

Maharaja Chhatrasal Bundelkhand University, Chhatarpur (M.P.)

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Ref: 1238

Chhatarpur, Dated: 07/03/2024

Tender Notice

Notice inviting tenders from reputed consultancy firms for Establishing, Developing and Operating a sustainable Incubation Centre at Maharaja Chhatrasal Bundelkhand University, Chhatarpur, Madhya Pradesh.

The detailed tender document is posted on the website of university: www.mcbu.ac.in. The tender should be submitted by bid end date in a sealed envelope through Speed Post/Registered Post "Consultancy for Establishing, Developing and Operating a sustainable Incubation Centre at Maharaja Chhatrasal Bundelkhand University" on the envelope to Registrar, Maharaja Chhatrasal Bundelkhand University, Civil Lines Road, Panna Road, Chhatarpur (M.P.) 471001; Phone Number: 07682-244442; Email Address: mchhatrasaluniversity@gmail.com.

Registrar

Maharaja Chhatarsal Bundelkhand University,
Chhatarpur (M.P.)

A. Incubation Centre Committee

1. Dr. B.K Agrawal (Convener)
2. Dr. Ashok Nigam
3. Dr. K.K. Gangele
4. Dr. Molly Thomas
5. Dr. Anand Yadav

(C) Purchase Committee

1. Shri V.K. Tirkey
2. Prof. Mamta Bajpai
3. Prof. B.K. Agrawal
4. Dr. C.L. Prajapati
5. Shri Rakesh Chadar

B. Technical Valuation and Tender Committee

1. Dr. B.K. Agrawal (Convener)
2. Dr. N.P. Prajapati
3. Dr. R.S. Sisodiya
4. Dr. K.B. Ahirwar
5. Dr. R.D Ahirwar
6. Dr. K.K. Gangele
7. Dr. Molly Thomas
8. Dr. Durgawati Singh
9. Shri N.K. Patel
10. Shri Harshit Tamrakar

Work	Description
<p>Establishing, Developing and Operating a sustainable Incubation Centre</p>	<ul style="list-style-type: none"> ➤ Registration of Incubation Centre as a Section '8' company under Indian Companies act 2013. (Registration fees will be borne by the university) ➤ Registering newly formed of Section '8' company with Department for Promotion of Industry and Internal Trade (DPIIT). ➤ Registering newly formed of Section '8' company with Ministry of Micro, Small and Medium Enterprises (MSME). ➤ Registering newly formed of Section '8' company with "iStart Portal". ➤ Registering newly formed of Section '8' company with "Startup India Portal". ➤ Development of Professional website for newly formed of Section '8' company. ➤ Structuring of Incubation Centre Infrastructure layout guidance. ➤ Development of comprehensive incubation policy. ➤ Getting Ideas and Ventures from all campus and affiliated colleges' students, with the help of university administration. ➤ Designing of incubation programs. ➤ Development of various customized forms. ➤ Induction of Minimum 20 Incubatees within one year time of time. ➤ Development of customized agreements between startups/incubatees and Incubation Centre. ➤ Creation of social media accounts and connecting all the students with these accounts. ➤ Regular posting on social media accounts. ➤ Conducting online and offline awareness programs. ➤ Handholding of incubatees: ➤ Pre Incubation: ➤ Nurturing the Idea ➤ Team conceptualization ➤ Finalizing delivery mode ➤ Cost analysis ➤ Development of Business Frame Work ➤ Development of Business Plan ➤ Forming a legal entity

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	<ul style="list-style-type: none"> ➤ Incubation: ➤ Registering Incubatee with the Incubation Centre ➤ Registering Incubatee with DPIIT ➤ Registering Incubatee with iStart ➤ Registering Incubatee with Startup India ➤ Finalizing terms between Incubation Centre and the Incubatee ➤ Finalizing MVP launch ➤ Marketing strategy ➤ Monitoring mechanism ➤ Preparing for Investor interaction ➤ Helping in Govt./Private funding
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The critical dates of the tender are as under

S. No.	Items	Time and Date
1.	Tender publish date and time	as per bid document
2.	Date and Time of Bid Submission Start	as per bid document
3.	Date and Time of Bid Submission End	as per bid document
4.	Date and Time of Bid Opening	To be notified separately

Pre-qualification criteria:

- 1) Interested consultants/consultancy firms are required to submit their bid using Two Envelope methodology. The First envelope contains Technical Bid with the specifications and should include all the necessary documents vis-a-vis eligibility requirements and compliance to all terms and conditions. The second envelope shall contain the financial Bid. The sealed envelope should be Superscribed **"Establishing, Developing and Operating a sustainable Incubation Centre at Maharaja Chhatrasal Bundelkhand University"** to Registrar, Maharaja Chhatrasal Bundelkhand University, Civil Lines Road, Panna Road Chhatarpur (M.P.) 471001; Phone Number: 07682-244442; through Registered Post/Speed Post/Courier only. Tenders by hand shall not be accepted.
- 2) The Quotations/tenderers shall be required to submit non-refundable application / Participation fee of **Rs. 5000/- (Rupees One Thousand)** only by demand draft drawn in



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favour of "Registrar, Maharaja Chhatrasal Bundelkhand University, Chhatarpur" payable at Chhatarpur. (If bidder wants to purchase bid document form university directly in hard copy)

- 3) The Quotations/tenderers shall be required to submit Earnest Deposit Money (EMD) of **Rs. 36000/- (Thirty Six Thousands Rupees Only)** by demand draft drawn in favour of "Registrar, Maharaja Chhatrasal Bundelkhand University, Chhatarpur" payable at Chhatarpur.
- 4) The selected (L1) bidder are required to submit PBG in original copy at the University. **3%**
- 5) All the pages of the Tender document should bear endorsement and seal of submitting firm.
- 6) The interested firms may submit the Tender on or before bid end date within the working hours of the University. Tenders received after the stipulated date and time shall not be entertained.
- 7) The financial bid of only those firms/agencies shall be opened whose technical bids recommended by the tender committee are found to be as per specifications, eligibility criteria and terms and conditions as laid down in the tender.
- 8) The University reserve the right to accept or reject any or all the tenders/quotations (either in part or full) without assigning any reason what so ever.
- 9) Conditional tenders will not be accepted but shall outrightly be rejected even though the rates may be the lowest.
- 10) The firm has to quote the rates strictly in the format of the financial bid.
- 11) The rate quoted by the firm shall be inclusive of all the taxes.
- 12) The bidder shall bear all costs associated with the preparation and submission of the bid. The University will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 13) The consultant/ tenderer should have prior experience as consultant/ Consultancy firm with minimum 5 state and central universities in similar capacity.
- 14) The consultant/ tenderer should have sound experience of accessing all grants under various schemes of state and central government ministries.
- 15) The consultant/ tenderer should have proprietary AI based software to invite, distribute, foster the startups ideas from number of students simultaneously and any time.
- 16) The consultant/ tenderer should have proprietary AI based software to streamline and monitor all the departments of a startup.

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- 17) The consultant/ tenderer should have proprietary AI based software to develop and exhaustive "Business Plan" and spherical "Business Framework" both in Hindi and English.
- 18) The consultant/ tenderer should have proprietary AI based software for the team building, setting accountability and team optimization.
- 19) The consultant/ tenderer should have demonstrated Pre-Incubation program/module.
- 20) The consultant/ tenderer should have e record of onboarding successful startup/ideas with the incubators.
- 21) The consultant/ tenderer should be able to provide all required assistance preferably "Pre-Incubation" to the startups.
- 22) The consultant/ tenderer should be able to develop a robust revenue model for the Incubation Centre apart from rent and long-term equity.
- 23) The consultant/ tenderer should have tie-ups with Seed Investors along with letter of promise from the investors to invest in viable start-ups recommended by the company"
- 24) Firm should not have been black listed/debarred by any Government organisation/ PSU. An undertaking to this effect must be attached with the technical bid.

General Terms and conditions:

Maharaja Chhatrasal Bundelkhand University desires to engage consultants/Consultancy firms for **Establishing, Developing and Operating a sustainable Incubation Centre** at the university campus. The University was established on 09/07/2014 by the Act of the **State Legislature of Madhya Pradesh**. The main aim of the **Establishing, Developing and Operating a sustainable Incubation Centre** at the University is inculcate a culture of StartUps, Ideas and Design Thinking within the campus and in its affiliated colleges.

1. The Incubation Centre will be accessible for all the students, faculties, immediate alumni and registered incubatees who have developed any concept, idea, research or innovation and looking to translate the same into an enterprise.
2. Innovative ideas, concepts, researches and structures are unified with Co-creation, studies and experimentations and provided with appropriate technological support for real life use case.
3. Incubation Centre will also help in developing viability study and performance matrix for domestic and global users.

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4. Product lifecycle is ascertained at the beginning from design stage up to transformation.
5. Legal and documentation assistance will also be the part of the incubation Centre, in the nut shell Incubation Centre will be a User-Oriented ecosystem open for all sorts of innovations and will be operating to facilitate the students, professors and alumni of the University.

For **Establishing, Developing and Operating a sustainable Incubation Centre** at the university, following criteria and conditions will be agreed and fulfil by the consultancy firm:

1. DELIVERABLES

Since the nature of work is continuous hence Client and Consultant will be in constant connect through:

- a) Regular written communication (E-mail, whatsapp and messages), Phone calls
- b) Consultant will provide resources to execute agreed services both at its office and Client site (visiting once a month).
- c) Consultant will take care of various Government and Legal compliances requirement of the **Incubation Cell** as per dates and deadlines.
- d) Consultant shall submit a Monthly Progress in the format reasonably acceptable to Client. Subject to the terms set forth herein, including section 3 below, the manner and method of producing the Work is monitored by the Client and the Consultant shall carry on such Work as long as they comply with Client requirements, which shall be described in Annexure A or may be communicated in writing to Consultant (e-mail is acceptable). Consultant is obliged to only deliver the Work and the Client is not entitled to demand Consultant's engagement in another project unless or until Client and Consultant enter into a separate agreement to cover such project on mutually agreed-upon terms.

2. OBLIGATIONS AND WARRANTIES OF CONSULTANT

The Consultant acknowledges and agrees that if they fail to adequately complete the Work by the agreed due date, the Client has the sole right to cancel this Agreement; If the Consultant fails to meet the Work deadline, they must contact the Client to request deadline extension at least 24 hours prior to the due date. Extension may be granted at the Client's sole discretion.

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3. CONSULTANCY FEES

- a) The Consultant shall be paid Consultancy Fees for the Services (including GST). This Amount is payable in **two equal instalments per year.**
- b) **No other fee** or expenses shall be paid to the Consultant, unless the Client has approved such fee or expenses in writing.

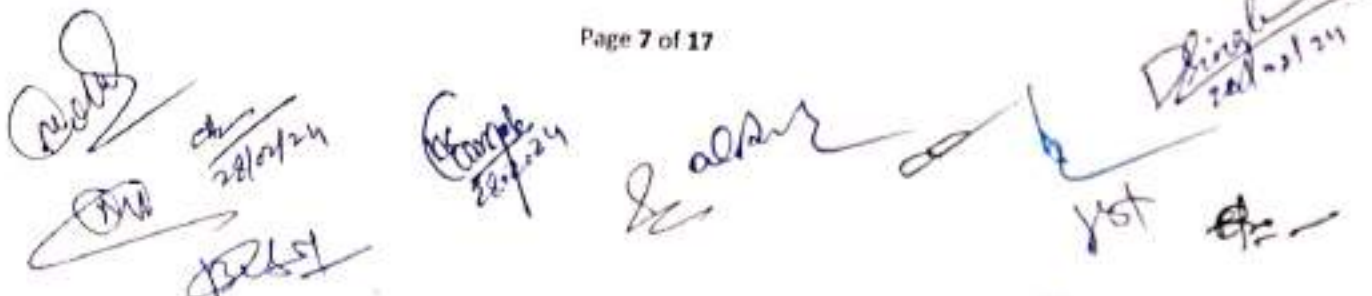
This fee also includes:

- Use of Mobile Application for the students and educators of the University and its affiliated colleges.
- For Sourcing of Ideas/ventures
- For distribution and weighing of Ideas/ventures
- Compensation paid to the resources by the consultant.
- Travelling expenditures from base office to the client site.
- Connecting with Investors, Mentors and Industry experts.
- Viability study
- Developing Pitch Deck
- Valuation study (start-ups)
- Shareholding distribution study

4. OWNERSHIP AND ASSIGNMENT

a) Ownership:

- i. The Parties agree that the Client shall have complete and sole ownership over the data (Ideas/Ventures) collected from the students of the University and its affiliated colleges.
- ii. The Parties agree that the Client shall have complete and sole ownership over the various assessment reports submitted by the educators of the University and its affiliated colleges.
- iii. The Parties agree that the Client shall have complete and sole ownership over the Business Plans, Financial Analyses, and other reports generated by the consultant.
- iv. All materials, including without limitation any ideas, concepts or notes including all alterations thereof, which are developed in the process of performing the Services, or relate to the Services and Confidential Information (defined below) or any of the above are the property of Client, and shall be returned by Consultant to the Client promptly at the Client's request together with any copies thereof.

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b) Assignment:

- i. The Consultant hereby assigns and agrees to assign to the Client, without royalty or any other consideration except as expressly set forth herein, all worldwide right, title and interest that the Consultant may have or acquire in and to the Client, its successors, assignees, or nominees, the Receiving Party's right, title and interest, if any, in any patents, trade secrets, trademarks, copyrights, or other intellectual property rights or proprietary information embodied in or relating to Consultant's work under this Agreement.
- ii. At the Client's request, the Consultant hereby agrees to cooperate with the Client and do all such actions and execute any documents necessary to give effect to the provisions of this section.

5. RELATIONSHIP OF THE PARTIES

- a) The Consultant and Consultant Personnel, if any, shall, at all times, remain independent client and consultant and nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship.
- b) The Consultant may act as an agent for, or on behalf of, the Client, or to represent the Client.
- c) Neither the Consultant, nor any of the Consultant Personnel, shall be entitled to any benefits accorded to any employees of the Client or other benefits generally granted to employees including but not limited to insurance, vacation, retirement benefits and sick pay.

6. CONFIDENTIALITY

a) Confidential Information:

- i. The Client owns and may develop, compile and own certain proprietary techniques, trade secrets, and confidential information, which are very valuable to the Client (collectively, "**Confidential Information**"). The Client may disclose Client Information to Consultant during the Consultant's performance of the Services.
- ii. Confidential Information includes, but is not limited to, details of customers and business contacts, developments, designs, inventions, software, techniques, know-how, data, marketing, sales or other business information, scripts, costs and resources, tools used; and all derivatives or improvements to any of the above.

b) Non-disclosure and Protection:

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C. [Signature] 28/01/24
D. [Signature] 28/01/24
E. [Signature] 28/01/24

The Consultant agrees that at all times during or subsequent to the performance of the Services, the Consultant will keep confidential and not disclose or cause to be disclosed, publish, disseminate or otherwise make available or use Confidential Information, except for the Consultant's own use to the extent necessary to perform the Services. The Consultant shall not remove or cause to be removed tangible embodiments of, Confidential Information from the Client, without prior written approval of the Client.

7. TERM AND TERMINATION

- a) **Term:** This Agreement shall take effect immediately from the Effective Date and continue to remain in full force and effect for a period of 3 (three) years and the Parties have the option of renewing the same (hereinafter, the "**Term**"), unless terminated earlier in accordance with this Agreement.
- b) **Termination:** Either Party may terminate this Agreement for cause by providing the other Party written notice if the other Party: (i) is in material breach of this Agreement and has failed to cure such breach within fifteen (15) days after its receipt of written notice of such breach provided by the non-breaching Party; (ii) engages in any unlawful business practice related to that Party's performance under the Agreement; or (iii) files a petition for bankruptcy, becomes insolvent, acknowledges its insolvency in any manner, makes an assignment for the benefit of its creditors, or has a receiver, trustee or similar party appointed for its property. The Parties shall give a notice of 1 (one) month prior to termination.

8. INDEMNIFICATION

Client agrees to hold Consultant harmless for any such damages that may arise from Consultant's work product. In no event shall Consultant be liable for any direct, indirect, punitive, incidental, special consequential damages whatsoever arising out of or connected with the use or misuse of her work product. Consultant assumes no responsibility for any special, incidental, indirect, or consequential damages of any kind, or any damages whatsoever (including without limitation, those resulting from her work product or from: (a) user or Client reliance on the materials or documents produced (b) costs of replacement writings, training, or documents (c) loss of use, data, or profits (d) delays or business interruptions, (e) and any theory of liability, arising out of or in connection with the use or performance of Consultant's work whether or not Consultant has been advised of the possibility of such damages.

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shall each appoint an arbitrator who shall then appoint a sole arbitrator to preside over the Arbitration proceedings. ii) This Agreement shall be governed by and construed in accordance with the laws of India.

- f) **Time:** The Contactor agrees that time is of the essence in this Agreement.
- g) **Notice:** Any notice, demand, or request with respect to this Agreement shall be in writing and shall be effective only if it is delivered by personal service, by air courier or emailed to the address set forth above. Such communications shall be effective when the addressee receives them.
- h) **Headings:** The numbering and captions of the various sections are solely for convenience and reference only and shall not affect the scope, meaning, intent or interpretation of the provisions of this Agreement, nor shall such headings otherwise be given any legal effect.

Since all the work or the services are continuous in nature but a minimum time Schedule for Completion of Work from the date of mandate defines the progress path:

S.No.	Task to be completed	Deadline (Date)
1	Sourcing	60 Days from the date of mandate
2	Distribution	90 Days from the date of mandate
3	Viability	105 Days from the date of mandate
4	Business Plan/Financial Modeling/PLC	130 Days from the date of mandate
5	Co-creators	130 Days from the date of mandate
6	Legal Formalities	150 Days from the date of mandate
7	Industry expertise	160 Days from the date of mandate and will be a regular feature
8	Pitch Deck	160 Days from the date of mandate and will be a regular feature
9	Seed/Angle investors	190 Days from the date of mandate and will be a regular feature
10	Marketing	190 Days from the date of mandate and will be a regular feature
11	Promotion	160 Days from the date of mandate and will be a regular feature

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Format for "Establishing, Developing and Operating a sustainable Incubation Centre"
 Consultants/Consultancy firms desiring to submit consultancy proposals for premises
 certification of the Maharaja Chhatrasal Bundelkhand University, Chhatarpur.

Technical Bid (Part-A)
PROFILE OF THE TENDERER

1.	Name of the organization, registered postal address with pin code, Mobile/ Telephone no., e-mail I.D., Website.	
2.	Name and designation of Contact/ Nodal person for this tender with e-mail/ Mobile No.	
3.	Number of years of experience in Establishing, Developing and Operating a sustainable Incubation Centre	
4.	Total number of assisted organizations who have taken the consultancy of Establishing, Developing and Operating a sustainable Incubation Centre	

Technical Bid (Part-B)
DOCUMENT ENCLOSURE DETAILS

S. No.	Items	Details
1.	Tender participation Fee: Amount, Bank Draft No., Date, Bank name and branch. Or Can be downloaded free of cost from MP Tenders	(Write down the name of the Tenderer at the back of the demand draft)
2.	An affidavit duly certified by a Notary that the Consultant/ Service provider/ Firm/ Company is/ are not involved in any police case/Vigilance enquiry or ever been punished by any Hon'ble court.	(Write down the enclosures serial number)
3.	An affidavit duly certified by a Notary that the Partners of the Consultant/ Service provider/ Firm/ Company or Sole proprietor or Consultant/ Service provider/ Firm/ Company has never been black listed or changed the name	(Write down the enclosures serial number)
5.	Registration number, date of registration and validity (attach document)	(Write down the enclosures serial number)
6.	GSTIN number of organization	(Write down the enclosures serial number)
7.	Details of experience in Establishing, Developing and Operating a sustainable Incubation Centre	(Write down the enclosures serial number)
8.	Details of experience from each client i.e. University/ HEI of reputed where services was/ is provided	(Write down the enclosures serial number)

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Certified that all above information's are correct to the best of my/ our information, knowledge and belief. All the attached relevant documents are dully signed, sealed and serially numbered,

Authorized signatory of the Organization
with seal

Name:

Designation:

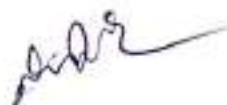
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Place:

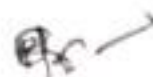


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Description of Experience of the Bidder*

S. No.	Name of the Client	Name of the project	Date of Commencement and Completion of the work	Feedback from the client
1				
2				
3				
4				
5				

*Acknowledgement and recommendation letters from Universities/HEI has to be enclosed.

Certified that all above information's are correct to the best of my/ our information, knowledge and belief. All the attached relevant documents are dully signed, sealed and serially numbered.

**Authorized signatory of the Organization
with seal**

Name:
Designation:
Date:
Place:

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Financial Bid

1. Name of the bidder:

Address :

Phone No :

2. Rate shall include all taxes & charges for Establishing, Developing and Operating a sustainable Incubation Centre.

3. Payment plan:

a) Total payment will be done according to bids terms and conditions

Sl. No.	Year	Item or Activity	Total Consolidated Amount (in Rupees) for Establishing, Developing and Operating a sustainable Incubation Centre
1.	<u>First Year</u>		
2	<u>Second Year</u>		
3	<u>Third Year</u>		

The financial evaluation of the consultancy proposals shall be based on all the above-mentioned parameters and the University reserves the right to reject any proposal.

Authorized signatory of the Organization with seal

Name:

Designation:

Date:

Place:



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Bid Technical Evaluation Method:

S.No.	Parameters	Score
1	Experience of establishing/running Incubation centers in Central/State government/ Government Universities/ Institutions.	1 Project= 5 marks 2 Projects= 10 marks 3 Projects= 10 marks More than Projects= 20 marks
2	Bidder should have minimum 15 employees on their payroll	15 Employees= 5 marks 15-20 Employees=10 marks More than 20 employees= 20 marks
3	Approach and Methodology for Execution of the assignment	30 marks
4	Key resource Project Manager, MBA with 10 years of experience from relevant sector	Experience 10 years= 5 marks More than 10 years= 10 marks
5	PRESENTATION: <ul style="list-style-type: none"> Understanding of the Project Requirements Approach & Methodology including but not limited to the following: <ul style="list-style-type: none"> Proposed vision and strategy for the incubator. 	20 marks
TOTAL		100

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28/02/24

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Undertaking/ Declaration

Certified that the provisions and all the terms and conditions of the tender have been fully understood and I/We will take the responsibility for successfully **Establishing, Developing and Operating a sustainable Incubation Centre** at Maharaja Chhatrasal Bundelkhand University, Chhatarpur, Madhya Pradesh within the time frame. Certified that the information provided for the tender is true to the best of our knowledge and all enclosed documents are valid. We understand that any discrepancy in any of the documents shall lead to cancellation of the tender application.

**Authorized signatory of the Organization
with seal**

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Designation:

Date:

Place:

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