



## EXPRESSION OF INTEREST (EoI)

**Empanelment of *Startups Support Handholding and Management Agencies (SUSHMA)* for Effective Execution of Start-up Activities at STPI**

Ref No.: STPI/HQ/TECH/STAP/MMAT/25-26/3

Software Technology Parks of India (STPI)

(An Autonomous Society under Ministry of Electronics & Information Technology,  
Government of India)

Website: [www.stpi.in](http://www.stpi.in)



## 1. Disclaimer

The information contained in this Expression of Interest (EoI), or subsequently provided to the Applicant(s), whether verbally or in written or any other form by or on behalf of STPI or any of its officials, is provided to the Applicant(s) on the terms and conditions set out in this EoI and such other terms and conditions that may be issued from time to time.

This EoI is not an agreement and does not constitute an offer or invitation by STPI to any party. The purpose of this EoI is to provide interested applicants with information that may assist them in the preparation and submission of their proposals. This EoI does not purport to contain all the information required by the applicant(s) and STPI does not assume any responsibility for the accuracy or completeness of the information contained herein.

Applicants are advised to conduct their own investigations, assessments, and analysis, and obtain independent advice, wherever necessary. The assumptions, statements, and information contained in this EoI may be subject to change without notice. Nothing contained in this document shall be relied upon as a representation or warranty, express or implied, as to the accuracy, adequacy, or completeness of the information.

STPI, its employees and advisors shall have no liability for any loss, damage, cost, or expense incurred by any applicant in connection with the EoI, including the preparation and submission of the proposal, conduct of presentations, or any other activity related to the evaluation process. The information contained in this EoI is provided on the understanding that it is the responsibility of the applicant to make their own judgments.

STPI reserves the right, at its sole discretion, to amend, modify, or withdraw this EoI at any stage, without assigning any reason. Submission of a response to this EoI does not guarantee empanelment. STPI also reserves the right to accept or reject any or all proposals, in whole or in part, without incurring any liability.

All costs associated with preparation and submission of proposals shall be borne entirely by the applicant, and STPI shall not be liable in any manner for such costs, regardless of the outcome of the empanelment process.

## 2. Fact Sheet

EoI Reference Number	STPI/HQ/TECH/STAP/MMAT/25-26/3
Name of Organization	Software Technology Parks of India (STPI)
Document Type	Expression of Interest (EoI)
EoI Proposal Validity	90 Days
Date of Publication of EoI	09/01/2026
Last Date of Submission of Queries	19/01/2026 18:00 Hrs
Pre EoI-Meeting Date and Venue	The meeting will be held on 20/01/2026, 11:00 Hrs at STPI office and through online mode on <a href="https://stpi.webex.com/meet/stpihqvc">https://stpi.webex.com/meet/stpihqvc</a>
Last date and time for EoI submission	31/01/2026, 18:00 Hrs



Opening of EoI	02/02/2026, 11:00 Hrs
Empanelment Validity	3 Years (extendable based on performance)
Address for Correspondence	STPI, 1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi – 110023
Email	startup.pmu@stpi.in
Website	<a href="http://www.stpi.in">www.stpi.in</a>
Contact Number	+91-11-24346600



### 3. Introduction

Software Technology Parks of India (STPI), an autonomous society under the Ministry of Electronics and Information Technology (MeitY), Government of India, has been playing a pivotal role in promoting innovation, entrepreneurship, and technology-led growth across the country. Over the years, STPI has supported the evolution of India's technology industry by facilitating infrastructure development, fostering research-driven product development, and enabling access to market and investment linkages for emerging enterprises.

As part of its continued commitment to strengthening the startup ecosystem, STPI undertakes a wide range of initiatives aimed at supporting early-stage and growth-stage startups. These initiatives include capacity-building programs, entrepreneurship development interventions, technology advisory support, funding facilitation, intellectual property enablement, access to professional services, and connections with industry, academia, and mentors. To ensure the effective delivery of such interventions, it is essential to onboard experienced service providers who possess the capability, knowledge, network, and operational strength to meaningfully support startup founders and teams.

This Expression of Interest (EoI) has therefore been issued to empanel qualified Startups Support Handholding and Management Agencies (SUSHMA) agencies and professionals who can deliver structured, high-quality services towards startup-related activities. The empaneled agencies shall support STPI in strengthening entrepreneurial capacity, accelerating venture development, and enabling startups to successfully progress through various stages of their growth journey.

### 4. Objective of Empanelment

The objective of this empanelment is to establish a pool of competent, credible, and experienced agencies capable of delivering a wide spectrum of services that are essential for the growth, sustainability, and competitiveness of startups. As the startup ecosystem continues to expand across diverse technology and innovation-led sectors, the need for specialized professional support has become increasingly vital. Startups often require structured guidance in areas such as technology development, product validation, market access, regulatory compliance, legal structuring, intellectual property protection, financial planning, investment readiness, and business expansion.

Through this EoI, STPI seeks to identify and onboard agencies that possess:

- Demonstrated experience in delivering sector-specific and business advisory services
- Capability to support entrepreneurs across various phases of their venture lifecycle, from ideation to scale-up
- Qualified and skilled manpower with relevant domain expertise



- Strong operational reliability and service delivery frameworks
- Sensitivity to the unique challenges faced by early-stage and growth-stage startups.

The empaneled agencies shall be engaged on an assignment basis, depending on the nature of requirement and suitability of expertise to a given startup-related activity. Engagement may include, but shall not be limited to:

- Conducting structured training and capacity-building sessions
- Providing one-on-one and cohort-based mentoring
- Supporting due diligence, valuation, and investment facilitation exercises
- Assisting in legal, financial, and compliance obligations
- Facilitating intellectual property registration and protection
- Organizing and executing startup outreach and investor engagement events such as demo days.

This empanelment aims to ensure that startups have access to high-quality, affordable, and dependable professional services, thereby enabling them to navigate challenges, accelerate growth, enhance product-market readiness, strengthen business sustainability, and contribute to the overall innovation and entrepreneurial ecosystem of the country.

## 5. Scope of Services

To streamline engagement and ensure focused delivery, the services sought through this empanelment are divided into two primary categories, as outlined below.

### A. STARTUP PROMOTION SERVICES

These services aim to promote entrepreneurship, enhance founder capabilities, and create visibility and investor connectivity for startups supported through STPI initiatives.

#### 1. Bootcamps / Training & Workshops

Design and deliver structured capacity-building programs, short-term courses, and hands-on workshops to strengthen startups' technical, business, and operational competencies.

Such programs may include modules on innovation management, financial literacy, marketing, fundraising, product validation, investor readiness, or other thematic areas identified by STPI from time to time.



## 2. Organising Demo Day for Investment Engagement

Plan, coordinate, and execute Demo Day events that provide curated opportunities for startups to engage with investors, corporates, and ecosystem enablers.

This shall include selection of participating startups, pitch preparation support, investor outreach, event execution (physical or virtual), and post-event follow-up to track outcomes such as funding interest, partnerships, or collaborations.

## B. STARTUP SUPPORT SERVICES

These services aim to provide **specialized professional and technical support** to startups in their journey from proof of concept to market entry and scale-up, ensuring compliance, credibility, and investor confidence.

### 1. Startup Valuation and Due Diligence Expert

Provide comprehensive valuation and due diligence support to startups to facilitate informed decision-making and investor confidence. This includes conducting independent and professional valuations based on financial modeling, market traction, intellectual property, and comparable benchmarks, as well as undertaking technical, financial, legal, and commercial due diligence during various stages of startup engagement such as onboarding, proof of concept, progress evaluation, or structured exit, etc..

### 2. Shareholders' Agreement (SHA) Expert

All matters pertaining to SHA/ SSHA and various instruments like SAFE Agreement, Share Transfer Agreement, CCPS, OC RD, etc.

### 3. Report Preparation Expert(Technical, Business, Investment, Compliance etc.)

Prepare comprehensive and professional reports including technical feasibility studies, business plans, investor pitch decks, financial projections, compliance documentation, etc..

### 4. Intellectual Property (IP) Support Expert

Provide advisory and facilitation support to startups on matters related to intellectual property, including identifying potential IP assets, understanding available protection mechanisms, and coordinating with relevant professionals or authorized agencies for necessary processes.

### 5. Accounts, Taxation & Legal Facilitation Expert

Provide accounting, taxation, and legal advisory services to startups, covering areas such as corporate registrations, statutory filings, GST, TDS, income tax, contract drafting, regulatory compliances, etc.

## 6. Pre-qualification Criteria

- (i) The agency must be a registered legal entity in India.

- (ii) The agency must have been in existence for at least 3 years.
- (iii) The agency must not be blacklisted by any Central/State Governments or allied organizations including Autonomous Bodies, PSUs etc.
- (iv) The agency must have rendered one or more services as detailed at clause 5 (Titled: **Scope of Services**) above to technology start-ups & entrepreneurs directly.
- (v) The agency must be the Subject Matter Expert by itself (i.e. Joint-bidding or “outsourcing” of work is NOT permitted)

## 7. Technical Evaluation Criteria

### I. Startup Promotion Services (As mentioned at Clause 5(A) above)

- a. Bootcamps / Training & Workshops
- b. Demo Day Organisation for Investment Engagement

S. No.	Evaluation Parameter	Description	Required Documents As Proof	Maximum Marks	Weightage										
1	<b>Past Experience</b> <table border="1" data-bbox="326 982 620 1436"> <tr> <th>Number of completed works as per the activities mentioned in Clause 5(A)</th> <th>Marks</th> </tr> <tr> <td>Less than 2</td> <td>0</td> </tr> <tr> <td>2-6</td> <td>10</td> </tr> <tr> <td>7-11</td> <td>20</td> </tr> <tr> <td>12 and above</td> <td>25</td> </tr> </table>	Number of completed works as per the activities mentioned in Clause 5(A)	Marks	Less than 2	0	2-6	10	7-11	20	12 and above	25	Relevant work experience as per clause 5 (A)	Copy of the work order(s) along with completion certificate(s) issued by the end customer(s) may be submitted	25	25%
Number of completed works as per the activities mentioned in Clause 5(A)	Marks														
Less than 2	0														
2-6	10														
7-11	20														
12 and above	25														
2	<b>Team and Manpower Capability</b> <table border="1" data-bbox="326 1584 620 1900"> <tr> <th>Number of Qualified Manpower</th> <th>Marks</th> </tr> <tr> <td>Less than 5</td> <td>0</td> </tr> <tr> <td>5-10</td> <td>5</td> </tr> <tr> <td>11-15</td> <td>15</td> </tr> <tr> <td>16 and above</td> <td>20</td> </tr> </table>	Number of Qualified Manpower	Marks	Less than 5	0	5-10	5	11-15	15	16 and above	20	Availability of qualified professionals, domain experts, and operational staff with relevant experience to deliver the	Self certified declaration by HR / Company Head on company letter head as per Annexure-III	20	20%
Number of Qualified Manpower	Marks														
Less than 5	0														
5-10	5														
11-15	15														
16 and above	20														

S. No.	Evaluation Parameter	Description	Required Documents As Proof	Maximum Marks	Weightage										
		applied service(s)													
3	<b>Turnover in last 3 financial years (2022-23; 2023-24; 2024-25) from activities mentioned at clause 5(A) above</b>	<p>Annual turnover for each of the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25) derived exclusively from the activities specified under Clause 5(A) above</p> <table border="1"> <thead> <tr> <th>Turnover</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than 50 Lakhs</td> <td>0</td> </tr> <tr> <td>Between 50 Lakhs to 1 Crore</td> <td>5</td> </tr> <tr> <td>Greater than 1 Crore But less Than or equal to 2 Crore</td> <td>10</td> </tr> <tr> <td>Greater than 2 Crore</td> <td>15</td> </tr> </tbody> </table>	Turnover	Marks	Less than 50 Lakhs	0	Between 50 Lakhs to 1 Crore	5	Greater than 1 Crore But less Than or equal to 2 Crore	10	Greater than 2 Crore	15	Audited financial statements for the financial years 2022-23; 2023-24; 2024-25 along with the CA certificate showing turnover from the activities mentioned at clause 5(A)	15	15%
Turnover	Marks														
Less than 50 Lakhs	0														
Between 50 Lakhs to 1 Crore	5														
Greater than 1 Crore But less Than or equal to 2 Crore	10														
Greater than 2 Crore	15														
4	<b>Presentation Before Evaluation Committee</b>	Understanding of scope, methodology, and delivery approach.		40	40%										

## II. Startup Support Services (As mentioned at Clause 5 (B) above)

- a. Startup Valuation
- b. Due Diligence (PoC / Entry / Exit)
- c. Report Creation (Technical, Business, Investment, Compliance etc.)
- d. Intellectual Property (IP) Support
- e. Shareholders' Agreement (SHA) Clarifications
- f. Accounts, Taxation & Legal Facilitation

S. No.	Evaluation Parameter	Description	Required Documents As Proof	Maximum Marks	Weightage										
1	<b>Past Experience</b> <table border="1" data-bbox="318 475 644 834"> <tr> <th>Number of completed works as per the activities mentioned in Clause 5(B)</th><th>Marks</th></tr> <tr> <td>Less than 25</td><td>0</td></tr> <tr> <td>25-50</td><td>10</td></tr> <tr> <td>51-75</td><td>20</td></tr> <tr> <td>76 and above</td><td>25</td></tr> </table>	Number of completed works as per the activities mentioned in Clause 5(B)	Marks	Less than 25	0	25-50	10	51-75	20	76 and above	25	Relevant work experience as per clause 5 (B)	Copy of the work order(s) along with completion certificate(s) issued by the end customer(s) may be submitted	25	25 %
Number of completed works as per the activities mentioned in Clause 5(B)	Marks														
Less than 25	0														
25-50	10														
51-75	20														
76 and above	25														
2	<b>Team and Manpower Capability</b> <table border="1" data-bbox="318 950 644 1267"> <tr> <th>Number of Qualified Manpower</th><th>Marks</th></tr> <tr> <td>Less than 10</td><td>0</td></tr> <tr> <td>10-20</td><td>5</td></tr> <tr> <td>21-30</td><td>15</td></tr> <tr> <td>31 and above</td><td>20</td></tr> </table>	Number of Qualified Manpower	Marks	Less than 10	0	10-20	5	21-30	15	31 and above	20	Availability of qualified professionals, domain experts, and operational staff with relevant experience to deliver the applied service(s)	Self certified declaration by HR / Company Head on company letter head as per Annexure-III	20	20 %
Number of Qualified Manpower	Marks														
Less than 10	0														
10-20	5														
21-30	15														
31 and above	20														
3	<b>Turnover in last 3 financial years (2022-23; 2023-24; 2024-25) from activities mentioned at clause 5(B) above</b> <table border="1" data-bbox="318 1510 612 1848"> <tr> <th>Turnover</th><th>Marks</th></tr> <tr> <td>Less than 1 Crore</td><td>0</td></tr> <tr> <td>Between 1 Crore to 2 Crore</td><td>5</td></tr> <tr> <td>Greater than 2 Crore But less Than</td><td>10</td></tr> </table>	Turnover	Marks	Less than 1 Crore	0	Between 1 Crore to 2 Crore	5	Greater than 2 Crore But less Than	10	Annual turnover for each of the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25) derived exclusively from the activities specified under Clause 5(B) above	Audited financial statements for the financial years 2022-23; 2023-24; 2024-25 along with the CA certificate showing turnover from the activities mentioned at clause 5(B)	15	15%		
Turnover	Marks														
Less than 1 Crore	0														
Between 1 Crore to 2 Crore	5														
Greater than 2 Crore But less Than	10														

S. No.	Evaluation Parameter		Description	Required Documents As Proof	Maximum Marks	Weightage
	or equal to 3 Crore					
	Greater than 3 Crore	15				
4	<b>Presentation Before Evaluation Committee</b>		Assessment of understanding of the scope of services, methodology, proposed approach, service delivery structure, and demonstrated domain knowledge.		40	40 %

- (i) The empanelment process will be as under.
  - a. Screening shall be based on qualification criteria.
  - b. Further presentations may be conducted by STPI with the EoI applicants. Applicants may be invited for one or more rounds of presentations, as deemed necessary by STPI.
- (ii) The EoI Applicant scoring a minimum of 70 marks out of a maximum mark of 100 in the evaluation process will be eligible for empanelment. Scoring given by STPI will be final and in case of any issues w.r.t. the score; decision of STPI will be final.
- (iii) EoI applicants by submission of the application agree that if required, will provide support to STPI to ascertain/confirm the performance parameters from the references mentioned by the applicants during the submissions.

## 8. Terms & Conditions

- a) For each service (defined at section 5 above), a maximum of 10 applicants will be empanelled based on the overall technical score.
- b) Empanelment shall enable the applicants to participate in assignment-based selection processes. For each requirement, STPI shall invite proposals from the empanelled



agencies and selection shall be carried out as per any method as may be notified by STPI at the time of solicitation for that assignment. It may be L1, QCBS or any other method of solicitation.

- c) The empanelment shall remain valid for a period of three (3) years, which may be extended further for a maximum period of 2 more years basis based on performance and organizational requirements. At the time of renewal, STPI may seek updated documents to re-verify eligibility criteria. The total empanelment cannot exceed 5 years.
- d) The empanelled agency must continue to comply with all eligibility criteria throughout the empanelment period. If at any time an empanelled agency fails to meet any eligibility criterion, it shall inform STPI in writing. STPI reserves the right to review and cancel empanelment in such cases.
- e) The empanelled agencies shall keep itself updated with all the latest rules and regulations of Government of India, as applicable and amended from time to time and ensure compliance wherever possible.
- f) The empanelled agencies shall sign a **Non-Disclosure Agreement (NDA)** with STPI at the time of award of work. All proprietary, startup-related, business, technical or operational information accessed during assignments shall be treated as strictly confidential. Confidentiality obligations shall survive the completion or termination of empanelment.
- g) Submission of an EoI response shall be deemed as unconditional acceptance of the terms and conditions contained in this document. Non-compliance may result in rejection of the application.
- h) Any wilful misrepresentation of information shall result in immediate disqualification or termination of empanelment, without prejudice to any further action considered appropriate by STPI.
- i) STPI reserves the right to accept or reject any or all applications received under this EoI without assigning any reason. STPI's decision shall be final and binding.
- j) STPI reserves the right to verify any information submitted, including inspection of office premises, validation of manpower resources, or interaction with previous clients, as deemed necessary.
- k) This EoI does not create any contractual obligation. A contract / engagement shall arise only upon issuance of a specific assignment-based work order or agreement.
- l) Any attempt to influence evaluation or empanelment decisions may lead to rejection of the application.
- m) All costs associated with preparation, submission, presentation, or related activities shall be borne entirely by the applicant. STPI shall not be liable for these costs, regardless of the outcome.
- n) The empanelled agencies shall not publicize or use the empanelment status for promotional purposes without prior written approval from STPI.
- o) The empanelled agencies shall deploy adequate manpower and qualified domain experts to deliver assigned services in a timely, efficient, and professional manner.



- p) The empanelled agencies shall be solely responsible for compliance with all applicable laws, including labor laws, taxation, and professional standards, and shall indemnify STPI against any related liability.
- q) The empanelled agency may be required to submit a Performance Bank Guarantee (PBG) at the time of award of work.
- r) STPI reserves the right to amend, modify, or terminate the empanelment at any time, based on performance, policy changes, or administrative considerations. It is not mandatory for STPI to engage the empanelled vendor under this EoI for all the aforementioned works/services. Furthermore, STPI reserves the right to empanel additional agencies through separate EoIs as and when required.

## 9. Instructions to Applicants

STPI invites applicants to submit their proposals in accordance with the conditions and manner prescribed in this Expression of Interest (EoI) document.

### I. Submission of Cover Letter Indicating Activities and Location-Wise Delivery Capability

- Each applicant shall submit a **cover letter** clearly specifying:
- The **list of activities** (from the Scope of Services mentioned at Clause 5) for which the applicant seeks empanelment; and
- The **location-wise delivery capability** (Physical and/or Virtual) for each activity, in alignment with the STPI locations provided in **Annexure-II**. STPI locations may also increase during the period of empanelment and empanelled agencies shall be required to provide services (Physical / Virtual / Physical and Virtual) in that location.
- For every activity selected, the applicant must indicate whether the service(s) marked can be delivered physically (as mentioned at Annexure-II). For other services where the applicant is not physically present and has applied for empanelment, the service(s) shall be marked as virtual which means that the service shall be provided virtually.

This declaration is **mandatory** and must be provided for **all locations** and **all selected activities**. Applications without complete activity-wise and location-wise indication of delivery capability shall be considered incomplete.

#### Illustration for the Applicants

If a company applies for the following activities:

1. **Bootcamps & Training Programs**
2. **Accounts, Taxation & Legal Facilitation**



It must indicate its mode of delivery (Physical / Virtual) for **each STPI location** as per Annexure-II, such as:

**Activity 1: Bootcamps & Training Programs**

- Agartala – *Physical*
- Bhilai – *Physical*
- Bhubaneswar – *Physical & Virtual*
- Pune – *Virtual*
- ... (Similarly for all 27 STPI locations)

**Activity 2: Accounts, Taxation & Legal Facilitation**

- Agartala – *Physical*
- Bhilai – *Physical*
- Bhubaneswar – *Virtual*... (Similarly for all 27 STPI locations)

For **every location**, the applicant must mandatorily select one of the following options for the applied activity:

- **Physical Only**
- **Virtual Only**
- **Physical & Virtual**

**Format for Submission of Bid**

**Each bid must be submitted in the following format:**

**Section 1:**

Name of the Entity:

Address of the Entity:

Name and Designation of the Head of the Organisation:

Contact Number of the Head of the Organisation:

Name and Designation of the Person Authorised for Submission of the Bid:

Contact Number of the Person Authorised:

**Section 2:**

Duly filled Table at Annexure-I followed by documentary evidence as mentioned in the table. The relevant documentary evidence should be enclosed in the annexures with appropriate page number references.

**Section 3:**

**Activities Applied For:** \_\_\_\_\_



**Note:** (Specify the category of the service(s), followed by the corresponding service name(s) for which the bid is being submitted. The applicant shall indicate the preferred mode of service delivery—Physical, Virtual, or a combination of Physical and Virtual—for each respective location in the table provided below through a tick mark.)

Please note that separate table need to be submitted for each type of service being applied for.

Sl. No.	STPI Location (As per Annexure-II)	Physical (Tick the relevant location)	Virtual (Tick the relevant location)
1	Agartala	<input type="checkbox"/>	<input type="checkbox"/>
2	Bhilai	<input type="checkbox"/>	<input type="checkbox"/>
3	Bhubaneswar	<input type="checkbox"/>	<input type="checkbox"/>
4	Pune	<input type="checkbox"/>	<input type="checkbox"/>
5	Gandhinagar	<input type="checkbox"/>	<input type="checkbox"/>
6	Ranchi	<input type="checkbox"/>	<input type="checkbox"/>
7	Patna	<input type="checkbox"/>	<input type="checkbox"/>
8	Guwahati	<input type="checkbox"/>	<input type="checkbox"/>
9	Shillong	<input type="checkbox"/>	<input type="checkbox"/>
10	Imphal	<input type="checkbox"/>	<input type="checkbox"/>
11	Itanagar	<input type="checkbox"/>	<input type="checkbox"/>
12	Aizawl	<input type="checkbox"/>	<input type="checkbox"/>
13	Kohima	<input type="checkbox"/>	<input type="checkbox"/>
14	Gangtok	<input type="checkbox"/>	<input type="checkbox"/>

Sl. No.	STPI Location (As per Annexure-II)	Physical (Tick the relevant location)	Virtual (Tick the relevant location)
15	Dehradun	<input type="checkbox"/>	<input type="checkbox"/>
16	Lucknow	<input type="checkbox"/>	<input type="checkbox"/>
17	Jaipur	<input type="checkbox"/>	<input type="checkbox"/>
18	Noida	<input type="checkbox"/>	<input type="checkbox"/>
19	Mohali	<input type="checkbox"/>	<input type="checkbox"/>
20	Kolkata	<input type="checkbox"/>	<input type="checkbox"/>
21	Chennai	<input type="checkbox"/>	<input type="checkbox"/>
22	Bengaluru	<input type="checkbox"/>	<input type="checkbox"/>
23	Hyderabad	<input type="checkbox"/>	<input type="checkbox"/>
24	Mumbai	<input type="checkbox"/>	<input type="checkbox"/>
25	Nagpur	<input type="checkbox"/>	<input type="checkbox"/>
26	Vijayawada	<input type="checkbox"/>	<input type="checkbox"/>
27	Visakhapatnam	<input type="checkbox"/>	<input type="checkbox"/>

#### Section 4:

The following table(s) (as applicable) must be duly completed, and the relevant documentary evidence should be enclosed in the annexures with appropriate page number references.

**It may be noted that in case the applicant chooses to apply for both categories as mentioned at clause 5, both Table : Startup Promotion Services and Table : Startup Support Services must be submitted. The format of submission of both tables is mentioned as under:**

**Table: Startup Promotion Services**

S. No.	Evaluation Parameter		Description	Required Documents As Proof	Page Number									
1	<b>Past Experience</b>		Relevant work experience as per clause 5 (A)	Copy of the work order(s) along with completion certificate(s) issued by the end customer(s) may be submitted										
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Less than 2	0													
2-6	10													
7-11	20													
12 and above	25													
2	<b>Team and Manpower Capability</b>		Availability of qualified professionals, domain experts, and operational staff with relevant experience to deliver the applied service(s)	Self certified declaration by HR / Company Head on company letter head as per Annexure-III										
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Number of Qualified Manpower	Marks													
Less than 5	0													
5-10	5													
11-15	15													
16 and above	20													
3	<b>Turnover in last 3 financial years (2022-23; 2023-24; 2024-25) from activities mentioned at clause 5(A) above</b>		Annual turnover for each of the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25) derived exclusively from the activities	Audited financial statements for the financial years 2022-23; 2023-24; 2024-25 along with the CA certificate showing turnover from the activities mentioned at clause 5(A)										
	<table border="1"> <tr> <td>Turnover</td><td>Marks</td></tr> <tr> <td>Less than 50 Lakhs</td><td>0</td></tr> <tr> <td>Between 50 Lakhs to 1 Crore</td><td>5</td></tr> </table>		Turnover	Marks	Less than 50 Lakhs	0	Between 50 Lakhs to 1 Crore	5						
Turnover	Marks													
Less than 50 Lakhs	0													
Between 50 Lakhs to 1 Crore	5													

S. No.	Evaluation Parameter		Description	Required Documents As Proof	Page Number
	Greater than 1 Crore But less Than or equal to 2 Crore	10	specified under Clause 5(A) above		
	Greater than 2 Crore	15			
4	<b>Presentation Before Evaluation Committee</b>		Understanding of scope, methodology, and delivery approach.		

**Table: Startup Support Services**

S. No.	Evaluation Parameter		Description	Required Documents As Proof	Page Number
1	<b>Past Experience</b>		Relevant work experience as per clause 5 (B)	Copy of the work order(s) along with completion certificate(s) issued by the end customer(s) may be submitted	
	Number of completed works as per the activities mentioned in Clause 5(B)	Marks			
	Less than 25	0			
	25-50	10			
	51-75	20			
	76 and above	25			
2	<b>Team and Manpower Capability</b>		Availability of qualified professionals, domain experts, and operational staff with relevant experience to deliver	Self certified declaration by HR / Company Head on company letter head as per Annexure-III	
	Number of Qualified Manpower	Marks			
	Less than 10	0			
	10-20	5			
	21-30	15			

S. No.	Evaluation Parameter	Description	Required Documents As Proof	Page Number
	31 and above	20 the applied service(s)		
3	<b>Turnover in last 3 financial years (2022-23; 2023-24; 2024-25) from activities mentioned at clause 5(B) above</b>	Annual turnover for each of the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25) derived exclusively from the activities specified under Clause 5(B) above	Audited financial statements for the financial years 2022-23; 2023-24; 2024-25 along with the CA certificate showing turnover from the activities mentioned at clause 5(B)	
4	<b>Presentation Before Evaluation Committee</b>	Assessment of understanding of the scope of services, methodology, proposed approach, service delivery structure, and demonstrated domain knowledge.		

## II. Pre Bid Meeting and Clarifications

- The applicants will have to ensure that their queries for the EoI meeting should be sent as per the details in the Fact Sheet.



ii. The queries should necessarily be submitted in the following format:

Agency Name		M/s....		
S. No.	EoI Document Reference(s) (Clause no.)	EoI Reference Page Number(s)	Content of EoI requiring clarification (s)	Agency's Query/Comment(s)

iii. STPI may hold a **Pre-Bid Meeting** with prospective Applicants as per the schedule specified in the Fact Sheet.

Queries relating to this EoI may be submitted in writing or through email at least **two (2) working days prior** to the scheduled meeting to the email ID mentioned in the Fact Sheet.

Queries received after the prescribed time may not be entertained. STPI will review the queries and, where deemed appropriate, issue clarifications or amendments through a corrigendum. STPI is not bound to respond to every individual query, and absence of a reply shall not imply acceptance.

iv. STPI shall not be responsible for ensuring that the applicant's queries have been received by them. Any request for clarification after the indicated date and time may not be entertained by the STPI.

v. STPI will endeavor to provide timely responses to all queries. However, STPI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does STPI undertake to answer all the queries that have been posted by the System Integrators.

vi. STPI is not bound to clarify any query received after the day as described above. STPI will review every query and on due consideration will issue a corrigendum, if so required. However, STPI does not undertake to answer each query(ies). Applicant shall not assume that their unanswered queries have been accepted by STPI.

vii. The corrigendum (if any) clarification to the queries from Applicant will be posted on the procurement portal. Any such corrigendum shall be deemed to be incorporated in this EoI.



viii. In order to provide prospective Applicant with reasonable time for taking the corrigendum into account, STPI may, at its discretion, extend the last date for the receipt of the EoIs.

**III.** Applicants are advised to study all instructions, formats, terms, and requirements of this EoI carefully before submitting their proposal. Submission of an EoI shall be deemed to have been made after a thorough understanding of the document and its implications. The response must be complete in all respects and supported by all requisite documents. Incomplete proposals or those not conforming to the prescribed format and requirements shall be liable for rejection at the sole discretion of STPI.

**IV.** Each Applicant shall bear all costs associated with the preparation and submission of its proposal, including but not limited to information collection, participation in meetings or presentations, and providing clarifications during evaluation. STPI shall in no case be responsible or liable for these costs, regardless of the outcome of the process. All materials and documents submitted by the Applicant shall become the property of STPI, which reserves the right to retain or dispose of such materials at its discretion.

**V.** At any time before the submission deadline, STPI may modify or amend this EoI by issuing an addendum. Any such amendment will be communicated to all prospective Applicants via email or notice on the official STPI website.

In order to allow reasonable time for Applicants to incorporate such amendments, STPI may, at its discretion, extend the deadline for submission of responses. Applicants are responsible for regularly checking official communications for any updates or corrigenda.

**VI.** Applicants must demonstrate adequate domain expertise, operational capability, manpower strength, and financial soundness to deliver the startup-centric services sought under this EoI.

**VII.** STPI may waive minor deviations that do not materially affect the evaluation outcome. STPI reserves the right to modify or refine the evaluation process at any stage without prior notice and without incurring any liability.

**VIII.** STPI reserves the right to terminate or cancel the EoI process at any time without assigning any reason. This EoI does not constitute a commitment or an offer to enter into any contract. STPI shall not be responsible for any costs or liabilities incurred by Applicants due to such termination.

**IX.** All documents and correspondence submitted as part of the proposal shall be written in **English**. If any supporting document is in another language, a duly attested English



translation must be provided. In case of discrepancy, the English version shall prevail for interpretation purposes.

- X.** STPI reserves the unconditional right to accept or reject any or all proposals at any stage without assigning any reason and without incurring any liability towards the affected Applicants. The decision of STPI shall be final and binding.
- XI.** Failure of any Applicant to agree to the terms and conditions of this EoI shall constitute sufficient grounds for disqualification or annulment of its empanelment.
- XII.** The empanelled agency shall indemnify and keep STPI indemnified against all claims, losses, costs, damages, or legal proceedings arising from any act, omission, default, or negligence of the agency, including infringement of intellectual property or statutory obligations, in connection with services delivered to STPI or startups under this empanelment.
- XIII.** A **Conflict of Interest** arises when an Applicant or its personnel have a direct or indirect interest that may affect their impartiality or independence in delivering services under this empanelment.

Applicants shall disclose any actual or potential conflict of interest in their proposal or at any time during the empanelment period.

STPI shall be the final authority to determine whether a conflict exists. Failure to disclose such information may result in disqualification or termination of empanelment.

- XIV.** STPI shall not be a party to any financial or commercial transaction between the empanelled agency and any third party, including startups supported through STPI initiatives. Termination of empanelment shall not affect any accrued rights or obligations of either party under prior assignments. STPI shall not be liable for any indirect, consequential, or incidental loss, including loss of business, revenue, or goodwill, arising out of or related to this empanelment or subsequent engagements.
- XV.** This EoI and any subsequent contracts arising therefrom shall be governed by the laws of India. In case of any dispute, both parties shall first attempt amicable resolution through mutual discussions within thirty (30) days of written notice.

If unresolved, the matter shall be referred to **arbitration** under the provisions of the **Arbitration and Conciliation Act, 1996**, as amended from time to time. The arbitration shall be conducted by a **sole arbitrator** appointed by mutual consent of the parties. The **seat of arbitration** shall be **New Delhi, India**, and the proceedings shall be conducted in **English**. The arbitral award shall be final and binding on both parties. Each party shall bear its own costs, unless otherwise directed by the arbitrator.

**Annexure I - Eligibility Criteria**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Documentary Evidence</b>	<b>Compliance (Y/N)</b>	<b>Page Number</b>
<b>1</b>	The agency must be a registered legal entity and should have been in existence for at least 3 years	Relevant registration document		
<b>2</b>	The agency must have a minimum average annual turnover of Rs. 50 lakhs over the last 3 financial years (2022-23; 2023-24; 2024-25)	CA Certificate/Statutory Auditor's certificate		
<b>3</b>	Declaration of "not-blacklisted"	Self-declaration that the firm is not blacklisted by any Government or allied agencies in India		
<b>4</b>	Presentation	Presentation to be made during evaluation		
<b>5</b>	Other relevant documents	Any other document showcasing the agency's strength & suitability for the work.		

<b>STPI Locations</b>
1. Agartala
2. Bhilai
3. Bhopal
4. Bhubaneswar
5. Dehradun
6. Guwahati
7. Jaipur
8. Lucknow
9. Mohali
10. Patna
11. Prayagraj
12. Vijaywada
13. Pune
14. Chennai
15. Hyderabad
16. Bengaluru
17. Gandhinagar
18. Jammu
19. Nagpur
20. Shillong
21. Imphal
22. Gurugram
23. Akola
24. Kohima
25. Gangtok
26. Aizwal
27. Itanagar



### Annexure-III

#### Self-Certified Declaration on Availability of Qualified Professionals

I/We, [Name of Authorized Signatory], [Designation – HR Head / Company Head], representing [Name of Company], having its registered office at [Company Address], hereby solemnly affirm and declare that:

1. [Name of Company] has the availability of adequately qualified **professionals, domain experts, and operational staff** with relevant education, certifications, and practical experience to deliver the applied service(s) as per the specified requirements.
2. The details of key professionals proposed to be deployed for the applied service(s) are provided below:

Sl. No.	Name of Professional	Designation / Role	Qualification	Relevant Experience (Years)
i.				
ii.				

3. All personnel proposed for deployment under the applied service(s) possess the necessary academic qualifications and relevant experience in handling similar assignments/projects.
4. The company confirms that sufficient manpower shall be deployed and maintained throughout the contract period to ensure **timely, effective, and quality delivery** of the applied service(s).
5. We certify that the above information is **true and correct** to the best of our knowledge and belief. We understand that submission of any incorrect or misleading information may result in rejection or termination of the contract.

This declaration is issued as a **Self-Certified Declaration** in compliance with the requirement specified under **Annexure-III**.

For [Name of Company]

#### Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



(Company Seal)