

Kerala Development and Innovation Strategic Council India Heights, Vazhuthacad, Thycadu P O, Thiruvananthapuram

Fully Furnished Office space requirement at Thiruvananthapuram

Project:KERALA MEDICAL TECHNOLOGY CONSORTIUM (KMTC)

Kerala Medical Technology Consortium (KMTC) estimates that, in the immediate horizon of 6 to 12 months, the team may expand to a total size of 8 to 10 resources. Currently, with a team strength of 4 persons, KMTC is operating out of the personal office of the Special Officer and needs to move to a larger, well-equipped and suitable office space in Thiruvananthapuram City.

The following points describe the office space requirements of KMTC, aligned to the specific operations / activities mandated by its vision:

1. SEATING CAPACITY

According to the envisaged team strength, the office space should be suitably sized to seat 8 to 10 persons and should be able to host another 5 to 6 people as visitors. These seats / spaces should include sufficiently large working desks and ergonomically designed office chairs as a bare minimum in a well lit, air conditioned and accessible space.

2. OPEN AND CLOSED SEATING ARRANGEMENTS

At least one cabin / closed cubicle is required for the Special Officer, including storage space and appropriately sized desk and chairs, including those for visitors. This space is necessary for the Special Officer to conduct one-on-one meetings as well as to handle urgent and important calls.

Apart from this an open working space is required, which can seat the rest of the team in an uncluttered manner, a space that allows for easy communication and collaboration.

3. MEETING SPACES / DISCUSSION ROOMS:

KMTC will be conducting many meetings and discussions with important stakeholders as well as hosting prospective investors / visitors to promote Kerala's MedTech / Medical Devices ecosystem and attract fresh investments into the state. Therefore, a large meeting / discussion room which can seat about 8 people comfortably, and well- equipped with all the facilities required for virtual discussions, is a necessity. In this space, an adequately sized Whiteboard will also be required for the purpose of facilitating better discussions and finalizing important aspects of the day-to-day operations of KMTC. Additionally, a separate smaller meeting room, which can seat about 4 persons, is also required for the daily discussions / brainstorming sessions that the team will engage in for the activities of KMTC.

4. STORAGE SPACE

KMTC needs storage space for the various documents and communications generated daily as part of its activities.

5. INTERNET CONNECTIVITY

Since KMTC will be connecting with many different prospects based out of different geographies and time zones across the world, a virtual link is the most effective and quick way to meet interested parties. A dedicated internet network for at least 150 mpbs speed is essential so that Virtual Meetings and Video Conferencing can be carried out without a glitch in the best possible manner. Also, for reliability as well security purposes, KMTC must have its own dedicated wired and wireless network for internet, and this should be accessible from any seat or room in the space easily.

6. UPS AND POWER BACKUP ARRANGEMENTS

An Uninterruptible Power Supply (UPS) system for workstations as well as internet connectivity infrastructure is essential to ensure seamless transitions between Grid supply and Backup supply. Power Backup that are able to sustain supply to all essential infrastructure (lighting, fans / light HVAC, computer hardware and equipment, internet infrastructure, elevators etc.), to ensure that the facility has 24 hours electricity supply, is also required.

8. ADDITIONAL FACILITIES:

- **PARKING:** KMTC estimates that, on a regular basis, dedicated vehicle parking spaces will also be necessary for the team to be able to effectively access and use this facility. 5 spaces for parking Four-wheelers as well as space for 4 Two-Wheelers should be sufficient for accommodating the KMTC team, and any external visitors.
- **HOUSEKEEPING:** Dedicated housekeeping staff to clean and maintain the space.
- **RESTROOM FACILITIES:** The space should have clean and hygienic washrooms for male and female resources, with regular maintenance from dedicated housekeeping staff.
- **24x7 WORKING:** The space should be accessible to the team 24 hours-a-day. 7 days-a-week if required. Since many target geographies for KMTC operate in different time zones, there may be occasions that KMTC team may need to function from the space at odd hour.

Requested to submit the proposal from interested parties having space at Thiruvananthapuram city. The proposal should address all the above points. The proposal can be either in per seat basis or in Sq. ft area basis. Preference will be given for the space within the city. The proposal should be in sealed cover. The proposal shall be addressed to Member Secretary, KDISC, Thiruvananthapuram.

The last date of submitting the proposal is at 2.00 pm, on 10th February 2023

Opening of the submitted proposal is at 4.00 pm on 10st February 2023

Contact

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