



Software Technology Parks of India

**(An Autonomous Society under Ministry of Electronics and Information Technology,
Govt. of India)**

(1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi-110023)

invites bids for

SELECTION OF FINANCIAL INSTITUTION / FUND MANAGER

for

INVESTING & MANAGING SEED-FUND IN START-UPS

Reference No.: STPI/HQ/PDC/07/2020-21/164

Date: 18th January 2021

Table of Contents

| | |
|--|----|
| 1. FACT SHEET | 3 |
| 2. ABOUT US | 3 |
| 3. SCOPE OF WORK | 5 |
| 4. TIMELINES & DELIVERABLES | 7 |
| 5. INVITATION FOR BIDS | 8 |
| 6. EVALUATION AND AWARD OF WORK | 15 |
| FORM A: DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS | 21 |
| FORM B: DECLARATION REGARDING CLEAN TRACK RECORD | 22 |
| FORM C: RELEVANT EXPERIENCE/PROJECTS | 23 |
| FORM D: BIDDER PROFILE | 24 |
| FORM E: PROFILE OF PROPOSED RESOURCES | 25 |
| FORM F: BID SECURING DECLARATION | 26 |
| FORM G: COMMERCIAL BID FORMAT | 27 |
| ANNEXURE A: SCOPE OF WORK | 28 |
| ANNEXURE B: SAMPLE FORMAT OF THE BANK GUARANTEE FOR PERFORMANCE SECURITY | 30 |
| ANNEXURE C: INSTRUCTIONS FOR ONLINE BID SUBMISSION | 32 |

1. FACT SHEET

| Sl. No. | Particulars | Details |
|---------|---------------------------------------|--|
| 1 | Inviting agency | Software Technology Parks of India |
| 2 | RFP Publishing date | 18.01.2021 |
| 3 | Bid Document download/Sale Start Date | 18.01.2021 |
| 4 | Bid submission Start date & time | 18.01.2021, 10:00 AM |
| 5 | Bid submission End date & time | 01.02.2021, 04:30 PM |
| 6 | Technical Bid Opening date & time | 02.02.2021, 05:00 PM |
| 7 | Commercial Bid Opening date & time | Shall be intimated later |
| 8 | Bid Validity | 180 days |
| 9 | Tender Fee | Rs. 10,000/- |
| 10 | Bid Securing Declaration | Bid Securing Declaration as per FORM-F |
| 11 | Mode of submission of bid | Online e-Tender at https://eprocure.gov.in/app |

2. ABOUT US

Software Technology Parks of India (STPI) is established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Ministry of Electronics and Information Technology, Government of India with an objective to implement STP/EHTP Scheme, set-up and manage infrastructure facilities and to provide other services like technology assessment and professional training. STPI has been the critical support agency for the Indian Information Technology & Hardware Industry for the statutory services, technology services, incubation services, industry promotion and government interfacing services. STPI's Industry Promotional and Service Provider role has been one of the key ingredients in the success story of Indian IT industry.

The objectives of STPI *inter-alia* are:

1. To promote the development and export of software and software services including Information Technology (IT) enabled services/ Bio-IT.
2. To provide statutory and other promotional services to the exporters by implementing Software Technology Parks (STP)/ Electronics and Hardware Technology Parks (EHTP) Schemes and other such schemes which may be formulated and entrusted by the Government from time-to-time.
3. To provide data communication services including value added services to IT / IT enabled Services (ITES) related industries.
4. To promote micro, small and medium entrepreneurs by creating conducive environment for entrepreneurship in the field of IT/ITES.

STPI is now involved in multiple start-up & entrepreneurship initiatives & projects like Next Generation Incubation Scheme (NGIS), Atal Incubation Centre, domain-specific Centers of Excellence etc. for smooth & efficient implementation of various these activities, STPI has created a Section 8 Company viz. AIC STPINEXT INITIATIVES to act as the

nodal agency and common implementation vehicle for various startup and entrepreneurship activities at STPI.

As mentioned, STPI through its company AIC STPINEXT INITIATIVES is involved in various start-up & entrepreneurship related activities which include the following:

- Next Generation Incubation Scheme (NGIS)
- Pan-India domain-specific Centres of Excellence
- Atal Incubation Centre
- National Policy on Software Products
- MeitY Start-up Hub
- Other related activities.

Note: For the purpose of this RFP, STPI and AIC STPINEXT INITIATIVES mean to refer singularly to any one or combinedly to both entities viz. STPI & AIC STPINEXT INITIATIVES. Further, “Startups” shall mean an entity as defined by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India* (and as amended from time to time). Also, “Emerging Technology(ies)” shall mean to include (but not be limited to) the 4th-generation latest cutting-edge technologies like IoT, Blockchain, AI/ML, AR/VR, CV, Big Data/Data Science, FinTech and their innovative application in industries & sectors like Automotive, Gaming, Agriculture, Legal etc.

*Currently, this definition is as follows

- Incorporated as a Private Limited Company, a Registered Partnership Firm or a Limited Liability Partnership.
- Period of existence and operations should not be exceeding 10 years from the Date of Incorporation.
- Should have an annual turnover not exceeding Rs. 100 Crore for any of the financial years since its Incorporation.
- Entity should not have been formed by splitting up or reconstructing an already existing business.
- Should work towards development or improvement of a product, process or service and/or have scalable business model with high potential for creation of wealth & employment.
- In each of the activities, the role of STPI/AIC STPINEXT INITIATIVES is that of a nodal implementation / execution agency and it involves work as varied as handholding start-ups, funding, networking, technology development, project implementation, monitoring/supervision, management, capacity building, tendering, contract management, vendor management or a combination of any or all of these.
- STPI has been supporting start-ups and SMEs through its eco-system partners, in multifarious ways, in the form of seed/risk fund, angel fund, Venture Capital (VC) fund and handling the equity related aspects thereof.
- The above activities are spread PAN India e.g.
 - NGIS shall be operational from 12 Tier-II/III locations across India.

- CoEs cover 20 to 30 locations across India in Tier-I/II/III locations.
- Likewise, for other related activities.
- Of all the start-up activities that STPI/AIC STPINEXT INITIATIVES is engaged in, NGIS in particular is focused on Tier-II/III locations of India and aims to extend seed funding to Indian start-ups enabling them to play a catalytic role in driving technological innovation for domestic & global good. Amongst others, the objectives are:
 - Promoting software product development in India
 - Working with Indian start-ups to tackle Indian and global challenges across chosen sectors enabled by innovative and emerging technologies
 - To promote identified start-ups through technical and financial support and provide them training on business solutions/ mentoring support/ plug-n-play facility and preferable a small Challenge Grant.
 - To provide vibrant software product ecosystem to complement the robust IT Industry for continued growth, new employment (Creating direct and indirect employment in India) and to enhance competitiveness.
 - Raising external funds including attracting foreign investments into Indian start-ups
- The purpose, governing principles and results with regard to the NGIS seed funding, is summarized as follows:
 - Developmental (i.e. for the purpose of inclusive software/tech product development growth)
 - Scalable
 - Leverageable (i.e. attract both Indian and global, into the fund as well as into investee companies)
 - Replicable (i.e. attract private investors to successive funds without government capital or successive rounds of investments to investees that grow and can demonstrably scale impact)
 - Benefit the start-up ecosystem with increased flow of capital into innovative enterprises and scaling of the investee companies. It is expected that the success of the funds will crowd in additional private investment in India's start-up ecosystem that will have a transformational impact on India's development. The benefits could include but not be limited to, encouraging investors to enter or diversify their portfolio in the high-growth Indian start-up market, scaling investee companies into developed economies, technology transfers/strategic partnerships between Indian and firms or institutions of the developed economies.

3. SCOPE OF WORK

- One of the pillars of the start-up and entrepreneurship ecosystem is funding activities. This pillar is responsible for extending funding to start-ups in lieu of equity or equity linked instruments. It encompasses activities like:
 - Identifying right start-ups for extending funding support,
 - Valuing start-ups correctly or validating their existing valuation,
 - Execution of shareholders agreements,

- Handling of equity, including timely exit
 - Monitoring of funded start-ups,
 - Efficient management of yet to be invested funds,
 - Ensuring optimum ROI and success rate
- NGIS has a provision of INR 60 Crore seed fund for 300 start-ups over a period of 3 years. There is also a need to raise a matching corpus of INR 60 Crore from market/private entities including STPI registered units. Thus, there will be INR 60 Cr fund to be raised and total of INR 120 Cr fund to be managed by the prospective bidder. The initial investment of INR 60 Crores ("*STPI's committed capital*") is to be invested into 300 select start-ups (pre-revenue stage with demonstrable POC and /or demonstrating strong business proposal) on need basis and/or on achieving specific milestones after due diligence by designated committee/officials including FI/FM. Further, matching corpus of INR 60 Crores is to be invested as follow-on investment into start-ups which will successfully demonstrate possibilities of commercial success with a market ready product. The no. of startups for follow-on funding is estimated to be 150 out of initially invested 300 startups by this fund. There is no restriction on the no. of startups to be funded per year. The fund will be disbursed to FI/FM as and when it is requested by FI/FM after due diligence. Accordingly, the scope of work of the prospective bidder shall be as follows:
- To manage the NGIS seed fund, extend funding support to select start-ups, manage the equity, ROI & related aspects around it, STPI intends to hire services of a professional financial institution/fund manager (hereinafter referred to as FI/FM).
 - The selected FI/FM shall be responsible for fund management for NGIS beneficiaries directly under the supervision of STPI/AIC STPINEXT INITIATIVES. It may be noted that the FI/FM is being engaged for its SME (Subject Matter Expertise) in this area. Evidently, the FI/FM will be given maximum possible independence in managing the fund such that the designated objectives are met. However, final decision in the matter of managing/investing the initial fund of Rs. 60 Crores (*STPI's committed capital*) shall continue to lie with STPI/AIC STPINEXT INITIATIVES working in close conjunction with FI/FM. FI/FM will have independence in managing/investing the matching corpus of Rs. 60 Crores for follow-on investment working in close conjunction with STPI/AIC STPINEXT INITIATIVES.
 - Selected FI/FM shall deploy resources i.e. minimum one (01) dedicated Manager and two (02) subordinate staff, within 15 working days from the date of award of contract / agreement signoff. The manager & staff shall be required to:
 - a) Work in close conjunction with Director (Innovation & Start-ups), STPI-HQ. Inform Director (Innovation & Start-ups), STPI HQ before proceeding on leave and ensure replacement with suitable resource for smooth functioning.
 - b) Report to office at the agreed time. However, with the approval of the Competent Authority, the dedicated resources can also work remotely subject to no compromise on quality of works and deliverables.

- The selected FI/FM shall have a continuing interest in the investment fund of not less than 2.5% of the fund size for investment. This interest of the FI/FM cannot be off-set or adjusted by way of non-payment of management fee and/or other fees to the FI/FM.
- Detailed scope of work to be executed by the selected FI/FM is mentioned at **Annexure A**.
- In addition to this assignment, the selected FI/FM may have to manage Fund(s) of the similar nature, on same terms & conditions and agreed fee. However, a separate agreement shall be signed for such additional assignment(s) on mutually accepted similar terms & conditions.

4. TIMELINES & DELIVERABLES

4.1 Timelines

The initial committed period for providing the fund for investment by STPI to the selected FI/FM is 4 years. However, in case of unforeseen condition or if need arise, there may be an extension for a further period of 2 years. The involvement of the selected FI/FM shall be required till the exit.

The lifecycle/tenure for management of the fund will initially be for a period of 10 years to be commenced from the date of providing 1st tranche of fund by STPI to the Selected the FI/FM. However, in case of unforeseen condition or if need arise, an extension for a further period of 2 years may be considered.

The FI/FM has to ensure that the fund provided by STPI must be invested within 30 days from the date of release of fund. However, on case to case basis and on the request of FI/FM, grace period of additional 30 days shall be permissible with appropriate justification. Thereafter, 18% interest per annum shall be applicable on uninvested fund for next 120 days. In any case, the uninvested fund cannot be retained by FI/FM beyond 180 days from the date of release and, in case FI/FM fails to honor this commitment, Clause no. 5.16 (Liquidated Damages) & Clause no. 5.20 (Termination) of this RFP shall be invoked in addition to any other penal action permissible by Law. The FI/FM shall also submit at the end of every calendar month or as may be asked by STPI, the details of investment made against the fund provided by STPI.

4.2 Deliverables

The selected FI/FM has to invest the fund in Start-ups working in emerging technologies. The Hurdle Rate quoted by the successful FI/FM for STPI investments will be calculated at the time of exit from the Fund.

5. INVITATION FOR BIDS

STPI invites techno-commercial bids from the eligible bidders for “Selection of Financial Institution (FI)/ Fund Manager (FM) for Investing & Managing Seed Fund in Start-Ups”.

Prospective bidders are expected to examine the tender document carefully. Incomplete bids shall be liable for rejection.

5.1 Tender Fee and Bid Securing Declaration:

5.1.1 Tender Fee

1. The Bidder shall pay Rs. 10,000/- (Rupees Ten Thousand Only) towards the tender fee through online mode (RTGS/NEFT) only as per following details:

| | |
|-----------------------|------------------------------------|
| Beneficiary Name | Software Technology Parks of India |
| Account No | 1098101101244 |
| Bank | Canara Bank |
| Branch Name & Address | Parliament Street, New Delhi |
| IFS Code | CNRB0001098 |

2. Tender fee shall be credited to Software Technology Parks of India bank account on or before the last date of submission of bids, failing which, bid will be liable for rejection.
3. The Bidder shall be required to upload the scanned copy of tender fee transaction details (RTGS/NEFT with UTR etc.) along with the Technical Bid. Payment of Tender fee in any other form/mean except RTGS/NEFT will not be accepted. Any exemption claimed shall be supported by necessary documentary evidence subject to satisfaction of STPI/AIC STPINEXT INITIATIVES.
4. The Bid submitted without document as above will be summarily rejected.

5.1.2 Bid Securing Declaration

1. The Bidder shall submit a Bid Securing Declaration as per FORM-F.
2. The Bidder shall be required to upload the scanned copy of Bid Securing Declaration onto the CPP Portal along with Technical Bid.
3. The Bid submitted without Bid Securing Declaration will be summarily rejected.
4. The Bid Securing Declaration will be executed in the circumstances indicated in FORM-F of this RFP.
5. The decision of the STPI regarding execution of Bid Securing Declaration shall be final and binding on the Bidders & shall not be called upon in question under any circumstances.

5.2 Submission of Bid:

1. The bid shall be submitted online in “Two Bid System”
 - a. **Part A “TECHNICAL BID”**
 - b. **Part B “COMMERICAL BID”**
2. The Technical Bid shall contain the following:
 - a. Declaration in **Form-A** by an authorized signatory to the effect that all terms & conditions contained in the tender are acceptable.
 - b. Declaration in **Form-B** that the Bidder has not been debarred / blacklisted by any Government /Semi-Government/PSUs.
 - c. Details of relevant experience/projects executed in **Form-C** along with documentary proofs.
 - d. Profile of the bidder as per **Form-D**.
 - e. Profile of resources in **Form-E**.
 - f. Bid Securing Declaration as per **Form-F**.
 - g. Certified/Audited documents indicating required financial status of the bidder.
 - h. Any other documents required as per the tender.
3. The bid should be signed by an authorized signatory on each page including enclosures.
4. The complete bid must be submitted online by the due date and time. STPI may, at its discretion, extend this deadline.
5. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory.
6. Commercial Bid shall be submitted in the format given at **Form-G**.
7. Bids sent through Telex/Telegrams/Fax/Email shall not be acceptable.
8. All communications pertaining to this RFP shall be addressed to:

The Chief Administrative Officer
Software Technology Parks of India,
1st Floor, Plate B, Office Block-1, East Kidwai Nagar
New Delhi -110023

5.3 Clarification regarding tender:

1. A prospective bidder may send their queries by email at startup.pmu@stpi.in at least one day prior to last date of bid submission. Response or clarification, if necessary, will be provided by return e-mail.
2. STPI reserves the right to reject/cancel any bid or all bids or the tender without assigning any reason thereof.

5.4 Amendment of Bids:

Bids once submitted, shall not be allowed to amend.

5.5 Language of Bid & Correspondence:

1. The bid will be submitted in English language.
2. All the bid documents and the correspondence between the bidder & STPI will be in English.

5.6 Bid Currency:

Prices shall be quoted in Indian Rupees (INR).

5.7 Period of validity of Bids:

The bids shall remain valid for 180 days from the last date of bid submission. A bid valid for a shorter period shall be rejected by STPI. However, STPI, in exceptional circumstances, may ask for extension of the period of validity of bid for a further period as to be communicated to the bidders in writing and the bidders have to agree for the same.

5.8 Deadline for Submission of Bids:

The bids will be received online not later than the due date & time as prescribed in the RFP. STPI may however, at its discretion, extend this deadline.

5.9 Late Bids:

Any bid received offline and/or after due date of submission, will be summarily rejected.

5.10 Withdrawal of Bids:

Bids cannot be withdrawn after submission and before the expiry of bid's validity.

5.11 Opening of Bids and Evaluation:

The bids shall be opened at the schedule date & time in the presence of representatives of the bidders who may choose to attend the proceedings. Changes, if any, in date and/or time of opening of bids shall be notified through above mentioned websites. STPI's determination of technical qualification of the bidders shall be based on

prescribed parameters as defined in RFP. However, while technical evaluation of bids STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final & binding on the bidders

5.12 Commercial Bids:

- The bidders are required to submit their Commercial Bid in the prescribed format (**Form-G**) strictly as explained therein.
- The bidder shall quote “Fund Establishment Expenses” which shall be inclusive of all expenses to be incurred during setup.
- The bidder shall quote “Base Management Fee p.a.” which shall be inclusive of all operating expenses after fund has been established and for the committed period (4 years extendable upto 6 years as explained in clause 4.1 of this RFP) as well as all operating expenses after committed period till lifecycle/tenure of the fund (10 years extendable upto 12 years as explained in clause 4.1 of this RFP).
- All the above expenses will be met from within the fund itself.
- Commercial Bids of only technically qualified bidders will be opened for further process.

5.13 Negotiations:

No Negotiations are permitted. STPI shall evaluate the bids & award the work without any negotiations.

5.14 STPI's Right to accept or reject Bids:

STPI reserves the right to accept or reject any bid or to annul the bidding process fully or partially or modifying the same and to reject all bids at any time prior to the award of work without incurring any liabilities in this regard whatsoever.

5.15 Corrupt or fraudulent Practices

1. STPI requires that the bidders observe the highest standards of ethics during the bidding and execution of this assignment and it should not indulge into any corrupt or fraudulent practice. And for this purpose, STPI defines the terms set forth as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “fraudulent practice” means a misrepresentation of facts in order to influence a tender process or a execution of a contract to the detriment of STPI, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive STPI of the benefits of the free and open competition;

2. STPI reserve the right to reject the bid and/or declare the bidder ineligible, either indefinitely or for a specified period if it at any time determines that the bidder has engaged in corrupt and/or fraudulent practices in competing for, or in executing the assignment.

5.16 Liquidated Damages:

1. Delivery of services shall be made by the FI/FM in accordance with the time schedule specified by STPI/ AIC STPINEXT INITIATIVES. However, STPI/AIC STPINEXT INITIATIVES may relax this time limit in specific circumstances appropriately justified by FI/FM OR in Force Majeure conditions.
2. In case of delay in performance for the reasons attributable to the FI/FM, liquidated damages shall be imposed as deemed fit by STPI/AIC STPINEXT INITIATIVES subject to maximum of Performance Security. Decision of STPI/AIC STPINEXT INITIATIVES shall be final in this regard.
3. The Liquidated Damages at point no. 2 above shall also be applicable in case of unsatisfactory performance of any kind.

5.17 Signing of Contract:

On receipt of notification by the successful bidder from STPI that its bid has been accepted, a formal agreement shall be signed within a period of 30 days from the date of such notification.

5.18 Performance Security:

The selected FI/FM has to furnish within 5 working days of notification of award of the work, Performance Security of Rs. 20 Lakhs by way of irrevocable and unconditional Bank Guarantee (BG) from a reputed Nationalized/ Scheduled Bank. The BG will be made in favor of STPI and it must be valid up to 60 days beyond the contract period of 10 years to cover the risk of STPI which may be extended for a further period as per requirement of STPI. The specimen of BG is given in **Annexure-B**.

STPI shall have the right to invoke the BG towards compensation on account of any loss/injury in case the bidder fails to comply any of the obligations mentioned in this RFP in accordance with the terms & conditions of the work. The BG will be discharged by STPI and returned to the successful bidder after successful completion/execution of work. Failing to submit the Performance Guarantee leads to execution of Bid Securing Declaration as per clause 5.1.2 of this RFP and cancellation of the order.

5.19 Payment Schedule:

(a) Base Management Fee p.a. (1) and (2):

The Selected FI/FM shall be paid Base Management Fee on quarterly basis based on the satisfactory performance. The selected FI/FM shall raise the invoice within 15 days after completion of each quarter along with the list of tasks/activities (both tangible and intangible) executed during the quarter for verification and further process.

(b) Fund Establishment Expenses:

The selected FI/FM shall be paid fund establishment expenses as per below:

- (1) 50% on completing all formalities for fund establishment.
- (2) Remaining 50% on operationalization of fund i.e. date of release of 1st tranche of investment by STPI/AIC STPINEXT INITIATIVES.

5.20 Termination

- (a) Termination by default: STPI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or part thereof with or without assigning any reason(s) thereof.
- (b) Termination by Material Breach: If the successful FI/FM materially breaches its obligations, STPI may terminate the agreement by giving a one month's prior written notice to FI/FM for curing the Material Breach. In case the Material Breach continues after the notice period, STPI will have the option to terminate the Agreement. Termination of this Agreement will be without prejudice to any other rights and remedies STPI may have under this Agreement or at law. Any notice served pursuant to this clause shall give reasonable details of the Material Breach. It is clarified that the following acts of the FI/FM shall also include and treated as material breach:
 - If FI/FM fails to deliver or fails to complete the assignment in the stipulated time period.
 - If FI/FM fails to deliver satisfactory performance.
 - If FI/FM fails to perform any other obligations under the terms & conditions of this RFP.
- (c) STPI may, upon its sole discretion, by giving a one month's written notice, terminate this Agreement if there is a change of control of the Bidder and such notice shall become effective at the end of the notice period. STPI may, as an alternative, require a fresh Performance Guarantee for the obligations of Bidder by a guarantee acceptable to STPI. If such a guarantee is not furnished within 30 days of demand, STPI may exercise its right to terminate this Agreement.
- (d) STPI may terminate this Agreement at any time upon 30 days prior written notice to Bidder. In the event of any such termination under this clause, STPI will only be liable

to make any payments which are due hereunder to the bidder for work performed in accordance with the terms and conditions herein upto the date of such termination.

(e) Effects of termination

- (i) In case STPI terminates this Agreement pursuant to failure on the part of the Bidder to comply with the conditions as contained in this RFP and in the event of default by bidder or in case of material breach, the BG furnished by bidder shall be forfeited.
- (ii) Upon any termination or expiration of this Agreement, Bidder will handover to STPI
 - (a) the details of updated investment together with documentary proof thereof, in original
 - (b) Return the uninvested fund, if any, to STPI within a period of 30 days.

5.21 Confidentiality:

Any information pertaining to STPI or any other agency involved in the project that comes to the knowledge of the bidders in connection with this contract will be deemed to be confidential and the bidders will be fully responsible for the same being kept confidential and held in trust as also for all consequences of its concerned personnel failing to do so. The bidders shall ensure due secrecy of information and data not intended for public distribution.

5.22 Ownership of Documents:

All documents and reports prepared or obtained by the Agency during performance of this assignment shall become and remain the property of STPI, and the Agency shall, upon termination or expiration of this contract, return all such documents to STPI.

5.23 Indemnity

The selected Financial Institution/Fund Manager ("Indemnifying Party") shall, at its expense and to the maximum extent permitted by law, indemnify, defend and hold STPI/AIC STPINEXT INITIATIVES, ("Indemnified Party") from and against all losses, claims, liabilities, damages and expenses and will reimburse such fees and expenses as they are incurred (including suits, proceedings, attorneys/advocates fees etc.) including in connection with any claim or action threatened or brought against the Indemnified Party, attributable to the Indemnifying party's or its' representative's negligence or willful default, including but not limited to bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) in performance or non-performance under this contract. The Indemnified Party will promptly notify the Indemnifying party of any such claim or action.

5.24 Arbitration:

If any claim, dispute or difference relating to or arising out of this agreement shall be referred to the Arbitration, of a sole arbitrator. The arbitration shall be subject to the Arbitration and Conciliation Act, 1996 (as amended from time to time). The Sole Arbitrator will be appointed by DG, STPI on request from either party. The award made by the Arbitrator shall be binding on the parties hereto. The seat and venue of arbitration shall be New Delhi.

5.25 Jurisdiction:

In case of any litigation between the parties, the Courts at Delhi shall have the jurisdiction.

5.26 Completeness of Bid:

The bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the tender. Failure to furnish (a) the information as required under this RFP (b) submission of bid not substantially responsive in all aspects, will be at the bidder's risk and may result in rejection of the bid.

6. EVALUATION AND AWARD OF WORK

6.1 Pre-Qualification

A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the bid technically qualifies to the requirements set forth in the tender. The pre-qualification criteria is as follows:

| S. No. | Criteria | Supporting Documents |
|--------|---|---|
| 1 | Legal Entity: The bidder should be registered under the Companies Act, 1956 or Companies Act, 2013 or Partnership Act 1932 or Limited Liability Partnership or Banking Regulation Act, 1949 since last 2 years. In case the bidder is having strong experience in managing domestic & overseas funds without meeting criteria of company formation as above, details of such experience may be submitted along with legal status of such operations/funds in India & abroad for consideration. | <ul style="list-style-type: none">• Copy of Certificate of Incorporation / Registration and/or document of relevant experience. |
| 2 | Clean record: The bidder should not have been debarred/blacklisted by any Government entity (Central or State Government or PSU) in India. | <ul style="list-style-type: none">• Declaration in Form-B. |

| | | |
|---|--|---|
| 3 | <p>Turnover from relevant/ similar services:</p> <p>The bidder should have an average annual turnover of at least INR 1 Crores from Fund & Equity Management, Financial Planning & Management for the last two financial years.</p> <p>In case the bidder is having strong experience in managing domestic & overseas funds without meeting turnover criteria as above, details of such experience may be submitted along with legal status of such operations/funds in India & abroad for consideration.</p> | <ul style="list-style-type: none"> A Certificate duly certified by the statutory auditor/Chartered Accountant of the Bidder clearly mentioning the annual turnover of the bidder from specified services and/or Audited financial statements reflecting relevant turnover for the last two financial years and/or document of relevant experience. |
| 4 | <p>Relevant Experience:</p> <p>The bidder should have track record of successfully raising & managing two or more funds cumulatively of INR 100 Crore or above.</p> <p>In case the bidder is having strong experience in managing domestic & overseas funds without meeting track record criteria as above, details of such experience may be submitted along with legal status of such operations/funds in India & abroad for consideration.</p> | <ul style="list-style-type: none"> A Certificate duly certified by the statutory auditor/Chartered Accountant of the Bidder clearly mentioning the annual fund management of the bidder from specified services and/or document of relevant experience. |
| 5 | <p>The Bidder should mandatory have valid statutory registrations such as PAN, GST etc.</p> <p>In addition, the bidder may also submit valid Portfolio Management Service (PMS) Registration with SEBI, if any.</p> | <ul style="list-style-type: none"> Copy of PAN, GST etc. Bidders may also submit valid PMS registration with SEBI, if any. |

6.2 Technical Evaluation

The bidders meeting the pre-qualification criteria as mentioned above would be considered for technical evaluation. Bids would be assigned scores based on the parameters defined in the table below:

| S. No. | Parameters | Supporting Documents | Score Matrix | | Max Marks |
|--------|--|---|------------------------|-------|-----------|
| 1 | Average annual turnover from Fund & Equity Management, Financial Planning & Management for the last two financial years. | A Certificate duly certified by the statutory auditor/Chartered Accountant of the Bidder clearly reflecting the relevant turnover and/or Audited financial statements | Avg Annual Turnover | Marks | 10 marks |
| | | | < INR 1 Cr | 1 | |
| | | | INR 1 Cr to INR 2 Cr | 2 | |
| | | | > INR 2 Cr to INR 4 Cr | 5 | |
| | | | > INR 4 Cr | 10 | |

| | | | | | |
|---|---|---|---|-------|----------|
| | | reflecting relevant turnover and/or document of relevant experience. | | | |
| 2 | Track record of successfully raising & managing multiple funds. | A Certificate duly certified by the statutory auditor/chartered accountant of the Bidder clearly reflecting relevant size of fund(s) managed and/or document of relevant experience. | Description of Funds | Marks | 15 marks |
| | | | 1 or more funds with appropriate value commensurate with experience being showcased | 2 | |
| | | | 2 or more funds with cumulative value >=INR 100 Cr and <INR 150 Cr | 5 | |
| | | | 2 or more funds with cumulative value >=INR 150 Cr and <INR 200 Cr | 10 | |
| | | | 2 or more funds with cumulative value >=INR 200 Cr | 15 | |
| 3 | No. of Startups Funded in Emerging Technology | An authorized document duly endorsed/certified by designated authority (e.g. CA/Auditor's certification, self-attestation on company letter head, self-declaration by startups etc.) clearly reflecting no. of Startups Funded. | | | 10 marks |
| | | | No. of Startups funded | Marks | |
| | | | 10 to 25 | 5 | |
| | | | > 25 to 50 | 07 | |
| | | | > 50 | 10 | |
| 4 | No. of Startups Funded other than emerging technology | An authorized document duly endorsed/certified by designated authority (e.g. CA/Auditor's certification, self-attestation on company letter head, self-declaration by startups etc.) clearly reflecting no. of Startups Funded. | | | 5 marks |
| | | | No. of Startups funded | Marks | |
| | | | 10 to 15 | 2 | |
| | | | > 15 to 25 | 4 | |
| | | | > 25 | 5 | |
| 5 | No. of Successful Exits | • An authorized document duly endorsed/certified by designated authority | No. | Marks | 10 marks |
| | | | 5 to 10 | 2 | |
| | | | > 10 to 15 | 5 | |
| | | | > 15 | 10 | |

| | | | | |
|--------------|--|---|--|------------------|
| | | (e.g. CA/Auditor's certification, self-attestation on company letter head, self-declaration by startups etc.) clearly reflecting no. of successful exits of the investment with value. Write-off or loss-making exits are not considered as Successful Exits. | | |
| 6 | Profiles of Resources Key investment team | Duly filled Form E with CV/Profile of resources | Proposed resources and their profile | 10 marks |
| 7 | Presentation* | Presentation (PPT/PPTX/PDF) | Technical Presentation - Fund Strategy, Governance and Investment Process - Strengthening India linkages with other developed nations - Fit with STPI mandate (e.g. global perspective, economic development, etc) - Track Record of Manager and/or Investment Team - Alignment of interest | 40 marks |
| Total | | | | 100 marks |

A bidder would need to score minimum technical score of 70 marks to be considered technically qualified and eligible for commercial bid opening.

*Note: Bidders shall be allotted time (max 30 minutes) for making presentation in front of designated committee. The technical presentation should be detailed and highlight all strengths of the bidder, qualitative as well as quantitative, vis-à-vis this RFP. An indicative list of what should the presentation cover is mentioned below:

Fund strategy, Governance and Investment Process

- Describe target sectors/geographies/stages/investment focus (by instruments, stakes - majority/minority, co-investment strategies etc)

- Rationale behind the selected investment strategy
- Is the proposed strategy in line with your prior funds/experience? What has changed based on learnings, market opportunity etc?
- Key strengths of organization with respect to strategy.
- What is the competitive landscape, unique differentiator?
- Proposed investment limits and restrictions (ticket sizes, sectors, etc.)
- Outline of investment process, including but not limited to:
 - Deal sourcing strategy, investment selection criteria, due diligence/checks
 - Decision making process, role of investment committees and the role of the investor advisory committee and composition.
 - Role of strategic/operating advisors, if any
 - Value creation and engagement with the investee companies.
 - Risk and portfolio monitoring process and at what levels and periodicity they are monitored? How are risks monitored and mitigated?
 - Exit strategies and planning
 - Compliance check processes on Tax transparency, Anti Money Laundering (AML) and Anti-Corruption Counter Fraud / AML controls, Environmental, Social, Governance (ESG), other regulatory considerations, other key areas
- Status of fund, whether registered with SEBI AIF or to be registered.
- Estimates for the speed of deployment of capital in six-month interval, from the first close, as a proportion of total investment capital
- List of two investments made in India (demonstrating how they fit with the strategy, investment rationale, expected development impact, project level financial returns anticipated based on your judgement).

Strengthening India's linkages with the developing nations

Please highlight how to strengthen relationships with the developed nations.

- Foreign investors/LPs in the fund
- Multi-geography fund manager (e.g. operations in other countries in addition to India)
- Investee companies scaled-up across borders; joint ventures, strategic tie-ups with global companies, institutions, government entities, etc
- Other creative ways of establishing/strengthening linkages
- If portfolio does not have a current linkage, highlight what will the action/ strategy to enable cross border technology transfer.

Fit with STPI mandate (e.g. global perspective, economic development, etc)

- Description of the extent to which focus of STPI programmes fits with firm's investment approach and activities
- A high-level summary of firm's policies towards economic development and how these are integrated within the management of the fund. If there is a formal policy, it should be attached.
- Factors considered for due diligence as part of investment process. For e.g. how to ensure that funded investee companies promote economic development and are governed in line with best practices.
- Actions to incorporate as part of the pre and post investment process to enable cross border technology transfer and helping the start-ups scale globally
- Appetite for open and transparent information sharing with investors (e.g. sharing of DD reports on investees)
- Ability to Network with Global Funds in IT/ITeS especially Software Product ecosystem. Preference will be given to funds exhibiting ability to promote Software Product ecosystem.
- Any other innovative ideas, strategies to align with STPI's priorities, strategic objectives and key requirements.

Track Record of Manager and/or Investment Team

- Organization structure, key person(s) and staffing - number of staff, title, joining date, role, reporting lines, level of experience/expertise, sectors, prior working relationships
- Early stage/tech investments experience (commitments, exits, amount and number)
- Incentives incl. carry split
- How long have the partners/senior management team known each other and worked together
- Internal conflict of interest situations anticipated and strategy to manage them
- Prior Track Record. In case the bidder as a firm is freshly incorporated, track record of the lead/founder team.
- Two past case studies with focus on India specific investments in the target sectors.
- Any qualitative insights or other information in support of FI/FM

Alignment of Interest

- Fund Manager's investment in the Fund (as INR or as a % of total fund)
- The timing of the investment
- Source of investment (management/investment team, Consortium/Joint Venture members, parent companies, affiliated companies etc.)
- Whether capital will carry any special rights
- Any additional approvals/authorization required to confirm own investment.
- Strategy/Methodology to share performance carry internally
- Any other strategy, especially for first time FM/FI, to offset lower fund commitment

6.3 Commercial Bid Evaluation

Bidders, who obtain at least 70 marks on the technical bid, would be considered for evaluation of their commercial bid (as per **Form-G**).

6.4 Ranking of Bidders

- **Quality-cum-Cost Based (QCBS)** method of selection shall be followed.
- Financial Score of the individual bidder will be calculated as explained in **Form G**.
- The weights given to the Technical (T) and Commercial (P) Bids shall be: T = 60%, and P = 40%
- Bids will be ranked according to their combined technical (St) and financial (Cf) scores using the weights as follows:
$$S = St \times T\% + Cf \times P\%$$
- The bidder with the highest combined score will be considered for selection & award of work.
- STPI's decision on the scores will be final and binding on all the bidders and no representation in this regard will be entertained.

FORM A: DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS

To

**The Chief Administrative Officer
Software Technology Parks of India,
1st Floor, Plate B, Office Block-1, East Kidwai Nagar
New Delhi -110023**

Sir,

I have carefully gone through the Terms & Conditions contained in tender *STPI/HQ/PDC/07/2020-21/64* dated 18/01/2021 regarding “Selection of Financial Institution / Fund Manager for Investing & Managing Seed Fund in Start-Ups”.

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

Yours truly,

Date:

Signature:

Place:

Name:

Designation:

Seal:

FORM B: DECLARATION REGARDING CLEAN TRACK RECORD

To

**The Chief Administrative Officer
Software Technology Parks of India,
1st Floor, Plate B, Office Block-1, East Kidwai Nagar
New Delhi -110023**

Sir,

I have carefully gone through the Terms & Conditions contained in tender *STPI/HQ/PDC/07/2020-21/64* dated 18/01/2021 regarding "Selection of Financial Institution / Fund Manager for Investing & Managing Seed Fund in Start-Ups".

I hereby declare that bidder has not been debarred / blacklisted by any Government / Semi-Government agency/PSU. I further certify that I am an authorized signatory and competent to make this declaration.

Yours truly,

Date:

Signature:

Place:

Name:

Designation:

Seal:

FORM C: RELEVANT EXPERIENCE/PROJECTS

| Sl. No. | Client Organization(s) | Title | Value (in Rs.) | Date of Award | Current Status |
|---------|------------------------|-------|----------------|---------------|----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Date:

Signature:

Place:

Name:

Designation:

Seal:

FORM D: BIDDER PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

| Sr. No. | Item | Details |
|---------|--|---------|
| 1. | Name of the Company | |
| 2. | Mailing Address | |
| 3. | Telephone & Fax numbers | |
| 4. | Type & Constitution of the Company | |
| 5. | Name of the CEO/MD | |
| 6. | Brief Description of capabilities related to the scope of work mentioned in this tender document | |
| 7. | PMS Number | |

Date:

Signature:

Place:

Name:

Designation:

Seal:

FORM E: PROFILE OF PROPOSED RESOURCES

1. Name:
2. Proposed Position:
3. Date of Birth:
4. Nationality:
5. Education (Institute, Degree/Diploma, Year):
6. Membership of Professional Associations:
7. Trainings:
8. Countries of Work Experience:
9. Languages Known:

I, the undersigned, certify that to the best of my knowledge and belief, this profile correctly describes resource, his qualification and experience. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, if engaged.

Date:

Signature:

Place:

Name:

Designation:

Seal:

FORM F: BID SECURING DECLARATION

To,

**The Chief Administrative Officer
Software Technology Parks of India,
1st Floor, Plate B, Office Block-1, East Kidwai Nagar
New Delhi -110023**

I/We, the undersigned, declare that:

I/We understand that bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with STPI, AIC STPINEXT INITIATIVES and/or any of their associated organizations, departments & ministries for a period of ten (10) years from the date of notification if I am/we are in a breach of any obligation under the RFP/tender Ref No. STPI/HQ/PDC/07/2020-21/64 dated 18/01/2021 "Selection of Financial Institution / Fund Manager for Investing & Managing Seed-fund in Start-ups" as follows:

- (1) I/We have withdrawn/modified/amended my/our Bid during the period of bid validity or its extended period, if any; or
- (2) My/Our Bid impairs or derogates from the tender during the period of bid validity or its extended period, if any; or
- (3) I/We are found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- (4) If there is a discrepancy between words and figures quoted by me/us and I/We does/do not accept that the amount in words prevailing over the amount in figure; or
- (5) Having been notified of the acceptance of our Bid during the period of bid validity, I/We:
 - (a) fail or refuse to execute the contract, if required, or
 - (b) fail or refuse to furnish the Performance Bank Guarantee in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

FORM G: COMMERCIAL BID FORMAT

| Sl. No. | Fee Structure and Charges | Percentage (%) (In figures) | Percentage (%) (In Words) |
|---------|-------------------------------|--------------------------------|------------------------------|
| 1 | Hurdle rate | | |
| 2 | Base Management Fees p.a. (1) | | |
| 3 | Base Management Fees p.a. (2) | | |
| 4 | Fund Establishment Expenses | | |
| 5 | Carried Interest | | |

Fee Structure and Charges:

1. Hurdle rate: As a % of *STPI's committed capital*.
2. Base Management Fee p.a. (1): It should be quoted as a % of *STPI's committed capital* for the commitment period (4 years extendable upto 6 years as explained in clause 4.1 of this RFP). It should be inclusive of all operating expenses after fund has been established.
3. Base Management Fee p.a. (2): It should be quoted as a % of actual fund deployed from *STPI's committed capital* after commitment period till lifecycle/tenure of the fund (10 years extendable upto 12 years as explained in clause 4.1 of this RFP). It should be inclusive of all operating expenses for this duration.
4. Fund Establishment Expenses (One-time Fees for the expenses incurred during the set-up) - as a % of *STPI's committed capital*. It should be inclusive of all expenses to be incurred during setup.
5. Carried Interest: % of the gains above the hurdle rate.

Financial Score will be calculated as follows:

1. Lowest 2,3,4,5, will be awarded 100% financial score for the respective row.
2. Others (the non-lowest ones) will be awarded financial score of $[100 \times (\text{Lowest Quote}) / (\text{The Quote under consideration})]$.
3. Highest 1 will be awarded 100% financial score for the respective row.
4. Others (the non-highest ones) will be awarded financial score of $[100 \times (\text{The Quote under consideration}) / (\text{Highest Quote})]$
5. **Combined financial score will be sum of above two and bidders will be ranked in ascending order of combined financial score (Cf).**

Date:

Signature:

Place:

Name:

Designation:

Seal:

ANNEXURE A: SCOPE OF WORK

SCOPE OF WORK: The selected FI/FM will undertake the detailed scope of services as under:

1. **Setting up mechanism for Seed Funding**

- The Fund will be investing in emerging companies with a long-term investment approach thereby to build commercial value with a focus on investments in seed/rapid growth opportunities within the Indian Software Product Companies and other high-end products/ solutions in the Information Technology sector.
- In many cases, the Fund may be the founding/first investor and invest when the company has no more than a passionate team (management and technical team) and a great idea. The investment will be made based on assessment of ability of team to convert idea into successful product/solution and assessment in terms of the market opportunity, competitiveness and future potential as the primary criteria for making investment decisions.
- The journey from seed to success shall be made by maintaining a rigorous investment process and a commitment to work closely with portfolio companies as their partner, trusted advisor and professional investor.
- Prepare a feasibility study, recommend optimal fund structure and implementation plan for a Seed Fund based on best practices and other successful models.

2. **Review of applications received**

Review and scrutinize all the documents and agreements. Review would include analysis of terms of reference, intentions, startup potential, its business plan, its current financial position, valuation, future revenue etc. The exercise would verify the need and prepare justification of investment size, investment rationale and projection of startup performance.

3. **Investing into Start-ups**

- **Investment Experts:** The FI/FM should have professionals who are persons of eminence in the field of industry, finance, management, information technology etc. and who preferably should have led large companies in past, have entrepreneurial expertise in driving companies from idea stage to IPO/M&A.
- **Investment Management Board:** The FI/FM will set up an Investment Management Board including representatives of Ministry of Electronics and IT, Government of India, Software Technology Parks of India and other relevant stakeholders/partners. The roles and responsibilities of the Investment Management Board would, inter alia, include:
 - a. Appraise and make recommendations for participation in the seed funding of a startup
 - b. Make recommendation for release of funds as per its commitment to participate in the funding based on milestones achieved by startup.
 - c. High level monitoring of the progress and performance of the each startup.

4. **Facilitating disbursal of Funds**

Devise & finalize the method of disbursal of funds to selected start-ups.

5. **Monitoring and Control**

Monitor the funded start-ups for meeting all obligation and milestones agreed upon

6. **Communicating performance of investments made through the Fund**

Periodic reports should be submitted with an executive summary and progress of investment made in the startups. The executive summary should summarize the conclusions and recommendations covering all the critical aspects of the investments. Annual Utilization Certificates (UC)/Statements of Expenditure (SEs) should also be submitted.

7. **Exit/Disbursal of Proceeds**

Upon realizing the exits, the FI/FM would distribute the proceeds. This would include:

- a. Obtaining/preparing Completion Report
- b. Carrying out financial accounting and providing necessary UCs/SEs for programme implementation

ANNEXURE B: SAMPLE FORMAT OF THE BANK GUARANTEE FOR PERFORMANCE SECURITY

To,

The Chief Administrative Officer
Software Technology Parks of India
1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi-110023.

WHEREAS (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we (Name of the Bank) have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we (Name of the Bank) undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We (Name of the Bank) hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We (Name of the Bank) further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

WITNESS 1

.....(Signature)

Attorney as per Power of Attorney:

WITNESS 2

..... (Signature)

Attorney Number & Date

ANNEXURE C: INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have

to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

~

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS/ RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline/online" to pay the tender fee as applicable and enter details of the instrument.
- 4) Bidder should prepare the BSD (Bid Securing Declaration) as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. Copy of the Bid Securing Declaration should be uploaded onto the CPP Portal. The bids submitted without Bid Securing Declaration will be summarily rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the

- authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.