



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 an Agency for conducting events and mentoring for startups across
India**

RFP Ref. No. STPI/HQ/TECH/NGI/SSL/2023-24/1 dated :06/11/24

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1. FACT SHEET

Sl. No.	Particulars	Details
1.	RFP Inviting Agency	Software Technology Parks of India
2.	RFP Publish Date	06.11.2024
3.	Pre-Bid Meeting	12.11.2024 (1200Hrs.)
4.	Bid submission Start date	06.11.2024
5.	Bid submission Last date & time	27.11.2024 (1700 Hrs.)
6.	Technical Bid Opening date & time	28.11.2024 (1700 Hrs.)
7.	Date of Presentation	Shall be intimated later
8.	Financial Bid Opening date & time	Shall be intimated later
9.	Bid Validity	90 Days from the last date of submission of bids.
10.	EMD/Bid Security	Bid Securing Declaration as per FORM-F
11.	Mode of submission of RFP	Online e-Tender at CPP Portal (https://eprocure.gov.in/eprocure/app) In the Two-Bid System as follows: a) Technical Bid b) Financial Bid

2. BACKGROUND

- Software Technology Parks of India (STPI) is an autonomous society under Ministry of Electronics and Information Technology, Government of India was set-up in 1991, with the objective of promoting the Software Exports from the country and played a seminal role in this regard. An experience of more than three decades, STPI has been providing Statutory Services, world-class High-Speed Data Communication (HSDC) services, State-of-the-art Incubation services, Project Management & Consultancy services and IT Managed services/co-location services to the satisfaction of the IT/ITES/ESDM Industry.
- STPI has played a pivotal role in building the present-day IT/ITeS industry, with its 65 Centers pan India, out of which 57 centers are in tier II/III cities for overall balanced growth of IT industry in the country. STPI has had a nucleating effect on the growth of software exports from these locations and has generated employment & entrepreneurial opportunities across the country. Working closely with all the stakeholders, STPI has played a key role in transforming the country as the most preferred IT destination.
- The start-up story started unfolding across the globe, Govt of India has undertaken several initiatives to promote domestic start-ups & entrepreneurs. In line with the Govt's vision, STPI has also taken-up multiple initiatives for promoting innovation & entrepreneurship and creating a robust tech startup ecosystem in the country. With this vision, to build the next wave of budding entrepreneurs, multiple Centers of Entrepreneurship (CoEs) in various emerging technologies are set up by STPI in collaborative manner across the country. STPI has successfully implemented Next Generation Incubation Scheme (NGIS) which focused on product development by start-ups from Tier-II/Tier-III locations.

- STPI has 24 CoEs operationalized across India. The CoEs cover a vast spectrum of emerging technologies like IoT, Blockchain, Computer Vision & Artificial Intelligence, Augmented & Virtual Reality, FinTech, MedTech, Efficiency Augmentation, etc. and are spread in locations across India viz. Pune, Bengaluru, Chennai, Hyderabad, Bhubaneswar, Gurugram, Mohali, Lucknow, the 8 North Eastern capital cities and more. STPI CoEs enable a 360-degree support ecosystem in the form of Infrastructure (Hardware & Software labs), Knowledge & handholding, Funding & Investment opportunities, Mentoring & Networking to nurture innovative start-ups in emerging technologies and make India a “Product Nation”.
- STPI has been implementing Next Generation Incubation Scheme (NGIS) approved by MeitY with a total budgetary outlay of Rs. 95.03 Crores. NGIS was launched on 28th August 2020. The objectives of the scheme are:
 - To identify start-ups working towards solutions/outstanding software products for futuristic problems/emerging ICT technology/societal problems.
 - To promote identified startups through technical and financial support and provide training business solutions/mentoring support/ plug-n-play facility and preferably a small challenge grant.
 - To provide a vibrant software product ecosystem to complement the robust IT industry for continued growth, new employment and to enhance competitiveness.
- NGIS is a comprehensive incubation scheme which has a vision to drive the rise of India as a Software Product Nation so as to make India a global player in development, production and supply of Innovative, Efficient and Secure Software Products (including embedded software) thus facilitating the growth across the entire spectrum of ICT sector as envisioned in the National Policy on Software Products (NPSP) – 2019.
- NGIS is operational in 12 Tier-II/Tier-III locations across India viz. Agartala, Bhillai, Bhopal, Bhubaneswar, Dehradun, Guwahati, Jaipur, Lucknow, Prayagraj, Mohali, Patna & Vijayawada with an aim to support 300 start-ups/Entrepreneurs/SMEs in the field of IT/ITeS/ESDM with seed-fund of up to Rs. 25 Lakh each over a period of 3 years. Estimated to 50+ patents/IPRs created/filed by the beneficiary startups.
- CHUNAUTI (*Challenge Hunt Under NGIS for Advanced Uninhibited Technology Intervention*) is a series of online Challenges under NGIS for the selection of startups. Multi-tier screening, evaluation & selection process is being carried out as per the NGIS/CHUNAUTI Guidelines.
- LEAP AHEAD (Launchpad for Tech Entrepreneurs towards Accelerated Growth and Pioneering AHEAD) is a pan-India initiative by STPI to select tech startups, primarily from Tier-II & Tier-III cities, for high-quality mentorship, securing investments, and establishing global connections. Tech Startups in the scaling stage, growth stage, product diversification, or planning expansion into new geographical locations can benefit from mentoring and funding support under this initiative.
- Identification of the startups under LEAP AHEAD is carried out through a Call for applications, a stringent screening process by a diversified set of jury members, providing pitching opportunities (physical/virtual mode) in different summits across India.

- Startups in the LEAP AHEAD will benefit from a range of advantages, including master classes, group sessions, fireside chat, and mentorship with a focus on essential areas such as establishing product-market fit, go-to-market strategies, customer adoption spectrum, growth hacking, business compliance, leadership recruitment, fundraising, etc.
- Select Startups under this initiative will get the opportunity to showcase their products/solutions before a pool of investors leading to fundraise domestically & internationally.
- In the 1st Edition, 87 startups were selected under the LEAP AHEAD initiative. These startups have undergone a 3-months of intensive mentoring program, 22 startups got the opportunity of global connect, and 17 startups have secured investment so far.
- 2nd Edition of LEAP AHEAD has been launched on 15th October 2024 with last date for application submission 10th December 2024.
- The beneficiary startups under NGIS and LEAP AHEAD are provided financial assistance, investment opportunities, mentoring/bootcamp and networking, etc.
- As of date, STPI has supported 1000+ startups through CoEs & NGIS. STPI has a strong startup ecosystem with a vast network pool of 300+ mentors & 150+ knowledge partners.

3. OBJECTIVE

Software Technology Parks of India (STPI) is seeking to select a suitable agency for conducting events and mentoring for startups across India. The services of the successful bidder shall be availed by STPI or its partners in association with STPI across India for its various startup promotion programs/schemes/activities, etc.

4. SCOPE OF WORKS

The selected qualified bidder shall undertake the following activities as part of the scope of work for this engagement:

4.1 Broad Scope:

The broad scope for the successful bidder to be carried out for STPI and its partners in association with STPI is as below:

- a. To conduct events in locations across India in physical and virtual mode.
- b. To conduct mentoring programs for STPI and its Partners' beneficiary startups.
- c. To conduct pitching of startups in physical/online mode and provide Jury for screening, evaluation and recommendations of startups.
- d. To conduct outreach activities on social media platforms, print media, electronic media and at the locations across India in physical & virtual mode.
- e. To organize demo days and investor startup connect programs.
- f. To organize investor round table conferences.
- g. To facilitate conducting of global connect programs for STPI beneficiary startups.

4.2 Detailed Scope:

4.2.1 Conducting Events:

1. The successful bidder shall be responsible for conducting events in any of the locations for example Agartala, Bhilai, Bhopal, Bhubaneswar, Dehradun, Guwahati, Jaipur, Lucknow, Mohali, Patna, Prayagraj, Vijayawada or any other location(s) across India.
2. The successful bidder shall be responsible for managing the event on a turnkey basis and complete the required services in all aspects including but not limited to the below:
 - a. Arranging the venue of 4/5 star or its equivalent for the event keeping in view of the number of expected participants as mutually agreed and finalize the same in consultation with STPI.
 - b. Organising Pitching for the startups.
 - c. Social media coverage of the event with a minimum of 100 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.
 - d. Deploy adequate and skilled manpower for all the activities.
 - e. Logistic and accommodation, if required, for the dignitaries/experts invited for the sessions (inaugural session/panel discussion/expert talk) in the event.
 - f. Arranging an adequate number of bouquets, and mementos for the dignitaries/experts invited to the event.
 - g. Folders for speakers and name card & kit bag with a brochure for participants including lanyards.
 - h. Master of ceremonies and ushers.
 - i. Arranging of audio-visual systems.
 - j. Setup & management of dais/stage with all necessary support infrastructure including tables, chairs, sofas and lighting of lamp, etc.
 - k. Designing and printing of backdrop on the stage and standees.
 - l. Designing creatives and carrying out the branding/marketing on various platforms such as social media platforms, etc.
3. The successful bidder shall be responsible for hosting the event including arranging lunch/dinner and tea/coffee for around 100 dignitaries/experts/participants invited to the event. In case of deviation in number of dignitaries/experts/participants, the successful bidder shall be paid towards lunch/dinner, and tea/coffee on a pro-rata basis.
4. The successful bidder shall ensure the participation from startups, investors, startups promotion associations, industry associations, academia, government, etc. during the event.

5. The successful bidder shall be responsible for preparing and sharing press releases pre and post event with the various electronic and print media for wider coverage.

4.2.2 Conducting Mentoring Programs:

1. The successful bidder shall be responsible for conducting a structured bootcamp/mentoring program having 12 to 13 modules, with a minimum of 40 contact hours spread over 2 to 3 months, for a batch of a minimum of 20 startups in physical/virtual mode preparing for fundraising.
2. The successful bidder shall finalize the mentors and mentoring programs in consultation with STPI.
3. The successful bidder shall conduct a minimum of 50% mentoring sessions in physical mode. The successful bidder shall be responsible for booking of venue, lunch/dinner, and tea/coffee and the quoted cost should be all inclusive.
4. In case of Mentoring/Bootcamp conducted fully in virtual mode, the successful bidder shall be paid 40% of the fees quoted for above Mentoring/Bootcamp.
5. In case the batch size exceeds 20 startups, the successful bidder shall be paid on a pro-rata basis.
6. The successful bidder may be asked to conduct individual module specific mentoring sessions (one or more) for startups selected from the finalized modules, as specified by STPI from time to time. The successful bidder shall be paid towards the same on pro-rata basis.
7. The successful bidder shall be responsible for social media coverage with a minimum of 100 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.

4.2.3 Conducting Pitching:

1. The successful bidder shall be responsible for providing a jury comprising of members from the investment community/ incubators/ accelerators/ industry/ industry association/ startup promotion association/ academia for the evaluation of startups.
2. The successful bidder shall finalize the jury in consultation with STPI.
3. The successful bidder shall be responsible for screening, evaluation, and pitching in physical/virtual mode for a batch of a minimum of 20 startups and recommendation for the final selection of startups.
4. The jury constituted by the successful bidder shall provide its recommendations along with valid reasoning to STPI.
5. The successful bidder shall be responsible for scheduling pitching, coordination with startup applicants, and jury members for conducting pitching.
6. The successful bidder may use online platforms to capture the feedback from the Jury which should have access to STPI.
7. Conducting pitching in physical mode, the successful bidder shall be

responsible for providing jury, venue booking and arranging lunch/dinner and tea/coffee, and the quoted cost should be all inclusive.

8. In case of Pitching conducted in virtual mode, the successful bidder shall be paid 25% of the fees quoted for physical mode of Pitching for a minimum of 20 startups.
9. If the number exceeds beyond 20 startups, the successful bidder shall be paid on a pro-rata basis.
10. The successful bidder shall be responsible for social media coverage with a minimum of 50 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.

4.2.4 Organizing Demo Days:

1. The successful bidder shall be responsible for conducting demo days in physical/virtual mode for a batch of a minimum of 20 select startups in front of a minimum of 5 external investors in physical and/or virtual mode.
2. The successful bidder shall finalize the investors in consultation with STPI.
3. In case of conducting demo days in physical mode, the successful bidder shall be responsible for inviting investors, venue booking and arranging lunch/dinner & tea/coffee and should include the cost towards the same in the bid.
4. In case of Demo Days conducted in virtual mode, the successful bidder shall be paid 25% of the fees quoted for physical mode of Demo Days for a minimum of 20 startups.
5. If the number exceeds beyond 20 startups, the successful bidder shall be paid on a pro-rata basis.
6. The successful bidder shall be responsible for social media coverage with a minimum of 50 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.

4.2.5 Organizing Investor round table conferences:

1. The successful bidder shall be responsible for inviting investors in the investor round table conference with a minimum participation of 15 investment firms in physical/virtual mode.
2. The successful bidder shall finalize the investment firms and agenda in consultation with STPI.
3. The successful bidder shall be responsible for inviting investment firms, booking of the venue, arranging lunch/dinner and tea/coffee and should include the cost towards the same in the bid.
4. The successful bidder shall be responsible for social media coverage with a minimum of 50 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.

4.2.6 Facilitating Conducting of Global Connect Programs:

1. The successful bidder shall be responsible for facilitating conducting of global connect program for a batch size of a minimum of 10 startups along with 2 to 3 officials of STPI or nominated by STPI.
2. The successful bidder shall design the global connect program in consultation with STPI.
3. The Global Connect Program shall cover mentoring and pitching opportunities before global investors which leads to fund-raise, and market connect.
4. The successful bidder shall facilitate the global connect program and charges/fees for the same will be paid as per actuals. Payment could be paid to the successful bidder or directly to the agency onboarded for such global connect program.
5. The successful bidder shall be responsible for social media coverage with a minimum of 50 posts on various digital social media platforms from official handle (in consultation with STPI), such as LinkedIn, X (Twitter), Facebook, YouTube and any other platforms as deemed appropriate from time to time.

4.2.7 Reports:

1. The successful bidder shall submit the reports covering the profiling of cohort startups, mentoring/bootcamp provided to startups, investment commitment & investment deals finalized through demo days, investor connections, and global connections.

5. INVITATION FOR BIDS

STPI invites technical cum financial proposals from eligible bidders for conducting events and mentoring for startups across India. Interested bidders are expected to examine the tender document carefully. Failure to furnish all the information required as per the Tender Document may result in the rejection of the Bid.

5.1 EMD/Bid Securing Declaration:

- 5.1.1** The Bidder shall submit a Bid Securing Declaration as per **APPENDIX-D**.
- 5.1.2** The Bidder shall be required to upload the scanned copy of the Bid Securing Declaration onto the CPP Portal (<https://eprocure.gov.in/eprocure/app>) along with the Technical Bid.
- 5.1.3** The Bid submitted without Bid Securing Declaration will be summarily rejected.
- 5.1.4** The Bid Securing Declaration will be executed in the circumstances indicated in APPENDIX-D of this RFP.
- 5.1.5** The decision of the STPI regarding the execution of the 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 the Bid:

- 5.2.1** The bid shall be submitted online in “Two Bid System”
 - a. Part A: “**TECHNICAL BID**”

b. Part B: “**FINANCIAL BID**”

5.2.2 The Technical Bid shall contain the following:

- a. Declaration in **APPENDIX-A** by an authorized signatory to the effect that all terms & conditions contained in the tender are acceptable.
- b. Declaration in **APPENDIX-B** that the Bidder has not been debarred/blacklisted by any Government /Semi-Government/PSUs.
- c. Profile of the bidder as per **APPENDIX-E**.
- d. Bid Securing Declaration as per **APPENDIX-D**.
- e. Details of relevant experience/projects/schemes executed in **APPENDIX-F** along with documentary proofs.
- f. Certified/Audited documents indicating the required financial status of the bidder.
- g. Any other documents required as per the tender.

5.2.3 The bid should be signed by an authorized signatory on each page of the bid document including enclosures.

5.2.4 The complete bid must be submitted online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) using English Language and international numerals by the due date and time. STPI may, at its discretion, extend this deadline.

5.2.5 The bid shall contain no interlineations, erasures, or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory.

5.2.6 The Financial Bid shall be submitted in the format given at **APPENDIX-C**.

5.2.7 Bids sent through Telex/Telegrams/Fax/Email shall not be acceptable.

5.2.8 All communications pertaining to this RFP shall be addressed to:

The Registrar-cum-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 Document

A prospective Bidder requiring any clarification about the Tender Document may request STPI in writing at the STPI HQ address or at email startup.pmu@stpi.in. The clarification and queries must be submitted on or before the pre-bid meeting date in the following format:

Sl. No.	Section, Clause, Page No.	Clause description	Queries/clarification

At any time prior to the last date of submission of Bids, STPI may modify the RFP.

- The RFP and corrigenda, if any, shall be hosted on www.stpi.in and CPP Portal (<https://eprocure.gov.in/eprocure/app>).
- STPI at its discretion may extend the last date for the receipt of Bids.
- STPI reserves the right to reject/cancel any bid or all bids or the RFP without

assigning any reason thereof.

5.4 Amendment of Bids

Bids once submitted cannot be amended by the bidder. However, in case of some administrative exigencies, STPI may decide to take fresh bids from all the bidders before opening of the Technical and Financial Bids.

5.5 Language of Bid & Correspondence

All the bid documents submitted should be in English and the correspondence between the Bidder & STPI will be in English language.

5.6 Period of validity of Bids:

The bids shall remain valid for 90 days after the due date of Bid submission. A bid valid for a shorter period may be rejected by STPI. During the period of validity of Bids, the rates quoted shall not change. In exceptional circumstances, STPI may ask for an extension of the period of validity. STPI's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

5.7 Deadline for Submission of Bids:

The online bids should be submitted before the due date and time on CPP Portal (<https://eprocure.gov.in/eprocure/app>). STPI may, at its discretion, extend this deadline.

5.8 Late Bids:

Any bid received by STPI after the deadline for submission of bids prescribed by STPI will be rejected.

5.9 Opening of Bids and evaluation:

The Bids shall be opened at the scheduled date & time. Changes, if any, shall be notified through above mentioned websites. Bids shall be opened in the STPI office in the presence of representatives of the Bidders who may choose to attend the proceedings. The representatives of Bidders will sign a register in evidence of their presence.

In order to assist in the examination, evaluation, and comparison of Bids, STPI may at its discretion ask the Bidder for clarification regarding its bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

STPI's determination of technical qualification shall be based on an objective evaluation of the contents of the Bid itself and not on any extrinsic evidence. However, while determining the technical qualification of various Bidders, STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final.

5.10 Financial Bids:

- The bidders are required to submit their Financial Bid online in the prescribed format (Appendix-C) strictly as explained therein (separate from Technical Bid).

- Financial Bids from only technically qualified bidders will be opened for further process.

5.11 STPI's Right to accept any Bid and to reject any or all Bids

Notwithstanding anything else contained to contrary in this Tender Document, STPI reserves the right to accept or reject any Bid or to cancel the bidding process fully or partially or to modify the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

5.12 No subletting of work

Under any circumstances, the bidder shall not be allowed to sublet the entire work and activities. However, part subletting such as event management, logistics & travels, etc. may be permitted.

5.13 Corrupt or fraudulent Practices

STPI requires that the Bidders under this tender observe the highest standards of ethics during the tender and execution of such contracts. In pursuance of this policy, 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 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 the Purchaser of the benefits of the free and open competition;

STPI will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

STPI will declare a Bidder ineligible, either indefinitely or for a stated period, to be awarded a contract if it at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

5.14 Force Majeure

Force Majeure means an event that is beyond the reasonable control of the successful bidder, is not foreseeable, is unavoidable, and makes the successful bidder's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, or other adverse weather conditions, strike, lockouts, or other industrial action confiscation or any other action by Government agencies. STPI may relax the penal clauses in force majeure conditions.

5.15 Delay in the performance

Delivery of services shall be made by the successful bidder in accordance with the time schedule agreed with STPI. However, STPI may relax this time limit in force majeure conditions. In case of delay in performance for reasons attributable to the successful bidder, such liquidated damages shall be imposed @1% of financial

quote per week of delay or part thereof (up to a maximum of 5%).

5.16 Performance Security

Within 5 working days of notification of award of the work the successful bidder shall furnish Performance Security to STPI @5% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee (as per **APPENDIX-G**) from a reputed Nationalized Bank in favour of Software Technology Parks of India. This Bank Guarantee must be valid for a minimum of six months duration to cover the risk of STPI which may be extended further as per the requirement of STPI. The proceeds of the Performance Security shall be payable to STPI as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the terms and conditions of the work. The Performance Security will be discharged by STPI and returned to the successful bidder no later than 60 days following the date of completion of the successful bidder's performance-related obligations under the terms & conditions of the work.

5.17 Payment Schedule

The selected agency shall be paid as per the following:

Sl. No.	Payment Terms
1	20% will be released as an advance upon submission of the execution plan.
2	Remaining 80% will be released upon completion of each activity for which the successful bidder is engaged from time to time and submission of the final report.

5.18 Termination for Default

- a. STPI may without prejudice to any other remedy for breach of terms and conditions, including forfeiture of Performance Security by written notice of default sent to the successful bidder, terminate the work / task in whole or in part after sending a notice to the agency in this regard if:
 - The Agency fails to deliver or complete the job assigned in the terms and conditions within the stipulated time period.
 - The Agency fails to deliver satisfactory performance.
 - The Agency fails to perform any other obligations under the terms and conditions.
- b. STPI reserves the right to terminate the contract at any point of time without providing any reason.

5.19 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.

5.20 Ownership of Documents

All documents and reports prepared or obtained by the bidder in performing the services shall become and remain the property of STPI, and the bidder shall, not later than upon termination or expiration of the Contract, deliver all such documents to STPI along-with a detailed inventory thereof.

5.21 Arbitration

In the event of any difference whatsoever between the Parties arising under the contract, the Parties hereto shall use their best efforts to settle such disputes or differences amicably by mutual negotiation. However, in case difference exists then all disputes, claims, and demands arising under the contract shall be referred to and finally resolved by arbitration by Sole Arbitrator who shall be appointed by both the parties mutually agreed in accordance with the Arbitration and Conciliation Act, 1996 and amendments made thereof. The seat of arbitration shall be in Delhi, India.

5.22 Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of New Delhi courts only.

5.23 Completeness of Tender Offer:

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in the rejection of its Bid. The Bid is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein or if asked for in the Forms / Performa in the tender are not fully furnished.

5.24 Pre-bid Meeting

Prospective bidders may attend the pre-bid meeting for seeking any clarification and /or giving suggestions.

5.25 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and STPI will in no case be responsible or liable for these costs, whether the Bid is finally accepted or not.

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 are as follows:

S. No.	Qualification Criteria	Supporting Documents
1	Bidder should be a company registered under the Companies Act, 1956/2013 or Partnership Act 1932 or Limited Liability Partnership Act 2008 or Society registered under Societies Registration Act, 1860 or a reputed firm for at least 5 financial years as on 31 st March 2024.	Copy of Certificate of Incorporation / Registration.
2	Bidder should not be blacklisted by any Government entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government entity (Central or State Government or PSU) in India as on date of submission of the bid.	Declaration as per the Appendix-B
3	Bidder should have an annual turnover of not less than INR 5 Crores in each of the last three financial years (i.e., 2021-22, 2022-23, 2023-24).	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 three financial years and/or document of relevant experience.
4	Bidder should have a team of minimum 10 resources (regular/contractual/consultants).	A letter duly signed by the Head, HR/Authorized signatory of the bidder clearly mentioning the team size.
5	Bidder should have undertaken at least 5 startup promotion events for private/government incubators/government departments/organizations or under its own initiative with an event size of minimum 200 participants including startups, industry and industry associations in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.
6	The Bidder should have conducted at least 5 mentorship programs for a minimum batch size of 20 startups for private/government incubators or under its own initiative in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.

7	The Bidder should have conducted screening & selection through the panel of experts comprising of jury members and have evaluated at least 200 startups in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.
8	The Bidder should have conducted at least 5 demo days for a minimum batch size of 20 startups before minimum 5 external investment firms in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.
9	The Bidder should mandatory have valid statutory registrations such as PAN, GST etc.	Copy of PAN, GST etc.
10	The Bidder must have its head office/branch office/registered office in Delhi-NCR.	Rental agreement/lease agreement/electricity bills/etc.

Note: Startups and MSE/MSME Exemption: Exemption will be considered only for Annual Turnover criteria. No exemption for experience shall be admissible to the bidders.

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	Experience of conducting events for private/government incubators/government departments/organizations or under its own initiative with an event size of a minimum of 200 participants including startups, industry, and industry associations in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.	<ul style="list-style-type: none"> • 5 events: 10 marks • 6 to 10 events: 20 marks • More than 10 events: 25 marks 	25
2	Experience of conducting mentoring programs minimum batch size of 20 startups for private/government incubators or under its own initiative in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.	<ul style="list-style-type: none"> • 5 mentoring programs: 10 marks • 6 to 10 events: 15 marks • More than 10 events: 20 marks 	20
3	Experience of conducting screening & selection through the panel of experts comprising of jury members and have evaluated at least 200 startups in the last 3 years.	Documentary evidence in support of the activity undertaken. For example, work order, e-mail communication, completion report, etc.	<ul style="list-style-type: none"> • Evaluation of 200 startups: 5 marks • Evaluation of 201 to 250 startups: 8 marks • More than 250 mentoring programs: 10 marks 	10
4	Experience of conducting demo days for a minimum	Documentary evidence in support of the activity	<ul style="list-style-type: none"> • 5 demo days: 2 marks 	5

	batch size of 20 startups before minimum 5 external investment firms in the last 3 years.	undertaken. For example, work order, e-mail communication, completion report, etc.	<ul style="list-style-type: none"> • 6 to 10 demo days: 3 marks • More than 10 demo days: 5 marks 	
5	Technical Presentation	NA	Technical Presentation on: <ul style="list-style-type: none"> - Overall understanding of the requirement: 15 marks - Approach, Methodology & strategy to execute the contract: 25 marks 	40
Total				100

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

Note: Bidder shall be intimated separately for making the presentation before the designated committee.

6.3 Financial Bid Evaluation

- Bidders, who obtain at least 70 marks on the technical bid, shall be considered for evaluation of their financial bid (as per **Appendix-C**).
- The financial evaluation will be done on the total value of the contract of the Financial Bid. The bidder will also submit item-wise rates for the requirements defined in the scope of work. In case any item increases or decreases during the program, the final bill of the agency will be settled based on a pro-rata basis/unit rate basis.

6.4 Ranking of Bidders

- Quality-cum-Cost Based (QCBS)** method of selection shall be followed.
- Technical proposals have a weightage of 70% while the financial proposals have a weightage of 30%.
- The Technical Score will be calculated using the formula given below:

$$\text{Technical Score (Ts)} = \{\text{Bidder's Technical Score (BTS)} / \text{Highest Technical Score (HTS)}\} * 100$$
- The Financial Score will be calculated using the formula given below:

$$\text{Financial Score (Fs)} = \{\text{Lowest Financial Quote (LF)} / \text{Bidder's Financial Quote (Fi)}\} * 100$$
- After weighted scoring of both technical and financial bids, both the scores will be combined and ranked.

$$\text{Final Score (F)} = \{\text{Technical Score (Ts)} * 0.7 + \text{Financial Score (Fs)} * 0.3\}$$
- The bidder with Highest combined score will secure Rank 1 (one), then Rank 2 and so on in order.
- In case of tie, then the bidder with maximum years of experience will be awarded as successful bidder.
- If there is a discrepancy between Words and Figures quoted by the bidder, the amount indicated in Words will prevail.

- i. An illustration of calculation with an example is as under

Table-1:

Name of the Bidder	Technical Evaluation Points out of 100	Ts = (BTS/HT S) *100	Technical Score (T) as per QCBS (Ts * 0.7)	Financial Value (Fi)	Fs = (LF/Fi)*100	Financial Score (F) as per QCBS (Fs*0.3)	Combined Score (S) (T+F)	Rank
	A	B	C	D	E	F	G=C+F	
Bidder 1	80	100	70	70	78.57	23.57	93.57	Rank 2
Bidder 2	75	93.75	65.63	55	100	30	95.63	Rank 1
Bidder 3	70	87.5	61.25	60	91.67	27.5	88.75	Rank 3

Bidder 2 will be H-1 after financial and technical score, therefore, declared as winner/successful bidder and recommended for approval, to the competent authority.

Note: The score given by the Evaluation Committee will stand final and no representation in this regard will be entertained and STPI's decision will be final and binding on all the bidders.

6.5 Notification of Award

- STPI will notify the successful Bidder in writing that it has been selected as a successful bidder for award of work.
- The contract shall be valid for a period of 3 years from the date of notification. However, initially, the contract will be for 1 year from the date of notification and will be extended year on year based on satisfactory performance. The contract beyond the period of 3 years may be extended on mutually agreeable terms between the successful bidder and STPI.
- Liability of the successful bidder to perform the services will commence from the date of the notification.
- The work order for execution of any activity/combination of activities may be issued separately as per the requirements from time to time.

APPENDIX-A

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS

To

**The Registrar-cum- 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 the Tender Document ---
----- dated -----regarding the RFP for the selection of an agency for conducting events
and mentoring for startups across India.

I declare that all the T&Cs of this Tender Document are acceptable to me. I further certify that
I am an authorized signatory and competent to make this declaration.

Yours truly,

Date:

Signature:

Place:

Name:

Designation:

Seal:

APPENDIX-B

DECLARATION REGARDING CLEAN TRACK RECORD

To

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

Sir,

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/state government department or public sector undertaking and none of our works had ever been terminated by the client after award of the contract, during the last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

Authorized Signatory with Seal

APPENDIX-C

FINANCIAL BID FORM

(A) EVENTS					
Sl. No.	Description	Unit	Qty	Unit Rate (INR)	Amount (INR)
a	b	c	d	e	f=d*e
1	Event Management (For a Day)	Lumpsum	1		
2	Event Hosting for 100 participants	Participants	100		
	Total				
	GST @ 18%				
	Total (all inclusive)				

Note:

(1) Event Management includes venue booking, conducting pitching, conducting outreach for the event, audio-visual systems, master of ceremony, ushers, bandwidth for streaming, stage setup, chairs, sofas, banners designing & printing, standees, etc. The bidder to quote lump sum charges.

(2) Event Hosting includes lunch/dinner and tea/coffee for the participants in the event, etc. Bidder to quote per participant basis. In case of deviation in number of dignitaries/experts/participants, the successful bidder shall be paid towards lunch/dinner, and tea/coffee on a pro-rata basis.

(B) MENTORING					
Sl. No.	Description	Unit	Qty	Unit Rate (INR)	Amount (INR)
a	b	c	d	e	f=d*e
1	Mentoring/Bootcamp having 12 to 13 modules for cohort size of a minimum of 20 startups with minimum 40 contact hours spread over 2 to 3 months with minimum 50% mentoring sessions in physical mode.	startup	20		
	GST @ 18%				
	Total (all inclusive)				

Note:

(1) Mentoring/Bootcamp in physical mode includes booking of venue, arranging lunch/dinner, tea/coffee, and social media coverage. The bidder should quote the cost all inclusive.

(2) In case of Mentoring/Bootcamp conducted fully in virtual mode, the successful bidder shall be paid 40% of the fees quoted for above Mentoring/Bootcamp.

(3) If the number exceeds beyond 20 startups, the successful bidder shall be paid on a pro-rata basis.

(4) The successful bidder may be asked to conduct individual module specific mentoring sessions (one or more) for startups selected from the finalized modules, as specified by STPI from time to time. The successful bidder shall be paid towards the same on pro-rata basis.

(C) PITCHING					
Sl. No.	Description	Unit	Qty	Unit Rate (INR)	Amount (INR)
a	b	c	d	e	f=d*e
1	Pitching for a minimum of 20 startups (physical mode)	startup	20		
	GST @ 18%				
	Total (all inclusive)				

Note:

(1) Pitching in physical mode includes providing jury, venue booking and arranging lunch/dinner, tea/coffee, and social

media coverage. The bidder should quote the cost all inclusive.

(2) In case of Pitching conducted in virtual mode, the successful bidder shall be paid 25% of the fees quoted for physical mode of Pitching.

(3) If the number exceeds beyond 20 startups, the successful bidder shall be paid on a pro-rata basis.

(D) DEMO DAYS					
Sl. No.	Description	Unit	Qty	Unit Rate (INR)	Amount (INR)
a	b	c	d	e	f=d*e
1	Demo Days for a batch of a minimum of 20 select startups in front of a minimum of 5 external investors (physical mode)	startup	20		
	GST @ 18%				
	Total (all inclusive)				

Note:

(1) Demo days in physical mode includes inviting investors, venue booking, arranging lunch/dinner, tea/coffee, and social media coverage. The bidder should quote the cost all inclusive.

(2) In case of Demo Days conducted in virtual mode, the successful bidder shall be paid 25% of the fees quoted for physical mode of Demo Days.

(3) If the number exceeds beyond 20 startups, the successful bidder shall be paid on a pro-rata basis.

(E) INVESTOR ROUND TABLE CONFERENCE					
Sl. No.	Description	Unit	Qty	Unit Rate (INR)	Amount (INR)
a	b	c	d	e	f=d*e
1	Investor Round Table conference with minimum participation of 15 Investment Firms	Investment Firm	15		
	GST @ 18%				
	Total (all inclusive)				

Note: Investor Round Table conference includes inviting investment firms, venue booking, arranging lunch/dinner, tea/coffee, and social media coverage. The bidder should quote the cost all inclusive.

Grand Total (A + B + C + D + E)					
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Date:

Signature:

Place:

Name:

Designation:

Seal:

APPENDIX-D
BID SECURING DECLARATION

To,

The Registrar-cum-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 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 for selection of an agency for conducting events and mentoring for startups across India 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)

APPENDIX-E
BIDDER PROFILE

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

Sl. 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	

Date:

Signature:

Place:

Name:

Designation:

Seal:

APPENDIX-F
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:

APPENDIX-G

SAMPLE FORMAT OF THE BANK GUARANTEE FOR PERFORMANCE SECURITY

To,

The Registrar-cum-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