

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:-

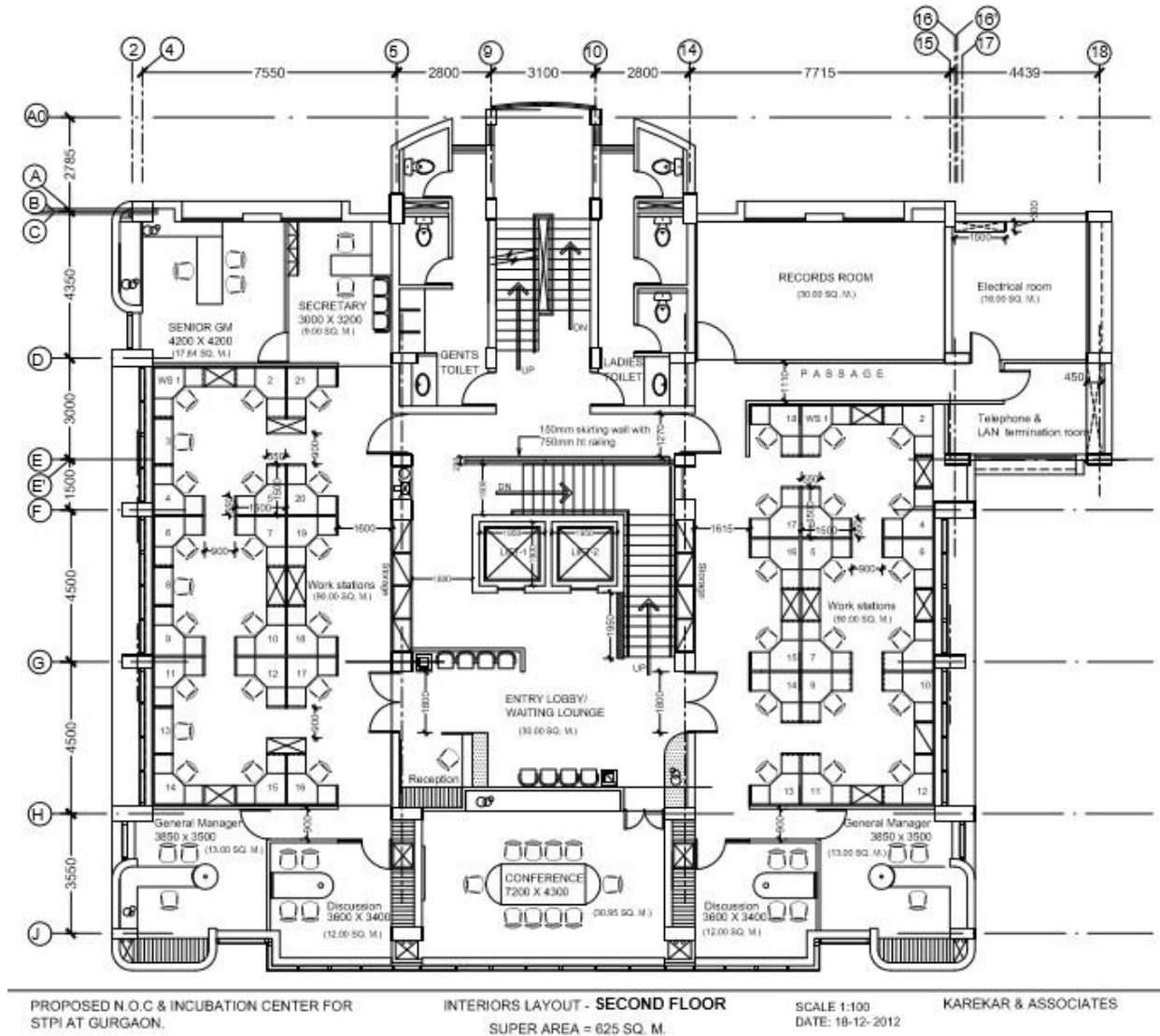
- Fully furnished office Space and Raw Space (as per requirement)
- High speed Internet connectivity
- Multiple conference rooms
- NOC and Data Base Centre
- Board Room
- Reception
- Security
- Parking
- Cafeteria

2. Tariff for Incubation Facility at STPI Gurugram

A . PNP Incubation Facility Available

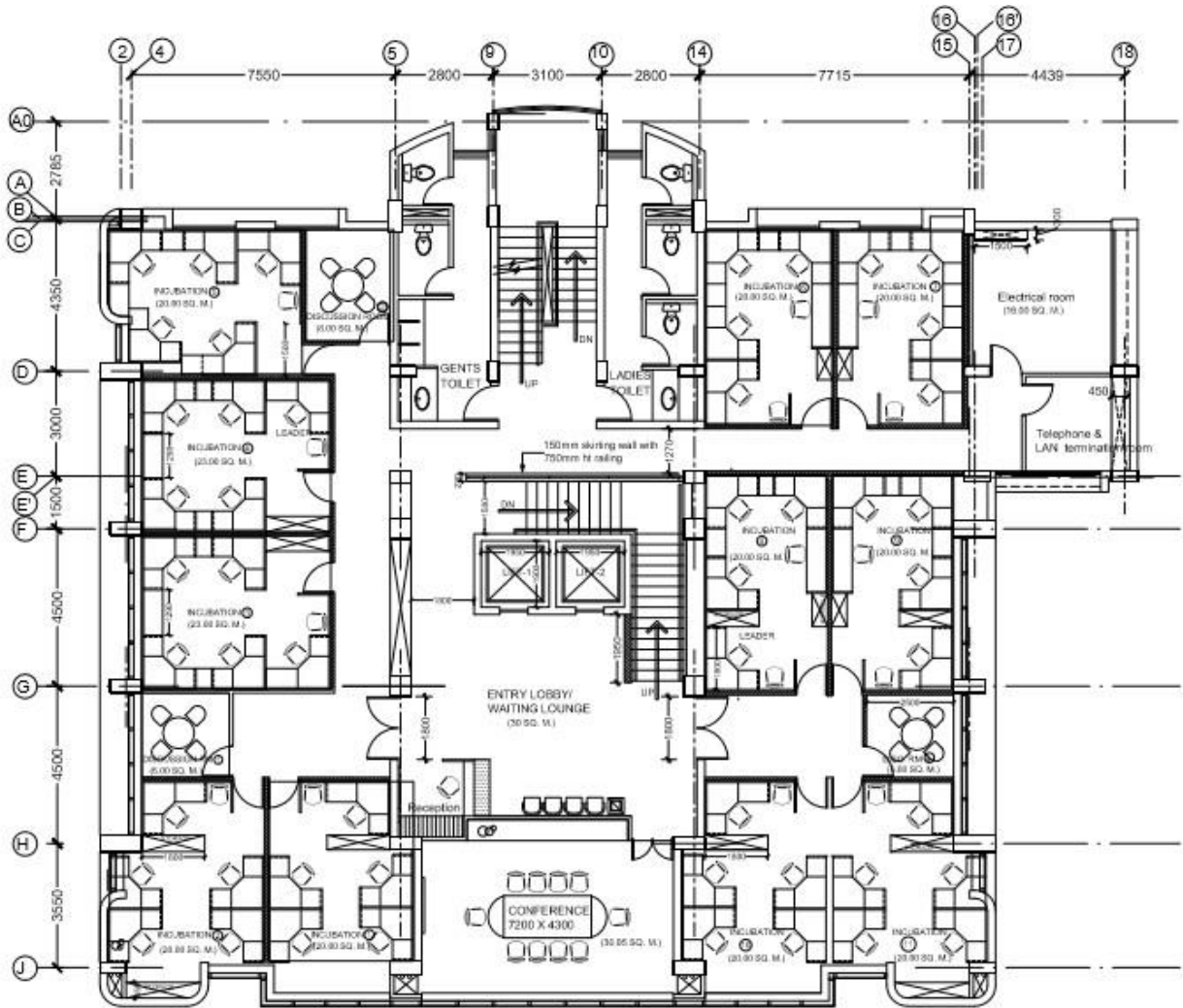
STPI Gurugram has fully furnished Plug and play Incubation space of around 11,144 sq.ft for approx. 117 seats are available on second floor and third floor.

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 |

Commercial Details :

(i) Fully Furnished Incubation Space (Plug-n-Play)

| Sl. No. | Type of Incubation Area | Details | Monthly Rental | |
|---------|-------------------------|------------|-----------------------------------|---|
| 1 | Plug N Play | For 12 Hrs | Rs.6300/- Per Seat With Free WiFi |  |
| 2 | Plug N Play | For 24 Hrs | Rs.8715/- Per Seat With Free WiFi | |
| 3 | Manager Room | | Rs.17800 /- Per Month |  |

(ii) Security deposit details

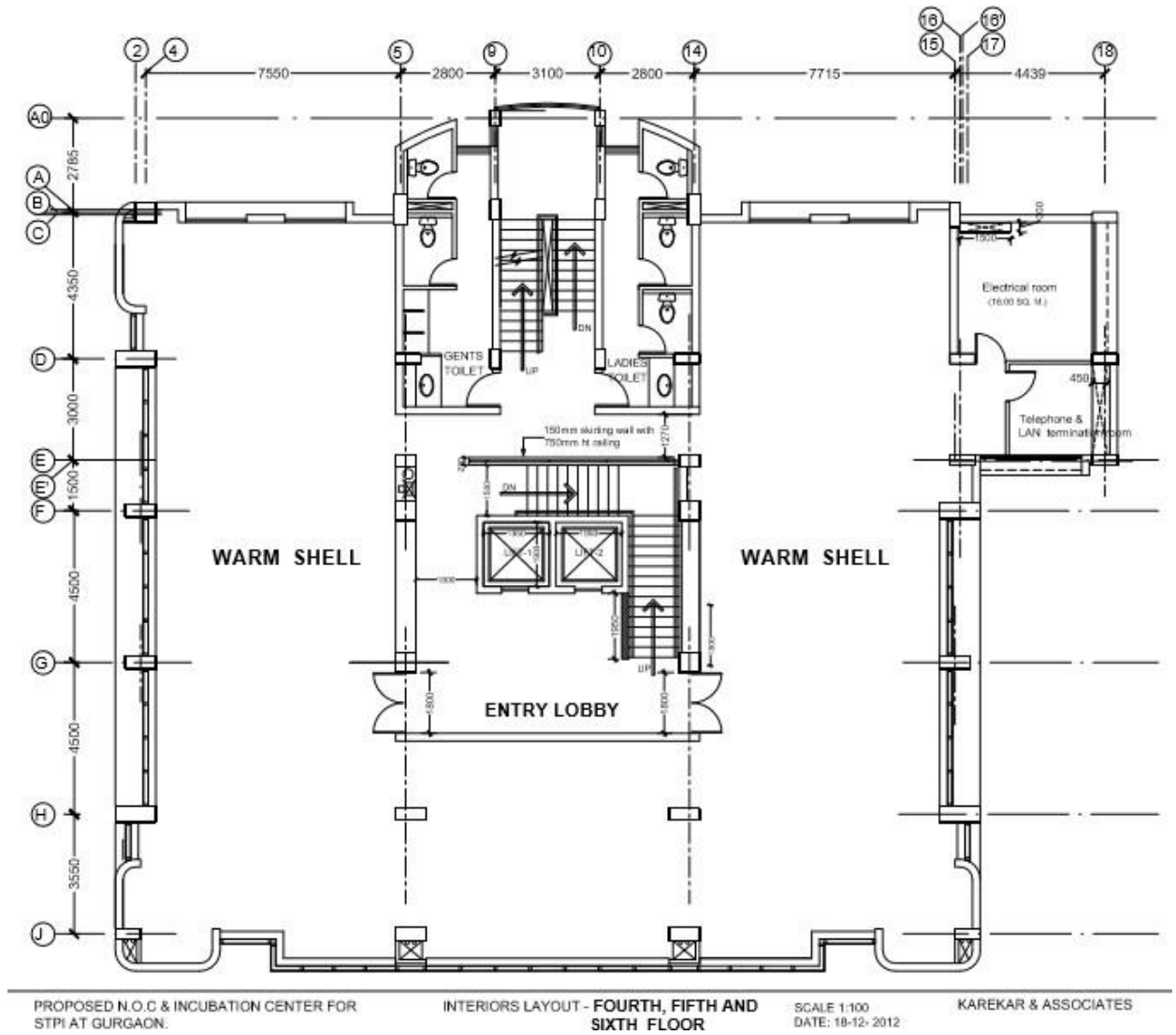
| Sl. No. | Discription |
|---------|--|
| 1. | Security Deposit for Fully furnished incubation Space: Equivalent to three months' rent |

- (iii) Bandwidth Charges: Extra as per tariff.
- (iv) Other consumable(s) – as per actual
- (v) 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:



Commercial Details:

(i) Raw Space :



| Sl. No. | Type of Incubation Area | Monthly Tariff | Services | Fixed Power Back Up | |
|---------|-------------------------|---------------------|-------------------------------|---|---|
| 1 | Raw Space | Rs.36.75/ - persqft | DG | RS.577.5/-Per KVA Per Month |  |
| | | | UPS | Rs.577.5/-Per KVA Per Month | |
| | | | RUNNING CHARGE RAW/BACKUP/UPS | As Per Actual Usage Recorded in Sub Meter | |


(ii) **Security Deposit Details:**

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

- (ii) Bandwidth Charges: Extra as per tariff
- (iii) (Other consumable(s) – as per actual
- (iv) Service Tax extra as applicable

C. Other Facilities:-

| Sl. No | Discription | 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 |  |
|---|--|-------------------|--|

1. 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

2. 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.

3. 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).

6. Address of STPI Gurugram:

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

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

Sh. Subramaniam SR
Scientist 'F'
Mobile No: 8589063431
Email: sr.subramaniam@stpi.in

Sh. Atul Kumar Singh
Joint Director
Mobile: 9968746191
Email: atul.singh@stpi.in

Sh. Saurabh Kumar
Dy. Director,
Mobile: 9582220087
Email:saurabh.kumar@stpi.in

Stpi-Gurugram
Tel:01242455050
Email: noida.incubation@stpi.in

—



Incubation Application Form (To be filled by prospective Incubation customer for availing facility)

| 1 | Name of the company* | | | | | | | | | | |
|-------------------------------|--|---|----------------|----------------|-------------------------------|--------------|----------------------------|-----------------|---------------------|-------------|--|
| 2 | Name of the Applicant* | | | | | | | | | | |
| 3 | PAN No. of the company (In case of Proprietorship, PAN Card of Proprietor)* | | | | | | | | | | |
| 4 | Contact Details | | | | | | | | | | |
| 4.1 | Registered Address* | | | | | | | | | | |
| 4.2 | Contact Address* | | | | | | | | | | |
| 4.3 | Mobile No.* | | | | | | | | | | |
| 4.4 | Fax No. | | | | | | | | | | |
| 4.5 | Telephone No.* | | | | | | | | | | |
| 4.6 | Email Address* | | | | | | | | | | |
| 5 | Project Details | | | | | | | | | | |
| 5.1 | Prime Differentiator of the company & prominent companies competing in similar field of business | _____ (attach the doc./pdf If any) | | | | | | | | | |
| 5.2 | Funding details and status of the funding with respective references Amount of fund (INR) Source of Fund Reference for funds | <table border="1"> <thead> <tr> <th>Amount of Fund</th> <th>Source of Fund</th> <th>Reference for Funds</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Amount of Fund | Source of Fund | Reference for Funds | | | | | | |
| Amount of Fund | Source of Fund | Reference for Funds | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 5.3 | Details of the Promoter* | _____ (attach doc/pdf) | | | | | | | | | |
| 6 | Requirement Details | | | | | | | | | | |
| 6.1 | Customer Requirement (Pl. tick the required option)* | <table border="1"> <thead> <tr> <th>Raw Space</th> <th>Plug N Play</th> </tr> <tr> <th>Area Requested _____ (Sq.ft.)</th> <th>No. of Seats</th> </tr> </thead> <tbody> <tr> <td>a. Incubation Requirement*</td> <td>Requested _____</td> </tr> <tr> <td>DG Load Requirement</td> <td>(KVA/Month)</td> </tr> </tbody> </table> | Raw Space | Plug N Play | Area Requested _____ (Sq.ft.) | No. of Seats | a. Incubation Requirement* | Requested _____ | DG Load Requirement | (KVA/Month) | |
| Raw Space | | Plug N Play | | | | | | | | | |
| Area Requested _____ (Sq.ft.) | No. of Seats | | | | | | | | | | |
| a. Incubation Requirement* | Requested _____ | | | | | | | | | | |
| DG Load Requirement | (KVA/Month) | | | | | | | | | | |
| | b. Bandwidth Requirement* _____ (Mbps) | | | | | | | | | | |
| 7 | Incubation Company Details | | | | | | | | | | |
| 7.1 | Type of company * (pl. tick anyone option & attach the related document) | _____ Start -up _____ less than 3 years old _____ more than 3 years old | | | | | | | | | |
| 7.2 | Location * (Operating from single or multi location) (pl. tick anyone option & attach the related document) | _____ Single _____ more than 3 but less than 5 _____ more than 5 | | | | | | | | | |
| 7.3 | Product or service to be developed * (pl. tick anyone option & attach the related document) | _____ R&D _____ Product _____ Service | | | | | | | | | |
| 7.4 | Employment Generation per annum* (pl. tick anyone option & attach the related document) | _____ more than 25 _____ more than 15 but less than 25 _____ less than 15 | | | | | | | | | |



| | | | | | |
|------|---|---|--------|--------|--------|
| 7.5 | Is the company availing any scheme benefits that is approved by MeitY?* | _____Yes_____No (Pl. tick an option) If yes, Give Details_____ (attach the required document) | | | |
| 7.6 | Projected Employment & Revenue year wise for next 3 years | | Year 1 | Year 2 | Year 3 |
| | | Employment | | | |
| | | Revenue | | | |
| 7.7 | Name of the Persons who authorized to work in your behalf* | Ms./Mr.:..... (Contact No) | | | |
| 7.8 | Proposed Period of use | _____Year / _____Month | | | |
| 7.9 | Expected Date of occupancy * | _____/_____/_____(dd/mm/yyyy) | | | |
| 7.10 | Turnover of the company (in Rs. Lakhs) | Rs._____Lakhs | | | |
| 7.11 | IPR generation | _____Yes_____No (Pl. tick an option) If yes, give details_____ (Attach the doc./pdf) | | | |

*-mandatory columns

I hereby agree that I will use this facility only for the purpose mentioned above. In case of any damage or missing of related Equipment / Accessories, I am liable to refund the entire cost of the above items. Further I agree to abide all the rules and regulations of STPI regarding Incubation facility.

Date:- _____

Sign. _____

Name: _____

Designation: _____

Stamp of organization: _____