



## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

**Ministry of Electronics and Information Technology  
Government of India**

### **STPI Jammu- “Incubation Centre”**



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

- **Statutory Services**
- **Incubation Services(Semi Furnished & Raw)**
- **Co-Location Services**
- **Data communication Services**

**Following Facilities can be availed from STPI, Jammu**

➤ **Raw Space**



- **High Speed Internet connectivity**
- **24 hrs Power back up backed by UPS and DG-Set**



- ❖ **False Ceiling with aesthetic and energy efficient lights**
- ❖ **Wide Reception Area and ample parking Space.**
- ❖ **Lush green lawns and eco-friendly work environment.**

**Raw Incubation Facility:**

- ❖ STPI Jammu has raw space approx. 3415 Sq .ft on First Floor which gives freedom to the entrepreneurs to start their business as per their own modified office design.

**Space details:-**

SN	Type of facility	Room No. Floor	Area (in Sq.ft)	Facilities available
1	Raw Incubation facility at STPI-Jammu	First Floor-1	1004	Sub-meter for Raw power supply. Voice and data point available in each room
2		First Floor-2	932	
		First Floor-3	932	
		First Floor-4	547	
		<b>Total</b>	<b>3415.00</b>	

**Commercial Details:-**

SN	Type of Incubation Area	Monthly Rental per sq ft	Other Charges per KVA per month for
1	Raw Incubation Facility	₹ 19.50	₹ 625.00

**Security Deposit Details:-**

SN	Description
1	Security Deposit for Raw Incubation Space: Equivalent to three months' rent against the occupied incubation space
2	Security Deposit for Power back up: Equivalent to one months' Fixed Back Up Charges

**Note:-**

- One-month advance rent has to be deposited along with three months' rental charges and one month backup charges as security deposit.
- Running power charges would be charged as per actual recorded in the sub meter.
- 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.

## A. General Terms & Conditions (for Raw space)

Contract Period Duration: **11 months**

Lock In Period: **06 Months**

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

Termination: **One Month advance notice period**

Extension: **Two Months advance request**

## B. Eligibility criteria for Allotment of incubation facilities

Proposal from prospective Incubates shall be analysed considering various parameters as detailed below. The analysed 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 for availing Incubation Space In STPI

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 space shall be allotted on first come first serve basis subject to fulfilling the eligibility criteria, assessment of Advisory Board and availability of space.

## C. Benefits / Discounts for Incubatees:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. Additional 5% discount over & above the existing discounts shall be provided to following:-
  - i. 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).
  - ii. 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).

**D. Address of STPI Jammu Centre:**

S T P I, Jammu  
EPIP Kartholi  
Bari Barhmana, Jammu-181133

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

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**(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)	_____		
<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)*	a. Incubation Requirement*		
		Raw Space	Semi Furnished	
		Area requested _____ (sq. ft.)	Area Requested _____ Sq Feet	
		Raw/ DG KVA/month		
		UPS KVA/month		

		b. Bandwidth Requirement	<u>  </u> Yes	<u>  </u> No (Pl. tick an option)	
<b>7. Incubation Company Details</b>					
7.1	Type of company * (pl. tick anyone option & attach the related document)	Start -up <u>  </u> less than 3 years old <u>  </u> more than 3 years old			
7.2	Location * (Operatng from single or multi-locaton) (pl. tick anyone option & attach the related document)	Single <u>  </u> more than 3 but less than 5 <u>  </u> more than 5			
7.3	Product or service to be developed * (pl. tick anyone option & attach the related document)	R&D <u>  </u> Product <u>  </u> Service			
7.4	Employment Generation per annum* (pl. tick anyone option & attach the related document)	<u>  </u> more than 25 <u>  </u> more than 15 but less than 25 <u>  </u> less than 15			
7.5	Is the company availing any scheme benefits that is approved by MeitY?*	Yes If yes, Give Details	No (Pl. tck an option) (atach 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	<u>  </u> Year /	<u>  </u> Month		
7.9	Expected Date of occupancy *	<u>  </u> / <u>  </u> / <u>  </u>	(dd/mm/yyyy)		
7.10	Turnover of the company (in Rs. Lakhs)	Rs. <u>  </u> Lakhs			
7.11	IPR generation	<u>  </u> Yes <u>  </u> No (Pl. tick an option) If yes, give details <u>  </u>	(Atach the doc./pdf)		

\*Mandatory Columns

\*\* In case of NEFT /RTGS/Online Payments, Please furnish the receipts of the 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.

Further, I agree to abide all the rules and regulations of STPI regarding Incubation facility.

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

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

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

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

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