

Service Agreement- Contract

Kathmandu University Business Incubation Centre has selected the following applicant who is liable for approving the agreement document beforehand. The document describes the services, facilities and responsibilities of both parties. The incubator and incubate should have at least one signed copy of this document for future evidence.

Details:

- 1) The candidate shall agree to follow every rule, regulation, objectives, procedure and overall goal of KUBIC through determination and hard work.
- 2) The candidates/ clients shall be provided with startup facilities like workspace, computer, printer, telephone, photocopy, internet, electricity, water etc at free of cost as per KUBIC facility. The candidate can select the facilities required so that he/she/company will be entitled to utilize selected facilities.
- 3) This agreement between selected candidate and KUBIC is valid till one year from the date of signing this document. The time extension shall be mutually discussed between two parties depending upon the progress and scope of candidate. Agreed upon the candidate will be provided 1 year addition with a formal agreement. Maximum of three years of service from KUBIC is attained. If the candidate wants to terminate his/her service period at least one month prior written notice and clearance of any dues/space is mandatory.
- 4) KUBIC reserves the right to terminate candidate service period for any slackness, disobedient behavior and services exploitation.
- 5) The services provided by KUBIC is explained below:

5.1.1 Technical/ Management training and expert services

KUBIC shall provide all business related skills like; Legal and administrative management, marketing techniques, accounts and financing, loan and banking techniques, business plan development etc. through KU, its affiliating colleges or other related organization and expert personnel.

5.1.2 Mentor and Consultant Service

KUBIC will provide the network of experts available in country for consultation, advice, discussion and guidance in the related field. Any amount charged will be negotiated as a contribution from KUBIC and remaining shall be paid by the participant/ business.

5.1.3 Research and Laboratory Facilities

KUBIC will assist the candidate for research and testing procedure within the University facility and with related institution/ organization. If required KUBIC will use its networking and provide authorization for utilization private laboratories within the country. Along with this the amount charged by these facilities can be revoked or minimized upon KUBIC request.

5.1.4 Equity management and financial counselling

KUBIC will help candidates to find possible investors and coordinate with industries to help them establish their business. The candidate shall own the responsibility of financing their own business.

5.1.5 Administrative Support

KUBIC will support and facilitate the candidate in company registration, approval, follow up process along with information and datas required for business. The respective personnel from offices for each task will be recommended by KUBIC.

5.1.6 Individual Property Right

Candidate Business trademark, patenting and licensing and legal registration support and follow up will be provided by KUBIC. Confidentiality will be maintained by KUBIC as per request from candidates.

6. Graduation from Business Incubation

KUBIC will provide a graduation certificate after the completion of candidate business objective.

7. The candidate who fails to act upon the following instructions shall be detained from the services of KUBIC

7.1 Candidate business do not progress as projected

7.2 Candidate does not obey the instructions of KUBIC as mentioned in this document

7.3 Time period of the candidate business extends without approval

7.4 Successful candidate will be provided with a graduation certificate from KUBIC

8 Candidate Business are allowed to visit, contact and interact with KUBIC even after graduation

9. Candidate Business will be invited to participate in the seminar, training, workshop, presentation by KUBIC. The registration charge required for these activities will be expensed by candidate individually.



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10. Candidate Business has to submit a full Business Plan after three month of signing this document. KUBIC will help to produce a complete business plan. Any expert consultant required for this will be provided by KUBIC as per its rule.

11. KUBIC operating committee will decide the rules and mechanism for business promotion.

12. Candidate have to follow these rules:

12.1 Should be prompt

12.2 Candidate have to present a progress when requested by KUBIC

12.3 No personal visitors are entertained in the incubation workstation

12.4 Smoking is not allowed inside the office premises

12.5 Candidate business should not be involved or influenced by any other organization

13. Any other agreement not listed here can be discussed among two parties

14. Any confusion regarding this document can be discussed and cleared upon necessary. If not KUBIC operating committee will be in-charge for the decision.

You/ your company can tick mark on the required service/facility provided by KUBIC on the application for participation document.

By affixing of the respective signatures to this document on the date indicated the Candidate and the Incubator enter freely into this agreement under the aforementioned conditions and stipulations:

Candidate

Kathmandu University Business Incubation Centre

Signature:

Signature: