

Expression of Interest

For

Selection of Entrepreneur(s) / Firm(s) /
Company (ies) for Seats allocation

At

“SHREETRON IT UPVAN”

Incubation Centre at Sahibabad, Ghaziabad

EOI No: SIL/EOI/13-14/1

SHREETRON INDIA LIMITED

C-5, Industrial Area Site-4,
Sahibabad, Distt. Ghaziabad U.P

Email: shreetrongzb@gmail.com ; Mob: 08800888426

www.shreetron.co.in , www.uplc.in , www.itpolicyup.gov.in

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1. Introduction

SHREETRON is a Public Sector undertaking firm of IT & Electronics department Government of Uttar Pradesh which is engaged into IT hardware, Software, Training and Skill development.

2. Objectives of the Project

The SHREETRON IT UPVAN has been conceptualized on 'Plug-n-Play model' for faster entrepreneurial activities in IT related areas. It provides a platform to the start-ups and prospective entrepreneurs to convert their innovative ideas into commercially viable products to enhance software exports from Uttar Pradesh.

In this regard to assist young professionals in setting up their venture Seat is being provided in Incubation Centre which is located in Sahibabad, Ghaziabad, NCR. It has been setup by IT & Electronics Department, Uttar Pradesh and run by Shreetron India Ltd. The Seat/Space is available at much lower rates than market rates.

The IT Incubation Centre strives to:

- 1 Nurture entrepreneurship in those people who have a passion for knowledge generation and mentoring
- 2 Make entrepreneurially-driven communication initiatives recognized as vital for supporting the sustainability of indigenous enterprises.

Hence interested Entrepreneurs / Firms / Companies are invited to submit their Expression of Interest (EOI) for Seat Allocation at Incubation Centre in Shreetron-IT UPVAN Sahibabad, Ghaziabad, NCR.

3 Scope of work

This Expression of Interest (EOI) is invited for the selection of Entrepreneurs / Firms / Companies to allocate them Seat/Space at “SHREETRON IT UPVAN”- Incubation Centre in Sahibabad, Ghaziabad for a period of 11 months to be extended depending upon the mutual agreement of both the parties.

The broad scope of work for the Entrepreneurs / Firms / Companies shall include the following activities:

- Vision and Execution of the incubator.
- Organizational Responsibility and Management.
- Establishing Support Ecosystem, Capital Asset Management and Resources as required.
- Assistance in management of the Incubator on day to day basis.
- Raising and managing the funds needed for the execution of the project.
- Meeting shortfalls in revenue generation through own funds.

3.1 Seat Availability

The following Seats/Space is available the SHREETRON-IT UPVAN. The seat shall be scaled up in due course of time.

S.No	Location	Total Space/Seat
1	Ground Floor-Seat with High Speed Internet/AC/Power Backup/EPBX/CCTV/Board Room/Cafeteria	14 Nos
2	Ground Floor -Space	10000 Sq. ft

4 Indicative Timelines for the Assignment

The Seats/Space at SHREETRON-IT UPVAN (Incubation Centre) at Sahibabad, Ghaziabad, NCR will be allocated initially for a period of 11 months. The allocation would be extendible thrice so that the maximum total period of license for any licensee shall under no circumstances be extended beyond additional 33 months. The term will be extended on yearly basis on the recommendation of the Evaluation Committee.

5 Facilities for the Incubatees

In addition to the Seat/Space at the SHREETRON-IT UPVAN, the following facilities will also be provided for operations up to 12 working hours per day (8AM to 8 PM) for 6 days working:

- Security
- Housekeeping etc.
- Repair and maintenance of leased out shell space.
- Electricity, water and diesel for the DG set

In addition to the above, in case incubates request for more other than the facilities mentioned above in the stipulated time, the charges will be paid by the incubates on actual basis subject to the approval from the concerned authority for extending these facilities.

6 Pre – qualification criterion

- 1 Applicant(s) should be an Indian or a person of Indian origin or a proprietorship / company / partnership firm registered in India.
- 2 Prime applicants should be at least 18 years of age on the date of submission.
- 3 The entity should be a Proprietorship firm or a company registered under the Companies Act of 1956, or Indian Partnership Act, 1932.
- 4 The entity should be working in the IT / ITES domain (provided that the core function of the applicant is not operation and management of call centers).
- 5 It should not have been blacklisted by any Government organizations/agencies.

7 Response to EOI

In response to EOI, Applicants need to submit duly signed application Form as mentioned in Annexure (I) to the address mentioned below or mail to shreetrongzb@gmail.com and info@itpolicyup.gov.in

8 Contact Information

Managing Director
Shreetron India Ltd.
C-5, Industrial Area Site-4,
Sahibabad, Distt. Ghaziabad U.P
Email: shreetrongzb@gmail.com
www.shreetron.co.in
www.uplc.in
www.itpolicyup.gov.in
Contact Number-08800888426

9 Terms of Payment

The applicant shall have to make the quarterly payments per seat basis at the beginning of each quarter. All the applicable taxes & duties shall be paid by the incubatees. The rates may be revised as per market conditions and other relevant factors.

10 Evaluation Process

- a) The evaluation of the EOIs shall be done by the Evaluation committee formed by Department of IT & E, GoUP.
- b) The interested entities shall have to fulfill the eligibility criteria as indicated in Para 6 **Pre – qualification criterion** above in full, failing which they would be rejected outright.
- c) All firms who qualify under 10b will be short-listed for issuance of RFP. The decision of this will be taken by Evaluation Committee and which will be final. The Participants will have no right to challenge such decision. The short listed participants will be provided with the RFP for further evaluation and selection of the Agency for undertaking the assignment.

11 Exit Clause

Once the objectives spelt out under the above phases are realized within the time frame indicated, the assignment shall be treated as complete and the contract ceases to exist.

12 Other Instructions to Participants Agencies

- I. Interested Participants are requested to submit their EOI as per the prescribed format. Documentary proof must be submitted for all claims made by the agencies.
- II. The EOI responses to be submitted on the following address on or before 14-07-2014 by 3.00 PM
Managing Director
Shretron India Ltd.
C-5, Industrial Area Site-4,
Sahibabad, Distt. Ghaziabad U.P
Email: shretrongzb@gmail.com
www.shretron.co.in
- III. EOI responses received after this time and date will NOT be entertained under any circumstances. In case of the designated last day being declared a public holiday, the same will be extended to the next working day.

- IV. SHREETRON-IT UPVAN reserves the right to shortlist the agencies, based on the requirement of the SHREETRON-IT UPVAN and consider them for the next stage of evaluation.
- V. SHREETRON-IT UPVAN reserves the right to accept/reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever.
- VI. The EOI responses will be opened at 1200 hrs on 15-07-2014 at the above address. The representatives of the participating agencies are welcome to be present for the opening of the EOI. **No separate intimation will be given in this regard to the agencies.**
- VII. SHREETRON-IT UPVAN reserves the right to issue Request for Proposal (RFP) to such of those participating agencies it deems eligible and qualified, based on the responses received, the requirements of SHREETRON-IT UPVAN and short-listed as per the above evaluation process.
- VIII. **This is not a Request for Proposal (RFP) and commercials should not be submitted with the EOI response. Any EOI response received with commercials will be rejected summarily.**
- IX. The agency, finally selected to execute the assignment, would be required to position a dedicated team on-location during the entire course of the assignment. The team may comprise a minimum of 5 members who are on the rolls of the agency, having the relevant qualification and experience for the assignment.
- X. This EOI request supersedes all earlier communication or information (if any) provided either directly or through SHREETRON-IT UPVAN's website. Hence, EOI responses to this request and advertisement only will be considered.
- XI. **Allocation of Space to NRIs**
The space may be provided to NRIs provided an undertaking on adherence to relevant laws like FEMA is provided by them at the time of submission of applications or signing of the contract or whenever required.

Annexure – 1 Letter to be submitted by the interested Bidder

To,

The Managing Director
C-5, Industrial Area Site-4,
Shretron India Ltd.
Sahibabad, Distt. Ghaziabad U.P
Tel: 08800888426;
Email: shretrongzb@gmail.com

Sir,

**Subject: Seat Allocation at IT UPVAN, Shretron India Ltd., a Public Sector Undertaking,
Government of Uttar Pradesh.**

Reference: EOI No: <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidder, having read and examined in detail the entire EOI in respect of selection of Entrepreneurs / Firms / Companies to allocate them Seat at “SHRETRON IT UPVAN”- Incubation Centre in Sahibabad, Ghaziabad do hereby shown our interest in applying for < ***please specify the number of seats you are interested***> seats at the aforementioned Incubator centre and as specified in the EOI number <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY>

Details of the Participating Firms (Please fill whatever applicable)		
1.	Name of the Firm	
2.	Address of the Bidder	
3.	Status of the Company (Pvt. Ltd/Partnership/proprietorship)	
4.	Details of Incorporation of the Company	Date: Ref. #
5.	Valid Service tax registration no.	
6.	Permanent Account Number (PAN)	

7.	Name & Designation of the contact person	
8.	Telephone No. (with STD Code)	
9.	E-Mail of the contact person:	
10.	Website	
Nature of Function/Business (10 liner details)		

I hereby declare that I fulfill all the criteria as mentioned in para (6) in the EOI number <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY> by Shretron India Ltd. For the IT UPVAN incubator centre.

We hereby declare that above information is correct and the decision of seat allocation by Shretron India Ltd. is binding on us and that you are not bound to provide seats for every proposal you receive in response to this EOI.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date: