

Kolkata Biotech Park

2022

Operational Guidelines and Manual



**West Bengal Society for Biotechnology
Department of Science & Technology and Biotechnology
Government of West Bengal**

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ABBREVIATION

GoWB	Government of West Bengal
DSTBT	Department of Science & Technology and Biotechnology
WBSB	West Bengal Society for Biotechnology
WBCST	West Bengal State Council of Science & Technology
KBP	Kolkata Biotech Park
CEO	Chief Executive Officer
EMD	Earnest Money Deposit
SD	Security Deposit
IPR	Intellectual Property Rights
LoA	Letter of Acceptance
CIF	Central Instrumentation Facility
SOP	Standard Operation Procedure
DSIR	Department of Scientific and Industrial Research
PAN	Permanent Account Number
TAN	Tax Deduction Account Number
GST	Goods and Services Tax
DG	Distributed Generation
CCTV	Closed-circuit television
AC	Air Conditioner

EXECUTIVE SUMMARY

West Bengal Society for Biotechnology, under the aegis of Department of Science & Technology and Biotechnology, Govt. of West Bengal has set up Kolkata Biotech Park for Biotech start-ups and industries in West Bengal to realize the vision of the State Government to develop an ecosystem of Biotech Entrepreneurship across the State and generate employment.

The purpose of this manual is to describe the Kolkata Biotech Park facilities, rates, application procedures, agreements and starting operation in KBP, rent and service charge, exit formalities, role of the CEO etc.

Objectives of the Manual:

- Briefing the overall facilities in KBP
- Documenting the application process in KBP
- Roles and responsibilities of management team of WBSB for billing, collection from KBP incubatees
- General terms and conditions of space booking
- Brief about maintenance of KBP
- Roles and responsibilities of the CEO of KBP
- Responsibilities of KBP incubatees
- Overall activities of Entrepreneur Service Cell

Major amenities in the KBP:

- 24 x 7 lab operations
- 24 x 7 gated security and CCTV surveillance
- 24 x 7 access to the incubation facility
- 100% power backup (DG support is present)
- Drinking water supply
- Modern firefighting system
- Cafeteria

BASIC INCUBATION FACILITIES AT KOLKATA BIOTECH PARK

Following facilities are available in the KBP:

1. Incubation space available:
Number of Built in Laboratory Spaces: 250 sqft. – 11 nos.
500 sqft. – 6 nos.
1000 sqft. – 2 nos.
Number of Workbench Incubation Spaces: 30 nos.
2. Open floor (for self-set-up): 2 floors
3. Central Instrumentation cum Analytical Testing Facility
(List of Instruments given at Annexure-I)
4. Business Support Cells
- Consultancy cum IPR Facilitation Cell
5. Conference Hall

The brief about these facilities is given below:

Built in Laboratory Spaces: This facility refers to the individual laboratory modules furnished with provision for AC along with water and power connection and drainage systems as per the requirement of the tenants. There will primarily be the basic structures with tile flooring, wall putty and without modular furniture, false ceiling, wiring, light fitting, painting etc. which will be made to the specialized laboratories as per the requirements and plan/drawings of the incubatees. Laboratory spaces will be offered to the incubatees on monthly rent, as specified later.

Workbench Incubation Spaces: These are the co-working spaces for nurturing the maker-entrepreneurship ideas towards responsible innovation/startups. Approximately 100 sqft. space with workbench would be offered to budding entrepreneurs by paying hourly membership fee. The space will be allotted on first come-first serve basis.

The rate for Workbench Incubation Space is charged per seat basis including AC modular facility, seating arrangement and electricity charges. Service charges have to be paid extra. A prospective entrepreneur should book Workbench Space (by providing necessary document), as per the payment terms as mentioned in the General Terms and Conditions. For renewal of booking, prior intimation is to be given for further necessary action. For additional hour(s) of booking beyond 12 hours, the same has to be notified to the authority for extension of hour(s). The payment for the same has to be made accordingly.

Open floor (for self-set-up): These are the bare unfurnished floors only with tile flooring, wall putty and and without modular furniture, false ceiling, wiring, light fitting, painting, water and electrical connections etc. The facilities need to be set up and furnished by the incubatees themselves, upon prior approvals on the plan and drawings by the KBP authority. Otherwise, KBP authority may also arrange to get the module ready for the incubatee by Govt. approved construction agencies on payment by the incubatees. However, partitions

will be earmarked on the open floors by the KBP authority, if more than one incubatee be allotted to that floor. This is to be noted that during departure the bare module will have to be returned to the authority only removing the movable items from the allotted space. The incubatees have to compensate for any damage made to that allotted module before departure.

Central Instrumentation cum Analytical Testing Facility: An equipped central instrumentation facility is there at the KBP to provide reliable, dependable services for the clients of the biotech park as well as to cater demand of the analytical testing services of the State. The equipment of this facility will be used to provide services to the tenants for carrying out their R&D activities. Equipment specialist would provide the necessary services to the tenants on the basis of prior booking (on first come - first serve basis) and payment (Hourly usage rates are provided later). Instruments will also be available to the scientists and researchers from the colleges and universities as per availability.

Presently the following equipment are available in the Central Instrumentation Facility:

1. DNA Sequencer & Analyzer (3500 Genetic Analyser) - Applied Bio systems, Model: 622-0010
2. Real Time Polymerase Chain Reaction Machine - Applied Bio systems, Model: Step 1+ Real time PCR system
3. Solid 4 Analyser - Applied Bio-systems
4. Gradient Thermal Cycler (PCR) - Bio-Rad, Model: C 1000
5. ELISA Plate Reader (i MARK micro plate reader) - Bio-Rad
6. Gel Documentation System - Bio-Rad
7. Fast Protein Liquid Chromatographic Purification (FPLC) System Akta purifier - G E BOX 900
8. UV-VIS Spectrophotometer – Shimadzu, Model: UV-2450
9. Trinocular Inverted Microscope – Nikon, Model: ELWD0.3/OD 75
10. Tabletop Refrigerated Centrifuge - Thermo scientific
11. Floor Model Refrigerated Centrifuge - Beckman coulter
12. Carbon-dioxide Incubator - New Brunswick
13. Vertical -85°C Deep Freezer - New Brunswick
14. Centrifuge – Eppendorf, Model: 5810 R
15. Oligonucleotide Synthesizer Polyplex - Dig lab, Model: PPX019
16. BOD Incubator - IKON Instruments
17. Freezer (-20°C vertical) – Vestfrost
18. Freezer (4°C vertical)
19. Horizontal freezer (2 Nos.)
20. Freezer (vertical)
21. Waterbath

New instruments may also be procured based on the demands from the incubatees after getting approval of the authority.

Business Support Cells: To assist the incubatees, a Business Support Cell will be there in the Biotech Park to provide latest biotech information and guidance on regulatory requirements, statutory requirements, market potential, etc. to the clients. West Bengal State Council of Science & Technology under the DSTBT, GoWB already has a Patent Information Centre supported by the Department of Science and Technology, Government of India. This Cell would also do IP analysis, technology evaluation and valuation and facilitate technology transfer for clients.

Conference Hall: The conference Hall is suitable for events such as business conference calls and meetings, equipped with (i) Projector, (ii) WiFi/Internet facility, (iii) Comfortable chairs, (iv) Audio or video conferencing equipment (optional), (v) White Board, (vi) AC. Conference Hall will be available to the incubatees on prior booking and payments on first come -first serve basis.

PAYMENT TERMS

Rental rates: Rents of the incubation spaces are based on carpet area of the space occupied by the entrepreneurs exclusively for their own use.

Ernest Money Deposit (EMD): Advance rent of one month is to be deposited as the EMD during the space booking after the proposal is accepted and Provisional Allotment Letter is issued. EMD to be adjusted with 1st month's rent.

Security Deposit (SD): SD amount of one month's rent is to be deposited during the space booking after the proposal is accepted and Provisional Allotment Letter is issued. SD amount will be refunded back after surrendering the vacant modules. The SD amount will be adjusted with the outstanding rentals and other charges, if any, and the cost of damages done, if anything found, during the process of surrendering the space.

Electricity charges: Monthly Electricity/DG reimbursement bill will be raised against the electricity consumption by the individual incubatees, as indicated by their separate electric meters.

Property tax / any other taxes: Any taxes mandatorily to be paid to the Govt. authorities, in actual, either directly to the local authorities or in case, the same is paid by the KBP, necessary reimbursement has to be made by the occupant on demand. The common taxes will be proportionately claimed from the incubatees based on their carpet areas occupied.

Service charges: Service charges/ common area maintenance charges will have to be paid by the incubatees proportionately, based on the carpet area of the space occupied for the purpose of common area maintenance.

Water charges: The billing on water charges, as applicable, may also be paid by the incubatees.

Billing and Payment methods: All the bills/invoices will be produced to the incubatees in hard copies by the KBP authority. All the payments must be done within 7 days after the respective bills are placed by the KBP. Any delayed payment will attract a levy of penal interest @ 2% per month on monthly dues.

Calculation of Electricity charges:

- There will be separate metering arrangement for individual module. There will be dual metering system namely Normal AC supply & DG supply. Energy consumed in the common areas and common services will be paid by KBP.
- Now for calculating the electricity bill following procedures are adopted:

Total cost of electricity for an entrepreneur (A) = Fixed Demand Charge (B) + Energy Consumption Charge (C)

Now, Fixed Demand charge (B) is calculated based on the proportionate carpet area occupied by an incubatee.

Fixed Demand charge (B) = $\{384 \times (\text{Total Demand load} - \text{Common area demand load}) \times \text{Carpet Area of Particular Module}\} / \text{Total Carpet area of all modules}$.

Energy Consumption Charge (C) = $\{(\text{Total bill value} - \text{Fixed demand charges}) / \text{Total unit (as per bill)}\} \times \text{Actual unit consumed by the entrepreneurs}$.

- **DG Bill reimbursement method:** Every entrepreneur is charged based on the power consumed by them during DG running condition.
Total Oil consumption by DG set during the month is recorded and cost of the same is derived based on the actual Diesel rate. Now Total DG unit as per the actual meter reading in different panel is noted. Rate of DG per unit is derived based on the following.
Let, Total Consumption of Oil: X Litre; Rate: Rs. Y; Total Cost of Oil: Rs. XY
Let Total consumption by different entrepreneur (As per actual meter reading) = Z unit
Per Unit DG cost= Rs. XY/Z

ALLOTMENT OF BUILT-UP SPACE (Process Flow)

Filled in Application Form, complete in every respect (Signed & scanned), will have to be submitted through the portal www.vigyansathi.in only, in the prescribed format (given below). Incomplete Application will summarily be rejected. Applications received through email will not be considered. Hard Copies of the same application may also be submitted as and when required.

The allotment of Built-up space is made on fixed price and will be allotted on the merit, societal benefit and business prospect of the Application.

It is to be noted that, companies working in any fields of Biotechnology and Life Sciences will be eligible to apply for office space in the KBP. The limited space is to be provided to the Biotech start-ups and companies as per the stipulation. The space to be allotted to the selected occupant after screening of application along with supporting documents by the competent authority and subsequent approval of the competent authority.

The allotment will be given on monthly rental basis primarily for 3 years. In some special cases the rental agreement may be executed for more than 3 years and upto maximum 5 years. Further renewal of the allotments is considered at the discretion of the WBSB/KBP authority.

The allotment process is given below:

1. The availability of the space is displayed in the portal – www.vigyansathi.in and notification will also be available on the departmental website: dstbt.bangla.gov.in
2. Applicants need to register first in the 'www.vigyansathi.in' portal entering a few basic information' followed by a link for submission.
3. Filled in Application Form is to be submitted on the portal www.vigyansathi.in along with the necessary documents (all in a single PDF within 20 MB).
4. The application and the documents will be reviewed by the KBP, based on the merit, societal benefit and business prospect of the Application. The competent authority will approve the allotment proposal on recommendation of expert committee.
5. Depending on the availability of the incubation modules the applied space will be allotted.
6. After getting the approvals from the competent authority, a 'Provisional Allotment Letter' will be issued to the applicant.
7. Then the applicant needs to submit the EMD (one month's advance rent) and SD amount (one month's rent) along with the 'Letter of Acceptance' (LoA) and requisite papers for execution of Rental Agreement (specified below).
8. A 'Rent Agreement' will be executed between the applicant and the KBP, following which the 'Final allotment Letter' will be issued in favour of the incubatee for the respective module. The entire process after allotting 'Provisional Allotment Letter' to allotment of the 'Final allotment Letter' should be completed within 30 calendar days.

9. **EMD calculation method** – Carpet area X (Rental rate + Service Charges) (Excluding GST, if applicable). EMD is adjustable as per terms and conditions.
10. **SD calculation method** – Carpet area X Rental rate (Excluding Service Charge and GST, if applicable). SD is refundable as per Terms & Conditions.
11. The Applicant should be ready with the Engineering Drawings/Plan for the allotted modules, which is to be submitted on request at any time (only for the applicants availing Open Floors or only if the module require customization).

Execution of Rental/ Leave & License Agreement:

1. After the Provisional Allotment Letter is issued, Rental/Leave & License Agreement is to be executed between the WBSB/KBP and the incubatee.
2. For Agreement execution: (i) 2 nos. non-judicial stamp paper, (ii) 2 copies Photograph of the Proprietor/ Partner/ Head of the Institution and (iii) 30 nos. dummy paper (legal size) to be submitted to the KBP for agreement execution.
3. On receipt of the non-judicial stamp papers and legal dummy papers Rent/Leave & License Agreement is executed with the incubatee.
4. The agreement is accordingly drafted, printed in a pre-defined format duly vetted by the Legal Cell of KBP, and sent to the respective incubatees for their sign off process. After prospective incubatee signing is completed, the same is sent to the KBP management for final execution.
5. One copy of the agreement will be handed over to the occupant and another copy will be retained by KBP.

Handing Over of Allotted Space:

1. After the agreement is done, plan and engineering drawings of the lab/module need to be submitted by the incubatee within 10 days, in case, the open floor is allotted, and/or the module is to be customised by the KBP management/authority. Otherwise, the unfurnished modules/bare spaces will be handed over to the incubatees for getting the space ready as their own discretion, subject to prior approval of the plan and engineering drawings.
2. It will take time on actual to prepare the lab by the suitable agencies assigned by the KBP, if to be customised as per allottees' plan and drawings. Otherwise, the allottees will have a time span of 3 months to ready their lab, failing to which the application may be disapproved and the agreement may be cancelled.
3. After getting the lab ready, a Handover Statement will be signed by both the allottee and KBP Management.
4. The inventory of the equipment/furniture/electrical fixtures, if any as fitted and the room status etc. will be signed jointly and a copy will be handed over to the incubatee.
5. Initial electricity meter reading of dual meter of respective module will jointly be recorded and to be signed. The copy of the same will be handed over to allottee.
6. In case, the allottee will not take over of the possession within 30 days without any information/prayer, the EMD and SD will be liable to be forfeited. In case, the

allottee cannot take over the possession within specified time for any medical reason or any unforeseen reason, the special time may be allowed against their prayer and if found reasonable by the competent authority.

Fit out Time:

Rent free fit out time will be given for the following facilities:

- Ready modules and Unfurnished modules/bare spaces – 15 days from the date of possession.
- Co Working space – No fit-out time.

Cancellation of the application for the modules (for all type of facility including co-working and commercial):

The applicant may cancel their applied module at any time, before taking the possession, through proper official communication (through hard copy and/or e-mail). The EMD amount may be forfeited, in case of absence of any valid reason. However, SD amount will be refunded, following the Terms & Conditions given below.

Renewal of the Rental/ Leave & License Agreement:

1. If the incubation contract and agreement are to be extended, incubatees should initiate the process of renewal submitting a Renewal Request to the KBP authority well before and the entire process must be completed before the earlier contract/tenure ends.
2. Renewal Request should be supported by proper justification and achievements of the previous term.
3. For renewal, the same process (as mentioned above) will be followed for, (i) Approval of Renewal Request, (ii) Execution of Rental/ Leave & License Agreement and (iii) Payments of EMD, (iv) No SD is to be paid again; already paid SD will continue till the termination of the final contract/tenure/agreement.

Module Surrender Proposal:

1. The occupants may surrender their occupied modules with a prior intimation of 30 days (notice period).
2. A Surrender Proposal will have to be submitted by the incubatee to the KBP authority.
3. All the due payments, applicable as mentioned before, must be cleared till the said Notice Period along with the next and final month's payments in advance; otherwise, it will be adjusted with the SD.
4. Rent/Leave & License Agreement will be terminated after the 1-month Notice Period is over as soon as the Surrender Proposal is accepted by the authority within the notice period.
5. If the possession of the said module is not handed over to KBP by the incubatee on or before the specified notice period, the rental and other bill will be continued.
6. Signed inventory document, made during the handing over the module (for equipment/furniture/electrical fixtures, if any as fitted and the room status etc.), will

be checked jointly at the time of departure, for any damage occurred in the module or any missing items, noted earlier.

Eviction of the occupant: Eviction of the occupant by the KBP authority will be carried out in consultation with the competent Legal Authority, assigned by the WBSB authority, for violation of the any terms of agreement. KBP authority will take a decision in the matter with the concurrence of the Legal Authority, if necessary, under the approval of the competent authority.

Procedure for materials/goods to be taken out: Before taking back the materials/goods from the module, a written Application must be deposited to competent authority along with a list of items (only movable items and not damaging the module) to be taken out. After getting approval from the competent authority the materials/goods can be taken back from the module, only as per the checklist of items (submitted along with the Application), on any official working day and time only. No materials/ goods would be taken back on official and Govt. holiday.

RESPONSIBILITIES

Responsibilities of the Incubatees:

1. All entrepreneurs must abide by the rules and regulations and terms of the agreement and the Standard Operation Procedure (SOP).
2. The occupants must ensure that they are not doing any unauthorized activities inside the premises and modules of KBP, apart from the incubation activities proposed in the EoI.
3. Occupants will use the premises for their stated business purposes only; will not conduct any other business in or from their premises; will obey all laws, ordinances, and health regulations; and will do nothing that may injure the reputation or condition of the building or its owner.
4. Any occupant does not have permission to sublet their allotted space, common instruments in the KBP to any other agency for any purpose.
5. Any illegal activity found inside the KBP needs to be reported to the authority immediately.
6. Occupants will not do anything or keep anything in or about the premises that in any way will increase the risk of fire or that may conflict with fire or insurance regulations.
7. The hand-over of modules and exit formalities, as specified, must be followed by each occupant.
8. Occupants in the KBP must help in maintaining the professional environment in the KBP.
9. In case of any issue faced by occupant, it is primarily to be informed to the CEO of KBP.
10. Closing/suspension or resume of the business process, must be informed to the CEO of KBP, well-in-advance.
11. All occupants must maintain close relation/ liaising with the CEO of the KBP.
12. Occupants shall respect the rights of all other Occupants/occupants of the building/ complex to peace and quiet and will not disturb any of them unreasonably by shouting or other loud use of his or her voice, with noise, music, radios and televisions, odour, or in any other way.
13. All abusive, disorderly, violent, or harassing conduct by an occupant, including but not limited to abusive and/or foul language, sexually explicit comments toward Occupants, occupants, or management is prohibited and is grounds for immediate termination of tenancy. Likewise, vandalism of any kind by an occupant on or to in-charge's property is prohibited.
14. Occupants are responsible for the behavior of all their guests, visitors, and invitees.

15. Occupants shall be responsible for any undesired behaviour/ activities of all their guests, visitors and invitees within the KBP in any matter.
16. Except for controls in Occupants' premises, intended for Occupants' use, Occupants will not operate any other controls relating to the building's utility services without the expressed, written, prior approval of Landlord. This includes but is not limited to heating and air-conditioning, water and sewer, gas, electric (including lighting), elevators, laundry, or other equipment, and Occupants will not enter the boiler/furnace room.
17. Occupants will not obstruct entrances, public areas, hallways or other corridors, stairs, exits, elevators, lobbies, driveways, parking areas, walks, or fire escapes.
18. Occupants will not drill holes or fasten any article on any part of the premises, or damage or deface the same. Pictures may be hung, provided that only small size "a" type 'Bulldog' type hangers or push pins are used. Use of tape, glue, or adhesive of any kind is not permitted. Nothing, including clothes, towels, pictures, or any other item, shall be hung from ceilings, pipes, sprinklers, or any fixtures of the premises.
19. Occupants will keep/store any personal property only in their premises or in such space.
20. Smoking is not permitted at any time in the building, including entrances, driveways and other sections.
21. Maintenance requests shall be submitted in writing to the CEO of the KBP or through online Service Request in the KBP portal.

Roles and responsibilities of the CEO of the KBP:

CEO will be the in-charge of the KBP Bio-incubation Facility and will be responsible for space hand over, surrender formalities, overall monitoring, management and maintenance related issues. He will report to the KBP/WBSB authority according to the assigned work.

Following are the overall responsibilities of the CEO:

1. Monitor and supervise the day-to-day operations and maintenance of the KBP.
2. Informing prospective occupants about the availability of space in the KBP portal and the commercial Terms & Conditions.
3. Processing of applications for space, execution of the Rental/Leave & Licence Agreement following other formalities and paper works till handing over the space to the occupants is complete.
4. Processing of Surrender Proposals and take over the charges of surrendered modules, after checking for any pending payments and formalities. Tally the inventories which had prepared earlier with the present situation of the module. 'Module Taken Back' format should be signed with the respective both the parties in presence of a witness. Current reading of the module's electrical meter (Dual Meter) would be taken in presence of the incubatee and it must be written in the format. Method of meter reading (Dual Meter) and power reimbursement billing method must be discussed with the incubatee.

5. Interaction with the prospective occupants. Inspection of plots allotted to the occupiers; monitor and supervise the incubatees operating in the KBP and follow up for timely payments.
6. Issuance of any NOC and necessary permissions, upon approval of the WBSB/KBP authority.
7. Preparation of revenue budget for the KBP.
8. Facilitate in administrative and land related matters (Trade License, Mutation, lease deed/agreements) pertaining to the KBP.
9. Identify opportunities for additional revenue generation from land and space at the KBP.
10. Prepare a monthly status report on the incubation facility, including their performances, revenue earned, employments etc.
11. Detailed income-expenditure statement of the KBP.
12. Acquiring feedback from companies in the KBP.
13. Addressing any issues/grievances/service requests raised by the incubatees.
14. Optional investments and potential investment opportunities in the KBP.
15. Organising Awareness and Promotional events, including Skill Development and regular Training Programmes, related to Biotech Start-up and Entrepreneurship in West Bengal.

Conflict resolution (Levels of Grievance Redressal):

Level 1: CEO of the KBP

Level 2: Secretary of the WBSB (Joint Secretary, DSTBT, GoWB)

Level 3: Vice-President of the WBSB

Grievances may be informed in writing or through email primarily to the CEO, who will resolve the issues. If, the matter is not resolved at the CEO Level, Level 2 and Level 3 respectively, may be informed to resolve the issue.

GENERAL TERMS & CONDITIONS FOR THE INCUBATEES

1. Initially the WBSB will enter into a general agreement with the incubatee for a period of 3 years or 5 years (on request, in special cases). The general agreement may be extended up to 5 years after successful expiry of the initial period as stated, provided the WBSB is satisfied with the performance of the incubatees.
2. The incubatees will have to submit the copies of their (i) Trade Licence and/or Company Registration Certificate (if registered), (ii) Company PAN, (iii) PAN of the Proprietor/Partners/Director(s), (iv) Memorandum & Articles of Association (for company applicant)/Partnership deed (for partnership firm), (v) Active bank account details along with a cancel Cheque, to the WBSB. Any change or renewal made to such documents is to be informed to the WBSB immediately along with the latest copy of the same.
3. The rent payable by the incubatees will be decided by the West Bengal Society for Biotechnology (WBSB) as per Government norms, rates and policies. The rent may be increased from time to time as and when decided by the WBSB.
4. The incubatees will have to pay 1 month's rents in-advance as Earnest Money Deposit which will be adjusted with 1st month's rent.
5. The incubatees will have to pay 1 month's rents in-advance as Security Deposit which will be adjusted with the outstanding rental etc. amount, if any, while surrendering the space and the cost of damages done, if any found during the process of surrendering the space.
6. The incubatees will have to pay the electricity charges on monthly basis according to the electric bill provided by the WBSB.
7. (i) Service Charges, (ii) Property tax / any other mandatory Govt. tax, (iii) Water charges are to be paid on sharing basis with other incubatees as charged by the WBSB, based on the allotted carpet area ratio. This is in addition to the cleaning, sweeping and other housekeeping arrangements made by the allottee for his allotted area.
8. Laboratory usage charges will be calculated upon the booking schedule for specific instruments in the Central Instrumentation Facility (CIF). The rates will be fixed by the WBSB. The availability of the instruments in the CIF is subject to prior booking to the authority on 'first come - first serve' basis.
9. The rent and other charges should be paid by the incubatees within 10 days from the date of invoice is generated.
10. Any delayed payment in respect of rent and other charges will attract a levy of penal interest @ 2% per month on monthly dues.
11. The incubatees should have the clearances for Biosafety, Animal Ethics and Clinical Trials (if applicable) from competent authorities. The same are to be submitted to the WBSB before engaging in such research/manufacturing activities.
12. The incubatees must acknowledge the WBSB in any patent or publication, viz. Article, Paper, Book, Chapter etc. The same should be submitted to the WBSB for record.

13. The Income Tax and Bank documents of the Company may be furnished, if claimed by the WBSB for financial and audit purposes.
14. Water will be available only at the centrally located toilet blocks, drinking water basin associated with cooler and Built-in laboratories. Water connections are to be made by the incubatees taking the open floors, along with their infrastructure.
15. The incubatees will refrain from making any addition, alteration or modification by means of structural construction, cutting or grounding floors, slabs, walls and beams etc. within the demised module and also to the area appurtenant to the demised module. However, Interior Decoration and allied jobs related to the need of the incubatee may be carried out with prior written permission from the WBSB by submission of detailed drawings of the job to be executed.
16. The incubatees will not be allowed to do any work that may cause or generate biohazards outside and inside of the allotted bio-incubator premises in the name of the research activities.
17. The incubatees will have to keep the allotted module and surrounding area clean and free of waste, garbage etc. Disposal of lab wastes, other than conventional solid and liquid wastes, must be taken care of by the incubatees.
18. The incubatees will not be allowed the allotted module or any part thereof for any purpose other than the proposed (in the application) and approved life science R&D and manufacturing.
19. The incubatees will not be allowed to carry on in the allotted module any unlawful, illegal or immoral activities which may be considered offensive or a source of any annoyance, inconveniences or nuisance to the area surrounding the demised module.
20. Any legal proceedings shall be subject to local jurisdiction.
21. The incubatees will have to allow people or staff authorized by the WBSB for inspection or repairing purposes or to do any work in connection therewith, within the allotted module without any obstruction or hindrance by the employees of the incubatees.
22. The possession of the module will be handed over after the 'Rent/Leave & License Agreement' is done along with a 'Final Allotment Letter'.
23. Incubatees shall issue their own Identity Cards for every employee as well as for their guests to enter the KBP premises. Sample ID Cards must be submitted to the CEO and the Security-in-Charge of the KBP (1 copy to each).
24. Training based incubatees will have important role in generation of trained manpower and should take responsibilities for their placements. Other incubatees are also encouraged to conduct training programme for generation of trained manpower to serve the State.
25. Termination: Gross violations of any of the Terms & Conditions may lead to termination of the Agreement.

RENT AND FEE STRUCTURES

Allotment Rate for Kolkata Biotech Park					
Per Sq. ft monthly rate as per Carpet Area			Per seat rate for Workbench Space		
Bare Retail (Unfurnished)	Plug-and-play laboratory modules (Furnished)	Service Charge (common area maintenance)	Per seat monthly rate	Per seat per day (12 hours) rate	Per seat per additional hour rate
Rs. 40/-*	-	Rs. 10/-	-	-	-
* Rate may be subsidised as per norms formulated by the Govt.					
Allotment Rates of Conference Room at KBP					
8 hours rate	8 hours service charge	4 hours rate	4 hours service charge	Additional hour rate	Additional hour service charge
-	-	-	-	-	-
<ul style="list-style-type: none"> • Electricity and DG consumption reimbursement as per energy consumption • Property tax/ municipal tax extra as actual 					
Consultancy on IPR facilitation and Technology Management (Fees)					-
Central Instrumentation cum Analytical Testing Facility (instrument wise hourly charges)					To be decided for each instrument