

# **SOFTWARE TECHNOLOGY PARKS OF INDIA**

**Ministry of Electronics and Information Technology**

**Government of India**

**STPI LUCKNOW CENTRE- A State-of-art Incubation facility at “Lucknow”**



**STPI has its Incubation facility at Lucknow.**

**STPI Lucknow broadly provides following services to IT/ITES units and Start-ups in the region:-**

- ➡ **Statutory Services**      ➡ **Incubation Services**
- ➡ **Co-Location Services**      ➡ **Data communication Services**

**Following facilities may be availed at STPI Lucknow Incubation Centre**

- ➡ **Fully furnished Office Space and Raw Space as per requirement**
- ➡ **High speed Internet connectivity**
- ➡ **24 hrs Power back up backed by UPS and DG-Set**

- ➡ **Conference room**
- ➡ **Air Conditioning**
- ➡ **False Ceiling with aesthetic and energy efficient**
- ➡ **lights CCTV and 24/7 security.**
- ➡ **Wide Reception Area and ample parking Space.**
- ➡ **Lush green lawns and eco-friendly work environment.**

### 1. Plug-n-play Incubation Facility-

STPI Lucknow Centre has fully furnished plug-n-play incubation space with 56 plug-n-play seats are available.



### ➤ Tariff for Incubation Facility at STPI Lucknow

#### Space details:-

Sl. No.	Studio No.	No. of Seats	Facility	Facilities available
1	PnP Hall 1	12	12-seater	Separate Managers Desk , data and power available at each seat
2	PnP Hall 2	12	12-seater	
3	PnP Hall 3	12	12-seater	
4	PnP Hall 4	16	16-seater	
5	PnP Hall 5	04	04 seater	

### **Commercial Details:-**

Sn	Services	Monthly Tariff	Description
1	Plug N Play	Rs. 4000/- per Seat per month	PnP seat without PC, Bandwidth and Electricity
2		Rs. 7409/- per Seat per month	PnP seat without PC and Bandwidth
3		Rs. 8682/- per Seat per month	PnP seat without PC

### **Security Deposit Details:-**

SN	Description
1	<b>Security Deposit for Plug n Play Incubation Space:</b> Equivalent to three months' rent of the office space.

### **Note:-**

- One month advance charges has to be deposited along with three months' charges as security deposit.
- Separate sub-meters for raw and UPS powers are installed in each PNP hall and the rates for electricity may be calculated on per seat basis. Per unit cost is calculated from STPI's monthly bill as per below formula:-

$$\text{Per unit cost} = \frac{(\text{Total bill amount})}{(\text{Total unit consumed})}$$

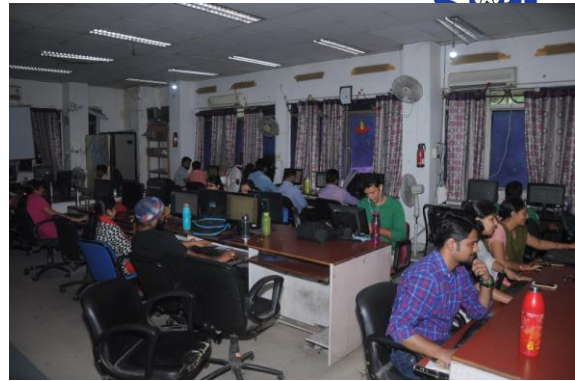
- Each Hall at STPI Lucknow is having separate electronic meter and unit consumption by the incubation seat customer may be calculated as :-

$$\text{Unit consumption per seat} = \frac{(\text{Total unit consumed})}{(\text{No. of PNP seat customer})}$$

- All the fixed charges and rentals would be charged in starting of month as advance.
- The variable charges would be billed in the end of the month.
- Bandwidth charges would be extra as per tariff.
- GST would be extra as applicable.

## **2. Raw Incubation Facility:-**

STPI Lucknow has raw space approx. 1440 sq.ft on 1<sup>st</sup> floor of the building which gives freedom to the entrepreneurs to start their business as per their own modified office design.



#### **Space details:-**

S.No.	Floor	Floor Area (Sq. Feet)	Service includes
1.	First	1440 sq. ft.	Incubation Raw Area

#### **Commercial Details:-**

SN	Type of Incubation Area	Monthly Tariff	Other Charges
1	Raw Incubation Facility	Rs. 40/- Per sq.ft per month	Rs.607/- per KVA per month as per load for fixed DG backup and raw power.

#### **Security Deposit Details:-**

SN	Description
1	<b>Security Deposit for semi furnished Raw Incubation Space:</b> Equivalent to three months' rent of the office space.
2	<b>Security Deposit for Power back up:</b> Equivalent to three months' Fixed Back Up Charges

#### **Note:-**

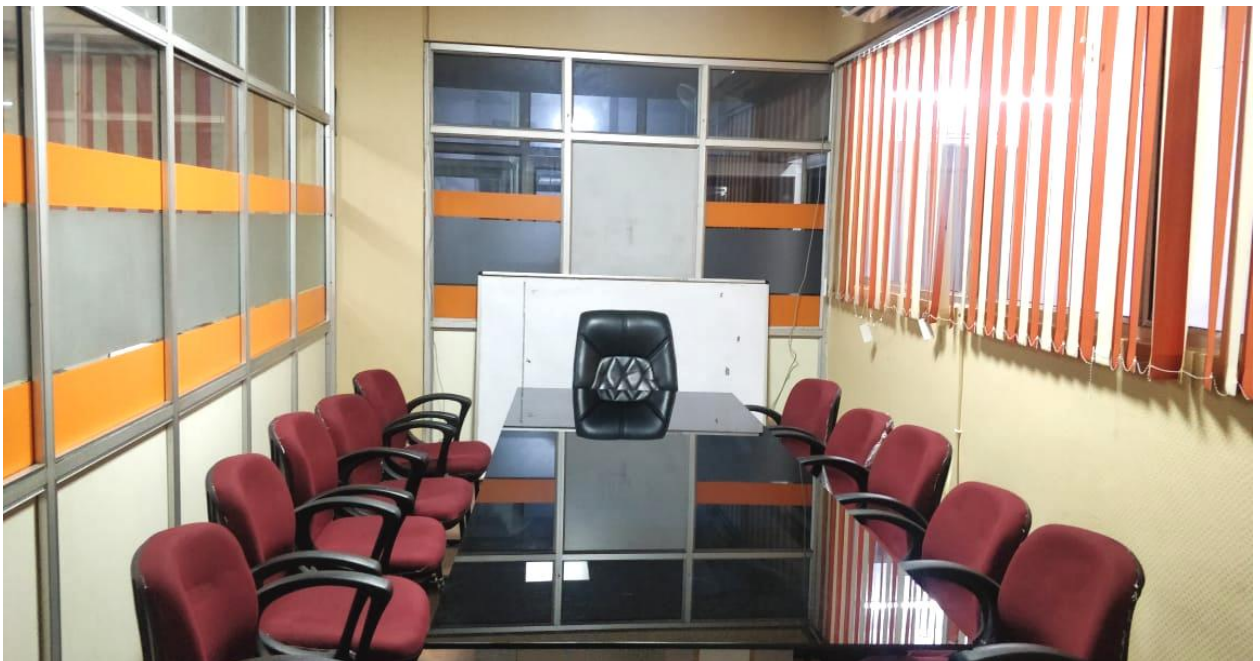
- One month advance rent has to be deposited along with three months' rent as security deposit.
- Running power charges would be charged as per actual recorded in the sub meter.
- Units used for DG will be calculated in proportion with the total DG running hours in a month against total hours of that month.



- All the fixed charges and rentals would be charged in starting of month as advance.
- The variable charges would be billed in the end of the month.
- Bandwidth charges would be extra as per tariff.
- GST would be extra as applicable.

### 3. **Other Facilities:-**

- **Conference Room:-** Meeting cum Conference Room



- **Badminton Ground:-**



- **General Terms & Conditions (for PNP/Raw space)**

1. Contract Period Duration: **11 months**
2. Lock In Period: **06 Months**
3. Payment Terms: One Month advance cheque / DD and subsequent advance monthly

payment before 7th of each calendar month.

4. Termination: One Month advance notice period
5. Extension: Two Months advance request

➤ **Eligibility criteria for Allotment of incubation facilities**

Proposal from prospective Incubates 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:**

SN	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 shareholding 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 shareholding and controlling stake should be held by  
Divyang-jan entrepreneur).



➤ **Address of STPI Lucknow Centre:**

Software Technology Parks of India  
STP Complex, Adjacent Gomti Barrage  
Gomti Nagar Lucknow - 226010  
Uttar Pradesh  
Ph.: +91-522-2307913, 2307915

**Interested companies working in IT/ITeS sector may Contact:-**

**Sh. Surya Kumar Pattanayak,**

Addl. Director

Mobile: +91-9506253333

Tel. (O)-0522-2307913/15

Email: [surya.pattanayak@stpi.in](mailto:surya.pattanayak@stpi.in);

**Sh. Praveen Kumar Dwivedi**

Joint Director

Tel. +91-522-2307913/ 15

Mobile : +91-9839201314

Email : [praveen.dwivedi@stpi.in](mailto:praveen.dwivedi@stpi.in)

## SOFTWARE TECHNOLOGY PARKS OF INDIA LUCKNOW

STP Complex, Adjacent Gomti Barrage, Gomti Nagar Lucknow – 226010, Uttar Pradesh

### Service Escalation Matrix

Escalation Level	Service Affecting	Contact Point	Concerned Person	Contact Details
1 <sup>st</sup>	Immediate	Helpdesk	Shift Engineer	0522-2307913/15, <a href="mailto:lko.tech@stpi.in">lko.tech@stpi.in</a>
2 <sup>nd</sup>	Two Hours	Technical Officer	Mrs. Nalini Pandey,	0522-2307913/15/108, <a href="mailto:nalini.pandey@stpi.in">nalini.pandey@stpi.in</a>
3 <sup>rd</sup>	Four Hours	Joint Director	Mr. Praveen Kumar Dwivedi	0522-2307913/15/102 +91-9839201314 <a href="mailto:praveen.dwivedi@stpi.in">praveen.dwivedi@stpi.in</a>
4 <sup>th</sup>	Six Hours	Addl. Director & OIC	Sh. Surya Kumar Pattanayak	0522-2307913/15/101 9506253333 <a href="mailto:surya.pattanayak@stpi.in">surya.pattanayak@stpi.in</a>
5 <sup>th</sup>	Eight Hours	Director	Mr. Rajneesh Agrawal	0120-2470502 <a href="mailto:rajneesh@stpi.in">rajneesh@stpi.in</a>



## **Checklist of documents to be submitted: 12-CL-02**

### **Checklist of documents to be submitted:**

1		Application Form
2		Company Profile including:
	2.1	Background of company and promoters
	2.2	Area of expertise in software development and IT-enabled services
	2.3	Profiles of key personnel in the organization
	2.4	Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
	2.5	Financial arrangements and feasibility of the proposed setup
	2.6	Marketing tie-up, if any
	2.7	Export performance for last three years in cases of existing firms & last year's balance Sheet, If applicable
	2.8	Orders in hand / in pipeline / under registration.
	2.9	Brochures of the software products / company or Annual Report for the previous year, If applicable
	2.10	Manpower: Type of people working
	a	Project Manager
	b	Project Leader
	c	Senior Programmer
	d	Junior Programmer/Operators
	2.11	Wage Bill
3		Two Photographs
4		Self-attested copy of Address Proof (Voter ID/Driving License/Passport/Adhaar)
5		Self-attested copy of PAN card-company and Directors
6		Three months' rent as security deposit and one month advance rent (+ GST) in the form of DD/Cheque
7		Copy of ROC with MOA (For Pvt. Ltd. Company)
8		Copy of partnership Deed (For Partnership Firm)
9		GST Certificate

## Incubation Application Form

(To be filled by Incubation customer for STPI Lucknow Building)

1	Name of the company*											
2	Name of the Applicant*											
3	PAN No. of the company (In case of Proprietorship, PAN Card of Proprietor)*											
<b>4. Contact Details</b>												
4.1	Registered Address*											
4.2	Contact Address*											
4.3	Mobile No.*											
4.4	Fax No.											
4.5	Telephone No.*											
4.6	Email Address*											
<b>5. Project Details</b>												
5.1	Prime Differentiator of the company & prominent companies competing in similar field of business	(attach the doc./pdf If any)										
5.2	Funding requirements and status of the funding with respective references	Amount of fund (INR)	Source of Fund	Reference for funds								
5.3	Details of the Promoter*	(attach doc/pdf)										
<b>6. Requirement Details</b>												
6.1	Customer Requirement (Pl. tick the required option)*	<div style="border: 1px solid black; padding: 5px;"> <b>a. Incubation Requirement*</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Raw Space </td> <td style="width: 50%; padding: 5px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Plug N Play </td> </tr> <tr> <td style="padding: 5px;">Area requested _____ (sq. ft.)</td> <td style="padding: 5px;">No. of seats requested _____</td> </tr> <tr> <td style="padding: 5px;">Raw/ DG _____ KVA/month</td> <td></td> </tr> <tr> <td style="padding: 5px;">UPS _____ KVA/month</td> <td></td> </tr> </table> </div>			<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Raw Space	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Plug N Play	Area requested _____ (sq. ft.)	No. of seats requested _____	Raw/ DG _____ KVA/month		UPS _____ KVA/month	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Raw Space	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Plug N Play											
Area requested _____ (sq. ft.)	No. of seats requested _____											
Raw/ DG _____ KVA/month												
UPS _____ KVA/month												
		<b>b. Bandwidth Requirement _____ Yes _____ No (Pl. tick an option)</b>										

7. Incubation Company Details					
7.1	Type of company * (pl. tick anyone option & attach the related document)	<input type="checkbox"/> Start –up <input type="checkbox"/> less than 3 years old <input type="checkbox"/> more than 3 years old			
7.2	Location * (Operating from single or multi-location) (pl. tick anyone option & attach the related document)	<input type="checkbox"/> Single <input type="checkbox"/> more than 3 but less than 5 <input type="checkbox"/> more than 5			
7.3	Product or service to be developed * (pl. tick anyone option & attach the related document)	<input type="checkbox"/> R&D <input type="checkbox"/> Product <input type="checkbox"/> Service			
7.4	Employment Generation per annum* (pl. tick anyone option & attach the related document)	<input type="checkbox"/> more than 25 <input type="checkbox"/> more than 15 but less than 25 <input type="checkbox"/> less than 15			
7.5	Is the company availing any scheme benefits that is approved by MeitY?*	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No (Pl. tick an option) If yes, give details _____ (Attach the doc./pdf)			
7.12	Amount Remitted Total	_____ (by Cheque/RTGS/NEFT**/RTGS**)			
		Amt (in words) _____			
		Security Deposit Rs. _____ 1 Month Advance Rs. _____			

\*-mandatory columns \*\*- in case of NEFT/RTGS, pl. furnish the receipts of payments done.

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.

I hereby agree that security deposit as well as one month advance as mentioned above may be forfeited if the agreement is not executed within next 30 (thirty) days from the date of payment or vacated before lock in period for the demised premises. Further, I agree to abide all the rules and regulations of STPI regarding Incubation facility.

Sign. \_\_\_\_\_

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

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

Stamp of organization: \_\_\_\_\_

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