

**CYBER CORPORATION MANIPUR LIMITED
(A Government of Manipur Undertaking)**

Expression of Interest (EOI)

For

**Allotment of Office Space to IT and ITeS Companies at Manipur IT SEZ Building 1,
Mantripukhri, Imphal**

**EOI No.: CCML-3/8/2026-CCML-CCML
Date: 2nd September, 2026**

Issued by:

Managing Director, CCML

Mantripukhri, Imphal – 795002, Manipur

Website: www.ccmlmanipur.in | Email: query-ccml@ccmlmanipur.in

1. Information Provided

This Expression of Interest (EOI) is issued by the MD, CCML under Department of Information Technology (DIT), Government of Manipur, for inviting eligible IT and ITeS companies only to take office space at Manipur Building 1, IT SEZ Campus, Mantripukhri, Imphal, for establishment or expansion of IT/ITeS operations.

The information in this EOI is based on records and information available with CCML/DIT as on the date of issue. Applicants shall conduct their own assessment of the premises, business suitability, infrastructure availability and applicable conditions before submitting their proposal.

1.1 Disclaimer

CCML under DIT, Government of Manipur, does not make any representation or warranty, express or implied, regarding the completeness or suitability of information contained in this EOI. Applicants shall bear all responsibility for their independent assessment and due diligence.

1.2 Costs Borne by Applicants

All costs relating to preparation, submission, presentation, meetings, site inspection and clarification of the EOI proposal shall be borne entirely by the applicant. CCML shall not reimburse such expenses.

1.3 No Legal Relationship

This EOI does not constitute an offer or commitment to allot office space to any applicant. No legal or contractual relationship shall arise until issue of an allotment letter and execution of a formal Lease/Leave and License/Occupancy Agreement with the selected applicant.

1.4 Right to Accept or Reject

CCML reserves the right to accept or reject any or all EOI responses, cancel or modify the process, alter the available space, revise eligibility criteria, or allot space in full or part without assigning any reason.

2. Essential Information

Sl. No.	Particulars	Details
1	EOI Reference Number	CCML-3/8/2026-CCML-CCML
2	Date of publication of EOI	02.09.2026
3	Last date for receipt of queries	09.09.2026
4	Site visit/inspection, if any	07.09.2026
5	Last date and time for submission of EOI	16.09.2026 5:00 PM
6	Opening of EOI proposals	16.09.2026 5:30 PM
7	Presentation by applicants	To be notified later
8	Point of contact	MD, CCML
9	EOI submission	https://manipurtenders.gov.in
10	Validity of proposal	120 days from the date of submission
11	Lease/occupancy period	Three years
12	Rent	₹25/- per sq. ft. per month
13	Maintenance charges	10% of monthly rent
14	Legal jurisdiction	Courts at Imphal, Manipur
15	Right to accept/reject	CCML or Department of Information Technology, Government of Manipur

3. Invitation for Proposal

3.1 Background

The Department of Information Technology, Government of Manipur, has developed IT infrastructure at Manipur IT Park/IT SEZ Campus, Mantripukhri, Imphal, to promote establishment and growth of information technology, information technology enabled services, software development, digital services, technology start-ups, business-process services and allied knowledge-based industries in the State.

DIT intends to allot available office space to eligible IT and ITeS companies only that propose to establish or expand genuine business operations in Manipur and contribute to employment generation, skills development, technology adoption, investment and growth of the State's digital economy.

BRIEF OF THE FACILITIES AND SPACE AVAILABLE IN ITSEZ BUILDING 1.

The following are the key facilities and highlights of the premises:

- 24×7 Internet Connectivity available through different service providers.
- 24×7 Power Availability to support uninterrupted operations.
- 24×7 Water Availability within the premises.
- Two-Wheeler and Car Parking facilities.
- IT Infrastructure to support IT and office-related activities.

- DG Sets provided for power backup during power interruptions.
- Total Usable Workspace Area: Approximately 94,758 sq. ft., available for leasing to eligible firms/organisations.

The minimum leasable area for any individual firm shall be 500 sq. ft., while the maximum leasable area shall generally be limited to 3,000 sq. ft. The upper limit may, however, be enhanced in special cases, subject to consideration and approval on a case-to-case basis, depending on the requirement and availability of space.

3.2 Objective

The objectives of this EOI are to:

- Facilitate occupation and productive use of office space by eligible IT and ITeS companies.
- Promote establishment and expansion of IT/ITeS operations in Manipur.
- Encourage direct and indirect employment generation for local youth.
- Support development of a sustainable IT and digital-services ecosystem in the State.
- Attract technology investment, innovation, skill development and business opportunities.
- Ensure that space is allotted based on genuine operational requirement and measurable business and employment outcomes.

3.3 Nature of Allotment

Office space shall be allotted for a period of **three years**, subject to execution of a suitable Lease/Leave and License/Occupancy Agreement and compliance with all terms and conditions prescribed by CCML.

The selected company shall use the allotted premises only for approved IT/ITeS activities. The company shall not sublet, transfer, assign, license or create any third-party right over the allotted space without prior written approval of CCML.

4. Commercial Terms

4.1 Monthly Rent

The selected company shall pay rent at the rate of: **₹25/- (Rupees Twenty-Five only) per square foot per month**

The rent shall be calculated based on the actual carpet/built-up/super built-up area, as may be specified in the allotment letter and agreement.

4.2 Maintenance Charges

The selected company shall pay maintenance charges at the rate of:

10% of the monthly rent

Maintenance charges shall be payable in addition to the monthly rent and may cover common-area maintenance and such facilities/services as may be specified in the Agreement.

4.3 Illustrative Monthly Liability

Space allotted	Rent at ₹25/sq. ft./month	Maintenance at 10%	Total monthly amount
1,000 sq. ft.	₹25,000	₹2,500	₹27,500
2,000 sq. ft.	₹50,000	₹5,000	₹55,000
5,000 sq. ft.	₹1,25,000	₹12,500	₹1,37,500

GST and other taxes, if applicable, shall be payable by the allottee in addition to the above charges.

4.4 Security Deposit

The selected company shall deposit an interest-free refundable Security Deposit equivalent to **six months' rent and maintenance charges**, or such amount as may be specified in the final allotment letter/Agreement.

4.5 Utility and Other Charges

The selected company shall bear and pay, in addition to rent and maintenance charges:

- Electricity charges based on actual consumption or metered billing.
- Internet, telecom and data-connectivity charges.
- Water charges, if separately applicable.
- Internal fit-out, furnishing, cabling and equipment costs.
- Statutory taxes, duties, cess and charges, as applicable.
- Any other charges specified in the agreement.

5. Scope and Obligations

The selected company shall:

- Establish, operate or expand approved IT/ITeS activities in the allotted space.
- Use the premises only for the approved business purpose.
- Maintain the office space, fixtures, fittings and common facilities in good condition.
- Comply with applicable laws, building rules, fire-safety requirements, labour laws, tax laws, environmental requirements and security procedures.
- Obtain all statutory registrations, approvals and licenses required for its operations.
- Not carry out any unlawful, hazardous, manufacturing, warehousing or non-approved commercial activity in the premises.
- Not sublet, assign, share or transfer the allotted space without prior written approval of CCML.

- Provide periodic information on employment, business operations, investment, training, revenue, local procurement and other performance indicators, as required by CCML.
- Allow authorized officers inspect the allotted space and verify the information submitted.
- Return possession of the space in good and usable condition, subject to normal wear and tear, upon expiry or termination of the agreement.

6. Eligibility Criteria

Sl. No.	Eligibility requirement	Documents required
1	Applicant shall be a company incorporated in India under the Companies Act, 2013, LLP, registered partnership firm, or other legal entity permitted under applicable law.	Certificate of incorporation/registration and constitutional documents
2	Applicant shall be engaged in IT, ITeS, software development, IT consulting, digital services, KPO, data services, cloud services, AI, IoT, cyber security, electronics design, GIS, animation, gaming, fintech, edtech, health-tech or allied technology services.	Company profile, Memorandum of Association/object clause, GST registration and relevant supporting documents
3	Applicant shall have been in operation for at least three financial years as on the date of EOI submission.	Certificate of incorporation and self-declaration
4	Applicant shall have an average annual turnover of more than 1crore in the last five completed financial years.	Audited financial statements and certificate from Chartered Accountant
5	Applicant shall have valid PAN and GST registration, where applicable.	PAN and GST certificates
6	Applicant shall not have been blacklisted, debarred or declared ineligible by any Central/State Government department, PSU or statutory authority during the last three years.	Self-declaration
7	Applicant shall not be under a declaration of ineligibility for corrupt or fraudulent practices.	Self-certified declaration

7. Space Requirement and Justification

The applicant shall request only the office area reasonably required for its proposed IT/ITeS operations.

The requested area shall be assessed with reference to:

- Existing manpower proposed to be deployed at the facility.
- Proposed manpower to be deployed during the three-year allotment period.
- Type of IT/ITeS activity proposed.
- Requirement for workstations, cabins, meeting rooms, training room, server/network room, reception, storage and common operational areas.
- Requirement for specialized infrastructure, if any.
- Demonstrated business pipeline and expansion plan.

An additional area of **10% to 15%** over the immediate manpower-based requirement may be considered for planned expansion, subject to satisfactory justification and availability of space.

The applicant shall provide the following details:

Sl. No.	Particulars	Details to be furnished
1	Total office space requested	sq. ft.
2	Existing employees proposed to be deployed at Manipur facility	
3	Proposed employees at end of Year 1	
4	Proposed employees at end of Year 2	
5	Proposed employees at end of Year 3	
6	Average area proposed per employee	sq. ft.
7	Area required for workstations	sq. ft.
8	Area required for cabins/meeting/training/server/common facilities	sq. ft.
9	Additional area sought for expansion	sq. ft.
10	Percentage of excess area sought for expansion	%
11	Detailed justification for expansion space	Attach separate note

8. Presentation Requirement

Each technically eligible applicant shall make a presentation before the Evaluation Committee of DIT, Government of Manipur.

8.1 Technical Presentation Parameter

Sl. No.	Parameter	Sub-parameter / marking basis	Marks
1	Technical capability and relevant experience (Annexure-II)	Nature and relevance of IT/ITeS business, technology capability and years of experience	10
		Similar projects, clients, products, services and delivery experience	10
		Sub Total	20
2	Financial capacity (Annexure-III)	Projection of the of the annual turn-over along with justification	20
		Sub Total	20
3	Proposed business operations in Manipur/ Contribution to State economy / Employment generation (Annexure-IV)	Proposed business operations in Manipur	10

		Employment generation	10
		Contribution to State economy	10
		Sub Total	30
6	Space requirement and expansion justification(Annexure-V)	Suitability of space sought against proposed manpower and activity	7
		Justification for 10–15% additional area for future expansion	3
		Total – Space requirement	10

Applicants securing at least **60% marks out of 80** shall be considered technically qualified. The presentation shall normally be limited to **10–15 minutes**, followed by interaction with the Evaluation Committee.

9. Monitoring of Performance

The selected company shall submit annual information to DIT/CCML regarding:

- Number of employees engaged, including local employees.
- Direct and indirect employment generated.
- Investment made in Manipur operations.
- Business activities undertaken from the allotted office.
- Training, internships and skilling programmes conducted.
- Local vendor procurement and expenditure.
- Products/services delivered and business growth.
- Any collaboration with local institutions, start-ups or Government agencies.
- Proposed expansion, if any.

DIT/ CCML may review the allotment and continuation of the agreement based on actual utilisation of space, timely payment of rent and maintenance charges, compliance with terms and achievement of commitments stated in the proposal.

11. General Conditions

- The allotment shall not confer ownership, tenancy rights or any permanent right over the premises.
- The selected company shall execute an agreement in the format prescribed by CCML.
- Rent and maintenance charges shall be paid in advance by the due date specified in the agreement.
- Delayed payment shall attract interest/penalty as prescribed in the agreement.
- The company shall not alter the structural elements of the premises without prior written approval.

- Internal fit-outs shall be carried out only after approval of layout/design and compliance with safety norms.
- CCML may inspect the premises and records relevant to compliance with the allotment conditions.
- Misrepresentation, non-utilisation, unauthorised subletting, use for non-approved purposes, non-payment of dues or breach of terms may lead to cancellation of allotment and forfeiture/recovery as per the agreement.
- The allottee shall vacate and hand over peaceful possession of the premises on expiry or termination of the agreement.
- Any dispute arising from the EOI or subsequent agreement shall be subject to the jurisdiction of courts at Imphal, Manipur.

12. Submission of Proposal

Interested and eligible IT/ITeS companies shall submit their EOI response along with all supporting documents and the required PowerPoint presentation via online at <https://manipurtenders.gov.in>.

The applicant shall submit:

- Annexure I: Application Form.
- Annexure II: Company Profile and Technical Capability.
- Annexure III: Audited Turnover Statement.
- Annexure IV: Details of IT/ITeS Projects/Experience.
- Annexure V: Space Requirement and Manpower Justification.
- Annexure VI: Employment and State Economic Contribution Plan.
- Annexure VII: Non-Blacklisting Declaration.
- Detailed PowerPoint Presentation.
- Any other document required under this EOI.

Annexure I: Application Form

Sl. No.	Particulars	Details
1	Name of company/firm	
2	Registered office address	
3	Corporate/administrative office address	
4	Proposed office address in Manipur	
5	Website	
6	Year of incorporation/registration	
7	Company registration number	
8	PAN	
9	GST registration number	
10	Name and designation of authorised signatory	
11	Telephone/mobile number	
12	Email address	

Declaration

I/We certify that the information furnished in this application and accompanying documents is true and correct. I/We have read and understood the EOI conditions and agree to abide by the same.

Signature:

Name:

Designation:

Date:

Seal of Applicant

Annexure II: Technical Capability and Company Profile

The applicant shall furnish:

- Brief company profile and promoter details.
- Organization structure and key management personnel.
- Core technology areas and service offerings.
- Details of products, platforms, solutions or services.
- Details of major clients and completed/ongoing projects.
- Technical manpower strength and relevant certifications.
- Details of facilities and business operations currently maintained by the company.
- Details of prior experience in establishing delivery centres, branch offices or facilities.

Annexure III: Turnover Statement

Financial Year	Turnover (₹)	Audited financial statement enclosed
FY		Yes/No
FY		Yes/No
FY		Yes/No
FY		Yes/No
FY		Yes/No
Average annual turnover		

The above turnover shall be certified by a Chartered Accountant.

Annexure IV: Relevant Experience

Sl. No.	Client name	Project/service description	Technology/domain	Contract value	Period	Status
1						
2						
3						

Annexure V: Space Requirement and Manpower Justification

Particulars	Year 1	Year 2	Year 3
Existing/proposed employees			
Technical/professional employees			
Administrative/support employees			
Total workstations required			
Area required for workstations			
Area required for meeting/training/server/common facilities			
Area required for planned expansion			
Total area requested			

The applicant shall attach a detailed note explaining the requested area, proposed office layout and expansion requirement. The additional area for expansion shall ordinarily not exceed **15%** of the immediate operational requirement.

Annexure VI: Employment and State Economic Contribution Plan

Sl. No.	Indicator	Year 1	Year 2	Year 3	Total
1	Direct employment proposed				
2	Local youth proposed to be employed				
3	Indirect employment expected				
4	Internships/apprenticeships proposed				
5	Training/skilling programmes proposed				
6	Proposed local investment (₹)				
7	Proposed local procurement/expenditure (₹)				
8	Proposed business revenue from Manipur operations (₹)				

The applicant shall submit a narrative note on expected contribution to Manipur's IT ecosystem, local employment, skill development, technology transfer, innovation, local vendor development and State economy.

Annexure VII: Non-Blacklisting Declaration

I/We hereby declare that our organisation, its directors/partners and affiliates have not been blacklisted, debarred or declared ineligible by any Central Government, State Government, PSU or statutory authority during the last three years.

I/We further declare that the information provided in our EOI response is true, complete and correct to the best of our knowledge and belief.

Signature:

Name:

Designation:

Date:

Seal of Applicant