

ISSUE OF TENDER OF DOCUMENT

Tender Doc. no. KSUM/CDAC/ Facility Co ordinator/2024-25/01

This tender document set containing number of pages as shown in index sheet is issued to:

Bidder's name : _____

Bidder's address : _____

Telephone no : _____

Fax no. : _____

Fee for this tender document is Rs._800/-_____ (Rupees _____).

Sale of this tender document is against Demand Draft no. _____ dated _____
drawn on _____

Official receipt no. _____ dt _____.

Issued by: Chief Executive Officer,

KSUM

BID SYNOPSIS

1	Tender no.	:	KSUM/CDAC/ Facility Co ordinator/2024-25/01
2	Name and address of employer	:	CEO KSUM G3B,Thejaswini Building, Technopark Campus ,Thiruvananthapuram 695581.
3	Name of service	:	Invite Tenders for Facility Coordinator at KSUM Trivandrum on hire on Annual Contract basis
4	Place of service	:	Kerala Startup Mission, Technopark, Phase 1 campus Kerala
5	Scope of service	:	KSUM is looking for an energetic Facility Co-Ordinator at KSUM, Technopark to undertake all front desk operations and maintenance activity
6	Period of service	:	One year
7	Cost of Tender document	:	Rs. 800/-
8	Date of issue of tender documents	:	From 03/07/2024 to 17/07/2024
9	Pre bid meeting	:	06/07/2024 11.00 am at KSUM Office, G3B, Technopark, Trivandrum

9	Tender document issuing authority	:	CEO KSUM
10	Last date of receipt of tender	:	17/07/2024 on or before 5.00 PM
11	Place of submission of tender	:	KSUM Office, G3B, Technopark, Trivandrum, 695581
12	Tender receiving authority	:	CEO, KSUM Trivandrum 695581
13	Earnest money deposit	:	Rs. 5400/- in the form of Demand draft in favour of Technopark-Technology Business Incubator payable at Thiruvananthapuram
14	Validity period of tender	:	120 days from date of opening of the bid

NOTICE INVITING TENDER

Notice inviting tender:

Kerala Startup Mission would like to invite Tenders for Facility Coordinator on hire on Annual Contract basis on the following conditions:

Job Title : Facility Coordinator

No: of Positions: 1

Location: CDAC, Technopark

Duration : One year, which can be considered for extension of 2 more years annually subject to satisfactory service

Pre-qualification criteria:

1. The bidder should be having a valid license/registration in India. He should be in the business for not less than TWO years prior to the date of this tender.
2. The bidder should be running/managing a high-quality manpower for an IT Establishment, PSU or reputed Private establishment

ii. Other conditions:

- a. The bidder's firm should have valid PAN and GST registration with appropriate license to run the service.
- b. The bidder's firm should have PF, ESI and other applicable statutory registration. Availability of Workmen Compensation Insurance Policy for employees shall be considered in lieu, if ESI registration is not available
- c. The bidder whose services/contract were prematurely terminated or blacklisted by Govt. organization/ PSU will not be considered.

The Chief Executive Officer, KSUM, Thiruvananthapuram reserves the right to reject the request from any applicant for issue of tender without assigning any reason.

KSUM reserves the right to shortlist the applicants who meet the pre-qualification criteria for running the above facilities depending on their resources, experience and past records of successful operation.

The tender shall be submitted along with Earnest Money Deposit of Rs. 5400/- in the form of demand draft in favour of Technopark-Technology Business Incubator payable at Thiruvananthapuram. Tenders without the EMD will be summarily rejected.

Tender forms in the prescribed format will be available from www.startupmission.kerala.gov.in website (Tender). The completed tender documents may be submitted to the office of the undersigned before 5.0 p.m. on 17/07/2024

KSUM reserves the right to reject any or all applications without assigning any reason.

Chief Executive Officer, KSUM

Kerala Startup Mission
G3B, Thejaswini Building, Technopark campus,
Thiruvananthapuram-695581
E-mail: www.startupmission.kerala.gov.in

INSTRUCTION TO TENDERERS

1.0 Address to which the tender is to be submitted.

The CEO

Kerala Startup Mission
G3B, Thejaswini Building, Technopark campus,
Thiruvananthapuram-695581

2.0 Last date and time of receipt of tenders.

On or before 5.00 p.m. on 17/07/2024

3.0 Submission of Tender:

3.1 Tenderer shall submit their offer sealed envelopes to be super scribed “**KSUM is looking for an energetic Facility Coordinator to undertake all front desk operations and maintenance activity in Kerala Startup Mission TVM**” and address of the tenderer.

3.2 Tenders, as submitted, shall consist of the following:

- i Complete set of tender documents as sold together with Addenda/Corrigenda duly filled in, signed and sealed by the tenderer.
- ii Earnest Money Deposit in the manner specified.
- iii Power of Attorney in original or a true copy thereof duly attested by a Gazetted Officer in case an authorized representative has signed the tender.
- iv Documentary Proofs for substantiating the pre-qualification Criteria.
- v Annexure A – Technical bid duly filled in.
- vi Annexure B – Financial.

3.3 Tenders shall be submitted in original and without making any additions, alterations and as per details given in other clauses given hereunder.

- 3.4 No alteration or mutilation other than filling in particulars wherever called for, shall be made in the documents. Any changes or deviations made by the tenderer on the bid document shall not be taken into consideration.
- 3.5 The tenderer shall go through all documents and each page of the bid document shall be signed, dated and returned with the bid by the tenderer as a token of having examined and accepted the same.
- 3.6 All signatures in tender document shall be dated as well as all the pages of all sections of tender documents shall be initialed at the lower- right hand corner- signed wherever required by the tenderer or by a person holding Power of Attorney authorizing him to sign on behalf of the tenderer before submission of tender.
- 3.7 All corrections, scoring and alterations shall be attested by full signature of the tenderer.
- 3.8 The tender shall contain the name, residence and place of business of the person or persons making the tender and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the partnership's name by all the partners or by duly authorized representatives followed by the name and designation of the person signing. Tenders by a Corporation shall be signed by an authorized representative, and a Power of Attorney in that behalf shall accompany the tender. A Copy of the constitution of the firm with names of all partners shall be furnished.
- 3.10 Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected.
- 3.11 KSUM shall have no responsibility for any delay or non receipt of tender documents sent by post or courier. Telex/Telegraphic/Tele-fax offers will not be accepted.
- 3.12 The tender documents are not transferable.
- 3.13 KSUM reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

4.0 **Earnest Money Deposit:**

- 4.1 Earnest Money accompanying the tender will be accepted only in the form of crossed Demand draft drawn on a Scheduled/Nationalised Bank in favour of Technopark Technology Business Incubator, payable at Thiruvananthapuram.
- 4.2 Cash or encashable Cheque or Insurance Guarantee or Fixed deposit receipt in lieu of the aforementioned form of Earnest Money will not be accepted.
- 4.3 No interest will be paid for the period during which the Earnest Money lies in deposit with the Owner.
- 4.4 Earnest Money will be adjusted against the Security Deposit to be remitted by the selected applicant.

- 4.5 If the applicant fails to appoint a Manpower for operation at C-DAC Trivandrum within two weeks from receipt of intimation from KSUM, the EMD will be forfeited and the facility will be entrusted to others for running.
- 4.6 EMD of the unsuccessful bidders will be returned after finalization of the contract. The decision of KSUM will be informed only to the successful applicant and the EMD of others will be returned after finalization of the contract.

5.0 **Agreement:**

An agreement shall be signed within 30 days from the date of acceptance of the offer from KSUM as per the format furnished by the Employer.

SPECIAL CONDITIONS OF CONTRACT

Kerala Startup Mission would like to invite Tenders for Facility Coordinator hire on Annual Contract basis for the following conditions:

Terms and Conditions:-

Job Title : Facility Coordinator

No: of Positions: 1

Location: KSUM, Trivandrum

Duration :One year, which can be considered for extension of 2 more years annually subject to satisfactory service.

Job Description: KSUM is looking for an energetic Facility Coordinator to undertake all front desk operations, maintenance and administrative activity.

Job Responsibilities:

To welcome visitors with proper greeting, guide them properly as per their requirements.

To answer all incoming calls and handle callers' inquiries and redirect calls as appropriate and take adequate messages when required.

In charge of all maintenance activity.

The incumbent will be the contact point for Startups working in the premises for maintenance/administrative related matters and to communicate the same to KSUM for remedial measures/rectification of faults.

Other assignments as prescribed by Kerala Startup Mission from time to time.

Job Summary: The Facility Coordinator ensures the smooth operation and maintenance of the building, coordinates with vendors, and ensures compliance with safety regulations.

Key Responsibilities:

- Maintenance and Repairs:
- Schedule and oversee building maintenance and repairs.
- Coordinate with vendors for specialized services.
- Ensure equipment and systems function properly.
- Facility Operations:
- Monitor the facility for safety and maintenance.
- Maintain maintenance records.
- Ensure compliance with safety regulations.
- Space Management:
- Optimize the use of space within the facility.
- Coordinate office moves and setup.
- Communication and Support:
- Serve as the point of contact for facility issues.
- Support employees with facility use and safety.
- Communicate the startup facility requirements to the management.

Qualification: Graduation

Candidates should have a minimum of 3 years' experience.

Candidates with experience in administrative and clerical procedures will be given weightage.

Excellent communication (written and oral) and interpersonal skills.

Age – Below 30 years as on 01.06.2024

GENERAL TENDER TERMS & CONDITIONS

1. All statutory payments in connection with the employment of the Workmen & Employees State Insurance for this work will be borne by the CONTRACTOR at the prevailing rates. The CONTRACTOR is the employer of all the workers engaged for this work and should therefore take all required registrations and pay premiums correctly to labour welfare funds, Employees State Insurance, PF, Cess Act 1996 etc. The CONTRACTOR will be responsible for the payment of wages not less than the minimum wages and compliance under the various enactments regarding the workers deployed by him. The CONTRACTOR shall maintain accident insurance (Group) for all employees employed by him in the zone who are not covered by ESI throughout the period of contract.

2. Kerala Startup Mission shall have the right to verify the compliance to the payment of minimum wages and statutory payments.
3. **The total monthly price quoted for facility coordinator staff should be inclusive of all charges/cost ie. minimum wages (Basic, VDA etc.), service weightage, leave allowance, National/Festival Holiday allowance, washing allowance, supervision/management charges, transport charges, overtime cost, bonus, gratuity, LWF, service charges, any other statutory charges, including GST.**
4. **Tenders quoting below the rates specified in the tender conditions or less than the minimum amount to be quoted in financial document) or amount not covering all the statutory payments will be summarily rejected.**
5. **The contract is for a period of Three year.** However, Kerala Startup Mission reserves the right to cut short the contract period at any point of time by giving sufficient notice. Extension beyond three years, if any, will be based on CONTRACTOR'S adherence to the tender conditions and quality of service provided. The revised rates will be subject to prevailing statutory rules, Government notification regarding increase in wages above present wages and variations in consumer price index. But, the percentage of service charges quoted will not increase if extended beyond three years.
6. Kerala Startup Mission reserves the right to conduct price negotiation with the lowest quoted bidder. The acceptance of a tender shall rest with the Authorized Representative of "Kerala Startup Mission", who does not bind himself to accept the lowest quoted tender and reserves to him the authority to reject any or all the tenders received without assigning any reason(s) whatsoever
7. Changes in VDA has already been included in each years' tender estimate. Any increase in Variable DA above each year's estimate (DA increase after execution of the contract) as per Consumer Price Index issued by Economics and Statistics Department, Govt. of Kerala will be under the scope of Kerala Startup Mission and Kerala Startup Mission will compensate the CONTRACTOR the difference amount in actuals (without any service charge) after periodic review on a quarterly basis.
8. The total monthly price quoted should be inclusive of all charges ie. minimum wages (Basic, VDA, CCA, etc.), Reliever charges, Uniform allowance, Holiday allowance, Supervision charges, Machinery rental charges, transport charges, cost of consumables (cleaning materials), Machinery/equipment rental charges, bonus, gratuity, LWF, Service charges, any other statutory charges, etc. and all applicable taxes but including GST.

9. The total monthly wages to the staff deployed by the CONTRACTOR shall not be below the minimum wages as per Government of Kerala Notification, G.O (P) No.196/2016/LBR dated 21st December 2016 or the latest Minimum Wages Notification applicable to facility coordinator whichever is higher.
10. The Contractor shall ensure that statutory employee deduction (ESI, EPF, KLWF and Professional Tax) of gross salary be at the rate specified by law.
11. The gross salary shall not be less than the minimum wages as specified by Govt of Kerala and does not include Employer's contribution to PF, ESI and LWF. However, the CONTRACTOR has the liberty to pay wages higher than the minimum wages to his personnel without incurring any additional cost to Kerala Startup Mission.

ANNEXURE - A

APPLICATION - TECHNICAL BID

1.	Name of Tendering Company/Firm/ Agency	
2.	Name of Owner/ Partners/ Directors	
3.	Full Particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	

(e)	Name of the Bank(s) where the agency has account(s)	
(f)	Address of the Bank	
(g)	Telephone No.	
(h)	Fax No.	
4.	Registration Details (copies to be enclosed) :	
	(a) PAN / GIR No.	
	(b) GST No.	
	(c) E.P.F. Registration No.	
	(d) E.S.I. Registration No.	

5.	Details of Earnest Money Deposit				
(a)	Amount(Rs.)				
(b)	D.D. No. & Date				
(c)	Drawn on Bank				
(d)	Valid upto				
6.	Give details of the last 2 year's contracts, as on 01.06.2024, including details of present works				
	Name of the organization, providing Employee service on a regular basis		Value of annual Contract/ Turn over (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
A					

B					
C					
D					
E					
7.	Additional information, if any				

(If the space provided in any of the columns above is insufficient, a separate sheet on the company letterhead may be attached for giving information).

ANNEXURE – B

Financial Bid

The quotes should contain following details:

Requirement	Qty	Monthly rates	Monthly rates (Including GST)
Manpower	1		
	Total		