

STPI - Gurugram - “Incubation Center”

STPI - Gurugram will broadly provide following services to promote IT/ITeS industry in the region:-

- Statutory Services
- Incubation Services
- Co-Location Services
- Data Communication Services
- Value added services

1. State of the art Incubation Facility at STPI – Gurugram



Following facilities may be availed at STPI Gurugram Center:-

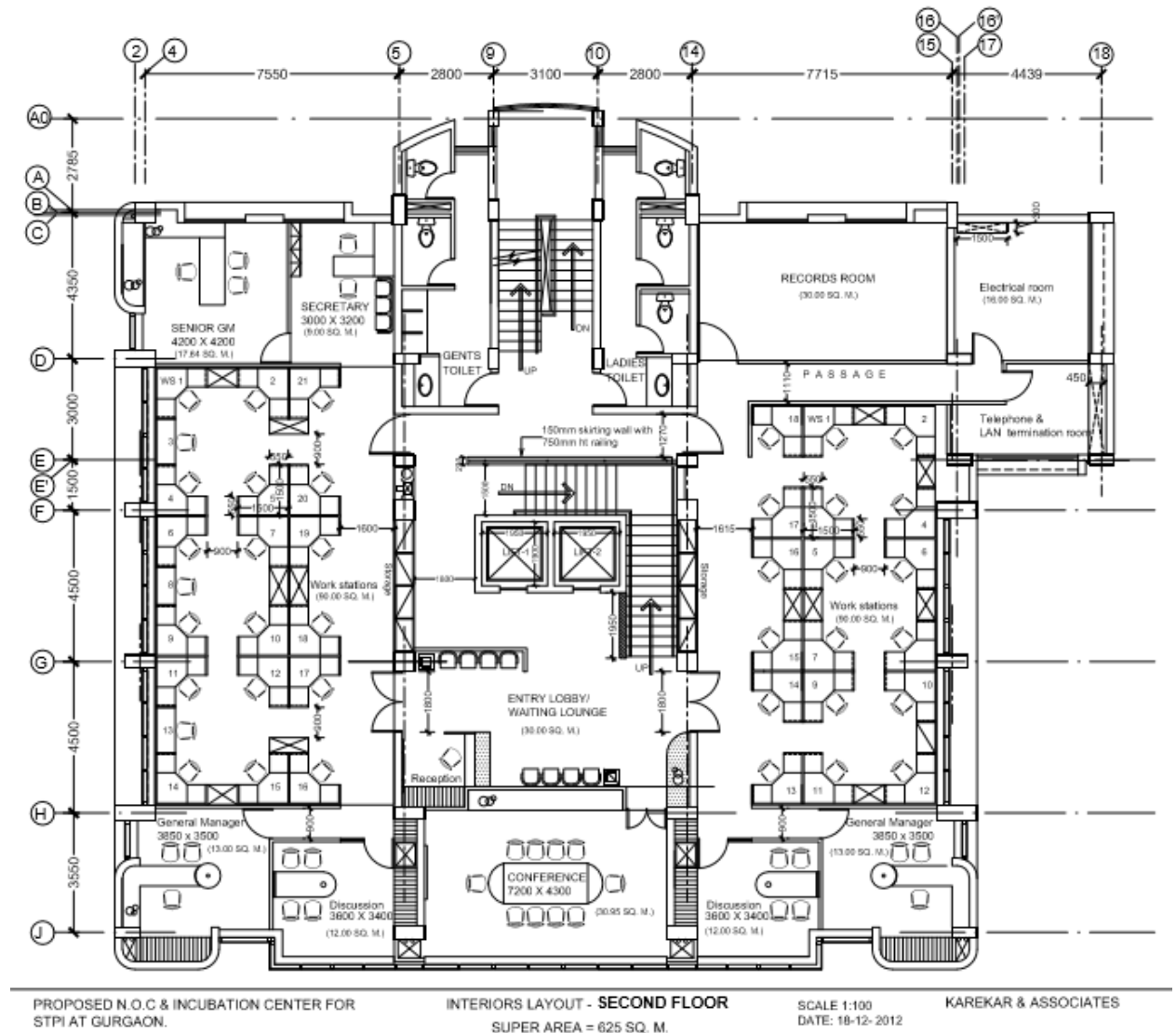
- Fully furnished office Space and Raw Space (as per requirement)
- High speed Internet connectivity
- Multiple conference rooms
- NOC and Data Base Centre
- Board Room
- Reception
- Security
- Parking
- Cafeteria

2. Tariff for Incubation Facility at STPI Gurugram

A. PNP Incubation Facility Available

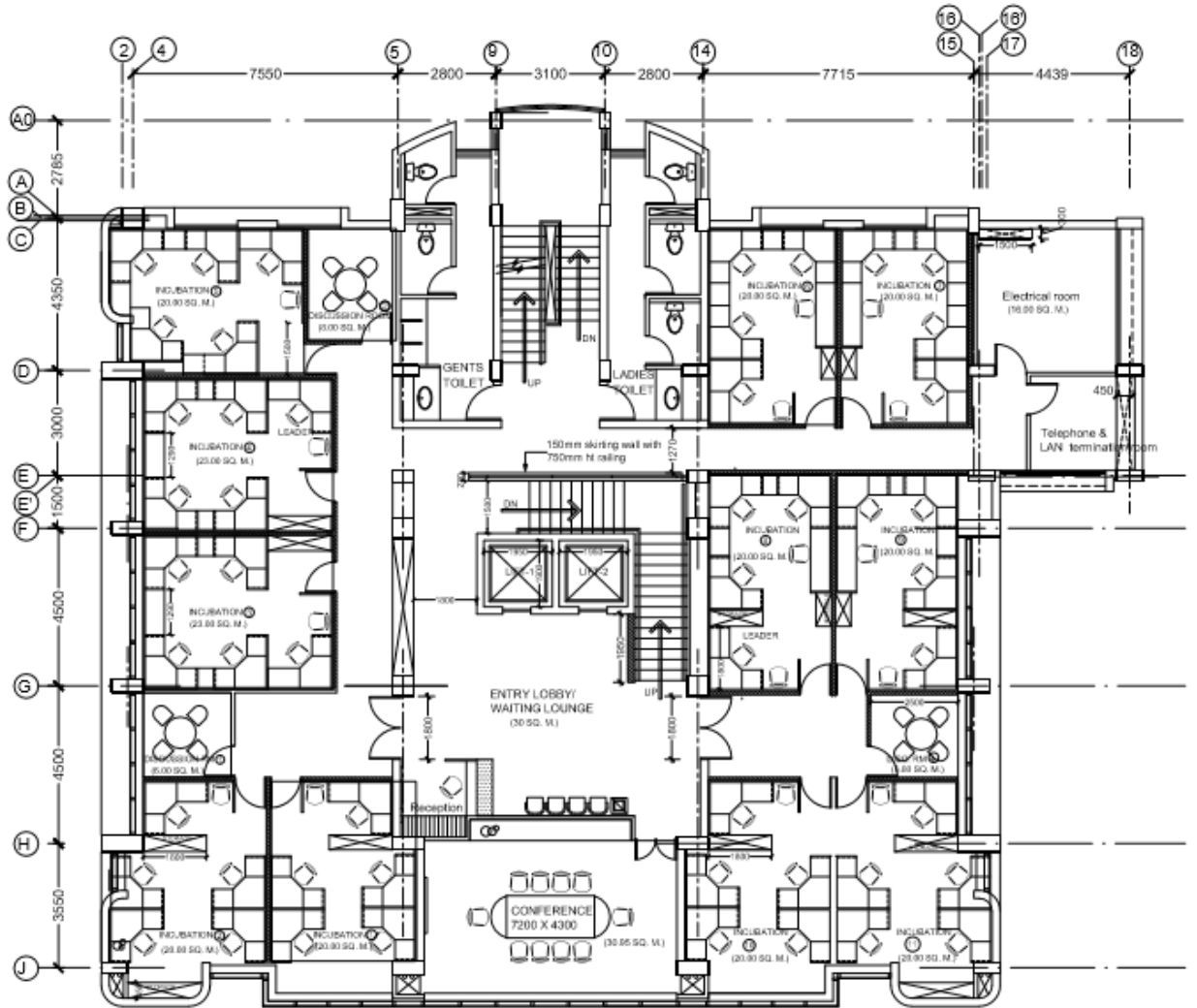
STPI Gurugram has fully furnished Plug and play Incubation space of around 11,144 sq.ft for approx. 117 seats are available on second floor and third floor.

Second Floor:



Sl. No.	Studio No.	No. of Seats	Facility Available
1	Hall 1	25	25-seater with Four Manager Seat & Four Meeting Table
2	Hall 2	24	24 -seater with Two Manager Seat & Two Meeting Table and One Storage

Third Floor:



PROPOSED N.O.C & INCUBATION CENTER FOR STPI AT GURGAON.

INTERIORS LAYOUT - THIRD FLOOR
SUPER AREA = 625 SQ. M.

SCALE 1:100
DATE: 18-12- 2012

KAREKAR & ASSOCIATES

Sl. No.	Studio No.	No. of Seats	Facility Available
1	Studio A	6	6 Seater
2	Studio B	8	8 Seater
3	Studio C	8	8 Seater
4	Studio D	5	5 Seater
5	Studio E	6	6 Seater
6	Studio F	5	5 Seater
7	Studio G	5	5 Seater
8	Studio H	6	6 Seater
9	Studio I	7	7 Seater
10	Studio J	6	6 Seater
11	Studio K	6	6 Seater
12	Discussion Room 1	-	Discussion room with one discussion table and four seat
13	Discussion Room 2	-	Discussion room with one discussion table

			and four seat
14	Discussion Room 3	-	Discussion room with one discussion table and four seat

A. Commercial Details

Sl. No.	Type of Incubation Area	Details	Monthly Rental
1	Plug N Play	For 12 Hrs	Rs. 6,000/- Per Seat
2	Plug N Play	For 24 Hrs	Rs. 8,300/- Per Seat
3	Manager Room	-	Rs. 17800/- per Month

B. Security Deposit Details

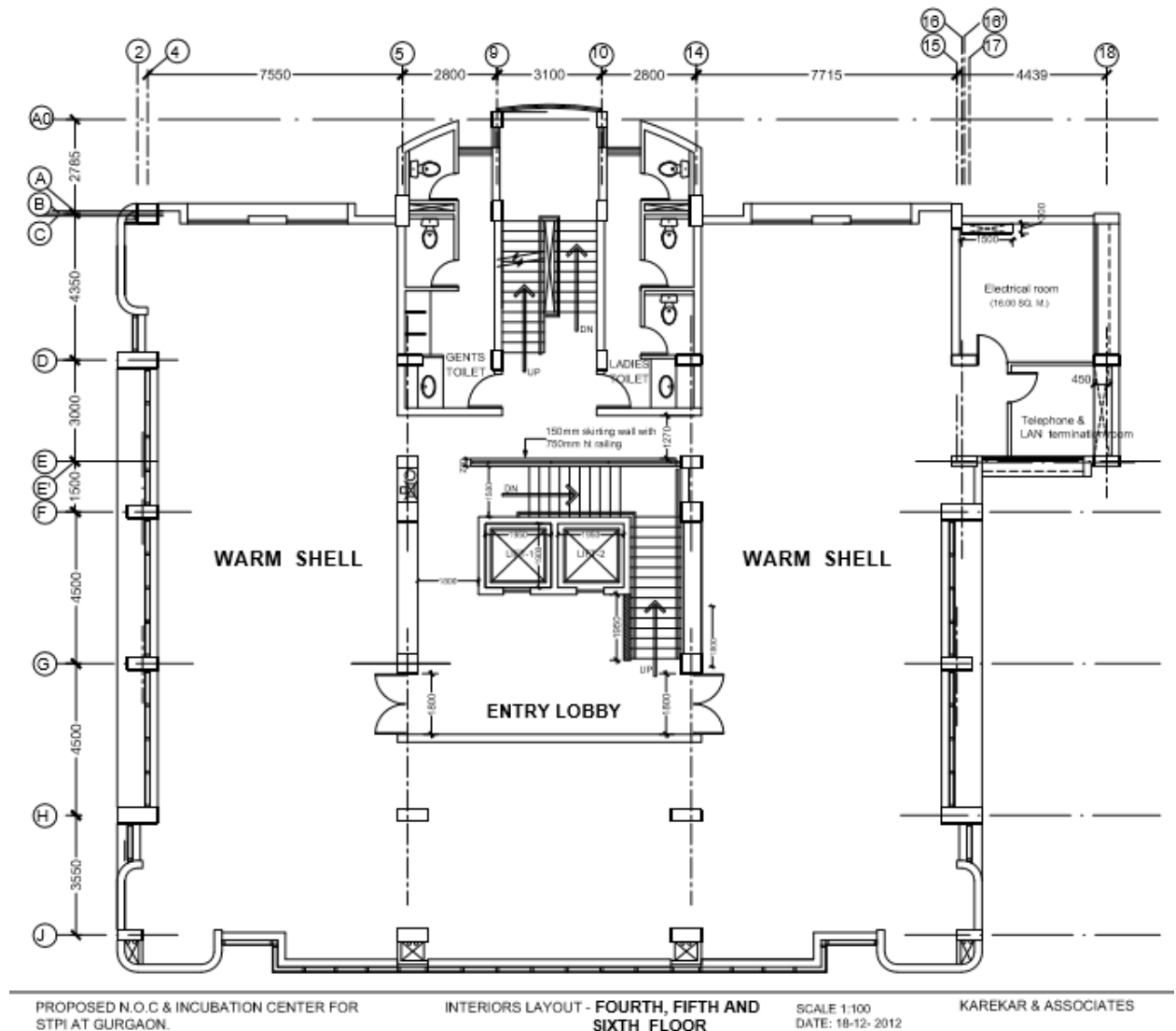
Sl. No.	Description
1	Security Deposit for Incubation Space: Equivalent to three months' rent per PNP seat

- C. Bandwidth Charges: Extra as per tariff.
- D. Other consumable(s) – as per actual
- E. Service Tax extra as applicable

B. Raw Space Incubation Facility Available

STPI Gurugram has approx. 20337 sq.ft from Fourth to sixth floors is available for entrepreneurs to start their business as per their own modified office design.

4th 5th and 6th Floor:



A. Commercial Details

Sl. No.	Type of Incubation Area	Monthly Tariff	Fixed Power Back Up	Monthly Tariff for Power back Up
1	Raw Space	Rs. 35/- Per Sq.ft	DG	Rs. 550/- Per KVA per Month
			UPS	Rs. 550/- Per KVA per Month
			Running Charges (Raw/BackUp/UPS)	As per Actual Usage recorded in sub meter

B. Security Deposit Details

Sl. No.	Description
1	Security Deposit for Incubation Space: Equivalent to three months' rent
2	Security Deposit for Power back up: Equivalent to three months' Fixed Back Up Charges

C. Bandwidth Charges: Extra as per tariff.

D. Other consumable(s) – as per actual

E. Service Tax extra as applicable

C. Other Facilities

Sl. No.	Description	Tariff
1	10 Seater Conference Room at 2 nd and 3 rd Floor	Rs. 400/- Per Hour
2	One Board Room with 28 Seat including lounge and conference preparation room at 7 th Floor	Rs. 2100/- Per Hour
3	36 Seater Training Room at 7 th Floor	Rs. 800/- Per Hour
4	Three Discussion Room at 3 rd Floor	Rs 100/- per Hour

3. General Terms & Conditions (for PNP/Raw space)

A. Contract Period Duration: 11 months

B. Lock In Period: 06 Months

C. Payment Terms: One Month advance cheque / DD and subsequent advance monthly payment before 7th of each calendar month.

D. Termination: One Month advance notice period

E. Extension: Two Months advance request

4. Eligibility criteria for Allotment of incubation facilities

Proposal from prospective Incubatees shall be analyzed considering various parameters as detailed below. The analyzed proposal shall be placed before the advisory board who shall thereafter decide to offer the space to the company /individual etc. The advisory board will examine the proposal based on various parameters like number of employees, total cost of the proposal (Turnover in Rs. Lakhs), Percentage of R&D component etc.

An indicative marking methodology is shown below:

S. No	Description	Marks		Remark
1	Type of company	Start-up	10	Start-up, multi-locational, older than three years etc.
		Less than 3 years old	5	
		More than 3 years old	2	
2	Location(s)	Single	10	Multi-locational or uni-locational incubatee company.
		> 3 but < 5	5	
		> 5	2	
3	Product or service to be developed	R&D	10	R&D shall be given priority.
		Product	5	
		Service	2	
4	Employment generation	> 25	10	Employment generated by incubatee.
		> 15 but < 25	5	
		< 15	2	

Incubation seats shall be allotted on first come first serve basis subject to fulfilling the eligibility criteria, assessment of Advisory Board and availability of seats.

Benefits / Discounts for Incubatees:

1. Incubatee companies involved in Product Development or R&D shall be provided rental discount of 40% in 1st year, 25% in 2nd year & 15% in 3rd year.
2. Incubatee companies NOT involved in Product Development or R&D shall be provided rental discount of 20% in 1st year, 15% in 2nd year & 10% in 3rd year.
3. Incubatee companies led by SC/ST entrepreneurs involved in Product Development or R&D shall be provided rental discount of 50% in 1st year, 35% in 2nd year & 25% in 3rd year.
4. Incubatee companies led by SC/ST entrepreneurs NOT involved in Product Development or R&D shall be provided rental discount of 40% in 1st year, 25% in 2nd year & 15% in 3rd year.
5. Additional 5% discount over & above the existing discounts shall be provided to following:-
 - a) For Women led Entrepreneurs (In case of Non individual enterprises at least 51% of the share holding and controlling stake should be held by woman entrepreneur).
 - b) For Divyang-jan led Entrepreneurs (In case of Non individual enterprises at least 51% of the share holding and controlling stake should be held by Divyang-jan entrepreneur).

5. Address of STPI Gurugram:

Plot No. 30,Udhyog Vihar Phase IV Electronic city
Sector-18, Gurugram
Pin-122015

6. Interested companies working in IT/ITeS sector may contact:-

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