

Facilities Agreement

(IIITB-IC-FA-FY2018)

Whereas _____ (herein after referred to as “The **Venture**”), had made a proposal to IIIT-Bangalore Innovation Centre (herein after referred to as “**IIIT-B IC**” - a sec 25 Company incorporated in year 2009 under Indian Companies Act 1956) for _____ (collaboration with / incubation at) IIIT-B IC and

Whereas the **IIIT- B IC** has accepted that proposal and

Both the **Venture** and **IIIT-B IC** has entered in to a MOU dated _____ for the aforesaid purpose.

Whereas as part of the collaboration / incubation, **IIIT-B IC** has agreed to provide facilities like workspace, access to library, meeting rooms and internet connectivity. The bandwidth of the internet connectivity will be at the same level as provided to the students of the institute. Higher bandwidth, if required, will have to be separately obtained by the **Venture**.

Whereas the **Venture** has agreed to defray costs involved in providing these facilities, now therefore the **Venture** and **IIITB IC** agree that:

1

FEES FOR SPACE AND other facilities:

The usage charge is fixed as follows (*all amounts excluding taxes):

Category	Dimension	Usage	Usage Charges
Type-A Studio Space	(approx. 350 sq. ft.)	for Innovation Showcase / Customer Demo	Rs. 27,000 pm + GST
Type-B Studio Space	(approx. 220 sq. ft.)	for accommodating up to 6 permanent staff and 2 temporary staff	Rs. 18,000 pm + GST

Type-C Studio Space	(approx. 100 sq. ft.)	for accommodating up to 3 permanent staff and 1 temporary staff	Rs. 9000 pm + GST
Type-D Studio Space	Seat / Desk in Academic block	for accommodating 1 employee / intern	Rs. 5000 pm + GST
Type-E Intern Space***	Seat / Desk in Co-working space	for accommodating 1 intern	Rs. 500 pm + GST

***Note: Number of Interns in the Venture cannot be more than Number of Permanent Staff in the Venture. Ex: For a Venture availing ONE Type-B / Type-C Studio Space, the number of Interns availing Type-E Intern Space cannot be more than SIX / THREE.

In case the premise is going to be used for more than 72 hours a week, it shall be done with prior intimation and approval from IIT-B IC and fee payable, at the discretion of IIT-B IC, may be increased.

The **Venture** agrees to avail the office space, as detailed in Annexure: A.

PAYMENT TERMS:

The Venture will have to inform IIT-B IC of any change in its usage requirements at least ONE month in advance. Additionally, all charges will be for a minimum duration of half-month (and not lower than half-month).

Payment can be made either through cheque (issued in the name of "IIT-B Innovation Centre") or through online transfer (details below):

1	Name of Beneficiary	IITB Innovation Centre
2	Address of Beneficiary	26/C, Electronics City, Hosur Road, Bangalore - 560 100
3	Name of Beneficiary's Bank	CANARA BANK
4	Address Of Beneficiary Bank	Electronics City Branch, Hosur Road, Bangalore 560100
5	Beneficiary Bank's IFSC Code	CNRB0003006
6	Account No. of Beneficiary	3006201000063
7	Beneficiary Bank's NEFT Code	CNRB0003006
8	PAN Number	AACCI1575M
9	TAN Number	BLRI04100F

ELECTRICITY, WATER AND MAINTENANCE CHARGES

IIIT-B IC shall be responsible for payment of maintenance, electricity and water charges in respect of the Scheduled Premises from the date of occupation of the Premises till the Agreement is in force.

TERMINATION OF FACILITIES

The facilities shall be terminable under all or any of the following circumstances, namely.

- i. When the term of collaboration ends (as per the signed MOU)
- ii. In the event of non-payment of usage charges by the **Venture** for a period of two consecutive months, without a prior approval of IIIT-Bangalore
- iii. In the event of breach of any of the terms conditions and covenants hereof by either party.

NOTICE PERIOD

IIIT-B iC and the **Venture** hereby agree to give **one month's notice** to other party, to terminate this agreement.

GOVERNING RULES OF IIIT-B

The **Venture** agrees that during the period of incubation at centre, that the **Venture** and its staff will be bound by the normal rules of operational conduct and behaviour that apply to faculty and students of IIIT- B. Every effort shall be made to promote the academic environment in which the incubation take place and due respect and recognition shall be given to established processes and precedents that the institute operates with.

Signed and agreed as aforesaid on this _____

Name:

Designation:

Co. Name:

Name:

Designation: CAO / CEO

IIIT-B / IIIT-B Innovation Centre

Annexure: A

1. Name of the Venture:
2. Number of Employees:
3. Number of Interns:
4. Office Space Requirements (please indicate # of rooms / seats required):
 - Type-A:
 - Type-B:
 - Type-C:
 - Type-D:
 - Type-E:

Office Notes:

1. Confirm that Name, Identity & Address proof, Emergency Contacts of all employees are available with the startup and can be made available to us upon request, at any time
2. Office Rooms / Seats Allotted:
 - Type-A:
 - Type-B:
 - Type-C:
 - Type-D:
 - Type-E:

ANNEXURE-B

1. Process: imacx@iiitb.ac.in

After the completion of MOU formalities with IIIT-B Innovation Centre, the organisation / startup need to fulfil the below requirements:

- Office operating hours are 8:00 am - 8:00 pm only.
- Submit 2 copies of Memorandum of Understanding (MoU) to Innovation Centre Office.
- Submit 1 copy of the documents as mentioned in the Annexure with MoU Document.
- Submit 1 copy of Facilities Agreement to Ms. Akshatha P B (Facility Team) —
- Submit 1 copy of Facilities Agreement to Mr. Manjunath (Finance Team)
- Submit 1 non dated cheque dully filled and signed to Mr. Manjunath (Finance Team)
- Submit the list of items you are bringing on campus at any time during your incubation period in Innovation Centre. Fill in Gate Pass format available with the Security Guard at Innovation Centre.
- In case of any changes in Office Space Type you need to inform Facility and Finance Team in 1 month advance.
- At the time of vacating the office space you need to inform Facility and Finance Team in 1 month advance.

2. Reception: frontdesk@iiitb.ac.in

- The Main Campus and Innovation Centre Reception is open 24 hours all 365 days.
- For any emergency you can report at the reception. Contact No. +91-80-4140-7777, 28527627-635

3. Office Space: facilitymanager@iiitb.ac.in

- The room keys are managed by security guards at the entrance of Innovation Centre.
- You need to inform them whenever you want to enter or leave your respective room/s. Please do not change the lock; the rooms must be reachable in case of emergency.
- In case of any changes in Office Space / Type you need to inform Facility Team in 1 month advance.
- Additional rooms will be allocated as per availability.
- The attached Restroom on E - WING side are **NOT** be used on Ground, First and Second Floor.
- At the time of vacating the office space you need to inform Facility Team in 1 month advance.

4. Drinking Water: facilitymanager@iiitb.ac.in

Aquaguards are fixed at appropriate places on each floor of the Innovation Centre. Do report if any issue, in the register kept at the Innovation Centre reception.

5. Electricity: facilitymanager@iiitb.ac.in

The campus has sufficient UPS to take care of servers, class room PCs, minimal lighting; on line generator for backup power will be available within a minute after main power fails.

6. Housekeeping / Cleaning: facilitymanager@iiitb.ac.in

Housekeeping Staff will do the cleaning of office space every morning from 8:00 am to 9:00 am. They will clean the restrooms on each floor on W-Wing side only. Do report if any issue, in the register kept at the Innovation Centre reception.

7. **Medical:** frontdesk@iiitb.ac.in / security@iiitb.ac.in / registrar@iiitb.ac.in
Contact Reception for any medical emergencies (+91-80-4140-7777, 28527627-635). First aid box is available at the reception; if you need to reach hospital Narayana Hrudayalaya operates 24 hours which is 6k.m.
8. **Library:** rama@iiitb.ac.in
The library operates 9 AM to 7 PM on six days of the week. On Saturdays it will be opened from 9.00 am to 1.00 pm. Please carry your ID cards if you would like to access books available. Books will be given on read and return basis within library; they will not issues to any individual. Strict silence should be observed in and near the reading room.
9. **E-mail/Internet/Software:** itsupport@iiitb.ac.in
The entire Innovation Centre is covered by wireless network providing 40 Mbps bandwidth. For instruction on how to connect and use internet contact Mr. Murugan/ Mr. Saravanan/ Mr. Dhanesh at Data Centre in the main building. Access to available versions of all the required software will be made available in the campus network. While each of the permanent staff of the Venture will be provided with WiFi Access on both his / her (ONE) laptop & (ONE) mobile, each of the Venture's interns will be allowed to access WiFi only thru his / her (ONE) laptop. **Do not run any pirated version of software on Institute's Network.**
10. **Accounts:** Mr. Manjunath (Finance Team) finance.facility@iiitb.ac.in
 - 1 copy of Facilities Agreement is collected on the first day of incubation.
 - Every month the invoice is raised till 15th day of the month.
 - For NEFT Transfer of monthly utility charges please mention your startup's name and invoice no.
 - Submit the TDS Certificates on time if you are deducting TDS from the utility charge.
 - Due notices will be sent from the Finance Officer.
 - In case of any changes in Office Space Type you need to inform Finance Team in 1 month advance.
 - At the time of vacating the office space you need to inform Finance Team in 1 month advance.
11. **Food Court:**
 - Breakfast, lunch and dinner are served in the food court.
 - The cost for Breakfast is Rs. 30/- and Lunch is Rs. 60/- on cash payment.
 - Tea / snacks are available at the cafeteria (in the food court from 8 am to 8 pm) on cash payment.
12. **Garden / Pond:**
The garden is maintained by an agency considered the best in the country. Please help us to maintain it by not walking on the lawns, plucking the flowers or thinning objects on the greenery. Do give suggestions for improvements at the suggestion book at the main campus reception.
13. **Smoking and Alcohol:**
The entire campus is smoke / Tobacco free and alcohol free. Please bring any violation to the notice of the Facility Team.

INSTITUTE REGULATIONS

1. There should be complete silence on corridors to maintain a professional atmosphere. Startup employees must not loiter in the corridors during working hours.
2. Startup Employees are not permitted to smoke or use Tobacco/ alcohol on the Institute campus. They are liable to disciplinary action if found violating the norms on the campus.
3. Disciplinary action will be taken against any startup employee found in possession of, or under the influence of drugs or alcohol.
4. Un-becoming language or conduct, obscenity in word or deed render a startup employee liable to disciplinary action.
5. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging Institute or Innovation Centre property etc. are offences.
6. The offices should be kept neat and tidy.
7. Startup employees must observe punctuality of Office Operating hours i.e. 8:00 am to 8:00 pm. Only in special case and at the discretion of the Registrar/ CAO an employee may be permitted to continue to work after 8:00 pm. However, if a startup is regularly late they may not be permitted to stay.

CONTACT INFORMATION

S.	Purpose	Contact Person	Email ID
	Innovation Centre	Prof. Ramesh Sundararaman, CEO Ms. Vijayeta Sharma, Sr. Operations Officer	imacx@iiitb.ac.in
	Outreach/ Placement/ PR	Mr. D V Jagadish, CEO Ms. Roshni D'Souza, Sr. Outreach Officer - Placement, Outreach & PR	imacx@iiitb.ac.in
	For Startups' Product Demo/ Deployment on Campus	Mr. SR Sridhar Commodore (Retd), Registrar Prof. Chandrashekar Ramanathan, Dean Academics Prof. Srinath Srinivasa	registrar@iiitb.ac.in dean-academics@iiitb.ac.in
	Facility/ Housekeeping	Mr. J P Patil, CAO Ms. Akshatha P B, Asst. Manager(Campus Facilities) Mr. Vikas, In-charge (Housekeeping)	facilitymanager@iiitb.ac.in
	Financial matters	Mr. Manjunath, Finance Officer	finance.facility@iiitb.ac.in

IT Team	Mr. Durai Murugan, IT Manager Mr. Dhanesh, IT Officer	itsupport@iiitb.ac.in
Library	Prof. V Sridhar, Chair - Library Committee Ms. Ramadevi, Librarian	
Reception Main Campus	Ms. Mythri, Receptionist	frontdesk@iiitb.ac.in
Security	Mr. D Barik Mr. D Marak, Security Supervisor	security@iiitb.ac.in

I-MACX Studios