



Software Technology Parks of India

Ministry of Electronics and Information Technology (MeitY),
Government of India, Plot No 5/1, Block-DP, 6th Floor,
Sector-V, Salt Lake, Bidhannagar, Kolkata – 700 091, West Bengal, INDIA
Phone No: 033 2367 3598/3599 Fax No: 033 23673597
website: <http://kolkata.stpi.in>

Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5

Dated: 26.03.2025

NOTICE

Availability of Office Space for IT/ITES/ESDM Companies

A state-of-the-art infrastructure has been created by STPI at Kolkata for promoting and supporting companies in the field of IT/ITES/ESDM Sector. The facility is strategically located within Sector V, Salt Lake of Kolkata. The available built-up raw space is 44,260 Sq. ft located on the 3rd and 4th Floor.

a) Address of the Facility:

STPI IT Park, Plot No 5/1, Block – DP, Sector-V, Salt Lake, Kolkata -700091

b) Features of the Building:

- Security/ CCTV Surveillance
- 24x7 power backup
- Cafeteria
- Auditorium/Conference Rooms
- Vehicle Parking Space
- Co-location service
- Availability of Internet
- Centralized AC system
- Fire Fighting & Detection
- Sports facilities

c) The broad Terms and Conditions are as under:

1. The built-up Raw / Bare shell space will be rented to the IT/ITES/ESDM preferably STPI registered companies initially for a period of 5 Years, which can be extended on mutual consent & agreed rentals.
2. The company preferably has to be registered with STPI.
3. Electricity charges will be paid by the company as per the actual. For HVAC, charges will be 0.7 unit/sq ft/month payable by the company.

4. Rentals: Rs 58.00/- Sq.ft/month (for 12 hrs operation) and Rs. 65.00/Sq.ft/month (for 24 hrs operation). The Rates mentioned are including common area maintenance (CAM) charges and excluding GST & other applicable taxes.
5. Rental Increment on Final Rate will be 5% on a compounded basis from 2nd year onwards, at the time of auto renewal of each year during the initial period of 5 years.
6. The successful company will be selected based on an evaluation process by the Advisory Board.
7. The details of available space with area are given below:

S No	Floor	Area Wing-A (in sq ft)	Area Wing-B (in sq ft)	Total available Built-Up Area (in sq ft)
1	3rd	13799	8983	22,782
2	4th	0	7679	7679
Total				30,461

8. Participating companies shall have to pay an initial deposit of **Rs. 2.0 Lakhs (Two Lakhs only)** along with their request in the prescribed form by an account payee Demand Draft or Bankers Cheque in favour of “**Software Technology Parks of India**” payable at Kolkata or companies can also submit the initial deposit online. In case initial deposit has been submitted by making online transfer, the copy of proof of online transfer along with UTR number to be e-mailed to kol.info@stpi.in or hard copy of the same to be enclosed with the Willingness cum Acceptance Letter.
9. The account details for paying initial deposit are mentioned below:

1	Name of the Beneficiary	Software Technology Parks of India
2	Bank Name	Bank of India
3	Bank Address	Plot No-Y6, Block-EP, Sector-V, Bidhan Nagar, Kolkata-700091, West Bengal.
4	Branch Name	Sector-V
5	Branch Code	004071
6	Account Type	SAVINGS
7	Account No.	407110110005847
8	IFSC Code	BKID0004071
9	MICR Code	700013101

10. Willingness letters without the Initial Deposit will be summarily rejected.

11. The company has to submit **Annexure – ‘A’, Annexure – ‘B’ and Annexure ‘C’** properly filled, sealed and signed.
12. The initial deposit shall be forfeited
 - (a) In case of non-acceptance of Allotment
 - (b) Companies withdrew their willingness during the process of allotment.
13. Upon finalization of the company the Initial Deposit will be refunded to unsuccessful companies without interest.
14. For Successful Company, the Initial Deposit will be adjusted towards the Security Deposit to be paid by the Successful Company equivalent to 3 months rentals
15. Rentals are to be paid monthly in advance by the 7th of each month.
16. STPI may terminate the allotment process at any time without assigning any reason. STPI makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further this notice doesn't constitute an offer by STPI and reserves the right to reject the willingness letters received without assigning any reason whatsoever.
17. The detailed Terms and Conditions of the arrangement will be brought out in the Leave and License Agreement drawn between STPI and the Successful Company.
18. **Interested companies may visit the site & contact with:**
 - Mr. Arindam Raymondal, Additional Director, STPI
Mobile- 9831080329
19. ***Interested IT/ITES/ESDM companies may submit their willingness letter during the office working hours (9.30 AM to 6.00 PM) in Working days in the prescribed format addressed to Director-STPI, 6TH Floor, Plot No. 5/1, Block-DP, Sector-V, Salt Lake, Kolkata - 700091 by post/courier/by hand in a sealed cover super scribed with “Application for Raw/Bare Shell space in STPI IT Park, Kolkata.***

S. No	Description	Type	Select the appropriate
1	Type of Company	Start up	
		Less than 3 years old	
		More than 3 years old	
2	Location (s)*	Single	
		>3 but <5	
		>5	
3	Product or service to be developed	R & D	
		Product	
		Service	
4	Employment generation	>25	
		>15 but <25	
		<15	

*Number of places present all over India

(Signature of the authorized signatory)

Name: Designation:

Seal:

Dated:

Willingness cum Acceptance Letter Format

(To be given on Company Letter Head)

To,

***The Director,
Software Technology Parks of India,
6th Floor, Plot No. 5/1,
Block-DP, Sector-V, Salt Lake, Kolkata -
700091***

Sub: Willingness cum acceptance for availing STPI Kolkata built-up space on rental basis.

Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5 Dated: 26.03.2025

Sir,

I have carefully gone through the Terms & Conditions contained in the STPI- KOL Notice Ref. STPI/KOL/TECH/INCB/ALTM/2024-2025/5 Dated: 26.03.2025 regarding renting of STPI Built-up space at Plot No 5/1, Sector-V, Salt Lake, Kolkata -700091. The details are furnished in the Annexure – ‘C’ as per the prescribed format along with Initial Deposit of Rs 2.0 Lakh through DD/Online Payment. The payment details are as below.

I declare that all the T&C are acceptable to our company. I further certify that I am the authorized signatory of our company and therefore competent to make this declaration.

Yours faithfully,

(Signature of the authorized signatory)

Name:

Designation Seal

Date:

(Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5 Dated: 26.03.2025)

Sl. No	Descriptions	To be filled by the participating company
1	NAME OF THE COMPANY	
2	ADDRESS OF THE COMPANY	
3	RAW/BARE SHELL AREA REQUIRED (IN SQ. FT.)	
4	NAME OF THE REPRESENTATIVE	
5	DESIGNATION	
6	GSTIN	
7	DIN (<i>Director name and director's identification number</i>)	
8	CIN (<i>Company identification number</i>)	
9	COMPANY PAN NUMBER	
10	IEC NUMBER	
11	STPI LOP NUMBER	
12	PHONE	
13	MOBILE	
14	E-MAIL	
15	WEBSITE	
16	MAJOR EXPORT MARKETS (Countries)	
17	COMPANY TURNOVER DURING THE LAST 3 FINANCIAL YEARS IN INR	Year 2021-22: Year 2022-23: Year 2023-24:
18	MAJOR INTERNATIONAL CLIENT / PROJECTS	
19	QUALITY CERTIFICATIONS IF ANY	
20	COMPANY PROFILE (100 -150words)	
21	ANY OTHER CREDENTIALS OF THE COMPANY.	