

# EXPRESSION OF INTEREST

For allocation of (e-SETU)Rural  
Incubation Centres in Uttar  
Pradesh to Private Player(s)

**e-SETU**

EOI No: **UPLC/14-15/1**

U.P. Electronics Corporation Limited,

10, Ashok Marg, Lucknow - 226001

Tel: 0522-4130303, 2286808, 2286809 Fax: 0522-2288583

E-mail: [md@uplc.in](mailto:md@uplc.in), [uplciko@gmail.com](mailto:uplciko@gmail.com)

Website: [www.uplc.in](http://www.uplc.in), [www.itpolicyup.gov.in](http://www.itpolicyup.gov.in)

## Table of Contents

<b>1. Introduction</b> .....	2
<b>2. Objectives of the Project</b> .....	2
<b>3. Scope of work</b> .....	3
<b>3.1 e-SETU Locations</b> .....	3
<b>4. Indicative Timelines for the Assignment</b> .....	4
<b>5. Facilities available at e-SETU Locations</b> .....	4
<b>6. Pre-Qualification Criterion</b> .....	4
<b>7. Contact Information</b> .....	4
<b>8. Evaluation Process/ Criterion</b> .....	5
<b>9. General Information about e-Tender Portal</b> .....	5
<b>10. Exit Clause</b> .....	9
<b>11. Other Instructions to Participants Agencies</b> .....	9
<b>Annexure – 1 Letter to be submitted by the interested Bidder</b> .....	0
<b>Annexure – 2 Qualification Check List</b> .....	2
<b>Annexure – 3 Contact Information of e-SETU Centres</b> .....	3

## 1. Introduction

U.P. Electronics Corporation Limited, a Public sector undertaking of Department of IT & Electronics, Govt. of Uttar Pradesh has been set up to promote Information Technology and Electronics industries in the State of Uttar Pradesh.

U.P. Electronics Corporation Limited is presently engaged to procure and supply of Computer Hardware, Development of Computer Software and to provide Computer Training to the employees of Government Departments/ Corporations/ Institutions through self and empanelled Business Associates. Besides the Corporation is also nominated as a Nodal Agency for implementation of various Projects/ Schemes allocated by the Government from time to time through various implementing agencies

## 2. Objectives of the Project

The e-SETU, a Rural Technology and Business Incubation Centre concept has been conceptualized for faster entrepreneurial activities in IT and related areas within the Uttar Pradesh. It provides a platform to the start-ups and prospective entrepreneurs to convert their innovative ideas into commercially viable products to enhance software exports from Uttar Pradesh.

In this regard to assist young professionals in setting up their venture, Rural Incubator Centre is being targeted to be adopted by the IT giants to nurture the entrepreneurial talent of Uttar Pradesh. These rural Incubation Centres are located in 13 district location of Uttar Pradesh. These centres are owned by U.P. Electronics Corporation Ltd., IT & Electronics Department, Uttar Pradesh

The IT Incubation Centre strives to:

- 1 Nurture entrepreneurship in those people who have a passion for knowledge generation and mentoring
- 2 Make entrepreneurially-driven communication initiatives recognized as vital for supporting the sustainability of indigenous enterprises.

Hence interested Private Players are invited to submit their Expression of Interest (EOI) for allocation of 13 e-SETU rural Incubation Centres in state of Uttar Pradesh.

### 3 Scope of work

This Expression of Interest (EOI) is invited for the selection of Private players to allocate them e-SETU Rural Incubation Centres in Uttar Pradesh for a period of 11 months to be extended depending upon the mutual agreement of both the parties. e-SETU incubation centres shall be working on nonprofit and self-sustainable mode.

The broad scope of work for the Private Players shall include the following activities:

- Vision and Execution of the incubator.
- Organizational Responsibility and Management.
- Establishing Support Ecosystem, Capital Asset Management and Resources as required.
- Assistance in management of the Incubator on day to day basis.
- Raising and managing the funds needed for the execution of the project.
- Meeting shortfalls in revenue generation through own funds.
- Finding, nurturing and supporting startups in these incubation centres.
- To develop entrepreneurs in the rural areas through skill training /mentoring educated unemployed youth of the state and make them employable
- Provide affordable technology development for the rural areas.

#### 3.1 e-SETU Locations

The proposed e-SETU Location district wise are as follows:

S.No	District	Location
1	Ghaziabad	Tehsil
2	Agra	Commissioner office
3	Saharanpur	Block Balia Kheri
4	JP Nagar	Block Rahara
5	Aligarh	Zila Panchayat
6	Gorakhpur	GDA
7	Kanpur	SIRD Rawatpur Kanpur
8	Kaushambi	Zila Panchayat Kaushambi
9	Gonda	Tehsil Bhawan
10	Banda	Zila Panchayat
11	Mirzapur	Zila Panchayat

<b>12</b>	Varansi	Collector ate
<b>13</b>	Kannauj	Zila Panchayat

Contact information with reference to the above mentioned e-SETU Centres is mentioned in Annexure-3.

#### **4 Indicative Timelines for the Assignment**

As mentioned in Para (3), proposed e-SETU rural incubation centres will be allocated initially for a period of 11 months. The allocation would be extendible thrice so that the maximum total period of license for any licensee shall under no circumstances be extended beyond additional 33 months. The term will be extended on yearly basis on the recommendation of the Evaluation Committee.

#### **5 Facilities available at e-SETU Locations**

Presently identified e-SETU Computer labs are equipped with Computers, Software and Hardware peripherals, Computer Furniture, Air conditioners, stabilizers, UPS and Projectors etc. depending on the locations.

UPLC shall facilitate the site visit done by applicants but all expenditures incurred in the visit shall be done by applicants only.

#### **6 Pre-Qualification Criterion**

- 1 Applicant(s) should have entity as proprietorship / company / partnership firm registered in India.
- 2 The entity should be a Proprietorship firm or a company registered under the Companies Act of 1956, or Indian Partnership Act, 1932.
- 3 The entity should be working in the IT / ITES domain.
- 4 The entity should have been in operation for more than 5 years. Age of the organization will be determined from the date of its registration with the relevant Government Authority under the relevant Act.
- 5 It should not have been blacklisted by any Government organizations/agencies.
- 6 In addition to the above documents which needs to be submitted by the interested participants, duly signed Annexure – 1 also needs to be submitted along with the response.

#### **7 Contact Information**

Managing Director

U.P. Electronics Corporation Limited, 10, Ashok Marg,  
Lucknow - 226001, INDIA.

E-mail: [md@uplc.in](mailto:md@uplc.in), [uplclko@gmail.com](mailto:uplclko@gmail.com)

Website: [www.uplc.in](http://www.uplc.in), [www.itpolicyup.gov.in](http://www.itpolicyup.gov.in)

## 8 Evaluation Process/ Criterion

- a) The evaluation of the EOIs shall be done by the Evaluation committee formed by Department of IT & E, GoUP.
- b) While in evaluation process, the following criterion shall be considerate in allocating 13e-SETU centres but shall not be limited to it.
  1. Entity's presence in the vicinity of identified e-SETU location (as per para 3.1) shall be considered.
  2. Entity equipped with ready training course material which is helpful in making youth employable shall be considered.
  3. Entity's global presence shall also be considered.
- c) The interested entities shall have to fulfill the eligibility criteria as indicated in Para 6 **Pre – qualification criterion** above in full, failing which they would be rejected outright.
- d) All firms who qualify under 8b will be short-listed for the allocation of e-SETU Rural Incubator Centres across the state. Evaluation Committee will take the decision of this after Mutual agreement with the qualified entity and which will be final. The Participants will have no right to challenge such decision.
- e) Qualified entities are eligible for selecting more than one e-SETU incubation centres in the state.

## 9 General Information about e-Tender Portal

- a. The Participants should submit their EOI **online only** in the Submission module of e-Procurement website <http://etender.up.nic.in>.
- b. The EOI shall be submitted only from the Submission start date till the EOI Submission end date and time given in the e-tender. Therefore, Participants are advised to submit the EOI well advance in time.
- c. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documentation will become the property of UPLC and will not be returned.
- d. The Participants should submit their EOI considering the server time displayed in the e-Procurement website. This server time is the time by which the EOI submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule.
- e. Once the EOI submission date and time is over, the Participants cannot submit their EOI. The Participants shall only be held responsible for any delay and whatsoever reason in submission of EOI.

- f. EOI will be electronically opened at **03:00 PM on 28-07-2014** in UPLC.
- g. UPLC may, at its discretion extend this deadline for submission of EOI by amending the document, in which case all rights and obligations of the Corporation and Participants previously subject to the deadline will thereafter be subject to the deadline as extended.
- h. The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by when the EOI submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the EOI submission date and time is over, the Participants cannot submit the EOI. Participants have to start the Bid Submission well in advance so that the submission process passes off smoothly. The Participants will only be held responsible if his/her EOI is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during EOI submission process.
- i. At any point of time, a Participants can withdraw his/her EOI submitted online before the bid submission end date and time. For withdrawing, the Participants should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The Participants should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the Participants will be displayed. Click "View" to see the details of the EOI to be withdrawn. After selecting the "Bid Withdrawal" option, the Participants has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The Participants also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Participants has to confirm again by pressing "Ok" button before finally withdrawing his/her selected EOI.
- j. The Participants has to request the Corporation with a letter, attaching the proof of withdrawal and submission of EOI security/EMD in the office of Corporation, to return back the EOI security/EMD as per the manual procedure.
- k. No EOI may be withdrawn in the interval between the deadline for submission of EOIs and the expiration of period of EOI validity. Withdrawal of an EOI during this interval may result in the Participant's forfeiture of his/her EOI security

- l. The Participants can re-submit his/her EOI as and when required till the EOI submission end date and time. The new one will replace the EOI submitted earlier. The payment, if any, made by the Participants earlier will be used for revised EOI and the new EOI submission summary generated after the successful submission of the revised EOI will be considered for evaluation purposes. For resubmission, the Participants should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The Participants should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the Participants will be displayed. Click "View" to see the details of the EOI to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised EOI documents by following the methodology provided above.
- m. The Participants can submit their revised EOIs as many times as possible by uploading their EOI documents within the scheduled date & time for submission of EOIs.
- n. No EOI can be resubmitted subsequently after the deadline for submission of EOIs.

### **Procedure for Submission of Bids**

Submission of Bids shall be in accordance with the instructions mentioned below:

- a. For participating in EOI through the e-tendering system, it is necessary for the Participants to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The Participants must obtain a User Login Id and Password by registering themselves with U.P. Electronics Corporation Limited, Lucknow if they have not done so previously for registration.
- b. In addition to the normal registration, the Participants have to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her EOI submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the Participants should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause (a) above.
- c. For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> in the

Participants must ensure that he/she should possess Class-2/Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The Participants can obtain User Login Id and perform DSC registration exercise as described in clauses (a) and (b) above even before EOI submission date starts. The Corporation shall not be held responsible if the Participants try to submit his/her EOI at the last moment before end date of submission but could not submit due to DSC registration problem.

- d. The Participants shall be required to use own Digital Signature while uploading its EOI. The Participants shall be required to upload the EOI using its Digital Signature only. Failure to comply or usage of Digital signature of other firm shall be liable for rejection of the EOI.**
- e. The Participants can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the EOI Submission menu. After selecting and viewing the tender, for which the Participants intends to EOI, from "My Tenders" folder, the Participants can place his/her EOI by clicking "Pay Offline" option available at the end of the view tender details form. Before this, the Participants should download the e-tender document and study them carefully. The Participants should keep all the documents ready as per the requirements of e-tender document in the PDF format.
- f. After clicking the 'Pay Offline' option, the Participants will be redirected to the Terms and Conditions page. The Participants should read the Terms & Conditions before proceeding to fill in the details, the Participants should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Qualification details, EOI Form and Technical Specification details) given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical EOI, should tally with the details available in the scanned copy and the data entered during EOI submission time otherwise the EOI submitted will not be accepted.
- g. Next the Participants should upload the Technical EOI documents for, Qualification details,

EOI Form as per Technical Specification details of e-tender document. Before uploading, the Participants have to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the Participants should click "Browse" button against each document label in Technical and then upload the relevant PDF files already prepared and stored in the Participant's computer. The required documents for each document label of Technical (Qualification details, EOI Form and Technical Specification details) packets can be clubbed together to make single different files.

- h. The Participants should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the EOI documents are digitally signed using the DSC of the Participants and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the EOI documents are protected, stored and opened by concerned bid openers only.

After successful submission of EOI document, a page giving the summary of EOI submission will be displayed confirming end of EOI submission process. The Participants can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.

## 10 Exit Clause

Once the objectives spelt out under the above phases are realized within the time frame indicated, the assignment shall be treated as complete and the contract ceases to exist.

## 11 Other Instructions to Participants Agencies

- I. Interested Participants are requested to submit their EOI as per the prescribed format at e-Tender portal <http://etender.up.nic.in>. Documentary proof must be submitted / uploaded on e-Tender portal <http://etender.up.nic.in> for all claims made by the agencies. The interested Participants may refer to the details guidelines for uploading the EOI & Documentary proof on e-tender portal.
- II. The EOI responses to be submitted on the following e-Tender portal address **on or before 25-07-2014 by 6.00 PM**
  - <http://etender.up.nic.in>
- III. EOI responses received after this time and date will NOT be entertained under any circumstances. In case of the designated last day being declared a public holiday, the same will be extended to the next working day.

- IV. UP Electronics Corporation Ltd. reserves the right to shortlist the agencies, based on the requirement of the UP Electronics Corporation Ltd and consider them for the next stage of evaluation.
- V. UP Electronics Corporation Ltd reserves the right to accept/reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever.
- VI. The EOI responses will be **opened at 03:00PM on 28-07-2014** from the e-Tender portal <http://etender.up.nic.in>. The representatives of the participating agencies are welcome to be present for the opening of the EOI. **No separate intimation will be given in this regard to the agencies.**
- VII. **This is not a Request for Proposal (RFP) and commercials should not be submitted with the EOI response. Any EOI response received with commercials will be rejected summarily.**
- VIII. The agency, finally selected to execute the assignment, would be required to position a dedicated team on-location during the entire course of the assignment. The team may comprise a minimum of 5 members who are on the rolls of the agency, having the relevant qualification and experience for the assignment.
- IX. This EOI request supersedes all earlier communication or information (if any) provided either directly or through UP Electronics Corporation Ltd's website. Hence, EOI responses to this request and advertisement only will be considered.

## Annexure – 1 Letter to be submitted by the interested Bidder

To,

Managing Director  
U.P. Electronics Corporation Limited, 10, Ashok Marg,  
Lucknow - 226001

Sir,

**Subject:** Allocation of (e-SETU) Rural Incubation Centres in Uttar Pradesh to Private Player(s)

**Reference:** EOI No: <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidder, having read and examined in detail the entire EOI in respect of selection of IT and related Companies to allocate them (e-SETU) Rural Incubation Centre in Uttar Pradesh do hereby shown our interest in applying for < ***please specify the preferences for e-SETU locations***> at the aforementioned Incubator centre and as specified in the EOI number <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY>

Details of the Participating Firms		
1.	Name of the Firm	
2.	Address of the Participants	
3.	Status of the Company (Pvt. Ltd/Partnership/proprietorship)	
4.	Details of Incorporation of the Company	Date:
		Ref. #
5.	Details of Commencement of Business	Date:
		Ref. #
6.	Valid Service tax registration no.	
7.	Permanent Account Number (PAN)	
8.	Name & Designation of the contact person	
9.	Telephone No. (with STD Code)	

10.	E-Mail of the contact person:		
11.	Fax No. (with STD Code)		
12.	Website		
13.	Financial Details (as per audited Balance Sheets)		
14.	Year	2012-2013	2013-2014
15.	Turn Over		
16.	PAT		
17.	Mention if Ready Training Modules Material is available(Click Tick)	Yes	No
<b>Nature of Function/Business ( 10 liner details)-</b>			

I hereby declare that I fulfill all the criteria as mentioned in para (6) in the EOI number <EOI REFERENCE NUMBER> Dated <DD/MM/YYYY> by UP Electronics Corporation Ltd. For the e-SETU rural incubator centre.

We hereby declare that above information is correct and the decision of allocation by UP Electronics Corporation Ltd. is binding on us and that you are not bound to allocate incubation centre for every proposal you receive in response to this EOI.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

## Annexure – 2 Qualification Check List

S. No	Clause	Documents Required	Compliance(Yes/No)	Page No
1	Applicant(s) should have entity as proprietorship / company / partnership firm registered in India. The entity should be a Proprietorship firm or a company registered under the Companies Act of 1956, or Indian Partnership Act, 1932.	Certificate of Incorporation.		
2	The entity should be working in the IT / ITES domain.	Memorandum of Association/ Company Profile on Organizational letter Head		
3	The entity should have been in operation for more than 5 years. Age of the organization will be determined from the date of its registration with the relevant Government Authority under the relevant Act.	Annual Reports for the last 5 years.  Mentioning /Highlighting Turnover		
4	It should not have been blacklisted by any Government organizations/agencies.	Certificate from Statutory Authority		

## Annexure – 3 Contact Information of e-SETU Centres

क्र०स०	स्थान	सम्बंधित शासकीय विभाग जहां पर लैब स्थापित हैं	सम्बंधित अधिकारी का पद व नंबर
1	गोरखपुर	गोरखपुर विकास प्राधिकरण कार्यालय, गोरखपुर	श्री प्रदीप श्रीवास्तव, 9628372045
2	आगरा	मंडल आयुक्त कार्यालय, आगरा, 27 ताज रोड, फूल सैयद चौराहा, आगरा	श्री प्रेम कान्त, 9235567216
3	कानपुर	एस०आई०आर०डी०, रावतपुर, रेलवे स्टेशन, कानपुर	श्री ए.के मिश्रा, 9450148530 व श्री अनुपम शुक्ला, 9721451225
4	जे०पी० नगर	क्षेत्रीय पंचायत कार्यालय, गंगेश्वरी ब्लाक (रहेडा), जे०पी० नगर	श्री बुध सेन खागी, 9837378888
5	गोंडा	तहसील भवन, करनेलगंज, गोंडा	एस.डी.एम. 9454416075
6	गाज़ियाबाद	सदर तहसील, गाज़ियाबाद	तहसीलदार, 8130302273
7	कन्नौज	जिला पंचायत कार्यालय, नियर पोस्ट ऑफिस, जी०टी० रोड, कन्नौज	श्री संजय कुमार, 9415743171
8	अलीगढ़	जिला पंचायत कार्यालय, अलीगढ़	श्री मिश्रा, 8527038980
9	मिर्जापुर	जिला पंचायत कार्यालय, मिर्जापुर	श्री वी.एस कुशवाहा, 9415139308
10	सहारनपुर	ब्लाक-बलिया खीरी, सहारनपुर	श्री आदर्श अग्निहोत्री, 9415463199/श्री विजय वशिष्ठ, 9358316725

11	बांदा	जिला पंचायत कार्यालय, बांदा	श्री ओ.पी गुप्ता, 9450327617/श्री आर.के बालानी 9721451208
12	वाराणसी	कलेक्ट्रेट वाराणसी	श्री नाजिर, 9473764111
13	कौशाम्बी	जिला पंचायत कार्यालय, कौशाम्बी	डी.आई.ओ., ऍन.आई.सी 9198748786