref: Tender No:	
Tender Title:	

Sl. No	Document	Submission Status (Y/N)
1	Copy of Company/Firm registration certificate	
2	Copy of PAN card	
3	Copy of GST certificate	
4	Annexure 2: Bidders details	
5	Annexure 3: Declaration for acceptance of terms and conditions	
6	Annexure 4: Declaration regarding track record	
7	Technical Bid duly sealed and signed by the authorised signatory. This should include: <ul style="list-style-type: none">- Company profile- Copies of work order of similar work done previously.- Detailed specifications including make of the items quoted.- Brochures with photos of the items.- Video links showing the working of the machine/tool.- List of institutions / organisations with contact details to whom machines/ equipment has been supplied	

Yours faithfully,

(Signature of the Bidder)

Name

Designation, Seal

Date:

Annexure II

Details of the Bidder

The bidder must provide the following mandatory information & attach supporting documents wherever mentioned:

Sl No	Name of the Bidder	
1	Nature of Bidder (Attach attested copy of Certificate of Incorporation/ Partnership Deed)	
2	Registration No/ Trade License, (if any attach copy)	
3	Registered Office Address	
4	Address for Communication	
5	Contact person- Name and Designation	
6	Telephone No	
7	Email ID & Website	
8	PAN No.(attach copy)	
9	GST No.(attach copy)	

Signature of the Bidder

Name

Designation, Seal

Date:

Annexure III

Declaration for Acceptance of Terms and Conditions

To

The Chief Executive Officer,
Kerala Startup Mission
G3B, Thejaswnini, Technopark Campus,
Kariyavattom Trivandrum- 695581

Ref: Tender No:	
Tender Title:	

Sir,

I've carefully gone through the Terms & Conditions as mentioned in the above-referred tender document. I declare that all the provisions of this tender document are acceptable to my company. I further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation, Seal

Date:

Annexure IV

Declaration Regarding Track Record

To

The Chief Executive Officer,
Kerala Startup Mission
G3B, Thejaswnini, Technopark Campus,
Kariyavattom Trivandrum- 695581

Ref: Tender No:	
Tender Title:	

Sir,

I've carefully gone through the Terms & Conditions contained in the above referred tender. I hereby declare that my company/ firm is not currently debarred / blacklisted by any Government / Semi Government organizations / institutions in India or abroad. I further certify that I'm competent officer in my company / firm to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation, Seal

Date:

Annexure V

Compliance Checklist

Sl No	Description of items	Specification	Compliance (Yes/No)	Variation if any
1	Component Organiser	No of drawers: 25 Cabinet Size : 397mm (W) x 238mm (H) x 160mm (D) Drawer Size : 71mm (W) x 35mm (H) x 155mm (D) No of drawers: 60 Cabinet Size : 424mm (W) x 457mm (H) x 164mm (D) Drawer Size : 62mm (W) x 37mm (H) x 153mm (D)		

*Submit the Brochures/Images with technical details

Annexure VI

Financial Bid submission format

(Preferred Brand: ACO or Equivalent)

Supply of Component Organiser				
Sl No	Description of items required	Specification	Qty	Amount
1.	Component Organiser	25 Drawers	56	
2.	Component Organiser	60 Drawers	28	
	TOTAL		84	

IMPORTANT:

- **Annexure VI should be enclosed in a separate sealed envelope.**
- **Enclosing financial bids along with technical bids can lead to disqualification of the bidder.**
- **The rate quoted should be inclusive of all taxes and duties.**