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Dated:06/02/2018

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# **Revised Expression of Interest (EOI)**

*for*

## **Selection of Partner**

*for*

## **Management of iStart Nest Incubators across Rajasthan**

# Government of Rajasthan

Department of Information Technology & Communication

## **Expression of Interest (EOI) for Selection of Partner for Management of iStart Nest Incubators across Rajasthan**

Department of IT&C, Government of Rajasthan intends to select a partner for Managing the iStart Nest Incubators across Rajasthan through two stage bidding process.

Expression of Interest is invited from reputed organizations in the field of startup incubation / consulting / startup promotion with an experience in promotion and incubation of startups and management of physical incubators. Objective of this EOI is to shortlist technically responsive bidders to participate for the second stage to whom RFP shall be issued.

**Through this EOI, technically responsive bidders shall be shortlisted for a final stage RFP through which one/multiple Partner(s) for management of iStart Nest Incubators across Rajasthan shall be selected. Shortlisting in the EOI does not guarantee any work from Department of IT&C, Government of Rajasthan. The submission is to be made online on the eProcurement portal of the state, i.e. <http://eproc.rajasthan.gov.in>**

### **1. Project Profile & Background Information**

Rajasthan has always been the cradle of entrepreneurship and has been home to largest number of family run businesses. The state's strategic location and an enabling entrepreneurship ecosystem brings it at the forefront of spearheading the startup revolution in the country. To provide impetus to Rajasthan's startup ecosystem, the Government of Rajasthan has been undertaking several initiatives to hand hold and support the startup community. The Department of Information Technology & Communication, Government of Rajasthan (GoR) has launched iStart Rajasthan which is a flagship initiative intended to foster innovation, create jobs and facilitate investment. The program aims to nurture innovation and entrepreneurship which would further help in the economic growth and development of the state. Through this initiative, the State Government intends to build an environment where there would be an easy access to knowledge exchange and funding.

The GoR as part of iStart Rajasthan initiative has been providing the following services to the startup community:

- Operating and management of iStart Nest Startup Incubators across Rajasthan.

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- A one stop solution for startups, incubators and VCs for ease of doing business and accessing all benefits and offers by Government of Rajasthan;
- Help startUps to be discovered by relevant stakeholders;
- Assisting startups in connecting with investors, accelerators and incubators;
- Helping investors, accelerators and incubators discover curated, high-potential startups;
- Helping startups in participating state and national level events, showcasing products and connecting with investors
- Programs to help startups improve their chances of success;
- Content, workshops and resources to help entrepreneurs;

In order to reach every corner of the state and provide necessary support to the startup community, the GoR intends to establish state of the art incubation centers across Rajasthan, in addition to the State Capital. All incubators will be equipped with world class facilities and managed by experts to nurture the startups and to provide further impetus to the state in being the most favored startup destination in the country.

The incubator space across three cities are expected to have state of the art facilities like conference halls, meeting rooms, video conferencing facilities, high speed internet, Wi-Fi connectivity, co-working space, mentor access and other common business services.

The brief objectives of the incubators will be:

- To mentor and nurture the select startups and to hand hold them through their growth journeys
- To promote new technology/knowledge/innovation based startups.
- To provide a platform for speedy commercialization of goods or services developed by the startup
- To build a vibrant startup ecosystem, by establishing a network between academia, financial institutions, industries and other institutions.
- To be GoR's facilitation and one stop destination for any startup information
- To provide cost effective, value added services to startups like mentoring, legal, financial, operations, technical, intellectual property related services.

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## 2. Broad Scope of Work:

Government of Rajasthan envisages to engage one/multiple organization(s) for running the operations of the incubators across Rajasthan for a period of two years subject to extension based on periodic performance review.

1. **One-on-One Mentoring:** Engaging in mentoring sessions for the startups and devising a complete curriculum and program of mentorship for startups selected for incubation. This shall include working on specific areas such as business plans, accessing capital, marketing, and other topics depending on the startup's business identified needs.
2. **Bi-Monthly Workshops:** Workshops for all startups will focus on developing skills, providing resources, and other areas of interest to all startups, such as pitching to angel investors.
3. **Quarterly Meetings with Industry Experts:** Conduct regular meetings with industry experts to address topics of interest to all startups and may include intellectual property attorneys and angel investors.
4. **Frontal for GoR:** Assist in ensuring a seamless communication between the Government of Rajasthan and the incubated startups as well as other stakeholders
5. **Organizing Events:** The selected Agency is expected to organize various events to foster startup ecosystem in the state and also assist in other large events at state / national level and explore opportunities for startups to participate and create linkages with other stakeholders
6. **Administrative Activities:** The selected Agency is expected to be duly responsible for smooth functioning of the incubators. This may involve administrative and other activities as well for which the Agency is expected to be in touch with relevant stakeholders with the sole objective of having world class operating incubators in the state
7. **Other Responsibilities:**
  1. Plan, and run the day-to-day operations of the incubator
  2. Design, plan and run the physical and virtual incubation program as part of the iStart initiative
  3. Undertake a campus connect program and create national and international alliances with universities, corporates, investors and other

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stakeholders in the startup ecosystem.

4. Invite and attract startups into the incubation program (with due discussions with DoITC)
5. Engaging in social media marketing and work with the teams to promote the incubator
6. Provide proper curriculum and support during the incubation program to help entrepreneurs to move from idea stage to prototype, prototype to market validation and scale up stage.
7. Bring investors to iStart platform and help the entrepreneurs/startups in fundraising and connecting them to investors in the ecosystem.
8. Create a pool of industry expert across wide range of topics, bring them to iStart platform and help the entrepreneurs/startups with domain / technical expertise and industry experience
9. Provide any other necessary legal, financial, mentorship support services to startups and entrepreneurs physically or virtually being incubated.
10. Maintain proper financial and operational records for the running of the incubator
11. Provide an annual report to the Government of Rajasthan on the performance of the incubator

## **8. Services to be provided by the selected Agency:**

1. Incubation program (Physical and Virtual)
2. Mentoring services and expert connect
3. Investor connect
4. Partnership with VCs, Angel Investors, HNIs, National and International Incubators, Accelerators and Startup Promotion Platforms, Startup Ecosystems at National and International Level
5. Corporate Deals (HR Services, cloud computing, legal help, etc)
6. Regular startup related events for networking and knowledge building
7. Any other activity as decided by DoIT&C, related to startup promotion and management of iStart Nest Incubators across Rajasthan

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## 3. QUALIFICATION/ ELIGIBILITY CRITERIA

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>The bidder can participate as a single a single Business Entity or as a Consortium/ Joint Venture of upto 2(two) partners. (Any kind of Sub-contracting is not allowed).</p> <p>For the purpose of this Invitation for RFP The bidder / Each member of the joint consortium should be</p> <p>A Proprietorship firm duly registered either under the Rajasthan Shops &amp; Commercial Establishments Act, 1958 or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder)</p> <p>OR</p> <p>A company registered under Indian Companies Act, 1956</p> <p>OR</p> <p>A partnership firm registered under Indian Partnership Act, 1932.</p> <p>OR</p> <p>A Limited Liability Partnership registered under Limited Liability Partnership Act, 2008.</p>	<p>- Copy of valid Registration Certificates</p> <p>- Copy of Certificates of incorporation</p>
2	Financial: Turnover	<p>Average annual turnover of at least Rs 50 Lacs from Startup Promotion / Startup Incubation during the last three financial years from FY 2014-15 to FY 2016-17 (As per audited balance sheets) individually if applied as single bidder, or jointly combining all members of the consortium.</p>	<p>CA Certificate with CA's Registration Number/ Seal</p>
4	Experience	<p>The bidder must have managed an incubator / virtual incubator with minimum 10 startups in a maximum period of last 24 months.</p>	<p>Project / Program reports, with details of the client in form of a work order / agreement. If it is a self-managed incubator, details of the same in form of a report, duly certified by competent third party authority who has recognized the running incubator/ virtual incubator.</p>

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5	Legal Compliance of Non- Blacklisting	The bidder or any member of the consortium/ JV member should never have been blacklisted by any agency of the central government, public sector undertaking or by any department of any State Government	Self-certification. False certification and/or nondisclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting in the State of Rajasthan
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## 4. RISL/ EOI Fee:

- RISL Processing Fee: 1000 (Rupees One Thousand only) in DD/BC/Cash Challan in favour of “Managing Director, RISL” payable at “Jaipur”.
- Bid document (EOI) Fee: 500/- (Rupees Five Hundred only) in DD/BC/Cash Challan in favour of “Technical Director, DoIT&C” payable at “Jaipur”.

Fees should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the Bid / cover online, while submitting the response to the EOI on the eProcurement Portal.

## 5. Contact Details:

Ms Deepshikha Saxena, SA (JD), DoIT&C | dsaxena@rajasthan.gov.in |  
+91-9413387316 | dsaxena@rajasthan.gov.in

## 6. The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
<b>Fee Details</b>		
1.	Bidding document Fee (Tender Fee), RISL Processing Fee (e-Procurement)	Instrument/ Proof of submission
<b>Eligibility Documents</b>		
2.	Bidder’s Authorization Certificate	As per Annexure-2 stating that Auth. Signatory (DSC holder) can sign the bid/ contract on behalf of the firm.
3.	All the documents mentioned in the “Eligibility Criteria”, in support of the eligibility	As per the format mentioned against the respective eligibility criteria clause -3 of the EOI
<b>Technical Documents</b>		
4.	A Technical Proposal consisting of the proposed plan for management of iStart Nest Incubators across Rajasthan, and strategy & work plan for promotion of Startup Ecosystem in Rajasthan.	



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- 7. All proposals will be subjected to presentation of their proposal offered. Accordingly, a detailed scope of the work and technical specifications will be prepared. Based upon that, a detailed RFP will be issued to all participants who had participated & cleared the EOI stage.**
- 8. A pre-bid meeting for the EOI shall be organized on 20 February, 2018 11:00 AM at Conference Room, Ground Floor, DoIT&C, Yojana Bhawan, Tilak Marg, C Scheme, Jaipur. All interested partners/ prospective bidders may visit and discuss the queries.**
- 9. The interested Partners / Bidders intending to submit their proposals may submit their proposals online by 6 March, 2018 03:00 PM through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in).**

**Principal Secretary & Commissioner,  
IT&C**

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## **ANNEXURE-1: SELF-DECLARATION** {to be filled by the bidder}

To,

{Procuring entity},

\_\_\_\_\_ ,

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Purchaser/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.

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i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

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

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

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## **ANNEXURE-2: BIDDER'S AUTHORIZATION CERTIFICATE** (to be filled by the bidder)

To,

{Procuring entity},

\_\_\_\_\_,  
\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

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

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

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## ANNEXURE-3: FORMAT FOR CONSORTIUM AGREEMENT

(On non-judicial stamp paper of **appropriate value** to be purchased in the name of executants companies or as required by the jurisdiction in which executed)

This Consortium Agreement executed on this ..... day of..... Two Thousand ..... By:

M/s. .... a Company incorporated under the laws of..... and having its registered office at ..... (hereinafter called the "Lead Member/First Member" which expression shall include its successors); and

M/s. .... a Company incorporated under the laws of ..... and having its registered office at ..... (hereinafter called the "Second Member" which expression shall include its successors)

The Lead Member/First Member and the Second Member shall collectively hereinafter be called as the "Consortium Members" for the purpose of submitting a proposal (hereinafter called as "Bid") for the work of .....(Name of work).....for ..... (Name of project) of M/s..... to Department of IT&C, Government of Rajasthan (DoIT&C, GoR) (herein after called the 'Purchaser' or 'DoIT&C'), DoIT&C being the administrative department for Startup Promotion in Rajasthan, having its headquarters at Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur, India (hereinafter called the "Purchaser/DoIT&C") in response to DoIT&C Expression of Interest Document (hereinafter called as "EOI" Document) Dated..... for the purposes of submitting the bid no. .... and entering into a contract in case of award for the work of .....(Name of work).....for ..... (Name of project) of GoR/ DoIT&C.

WHEREAS, the Purchaser invited bids vide its EOI document no. .... for the work of ..... AND WHEREAS as per

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document, Consortium bids will also be considered by the Purchaser provided they meet the specific requirements in that regard.

AND WHEREAS the bid is being submitted to the Purchaser vide proposal dated ..... based on the Consortium Agreement being these presents and the bid with its bid forms and submission documents, in accordance with the requirement of EOI document conditions and requirements have been signed by all the partners and submitted to the Purchaser.

AND WHEREAS Clause \_\_\_\_\_ of EOI document stipulates that a Consortium of maximum two companies, meeting the requirements stipulated in the EOI document may submit a Proposal signed by Lead Member of the Consortium Members so as to legally bind all the Members of the Consortium who will be jointly and severally liable for the performance and all obligations thereunder to GoR/DoIT&C and duly signed Consortium Agreement shall be attached to the Proposal.

NOW THEREFORE, in consideration of the mutual covenants of the members of the Consortium, the sufficiency whereof is hereby acknowledged and other good valuable consideration, we agree as follows:

1. We the members in the Consortium hereby confirm that the name and style of the Consortium shall be..... Consortium.
2. M/s. .... shall act as Lead Member for self, and for and on behalf of M/s ..... (Second Member) and further declare and confirm that we shall jointly and severally be bound unto the Purchaser for the successful performance of the obligations under the EOI and resulting Contact Agreement(s) submitted / executed by the Lead Member in the event of the selection of Consortium. Further, the Lead Partner is authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the CONSORTIUM.
3. It is expressly agreed by the members that all members of the consortium shall be held equally responsible for the obligations under the Project, RFP Document, Contract and subsequent Agreement, irrespective of the specific roles/responsibilities undertaken by them.
4. For the purpose of this Agreement, the EOI Document and the Contract, the Lead

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Partner shall be the single point of contact for the GoR/ DoIT&C, shall have the overall responsibility of the management of the Project and shall have single point responsibility for ensuring that all members of the consortium are complying with the terms and conditions set out in the Contract and the EOI/ RFP Document.

5. All instructions/communications from PMC to the Lead Partner shall be deemed to have been duly provided to all the members of the consortium.
6. If GoR/ DoIT&C suffers any loss or damage on account of any breach in the stipulation of the Agreements to be entered into by the Consortium Members, upon its selection pursuant to EOI (the "Agreements") or any shortfall in the performance of the Transaction or in meeting the performances guaranteed as per the EOI/ RFP and the Agreements, the Consortium Members hereby jointly and severally undertake to promptly make good such loss or damages caused to GoR/ DoIT&C on its demand without any demur or contest. The Purchaser shall have the right to proceed against anyone of the partners and it shall neither be necessary nor obligatory on the part of the Purchaser to proceed against the Lead Partner before proceeding against or dealing with the other Member.
7. The financial liability of the Consortium Members to the GoR/ DoIT&C, with respect to any of the claims arising out of the performance or non-performance of obligations under the EOI/ RFP and the resulting Agreement(s) shall not be limited so as to restrict or limit the liabilities of any of the Members and the Members shall be jointly and severally liable to GoR/ DoIT&C.
8. It is expressly agreed by the Members that all the due payments shall be made by the Purchaser to Lead Bidder only.
9. This Consortium agreement shall be construed and interpreted in accordance with the laws of India and the Courts of Jaipur (Rajasthan) shall have the exclusive jurisdiction in all matters arising there under.
10. It is also hereby agreed that Lead Member shall, on behalf of the Consortium shall submit the Bid and performance Security as specified by purchaser in the EOI/ RFP document.
11. It is further agreed that this Consortium Agreement shall be irrevocable and shall continue to be enforceable till the same is discharged by GoR/ DoIT&C.
12. This Agreement shall come into force as of the date of signing and shall continue in full force and effect until the complete discharge of all obligations, concerning the

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carrying out of the Project, which have been taken on by the Parties under the Contract, EO/ RFP Document and under this Agreement.

13. Any other terms and conditions not in contradiction to the EO/ RFP and above mentioned terms and conditions.

IN WITNESS WHEREOF, the Members to the Consortium agreement have through their authorized representatives executed these presents and affixed common seal of their companies, on the day, month and year first mentioned above.

<p>Common Seal of ..... has been affixed in my/our Lead Member presence pursuant to Board of Director's resolution dated .....</p> <p>1) Witness 2) Witness</p>	<p>For and on behalf of M/s..... (Lead Bidder)  (Signature of authorized representative) Name : Designation:</p>
<p>Common Seal of ..... has been affixed in my/our Lead Member presence pursuant to Board of Director's resolution dated .....</p> <p>1) Witness 2) Witness</p>	<p>For and on behalf of M/s..... (Second member)  (Signature of authorized representative) Name : Designation:</p>



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## **ANNEXURE-4: PRE-BID QUERIES FORMAT** {to be filled by the bidder}

Name of the Company/Firm: \_\_\_\_\_

Bidding Document Fee Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for Rs.  
\_\_\_\_\_/-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

S.No.	RFP Page No.	RFP Rule No.	Rule Details	Query/ Suggestion/ Clarification

Note: -

1. Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the procuring entity.
2. Kindly submit the bidding/ tender document fee in original prior to the submission of the prebid queries.