



## Software Technology Parks of India

Ministry of Electronics and Information Technology (MeitY),  
Government of India, Plot No 5/1, Block-DP, 6th Floor,  
Sector-V, Salt Lake, Bidhannagar, Kolkata – 700 091, West Bengal, INDIA  
Phone No: 033 2367 3598/3599 Fax No: 033 23673597  
website: <https://kolkata.stpi.in>

Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5

Dated: 06.01.2025

## NOTICE

### Availability of Office Space for IT/ITES/Entrepreneurs

A state-of-the-art infrastructure has been created by STPI at Kolkata for promoting and supporting companies in the field of IT/ITES Sector. The facility is strategically located within Sector V, Salt Lake of Kolkata. The available built-up raw space is- 43,000 Sq ft (apprx.) located on 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Floor.

**a) Address of the Facility:** STPI IT Park, Plot No 5/1, Sector-V, Salt Lake, Kolkata -700091

**b) Features of the Building:**

- Security/ CCTV Surveillance
- 24x7 power backup
- Cafeteria
- Auditorium/Conference Rooms
- Vehicle Parking Space
- Co-location service
- Availability of Internet
- Centralized AC system
- Fire Fighting & Detection
- Sports facilities

**C) The broad Terms and Conditions are as under:**

1. The built-up raw space/base shell will be rented to the IT/ITES STPI registered companies initially for a period of 5 Years, which can be extended on mutual consent & agreed rentals.
2. Electricity charges will be paid by the company as per actual. For HVAC, charges will be 0.7 unit/sq ft/month payable by the company.

3. Rentals: Rs 65.00/ Sq ft/month (for 24 hrs operation). The Rates mentioned are including common area maintenance (CAM) charges and excluding GST & other applicable taxes.
4. Rental Increment on Final Rate will be 5% on compounded basis from 2nd year onwards, at the time of auto renewal of each year during the initial period of 5 years.
5. The successful company will be selected based on evaluation process by the Advisory Board.
6. Minimum allotted area will be the total Area of at least one wing.
7. The details of available space with approximate area given below:

S No	Floor	Area Wing-A	Area Wing-B	Total Built Up Area(in sq ft)
1	2nd	0	10000	10000
2	3rd	13000	10000	23000
3	4th	0	10000	10000
<b>Total</b>				<b>43000</b>

8. Participating company shall have to pay initial deposit of **Rs. 2.0 Lakh (Two Lakh)** along with their request in the prescribed form by an account payee Demand Draft or bankers Cheque in favour of **“The Director, Software Technology Parks of India” payable at Kolkata** or companies can also submit the initial deposit online. In case initial deposit has been submitted by making online transfer, the copy of proof of online transfer along with UTR number to be e-mailed to [kol.info@stpi.in](mailto:kol.info@stpi.in) or hard copy of the same to be enclosed with the Willingness cum Acceptance Letter.
9. The account details for making online transfer are provided below: Details of RTGS / NEFT of Bank of India

<b>1</b>	<b>Name of the Beneficiary</b>	<b>Software Technology Parks of India</b>
<b>2</b>	<b>Bank Name</b>	<b>Bank of India</b>
<b>3</b>	<b>Bank Address</b>	<b>Plot No-Y6, Block-EP, Sector-V, Bidhan Nagar, Kolkata-700091, West Bengal.</b>

<b>4</b>	<b>Branch Name</b>	<b>Sector-V</b>
<b>5</b>	<b>Branch Code</b>	<b>004071</b>
<b>6</b>	<b>Account Type</b>	<b>SAVINGS</b>
<b>7</b>	<b>Account No.</b>	<b>407110110005847</b>
<b>8</b>	<b>IFSC Code</b>	<b>BKID0004071</b>
<b>9</b>	<b>MICR Code</b>	<b>700013101</b>

10. Willingness letters without the Initial Deposit will be summarily rejected.
11. The company has to submit **Annexure – ‘A’, Annexure – ‘B’ and Annexure ‘C’** properly filled, sealed and signed.
12. The initial deposit shall be forfeited
- (a) In case of non-acceptance of Allotment
  - (b) Companies withdraws its willingness during the process of allotment.
13. Upon finalization of the company the Initial Deposit will be refunded to unsuccessful companies without interest.
14. For Successful Company, the Initial Deposit will be adjusted towards the Security Deposit to be paid by the Successful Company equivalent to 3 months rentals
15. Rentals to be paid monthly in advance by 7<sup>th</sup> of each month.
16. STPI may terminate the allotment process at any time and without assigning any reason. STPI makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further this notice doesn't constitute an offer by STPI. STPI also reserve the right to reject the willingness letters received without assigning any reason whatsoever.
17. The detailed Terms and Conditions of the arrangement will be brought out in the Lease Agreement drawn between STPI and the Successful Company.
18. **Interested companies may visit the site & for details contact:**

- Mr. Sahadeb Jana, Joint Director, STPI, Mobile- 8800576886 Or

- Mr. Arindam Roymandal, Additional Director, STPI, Mobile-9831080329

***19. Interested IT/ITES companies may submit their willingness letter during the office working hours (9.30 AM to 6.00 PM) in Working days in the prescribed format addressed to Director, STPI, STPI IT Park, 6<sup>TH</sup> Floor, Plot No. 5/1, Block-DP, Sector-V, Salt Lake, Kolkata - 700091 within 15 (fifteen) days from the date of this notification by post/courier/by hand in a sealed cover super scribed with “Application for Raw Space/Bare Shell in STPI IT Park, Kolkata”***

(Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5

Dated: 06.01.2025)

S. No	Description	Type	Select the appropriate
1	Type of Company	Start up	
		Less than 3 years old	
		More than 3 years old	
2	Location (s)*	Single	
		>3 but <5	
		>5	
3	Product or service to be developed	R & D	
		Product	
		Service	
4	Employment generation	>25	
		>15 but <25	
		<15	

\*Number of places present all over India

(Signature of the authorized signatory)

Name:

Designation:

Dated:

Seal:

## **Willingness cum Acceptance Letter Format**

(To be given on Company Letter Head)

To,

**Director,  
STPI, STPI IT Park,  
6<sup>TH</sup> Floor, Plot No. 5/1,  
Block-DP, Sector-V, Salt Lake,  
Kolkata - 700091**

**Sub: Willingness cum acceptance for availing STPI Kolkata built-up space on rental basis.**

**Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5    Dated: 06.01.2025**

Sir,

I have carefully gone through the Terms & Conditions contained in the STPI-KOL Notice Ref. STPI/KOL/TECH/INCB/ALTM/2024-2025/5 Dated: 06.01.2025 regarding renting of STPI Built-up space at Plot No 5/1, Sector-V, Salt Lake, Kolkata -700091. The details are furnished in the Annexure-'C' as per the prescribed format along with Initial Deposit of Rs 2.0 Lakh through DD/Online Payment. The payment details are as below.

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I declare that all the T&C are acceptable to our company. I further certify that I am the authorized signatory of our company and therefore, competent to make this declaration.

Yours faithfully,

(Signature of the authorized signatory)

Name

Designation

Seal

Date:

(Ref: STPI/KOL/TECH/INCB/ALTM/2024-2025/5 Dated: 06.01.2025)

SI No	Descriptions	To be filled by the participating company
1	NAME OF THE REPRESENTATIVE	
2	DESIGNATION	
3	COMPANY NAME	
4	ADDRESS OF THE COMPANY	
5	GSTIN	
6	DIN ( <i>Director name and director's identification number</i> )	
7	CIN ( <i>Company identification number</i> )	
8	COMPANY PAN NUMBER	
9	IEC NUMBER	
10	STPI LOP NUMBER	
11	PHONE	
12	MOBILE	
13	E-MAIL	
14	WEBSITE	
15	MAJOR EXPORT MARKETS (Countries)	
16	COMPANY TURNOVER DURING THE LAST 3 FINANCIAL YEARS IN INR	Year 2021-22 : Year 2022-23: Year 2023-24:
17	MAJOR CLIENT / PROJECTS	No of Clients/Projects: Expected turnover in 2024-25: Expected turnover in 2025-26:
18	QUALITY CERTIFICATIONS IF ANY	
19	COMPANY PROFILE (100 - 150words)	
20	ANY OTHER CREDENTIALS OF THE COMPANY.	

Yours faithfully,

(Signature of the authorized signatory)

Name

Designation

Seal

Date: