

Draft
Expression of Interest (Eoi)

For

Empanelment of Expert individual (s) to provide counseling/ professional services to start-ups recognised under the Bihar Start-up Policy.

October 2022

Issued by:

Department of Industries, Government of Bihar,
2nd Floor, Vikas Bhawan, Bailey Road,
Jawaharlal Nehru Marg, Patna, Bihar 800015



Notice Inviting EoI
for

Empanelment of Expert individual (s) to provide counselling/ professional services to start-ups recognised under the Bihar Start-up Policy.

Department of Industries, Government of Bihar (herein referred to as "Authority") invites proposals from the expert individual (s) to support the Government of Bihar to provide 'Counselling/professional services to start-ups recognised under Bihar Start-up Policy.

The document can be downloaded from the website
<https://state.bihar.gov.in/industries>

Issued by:

Directorate of Technical Development
Department of Industries,
Government of Bihar,
2nd Floor, Vikas Bhawan,
Bailey Road, Jawaharlal Nehru Marg,
Patna, Bihar 800015

Disclaimer

Department of Industries, Government of Bihar does not make any representation of warranty as to the accuracy, reliability, or completeness of the information in this EoI document, nor will have the liability for any loss, expense or damage which may arise from with anything contained in this EoI document or in any way from the selection process for the work.

Department of Industries reserves the right to withhold or withdraw the process at any stage with or without intimation to all who submitted the Expression of Interest (EoI) Proposal Application.

Department of Industries reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel, or modify the process or to change/ modify/amend any or all provisions of this EoI Documents, at any time, without assigning any reason whatsoever.

Fact Sheet

Sr. No.	Particulars	Details
1	Expression of Interest	14 th October, 2022
2	1 st Expression of interest due date	01 st November, 2022 till 10:00 am (Eol is open ended after due date i.e applications may be considered as per Eol till Authority desired to do so)
3	Letter of Empanelment	To be intimated
4	Start Date	To be intimated to Selected Bidder
5	Website for Eol Documents	https://state.bihar.gov.in/industries
6	Contact Details	Directorate of Technical Development Department of Industries, Government of Bihar, 2nd Floor, Vikas Bhawan, Bailey Road, Jawaharlal Nehru Marg, Patna, Bihar 800015 Tel: 0612-2233067 Email ID – dir-td.ind-bih@nic.in

Note:

- Professional Service include CA, mentors, accountants, media, marketing, financial advisers, engineers and consultants, among others. Basically, they can be any organization or profession that offers customized, knowledge-based services to start-ups.
- Department reserves the right to change any schedule of the bidding process. The same will be updated on the website.
- Please visit, the Department website mentioned in the document regularly for the same.
- Proposals must be uploaded not later than time and date mentioned in the Fact Sheet.

Section 1: Objective of the Eol

The objective of the Eol is to identify and shortlist/ empanel reputed consultant (s) who may be asked to provide counselling support to start-ups recognized under Bihar start-up policy. These experts may also be asked for meeting their needs based on the requirement. The objective of this document is to provide indicative information about the scope and objective of this activity.

The detailed terms and conditions will be provided to only shortlisted professionals and individual consultants (herein referred as "applicants") as per the selection parameters provided in this EOI document.

Section 2: Critical Information

Applicants are advised to study this document carefully before submitting their proposals in response to the Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Section 3: Eligibility Criteria

Bihar Start-up Fund Trust (BSFT) through Department of Industries, Government of Bihar is setting up a co-working space. In this regard, expert individual (s) from various background are required to provide support to start-ups.

Professionals with relevant background from Academic Research /Not for Profit Organization/ Registered Society / IT consulting firms/ Free Lancers having expertise in the relevant field are eligible to apply provided they possess the minimum experience as specified below. However, the engagement will be with the expert in individual capacity and not with the organization.

Individual consultants/professionals should provide No Objection Certificate (NoC) from current employer / organization backing the individual. Following are the position, qualification and experience requirement from selected individual (s):

S No	Post	Qualification	Experience
1	Chartered Accountant	Chartered Accountant	<ul style="list-style-type: none">➤ At least 5 years of experience in various aspects of legal entity and its registration➤ Valuation of company/ start-up➤ Experience in Audit and Statutory compliances such as GST, IT Return etc

S No	Post	Qualification	Experience
			<ul style="list-style-type: none"> ➤ Understanding of Investment, equity, AIFs, Regulatory Bodies. ➤ Knowledge of Tally & relevant accounting software
2	Business Mentor	MBA or CA or BE or B Tech	<p>At least 5 years of experience in any of the below-mentioned:</p> <ul style="list-style-type: none"> ➤ Building a start-up or working in a start-up ➤ Investing in a start-up or helping start-ups raise investments ➤ Running an incubator or working in an incubation facility ➤ Running an accelerator or working in an accelerator ➤ Mentoring a start-up in the past or being on the board of advisors of a start-up ➤ Teaching management or a technical subject at a graduation or postgraduation academic institution ➤ Working with a State Government, Central Government, Foundation, NGO, Non-Profit Entity or any other organization to promote entrepreneurship and innovation ➤ Working in business vertical (such as marketing, HR, Operations, business development, website/app development)
3	Information Technology (IT)	BE/ BTech in CS/ IT or MCA	<ul style="list-style-type: none"> ➤ At least 5 years of experience in handling MIS, IT driven project, data analysis, reporting, dashboard management, portal/ website handling. ➤ Understanding of software, hardware and network requirements ➤ Knowledge of cloud repository applications like Github, Gitlab etc. ➤ App development ➤ Manage the maintenance, up-gradation and redesign of portal as per the need ➤ Supporting IT/Tech related queries of start-ups

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S No	Post	Qualification	Experience
4	Valuation Advisor	CA or MBA in Finance or Valuer registered with Insolvency and Bankruptcy Board of India (IBBI)	<ul style="list-style-type: none"> ➤ At least 5 years of experience in various aspects of legal entity and its registration ➤ Valuation of company/ start-up ➤ Understanding of Investment, equity, AIFs, Regulatory Bodies ➤ Knowledge of various methods of valuation such as Income approach, assets approach and market approach
5	Social media	Master's in Mass Communication/ advertising/ public relations/or any related field	<ul style="list-style-type: none"> ➤ At least 5 years of experience in managing social media plan and strategy ➤ Working experience with digital campaigns, good understanding of digital media platform, virtual events, Google Analytics and Google AdWords. ➤ Understanding of Digital Media ➤ Experience in content creation
6	Marketing	MBA in Marketing or equivalent	<ul style="list-style-type: none"> ➤ At least 5 years of experience of managing integrated marketing campaigns across offline and online tactics ➤ Conduct market research to find answers about consumer requirements, habits and trends ➤ Brainstorm and develop ideas for creative marketing campaigns ➤ Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV, etc.)
7	IP expert	LLB/ B.E/ B Tech/ MBA/ CA/ LLM	<ul style="list-style-type: none"> ➤ At least 5 years of experience in knowledge of Intellectual Property rights (IPR), patent, trademark, copyright law ➤ Maintenance of IP ➤ IP dispute resolution ➤ Technological and legal transfer

Section 4: Application Procedure

Interested individual (s) can upload their application along with their CV with a photograph (as per the specified format in Form 1) on the website <https://state.bihar.gov.in/industries>

Supporting Proofs & Documents: Self-attested copy of documents supporting educational qualification certificate, experience certificate, training certificate, address proof, NoC, license etc.

Incomplete application (s) or application (s) without the supporting documents will be rejected & no communication will be made/entertained in this regard.

Section 5: Type of Engagement

The final shortlisted candidates shall remain empaneled for a period of 3 years. The empaneled experts may be required to work depending on the requirements of the specific engagement. The engagement can be of half day/ daily/ work basis/ per start-up basis.

Section 6: Conditions of Engagement

The screening of the individual (s) application who will apply against this document shall be conducted on a periodic basis for empanelment.

The empaneled list of experts shall be permanent in nature which might be used from time to time as per the need.

At the time of assignment of a particular work, the professional will be provided with a work order specifying the duties required, the number of working days required, and the remuneration to be paid.

Section 7: Commercial terms and conditions

The remuneration will be paid to experts based on the nature of assignment, period of engagement, level of expertise and his skills & experience. The principle for calculation of remuneration is as follows:

The remuneration paid to the experts shall be calculated basis the existing slabs at as given under and basis the need & urgency at the time of engagement:

Category/ Roles	Total Work Experience	Per day rate in INR	Half day rate in INR
Lead Expert	>15 years	15,000	8,000
Senior Expert	10-15 years	10,000	6,000
Expert	5-10 years	5,000	3,000

The rate is inclusive of all taxes.

In case the Engagement requires the Online Involvement of the Expert, then, in that case, the rate(s) applicable would be 50% of the Above Rates

Section 8: Intellectual Property Rights

The copyright of all content/project/proposal/concept created during the contractual period with BSFT/ Department of Industries, Government of Bihar shall be owned by BSFT/ Department of Industries, Government of Bihar and should not be utilized anywhere else and/or for any other work/organization without the explicit written permission of BSFT/ Department of Industries, Government of Bihar.

Section 9: Conflict of Interest

The prospective consultants/experts who are engaged to counsel would be required to give an undertaking that neither any conflict of interest exists on their part nor will they engage in any activity in future for a year which may result in conflict of interest.

Section 10: Right to Terminate the Process

The Authority may terminate the empanelment process at any time without assigning any reason. The Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This empanelment process does not constitute an offer by Authority.

FORM 1: Format of CV for Expert Individual (s)/ Professional

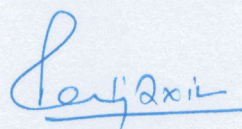
S No	Details
1	Position Applied For
2	Name of the Applicant
3	Address of the Applicant
4	Gender
5	Nationality
6	Educational Qualification
7	No. of years of experience
8	Key expertise
9	Languages known

10	Publications (if any):
11	Mobile No.
12	Email ID
13	Work History (Current and Past)
14	Current
14a	Designation
	Organization
	Duration: From (dd/mm/yyyy) To (dd/mm/yyyy)
	Key job responsibilities
	Name of client
	Previous
14b	Designation
	Organization
	Duration: From (dd/mm/yyyy) To (dd/mm/yyyy)
	Key job responsibilities
	Name of client
15	Any other (training, certification received etc)

Name of the Expert

Signature

Date

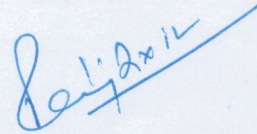


Director, Technical Development
Department of Industries,
Government of Bihar
Patna, Bihar

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Memo No 2548 / Patna, Dated 13/10/2022

Copy to : IT Manager, Department of Industries, Government of Bihar, Patna, Bihar for Uploading the information of above advertisement on Department Website.



Director, Technical Development
Department of Industries,
Government of Bihar
Patna, Bihar