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PROPOSAL FOR  
**CO-WORKING START-UP AND INCUBATION  
SPACE – AT EDC**

DEPARTMENT OF INFORMATION TECHNOLOGY, CHANDIGARH ADMINISTRATION  
AND  
SOCIETY FOR PROMOTION OF IT IN CHANDIGARH





*“TO PROVIDE NEW AND EMERGING IT START-UPS  
ENTERPRISE WITH AN ENVIRONMENT THAT WOULD  
SUPPORT THEIR START-UP PHASE AND INCREASE THEIR  
LIKELIHOOD OF SUCCESS”*

**VISION**

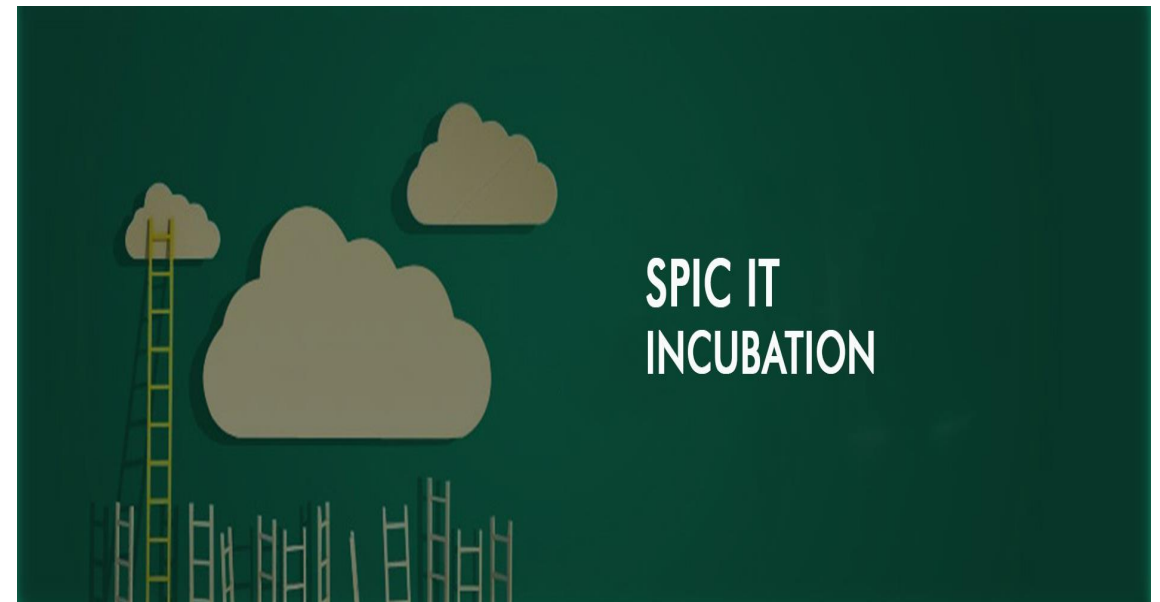


# PROPOSALS

## Co-working Start-up Space



## SPIC Incubation Centre at EDC





**CO-WORKING START-UP SPACE**

Proposal and Scheme

# OBJECTIVES

- To provide students and imminent start-ups space plans and tools they need to grow their businesses in T-20 mode
- To create co working space that is affordable, flexible and blends the best of an office
- Encourage and inspire the youth to actively consider entrepreneurship as their career choice and developing relevant entrepreneurship development programs.
- To create a platform for accessing multiple avenues that provide financial to start-ups in the form of venture capital fund, network of registered venture, bank loans.
- To prepare students as they gain benefits from Gol's 'Start-up India' programme.
- To provide handholding support to students/imminent for launching their start-ups.
- To serve as a hub for IT based start-ups and actively identify and provide for the value-added services required to support start-ups success and to also strengthen start-up culture in the City.

# THE SCHEME

- 'Floating Seats' would be provided to students, young entrepreneurs and imminent start-ups for a nominal facility management charge of Rs. 2500 and Membership charges of Rs. 2500 per seat per months for 8 Hours of Operation initially for a period of 6 months.
- Members could come for work, knowledge sharing, collaboration, get guidance and mentoring
- Space to be available 24x7
- Seat allocation to a group of students, young entrepreneurs and imminent start-ups would be limited to 4.
- On completion of 6 months, per seat charges would be levied.

# FLOATING SEATS

Flexible sitting arrangement on a first come first serve basis

Space would be available 24X7 to enable working people to devote out-of-office hours time

Seat access per member would be 8 hrs per day

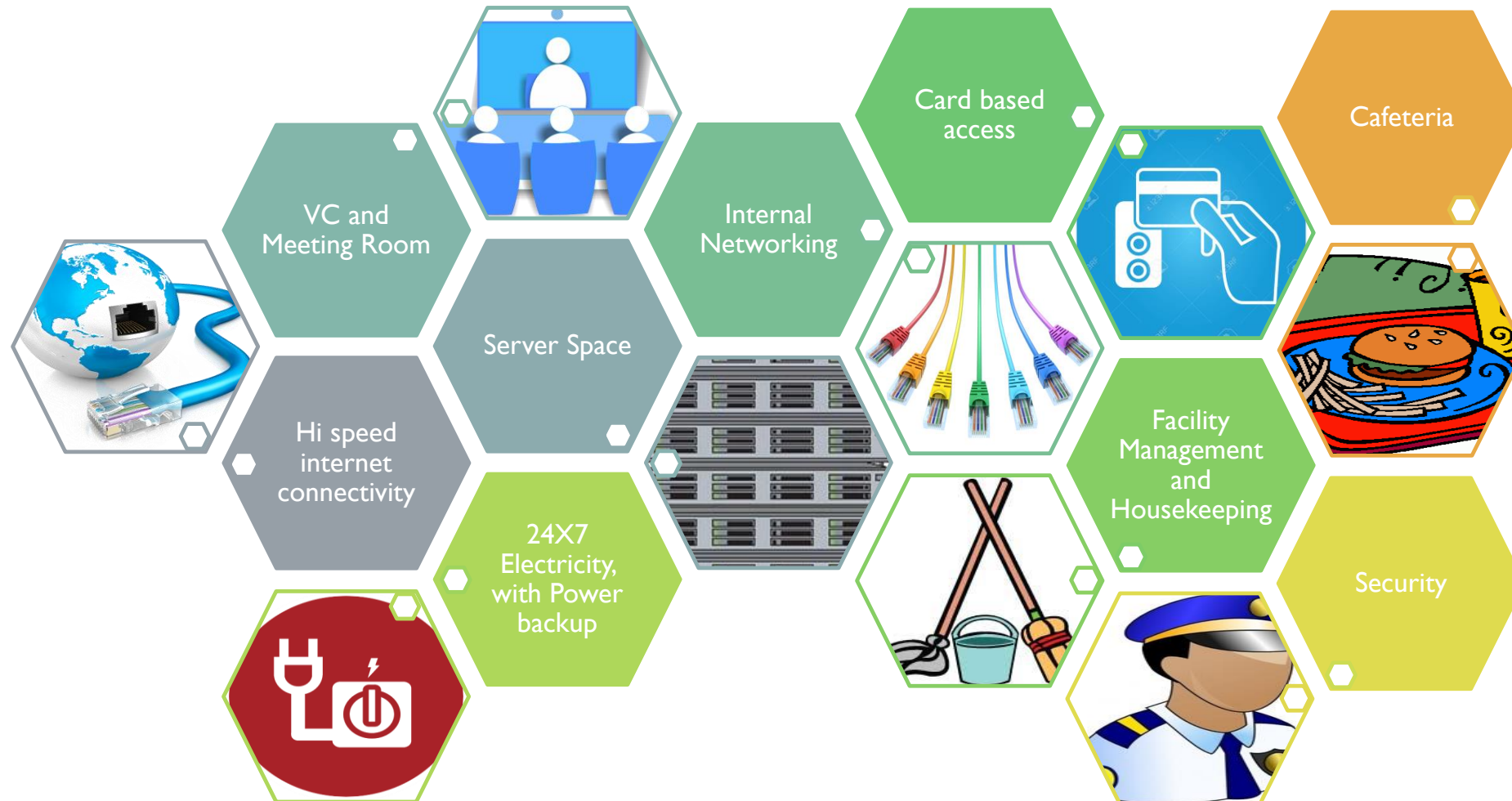
Each seat to be provided with Internal LAN/WAN cabling

Access to discussion room for brainstorming

Free access to server with license software, wi-fi, printer, scanner, power backup supply to each seat



# COMMON FACILITIES





# SPAN OF STAY

Seat would be allocated initially for the period of 6 months on payment of Membership Charges & Facility Management Charges only

Constituted committee would evaluate/assess the performance on quarterly basis

Based on the evaluation and performance members would be allowed to continue for another period of 6 months on per seat charges basis

After completion of 1 year, entrepreneur would become eligible for setting up incubation facility in SPIC-EDC subject to meeting other eligibility requirements

# OPERATIONAL MECHANISM

- Area earmarked for the Co-working start-up space will be on third floor of EDC building which will be created in 5000+ sq.ft area
- Ready to move in space would be created having 80+ seats with IT Infrastructure, workstations
- Separate space for conference room, cafeteria etc. would be created in the earmarked year
- 3 Space managers will be deployed in 3 shifts for operation & management and day today activities of co-working start-up space which is operational 24 X 7
- Dedicated office reception, errand boys and outbound mail/package handling for co-working start-up space would be made available

## BUGEDTARY PROPOSED COSTS

Office furniture

₹ 15  
lacs

Annual Salary for  
Managers

₹ 25  
lacs

IT Hardware,  
Licensed Software

₹ 10  
lacs

Other Consumable  
and Expenses

₹ 10  
lacs

Total Expected Expenditure for First Year: ₹ 60 lacs

# ATTRACTING STUDENTS (STUDENT START-UP)

## On Campus-Off Campus promotional events

Start-up should be discussed inside the class room as well as through Off-Campus sites. Individual and /or group of Students would be motivated and supported through seminars & promotional events to opt for entrepreneurship.

## Business Plan Competition

SPIC would organise a business plan competition across the Colleges to invite new innovative business ideas from the Individual and /or group of students.

## Interactive web-portal

A dedicated portal will be provided where willing Individual and /or group of students would submit their business / raw ideas online.

## Listed Institutes

Students studying in colleges or recently passed out could also approach SPIC for membership with the consent of the head of the academic institution. SPIC would create and maintain a list of such institutes.

## Evaluation

The top best ideas would be evaluated/assessed by the constituted committee and recommended Individual and /or group of students would be allotted seats to implement their raw ideas.

# IMMINENT START-UP

- Individual and/or group of imminent start-up would apply online on interactive web portal and submit their viable business plan.
- Individual and/or group of imminent start-up should be minimum of 18 years of age on the date of the applying.
- Individual and/or group should not represent or be part of an existing company or any other legal entity. Such groups would come under the purview of incubation policy
- Business plan would be evaluated/assessed by the constituted committee and based on their recommendation seats would be allotted.
- Number of seats allocated to a group would be 4.

# MENTORING AND ADVISORY

Pool of volunteers willing to serve as mentors and venture capitalist for start-ups

Mentors would be selected based on their experience with IT business and stage of development

A high-quality interactive web-portal will be provided along with a list of approved mentors. Start-ups can then identify mentors, interact with them and gain guidance

Portal will also have a database of subject matter specialists, researchers, faculty and VC

The start-ups would meet with mentors on a routine basis for guidance and valuable inputs which would help them in their business

Feedback mechanisms would be in place to ensure the mentorship is providing good value to the client

Formation of social networking groups would be promoted

# MENTORING SERVICES

- Business plan advisory: Expert advice for structuring their business models or for conceptualizing the roadmap for an expansion.
- Strategic Execution: Aiding the management decision-making, developing strategy for employees & customers and technical support for execution of the project.
- Business leads via power networking & introduction: Providing platform at national & international levels for marketing of their products/solutions to potential customers and providing opportunity to do networking with IT honchos which would help in boosting business.
- Venture Capitalists: Student and/or imminent startup would be given details of the funding mechanism of start-ups. A panel of Business Angels and VCs would be selected as part-time financial counsellors. These experts would give the practical knowledge and rich insights to the financial planning of their start-ups.

# ADVANTAGES TO ENTREPRENEURS

- Mentoring assistance in idea generation and other stages
- Minimal membership and charges after 6 months
- Cost saved on office space
- Understanding the startup dynamics
- Opportunity to become incubatees in SPIC
- Networking opportunity
- Assistance in registering entity as per rules and regulations





# SPIC IT INCUBATION

SPIC INCUBATION CENTRE AT EDC Proposal and Scheme

# OBJECTIVES

- To act as Incubation to promote entrepreneurship
- To provide office space and infrastructure at an affordable price
- To assist young professional in setting up their entrepreneurship
- To nurture entrepreneurship in people who have passion for knowledge generation and mentoring

# THE SCHEME

- Applications to be invited from eligible applicants for taking space in Incubation Centre on lease rental basis
- Applications to be scrutinized by a screening committee
- Space to be provided at nominal and fixed rental basis
- Space to be provided on annual basis which is extendable

# OFFICE SPACE AT INCUBATION CENTRE

- The office space available in Incubation Centre comprises of 16 bays totalling around 15,189 sq ft.
- 11 bays (around 10,112 sq ft) are fully furnished with modular furniture
- 5 bays (around 5,077 sq ft) are fully furnished but without modular furniture

State	Bays	Area (sq ft)	No. of work-stations / seats
Furnished	11	10,112	183
Unfurnished	5	5,077	115
Total	16	15,189	298

# ELIGIBILITY

The Applicant should be a Proprietorship firm / Company / JV under the Companies Act of 2013, or Indian Partnership Act, 1932 etc.

The Applicant should be in business of Software product Development, Web development, Database Management & mobile application development etc.

Call centre for back office, Sales & Marketing, BPO, KPO and Training agency shall not be eligible

The Applicant should be in operation for not more than 1 year.

All applicants should be minimum 18 years of age

The Applicant should not have been blacklisted by any Government organizations/agencies.

# DURATION

The space at Incubation Centre will be allocated on leave and license basis initially for a period of 11 months.



The allocation would be extendible twice so that the maximum total period of license for any licensee shall under no circumstances be extended beyond additional 24 months.



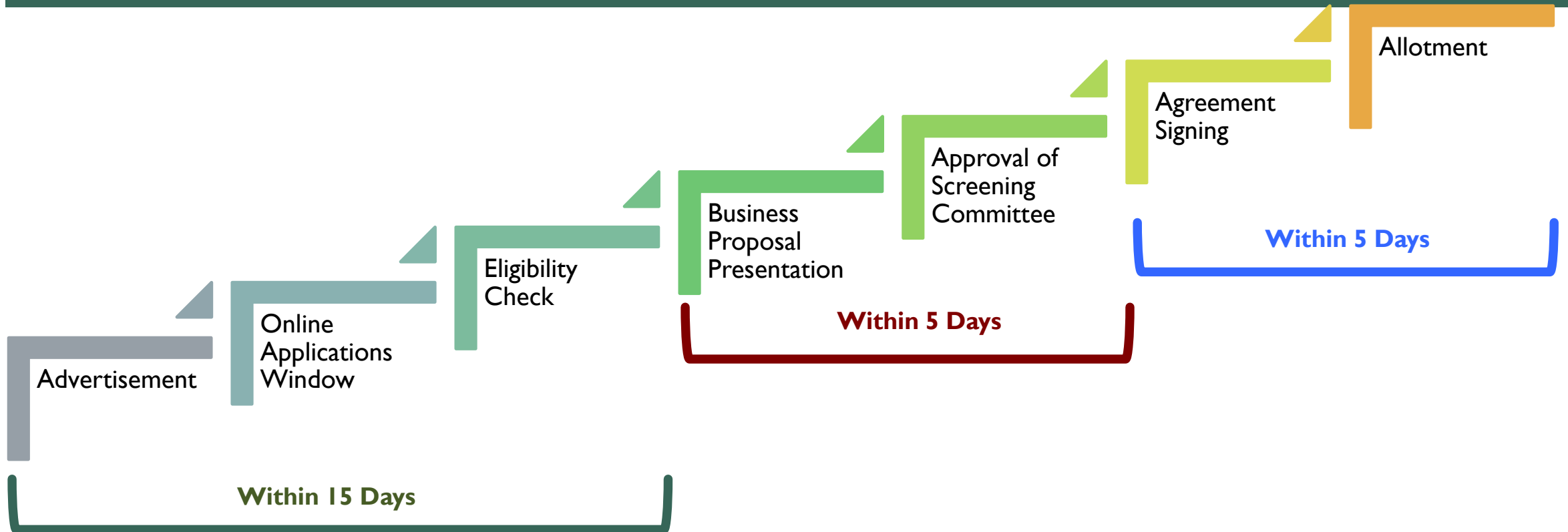
The term will be extended on yearly basis.



The applicant to whom space is allocated shall need to enter into a leave and license agreement.



# PROCESS OF SELECTION



# SELECTION CRITERIA BY SCREENING COMMITTEE

Profile of the applicant

Strength of the Business Plan

Relevance of the proposal or technology

Ownership pattern of applicant including loans availed / planned

Existing and proposed business activity

Existing & Target Clients (domestic and international)

Geographical area of export (if any)

Technical collaboration

Current manpower and Employability

Current financials / financial projections

Sustainability



# COMPOSITION OF THE PROPOSAL SCREENING COMMITTEE

CEO-SPIC

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graph TD; CEO[CEO-SPIC] --- CH[Centre Head SPIC]; CEO --- STPI[STPI Representative]; CEO --- AI[Academic Institute Representative]; CEO --- NMI[Nominated Member from IT Industry];
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Centre Head  
SPIC

STPI  
Representative

Academic  
Institute  
Representative

Nominated  
Member from  
IT Industry

# FACILITIES AVAILABLE

## Inclusions

- Normal Operation Hours from 8AM-8PM
- Security
- LAN Cabling
- Facility Management & Housekeeping
- Repair and maintenance
- Running expenses like electricity, water and diesel for the DG set
- For operations beyond normal hours additional charges would be levied
- Parking
- Internet on paid basis only

## OTHER CONDITIONS

- Applicant would be eligible for allocation of 1 bay only.
- Applicant including direct family members would be eligible for allocation of 1 bay only at a time.
- Bay allocation would be recommended by the screening committee based upon current and future requirements
- Licensee shall start work from within 1 months of commencement of the agreement failing which the license shall stand terminated.
- Licensee shall not be allowed to sub-license the space and in the event of violation the competent authority shall have the option to terminate the agreement with 15 days notice.
- Licensee will not be authorized to make any additions / alterations in the premises without prior approval of the licensor. Licensee shall bear all costs / risks associated with such additions / alterations / repairs.
- Licensor and Licensee shall have the option to terminate the agreement by giving 2 months notice in writing

