

Expression of Interest

Inviting Consultants/Resource Institutions for Conducting Faculty Development Programme on Entrepreneurship

Issued by:

Translational Research and Innovation Centre (TRIC-KU)

University of Kerala

Kariavattom Campus, Thiruvananthapuram, Kerala 695 581

Email: tricku@keralauniversity.ac.in

Key Events	Timelines for completion
Mode of bid submission	Offline (By Hand or Post)
Type of proposal required	Quality and Cost Based Selection
Date of issue of Tender	25.07.2025
Bid submission end date	01.08.2025
Bid opening date	02.08.2025
Evaluation of the proposals & scoring	Detailed in the EoI document
Contact Person (tender document related / technical queries)	Joint Director, TRIC-KU, University of Kerala, Kariavattom campus 695 581 tricku@keralauniversity.ac.in Ph: +91 9074529255
Address where queries/ correspondence concerning this EoI is to be sent	Joint Director, TRIC-KU, University of Kerala, Kariavattom campus 695 581 tricku@keralauniversity.ac.in

1. INVITATION

Translational Research and Innovation Centre (TRIC-KU) invites Expression of Interest from qualified and experienced consultants, resource institutions or training agencies with proven expertise in entrepreneurship development, innovation management and startup ecosystem facilitation to conduct a 7-day Faculty Development Programme (FDP) on Entrepreneurship. The aim is to strengthen academic leadership, innovation capacity and entrepreneurial mindset among its faculty members.

2. BACKGROUND

The University of Kerala, is one of the oldest universities in India, established in 1937. Over the decades, it has evolved into a multidisciplinary institution with over 150 affiliated colleges, 44 teaching and research departments, and numerous recognized research centers. Accredited with A⁺⁺ Grade by NAAC, the university has consistently ranked among India's top higher education institutions in National Institutional Ranking Framework (NIRF) and Quacquarelli Symonds (QS) rankings. To further its mission of strengthening innovation and translational research, the University established the Translational Research and Innovation Centre (TRIC-KU), an interdisciplinary innovation ecosystem to transform academic research into practical applications, foster startup culture, and promote industry collaboration. It works in collaboration with national innovation hubs and has already hosted capacity-building workshops for faculty and researchers.

The Faculty Development Programme is part of the University's strategic initiative to build entrepreneurial capacity among Faculty members, enhance translational potential of research and foster innovation driven thinking in academic environment. The FDP is expected to equip faculty with knowledge, tools and methodologies to mentor students, initiate startups and engage in technology transfer and enterprise action.

3. OBJECTIVES OF THE FDP

- a) To build capacity among faculty to promote entrepreneurship and innovation.
- b) To develop faculty as effective mentors for student startups.
- c) To foster an entrepreneurial mindset and problem-solving culture in academia.

- d) To provide training in tools like Business Model Canvas (BMC), Design Thinking, and Lean Startup

4. METHODOLOGY DESIRED FOR THE PROGRAMME

- a) Expert lectures and keynote addresses
- b) Case studies and success stories
- c) Hands-on workshops (BMC, Design Thinking)
- d) Panel discussions with entrepreneurs and VCs
- e) Group assignments and final project presentations

5. SCOPE OF PROGRAMME & DELIVERABLES

The selected consultant/agency shall be responsible for the following:

- (a) End-to-end design and conduct of a 7-Day Faculty Development Program (FDP), focusing on the development of leadership, innovation, and entrepreneurial competencies among the faculty members from Science and Technology, Commerce and Arts, Management, Social Sciences, Engineering departments/ college/affiliated colleges under University and other Government approved institutions.
- (b) Covering core topics like:
 - Entrepreneurship Mindset, Leadership and Team Collaboration
 - Introduction to Entrepreneurship & Startups
 - Creative Problem Solving – Design Thinking and Innovation
 - Technology & Innovation in Entrepreneurship
 - Startup Ecosystem in India (incubators, accelerators, funding)
 - Entrepreneurial Finance and Venture Capital
 - Intellectual Property Rights (IPR) & Technology Transfer
 - Teaching Pedagogy for Entrepreneurship
- a) Mentoring Student Startups
- b) Business Communication

- c) Funding opportunities
- d) University Industry linkage
- e) Case studies of successful entrepreneurs.
- f) Engaging subject experts, entrepreneurs and mentors as resource persons.

6. PROGRAM DELIVERY

The consultant is expected to:

- a) Deliver the FDP in offline mode
- b) Manage all logistics related to session scheduling, trainer coordination, participant engagement, session facilitation, registration kit, promotional activity, venue decoration, food and refreshments including lunch and tea, certificates, brochures and handbooks.
- c) Ensure the use of interactive tools, technology, enable learning and pedagogy such as case studies, breakout rooms, simulations, or project-based learning
- d) Submit financial proposal submitted all-inclusive, covering trainer honorarium, content development, program coordination, and incidental costs.

7. FDP TENTATIVE SCHEDULE

Proposed dates: 15-23 September 2025

Venue: CV Raman Hall, CLIF

8. EXPECTED OUTCOME

- a) Participants gain the ability to deliver entrepreneurship courses.
- b) Development of startup project proposals from academic institutions.
- c) Enhanced mentorship capability for student-led innovation.
- d) Strengthened entrepreneurship cells (E-Cells) in the University.
- e) Identify and engage qualified trainers like Academic experts in entrepreneurship, Start up founders, IPR consultants, Investors & Incubator managers, Government officials (Startup India, DST, MSME, etc.) with a minimum of 10 years of experience, preferably in industry viz. reputed multinational companies (MNCs) or high-growth start-ups/unicorns.

- f) The consultant should ensure that trainers possess demonstrable expertise in one or more of the above thematic areas.
- g) The consultant should share trainer profiles along with details of their prior engagements, affiliations, and expertise in the proposed domain.
- h) Providing training materials, feedback forms and session reports
- i) Conducting pre and post assessment of participants.
- j) Supporting certification and documentation

9. ELIGIBILITY CRITERIA:

Interested consultancies/agencies satisfying the following eligibility criteria can submit their EOI applications along with a business proposal:

Sl. No.	Criteria	Supporting Documents Required
1.	The applicant should be a legal entity registered in India (Company, Society, Trust, Educational Institution, etc.)	1. Certificate of Incorporation / Registration Certificate 2. GST 3. PAN Card
2.	Minimum 3 years of experience in conducting academic training programs, FDPs, or professional development workshops	Work Orders / Completion Certificates / Client Testimonials
3.	Proven track record of delivering programs in the areas of entrepreneurship, innovation, leadership, or skill development	Program Brochures / Reports / References from Clients
4.	At least one office/training centre in Kerala	Address Proof / Utility Bill / Registration Details
5.	Minimum average turnover of ₹ 1 crore during the last three financial years (2020-21 to 2022-23)	Certificate from Chartered Accountant / Audited Financial Statements
6.	Team with qualified trainers and domain experts. Trainers proposed must have at least 10 years of industry experience in reputed MNCs or start-ups	CVs / Profile of Trainers showing ability to deliver both theoretical and practical components.

7.	The applicant must not be blacklisted or involved in any fraudulent activities by any government or non-government body	Self-declaration on company letterhead duly signed and sealed
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Upon selection of the applicant, the selected party shall sign MoU with University of Kerala, with respect to its empanelment under this EOI.

10. SUBMISSION REQUIREMENTS

Interested parties are required to submit:

- a) Covering letter expressing interest.
- b) Organizational profile with credentials
- c) Proposed FDP plan and methodology
- d) List of proposed trainers/resource person with brief profiles
- e) Cost estimate and logistical requirements.
- f) The bids shall be submitted offline and in accordance with the instructions given in this EOI document. This EOI follows a single cover system, where technical and financial proposals should be submitted together in a sealed envelope superscribed as: “EOI for Conducting FDP at University of Kerala – [Name of Bidder]”. The sealed cover must be submitted to: **Joint Director, TRIC-KU, University of Kerala, Kariavattom Campus 695 581.**
- g) The evaluation shall be strictly based on the information and supporting documents provided by the applicants in the EoI. It is the responsibility of applicants to provide all supporting documents necessary to fulfill the mandatory eligibility criteria.
- h) The proposal shall be evaluated on the basis of their responsiveness to the scope of work, terms and conditions, applying the evaluation criteria and sub-criteria along with the compliance to the technical specifications. A proposal shall be rejected at this stage if it does not comply with important aspects of the EoI.
- i) Contact Details: For more details please contact: Joint Director, TRIC-KU, University of Kerala, Kariavattom Campus, Trivandrum, Kerala, PIN: 695 581. Email: tricku@keralauniversity.ac.in
- j) The EOI along with all enclosures should be submitted in sealed envelope with subject ““EOI for Conducting FDP at University of Kerala – [Name of Bidder]”.” to the Joint

Director, Translational Research and Innovation Cente (TRIC-KU), University of Kerala,
Kariavattom Campus, PIN: 695581

- k) The University reserves the right to accept/reject any or all EOI without assigning any reason.
- l) Last date for EOI submission is **01.08.2025**
- m) Shortlisted candidates will be invited to offline/online presentation before final selection.

Annexure: Formats of EOI Applications

Sl. No.	Formats
1	Appendix I: Details of Applicant
2	Appendix II: Non-Blacklisting Declaration
3	Appendix III: Financial Proposal Form

Appendix I: Details of Applicant

i. Particulars of applicant:

a. Name:

b. Constitution:

(Partnership Firm / Private Limited Company / Public Limited Company /Society / Trust/ Corporate Foundations/ Educational Institutions/ any other legal entity as per the applicable legislations of the respective country to which the applicant belongs)

Note: The applicant shall be required to attach Copy of its registration/incorporation documents in support of its constitution.

c. Address of the corporate headquarters and its branch office(s):

d. Date of establishment/registration/incorporation and/ or commencement of business:

ii. Brief description of the applicant including details of its main lines of business, current activities, background of promoters and management structure etc.

iii. Details of individual(s) who will be the authorized signatory for the association with University of Kerala:

a. Name:

b. Designation:

c. Company:

d. Address:

e. Telephone Number:

f. E-Mail Address:

iv. Details of individual(s) who will serve as the point of contact/ communication for the University of Kerala:

a. Name:

b. Designation:

c. Company:

d. Address:

e. Telephone Number:

f. E-Mail Address:

Appendix II: Non-Blacklisting Declaration

Self-Declaration - Non-Blacklisting and against cheating and human trafficking
(on company letterhead duly signed and sealed)

To
The Registrar
University of Kerala

Sir,

In response to the EoI reference no dated for **Conducting a Faculty Development Program (FDP) at University of Kerala.**

I hereby declare that presently our company has an unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any state/Central Government/PSU/Autonomous body. I further declare that our company is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of submission of EOI.

It is to undertake that “No Litigation/Litigation Enquiry is pending for our firm <name of the firm/company> in any court of law” with regard to any of our past works/services.

I hereby declare that we do not have had a case of cheating or human trafficking against the agency since inception

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the tender, if any to the extent accepted may be cancelled.

Thanking You

Name of the Bidder
Authorised Signatory

Seal of the Organization

Appendix III: Financial Proposal Submission Form

{Location, Date}

To:

The Registrar
University of Kerala

Sir,

I/We, the undersigned, offer to **Conducting a Faculty Development Program (FDP) at TRIC-KU University of Kerala** in accordance with your tender document [Insert Date] and our Technical Proposal.

My/Our attached Financial Proposal is for the amount of Rupees

Sl.No.	Item	Item Description	Total Rate (Excl. GST)
1	Honorarium for Trainers / Resource Persons	For all sessions (5 days x 4 hours)	
2	Content Development and Training Materials	Handouts, presentations, toolkits	
3	Coordination and Administrative Charges	FDP management, scheduling, logistics	
4	Travel, Accommodation and Local Conveyance	For offline mode or hybrid sessions	
5	Technology Platform / Online Tools	For sessions	
6	Registration kit, promotional activity, venue decoration, food and refreshments including lunch and tea, certificates, brochures and handbooks		
Total Cost (Excl. GST)			

My/Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Tender.

This bid should be “firm and irrevocable offer “and should be valid 120 days from date of opening of the bid.

I/We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

Office seal