



**Software Technology Parks of India**

Ministry of Electronics & Information Technology, Govt.  
of India, Plot No. 30 Electronic City Sec-18, Gurugram  
Haryana – 122015 Phone: +91-124-2455050  
Website: [www.gurugram.stpi.in/](http://www.gurugram.stpi.in/)

**Hiring of Consulting Agency for  
Creation of Report on the Employment  
Generation in the Electronics Sector in  
India**

<b>Name of the work</b>	Hiring of Consulting Agency for Creation of Report on the Employment Generation in the Electronics Sector in India
<b>Duration of contract</b>	4 Months from the date of Work Order/Letter of Intent

## 1. Disclaimer

The information contained in this Request for Proposal (RFP) document or information provided subsequently to the Bidder(s) or applicants whether verbally or in documentary form, by or on behalf of STPI, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions, subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor an invitation to offer by STPI. This RFP is to invite proposals from applicants who are qualified as per the criteria mentioned in this document. The purpose of this RFP is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids).

The information contained in this RFP document is selective and is subject to update, expansion, revision and amendment. STPI reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be made accessible to all the Bidders through website of STPI (<https://gurugram.stpi.in/>). Any information contained in this RFP document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by STPI.

STPI reserves the right to reject any or all the Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of STPI shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

This document is created to provide information and general terms and conditions etc to the bidders for placing their bid through GeM for study and submit a report on the Employment Generation in the Electronics Sector in India (STPI-Gurugram, Plot No. 30 Electronic City Sec-18, Gurugram Haryana – 122015)

## 2. Introduction

Software Technology Parks of India (STPI) is an Autonomous Society under Ministry of Electronics and Information Technology (MeitY), Government of India. Established by the Government of India in 1991 with an objective of boosting the Software Exports from India. STPI has been the critical support agency for the Indian Information Technology Industry for the statutory services, technology services, incubation services, industry promotional and government interfacing services.

STPI's Industry Promotional and Service Provider role has been one of the key ingredients in the success story of Indian IT offshore industry. STPI is headquartered in the national capital of New Delhi and has its branch offices at 65 cities across India.

## 3. Fact Sheet

Sl. No.	Particulars	Details
1.	RFP Inviting Agency	Software Technology Parks of India
2.	RFP Publish Date	22.11.2024
3.	Pre-Bid Meeting Date & Time	28.11.2024 at 3:00 PM <b>Mode of Meeting :-</b> Hybrid Mode Physical Address :- 1 <sup>st</sup> floor, Conference Room, STPI Gurugram, Plot No. 30 Electronic City

		Sec-18, Gurugram Haryana – 122015 Virtual Pre-bid meeting via link ( <a href="https://stpi.webex.com/meet/stpivcl">https://stpi.webex.com/meet/stpivcl</a> )
4.	Bid submission Start Date	30.11.2024
5.	Bid submission Last date	06.12.2024
6.	Technical Bid Opening date	06.12.2024
7.	Date of Presentation	Shall be intimated later
8.	Financial Bid Opening date & time	Shall be intimated later
9.	Bid Validity	90 Days from the last date of submission of bids.
10.	EMD/Bid Security	The bidder would need to provide Earnest Money Deposit (EMD) of Rs. 60,000/- (Rs. Sixty Thousand only) through NEFT/RTGS in favour of <b>Software Technology Parks of India, SB A/c No- 673010110002481, IFSC Code- BKID0006730, Branch - Bank of India, Sector-23, Gurugram (Pincode-122017)</b> <b>(Proof of payment may be enclosed)</b>
11.	Mode of submission of RFP	Online e-Tender at Government e Marketplace (GeM) ( <a href="https://gem.gov.in">https://gem.gov.in</a> ) In Two-Bid System as follows: a) Technical Bid b) Financial Bid
12.	Tender evaluation method	<b>QCBS (Quality-cum-Cost Based Selection)</b> - Weightage to technical evaluation: 60% - Weightage to financial evaluation: 40% Minimum qualifying technical marks- 42

#### 4. Invitation for Bids

STPI invites technical cum financial proposal from eligible bidders to submit a report on the Employment Generation in the Electronics Sector in India. Interested bidders are expected to examine the tender document carefully. Failure to furnish all the information required as per the Tender Document may result in the rejection of the Bid.

#### 5. Eligibility/Pre-Qualification Criteria, Technical Evaluation, Financial Evaluation and QCBS.

##### 5.1 Pre-Qualification

A bidder participating in the tender process shall possess the following minimum pre-qualification/ eligibility criteria.

S. No.	Particulars	Qualification Criteria	Supporting Documents Required
1	Legal Entity	Bidder should be a company registered under the Companies Act, 1956/2013 or Partnership Act 1932 or Limited Liability Partnership Act 2008 or Society registered under Societies Registration Act, 1860 or a reputed firm for at least 5 financial years as on 31st March 2024.	Copy of Certificate of Incorporation / Registration.
2	Statutory Registrations.	Bidder Shall have been registered with: 1. GST 2. PAN	Registration copies of such valid certificates signed by Authorized Signatory of the Bidder shall be enclosed as proof.
3	Turnover	Bidder should have an average annual turnover of not less than INR 80 Lakhs in the last three financial years (i.e., 2021-22, 2022- 23, 2023-24) in Market research.	A Certificate duly certified by the statutory auditor/Chartered Accountant of the Bidder clearly mentioning the annual turnover of the bidder from specified services and/or audited financial statements reflecting relevant turnover for the last three financial years and/or document of relevant experience.
4	Net Worth	The Bidder should have positive net worth in each of the last three (3) audited financial year (i.e. 2021-22, 2022-23 & 2023-24) statements.	Certificate from the Statutory Auditor/CA for the positive Net worth with UDIN number
5	Experience	The Bidder should have completed at least four (4) reports in Electronics sector/IT/ITeS each worth INR 8 Lakh or above in the last Five Financial years. Out of these 04 reports, at least 01 should be involving services to Central/State Government Ministries Department, Central/State Government PSU/Autonomous bodies etc. in India, during the last five financial years.	Work Orders along with Completion certificates for each report.
6	Blacklisting	NON-CONVICTION/ BLACKLISTING: a) Bidders are not eligible to submit the bids for the Product/Products/Services for which	Declaration Regarding Clean Track Record as per APPENDIX-A

		<p>the firm/company has been blacklisted/debarred during the period of blacklisting/debarring by</p> <p>(i) Any State/Central Government or Organization</p> <p>b) A bidder shall be debarred from participating if he has been convicted of an offence (ii) Under the prevention of Corruption Act, 1988; or</p> <p>(iii) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.</p>	
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Note: MSE/MSME Exemption: Exemption will be considered only for Annual Turnover criteria. No exemption for experience shall be admissible to the bidders.

## 5.2 Technical Evaluation

The bidders meeting the pre-qualification criteria as mentioned above would be considered for technical evaluation. Bids would be assigned scores based on the parameters defined in the table below:

S. No.	Parameters	Supporting Documents	Score Matrix	Max Marks
1	Experience in delivering research studies for Central/State Government Ministries Department, Central / State Government PSU/Autonomous bodies or Private Organizations in the last 05 Financial Years.	Work order from client, Completion certificate from client, Client feedback	<ul style="list-style-type: none"> <li>• 04 Reports : 05 Marks</li> <li>• 5 to 10 Reports : 10 Marks</li> <li>• 11 to 20 Reports : 15 Marks</li> <li>• More than 20 Reports : 20 Marks</li> </ul>	20
2	<b>Proposed Qualified Human Resource</b> (Team structure and expertise)	<ul style="list-style-type: none"> <li>• Team Structure document</li> <li>• Resumes</li> <li>• Educational qualification</li> <li>• Certification</li> </ul>	<p><b>Educational Qualification and Experience:</b></p> <p>a. <b>Team Leader</b> (max 7 marks)</p> <p>Engineering graduate having post qualification experience in comprehensive market research and industrial analysis projects for government agencies or private sector entities:</p> <ul style="list-style-type: none"> <li>• Years of Experience 05 years: <b>3 Marks</b></li> <li>• Years of Experience 6 to 10 years: <b>5 Marks</b></li> <li>• Years of Experience 11+ years: <b>7 Marks</b></li> </ul>	20

			<b>b. No of projects undertaken (max 7 marks):</b> <ul style="list-style-type: none"> <li>• between 1-5: <b>3 Marks</b></li> <li>• between 6-10: <b>5 Marks</b></li> <li>• more than 10: <b>7 marks</b></li> </ul> <b>c. Project Manager/Analyst (max 6 marks):</b> Minimum Engineering Graduate with MBA having at least 10 years of experience overseeing comprehensive market research and industrial analysis projects for government agencies or private sector entities: <ul style="list-style-type: none"> <li>• 3 marks for 3+ relevant projects</li> <li>• 5 marks for 5+ relevant projects</li> <li>• 1 Marks for having PHD qualification.</li> </ul>	
3	Technical Presentation	Related documents	<b>Technical Presentation:</b> <ul style="list-style-type: none"> <li>• Overall understanding of the project requirements: <b>8 marks</b></li> <li>• Approach, sampling design, Coverage, Methodology &amp; strategy to execute the contract: <b>8 marks</b></li> <li>• Team composition &amp; profile proposed to execute the contract: <b>4 marks</b></li> </ul>	20
<b>Total</b>				<b>60 Marks</b>

Note:

- (1) Bidder shall be intimated separately for making the presentation before the designated committee.
- (2) The selected bidder must obtain prior approval from STPI for any proposed replacement of team members. Substitution of personnel deployed shall be allowed only if the proposed substitute has equivalent or higher qualifications.
- (3) Bidders who will score **at least 42 marks** in technical evaluation criteria (Clause 5.2) will be considered as **technically qualified** for further process.

### 5.3 Financial Bid Evaluation

Bidders, who obtain **at least 42 marks** on the technical bid, would be considered for evaluation of their commercial bid.

### 5.4 Ranking of Bidders:

**Quality-cum-Cost Based (QCBS)** method will be used to evaluate the bids. The following

steps outline the ranking process:

1. **Technical and Financial Weightage:**

**Technical Proposals** will have a weightage of 60%

**Financial Proposals** have a weightage of 40%.

2. **Calculation of Technical Score (Ts):** The Technical Score of each bidder will be calculated using the formula given below:

$$\text{Technical Score (Ts)} = \{\text{Bidder's Technical Score (BTS)} / \text{Highest Technical Score (HTS)}\} * 100$$

3. **Calculation of Financial Score (Fs):** Calculation of financial Score (Fs): The Financial Score will be calculated using the formula given below:

$$\text{Financial Score (Fs)} = \{\text{Lowest Financial Quote (LF)} / \text{Bidder's Financial Quote (Fi)}\} * 100$$

4. **Calculation of Combined Score (CS):** After weighted scoring of both technical and financial bids, both the scores will be calculated using the following formula:

$$\text{Combined Score (CS)} = \{\text{Technical Score (Ts)} * 0.6 + \text{Financial Score (Fs)} * 0.4\}$$

$$T = \text{Technical Score (Ts)} * 0.6, F = \text{Financial Score (Fs)} * 0.4 \quad \& \quad CS = T + F$$

5. **Ranking of Bidders:** The bidder with Highest Combined Score (CS) will secure Rank 1 (one) followed by the next highest score as Rank 2 and so on in order.

## Additional Guidelines

**Tie- Breaking:** In case of tie in the Combined Score (CS), then the bidder with maximum years of experience (from the date of Incorporation) will be awarded as successful bidder. In case of sustenance of tie, the bidder with maximum turnover in the last financial year will be awarded as successful bidder.

**Discrepancy between Words and Figures:** If there is a discrepancy between Words and Figures quoted by the bidder, the amount indicated in **Words** will prevail.

An illustration of calculation with an example is as under  
Table-

Name of the Bidder	Bidders Technical Score (BTS) Points out of 60	Ts = (BTS/HTS) * 100	Technical Score (T) as per QCBS (Ts * 0.6)	Bidders Financial Value (Fi)	Fs = (LF/Fi) * 100	Financial Score (F) as per QCBS (Fs * 0.4)	Combined Score (CS) = (T+F)	Rank
	A	B	C	D	E	F	G=C+F	
Bidder 1	60	100	60	40	62.50	25	85	Rank 2
Bidder 2	50	83.33	50	25	100	40	90	Rank 1
Bidder 3	45	75	45	35	71.43	28.57	73.57	Rank 3

The Highest Technical Score (HTS) is the highest score obtained by a qualified bidder among all bidders, based on the evaluation criteria in Table 5.2

Bidder 2 will be H-1 after financial and technical score, therefore, declared as

winner/successful bidder and recommended for approval, to the competent authority.

**Note:** The score given by the Evaluation Committee will stand final and no representation in this regard will be entertained and STPI's decision will be final and binding on all the bidders.

## **5.5 Submission of the Bid:**

1. The bid shall be submitted online in "Two Bid System"
  - a. Part A: "TECHNICAL BID"
  - b. Part B: "COMMERICAL BID"
2. The Technical Bid shall contain the following:
  - a. Declaration in **APPENDIX-C** by an authorized signatory to the effect that all terms & conditions contained in the tender are acceptable.
  - b. Declaration in **APPENDIX-A** that the Bidder has not been debarred /blacklisted by any Government /Semi-Government/PSUs.
  - c. Details of relevant experience/projects/schemes executed in **APPENDIX-E** along with documentary proofs.
  - d. Profile of the bidder as per **APPENDIX-D**
  - e. Profile of resources in **APPENDIX-B**.
  - f. Bid Securing Declaration as per **APPENDIX-D**.
  - g. The Bank Guarantee for Performance Security as per **APPENDIX-F**
  - h. Certified/Audited documents indicating required financial status of the bidder.
  - i. Any other documents required as per the tender.
3. The bid should be signed by an authorized signatory on each page of the bid document including enclosures.
4. The complete bid must be submitted online at Government e Marketplace (GeM) (<https://gem.gov.in>) using English Language and international numerals by the due date and time. STPI may, at its discretion, extend this deadline.
5. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory.
6. Financial Bid shall be submitted as per the GeM.
7. Bids sent through Telex/Telegrams/Fax/Email shall not be acceptable.
8. All communications pertaining to this RFP shall be addressed to:

**The Director,**

**Software Technology Parks of India,**

**Plot No 30, Electronic City, Phase IV, Udyog Vihar, Sector  
18, Gurugram, Haryana 122015**

## **5.6 Clarification regarding Tender Document**

A prospective Bidder requiring any clarification about the Tender Document may write to STPI through email only at [neeraj.kumar@stpi.in](mailto:neeraj.kumar@stpi.in) . The clarification and queries must be submitted on or before the pre-bid meeting date in the following format:



Sl. No.	Section, Clause, Page No.	Clause description	Queries/clarification

No queries shall be entertained after the pre-bid meeting.

At any time prior to the last date of submission of Bids, STPI may modify the RFP.

- The RFP and corrigenda, if any, shall be hosted on [www.stpi.in](http://www.stpi.in) and Government e Marketplace (GeM) (<https://gem.gov.in>)
- STPI at its discretion may extend the last date for the receipt of Bids.
- STPI reserves the right to reject/cancel any bid or all bids or the RFP without assigning any reason thereof.

## 5.7 Amendment of Bids

Bids once submitted cannot be amended by the bidder. However, in case of some administrative exigencies, STPI may decide to take fresh bids from all the bidders before opening of the Technical and Financial Bids.

## 5.8 Language of Bid & Correspondence

All the bid documents submitted should be in English and the correspondence between the Bidder & STPI will be in English language.

## 5.9 Period of validity of Bids:

The bids shall remain valid for 90 days after the due date of Bid submission. A bid valid for a shorter period may be rejected by STPI. During the period of validity of Bids, the rates quoted shall not change. In exceptional circumstances, STPI may ask for extension of the period of validity. STPI's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

## 5.10 Deadline for Submission of Bids:

The online bids should be submitted before the due date and time on Government e Marketplace (GeM) (<https://gem.gov.in>). STPI may, at its discretion, extend this deadline.

## 5.11 Late Bids:

Any bid received by STPI after the deadline for submission of bids prescribed by STPI, will be rejected.

## 5.12 Opening of Bids and evaluation:

The Bids shall be opened at the schedule date & time. Changes, if any, shall be notified through above mentioned websites. Bids shall be opened in STPI office in the presence of representatives of the Bidders who may choose to attend the proceedings. The representatives of Bidders will sign a register in evidence of their presence.

In order to assist in the examination, evaluation and comparison of Bids, STPI may at its discretion ask the Bidder for a clarification regarding its bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted.

STPI's determination of technical qualification shall be based on objective evaluation of the

contents of the Bid itself and not on any extrinsic evidence. However, while determining the technical qualification of various Bidders, STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final.

### **5.13 Financial Bids:**

- (a) The bidders are required to submit their Financial Bid online in the prescribed format strictly as explained therein (separate from Technical Bid).
- (b) Financial Bids from only technically qualified bidders will be opened for further process.

### **5.14 Negotiations**

No Negotiations are permitted. STPI shall evaluate the bids & award the work without any negotiations.

### **5.15 STPI's Right to accept any Bid and to reject any or all Bids**

Notwithstanding anything else contained to contrary in this Tender Document, STPI reserves the right to accept or reject any Bid or to cancel the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

### **5.16 Notification of Award**

STPI will notify the successful Bidder in writing that it has been selected as a successful bidder for award of work.

The liability of the successful bidder to perform the services will commence from the date of the notification.

### **5.17 No subletting of work**

Under any circumstances the bidder is not allowed to appoint any subcontractor or sublease the contract and if violated the conditions, the contract will be terminated.

### **5.18 Corrupt or fraudulent Practices**

STPI requires that the Bidders under this tender observe the highest standards of ethics during the tender and execution of such contracts. In pursuance of this policy, STPI defines the terms set forth as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “fraudulent practice” means a misrepresentation of facts in order to influence a tender process or execution of a contract to the detriment of STPI, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;

STPI will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

STPI will declare a Bidder ineligible, either indefinitely or for a stated period, to be

awarded a contract if it at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

### **5.19 Force Majeure**

As per GeM STC/SLAs. However, STPI may relax the penal clauses in force majeure conditions.

### **5.20 Delay in the performance**

Delivery of services shall be made by the successful bidder in accordance with the time schedule agreed with STPI. However, STPI may relax this time limit in force majeure conditions. In the event of delay in performance for reasons attributable to the successful bidder, liquidated damages shall be imposed @1% of financial quote per week of delay or part thereof (up to a maximum of 10%).

### **5.21 Termination for Default**

- a. STPI may without prejudice to any other remedy for breach of terms and conditions, including forfeiture of Performance Security by written notice of default sent to the successful bidder, terminate the work / task in whole or in part after sending a notice to the agency in this regard if:
  - The Agency fails to deliver or complete the job assigned in the terms and conditions within the stipulated time period.
  - The Agency fails to deliver satisfactory performance.
  - The Agency fails to perform any other obligations under the terms and conditions.
- b. STPI reserve rights to terminate the contract at any point of time without providing any reason.

### **5.22 Confidentiality**

Any information pertaining to STPI, or any other agency involved in the project that comes to the knowledge of the Bidders in connection with this contract will be deemed to be confidential and the bidders will be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The bidders shall ensure due secrecy of information and data not intended for public distribution.

### **5.23 Ownership of Documents**

All documents and reports prepared or obtained by the bidder in performing the services shall become and remain the property of STPI, and the bidder shall, not later than upon termination or expiration of the Contract, deliver all such documents to STPI along-with a detailed inventory thereof.

### **5.24 Arbitration**

All disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole arbitrator to be appointed by the Director General, STPI. All arbitrations will be held in New Delhi.

### **5.25 Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of New Delhi courts only.

### **5.26 Completeness of Tender Offer**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in rejection of its Bid. The Bid is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein or if asked for in the Forms / Performa in the tender are not fully furnished.

### **5.27 Pre-bid Meeting**

Prospective bidders may attend the pre-bid meeting for seeking any clarification and /or giving suggestions.

### **5.28 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid and STPI will in no case be responsible or liable for these costs, whether the Bid is finally accepted or not.

### **5.29 Earnest Money Deposit**

The bidder would need to provide Earnest Money Deposit (EMD) of Rs. 60,000/- (Rs. Sixty Thousand only) through NEFT/RTGS in favour of

**Software Technology Parks of India,  
SB A/c No- 673010110002481, IFSC Code- BKID0006730,  
Branch - Bank of India, Sector-23, Gurugram  
(Pincode-122017)**

The proof of payment should be enclosed in the cover as that of the Technical Bid.

The Contractors registered with NSIC (Ministry of Micro, Small and Medium Enterprises, MSME) under single point registration will be exempted from submitting the EMD. Proof of registration should be submitted along with Bid documents

MSEs Bidder should declare their UAM number on Portal, failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs Order 2012.

- a. EMD will not carry any interest.
- b. EMD will be forfeited if:
  - i. A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
  - ii. If a bidder having been notified of the acceptance/award of his tender by STPI during the period of its validity:
    - a) Fails to furnish the performance security within the specified period for the due performance of the contract, or
    - b) Fails or refuses to accept / execute the contract.
- c. EMD furnished by the unsuccessful bidders would be returned without any interest on

completion of the tender process, i.e., after award of the contract.

- d. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.
- e. Bids received without EMD will be rejected.

### **5.30 Performance Security**

The successful bidder would be required to deposit an amount equivalent to 5% of the value of the contract within 5 working days of notification of award of the work to STPI by way of irrevocable and unconditional Bank Guarantee (as per APPENDIX-F) from a reputed Nationalized Bank in favour of Software Technology Parks of India. This Bank Guarantee must be valid for a minimum of six months duration to cover the risk of STPI which may be extended further as per the requirement of STPI. The proceeds of the Performance Security shall be payable to STPI as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the terms and conditions of the work. The Performance Security will be discharged by STPI and returned to the successful bidder no later than 60 days following the date of completion of the successful bidder's performance-related obligations under the terms & conditions of the work.

### **5.31 Non-disclosure:**

Except with the written consent of the STPI, the bidders shall not disclose any information, the details of the contract/ consequent Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

Firm has to upload Non-Disclosure declaration Certificate as per APPENDIX-G

## **GENERAL INSTRUCTIONS/TERMS AND CONDITIONS**

- a. Before bidding, the bidder can inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of work, working condition of site and locality etc. Bidders may contact STPI Gurugram office (Ph No. +91-124-2455050) for conducting site visit / inspection at Plot No. 30, Electronic City Sector 18, Gurugram Haryana 122015 before placing their online bid in GeM Portal.
- b. The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to run the services and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the contract.
- c. STPI, however, reserves the right to terminate/curtail/cancel the contract at any time after giving fifteen days' notice to the Agency owing to deficiency of service, sub-standard quality of stores, breach of contract, etc. In such case successful bidder will not be admissible for any kind of compensation.
- d. Once the rates are finalized, no increase will be considered in the rates quoted by the agency in any case during the period of the contract.
- e. The bidder will be bound by the details furnished by him/her/them to STPI while

submitting the bid or at subsequent stage. In case, any of such documents furnished by the bidder or successful bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her/them liable for legal action besides termination of contract.

## **6. PAYMENT TERMS**

- 90% Payment will be released after successful submission of the final report duly accepted by the competent authority.
- Remaining 10% will be released after 6 months from the successful acceptance of final report or issue of completion certificate by STPI, whichever is earlier.
- The final report shall be submitted in hard and soft copy.
- Bidders are requested to quote all the cost inclusive of Taxes in the schedule of rate, required to complete the work in totality. All the taxes should be clearly mentioned. No extra cost shall be paid to bidder for any additional item required to complete the work, in addition to the quoted price.

## **7. Scope of Work for a report on the Employment Generation in the Electronics Sector in India**

The report shall cover the following scope:

1. Provide an overview of the India Electronics market covering
  - i. India's GDP per Capita and the contribution of electronics sector.
  - ii. Electronics Market Estimates & Forecasts, 2019-2030 (USD Million).
  - iii. Electronic Exports/ Imports in India, 2019-2024 and projections for 2025-2030 (USD Million).
  - iv. India Electronics Market volume and value by Sector: IT, Telecommunications, Medical Electronics, Consumer Electronics, White goods, Defence, Space and Aeronautics, Industrial Electronics, etc.
  - v. ESDM Competitive Landscape in India: Key Players Across Clusters in India.
  - vi. Key Government Initiatives: Policies, Schemes for electronic design and manufacturing, Key investment trends and Skill development in the Indian Electronics Sector.
2. Assess the manpower size, composition and trends in the following areas of the Electronics sector:
  - i. Supply chain: Semiconductor/Non-semiconductor/Active/Passive Electronics Component suppliers.
  - ii. Electronics research, design and development: Government R&D centres and institutions, corporate R&D Centres and private electronics design companies.
  - iii. Manufacturers (ESMs, OEMs, ODMs):
    - a. PCB manufacturers
    - b. Semiconductor/Non-semiconductor/Active/Passive/Connectors/Electro-mechanical Component manufacturers
    - c. PCB Assembly Units
    - d. Electronic Product Packaging and tooling units.
    - e. Sectors: IT, Telecommunications, Medical Electronics, Consumer Electronics, White goods, Defence, Space and Aeronautics, Industrial Electronics, Power and Energy, etc.

- iv. System Integration.
  - v. Electronics Development Corporations/PSUs of Central/State governments.
  - vi. MSMEs.
  - vii. Electronics testing and certification.
  - viii. Electronics equipment and product calibration.
  - ix. Electronics product standards.
  - x. Industry Associations, Consulting firms, etc.
  - xi. Students in ECE, Electrical, Mechatronics, Robotics, etc. departments in Indian Universities, Engineering/Technology institutes, Diploma and Polytechnics.
  - xii. Start-ups in electronics domain associated with incubation centres under Central/State governments and various Universities and Engineering and Technology institutes across India.
3. For each of the areas mentioned above, a detailed manpower analysis and distribution shall be made as per the following categorization/segmentation:
- i. Total Manpower
  - ii. Sectors-wise: IT, Telecommunications, Medical Electronics, Consumer Electronics, White goods, Defence, Space and Aeronautics, Industrial Electronics, Power and Energy, etc.
  - iii. Skilled, Semi-skilled, Unskilled
  - iv. Direct, Indirect employment
  - v. Organized, Unorganized
  - vi. Demography
4. In a manner like the above, overall manpower at the national level (i.e., all electronics areas put together) shall be brought out.
5. The period to be covered for the above data shall be from 2019 to 2024 and projections/estimates for the period 2025 to 2030.
6. The report shall include an analysis of the impact of various central/state government policies, schemes and regulations on employment generation in the electronics sector.
7. The report shall provide an in-depth analysis of the challenges and barriers to employment generation in the electronics sector. This analysis shall reflect the industry view.
8. The report shall provide an in-depth analysis of the enablers, drivers and suggestive actionable steps to achieve an accelerated but sustainable growth of employment in the electronics sector. This analysis shall reflect the industry view.
9. The study shall adequately cover fair & homogeneous representations of all the regions of the country viz. North, South, East & West region, and all sectors of the Electronics in India.

The coverage shall be as follows: -

Cover at least 3 states of each region/zone.

## 8. Special Conditions of contract

1. **Free post-delivery assistance:** The bidder shall provide unlimited free analyst support 24\*5 to resolve any queries that STPI may have post-delivery of the study for a period of 6 months.
2. **Post-delivery Scope enhancement and customization:** Post reviewing the report, any scope enhancement and customization to the extent of 20% of the scope mentioned in the bid document shall be provide by the bidder free of cost during the period of 6 months following delivery.
3. **Corporate User License:** The bidder shall allow company-wide access to this report without any restrictions in terms of downloading, printing, and sharing the report.
4. The report shall be delivered in the following formats:
  - i. Soft copy one each in PDF and Microsoft Word format.
  - ii. Soft copy of each table in the report in Excel sheet format.
  - iii. Five (5) hard copies of the report.
5. The bidder shall share evidence in support of data, information, views, opinions and suggestions provided in the report. All sources of data shall be clearly mentioned and supporting evidence provided by the bidder. Transcripts of interactions (for physical in-person, virtual and telephonic) shall be provided by the bidder.



## **APPENDIX-A: DECLARATION REGARDING CLEAN TRACK RECORD**

**To**

**The Director,  
Software Technology Parks of India,  
Plot No 30, Electronic City, Phase IV, Udyog Vihar, Sector  
18, Gurugram, Haryana 122015**

Sir,

We declare and confirm that: (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract.

We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

---

Authorized Signatory with Seal

## **APPENDIX-B: PROFILE OF PROPOSED RESOURCES**

1. Name:

2. Proposed Position:

3. Date of Birth:

4. Nationality:

5. Education (Institute, Degree/Diploma, Year):

6. Membership of Professional Associations:

7. Trainings:

8. Work Experience:

9. Languages Known:

I, the undersigned, certify that to the best of my knowledge and belief, this profile correctly describes resource, his/her qualification and experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.

Date:

Signature:

Place:

Name:

Designation:

## **APPENDIX-C: DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS**

**To**

**The Director,  
Software Technology Parks of India,  
Plot No 30, Electronic City, Phase IV, Udyog Vihar, Sector 18,  
Gurugram, Haryana 122015**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document ----  
----- dated -----regarding “To submit a report on the Employment Generation in the Electronics  
Sector in India”.

I declare that all the T&Cs of this Tender Document are acceptable to me. I further certify that I am  
an authorized signatory and competent to make this declaration.

Yours truly,

Date:

Signature:

Place:

Name:

Designation:

Seal:

## APPENDIX-D: BIDDER PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sl. No.	Item	Details
1.	Name of the Company	
2.	Mailing Address	
3.	Telephone & Fax numbers	
4.	Type & Constitution of the Company	
5.	Name of the CEO/MD	
6.	Brief Description of capabilities related to the scope of work mentioned in this tender document	

Date:

Signature:

Place:

Name:

Designation:

Seal:

## APPENDIX-E: RELEVANT EXPERIENCE/PROJECTS

Sl. No.	Client Organization(s)	Title	Value (in Rs.)	Date of Award	Current Status
1.					
2.					
3.					
4.					
5.					

Date:

Signature:

Place:

Name:

Designation:

Seal:

**APPENDIX-F :- FORMAT OF THE BANK GUARANTEE FOR PERFORMANCE SECURITY**

To,

The Director,  
Software Technology Parks of India,  
Plot No 30, Electronic City, Phase IV, Udyog Vihar, Sector 18,  
Gurugram, Haryana 122015.

WHEREAS .....  
(Name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in  
pursuance of contract no..... dated ..... to supply  
(description  
of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish  
you with a bank guarantee by a scheduled commercial recognized by you for the sum specified  
therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we (Name of the Bank) have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of  
the supplier, up to a total of  
.....

..... (amount of the guarantee in words and  
figures), and we (Name of the Bank) undertake to pay you, upon your first written demand  
declaring the supplier to be in default under the contract and without cavil or argument, any sum or  
sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to  
show grounds or reasons for your demand or the sum specified therein.

We (Name of the Bank) hereby waive the necessity of your demanding the said debt from the  
supplier before presenting us with the demand.

We (Name of the Bank) further agree that no change or addition to or other modification of the terms  
of the contract to be performed thereunder or of any of the contract documents which may be made  
between you and the supplier shall in any way release us from any liability under this guarantee and  
we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

WITNESS 1

.....(Signature).....(Signature)

WITNESS 2

Attorney as per Power of Attorney:

Attorney Number & Date

## **APPENDIX-G: Non-Disclosure declaration Certificate**

To,

The Director,  
Software Technology Parks of India,  
Plot No 30, Electronic City, Phase IV, Udyog Vihar, Sector 18,  
Gurugram, Haryana 122015.

I...M/s..... (Firm name) hereby declare that I shall not disclose the contract or any provision, information, specification, plan, design, sample or information thereof to any third party during and after expiry of contract.

Date:

Signature:

Place:

Name:

Designation:

Seal: