

# Software Technology Parks of India



EXPRESSION OF INTEREST (EOI)

FOR

**ESTABLISHMENT OF STARTUPS INNOVATION ZONE (SIZ) WITH E-COMMERCE  
FACILITATION CENTRE AT STPI-GUWAHATI**

**UNDER OCTANE COEs**

(EOI No: STPI/GWH/TECH/COE/OCT/2024-2025/7 dated 04-12-2024)

**SOFTWARE TECHNOLOGY PARKS OF INDIA  
(Ministry of Electronics and Information Technology)  
Government of India,**

Near L.G.B.I Airport, SOS Road, Borjhar,  
Guwahati - 781015 Assam

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## 1 Disclaimer

The information contained in this Expression of Interest (EOI) or subsequently provided to the agency(ies), whether verbally or in documentary or any other form by or on behalf of the STPI or any of its employees or advisers, is provided to the agency(ies) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided. This EOI is issued by the STPI.

This EOI is not an agreement and is neither an offer nor invitation by STPI to the prospective agency(ies) or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their response pursuant to this EOI. This EOI may not be appropriate for all persons, and it is not possible for STPI, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI.

The assumptions, assessments, statements, and information contained in this EOI, may not be complete, accurate, adequate, or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtains independent advice from appropriate sources. Information provided in this EOI to the agency(ies) is on a wide range of matters, some of which depend upon the interpretation of the law.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. STPI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The STPI, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process. STPI also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Agency upon the statements contained in this EOI.

The STPI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that STPI is bound to select an Agency or agency(ies), as the case may be, for establishment of Startups Innovation Zone (SIZ) along with E-Commerce facilitation at STPI-Guwahati Centre under OctaNE CoE and STPI reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Agency shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by STPI, or any other

costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Agency and STPI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Agency in preparation or submission of the proposal, regardless of the conduct or outcome of the Selection Process.

## 2 Factsheet

S. No	Item	Description
1.	EOI Document No.	STPI/GWH/TECH/COE/OCT/2024-2025/7
2.	Name of Organization	Software Technology Parks of India
3.	Document Type	Expression of Interest
4.	EOI proposal Validity	90 Days
5.	Date of Publication of EOI	04-12-2024
6.	Last Date for Submission of Queries:	14-12-2024
7.	EOI Pre-Bid Meeting Date and Venue	<p>The meeting will be held on 17-12-2024 (11:00 Hrs.) at STPI office and in online mode (<b>PRE-BID MEETING -EOI FOR SELECTION OF SIZ UNDER OCTANE COE</b>)</p> <p><a href="https://stpi.webex.com/stpi/j.php?MTID=mb3fe9e872e534740185d1b6b1825f715">https://stpi.webex.com/stpi/j.php?MTID=mb3fe9e872e534740185d1b6b1825f715</a></p> <p>Tuesday, December 17, 2024 11:00 AM   2 hours   (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi</p> <p>Meeting number: 2518 682 8304</p> <p>Password: 123456</p> <p>Join by video system</p> <p>Dial 25186828304@stpi.webex.com</p> <p>You can also dial 210.4.202.4 and enter your meeting number.</p> <p>Join by phone Use VoIP only</p>
8.	Start Date and time for EOI submission	19-12-2024 (10:00AM)

8.	Last date and time for EOI submission	30-12-2024 (17:00 hrs)
9.	Opening date and time of EOI	01-01-2025 (11:00 hrs or any subsequent date/time)
10.	Publication of Shortlisted participants	Will be informed later
11.	Date of presentation	Will be informed later
12.	Address for Communication	<b>Shri Gautam Kumar</b> Joint Director Software Technology Parks of India (STPI) Near L.G.B.I Airport, SOS Road, Borjhar, Guwahati – 781015, Assam Email: <a href="mailto:gautam.kumar@stpi.in">gautam.kumar@stpi.in</a> Phone Number & Fax: 0361-2841269 / 0361-2842657

### 3 Overview

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Ministry of Electronics and Information Technology, (the then Department of Electronics), Government of India on 5th June 1991 with an objective to promote Software export from the country, set-up and manage infrastructure facilities and provide other services like technology assessment and professional training. The first historic event that triggered the high-octane growth of IT Industry in India was the establishment of three Software Technology Parks (STPs) at Bengaluru, Bhubaneswar and Pune in 1989. Consequently, in 1991 these three STPs were merged to create a single entity Software Technology Parks of India.

Since its inception in 1991, STPI has been working towards equitable and inclusive IT-led growth pan-India which in turn has helped promoting Software exports, Science, Technology & Innovation (STI) and Software product development. With 14 jurisdictional directorates and 65 centres, STPI has expanded its presence pan-India to support IT/ITeS Industry. Working closely with all stakeholders, STPI has played a key role in transforming the country as the preferred IT destination.

STPI is aspiring to become the largest technology startup ecosystem in the country and has been endeavouring to transform the country into a software product nation as envisaged in National Policy on Software Products (NPSP) 2019. In order to achieve this, STPI has evolved a collaborative model wherein government, industry, academia, and other stakeholders are playing a vital role in providing end-to-end support to startups. Aligned with this vision for promoting R&D, innovation, product & IPR creation, STPI is providing state-of-the-art infrastructure, skilling, mentoring, market connect and other necessary support pan-India to startups.

STPI has been actively working towards strengthening the start-up ecosystem by implementing various policies and initiatives, as well as establishing enabling networks. For building India's leadership in various technology domains, STPI has established 24 CoEs (Center of Entrepreneurship) across the country in a collaborative manner. A CoE is a domain-specific specialized incubation facility for start-ups in the area of emerging technologies where the highest-standards and best-practices in terms of infrastructure, technology, leadership, mentoring, training, research & development, funding, networking for the given focus area is made available. STPI CoEs are building innovation driven emerging tech-startups ecosystem in collaborative manner pan India. Another important initiative of STPI is Next Generation Incubation Scheme or "NGIS" which is a futuristic & comprehensive incubation scheme entrusted by MeitY to STPI covering 12 locations across the country. With the extensive presence and a robust network of partners and mentors, STPI has become one of the largest pan-India incubator/accelerator, successfully nurtured/supported over 1200 start-ups to date.

### 3.1 STPI Guwahati Directorate

STPI-Guwahati is one of the 14 STPI Directorates and having its administrative jurisdiction across 8 States of North East India. STPI-Guwahati centre was established in 2000 to fulfil the objective of organisation like implementing STP/EHTP Schemes, setting up & managing infrastructure facilities, and providing other services like technology assessment and project management consultancy in North East Region. The existing 8 centres in North East Region, are listed below:

S.N.	State	Centres
1	Assam	Guwahati
2	Meghalaya	Shillong
3	Sikkim	Gangtok
4	Tripura	Agartala
5	Mizoram	Aizawl
6	Manipur	Imphal
7	Nagaland	Kohima
8	Arunachal Pradesh	Itanagar

STPI Guwahati centre is located at following address:

Software Technology Parks of India (STPI)

Near L.G.B.I Airport, SOS Road, Borjhar, Guwahati – 781015, Assam

### 3.2 STPI Start-up initiatives in the North East Region

Out of the 24 CoEs established by STPI, 08 internetworked CoEs + Start-up Innovation Zone (SIZs) are established in 8 State Capitals of the 8 North East States, collectively called as OctaNE. OctaNE scheme is majorly funded by Ministry of Electronics and Information Technology (MeitY) and being implemented by STPI Guwahati to support technology led innovation in the region. Each CoE under OctaNE is self-sufficient in its domain but together all CoEs provide bouquet of services to the start-ups in emerging technologies. OctaNE CoEs are focusing on the various emerging technology domains such as: IoT in Agriculture at Guwahati , Animation at Shillong, Emerging Technologies in AR/VR at Imphal, Healthcare & AgriTech at Gangtok, GIS Applications including Drone Technology at Itanagar, IT Applications in Graphic Design at Kohima, Gaming and Entertainment at Aizawl, Data Analytics & AI at Agartala. The OctaNE CoE for “IoT in Agriculture” has been established at STPI-Guwahati.

### 3.3 STPI OctaNE Centre of Entrepreneurship (CoE)

In August 2018, Hon’ble Minister of Electronics & Information Technology, Govt. of India launched the vision document for Digital North East 2022. The Vision Document provided a roadmap for translating the vision of Digital North East 2022 into firm action plan for each of the North East State.



As per the objective laid down in the vision document for Digital North East 2022, STPI was assigned with the responsibility to setup Centre of Excellence/Entrepreneurship & Start-up Innovation Zone in each of the state of North East India.

To fulfil these visions into reality, STPI under the support of MeitY has put continuous effort, in setting up of OctaNE – Internetworked North East Centres of Entrepreneurship to support technology led innovation. OctaNE is an umbrella of 08 nos. of CoE+SIZ in Northeast region, each CoE+SIZ under OctaNE will be self-sufficient in its domain but together all CoE+SIZ will provide bouquet of services to the start-ups in emerging technologies.

#### Focus Areas of the OctaNE Centres of Entrepreneurship (CoE)

#	Location of CoE	State	Focus Area of the CoEs
<b>Under Phase-I</b>			
1	Guwahati	Assam	Internet of Things (IOT) in Agriculture
2	Shillong	Meghalaya	Animation
3	Imphal	Manipur	Emerging Technologies (AR/VR)
<b>Under Phase-II</b>			
4	Kohima	Nagaland	IT Applications in Graphic Design
5	Aizawl	Mizoram	Gaming & Entertainment
6	Agartala	Tripura	Data Analytics & AI
7	Gangtok	Sikkim	IT Applications in Healthcare & AgriTech
8	Itanagar	Arunachal Pradesh	GIS Applications (incl. Drone Technology)

Centre of Entrepreneurship has been envisaged as a facility to be utilised by start-up companies having clear idea of their product and having a business plan (including in the E-Commerce facilitation). On the other hand, start-up Innovation zone has been projected as a facility for tinkering based innovation by students and youth, some of whom are expected to become a start-up.

Component and benefits under of STPI OctaNE CoEs are,

1. Plug & Play (P&P) incubation facility
2. Domain specific Lab
3. Startups Innovation Zone (SIZ)
4. Direct funding support to startups up to INR 25 Lakhs
5. Mentoring support
6. Marketing support
7. Access to funding
8. IPR Support services etc.

All the above mentioned CoEs have been established except that of Itanagar where the Lab equipment is under procurement.

### 3.4 OctaNE CoE Startup Innovation Zone (SIZ) along with E-Commerce facilitation Centre

The main objective of such 'Innovation Zone' is to develop a tinkering and innovation culture amongst students and professionals. In fact, the innovation zone will be available to interested students and professionals to work creatively with emerging technologies, which is expected to result in the development of innovative Startups. This is expected to strengthen the culture of digital innovation in the NE states. The success criteria of the 'Innovation Zones' will be based on the number of students and professionals using the tinkering facility as well as the output of tinkering activities in concrete terms.

The concept of 'innovation zone' has its genesis in the tinkering activities encouraged in the innovative institutions across the world, which have contributed to the rapid growth of the Startup culture. In fact, the success of the startup movement depends upon the work being done earlier to promote such innovative out of box activities amongst young persons from the college level onwards.

Considering the North East states of India, the success of these states (as well as the rest of the country) rests on the ability of the organizations to harness the creative potential of the youth in positive directions to develop innovative ideas. Since the innovation zones will act as hubs to promote creativity amongst the youth and inspire them to work forward to start-up business in the future in IT and electronics.

The proposed 'innovation zone' will be aimed at students in nearby institutions and other youth to tinker with equipment and ideas to promote the culture of innovation and start-ups (including in E-Commerce). The zones will provide support like mentorship and limited funding support to foster innovative approaches. The hubs will network with similar facilities located elsewhere, in order to accelerate the benefits of tinkering-based innovation. In addition, the youth and students will be assisted to participate in innovation events held in the country.

Under the E-Commerce facilitation, support will be extended to Startups through mentorship and other services in the following areas-

- Choosing a Product
- Research and Preparation
- Setting-up the E-Commerce Business
- Preparing to Launch
- Post Launch support such as acquiring customer & marketing.

The budget estimate for setting up OctaNE CoE Startup Innovation Zone (SIZ) along with E-Commerce facilitation Centre at Guwahati is Rs. 30 Lakhs.

## 4 Purpose of EOI

STPI Guwahati invites Expression of Interest from the Indian registered company interested & having capability to undertake the establishment of a Startup Innovation Zone on IoT technologies including their usage in Agriculture & allied sector on turnkey basis for establishment of a **Startups Innovation Zone (SIZ)** along with **E-Commerce facilitation Centre** at the existing “*Internet of Things (IoT) in Agriculture* Centre of Entrepreneurship (CoE)” in the premises of STPI-Guwahati.

The agency should have relevant experience in Setting up of (Designing Layout, Supply of Equipment, Installation and Training) Start-up Innovation Zone (SIZ)/IoT Labs/Tinkering labs/Smart Labs/Fab labs/ Smart IoT solutions etc in Emerging Technologies and should have experience of providing technical support and services in Emerging Technologies. The agency is expected to establish **Start-up Innovation Zone (SIZ) along with E-commerce facilitation centre at STPI CoE Guwahati** on IoT technologies including their usage in Agriculture & allied sector **on turnkey basis**. The tasks include engineering & design, supply, site preparation, installation and commissioning of equipment/display models, tests & trials, training etc.

The companies/agencies shortlisted through this EOI will be issued Request for Proposal (RFP) document for submission of bids and final selection.

## 5 Scope of Work

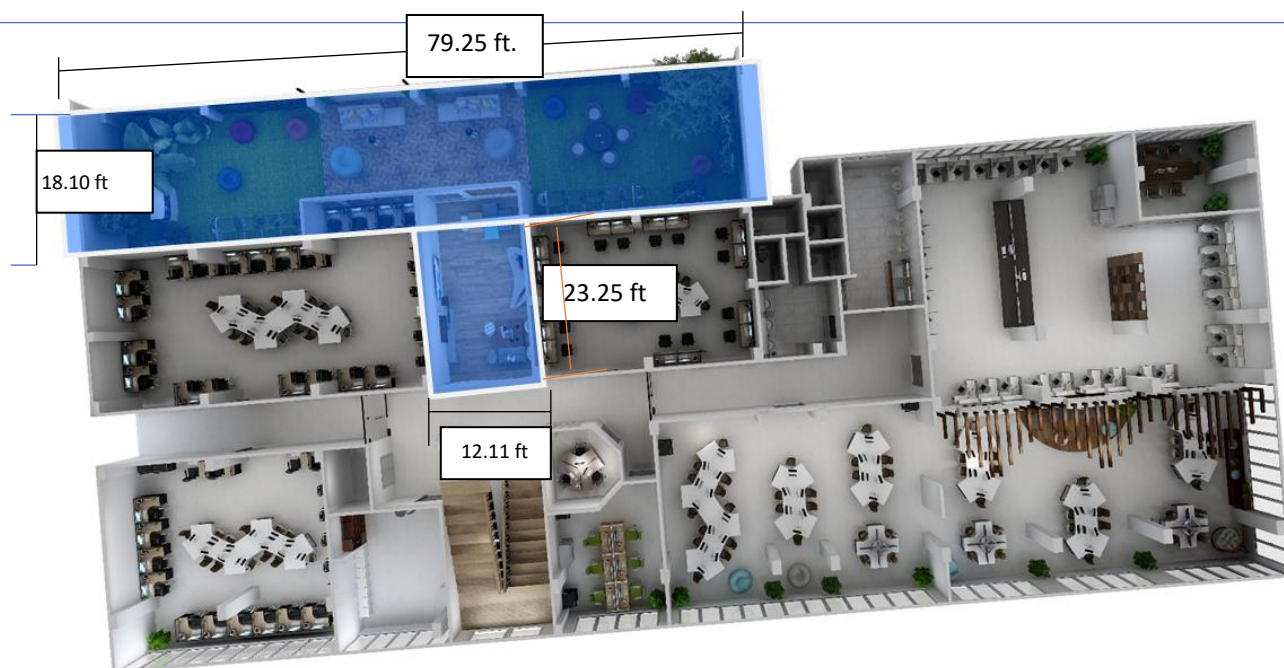
- STPI requires to set up the Start-up Innovation Zone (SIZ) along with E-commerce facilitation centre in Emerging Technologies facility at Centre of Entrepreneurship (CoE) Guwahati.
- STPI requires setting up SIZ facility to encourage the development of a tinkering culture amongst students and professionals, who will be targeted by awareness campaigns about the facilities. This will create a culture of digital innovation in the region.
- It is envisaged and expected that the agency would establish (design layout, supply equipment, installation and impart training) SIZ facilities at STPI-Guwahati under OctaNE CoEs (IoT in Agriculture & Allied Sector) on turnkey basis. The SIZ should typically be able to display IoT Based Technology solutions for fast and better efficiency.
- It is expected that the agencies shall thoroughly assess the latest industry standard and specification while proposing the equipment for IoT in Agriculture & Allied Sector.
- Interested agencies are advised to visit the CoE facility at STPI-Guwahati for a better understanding of the layout before submitting their bid against this EoI.

A layout diagram of the SIZ area at STPI-Guwahati CoE along with some indicative basic concept are given below for reference of prospective agencies. It may be noted that the physical area as shown in below SIZ area is ready, however the equipment shown are not present and just part of a concept only.

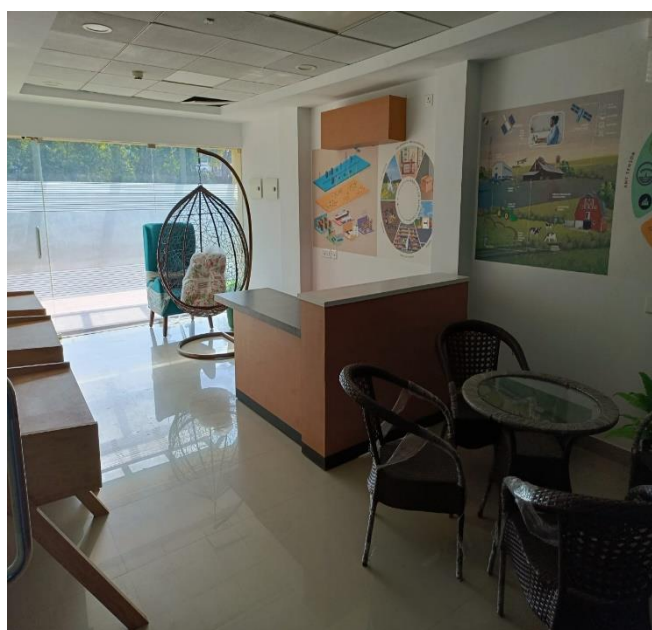


**Figure:** A basic concept of IoT SIZ(just for reference).





**Figure:** Layout of CoE area at 1<sup>st</sup> floor of STPI-Guwahati office building including SIZ area (display area + Open space) marked in blue colour.



**Figure:** Actual photographs of the SIZ area in STPI-Guwahati CoE (IoT in Agriculture)

The total SIZ area (built-up carpet) at STPI-Guwahati CoE approximately is 1592.49 Sq. ft. (1286.99 Sq.ft as outside terrace space and 305.50 sq.ft. as SIZ display area) available on 1<sup>st</sup> floor of STPI-Guwahati office building. In addition to this, STPI-Guwahati also has open space at back yard of the office building which may also be used for establishment of the SIZ.

The following are the broad scope of work for the agency:

- Design the process layout for the SIZ area in OctaNE CoE in “IoT in Agriculture” at STPI-Guwahati. The proposed process layout must be in line with the objectives of the SIZ and should be able to support different demonstrable use cases in the focus area of the CoE.
- Prepare and submit a detail BOQ for the SIZ covering all equipment and components proposed
- Supply and install all the equipment and components in the CoE SIZ area
- Impart necessary training on all supplied equipment for operating and maintaining the SIZ area
- Selected agency is required to provide 3-year comprehensive support for capital goods including applicable warranty period. Standard warranty will be applicable for all other components.

## 6 Eligibility Criteria

Sl. No.	Criteria	Documents Required
i	The bidder should be registered under the Companies Act, 1956 or Companies Act. 2013 or Partnership Act 1932 or Limited Liability Partnership since last 3 years.	Copy of i. Certificate of incorporation ii. GST registration certificate iii. PAN
ii	The bidder should not have been debarred/blacklisted by any Government entity (Central or State Government or PSU) in India.	Declaration as per Annexure-4
iii.	The Net worth of the Agency as of the end of the latest financial year (i.e., FY 2023-24) should be positive.	CA Certificate with CA's Registration Number and Seal
iv.	The agency must have an average annual turnover of not less than Rs 30 Lakhs for the last three consecutive financial years.	Copy of audited Profit and Loss Account, Balance Sheet, Income Tax Returns of the last three financial years and Certificate from statutory auditor/CA quantifying the average annual turnover.
v.	<p>The agency should have an average annual turnover of not less than Rs. 10 Lakhs from "Similar Work" only, in the last three financial years for which the agency's accounts have been audited.</p> <p><b>Similar work means:</b></p> <p>Establishment of Start-up Innovation Zone (SIZ)/IoT Labs/Tinkering labs/Smart Labs/Fab labs/ Smart IoT solutions etc related to Emerging Technologies.</p>	Copy of work orders along with completion certificate (for successful implementation) from the Client
vi.	The agency should have successfully delivered at least one (01) similar works/services (Establishment of Start-up Innovation Zone (SIZ)/IoT Labs/Tinkering labs/Smart Labs/Fab labs etc related to Emerging Technologies) to Government Organisations/PSU/Autonomous bodies/Education Institutes/R&D Organisation/Startup Incubator.	Copy of work orders along with completion certificate (for successful implementation) from the Client

## 7 Technical Evaluation

Evaluation of the bids shall be carried out to determine whether the agency(ies) is competent enough and whether the agency's proposal qualifies for the requirements set forth herein.

Bids received would be evaluated & assigned scores based on the parameters defined in the tables below:

Sl. No.	Criteria	Maximum Marks	Remarks								
I.	<p>Average annual turnover from operations for the last three consecutive financial years as on 31.03.2024</p> <table><tr><td>&gt;5 Cr.</td><td>10 Marks</td></tr><tr><td>1 Cr. to 5 Cr.</td><td>7 Marks</td></tr><tr><td>&lt;1 Cr.</td><td>5 Marks</td></tr></table>	>5 Cr.	10 Marks	1 Cr. to 5 Cr.	7 Marks	<1 Cr.	5 Marks	10	Copy of audited profit and loss account and balance sheet of the last three financial years and Certificate from statutory auditor/ CA quantifying the average annual turnover.		
>5 Cr.	10 Marks										
1 Cr. to 5 Cr.	7 Marks										
<1 Cr.	5 Marks										
II.	<p>Agency experience aligned to “Similar work” (Establishment of Start-up Innovation Zone (SIZ)/IoT Labs/Tinkering labs/Smart Labs/Fab labs etc related to Emerging Technologies).</p> <table><tr><th>No. of Projects completed</th><th>Marks</th></tr><tr><td>&gt;= 2</td><td>10</td></tr><tr><td>&gt;=5</td><td>15</td></tr><tr><td>&gt;10</td><td>20</td></tr></table>	No. of Projects completed	Marks	>= 2	10	>=5	15	>10	20	20	<p>Copy of work orders along with completion certificate (for successful implementation) from the Client.</p> <p>Relevant work experience with Govt. department/organisation shall be preferred.</p>
No. of Projects completed	Marks										
>= 2	10										
>=5	15										
>10	20										
III.	<p>Annual average revenue from “Similar Work” only (Establishment of Start-up Innovation Zone (SIZ)/IoT Labs/Tinkering labs/Smart Labs/Fab labs/ Smart IoT solutions etc related to Emerging Technologies) in the last three financial years for which the agency’s accounts have been audited</p> <table><tr><td>&gt;1 Cr.</td><td>10 Marks</td></tr><tr><td>50 Lakhs to 1 Cr</td><td>7 Marks</td></tr><tr><td>&lt;50 Lakhs.</td><td>5 Marks</td></tr></table>	>1 Cr.	10 Marks	50 Lakhs to 1 Cr	7 Marks	<50 Lakhs.	5 Marks	10	Copy of work orders along with completion certificate (for successful implementation) from the Client		
>1 Cr.	10 Marks										
50 Lakhs to 1 Cr	7 Marks										
<50 Lakhs.	5 Marks										
IV	Detailed process layout and BOQ	20	Agency need to submit BOQ as per <b>Annexure- 5</b>								
VI	<b>EOI response document and Presentation (should cover following)</b>										
	<p>a) Understanding of the Project Requirements and Strategy of Implementation</p> <p>b) Alignment of the proposed solution</p>	40	<p>(15 minutes shall be allotted to each agency for the presentation which has to be crisp &amp; precise.</p> <p>Marks shall be awarded purely</p>								



	with focus area of the CoE (IoT in Agriculture & allied sector) c) Innovativeness of the solution towards tinkering new product development. d) Effective utilisation of the current physical layout of CoE SIZ. e) Agency's experience in similar areas f) Scalability of the plan g) Operation and Support		based on content & quality of presentation.)
<b>Total</b>		<b>100</b>	

To clear technical evaluation, an agency must obtain a minimum of 70% marks (i.e., 70 marks out of a total of 100 marks as per the table above).

The Bidder shall examine the Documents and all Corrigendum/ Addendum (if any) before submitting the proposal and shall fully informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Works. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.

## 8 Instructions to the agencies

**8.1** The interested agencies to submit their proposals in accordance with the conditions and manner prescribed in this Expression of Interest (Eoi) document.

### 8.2 Eoi meeting and clarifications

i. The Agencies will have to ensure that their queries for the Eoi meeting should be sent as per timelines mentioned in the Fact Sheet at Section 2 of this Eoi document.

ii. The queries should necessarily be submitted in the following format:

Agency Name		M/s....		
S. No.	Eoi Document Reference(s) (Clause no.)	EOI Reference Page Number(s)	Content of Eoi requiring clarification (s)	Agency's Query/ Comment(s)

- iii. Any request for clarification after the indicated date and time may not be entertained by STPI.
- iv. The STPI will endeavour to provide timely responses to all queries. However, STPI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does STPI undertake to answer all the queries that have been posted by the agencies.
- v. STPI is not bound to clarify any query received after the date as described above. STPI will review every query and on due consideration will issue a corrigendum, if so required. However, STPI does not undertake to answer each query(ies). Agencies shall not assume that their unanswered queries have been accepted by STPI.
- vi. The corrigendum (if any)/ clarification to the queries from agencies will be posted on the procurement portal <https://eprocure.gov.in/>. Any such corrigendum shall be deemed to be incorporated in this Eol.
- vii. To provide prospective agencies reasonable time for taking the corrigendum into account, STPI may, at its discretion, extend the last date for the receipt of the Eols.

### 8.3 Completeness of the Eol Response

Agencies are advised to study all instructions, forms, terms, requirements, and other information in the Eol documents carefully. Submission of Eol shall be deemed to have been done after careful study and examination of the Eol document with a full understanding of its implications. The response to this Eol should be complete in all respects. Failure to furnish all information required by the Eol documents or submission of a proposal not substantially responsive to the Eol documents in every respect will be at the agency's risk and may result in the rejection of their proposal.

### 8.4 Proposal Preparation Cost

The agency is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, in providing any additional information required by STPI to facilitate the evaluation process. STPI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Eol process. All materials submitted by the agency shall become the property of the STPI and may be returned at its sole discretion.

### 8.5 Amendment of Eol Document

At any time before the deadline for submission of Eols, the STPI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify the Eol document by an amendment. All the amendments made in the document would be informed to all the participating agencies through mail or written post. The agencies are advised to visit the website

(<https://eprocure.gov.in/>) on regular basis for checking necessary updates. STPI also reserves the right to amend the dates mentioned in this EOI for the EOI process. In order to afford prospective agencies reasonable time in which to take the amendment into account in preparing their EOIs, the STPI may, at its discretion, extend the last date for the receipt of EOIs.

## 8.6 Selection Criteria for the next level

STPI will consider the agencies, that have technically qualified, for the next round of RFP. The agencies selected through this EOI process shall have 1 year validity period which may be extended in case required. RFP will be floated for the selected eligible agencies under this EOI.

## 8.7 Evaluation Process

The agency must possess the technical know-how and the financial capabilities that would be required to successfully provide the services sought by STPI. The agency's proposal must be complete in all respects and conform to all the requirements, terms and conditions and specifications as stipulated in the EOI document. The evaluation process of the EOI proposed to be adopted by STPI is indicated under this clause.

STPI shall appoint an EOI Evaluation Committee (EEC) to scrutinize and evaluate proposals received. The EEC will examine the proposals to determine whether they are complete, in response and whether the proposal format conforms to the EOI requirements. STPI may waive any informality or nonconformity in an EOI that does not constitute a material deviation.

## 8.8 Notifications of consideration for the next level

Prior to the expiration of the period of proposal validity as defined in the factsheet provided at .... Of this RFP, the agency will be notified in writing or by fax or email that it has been considered for the next round i.e., RFP (if published).

## 8.9 Rights to terminate the Process

STPI may terminate the EOI process at any time and without assigning any reason. STPI makes no commitments, express or implied, that this process will result in a business transaction with anyone. This EOI does not constitute an offer by STPI.

## 8.10 Language of EOI

The responses prepared by the agency and all correspondence and documents relating to the EOI exchanged by the agency and STPI, shall be written in the English language, provided that any printed literature furnished by the agency in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the EOI, the English translation shall

govern. If any supporting documents submitted are in any language other than English, translation of the same in the English language is to be duly attested by the agency.

#### 8.11 Rights to Accept/Reject any or all Proposals

STPI reserves the right to accept or reject any proposal and to annul the EoI process and reject all EoIs at any time prior to award of contract, without thereby incurring any liability to the affected agency or agencies or any obligation to inform the affected agency or agencies of the grounds for STPI's action.

#### 8.12 Failure to agree with the Terms & Conditions of the EoI

Failure of the agency to agree with the Terms & Conditions of the EoI shall constitute sufficient grounds for the annulment of selection.

#### 8.13 Indemnity

The successful agency shall indemnify, protect, and save STPI against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect to services rendered by agency.

#### 8.14 Conflict of Interest

- i. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Agency is successful. Actual and potential conflicts of interest must be declared by a person involved in the EoI process.
- ii. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Agency to inform STPI, detailing the conflict in writing as an attachment to this EoI.
- iii. STPI will be the final arbiter in cases of potential conflicts of interest. Failure to notify STPI of any potential conflict of interest will invalidate any verbal or written agreement.

#### 8.15 EoI Proposal Submission Format

The entire proposal shall be strictly as per the format specified in this Expression of Interest. EoIs with deviation from this format shall be liable for rejection.

Online proposals (complete in all respect) must be uploaded on <https://eprocure.gov.in/> latest by the time & date mentioned in Section FACTSHEET.

The Online proposals for EOI should have the following documents:

- i. Scanned copy of Covering Letter in Company Letter Head as per **Annexure-1: COVERING LETTER FOR BID** duly sealed & signed (PDF)
- ii. Scanned copy of Non-Black Listing (PDF)
- iii. Scanned copy of Original Power of Attorney letter in a Non-Judicial Stamp Paper of at-least Rs.100/- or Board Resolution in Letter Head in original in case of Registered Limited Companies or Original Authorization in Letter Head in case of Partnership Firm indicating the person authorized to sign the bid (PDF).
- iv. Scanned copy of Agency's Profile as per **Annexure-2: Agency's profile** duly filled in, signed and stamped along with all supporting documents.
- v. Scanned copy of duly filled signed and stamped Eligibility Compliance Sheets as per **eligibility criteria** and all the supporting/mandated documents and Annexures required for eligibility criteria.
- vi. Scanned copy of duly filled signed and stamped Technical Compliance sheets as per **technical evaluation criteria** and all the supporting/mandated documents and Annexures required for technical evaluation of the bid as per the evaluation criteria.

Note: The proposal that does not contain the above documents will lead to the rejection of the EOI.

## 9 General Terms and Conditions

- i. Submission of an EOI is evidence of an Agency's consent to comply with the terms and conditions of the EOI and subsequent bidding process. If an agency fails to comply with any of the terms, its EOI may be summarily rejected.
- ii. Willful misrepresentation of any fact within the EOI will lead to the disqualification of the Agency without prejudice to other actions that STPI may take. All the submissions, including any accompanying documents, will become the property of STPI. The Agencies shall be deemed to license and grant all rights to STPI, to reproduce the whole or something any portion of their proposal document for the purpose of evaluation and to disclose the contents of submission for regulatory and legal requirements.
- iii. Agencies must inform STPI immediately in writing of any material change to the information contained in the EOI application, including any substantial change in their ownership or their financial or technical capacity. Copies of relevant documents must be submitted with their information. For shortlisted Agencies, this requirement applies until a contract is awarded as a result of the subsequent bidding process.
- iv. A brief overview of the proposed procurement/scope of work given in this document may be further elaborated, viz., more details may be included in the Request for Proposals (RFPs) to be issued as a result of the evaluation process of this EOI.

- v. STPI reserves the right to formulate any terms & conditions while framing the RFPs, even if these are in variance with the terms provided in this EoI. Further, the Agencies shall have no claim in this regard.
- vi. STPI reserves the right to modify and amend any of the stipulated conditions/criteria given in this EoI, depending upon project priorities vis-à-vis urgent commitments. STPI also reserves the right to accept/reject an EoI, to cancel/abort the process and/or reject all EoIs/Bids at any time prior to award of empanelment, without thereby incurring any liability to the affected agencies on the grounds of such action taken by STPI.
- vii. Any default by the agencies in respect of EoI terms & conditions will lead to rejection of its EoI.
- viii. Any attempt by an agency to bring pressure towards STPI's decision-making process, such agency shall be disqualified for participation in the present tender and those agencies may be liable to be debarred from bidding for STPI tenders/RFP/EoI in future for a period of three years.
- ix. The decision of STPI arrived during the various stages of the evaluation of the EoIs is final & binding on all agencies. Any representation towards these shall not be entertained by STPI. Reasons for rejecting an EoI will be disclosed only when it is requested by the concerned agency.
- x. Printed/written conditions mentioned in the EoI proposals submitted by vendors will not be binding on STPI.
- xi. Upon verification, evaluation/assessment, if in case any information furnished by the agency is found to be false/incorrect, their total proposal shall be summarily rejected and no correspondence on the same shall be entertained.
- xii. STPI will not be responsible for any misinterpretation or wrong assumption by the vendor while responding to this tender.

## 10 Annexures

### 10.1 Annexure 1: Format for Covering Letter

[To be submitted on the letterhead of the agency]

To  
Director  
Software Technology Parks of India (STPI),  
Near L.G.B.I Airport, SOS Road, Borjhar,  
Guwahati - 781015 Assam

Subject: EOI for Selection/Shortlisting of Agencies for providing Startups Innovation zone (SIZ) equipment's and services at STPI-Guwahati

Dear Sir,

We, the undersigned, offer to provide our services against your EOI No. <.....Insert EOI no > for <.....Name of the EOI > dated <insert date>. We are hereby submitting our Expression of Interest in printed format. We hereby declare that all the information and statements made in this EOI Response are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the EOI document. We understand you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process or unduly favour our company in the shortlisting process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours sincerely,

On behalf of [agency's name]  
Authorized Signature [In full and initials]:  
Name & Title of signatory:

Name of Agency:  
Address:

Seal/Stamp of Agency:  
Place:  
Date:

## 10.2 Annexure 2: Format for Agency's Profile

### [On Company's Letter Head]

Details of the Agency (Company)		
1)	Name of the Agency	
2)	Address of the Agency	
3)	Year of Incorporation	
4)	Registration Number & Registration Authority	
5)	Legal Status (Public/Private/LLP etc)	
6)	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
7)	Telephone No. (with STD Code)	
8)	Mobile No.	
9)	E-Mail of the contact person:	
10)	Fax No. (with STD Code)	
11)	Website	
12)	Financial Detail (Turnover of the agency during the last three (3) financial years, as per the last published audited balance sheets).	FY 21-22:
		FY 22-23:
		FY 23-24:
13)	GSTIN Number	
14)	PAN	
15)	EMD Details if applicable	

Date:

Name & Signature of Authorized Representative:

Company Seal:

Name of Agency:

Full Address:

Telephone No.:



### 10.3 Annexure-3: Format for experience details

Sl. No.	Name of Project	Year of Project	Page Number

### Detailed Project Experience (please provide a separate table for each project)

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Project Cost	
Other Relevant Information (if any)	
Supporting documents enclosed (mention name also):	
Work Order received from Client:	
Agreement signed between Agency and Client:	
Client Completion Certificate:	
Project Go-live Certificate (if applicable):	

Date:

Name & Signature of Authorized Representative:

Company Seal:

Name of Agency:

Full Address:

Telephone No.:

#### 10.4 Annexure-4: Format for Self-declaration by Agency for not being blacklisted

##### **[ON AGENCIES LETTERHEAD]**

I / We, Partner(s) / Director(s)/ Authorized signatory of M/s.\_\_\_\_\_ hereby declare that the Agency/Company namely M/s.\_\_\_\_\_, as on the date of bid submission, has not been blacklisted or debarred in the last three years and is not under blacklisting period /active debarred list by STPI or any of the Central or State Government Organization/Public Sector Undertaking / Autonomous Body, etc.

OR

I / We, Partner(s)/ Director(s)/ Authorized signatory of M/s.\_\_\_\_\_ hereby declare that the firm/company namely M/s.\_\_\_\_\_ in the last three years, was blacklisted or debarred by STPI, or any other Central or State Government Organization / Public Sector Undertaking / Autonomous Body etc. for a period of \_\_\_\_\_months /years w.e.f. \_\_\_\_\_.The period is over on \_\_\_\_\_and, as on the date of proposal submission, the Agency/Company is not in an active blacklisting period and is now entitled to take part in Government Tenders/ Eols.

In case it is found that the agency has furnished any false/ incorrect/ misleading information/ declaration/ undertaking to STPI through their EOI/ Bid document/ proposal or otherwise in any form of communication, STPI reserves its rights to debar/ blacklist the agency from participating in any of the STPI's tender(s) for a period of 3 years from the date of knowledge of STPI and/ or to reject/ cancel all such other tender (s)/ contract(s) which were earlier granted to the agency by STPI and/ or to execute/ forfeit the bid securing declaration/ PBG/ EMD/ Security deposit in all rejected/ cancelled tender(s)/ contract(s) of the agency.

In addition to the above STPI will not be liable to pay any bills/ dues, if any for any completed / Partially completed work, by the agency for the earlier issued work/ purchase order(s).

Name & Signature of Authorized Representative:

Name:

Capacity in which signed:

Name & address of the Agency:

Date:

Place:

### 10.5 Annexure-5: BOQ - Template

Sl. No.	Item Title	Item Description	Item Quantity	Unit of Measure	Delivery Period (In number of days)