



**DEPARTMENT OF INFORMATION TECHNOLOGY**  
GOVERNMENT OF BIHAR

**ALLOTTMENT OF OFFICE SPACE TO START UPS and ESTABLISHED COMPANIES (IT/ITeS/ESDM)**

Department of Information Technology, Government of Bihar based on its Resolution (Sankalp) 06-I.T.-55/2018 – 1391 dated 13-Dec-2019 invites applications for allotment of office space at BISCOMAUN Tower, Patna. The allotment shall be done through BELTRON.

- **For Start-Ups:**  
Start-Ups shall be allotted rent-free plug and play office space in the Bihar Start-up Hub situated on 9<sup>th</sup> & 13<sup>th</sup> floors of BISCOMAUN Tower at Patna.

**Location:** Biscomaun Tower, Patna-800 001

**Distance**

- From Railway Station- 2 KM
- From Airport-8 KM

**1. Eligibility:**

The allotment shall be carried out as per the mentioned Resolution (Sankalp). The same may be seen/ downloaded from the DIT website:

[https://dit.bihar.gov.in/Office\\_Docs/95468304scan%20%20IT0001.pdf](https://dit.bihar.gov.in/Office_Docs/95468304scan%20%20IT0001.pdf)

**2. Tenure of Allotment:**

**For Start-up Hub:**

-Space will be allotted rent free to the allottee for a period of 6 months which may be extended further for another 6 months subject to evaluation. Also, allotment period can be extended for 2 years on a rent fixed/decided by the department.

**3. Facilities and Infrastructure:**

BELTRON will provide facilities to the allottees as per the mentioned Resolution (Sankalp) of Department of IT, Govt of Bihar.

**For Start-ups:**

Apart from Plug and play Office space, Start-ups shall be provided meeting rooms, breakout, washroom, and reception area. Other facilities like high-speed internet connectivity, power supply, Lift, security services, operations and maintenance, Housekeeping, and pest control services.

**4. Screening Procedure:**

- a) Evaluation of proposals shall be done by the department as per its duly approved process
- b) Final merit list of proposals will be placed on the portal
- c) Approved entrepreneurs as per merit list will be assigned to Incubator

#### **5. Cost of Application:**

**Biscomaun Start-up Hub:** The 'Application Processing Fees' will be a non-refundable fee and has been fixed at INR 2000/- per application.

Amount to be paid through demand draft in favour of “**MD Bihar State Electronics Development Corporation**” payable at Patna from any scheduled bank as applicable.

The applicant(s) needs to send the demand draft along with the application form (Print out) and other documents at the below mentioned address latest by 15-06-2021:

**Bihar State Electronics Development Corporation Ltd.**

**(A Government of Bihar Undertaking)**

**Beltron Bhawan, Shastri Nagar, Patna-800023, Telephone No. 0612-2281242**

#### **6. General Process for Online Application Form:**

Your application will be treated confidentially and will not be divulged to any unauthorized third party. You are free not to divulge exact names of the customers or clients in the application. Only broad description of type of customers or clients shall be mentioned. Online application form can be filled by Entrepreneur on the below mentioned link: <https://dit.bihar.gov.in/apply-online.html>

#### **Instructions:**

- All applications of potential applicants received through the online portal will undergo a preliminary scrutiny by BSEDC/Deptt.
- The last date for online submission is 08-06-2021 (16:00 hrs)
- BSEDC reserves the right to terminate the process, without any compensation or prior notice to any applicant, in exceptional circumstances.
- Canvassing will disqualify.
- Applications received through online mode only will be taken into consideration for space allotment process. However, applicants are required to submit self-attested copy(printout) of application (submitted online) along with Application ID, DD and other attachments at BSEDC office in the given timeline.
- If any firm fails to submit the application online, hard copy of application will not be considered.
- Any additional information/document/clarification requested by BSEDC must be provided by applicants within a prescribed timeframe.
- The decision of the department/Beltron shall be final.

- All the applications will be kept confidential. It is, however, the responsibility of the applicant to take appropriate steps to protect any intellectual property rights.
- BSEDC shall not be liable for any losses, taxes, liabilities, or inconvenience suffered by any applicant as a result of these terms and conditions or entering the business.
- BSEDC does not accept responsibility for (1) late entries or (2) any technical or access issues, failure, malfunction or (3) any event which may cause the business to be disrupted or corrupted.
- BSEDC reserves the right to change the criteria and/or format of the application with prior notice.
- The applicant will indemnify BSEDC against any claims, costs, demands, expenses and all litigation pursued by applicant related to the allocation of space.
- For any queries, please write to <sanjivani.bsedc@gmail.com>

## 7. Step wise application procedure(s) along with functionality of applying online:

### Part 1: Registration

**Step 1.1:** Entrepreneur/Applicants will visit the link-<https://dit.bihar.gov.in/apply-online.html> and register themselves through the portal.

The screenshot displays a web browser window with the URL [dit.bihar.gov.in](https://dit.bihar.gov.in). The page header includes the Department of Information Technology logo and navigation links: Home, About Us, Projects, Applications, Media, and Contact Us. The main content area features a large banner for the Bihar State Data Centre (A Critical Digital Nerve System) with a background image of server racks. A blue button labeled 'Apply Online' is highlighted with a green box, and a link to 'Download Application Forms' is also visible. Below the banner, there is a 'Know More' button and a red footer bar with social media icons.

**Step 1.2:** On clicking apply online, following page will appear on clicking Apply online Tab. Applicant will register as Incubatee by clicking on Incubatee Registration.

Online Application Forms

Online Application Forms (Click on The Link To Apply Online).

Show 10 entries

S.No	Application Form Type	Apply Online
1	Incubatee Registration for Startup Hub, Biscormaun Tower - Patna	<a href="#">Click Here To Apply Online</a>
2	Application Submission for Space Allocation at Startup Hub, Biscormaun Tower - Patna	<a href="#">Click Here To Apply Online</a>
S.No	Application Form Type	Apply Online

Showing 1 to 2 of 2 entries

Previous 1 Next

Explore Application Related Documents.

S.No	Document Name	View/Download Document
1	Guideline for online Submission of Application	<a href="#">View/Download</a>
2	Instructions for Online Application	<a href="#">View/Download</a>
3	Terms and Condition for Incubation	<a href="#">View/Download</a>
4	Cabinet Sankalp for Biscormaun Startup Hub	<a href="#">View/Download</a>
S.No	Document Name	View/Download Document

**Step 1.3:** Following page will appear on clicking apply online Tab. Applicant will have to fill in requisite detail in order to obtain User ID and password.

New Startup/Incubatee Registration

Select Startup Type/Category

Startup name

Date of Incorporation

CIN/Reg. No (Use N/A if Not Applicable)

Registered Address

City/State

No of Employees

Nature of Business/Service

Authorized Contact Person Name

Designation of Contact Person

Contact Person Email Address

Contact Person Mobile Number

Setup Your Profile Password

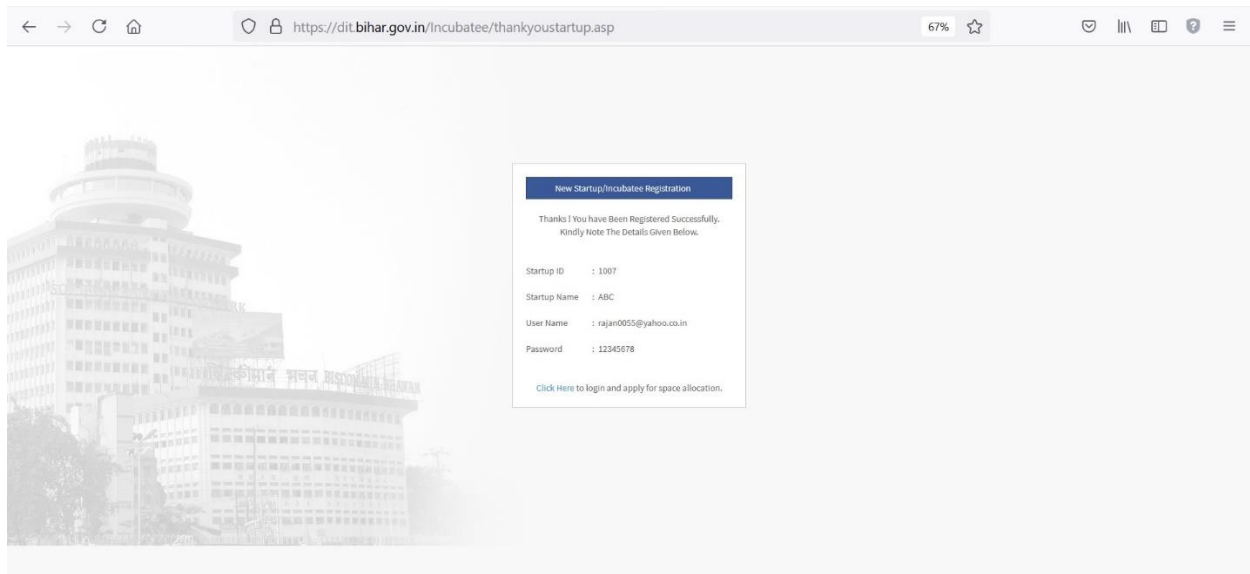
Captcha Validation

(What is 3+5)

I agree to the terms

Register

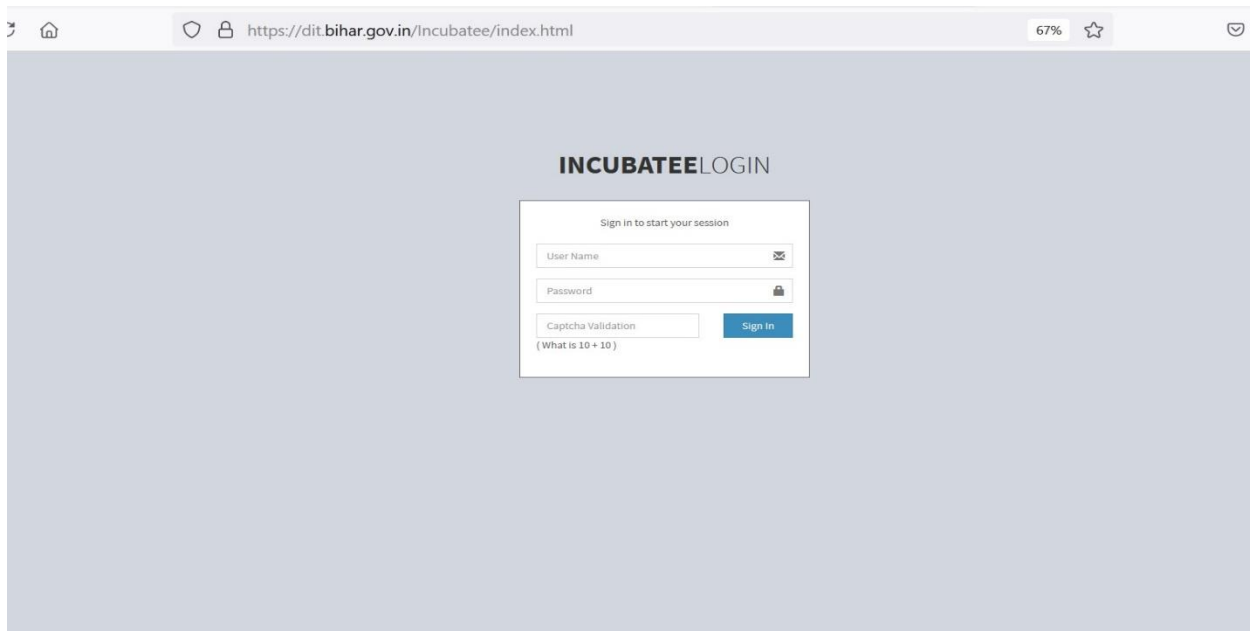
**Step 1.4:** Following page will appear on clicking after clicking on register button. Kindly note down the User ID and password.



## **Part 2: Application Submission for Space Allocation**

**Step 2.1:** Applicants can click on the click here link in the step 1.4 for Part 2 Application Submission for Space Allocation or after receipt of user ID and password, or applicant(s) needs to go to apply online page and click on S. No-2 for part 2: Application submission for Space Allocation.

Applicant(s) needs to enter user id/name and password and click on sign in button to Proceed further as shown below:



**Step 2.2:** The following page will appear for Part 2 Application. Click on Apply for Space to proceed further.

The screenshot shows the 'Dashboard' page for 'Welcome Incubatee' on the URL <https://dit.bihar.gov.in/incubatee/incubateeboard.asp>. The dashboard includes four summary cards: 'PROFILE ACTIVATION' (Completed), 'TOTAL APPLICATION' (0), 'APPROVED APPLICATION' (0), and 'PENDING APPLICATION' (0). Below these is the 'Applicant Profile' section with a search bar and a table of entries.

Startup ID	Contact Person	Company/Startup Name	Contact Number	Email Address	View Details
1007	RAJ	ABC	1111111111	rajan005@yahoo.co.in	More Details
Startup ID	Contact Person	Company/Startup Name	Contact Number	Email Address	View Details

Showing 1 to 1 of 1 entries

Copyright © 2019-2020 Department of Information Technology, Government of Bihar. All rights reserved. Powered By: DIT, Bihar

**Step 2.3:** Click on Submit New Application to proceed further.

The screenshot shows the 'Allotment Applications' page on the URL <https://dit.bihar.gov.in/incubatee/allotmentapplication.asp>. The dashboard includes the same four summary cards as the previous page. Below is the 'Applications History (Submit New Application)' section with a message: 'There is no existing application found. Click here to submit new application...!'

**Step 2.4:** Fill up the details and click on submit button to proceed further.

← → ↻ 🏠 [https://dit.bihar.gov.in/Incubatee/apply\\_app\\_freespace.asp](https://dit.bihar.gov.in/Incubatee/apply_app_freespace.asp)

**Objective of Investment**  
Select Objective of Investment

**Last Financial Year Turn Over in Lakh (If Applicable)**  
Last Financial Year Turn Over in Lakh

**Proposed Activity**  
Proposed Activity

**Client Type**  
Indian/Overseas

**Required No Of Workstation**  
Please Enter Required No Of Workstation

**Required No Of Room/Cabin**  
Please Enter Required No Room/Cabin

**Expected Date of Commencement of Work.**  
📅 Please Enter Expected Date of Commencement of Work.

**Application Money Details (Registration Amount).**  
2000.00

**Amount Submission Mode**  
Deemand Draft

**Application Money Deemand Draft Details.**  
Please Enter Deemand Draft No

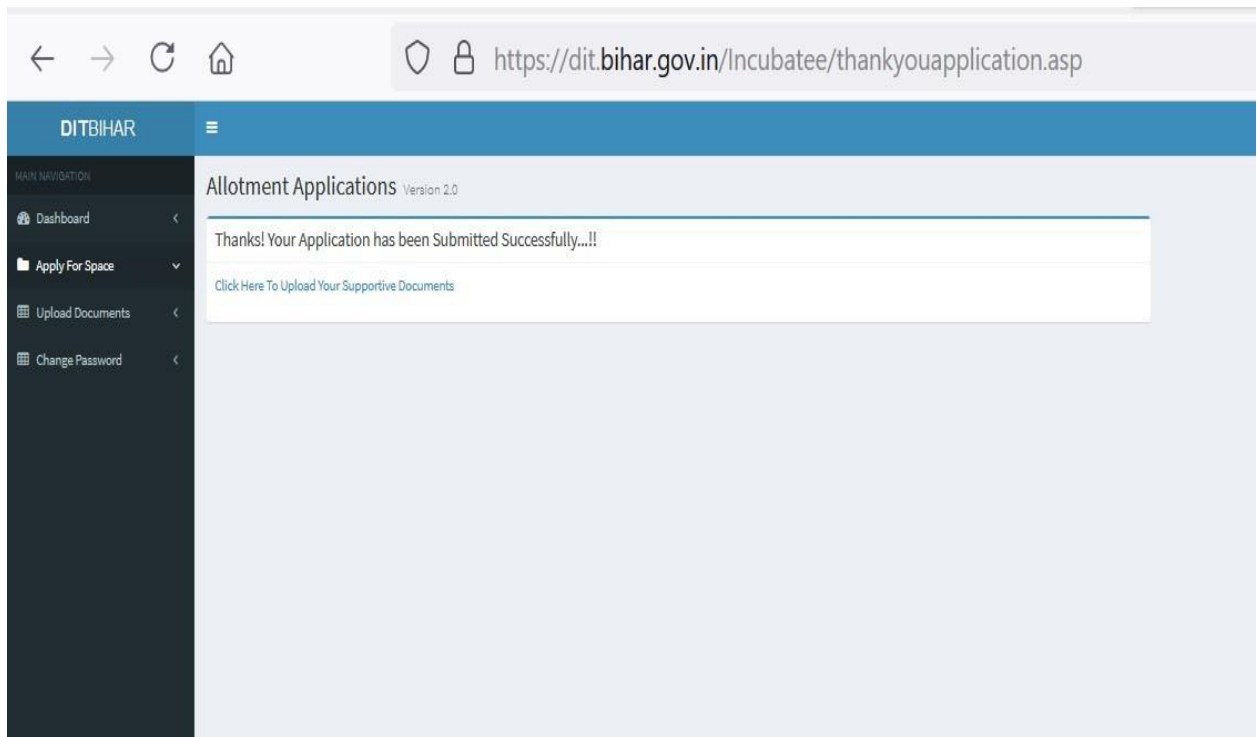
**Deemand Draft Issued Date**  
📅 Please Enter Issued Date of Deemand Draft

**Bank Name.**  
Bank Name

**Captcha Validation**  
(What is 9+3)

Submit

**Step 2.5:** Also upload the supporting documents.



**Step 2.6:** For the view/print/download of Completed application form, kindly click on Apply for Space. Following page will appear, click on the red button to view/print the submitted application form.

