



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
नं 5, तीसरी मंजिल, राजीव गांधी सालै, त्रमणि, चेन्नै - 600 113

Software Technology Parks of India

Ministry of Electronics & Information Technology, Govt. of India

No.5, 3rd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Tel (044) 39103525, 22541201, Fax(044) 39103506

Website: www.chennai.stpi.in

Ref No: STPIC/PUR/010/2021-22/2321

Date: 10.12.2021

To

Call for quotation

Sub : Legal services at FinBlue-Chennai – reg

FinBlue, (A Financial Technology Centre of Entrepreneurship by STPI), AIC STPINEXT INITIATIVES, invites quotations towards 'Legal Services' as per the scope of work enclosed:

Scope of work:- "Legal Services" as detailed in Annexure-I

The terms and conditions for the quotation are as follows:

1. The validity of the quote must be for 30 days.
2. The details of the taxes prevalent on the date of quotation should be clearly indicated in the quotation. If it is not mentioned, it will be treated as inclusive, except for the cases, where GST is not applicable for the Vendor..
3. The prices quoted should be inclusive of all overheads.
4. Quotations should be free from correction and erasures. Corrections if any should be attested.
5. Self attested copy of PAN card to be enclosed along with the offer
6. Self attested copy of GST Registration Certificate to be enclosed along with the offer.
7. Payment will be made within 15 days after successful completion of work and submission of the invoice.
8. Payments will be through NEFT or RTGS transfer only, for which the bank details & account number etc. have to be submitted by the contractor as per the format enclosed as Annexure - II
9. The work should be completed within 7 days from the date of work order at STPI-Chennai.
10. The quotes should reach this office on or before **17.12.2021 11.00 a.m** and the quotations will be opened on **17.12.2021 at 11.30 a.m.**
11. Bidders are requested to submit the quotes as per enclosed format in sealed cover.
12. Report has to be submitted as per the Scope (Annexure-I) before submitting the invoice.

With regards,

Sujatha Venkatesh
Admin.Officer (AV)
For Director



मुख्यालय: प्लेट-बी, पहली मंजिल, ऑफिस ब्लॉक-1, पूर्वी किदवाई नगर, नई दिल्ली-110 023, दूरभाष: (011)24628081, फैक्स: (011)20815076
Our H.Q - Plate-B, 1st Floor, Office Block-I, East Kidwai Nagar, New Delhi – 110 023. Tel No: (011)24628081, Fax No.: (011)20815076

एसटीपीआई चेन्नै के अधीन उपकेन्द्र: कोयम्बतूर, त्रिची, मदुरै और पुदुचेरी

Sub Centres Under STP-Chennai at : Coimbatore, Trichy, Madurai & Pondicherry

Format for submission of quotation:



Name of the Bidder :
Address

Telephone :

e-mail ID :

Legal services at FinBlue-Chennai.

S. No.	Description	Qty	Rate (in Rs.)	GST Amt (in Rs.)	Total amount (in Rs.)
1.	Charges towards legal services as per Annexure - I	per start up			
	Total Amount				

- Approximately 11 No. of Startups to be evaluated.

(Rupees _____ only)

- | | |
|--|----------|
| a) ENCLOSED Profile of the Company/firm | |
| b) ENCLOSED self attested scope of work | Yes / No |
| c) Bid Validity 30 days | Yes / No |
| d) ENCLOSED, Copy of the PAN card | Yes / No |
| e) ENCLOSED, Copy of the GST Registration Certificate | Yes / No |
| f) Payment will be made within 15 days after successful completion of work and submission of the invoice | Yes / No |
| g) Enclosed Bank details as per Annexure-II | Yes / No |
| h) The work should be completed within 7 days from the date of work order at STPI-Chennai. | Yes / No |
| i) The prices quoted is inclusive of transportation, insurance etc | Yes / No |

Signature :
Designation :
Seal of the company :
Date :

Due Diligence - Scope of Work

1. Document Verification

- Obtaining documents from Startups
- Verification from publicly available information & relevant authorities (RoC, MCA, DPIIT etc.) wherever applicable:
 1. Company Details and Statutory Documents (RoC, GST, PAN, DIN, etc.)
 2. Shareholding
 3. Founders & Team
 4. Product
 5. Patents
 6. Security & Privacy
 7. Business Model
 8. Manufacturers (Sub-component manufacturers, Mass production manufactures)
 9. Compliances (Statutory compliances like tax filing, environmental compliances, HR/Labour compliances, approvals from authorities, etc.)
 10. Other parameters (Revenue Model, Current Traction, Go-To-Market (GTM) Strategy, Market Analysis, Financials, Funding Rounds and Risks & Challenges, etc.)

2. One-to-one interaction with Founders/Co-Founders for detailed understanding:

1. Founders - credentials/credibility/experience/strengths
2. Team - credentials/credibility/experience/strengths
3. Product / Prototype - Stage, Innovation, Application, Commercial potential
4. Approvals, Certification, Validation, Patents
5. End use - clients B2B, B2C, Market
6. Competitive landscape
7. Outlook for the Product, Industry Sector, Risks, market/scaling up,
8. Revenue – Revenue Model, present & anticipated revenues
9. Manpower - Present & anticipated
10. Other Business/Companies with which Promoters are associated, conflict of interest if any.
11. Existing shareholding
12. External Investors if any & Terms of investment, Instruments of Investment etc.
13. Grants/Subsidies received
14. Amendments in the existing MOA & AOA for increase in authorized capital, inclusion/modification of articles covering investor rights if any
15. Investment Rationale
16. Funds - Purpose and End use - Working Capital, Capital Expenditure etc.
17. Funds - Timelines of implementation and fund deployment
18. Funds - KPIs proposed for release of seed amount in tranches, Conditions Precedent & Subsequent if any.
19. Anticipated valuation-Pre & Post Money
20. Exit – route proposed for investor –Promoter Buy Back, Secondary Investor, IPO etc.
21. Exit - returns anticipated based on Peer group comparison/Market study
22. Legal diligence & compliance certificates.
23. Terms of the term sheet, valuation, instrument of investment (viz. ordinary Equity shares or through combination of ordinary equity shares and convertible instruments like CCPS, CCDs etc.), terms of conversion, floor & cap on valuation, Drag along, Tag Along rights, investor representation on Board of the Company, review & submission of MIS/Reports, prior approval of Investor in critical business decisions, alignment of investor rights with the existing external investors if any in the company.
24. Execution of term sheet, SSHA etc.

3. Deliverable - A detailed due-diligence report (DDR)

- i. Covering 1 & 2 is prepared for each start-up separately & submitted.

ANNEXURE - II

BANK DETAILS FOR MAKING RTGS PAYMENT

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	
GST Registration Number (enclose the copy)HSN or Accounting Service Code	:	

The bidder is requested to enclose a cancelled cheque for verification along with this format.

Signed by:-
(Contractor)