



**Expression of Interest notification for Empaneling Agency for  
Preparation of Detailed Project Report for Execution of Work  
Near Home Project**



**KERALA DEVELOPMENT INNOVATION STRATEGIC  
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## 1. INTRODUCTION

The Kerala Development and Innovation Strategic Council (K-DISC) a society under the Travancore Cochin Literary Scientific and Charitable Societies Act 1955 is a strategic think tank and advisory body of the Government of Kerala. In the State budget 2021, the Government of Kerala, has embarked on a major initiative to make Kerala a premier hub for the Knowledge Economy. K-DISC has been entrusted with coordinating the activities of the Kerala Knowledge Economy Mission (KKEM).

The Government of Kerala has initiated the Kerala Knowledge Economy Mission to transform the state into a knowledge economy and provide 20 lakh jobs in various knowledge sectors over the next five years. One of the most important aspects of the Knowledge Economy Mission project is to establishing infrastructure support system for the Knowledge Workers engaging in remote work and set up Work execution facilities within the neighbourhood of employees.

Work Near Homes are exclusive network of distributed workspaces that are designed to support employees working remotely in knowledge industries. As a part of this mission, these Work Near Home facilities will be set up within the neighbourhood of employees by augmenting existing infrastructure facilities available in the locality. The facilities are envisaged as a world class network of distributed work spaces owned by both Government and private entrepreneurs where any aspiring knowledge worker can avail the facility for delivering Knowledge Jobs. Work Near Home centres will play a pivotal role in enriching the local economy by providing access to world class work spaces within neighbourhood and KKEM intends to setup one lakh seats over next three years as part of the project.

We are calling out for Expression of Interest (EOI) from existing agencies operating co-working space to prepare a detailed Project Report (DPR) for the Work Near Home project in Kerala.

## 2. TERMS OF REFERENCE

The agency should be able to prepare a detailed Project Report (DPR) for the execution of the Work Near Home project in Kerala, which includes but is not limited to the following:

- a) Designing the Work Near Home facilities, which should be ergonomic, innovative, and equipped with necessary amenities such as high-speed internet, power backup, air conditioning, among others.
- b) Developing a detailed implementation plan for the project, including timelines, budget, and resource allocation
- c) Creating a marketing and communication strategy to promote the Work Near Home facilities and attract potential users and stakeholders.
- d) Setting up a governance structure and operational guidelines for the Work Near Home facilities to ensure smooth functioning and management of the facilities
- e) Developing a monitoring and evaluation framework to measure the impact of the Work Near Home facilities on job creation, economic growth, and social development in the state

The agency should also be willing to act as the operating partner for a minimum of 10 Work Near Home projects and provide support in the following areas:

- a) Procurement and installation of necessary equipment and infrastructure for the facilities
- b) Recruitment and training of staff to manage the facilities and provide services to users.
- c) Maintenance and upkeep of the facilities to ensure a safe and comfortable working environment.
- d) Regular monitoring and evaluation of the facilities to identify areas for improvement and enhance user experience.

### **3. ELIGIBILITY**

- 3.1.**The organization must be legally registered and in operation for a minimum of 3 years.
- 3.2.**The organization must have a proven track record of delivering similar projects successfully.
- 3.3.**The organization must have the required expertise and experience in the field of architecture, engineering, with a focus on infrastructure development, project management, and stakeholder engagement.
- 3.4.** Organisations should have the necessary expertise in conducting feasibility studies, market assessments, and financial analysis to develop a comprehensive DPR for the project

### **4. TEMPLATE FOR EoI RESPONSE**

The applicants are required to submit the following details

#### **4.1. Organizational Particulars**

- a) Name of the Organisation:
- b) Legal Name: [Name of the organization as registered with the relevant authority]
- c) Legal Status: [Indicate the legal structure of the organization, such as a partnership, society, company, etc.]
- d) Registration Number: [Provide the unique registration number assigned to the organization by the relevant authority if any.]
- e) Date of Registration: [Indicate the date when the organization was registered with the relevant authority]
- f) Registered Address: [Provide the complete postal address of the organization's registered office]
- g) Full name of the contact person: [Provide the designation of the organisation's main contact person]
- h) Designation of the contact person: [Provide the full name of the organisation's main contact person]
- i) Contact Mobile Phone Number: [Provide the mobile phone number the organisation's main contact person]
- j) Contact e-mail id: [Provide the email address for the organisation's main contact person].

## **4.2.Organisational Capabilities**

- a) Introduction: Provide a brief introduction about your organisation including the number of years of experience and key areas of specialization, including its history, scope of work and structure.
- b) Organisational structure and capacity:
- c) Expertise and experience:
  - (i) Experience: Provide information on your organisation's experience in the relevant field, including specific projects or contracts that demonstrate your organisation's capabilities including the number of years of experience and key areas of specialization. Also, provide details of the organization's expertise in designing, implementing, and managing workspace.
  - (ii) Client References: [Provide a list of references for the company's previous clients who can speak to their experience working with us. This should include contact information for the references, as well as a brief description of the work we did for them.]
- d) Quality Management: [Provide a brief overview of the company's quality management system, including any relevant certifications, processes, and procedures that you follow to ensure the quality of our work.]
- e) Similar Projects: Provide information on your organisation's experience with similar projects (similar in scope and complexity to the current tender), including the size, scope, service provided and outcomes of the project.

## **4.3.Approach and Methodology for the Project**

Providing a high-level overview of the approach that the agency will take to develop the Detailed Project Report and implement the project in selected locations. This should include the key principles and strategies that will guide the project towards its goals, the project in the timeframe and the strategies for risk management. A short brief on the how the agency would be able to add value to Kerala Knowledge Economy Mission

## 5. EVALUATION CRITERIA

The shortlisted applicants will be called for a presentation before an expert panel. The evaluation will be primarily based on the organisational capabilities, experience of the applicant, methods and approaches adopted.

**5.1. Organisational Capabilities:** This criterion will evaluate the number of years the organization has been operating, resource capacity in terms of personnel, equipment, technology.

**5.2. Organizational experience and track record:**

- a) **Relevant experience in the field** This criterion will evaluate the experience of the organization in executing similar projects and the scale and complexity of the projects they have undertaken, and the quality of their work. This will also look into their track record in delivering quality results on time and their expertise in the field
- b) **Capacity to deliver:** This criterion will evaluate the organization's capacity to deliver the project within the required timeframe, their technical capabilities, their access to relevant resources, and their experience in working with local stakeholders.

**5.3. Approach and Methodology for the Project Adopted**

- a) **Technical approach:** This criterion will evaluate the organization's proposed technical approach for preparing the DPR and their ability to address the specific requirements of the Work Near Home project
- b) **Partnership approach:** This criterion will evaluate the organization's proposed partnership approach for operating the Work Near Home projects, including their plans for engaging with local stakeholders, their commitment to local employment and sourcing, and their ability to create value for local communities

<b>SI No</b>	<b>Criteria</b>	<b>Weightage</b>
1	Organisational Capabilities	15
2	Relevant experience in the field	15
3	Capacity to deliver the project	10
4	Similar Projects	20
5	Approach and Methodology for the Project Adopted	40

## **6. APPLICATION OF BID PROPOSAL**

- a) Applicant should submit a proposal with all the information as per “Template for EoI response” to “spe07@kdisc.kerala.gov.in”, on or before 5pm 5.04.2023.
- b) The subject of the email should clearly mark “Expression of Interest (EoI) for Empanelling Agency for Preparation of Detailed Project Report for Execution of Work Near Home Project
- c) Applications must be direct, brief, and complete.
- d) K-DISC will evaluate the agency based on its clarity and the directness of its response to the requirements of the EoI as outlined in this document.
- e) Shortlisted applicants would receive call for a detailed discussion by K-DISC, at a mutually convenient date immediately.
- f) K-DISC reserves the right to establish the genuineness of any documents submitted by the bidder with their customers.
- g) K-DISC reserves the right to keep any bidder out of the zone of consideration without specifying any reason.
- h) The selection will be made on the basis of the qualifying criteria specified above.
- i) Notwithstanding the above, K-DISC reserves the right to ask for any additional credentials / information from its bidders during the evaluation as it deems fit