

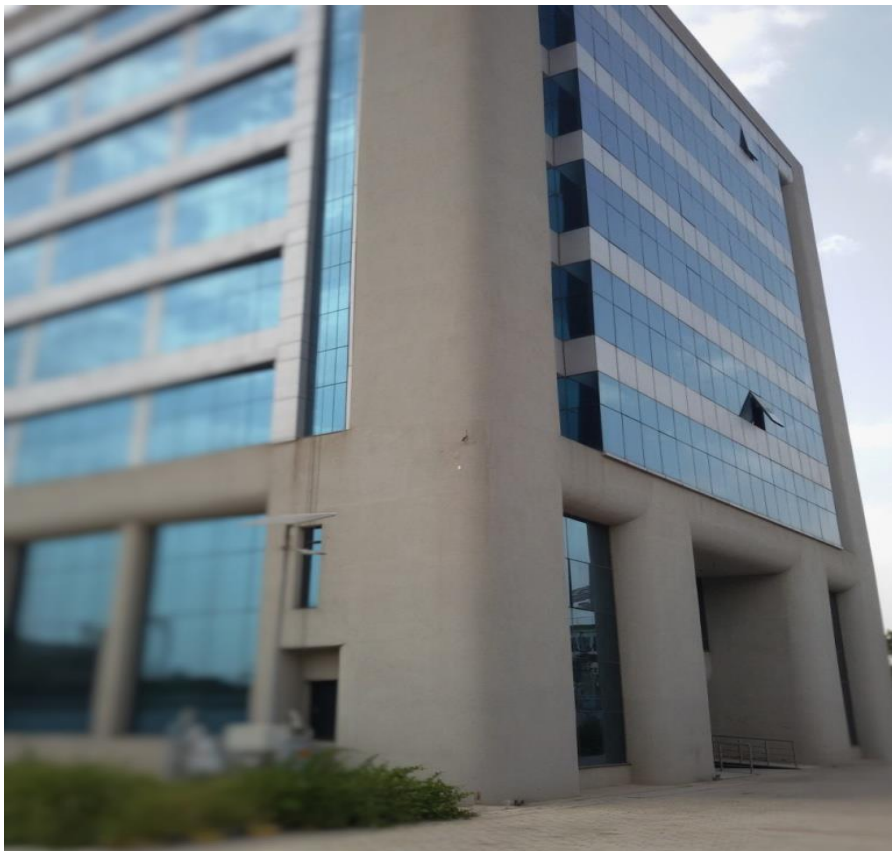
## STPI-Gurgaon - “Incubation center”

STPI-Gurgaon building is now operational and has been recognised as 55<sup>th</sup> STPI center.

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

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

### 1. State of the art Incubation Facility at STPI – Gurgaon



Following facilities may be availed at STPI Gurgaon center:-

- Fully furnished office Space or raw space (as per requirement)
- High speed connectivity
- Manager room
- Multiple conference rooms
- Training rooms
- Reception
- Security
- Parking
- Cafeteria

## **2. Glimpses of STPI Gurgaon – Incubation center**

### **2.1.STPI Gurgaon**



### **2.2.Ground Floor Lift area**



### **2.3. Incubation PNP space**



## 2.4. Conference Room



## 2.5. Cafeteria



## 3. Tariff for Incubation Facility at STPI Gurgaon

### 3.1 PNP Incubation Facility Available

STPI Gurgaon has two floors for PNP seats having the following structure:-

S.No.	PNP Incubation Facility Available
1	11 rooms ó five seater each
2	1 hall ó 18-seater with two Manager Rooms
3	1 hall ó 21-seater with four Manager Rooms

#### A. Commercial Details

S. No.	Description
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<b>1</b>	<b>Security Deposit for Incubation Space:</b> Equivalent to three months rent per PNP seat and Manager Room
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**B. Security Deposit Details**

S. No.	Type of Incubation Area	Details	Monthly Rental
1	PNP Seats	For 12 Hrs	Rs. 8,330/- Per Seat
2	PNP Seats	For 24 Hrs	Rs. 11,500/- Per seat
3	Manager Room	-	Rs. 17,800/- per room per month

C. Bandwidth Charges: Extra as per tariff.

D. Other consumable(s) ó as per actual

E. Service Tax extra as applicable

### 3.2 Raw Space Incubation Facility Available

STPI Gurgaon has three floors - each measuring 6779 sq. ft. of raw space per floor.

**A. Commercial details**

S. No.	Type of Incubation Area	Monthly Tariff	Fixed Power Back Up	Monthly Tariff for Power Back Up
1	Raw Space	Rs. 45/- Per Sq. ft.	Raw/DG	Rs. 550/- Per KVA per Month
			UPS	Rs. 550/- Per KVA per Month

**B. Security Deposit Details:**

S. No.	Description
1	<b>Security Deposit for Incubation Space:</b> Equivalent to three months rent
2	<b>Security Deposit for Power back Up:</b> Equivalent to three months fixed back up charges

C. Bandwidth Charges: Extra as per tariff.

D. Other consumable(s) ó as per actual

E. Service Tax extra as applicable

### 3.3 General Terms & Conditions (for PNP/Raw space)

3.3.1. Contract Period Duration: 11 months

3.3.2. Lock In Period: 06 Months

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

3.3.4. Termination: One Month advance notice period

3.3.5. 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	Criteria	Marks	Remarks If any
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	Single	10	Multi-locational or unilocaional 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 the 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.

#### 5. Address of STPI Gurgaon:

Plot 30, Sector-18,  
Electronics City Gurgaon

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

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