

# TECH INCUBATION

Venu : Module 232, SDF Building, EP &, GP Block, Sector V, Bidhannagar,  
Kolkata, West Bengal 700091



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## ❖ 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 (for physical incubatees)** and **Rs. 2,000 + 18% GST (for virtual incubatees)** per seat per month.
2. 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.
3. 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.
4. BCC&I would organize appropriate training programmes for the Incubatee, at a fee on

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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.

5. 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.
6. A weekly MIS Report form has to be filled in by the Incubatees (<https://bit.ly/WeeklyMISReportWBTIC>) by the end of each and every week before joining the scheduled Mentorship Meeting. 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.
7. 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.
8. 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.

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9. 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.
10. 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)
  - h. *Sustaining Competitive Advantage* (10)

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

11. The Incubatee shall indemnify BCC&I and WBEIDC for any liability, damage, costs, injury,

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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.

12. 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.
13. BCC&I and the Incubatee agree to maintain confidentiality of all matters/information received in connection with the agreement and/or the Project.
14. Incubatees must follow appropriate code of conduct with Mentors, Coordinators of the Incubation Centre and the other Stakeholders of the Centre.

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## ❖ 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.

**The following are the 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 Report form has to be filled in by the Incubatees (<https://bit.ly/WeeklyMISReportWB TIC>) by the end of each and every week before joining

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the scheduled Mentorship Meeting. 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 fee.



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## ❖ 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 Report form has to be filled in by the Incubatees (<https://bit.ly/WeeklyMISReportWBTIC>) by the end of each and every week before joining the scheduled Mentorship Meeting.



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The same will be accessed by the Mentors and also the Chamber Secretariat at their convenience. Incubate 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.

## ❖ **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

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## ❖ 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 (for physical incubatees) and Rs. 2,000 + 18% GST (for virtual incubatees)** 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 incubation with **1-3** number(s) of plug and play workstations depending upon the

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availability. There is an Incubation Fee of **Rs. 1,800 + 18% GST** per seat per month.

## Eligibility Criteria

Any individual over 18 years, having innovative idea or startup, 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.

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## Facilities of Tech Incubation Centre

- i. 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
- ii. Cloud Credits from Amazon Web Services (AWS), Google Cloud & DigitalOcean
- iii. In-premise Centre of Excellence set up by HPE with Mobile e-HC for Health-Tech Startups
- iv. Conference Room, Digital Locker and Printing services
- v. Drinking water and Pantry/Housekeeping services

## 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.

## 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.

## Terms of Confidentiality

At our tech incubation center for startups, it is essential to adhere to strict confidentiality guidelines to foster a secure and trustworthy environment for innovation. The scope of confidentiality encompasses all shared data, including business plans, strategies, technical

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specifications and any other sensitive information. Confidential information must only be used for its intended purpose and must be protected against unauthorized access or disclosure. Termination of agreement before or after Six months does not absolve either parties from their confidentiality obligations; all confidential information must be returned or destroyed as directed. Adherence to these guidelines is paramount to maintaining the integrity and success of our collaborative efforts.

## **Intellectual Property (IP) Rights at Webel and BCC&I Tech Incubation Center:**

Any innovative ideas are the foundation of startup's success. To protect inventions, creative works and brand identity, Webel and BCC&I Tech Incubation Center encourage to understand and manage Intellectual Property (IP) rights. This includes ownership, protection strategies and confidentiality. We will provide resources to help you navigate the world of IP as per the incubatee requirement.

## **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.

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## 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 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.