Expression of Interest notification for development & maintenance of Young Innovators Programme IT Platform.

Project Name: YIP Platform

KERALA DEVELOPMENT INNOVATION STRATEGIC COUNCIL

India Height, Govt. Women's College Road

Vazhuthacaud, Thiruvananthapuram – 695014

Phone 2332920/2334472

www.kdisc.kerala.gov.in

Contents

Expression of Interest notification for development and maintenance of the Young Innovators Programme IT Platform

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. The Young Innovators Programme is the flagship programme of K-DISC to drive the culture of innovation among school and college students in the state of Kerala.

This EOI is invited for development and maintenance of the Information Technology Platform for the Young Innovators Programme.

Applicant should submit a proposal with the following documents to spe07@kdisc.kerala.gov.in, on or before 5pm 08.05.2023.
Shortlisted applicants would receive call for a detailed discussion by K-DISC, at a mutually convenient date immediately.

2. **Terms of Reference**

Terms of Reference for Young Innovators Programme IT Platform

The aim of this tender is to identify an agency that can develop and maintain a comprehensive IT platform which will form the backbone of the Young Innovators Programme.

The scope involves complete redesign of the front end of the existing platform while enhancing the back end database structure to support the volume of the transaction.

The agency should:

1. Digital Idea Interface:
   - Develop a responsive front-end interface for student registration, team formation, training sessions, and idea submission.
   - Ensure compatibility with various devices, including mobile phones, tablets, and computers.
   - Implement an online registration process to connect students to their respective institutions.
2. Institution Registration System:
   - Create an online registration process for the Head of Institution, including the provision of complete details and a point of contact.
   - Enable students to select facilitators from their institution during registration.
   - Develop a system for idea approval by the Institutional Point of Contact and the Head of Institution.
3. Learning Module:
   - Customize a Moodle platform with a single sign-on feature to facilitate learning and concept implementation for idea refinement.

- Implement a submission tracking system.
- Provide feedback and certification at each stage.
4. Mentor Mentee Platform:
    - Develop a platform to onboard successful students, tracking their project progress through various stages.
    - Integrate mentor availability and support within the platform.
5. Evaluation System:
    - Design an online evaluation process with individual logins for evaluators.
    - Ensure that evaluations follow a standard format.
    - Develop a system for storing evaluation results and shortlisting teams based on the selection criteria.
6. Challenges Repository:
    - Create an online Problem Shelf Repository featuring the thematic areas and challenges outlined by experts.
    - Ensure easy access and navigation within the repository.
7. Hackathon System:
    - Design a hackathon module to ensure quick and easy roll out and capture of hackathon ideas.
8. Validations:
    - Ensure appropriate validations are built into verify data and control as per requirements.
9. Administrative Module
    - Ensure admin module with appropriate access control for multiple levels within the organization

The agency should deliver a detailed progress report at regular intervals, highlighting the achievements and challenges faced during the program.

The agency should outline the key deliverables and ensure that the responses provided aligns with the expectations and objectives of the project.

3. Template for EoI Response

3.1 Institutional Particulars

1) Reference EoI Number:[Add the number of EoI notified on K-DISC site]
2) Reference EoI Date: [Add the date of EoI notified on K-DISC site]
3) Name of the Project for which EoI Response is submitted:[Name of the K-DISC project for which EoI is notified]
4) Name of the Organisation:[Name of the bidding agency]
5) Legal Name: [Name of the organization as registered with the relevant authority]
6) Legal Status: [Indicate the legal structure of the organization, such as a partnership, society, company, etc.]
7) Registration Number: [Provide the unique registration number assigned to the organization by the relevant authority if any]
8) Date of Registration: [Indicate the date when the organization was registered with the relevant authority]
9) Registered Address: [Provide the complete postal address of the organization's registered office]
10) Full name of the contact person :[Provide the designation of the organisation's main contact person]
11) Designation   of the contact person :[Provide the full name of the

organisation's main contact person]
12) Contact Mobile Phone Number: [Provide the mobile phone number the organisation's main contact person]
13) Contact e-mail id : [Provide the email address for the organisation's main contact person].

3.2 Organisational Capabilities

1) Introduction: [Provide a brief introduction about your organisation, including its history, scope of work, and mission statement]
   I. Introduction:
   [Provide a brief introduction to the organisation, highlighting its key characteristics and purpose. This may include the organization's name, year of establishment, and core business activities. Be concise but descriptive.]
   II. History:
   [Provide a detailed history of the organisation, including key milestones, major achievements, and any significant changes or events that have impacted the organization. This may include mergers, acquisitions, leadership changes, or other noteworthy developments.]
   III. Mission:
   [Provide a clear and concise statement of the organisation's mission and vision. This should articulate the primary objectives of the organization and how it seeks to achieve them. It should also align with the objectives of the tender.]
   IV. Services:
   [Provide an overview of the services offered by the organisation, highlighting its key areas of expertise and its value proposition. This should describe the specific services that the organization offers and how they align with the objectives of the tender. Be sure to highlight any relevant experience or success stories related to similar projects.]
2) Organisational structure and capacity:
[Provide information on your organisation's structure and size]
   I. Total number of Employees:[Provide information the number of employees]
   II. Size of the management team and roles:[Provide information the number of employees in the management team and roles]
   III. Size of the support staff. :[Provide information the number of employees in the support team and roles]
   IV. Mention any unique capabilities or resources that set your organization apart from others in the industry.]
3) Relevant experience in the field:
[Provide information on your organisation's experience in the relevant field, including specific projects or contracts that demonstrate your organisation's capabilities. Mention any relevant experience with similar projects, clients, or stakeholders.]
   I. Experience:
   II. [Provide a detailed description of the company's relevant experience in the field, including the number of years of experience and key areas of specialization. This should include information on the types of projects the company has

worked on in the past, and how this experience will helpus to deliver a successful project for your organization.]

III. Key Personnel:

[Provide an overview of the key personnel who will be involved in the project, including their roles and responsibilities, as well as their relevant experience and qualifications. This should also include their certifications and any relevant training they have received.]

IV. Project Experience:

[Provide details of the most relevant and recent projects that the company has completed, with a focus on projects that are similar in scope and complexity to the current tender. This should include information on the project's goals, objectives, deliverables, and outcomes.]

V. 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.]

VI. 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.]

4) Similar projects:

[Provide information on your organisation's experience with similar projects, including the size, scope, and outcomes of each project. Mention any challenges or opportunities that your organization faced during these projects and how your team overcame them.]

I. Project Details:

[Provide a brief overview of the most relevant and recent projects that are similar in scope and complexity to the current tender. This should include the project's name, location, objectives, scope, and duration. Be sure to highlight any unique challenges or requirements of the project.]

II. Services Provided:

[Describe the services that were provided on the project, highlighting our areas of expertise and any relevant experience or success stories.]

III. Key Personnel:

[Provide information on the key personnel who were involved in the project, including their roles, responsibilities, and relevant experience. This should include their certifications and any relevant training they have received.]

IV. Project Outcomes:

[Provide a summary of the outcomes achieved on the project, including any deliverables produced, milestones achieved, or other notable results. Be sure to highlight any value-added or innovative solutions that were provided and success stories.]

V. Client References:

[Provide a list of references for the project's previous clients who can speak to their experience working with us on the project. This should include contact information for the references, as well as a brief description of the work we did for them.]

VI.   Lessons Learned:
[Provide a brief summary of any lessons learned from the project, including any areas for improvement or opportunities for innovation. This will demonstrate our company's commitment to continuous improvement and ensure that any issues encountered on previous projects are addressed.]

5) Certifications received:[Mention any relevant certifications or accreditations that your organisation has received.]
   i. Name of Certification: [Provide the name of the certification that the organisation has obtained]
   ii. Issuing Body: [Provide the name of the organisation that issued the certification]
   iii. Certification Number: [Provide the unique identification number assigned to the certification]
   iv. Date of Issue: [Indicate the date when the certification was issued]
   v. Expiration Date: [Indicate the date when the certification will expire]

3.3 Approach and Methodology for the Project

1) Project Understanding and Objective Alignment:
   I.   Begin by thoroughly understanding the project objectives, scope, and stakeholders involved in the Young Innovators Programme IT Platform.
   II.   Ensure that the agency's proposed approach aligns with the project's goals, timelines, and budget constraints.
2) Stakeholder Analysis and Engagement:
   I.   Identify key stakeholders, including students, institutions, facilitators, mentors, and evaluators.
   II.   Develop a plan for effective communication, collaboration, and engagement with all stakeholders throughout the project.
3) Platform Design and Development:
   I.   Adopt a user-centered design approach to create an intuitive and easy-to-use platform for all stakeholders.
   II.   Utilize agile methodologies for platform development to allow for iterative improvements and adaptations based on stakeholder feedback and requirements.
4) Customization and Integration:
   I.   Customize the Moodle platform for the Learning module, integrating single sign-on and other required features.
   II.   Ensure seamless integration between different modules, such as the Mentor Mentee platform, the Evaluation system, and the Challenges repository.
5) Quality Assurance and Testing:
   I.   Implement a rigorous quality assurance process, including functional, performance, and security testing, to ensure the platform meets all requirements and performs optimally across various devices.
   II.   Engage stakeholders in user acceptance testing to validate the platform's usability, functionality, and alignment with project objectives.
6) Training and Documentation:
   I.   Develop comprehensive documentation, including user manuals,

technical guides, and support resources, to facilitate the platform's adoption and usage.

    II.   Conduct training sessions for stakeholders, such as students, institutions, facilitators, mentors, and evaluators, to ensure they are comfortable using the platform and understand its features.

    III.   Platform Launch and Post-Launch Support:

    IV.   Plan and execute a successful platform launch, ensuring that all stakeholders are aware of the launch date and have access to the necessary resources.

    V.   Provide post-launch support, including technical assistance, issue resolution, and periodic updates to address any evolving needs or feedback from stakeholders.

7) Monitoring and Evaluation:

    I.   Establish a monitoring and evaluation framework to track the platform's performance against key performance indicators (KPIs) and project objectives.

    II.   Regularly review the platform's performance, gathering feedback from stakeholders to inform improvements and enhancements.

8) Risk Management: Describe the risk management plan that the agency has in placeto mitigate potential risks and challenges that may arise during the project.

3.4 Project Particulars

A. Project Financials

a. Project Budget: Provide an overview of the project budget for the Young Innovators Programme IT Platform, including a breakdown of costs for each stage of the project. These stages should include costs for platform development, digital idea interface creation, institution registration system implementation, learning module customization, mentor-mentee platform setup, evaluation system development, and challenges repository establishment. Expenses related to stakeholder training and support should be shown explicitly. Additionally, the cost of any third-party services availed during the project should be shown separately.

Sl No	Component	cost	Remarks

b. Payment Schedule: Outline the payment schedule for the project, including the percentage of the project cost that will be paid at each milestone. (The payment outflows shall be such that the first instalment could be a maximum of 20% of total project costs)

Sl No	Instalment	Payment

c. Contingency Plan: Describe your contingency plan for unexpected costs or changes to the project scope.

B. Project Milestones

a. Phase 1 - Front End Redesign

- Milestone 1.1: Conduct user research and gather feedback on the existing platform.
- Milestone 1.2: Develop a user-centered design approach for the

front-end redesign.
- Milestone 1.3: Create wireframes and mockups for the new front-end design.
- Milestone 1.4: Develop and implement the redesigned front end, ensuring compatibility with various devices.
- Milestone 1.5: Conduct user acceptance testing and gather feedback on the redesigned front end.
- Milestone 1.6: Launch the redesigned front end, and monitor user engagement and feedback.

b. Phase 2 - Mentor Mentee Platform Development
- Milestone 4.1: Design the mentor-mentee platform's user interface and features.
- Milestone 4.2: Develop and implement the mentor-mentee platform.
- Milestone 4.3: Onboard mentors and conduct user acceptance testing.

c. Phase 3 - Platform Launch and Post-Launch Support
- Milestone 7.1: Finalize the platform, addressing any remaining issues or feedback.
- Milestone 7.2: Launch the integrated Young Innovators Programme IT Platform.
- Milestone 7.3: Provide post-launch support, including technical assistance and periodic updates.

d. Phase 8 - Hackathon Module Development
- Milestone 8.1: Define the requirements, features, and functionality for the hackathon module.
- Milestone 8.2: Design the user interface and user experience for the hackathon module.
- Milestone 8.3: Develop and implement the hackathon module, integrating it with the existing platform.
- Milestone 8.4: Conduct user acceptance testing with relevant stakeholders, gathering feedback for improvements.
- Milestone 8.5: Refine and finalize the hackathon module based on user feedback.
-

Sl No	Milestone	Expected Date

C. Project Deliverables
a. Redesigned Front End Interface: A user-centered, responsive front-end interface that supports various devices, including mobile phones, tablets, and computers.
b. Mentor Mentee Platform: A platform for onboarding successful students, facilitating mentorship, and tracking project progress through various stages.
c. Hackathon Module Development and Integration:
Design and implementation of a fully functional hackathon module with an intuitive user interface and experience.
Seamless integration of the hackathon module with the existing platform, enabling easy organization and participation in hackathons by students, mentors, and evaluators.
d. Backend Database Evaluation and Streamlining:

Assessment of the existing backend database structure for efficiency, scalability, and security.
Recommendations and implementation of database optimizations and streamlining, ensuring seamless integration with the platform's various modules and features.

e. Comprehensive Documentation:
User manuals, technical guides, and support resources to facilitate platform adoption and usage among stakeholders.

f. Stakeholder Training:
Training sessions for stakeholders, including students, institutions, facilitators, mentors, and evaluators, to ensure familiarity with the platform and its features.

g. Ongoing Support and Maintenance:
Post-launch support, including technical assistance, issue resolution, and periodic updates, to address any evolving needs or feedback from stakeholders.

Sl No	Deliverable	Subcomponents	Timeframe	Mechanism for verification of achievement

4. Evaluation Criteria

4.1 Organisational Capabilities

A. Grading Schema
  1) Introduction of the Organisation (20 points):
      I.   Clarity and conciseness of the introduction (5 points)
      II. Demonstrated understanding of the project scope and requirements (5 points)
      III. Presentation of the organization's values, mission, and vision(5 points)
      IV. Overall quality and professionalism of the presentation (5 points)
  2) Organisational Structure (15 points):
      I.   Clear description of the organizational structure (5 points)
      II. Presentation of the organisation's team and key personnel (5 points)
      III. Explanation of the roles and responsibilities of the team members (3 points)
      IV. Overall quality and professionalism of the presentation (2 points)
  3) Relevant Experience in the Field (30 points):
      I.   Demonstrated relevant experience in the field (10 points)
      II. Presentation of the organisation's expertise and capabilities (10 points)
      III. Clarity and conciseness of the project descriptions (5 points)
      IV. Overall quality and professionalism of the presentation (5 points)
  4) Similar Projects (30 points):
      I.   Demonstrated experience in similar projects (10 points)
      II. Presentation of the organisation's relevant experience and

success stories (10 points)
III. Explanation of how this experience will help the organization deliver a successful project(5 points)
IV. Overall quality and professionalism of the presentation (5 points)
5) Certifications (5 points):
I. Presentation of the organization's relevant life certifications and qualifications (3 points)
II. Explanation of how these certifications will benefit the project (2 points)
III. Overall quality and professionalism of the presentation

B. Overall ranking

An overall ranking shall be done. This ranking system provides a simple and objective way to evaluate the responses and assign grades based on the points earned. It can also help to ensure consistency and fairness in the evaluation process, as all responses are evaluated using the same criteria and grading scale.

Sub Component	Introduction of the Organisation	Organisational Structure	Relevant Experience in the Field	Similar Projects	Certifications
1					
2					
3					
4					
Total points					
Component wise ranking					
Overall points					
Overall Ranking					
Remarks					

I. 60-100 points: Excellent
II. 40-59 points: Good
III. 1-39 points: Fair

Excellent: A response that meets or exceeds all of the evaluation criteria and demonstrates outstanding performance in every aspect.
Good: A response that meets most of the evaluation criteria and demonstrates a good understanding of the project requirements, but may have some weaknesses in one or more areas.
Fair: A response that meets only some of the evaluation criteria and has significant weaknesses or gaps in understanding of the project requirements.

4.2 Approach and Methodology for the Project.

A. Grading Schema
1) Overview (20 points):
I. Clarity of project overview and understanding of project goals (5 points)
II. Coherence of proposed approach with the objectives of the project

(5 points)
  III.   Feasibility of proposed approach within the given timeframe and resources (5 points)
  IV.   Identification and mitigation of potential risks associated with the approach (5 points)
2) Clarity of the Proposal (15 points)
  I.   Redesigned Front End Interface (3 points)
  II.   Mentor Mentee Platform (2 points)
  III. Hackathon Module Development and Integration (3 points)
  IV.   Backend Database Evaluation and Streamlining (2 points)
  V.   Comprehensive Documentation (2 points)
  VI.   Stakeholder Training (2 points)
  VII. Ongoing Support and Maintenance (1 point)
3) Relevance and Depth of Technical Skill (25 points)
  I.   Redesigned Front End Interface (5 points)
  II.   Mentor Mentee Platform (3 points)
  III. Hackathon Module Development and Integration (5 points)
  IV.   Backend Database Evaluation and Streamlining (4 points)
  V.   Comprehensive Documentation (3 points)
  VI.   Stakeholder Training (3 points)
  VII. Ongoing Support and Maintenance (2 points)
4) Demonstrated Alignment to Latest Tools and Processes (25 points)
  I.   Redesigned Front End Interface (5 points)
  II.   Mentor Mentee Platform (3 points)
  III. Hackathon Module Development and Integration (5 points)
  IV.   Backend Database Evaluation and Streamlining (4 points)
  V.   Comprehensive Documentation (3 points)
  VI.   Stakeholder Training (3 points)
  VII. Ongoing Support and Maintenance (2 points)
5) Monitoring and Evaluation (10 points)
  I.   Clarity and effectiveness of proposed monitoring and evaluation framework (5 points)
  II.   Demonstrated ability to collect and analyse data for program improvement (5 points)
6) Risk Management (5 points)
  I.   Identification and mitigation of potential risks associated with the program (5 points

B. Overall ranking
An overall ranking shall be done. This ranking system provides a simple and objective way to evaluate the responses and assign grades based on the points earned. It can also help to ensure consistency and fairness in the evaluation process, as all responses are evaluated using the same criteria and grading scale.

Sub Component	Overview	Curriculum Development for Technical Skills	Curriculum Development for Personal Development	Mentorship and Internship Programs	Participant Identification and Selection	Monitoring and Evaluation	Risk Management
1							
2							
3							
4							

Total points								
Compon ent wise ranking								
Overall Points								
Overall Ranking								
Remarks								

I.   60-100 points: Excellent
II.   40-59 points: Good
III.   1-39 points: Fair

Excellent : The response is comprehensive, well-organised, and demonstrates exceptional understanding of the project goals and requirements. The proposed approach is innovative, feasible, and clearly addresses all aspects of the evaluation framework with a high level of detail and precision. The response presents compelling evidence of the agency's ability to deliver the project within the given timeframe and resources.

Good : The response is clear and coherent, and demonstrates good understanding of the project goals and requirements. The proposed approach is feasible and addresses most aspects of the evaluation framework with sufficient detail and precision. The response presents evidence of the agency's ability to deliver the project within the given timeframe and resources.

Fair : The response is incomplete, unclear, or does not demonstrate sufficient understanding of the project goals and requirements. The proposed approach is not feasible or does not address important aspects of the evaluation framework with the necessary detail and precision. The response does not present convincing evidence of the agency's ability to deliver the project within the given timeframe and resources.

4.3 Project Particulars
    A. Grading Schema
    1. Project Financial (100 points)
            I.   Clarity, feasibility, and appropriateness of budget allocation (80 points)
            II.   Realistic and reasonable payment schedule (10 points)
            III.   Presence of contingency plan and its feasibility (10 points)
    2. Project Milestones (50 points)
            I.   Redesigned Front End Interface (10 points)
            II.   Mentor Mentee Platform (8 points)
            III.   Hackathon Module Development and Integration (10 points)
            IV.   Backend Database Evaluation and Streamlining (8 points)
            V.   Comprehensive Documentation (6 points)
            VI.   Stakeholder Training (5 points)
            VII.   Ongoing Support and Maintenance (3 points)
    3. Project Deliverables (50 points)
            I.   Redesigned Front End Interface (9 points)
            II.   Mentor Mentee Platform (7 points)

III. Hackathon Module Development and Integration (9 points)
IV. Backend Database Evaluation and Streamlining (7 points)
V. Comprehensive Documentation (6 points)
VI. Stakeholder Training (6 points)
VII. Ongoing Support and Maintenance (6 points)

B. Overall ranking

Based on the proposed evaluation framework, we can assign the following grading system:

Sub Component	Project Financial	Project Milestone	Project Deliverables
1			
2			
3			
4			
Total points			
Component wise ranking			
Sub Component	Project Financial	Project Milestone	Project Deliverables
Overall Points			
Overall Ranking			
Remarks			

I. 150-200 points: Excellent
II. 100-150 points: Good
III. 1-100 points: Fair

Excellent: An excellent offer demonstrates exceptional quality and comprehensiveness in all aspects of the offer. The proposal would be well-structured, with clear milestones, timelines and budget, and would provide a detailed and realistic plan for execution

Good: A good offer would demonstrate a strong understanding of the project requirements, with a clear and well-structured approach to the implementation. It would provide a feasible plan with reasonable timelines and budget.

Fair: A fair offer would demonstrate a basic understanding of the project requirements, but may lack the depth and detail required for successful implementation. It would showcase a plan that may not be fully feasible or realistic. The team may have limitations to complete the project on time and within budget.