Institute Technology Management –Agri Business Incubation (ITM- ABI) Unit

ITM -ABI

The Institute Technology Management Unit established at Indian Institute of Spices Research in the year 2008 for implementing IP rights and commercialization of the institute technologies was later upgraded to the Institute Technology Management- Agri Business Incubator in 2013 with the added objective of introducing and establishing entrepreneurship in agriculture sector. It envisages supporting entrepreneurs with interest in agriculture sector with special emphasis to spices sector, which holds good potential for enterprise creation.

ICAR-IISR

ICAR-Indian Institute of Spices Research, established in year 1975, is a premier institution set up exclusively for conducting research on spices. The Institute is located at Chelavoor, Kozhikode with its research farm located at Peruvannamuzhi and Cardamom Research Centre located at Appangala, Kodagu. The Institute functions as the headquarters of the AICRP on Spices. and Indian Society for spices. The Institute has excellent state of the art laboratory facilities, well equipped library, Bioinformatics centre (DISC), Research farm, Processing unit for spices etc.

Incubatee Guidelines

Applications for the membership of ITM-ABI unit will be evaluated by the Advisory Board/ITM-ABI committee and the most eligible applicant will be recommended for final approval by the Board/ITM-ABI committee.

REQUIREMENTS

- Completely filled application in prescribed format
- Agriculture based concept/idea
- Commercial feasibility of assignment/Business proposal
- Novelty of the business idea- Preferred
- An enterprise/industry association/R&D organization who desires to commercialize the technology in spices and allied area.
- Qualification and experience/background-preferably in agriculture and/or other food processing areas.
- Nationality- Indian/PIO
- Free from any illegal/objectionable background.

ADMISSION CRITERIA

- There should be maximum synergy between the expertise/facilities/services available at ICAR-IISR and the requirements of the entrepreneur/applicant.
- Commercial feasibility and sustainability of the business model.
- Relevance of qualifications and background (Technical as well as Business).
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EXIT POLICY

- Notwithstanding any issues pending between incubate and the ITM-ABI-IISR at the time of completion of the agreed tenure of incubation period (not exceeding 3 years), the incubatee would unconditionally agree to vacate the premises of the Business Incubator.
- In case of the non-compliance of the terms and conditions and activities non-conforming or in contravention to the submitted Business/Work plan or failure to collaborate with the institute or resorting to the activities other than the ones agreed upon, the incubate shall have to vacatethe premises at the service of a prior notice by the Board/ITM-ABI committee.
- In case the incubatee fails to pay the statutory levies on his products and fails to enforce the statutory norms including social and environmental, it shall cease to exist as an incubated member of the Business Incubator.
- In case the incubatee fails to pay the rental charges and the utility costs to the BI, a notice period of 15 days would be provided to clear the dues and after expiry of the notice period incubate shall have to vacate the premises of the ABI.
- Breach of any of the contractual obligations, terms and conditions of the service agreement by incubate shall disqualify him and he shall cease to exist as an incubated member and would vacate the premises within 30 days of the notice.

RULES AND GUIDELINES

1. Tenure of incubation shall be normally for 2 years and extendable by another 1 year in special cases depending upon the progress of the project. Under no circumstances, whatsoever, the tenure will be extended beyond 3 years. However, the incubate may re-apply for incubation which shall be taken as a fresh application.

2. Non-compliance:

a) In case of non-compliance of the terms or failure to make the payment of the charges, the agreement of incubation shall cease to exist and the incubation shall stand withdrawn.

b) The ITM-ABI-IISR address in IISR Campus cannot be used as the Registered Office of the incubatee company.

c) Incubatee shall not sub-let the premises to any other individual or legal person. Noncompliance of this rule will result in immediate termination of the agreement and vacation of the premises by the resident member. The party, to which the premise is sublet, shall not have any rights on the premises and shall have to vacate with the incubated member.

3. Progress of the project would be monitored and evaluated on the basis of the time line-based milestones to be achieved by incubatee. The review of progress would be done by the Board/ITM-ABI committee every year. The resident member shall have to demonstrate measurable progress of the project.

4. The resident member shall have to provide the list of its human resource employed in the project who would undertake R&D and other assignments. The ITM-ABI Unit takes up to impart scientific training to maximum of two human resources of incubate as part of the project. More human resource would be charged as per the fee structure annexed.

5. The members of Board/ITM-ABI committee shall be allowed access to visit and inspect the office space, any other facilities rented out to incubatee as and when required.

6. All the equipments and machineries of incubate shall have to be insured by incubatee himself through a reputed company and the details thereof shall have to be provided to the BI administration.

7. Normal health and safety standards are to be observed and maintained within the premises of the BI. No hazardous material can be brought inside the premises without prior approval of the authorities.

8. Liabilities: No legal, financial or criminal liability shall arise for commission of any act or omission thereof in respect of any accident or injury to any workman or any other person employed or invited by the tenant companies and BI stands indemnified against any claims, damages or proceedings of any manner.

9. The incubatee shall have to submit a copy of the agreements, deeds, undertaking or reports etc. entered into with regard to the project of incubation.

10. The incubatee shall be granted the office space only to carry out its commercial activities and it shall be liable to take up the facility of Research and development/laboratory either at the BI premises or at any of the divisions/units of IISR.

11. The mentorship/guidance of scientific, technical or commercial nature shall be chargeable if availed without laboratory or research facilities. No services shall be rendered without the applicable fees either pre-assigned or fixed on case-to-case basis. The Board/ ITM-ABI committee has the final authority to fix or re-assign the fee for various services available.

12. Notwithstanding any issue pending between the incubate and the BI, the incubate shall have to vacate the premises of the BI on service of the notice of vacation or completion of the agreed term of incubation which cannot exceed more than two years or for any other justifiable reason thereof.

13. The incubate shall have to follow all the rules and/or guidelines prescribed and/or modified from time to time by the Board/ITM-ABI committee of the BI. For any unprecedented issues,the available rules of IISR shall be applicable and the Board/ITM-ABI committee shall have full authority to form/amend all/any of the guidelines/rules related to the incubate project proposal.

14. Foreign Visitors: Incubate shall be required to inform and take permission from the BI about any visitors from abroad, foreign collaboration and/ or foreign partner/director and shall abide by the rules/procedures of IISR.

15. Change of information: An incubatee is required to keep the BI informed in advance and obtain the concurrence in writing for the following:

a) Change in name of the incubate company
b) Change in the business/incubation plans
c) Change in ownership
d) Change in Board of Directors
e) Any other change in legal status

16. Any further addition, Modification in the infrastructure, whether permanent or temporary shall have to be informed to the management of the BI and permission thereof in writing shall have to be obtained prior to it. After completion of the resident ship, the premises shall have to be returned in the original conditions including the repair and maintenance of it, unless agreed upon by the BI.

17. No material shall be allowed to be taken out of the premises of the ITM-ABI Unit without prior and written permission of the authorities.

18. Incubate shall have to sign the Material Transfer Agreement (MTA) and Confidentiality Agreement wherever applicable.

19. BI shall enter into a benefit sharing agreement with the incubate company modalities of which shall be agreed upon prior to entering the incubation agreement.

20. In case of any disagreement on rules and guidelines, the matter may be referred to the Board/ITM-ABI committee. Decision of the Board/ITM-ABI committee shall be final and abiding.

21. Facilities

a) Infrastructure Support

- 75sq ft office space on individual basis.
- Essential set of furniture with internet connections.
- Common facilities like telephone/Fax/printer (on payment basis), newspaper, access to cafeteria etc.
- Conference room on payment basis
- Secretarial support

b) Operational and commercial support

- Referral to funding agencies/VC
- Promotion through various available platforms (Website, exhibitions etc.).
- Guidance in business plan preparation
- Guidance in conducting market surveys and feasibility analysis
- Interaction with successful entrepreneurs

c) Scientific mentoring

- Advice from scientific experts of the domain
- Training and skill development
- Guidance for establishment of independent production unit

*Any other facility sought to be utilized shall be chargeable as per the fee structure annexed or decided on case to case basis

Office Space:

S. No.	Category Charges		Charges
1.	Individual (Cubicle)	Per month	Rs 1000 for six months (local calls may be made on payment) Rs 1300 for next 6 months -Rs 2800 for IInd year
2.	Photocopy (Black & White)	Per page	Rs. 1
3.	Fax	Per page	Rs. 2

Pilot Plant for micronutrients

** Rs. 5000 /-per metric ton

** All facilities within the pilot plant are available on non- exclusive basis.

1. Consumables are to be brought by incubatee.
2. Other laboratory/workshop facilities will be charged on case-to-case basis
3. All payments made under this MOU shall be exclusive of all taxes.
4. Monthly rentals can be paid in cash/DD in favour of ITM-ABI Unit, IISR, Calicut
5. Rental should be paid at the end of running month or latest by 5th of next month, after which interest of 2.5 % will be levied per day.
6. Operational or any other charges to be paid directly to ITM-ABI staff as per the norms.
7. Fine to be levied towards any damage caused by the incubatee to IISR properties.

For further Details:

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