



DEPARTMENT OF INFORMATION TECHNOLOGY & ELECTRONICS  
GOVERNMENT OF WEST BENGAL



# TECH INCUBATION

Venue : BCC&i - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091



## Table of Contents

- 1. General Guidelines ..... 2
- 2. Guidelines for Mentors ..... 4
- 3. Guidelines for Incubatees ..... 6
- 4. Guidelines for Office Manager ..... 7
- 5. Frequently Asked Questions (FAQs) ..... 7
- 6. COVID-19 Protocols ..... 10



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

## ❖ General Guidelines

1. The incubation will not only provide co-working setup, but the key feature would be Mentorship by Chamber's Senior Members and Stakeholders on Domain Knowledge, Finance & Taxation, Compliance Legal & IPR and other ancillary areas of Business. Eligible startups shall also get funding connects and other potential overseas collaborators through this platform. BCC&I will provide incubation with **1-3** number(s) of plug and play workstations. There is an Incubation Fee of **Rs. 2,500 + 18% GST** per seat per month.
2. The Incubatee shall not be permitted to incubate the same idea (which has been selected for incubation) elsewhere at the same time. If it is found that the Incubatee is incubating elsewhere, the agreement shall be forthwith terminated. In such event the Incubatee shall be bound to leave the workstation and shall lose all benefits thereof forthwith.
3. BCC&I will invite the Incubatee in its network of Members and Stakeholders for attending various forums, seminars, workshops to be organized by BCC&I. The fees (if any) for attending such programme would have to be paid by Incubatee as may be decided by BCC&I.
4. The incubation period is of six months. There would be a review of the original idea considered for incubation towards the end of the incubation period, if the performance of the Incubatee is found to be not satisfactory, in such event BCC&I shall be entitled to terminate the agreement. In such event the Incubatee shall be bound to leave the workstation and shall lose all benefits thereof forthwith. If there is a deviation from the original idea during the incubation period, then the Incubatee has to pitch the new idea afresh.
5. BCC&I would organize appropriate training programmes for the Incubatee, at a fee on case to case basis, focusing on the essentials of running business including Technology, Legal, Taxation and other matters. Such programmes may be held at Tech Incubation Centre or online as may be deemed fit by BCC&I.
6. BCC&I will maintain a close coordination with WBEIDC, discuss and agree on all steps and activities as per the defined scope of work and seek/receive appropriate clarifications in a timely manner to ensure the success of the Project.



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

7. A weekly MIS (<https://bit.ly/BCCI-Tech-Incubation>) has to be filled in by the Incubatees by the end of each and every week before joining the scheduled Mentors' interaction. The same will be accessed by the Mentors and also the Chamber Secretariat at their convenience. Incubatees should confirm their participation in Mentors' interaction one day prior to the scheduled event. An Incubatee failing to attend three successive interactions without proper communication shall be asked to show appropriate reasons for their absence.

8. The charges for the said facility to be paid by Incubatee to BCC&I in advance within the first seven days of each and every month. In default of payment of the said charges for a period of any two months, the same would be treated as a default and BCC&I shall have the option to terminate the agreement and in such event the Incubatee shall be bound to leave the work station and shall lose all benefits thereof forthwith.

9. The Incubatee must utilize the co-working space on a daily basis. Alternatively, the Incubatee can nominate representative(s) to utilize the said facility in the former's absence.

10. Lateral (Provisional/Pre) Incubatees will be considered to be eligible for the Tech Incubation Centre with a condition of review after three months to receive the mentorship on the domain knowledge and also on the ancillary areas of business. Till that point of time, they may use the facility to upgrade their prototype/business idea. BCC&I will provide Lateral incubation with **1-3** number(s) of plug and play workstations. There is an Incubation Fee of **Rs. 1,800 + 18% GST** per seat per month.

11. Full-fledged Incubatees are eligible for extension of incubation and Lateral Incubatees are eligible to get Promoted/Upgraded to Full-fledged incubation post satisfactory review by the Mentors. The parameters which will be considered for assessing the Incubatees (Full-fledged & Lateral) towards the end of their incubation period are as follows with the respective weightage in each case:

- a. *Continuity of the Original Idea approved for incubated (20)*
- b. *Progress of Digital & Technology Usage (20)*
- c. *Progress Matrix to be prepared on a fortnightly basis (10)*
- d. *Business Momentum & Market Readiness (10)*
- e. *Path to ROI Realization & Market Penetration (10)*
- f. *Entrepreneurial Attitude (10)*
- g. *Social & Environmental Impact of the Product/Business Operations (10)*



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

*h. Sustaining Competitive Advantage (10)*

***\*Please note that the total marks allotted for Evaluation is 100.***

12. The Incubatee shall indemnify BCC&I and WBEIDC for any liability, damage, costs, injury, harm or loss which may arise to or suffered by either of them as a result of (i) any work performed/not performed by the Incubatee with regard to the Project; (ii) breach or non-compliance with the terms of the Agreement.

13. BCC&I and the Incubatee will retain their respective copyright and all other intellectual property rights in the documents, drawings, data, concepts, information, software and other materials as provided by them in connection with the Agreement (Agreement Material) and the Project. Neither BCC&I or Incubatee may use or make copies of Agreement material for any other purpose other than the Project.

14. BCC&I and the Incubatee agree to maintain confidentiality of all matters/information received in connection with the agreement and/or the Project.

15. Incubatees must follow appropriate code of conduct with Mentors, Coordinators of the Incubation Centre and the other Stakeholders of the Centre.

## ❖ Guidelines for Mentors

Mentors stand to gain the satisfaction of making a difference in fledgling Entrepreneurs' life and contributing back to the society. In addition, they also get to keep in touch with new technologies, people, and networks by working with the young entrepreneurs.

Mentors should provide no inventive contributions to the Incubatees without sufficient legal agreements.

Mentors' contributions are on honorary basis.



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

## The following are expectations of enrolled mentors:

### Availability

Mentors will make their best efforts for regular contact with the Incubatees on a mutually agreeable schedule. This is the typical case; this is flexible based on mutual agreement.

### Mentors' Interaction

The Tech Incubation Centre shall organize Mentors' interaction only for the Full-fledged Incubatees at least twice a month on a fortnightly basis based on the collective availability and convenience of the Mentors. The agenda of such interactions will include Progress checks and also handholding the Incubatees. These sessions may also include a slot for 30 minutes wherein a Mentor or Chamber's Senior Members/Stakeholders are invited to speak on a topic relevant to the Incubatees. A weekly MIS (<https://bit.ly/BCCI-Tech-Incubation>) has to be filled in by the Full-fledged (also Lateral Incubatees) by the end of each and every week before joining the scheduled Mentors' interaction. The same will be accessed by the Mentors and also the Chamber Secretariat at their convenience.

### Relationship

The relationship between Mentors and Incubatees should be professional and with proper business etiquette at all times. Mentors would treat Incubatees with dignity and respect. Mentors would encourage Incubatees to be responsible for the mentoring.

### Confidentiality

Mentors will maintain confidentiality of any proprietary information of the Incubatees.

### Conflicts of Interest

Conflicts of interests should be avoided when deciding on mentoring relationship. If and when one or more interests of the Mentor (financial or non-financial) is in conflict with mentoring relationship and responsibilities, the situation should be promptly disclosed to the Incubatee and appropriate course of action taken.

### Remuneration

Mentors are volunteers and advice given is not based on consultation fees.



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

## ❖ Guidelines for Incubatees

### Clarity of needs

Incubatee should identify his or her desired outcomes from mentorship prior to pursuing the Mentors. This will help Webel-BCC&I Tech Incubation Centre identify appropriate Mentors with higher chances of positive outcomes.

Mentorship will be provided on Domain Knowledge, Finance & Taxation, Compliance, and Legal & IPR. The Mentors can also help the Incubatee in outreach and collaborations. Eligible startups shall also get overseas collaboration/funding connects through this platform on the recommendations of the Mentors.

### Responsibilities

Incubatee must take active responsibility for the business mentoring relationship. Incubatee should be considerate of the Mentor's time, open to Mentor's suggestions, yet be responsible for all decisions made and actions taken. The Tech Incubation Centre shall organize Mentors' interaction only for the Full-fledged Incubatees at least twice a month on a fortnightly basis based on the collective availability and convenience of the Mentors.

The agenda of such interactions will include Progress checks and also handholding the Incubatees. These sessions may also include a slot for 30 minutes wherein a Mentor or Chamber's Senior Members/Stakeholders is invited to speak on a topic relevant to the Incubatees. A weekly MIS (<https://bit.ly/BCCI-Tech-Incubation>) has to be filled in by the Full-fledged (also Lateral Incubatees) by the end of each and every week before joining the scheduled Mentors' interaction.

The same will be accessed by the Mentors and also the Chamber Secretariat at their convenience. Incubatee should establish clear objectives together with the Mentors and work diligently to get targets.

### Contact with Webel-BCC&I Tech Incubation Centre

If the Incubatee has a concern/ question about the mentorship, he/she should contact Webel-BCC&I Tech Incubation Centre.



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

## ❖ Guidelines for Office Manager

### Roles & Responsibilities

- To develop and execute strategy for outreach, curation and onboarding innovative startups
- To manage day-to-day interaction with startups
- To understand the requirement of startups and extend support by interfacing with various stakeholders
- To collate the monthly information of the current startups as well as alumni startups graduating out of the incubation program

## ❖ Frequently Asked Questions (FAQs)

### How to Join the Incubation programme?

**Through Ideathon:** Ideathon is a biannual mega competition organized by The Bengal Chamber of Commerce & Industry (BCC&I) and West Bengal Electronics Industry Development Corporation (Webel) to identify suitable Incubatees for Webel-BCC&I Tech Incubation Centre. Incubatees are selected/nominated by the Mentors to get associated with the incubation programme and enjoy the facility at the said Incubation Centre.

The incubation will not only provide Co-working setup, but the key feature would be Mentorship by Chamber's Senior Members and Stakeholders on Domain Knowledge, Finance & Taxation, Compliance, and Legal & IPR. Eligible startups shall also get funding connects and other potential overseas collaborators through this platform. BCC&I will provide incubation with **1-3** number(s) of plug and play workstations depending upon the availability.

There is an Incubation Fee of **Rs. 2,500 + 18% GST** per seat per month.

**Through Lateral Incubation:** Lateral Incubatees will be considered to be eligible for the Tech Incubation Centre with a condition of review after three months to receive the mentorship on the domain knowledge and also on the ancillary areas of business. Till that point of time, they may use the facility to upgrade their prototype/business idea.

Any startups with their ideas/business plans related with technologies or using technology as an enabler to the core idea are eligible to apply for Lateral incubation. BCC&I will provide



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091



incubation with **1-3** number(s) of plug and play workstations depending upon the availability. There is an Incubation Fee of **Rs. 1,800 + 18% GST** per seat per month.

### Eligibility Criteria

Any individual over 21 years, having completed Graduation or equivalent, is eligible - Preference would be made for those who are ready to setup their startup now & Entrepreneurs who have started their business and are less than 6 years of operation.

### Term of Incubation

**For Full-fledged Incubatees:** The incubation period is of six months. There would be a review of the original idea considered for incubation towards the end of the incubation period and extension is provided if the performance of the Incubatee is found to be satisfactory for another six months. The maximum tenure of incubation is of **eighteen** months including successive extensions.

**For Lateral Incubatees:** Lateral (Provisional/Pre) Incubatees will be considered to be eligible for the Tech Incubation Centre with a condition of review after three months to receive the mentorship on the domain knowledge and also on the ancillary areas of business thus becoming a **Full-fledged Incubatee.**

Till that point of time, they may use the facility to upgrade their prototype/business idea. The maximum tenure of Lateral incubation is perpetual but once they are Promoted/Upgraded to Full-fledged Incubation, the respective guidelines shall be followed and exercised.

### Facilities of Tech Incubation Centre

- a. CCTV Camera-enabled Co-working space with Plug & play workstations, Electricity, Air-conditioning and Wi-Fi Internet (20 Mbps), Biometric Access, Fire Alarm and Indoor Navigation system
- b. Cloud Credits from Amazon Web Services (AWS), Google Cloud & DigitalOcean
- c. In-premise Centre of Excellence set up by HPE with Mobile e-HC for Health-Tech Startups
- d. Conference Room, Digital Locker and Printing services
- e. Drinking water and Pantry/Housekeeping services





# TECH INCUBATION

Venue : BCC&i - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

## Usage of Logo

Both Full-fledged & Lateral Incubatees are eligible to use the “Webel-BCC&i Tech Incubation” Logo only for the purpose of the Project laid out in the agreement.

## Attendance

The Incubatees must utilize the co-working space on a daily basis and devote a minimum of **30 hours per week** in the facility. Considering the **COVID-19** scenario, they may use the same for **15-20 hours per week**. Once the relaxations are lifted, they are expected to use the facility on a full-fledged basis. The Incubatees can also nominate representative(s) to utilize the same in the former's absence.

## Exit Procedure

Full-fledged Incubatees have the option to quit the incubation by communicating BCC&i one month prior to the date of exit with a condition of incubating for at least three months before exercising the option whereas Lateral Incubatees have the option to quit the incubation by communicating BCC&i one month prior to the date of exit with a condition of incubating for at least two months before exercising the option.

## Code of Conduct

The Incubatee shall indemnify BCC&i and WBEIDC for any liability, damage, costs, injury, harm or loss which may arise to or suffered by either of them as a result of (i) any work performed/not performed by the Incubatee with regard to the Project; (ii) breach or non-compliance with the terms of the agreement.

BCC&i and the Incubatee will retain their respective copyright and all other intellectual property rights in the documents, drawings, data, concepts, information, software and other materials as provided by them in connection with the agreement (Agreement Material) and the Project.

Neither BCC&i or Incubatee may use or make copies of Agreement material for any other purpose other than the Project. BCC&i and the Incubatee agree to maintain confidentiality of all matters/information received in connection with the agreement and/or the Project.

## Termination

The incubation period is of six months. There would be a review of the original idea considered for incubation towards the end of the incubation period, if the performance of the Incubatee is



# TECH INCUBATION

Venue : BCC&I - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

found to be not satisfactory, in such event BCC&I shall be entitled to terminate the agreement. In such event the Incubatee shall be bound to leave the workstation and shall lose all benefits thereof forthwith.

If there is a deviation in the original idea during the incubation period, then the Incubatee has to pitch the new idea in a fresh manner.

## ❖ COVID-19 Protocols

### Communication

The Incubatees shall remain in close contact with the Office Manager.

### Safety precautions

**If Incubatee is not feeling well**, he or she **MUST** work from home. In addition, it is expected that the Incubatee shall stay at home for a minimum of two weeks after all symptoms have dissipated.

It is also encouraged that the Incubatees shall strictly follow the **COVID-19 health protocols** prescribed by the Government from time to time, such as:

- ✓ Washing the hands with soap often
- ✓ Social distancing and avoiding interaction with those who are sick
- ✓ Using Face Mask/Face Shield, Nitrile Gloves, Hand Sanitizer/Liquid Hand Wash
- ✓ Refraining from touching the face more than is necessary
- ✓ Practicing proper coughing and sneezing etiquette
- ✓ Avoiding crowded events
- ✓ Avoiding non-essential travel
- ✓ Use of Aarogya Setu application is mandatory for all Incubatees and their Co-founders/Founding Members/Employees/Interns

### Office Visitors

- ✓ Consideration of preventing, when possible, all visitors other than delivery people from coming into the office
- ✓ Consideration of placing rules on visitors, such as requiring that they self-identify travel outside of the country that has occurred within the past 14 days and rescheduling visits for after this self-isolation period has ended
- ✓ Use of Aarogya Setu application is mandatory



# TECH INCUBATION

Venue : BCC&i - Webel Tech Incubation Centre,  
Ground Floor, Webel Bhavan, Block EP & GP, Sector V, Saltlake, Kolkata - 700 091

Supported by  **Bandhan**  
Bank

- ✓ Visitors with proper Face Mask/Face Shield, Nitrile Gloves shall only be entertained

### **Work travel and local client visits**

- ✓ Consideration of halting all work travel, including local client visits
- ✓ Consideration of discouraging or alerting employees to the risks of personal travel and social gatherings, and outline the risks of visiting significantly impacted and densely populated areas (Remember that these decisions will always remain the prerogative of the employee)

### **Operating Hours**

- ✓ Provisionally the Tech Incubation Centre shall operate for **5 days (Monday to Friday) a week between 10 AM – 6 PM**

### **Flexible scheduling**

- ✓ Consideration of offering employees the option to commute on public transit during off-peak hours