



**EXPRESSION OF INTEREST FOR ESTABLISHMENT OF
STARTUP-INCUBATION CENTRE
ON MANUU CAMPUS, HYDERABAD**

Maulana Azad National Urdu University (MANUU) is a Central University established by an Act of Parliament in 1998 with its headquarters at Hyderabad and having All India jurisdiction. Being a Central University it functions under the ambit of Ministry of Education, Government of India. The campus of the university is located on 200 acres of land at Gachibowli, Hyderabad. The campus boasts of several buildings, lawns, internal roads, etc. beautified in an artistic manner. The university campus is located in a prime location and is nestled amongst the several Software & Information Technology Companies and other Multinational Corporations.

The university intends to provide space for establishment of Startup-Incubation Centre to facilitate any establishment, company, startup etc. having genuine need/reason to hire the premises for achieving its goals & objectives. Therefore, the Expression of Interest (EoI) is hereby invited from the interested bidders as per details given below:

Premises	:	Third floor of Workshop Building, Maulana Azad National Urdu University Campus, Gachibowli, Hyderabad - 500 32, Telangana State
Area	:	3153.14 square meter
Payment	:	Monthly rent and other charges
Site	:	“As is where is & as is what is” basis

A. Broad terms & conditions for establishing the Startup-Incubation Centre:

1. That a “Incubation Agreement” be signed between MANUU as FIRST PARTY and the successful bidder for establishment of Startup-Incubation Centre as SECOND PARTY on defined terms and conditions.
2. That the investment in setting up the Startup-Incubation Centre shall be 100% and solely by the respective bidder/start up. MANUU will not contribute financially into such venture/establishment.
3. That the Startup-Incubation Centre shall provide internship and employment to the MANUU students of all disciplines atleast to a share of 50% of its requirement and depending upon the thrust areas of the Startups to be established.
4. That MANUU shall be given a financial share of minimum 25% from the amount accrued in every startup in the Startup-Incubation Centre. The amount shall be transferred to MANUU account on quarterly basis.
5. That the Startup-Incubation Centre shall involve the faculty members of MANUU for Consultancy and other academic related activities depending upon

the thrust areas of the Startups to be established. The faculty members who become Consultants in the Startups shall be paid a Consultancy amount for their services.

6. That the SECOND PARTY shall follow all the policies of Government of India and shall be flexible in adopting the policies of MANUU as and when required.
7. That SECOND PARTY shall get the space insured for any hazardous eventuality and shall follow essential safety measures as prescribed by Government of India and Government of Telangana.
8. That Institute Innovation Council of MANUU will appoint Coordinators for smooth functioning of Startup-Incubation Centre and to carry on its relevant activities.
9. That the SECOND PARTY shall agree and undertake to abide by and bind itself complying with the various Laws, Rules and Regulations governing its terms and conditions with MANUU in all aspects as laid down from time to time by the Competent Authorities of MANUU viz., Executive Council, UGC, Regulatory Bodies, respective Ministries of Government of India and Government of Telangana.
10. That the SECOND PARTY shall be liable for payment of maintenance charges as may be fixed by the university, besides the monthly rent, electricity & water charges.
11. That the space is provided on “As is where is & as is what is” basis. The SECOND PARTY shall make their own efforts & arrangements for making the premises functional on their own cost as per their requirement and installation of required equipment, fixtures, fittings and other infrastructure in consultation with the university. They shall ensure that no damage is caused to the university property, failing which the damage charges as may be fixed by the university shall be paid by the SECOND PARTY.
12. That the minimum period of MoU shall be for (05) five years and further extension, if any, shall be subject to the mutual consent of both parties. The MoU can be determined/terminated by either party, after giving (03) three months’ advance written notice to the other party.
13. That the minimum monthly rent shall be as per Govt. of India / CPWD rates. The bidder shall quote the maximum rent which it would like to quote and the same shall be one of the guiding factor for shortlisting the bids and selection of successful bidder.
14. The payment of rent and other charges shall only be made by electronic mode and no separate receipt shall be issued for each payment, but an annual statement shall be given, if required.
15. The monthly rent shall be payable in advance and the first such payment shall be made on or before the date of execution of MoU. The next rent shall follow in subsequent months and shall be payable on or before 10th of every month.
16. Monthly rent and other charges shall be paid on time, failing which the university shall take action as deemed necessary.
17. The SECOND PARTY shall be required to deposit (02) two months rent as Security Deposit which shall be refunded at the time of termination of MoU without any interest after deducting pending rent, dues & services, if any.
18. The monthly rent shall be revised annually @ 5% and shall be required to pay such revised rent as above.

19. The SECOND PARTY shall also be liable to pay the GST, as applicable from time to time on the monthly rent payable, which shall be over and above the monthly rent fixed.
20. The offered space shall be used for specified and permitted purposes as per MoU only.
21. The property is subject to the Public Premises (Eviction of Unauthorized Occupants) Act, as amended from time to time.
22. The SECOND PARTY shall be required to pay all charges such as building maintenance charges, electricity & water charges, etc.
23. SECOND PARTY shall ensure the safety and proper custody of the property/structure/equipment of MANUU and will pay for any loss or damage caused to MANUU.
24. Sub Leasing of the premises will not be permitted.

B. Other terms & conditions:

1. Applicant/firm/bidder should be financially sound having a minimum annual turnover of Rs.15.00 crores. Documentary evidence viz., copies of balance sheet/certified copy of income from Chartered Accountants for the last three year financial years i.e. 2021-22, 2022-23 & 2023-24 shall be attached to the bid.
2. MANUU reserves the right to call limited or all bidders based on their experience and technical bid submission made in the EoI. Mere fulfillment of EoI criteria does not entail the bidders to be eligible for providing the premises.
3. The decision of the University shall be final and binding on all parties.
4. Arbitration: All disputes or differences whatsoever between applicant/firm/bidder and the University related to the contract will be settled by arbitration as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and shall be binding for all purposes.
5. Legal dispute: Any dispute, which may necessitate legal redress will be restricted to the jurisdiction of the court at Hyderabad.
6. Modifications: MANUU reserves the right to modify/add any clause to the agreement, during the period of the contract.
7. MANUU reserves the right to provide the space to the party based on expected monthly rent and other charges for specific purpose and use as proposed.

C. Process for submission of BID:

1. Interested parties may submit their EOI in the prescribed formats given at Annexure-I (Bidder's information) with requisite documents, Annexure-II (Undertaking) and Annexure-III (Financial bid/quote) .
2. The bids shall be submitted in two separate sealed covers. One sealed cover shall contain bidders information with requisite documents & undertaking and the other sealed cover shall contain financial bid/quote.
3. Technically qualified bids shall be eligible for opening of financial bid.
4. The participants will have to submit self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation, Shops & Establishment Registration, as may be applicable, Board resolution/Authority Letter/Power of Attorney (POA) approving participation and authorization for representing in the process along with their EOI.

5. Applicant/authorized person should sign on each and every page of the EOI documents.

D. General Terms & Conditions towards EOI:

1. The EOI document can be downloaded from the MANUU website i.e. manuu.edu.in
2. In any case, the EOI received beyond the stipulated time will not be accepted.
3. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondence will be entertained with such bidders.
4. Mere submission of EOI does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the evaluation of responses received in the EOI.
5. MANUU reserves the right to accept or reject any or all the offers without assigning any reasons thereof.
6. Asst. Registrar (Estate & Transport) may be contacted for any relevant query (Tel. No. 040-23006607) email: estate@manuu.edu.in .
7. Interested parties will be allowed to inspect the aforesaid premises on any working day till the last day of submitting the EOI between 10:00 am to 2:00 pm on prior intimation.
8. The interested parties should make their own independent inquiries and satisfy themselves.
9. MANUU reserves the right to decide not to provide the full space or to only give a part of the premises or to decide the date of start of MoU or to reject any or all offers, without assigning any reason.
10. MANUU reserves the right to call for any clarification/additional papers/documents required for scrutiny from the Bidders.
11. Canvassing: Any attempt to canvass for the candidature of any applicant/firm/bidder directly or indirectly will lead to disqualification of such bidder/firm from the whole process.
12. Rejection clause: Applicant/firm/bidder who does not fulfil any of the above conditions or submits incomplete documents in any respect is liable to be rejected summarily.

Key dates and information are as below:

Availability of Application Form on MANUU website : manuu.edu.in	From 19-09-2024
Address for submission of EoI	Assistant Registrar (Estate & Transport) Room No.4, Administrative Building, MANUU Campus, Gachibowli, Hyderabad - 500 032, Telangana State Phone: 040-23006607 email: estate@manuu.edu.in
Last date & time for receipt of EoI	09-10-2024 & 3:00 p.m.
Date & time of opening of EoI	09-10-2024 & 3:30 p.m.

ANNEXURE - I

DETAILS OF BIDDER
(to be submitted on letter head of the establishment)

Sl.No.	Description	Details as per applicability with self attested copies thereof
1.	Name of the Applicant	
2.	Company/Office	
3.	Address	
4.	Contact details	
5.	Name of the authorised contact person	
6.	Telephone Number with STD code, Mobile number, email ID and website	
7.	PAN/TAN No.	
8.	GST No.	
9.	Registration details	
10.	Nature of establishment Government / Public Sector Undertaking / Private	
11.	Annual turnover for the last three financial years i.e. 2021-22, 2022-23 & 2023-24	
12.	Activities of establishment / core area of functioning	
13.	POA / Authorisation Letter	
14.	Any other information or remarks which the bidder deems appropriate to disclose as per the transparency norms	

Signature of Authorised Person
Full Name and Designation
Company Seal

Place : _____

Date : _____

UNDERTAKING
(to be submitted on letter head of the establishment)

I/We understand that:

1. I am /We are aware that MANUU will not pay any brokerage in the transaction to any agent or representative.
2. All payments would be made through digital mode only in connection with the MoU.
3. I/We confirm having fully inspected the property and acquainted with site conditions.
4. I/ We hereby confirm that, all the terms and conditions specified in this offer and / or the standard format of MoU to be executed are acceptable to me/us and will form part of the MoU.
5. I/We are a bonafide user and require this for my/our own use or for the use of M/s. _____, whom I/We represent. The authority letter/ Power of Attorney from the company, I/ We represent are submitted.
6. I/We have read and understood the terms & of conditions of the EOI and I/We unequivocally accept the same.

Signature of Authorised Person
Full Name and Designation
Company Seal

Place : _____

Date : _____

ANNEXURE-III

FINANCIAL BID
(to be submitted on letter head of the establishment)

Amount in Rupees

1.	Price Bid per Square meter	:	
2.	Actual rent for 3153.14 square meter	:	
3.	Applicable GST	:	
4.	Total monthly rent in figures	:	
5.	Total monthly rent in words	:	
6.	Sharing of amount accrued from each startup (give percentage)	:	
7.	Offer of employment to MANUU students (give percentage)	:	

Signature of Authorised Person
Full Name and Designation
Company Seal

Place : _____

Date : _____