

APPLICATION FORM

FOR

**ALLOTMENT OF SPACE IN IT-Parks
INDORE, BHOPAL & JABALPUR
ON RENTAL BASIS**

Last Date of submission: - 31th August , 2017



M.P. State Electronics Development Corporation Ltd.

State I.T .Center, 47-A, Arera Hills, Bhopal-462011 (M.P.)

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www.mpsedc.com

1. Background

M.P. State Electronics Development Corporation Ltd. (MPSEDC) has constructed IT buildings at IT-Park Indore, Bhopal, Gwalior & Jabalpur to promote IT entrepreneurs. MPSEDC has provided a modern IT Infrastructure setup to support upcoming talent of Madhya Pradesh to support Digital India Campaign.

Online applications in the prescribed form are invited from interested entrepreneurs up to the date as mentioned in the document. The applications received within the stipulated time will be processed and selection of the applications for allotment of vacant space in the IT-Park building will be decided by the committee constituted by MPSEDC Ltd.

2. Eligibility Criteria

S.No.	Basic Requirements	Description	Documents Required
1.	Legal Entity	The applicant shall be a legal registered company in India	Incorporation/Registration certificate along with MoA-AoA/Deed (or similar legal document) should be furnished as documentary proof.
2.	IT Unit	The applicant shall be certified as an 'IT Unit' by MPSEDC as per the IT Policy of Govt. of Madhya Pradesh. The applicants, who have applied for the certificate to MPSEDC, would also be eligible.	Copy of Certificate/Copy of application for Certificate.

Note: - Manufacturing activity of such kind which might have adverse impact on the structure of the building will not be allowed. The applicant has to provide a note on the activities proposed to be carried out in the premises along with a self certification that the above condition is met in the interest of the structural safety of the building.

3. Time Schedule & Fact Sheet

Item	Description
Proposal Submission date and time	Upto 05:30 P.M. on 31 th August -2017
Proposal Opening Date and Time	At 03:30 P.M. on 1 st September -2017
Venue for Proposal Submission & opening	MPSEDC Ltd. Stat IT Center, 47-A, Arera Hills, Bhopal-462011
Earnest Money Deposit (EMD)	As per clause No. 6
Proposal Validity Period	Up to 30 th September -2017

4. Process for Application

1. Application has to be made on line at www.mpeproc.gov.in
2. The form can be downloaded from the site www.mpeproc.gov.in
3. Eligible Applicants would be required to fill the on line form as per the format given in 'Annexure A' of this document along with the 'Annexure B' – Financial Proposal form.
4. Financial proposal shall be as per the 'Annexure B'
5. Incomplete proposal forms and not complying with the terms of the document are liable to be rejected.
6. Proposals would be evaluated as per the eligibility conditions and other terms & conditions by the committee constituted by MPSEDC in this regard.
7. The financial Proposal of only the applicants submitting earnest money would be opened.

5. Process of Allotment

- i. First preference in allotment would be given to eligible applicant offering highest rental rate per sqft and likewise others would get preference based on the offered rate.
 - ii. If more than one applicant offers the same rate, preference would be given to the one who has applied for larger area.
- . In case there in any space left over after application in the first month ,the windows of application for the rent of the space will be opened next month on 23 rd till 7 th of the month offer on www.mpeproc.gov.in .

6. Earnest Money Deposit (EMD)

Earnest money of Rs 50000/ has to be deposited on line.

7. Description of the Property available for leasing on rent-

Sl. No.	Place	Leasable Vacant Area in Sq. ft	Minimum base rate per Sq-ft
1.	Jabalpur	12000	18
2.	Bhopal	54500	18
3.	Indore ETDC (Old Building)	3000	25
4.	Indore ETDC (New Building)	92000	25

Common Facilities already available

- a. Complete firefighting provisions.
- b. 33 KV substation for electrical supply.
- c. Lift Facility.
- d. Electric Power room in separate area.
- e. Water supply through corporation.
- f. Canteen/restaurant/food space facility.
- g. Ample parking space for two, four wheelers.

8. General Terms & Conditions

1. The area applied should be at least 1000 sq. ft.
2. MPSEDC reserves the right to examine/verify the supportive documents/certificates furnished by the bidders.
3. MPSEDC may reject any or all the proposals received/cancel the entire process at any stage without assigning any reason whatsoever.
4. The applicants who wish to submit proposals should note that they should abide by all the terms and conditions contained in the document. If the proposal contain any extraneous conditions put in by the applicants, such responses may be disqualified and may not be considered for the process.
5. Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this Process, the parties shall be subject to the jurisdiction of the courts at Bhopal, Madhya Pradesh State, India only.
6. The applicants who are allotted space in the IT-Park building will have to sign an agreement with MPSEDC within one month of the letter of allotment.

Annexure – A – Application Form

PART - I		
S.No.	Particulars	Response
1.	Name of Applicant/Firm	
2.	Nature/Type of Applicant	
3.	Registration No. of company	
4.	Date of Incorporation/ Registration	
5.	Contact Address	
6.	Mobile NO.-	
7.	Email-	
8.	Permanent Office/ Registered Office/ Head Office address	
9.	Contact person Name, Address & Contact details	
10.	Details of EMD submitted	
11.	Financial for last two years	
12.	'IT Unit' Certificate issued by MPSEDC	
13.	Whether the firm is Income Tax payee	

PART -II		
S.No.	Particulars	Response
14.	Activity proposed in the space sought for rent (Brief description of the nature of the work proposed)	
15.	Business Plan	
16.	No. of People to be employed in the space applied (only technical & managerial manpower to be included Please exclude the support staff etc.)	

Date:

Place:

Seal & Signature of the Applicant

Supporting documents-

- 1-Identity proof- aadhar card ,Epic etc.
- 2-Registration certificate of company.
- 3-Business plan.
- 4-IT Certificate/Receipt of application for IT certificate.

Note: All above mentioned supporting documents shall be uploaded along with the proposal. Startups can submit "Start-up" as a reason for non-availability of a particular document.

Annexure – B – Financial Proposal Form

Location	Total Sq.ft. area applied (A)	Offered Rent per Sq.ft. per month (In Rs.) (B)	Total value of rent per month (In Rs.) (C) = (A)X(B)	In words
Gwalior				
Bhopal				
Indore ETDC (Old Building)				
Indore ETDC (New Building)				

Notes:-

1. Applicants would be required to quote area required in sq.ft. and offered rent per sq.ft. per month (B above).
2. Exact location of applied area within the building will be decided by MPSEDC considering totality of offers received.
3. The rent will be increased by 20% on completion of every three years.
4. Offers below minimum base rate would not be considered and summarily rejected.
5. Firms who would be allotted the space would be required to pay an additional amount per sq.ft. as service charges for common facilities such as upkeep of common space etc.
6. Security deposit amount equivalent to 3 months rent shall be deposited by the applicant on allotment along with one month of running rent.
7. Special or additional facility e.g. Air Conditioning, False Ceiling etc. if provided by MPSEDC on applicant's demand will be recoverable as rent at 20% Of total capital investment per year.
8. Space will be allotted for maximum 30 years limit.

Date:

Place:

Seal & Signature of the Applicant