



1st Floor, GTB Complex, T.T. Nagar,
Bhopal (M.P)
462004, Madhya Pradesh

REQUEST FOR PROPOSAL (RFP)

for

**“Organizing and Execution of Bootcamps by Incubation Centres in
Higher / Technical Education Institutions of Madhya Pradesh”**

Date: 21.07.2025

Contents

Section 1: Goals of this Request for Proposal.....	3
Section 2: RFP Issuing Authority.....	3
Section 3: Scope of work	3
Section 4: Requirements in Proposal.....	4
Section 5: Financial Assistance.....	6
Section 6: Promotional Material and use of MP Startup Centre Logo.....	6
Section 7: Submission of proposal along with other requisite information/documents	7
Section 8: Disclaimer.....	7

Annexure 1: Covering Letter

Annexure 2: Details to be included in Proposal

Annexure 3: Supporting Documents

Annexure 4: Feedback information to be submitted after completion of the Bootcamp

Section 1: Goals of this Request for Proposal

The objective of this RFP is to invite proposals from the interested and eligible Incubation Centres for organizing and executing "Startup Bootcamp". These bootcamps aim to empower aspiring youth and early-stage entrepreneurs with foundational knowledge and practical tools to develop an understanding of how to evaluate & pick a startup idea, develop the idea into an Minimum Viable Product ("MVP") and how to create a successful Startup.

Section 2: RFP Issuing Authority

This RFP is issued by the MP Startup Centre (MPSC) with the intent to select suitable Incubation Centres for organizing and executing "Startup Bootcamp" in Higher Education Institutions across Madhya Pradesh. MPSC's decision regarding the short-listing and selection of Incubation Centres through this RFP shall be final and MPSC (or GoMP) reserves the right to reject any or all the proposals received without assigning any specific reason thereof.

2.1: About MP Startup Centre

MP Startup Centre (MPSC) was established under the MP Startup Policy and Implementation Scheme 2022 as a dedicated agency for promoting, strengthening and facilitating the Startup ecosystem in the state of Madhya Pradesh. MPSC has been set up for facilitation and providing necessary support to Startups in the state, also providing an institutional platform and providing them ample opportunities in global and local market/events/workshops etc.

RFP Initiator Details:

**Executive Head,
MP Startup Centre (MPSC)
1st Floor, GTB Complex,
T.T. Nagar, Bhopal,
Madhya Pradesh- 462003**

Section 3: Scope of work

The state government intends to create an ecosystem that plants the seeds of entrepreneurship in students of educational institutions of the state. Emphasis is also on maximizing the success ratio of Startups by creating awareness about entrepreneurship and startup journey and related challenges & opportunities amongst the youth of the state. In line

with the same, MPSC intends to seek proposals from eligible Incubation Centres to Develop and conduct 2 days Startup Bootcamp programme with a focus on Startup, Entrepreneurship and Innovation.

3.1: Key topics for Bootcamp :

The Bootcamp sessions must cover, but are not limited to, the following topics:

- a- How to identify & define a problem statement or a startup idea
- b- Entrepreneurship Fundamentals
- c- How to create an MVP
- d- Process to establish a Startup
- e- How to form a Startup entity
- f- Startup lifecycle & journey
- g- Key terms & jargons
- h- Institutional & non-institutional support system including funding avenues
- i- Common pitfalls which lead to failures of startups
- j- Mock pitching and feedback Sessions
- k- Any other relevant aspects

The content should be delivered in an interactive and engaging manner, supplemented with real-life examples and case studies wherever possible.

Section 4: Requirements in Proposal

Activity	Description
Assignment Name	Organizing & Execution of Bootcamp at Higher / Technical Educational Institutions in Madhya Pradesh by Incubation Centres
Nodal Officer Contact details	Executive Head MP Startup Centre, 1 st Floor, GTB Complex, T.T. Nagar, Bhopal (M.P) 462004, Madhya Pradesh e-mail: startup-head@mp.gov.in
Proposal- Criteria, Preparation & Submission	
Proposed methodology	The proposal must include a well-defined plan for the execution of Bootcamp, mentioning the method and process for the program, tentative schedules and timeline. The topics covered must be supported by relevant case studies and real-life examples.
Proposer Information	The proposal must contain the official name, address and contact number of the proposer, the principal contact person for the proposal, and the name and signature of the person (or persons) authorized to execute contracts/Events.
Submission	Please refer " Section 7: Submission of proposal along with other requisite information/documents"

No. of trainers	Incubator should be able to deploy 2-3 qualified trainers / teachers / experts / mentors or speakers for the program
Timings & Time period for the Bootcamp	2 Days per Bootcamp & 5-6 hrs. per day
Qualification	<ul style="list-style-type: none"> • The Incubation Centre must qualify as per the definition of “Incubator” in the “Madhya Pradesh Startup Policy & Implementation Scheme, 2025” and fulfill all the criteria as specified in provision 11 “Terms and Conditions for the Incubator” of MP Startup Policy and Implementation Scheme 2025. • Incubation Centre should be registered on the portal startup.mp.gov.in
Participation	Incubation center in association with host institution shall try to maximize participation.
Definition of Host Institution	Host Institution will be any Higher Education or Technical Education Institution located in Madhya Pradesh which will host the Bootcamp.
Selection Process	<ul style="list-style-type: none"> • Selection of the proposal would be at the sole discretion of the MP Startup Centre. • After initial scrutiny of the proposals received, the Incubation Centres may be called for a one-on-one interaction with the MPSC team either virtually or in person. • Incubation Centres would be shortlisted on the basis of the quality and feasibility of the proposed Bootcamp designs and the interaction with MPSC team. MPSC reserves the right to suggest changes to the Bootcamp design, if deemed necessary. • After selection of the proposal, MPSC would release confirmation letters to the selected Incubation Centre. • MPSC would release list of Host Institutions to the selected Incubation Centres, with which the Incubation Centre would organize the Bootcamp.
Bootcamp Dates & Timelines	<ul style="list-style-type: none"> • MP Startup Center would facilitate necessary coordination between the selected Incubation Centre and the Host Institution. The Incubation Centre, in consultation with the Host Institution, must propose tentative Bootcamp dates and estimated participant numbers to MPSC. • MPSC may accept / advise change in the tentative dates of the Bootcamp as proposed in point above.

	<ul style="list-style-type: none"> • Upon finalization of the dates, the Incubation Centre would conduct the Bootcamp in coordination with the respective Host Institutions.
Financial Assistance	Please refer to "Section 5: Financial Assistance"
Policy & Guidelines	The process & execution of the entire process would be governed under the "Madhya Pradesh Startup Policy & Implementation Scheme 2025".
Acknowledgement of Understanding of Terms	By submitting a proposal, the applicant is deemed to have read, understood, and accepted all terms and conditions outlined in this RFP, including all annexures.
Clarifications and Queries	Any doubts or clarification related to this RFP may be sent to Email Id : startup-centre@mp.gov.in

Section 5: Financial Assistance

1. All costs related to the organization and execution of the Bootcamp will be borne by the Incubation Centre.
2. Upon successful completion of the Bootcamp and submission of required documentation as specified in Annexure 4, along with a valid invoice,, MP Startup Center would release a lump sum amount of ₹1,00,000/- (Rupees one lakh only), inclusive of all taxes, per Bootcamp to the respective Incubation Centre.

Section 6: Promotional Material and use of MP Startup Centre Logo

The Incubation Centre selected by MP Startup Centre for organizing the Bootcamp shall use the Logo of MP Startup Centre in all the creatives (i.e. Brochures, Banners, Ads, any other promotion material, etc.), basis following conditions:

1. The logo shall be used at a prominent and respectable position in all creatives.
2. Phrase like "in association with" or "supported by" or other similar such phrase must be used in reference to our logo.
3. The MPSC logo must not be smaller than any other logo on the promotional material and creative.
4. The permission to use the logo is limited to this Bootcamp initiative. If the Incubation Centre wishes to use the logo again in future, a separate request must be submitted to MPSC, along with a justification, and prior written approval must be obtained.
5. Incubation Centre has to share the creative, which they would be using for the marketing purposes before the event.

The official Logo of MP Startup Center would be provided through email to the selected Incubation Centres.

Section 7: Submission of proposal along with other requisite information/documents

7.1 Submission: The Incubation Centres are required to submit their responses in Four (4) parts, duly seal & sign on each page, clearly labelled according to the following categories:

- i. Part 1 : Scanned copy of duly authenticated Covering Letter as in format provided in Annexure 1**
- ii. Part 2 : Details to be included in Proposal as in format provided in Annexure 2**
- iii. Part 3 : Proposal as per Section 4 of RFP**
- iv. Part 4 : Supporting Documents as mentioned at Annexure 3**

7.2 Language of Proposals: The proposal and all correspondence and documents shall be in English language.

7.3 Date and Mode: The last date for submission is 11/08/2025 by 6: 00 PM. The proposal and all correspondence and documents shall be submitted in hard copy with Incubator's seal and signature of the authorized signatory on all pages to the following address:

Executive Head

**MP Startup Centre, 1st Floor, GTB Complex, T.T. Nagar,
Bhopal (M.P) 462004, Madhya Pradesh**

Also the scanned copy of the same in PDF format should be sent through email to "startup-centre@mp.gov.in" with a CC to "startup-head@mp.gov.in" and "startup-marketing@mp.gov.in".

Section 8: Disclaimer

1. The RFP is not an agreement, offer, or invitation to enter into a contract and is issued with no commitment by MP Startup Centre, GoMP to the prospective Incubation Centres or any other person. The sole purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The RFP may include statements, which reflect various assumptions and assessments arrived at by MP Startup Centre, GoMP in relation to the requirement. Such assumptions, assessments and statements do not purport to contain all the information that each Incubation Centre may require.
2. The information contained in this RFP document or subsequently provided to Incubation Centers, whether orally, in writing, or in any other form by or on behalf of MP Startup Centre, Government of Madhya Pradesh (GoMP) or any of their employees or advisers, is provided to Incubation Centre subject to the terms and conditions set out in this RFP.

3. While reasonable care has been taken in the preparation of this RFP, it is the responsibility of each Incubation Centre to ensure that the information provided is complete and accurate. Any discrepancies or omissions identified should be communicated to MP Startup Centre, GoMP, prior to the deadline for submission of Proposals.
4. The information provided in this RFP includes certain statements, assumptions, and interpretations, including those related to legal provisions. Such information is not intended to be exhaustive or authoritative and should not be construed as a comprehensive understanding of the applicable law. MP Startup Centre, GoMP, shall not be held responsible for the accuracy or correctness of any such statements or interpretations..
5. MP Startup Centre, GoMP, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
6. MP Startup Centre, GoMP also holds no liability of any nature whether resulting from negligence or otherwise arising from reliance of any Incubation Centre upon the statements contained in the RFP.
7. The issue of this RFP does not imply that MP Startup Centre, GoMP is bound to select an Incubation Centre for the Bootcamp and MP Startup Centre, GoMP reserves the right to reject any or all proposals , at any stage, without assigning any reasons whatsoever.
8. MPSC reserves the right to withdraw this RFP or modify its content, in whole or in part, at any time. MPSC also reserves the right to disqualify any bidder, should it be so necessary at any stage.
9. The Incubation Centre shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MP Startup Centre, GoMP or any other costs incurred in connection with or relating to its proposal. All such costs and expenses shall remain with the Incubation Center and Startup Centre, GoMP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.
10. All proposals and accompanying documents submitted in response to this RFP shall become the property of MPSC. MPSC shall have unrestricted rights to use or disclose any or all the information contained in the proposals without any obligation to compensate the applicants. Any confidentiality markings in the proposals will not bind MPSC with respect to the use or disclosure of such information.

Annexure 1: Covering Letter on Incubator's letter head

Date:

To,
Executive Head
MP Startup Centre,
1st Floor, GTB Complex, T.T. Nagar,
Bhopal (M.P) 462004, Madhya Pradesh

Ref: Request for Proposal for "Organizing and Execution of Bootcamps by Incubation Centres in Higher Education Institutions of Madhya Pradesh" dated _____

Dear Madam,

Having examined the referred Request for Proposal (RFP), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a proposal in response to the Request for Proposal (RFP) for Selection of Incubation Centres.

We attach hereto the response as required by the RFP, which constitutes our proposal. Primary and Secondary contacts for our Incubation Centres are:

	Primary Contact	Secondary Contact
Name		
Title		
Entity Name		
Address		
Phone		
Mobile		
Email		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to MP Startup Centre is true, accurate, verifiable, and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short- listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is later found to be misleading the short listing process, we are liable to be dismissed from the selection process and shall be liable to bear any legal consequences.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ trust/ society/statutory body and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025

(Signature) (In the
capacity of) (Name)

(Name and Address of Incubation Centre)

Seal/Stamp

(2a) Details of the Incubation Centre		
S. No		
01	Name of the organization	
02	Registered Address	
03	Current Address (if different from registered address)	
04	Date of Incorporation	
05	Legal Constitution of the Applicant & Registration Number	
06	Tentative profile of Trainers/Mentors covering the experience and expertise	
07	Total No. of Trainers/Mentors/employees and their roles	
08	Sector Focus of the Incubator	
09	Startup Portfolio	
10	Facilities at Incubation Centre	
11	Photographs of Incubation Centre	
12	Experience in organising Bootcamp/s with proof if any	
13	Presence in Madhya Pradesh	
14	Any other details (optional)	

(2b) Details of recommended “Host Institutions” for conducting bootcamps ** (add as per requirement)		
S. No		
01	Name of the organization	
02	Registered Address	
03	Current Address (if different from registered address)	
04	Date of Incorporation	
05	Type of Institution	
06	Facilities at Institution (i.e. possibility of conducting subjected bootcamps)	
07	Photographs of facilities at Institution	
08	Experience in organising Bootcamp/s with proof if any	

**** MPSC will have a sole discretion whether to admit or reject the suggestion for selecting the institute, and the decision of MPSC in this regard shall be final.**

The Incubation Centre shall furnish the following documents (self-certified copies):

- A notarized affidavit on a non-judicial stamp paper of INR 100/- confirming that the incubator complies with the definition of “Incubator” mentioned in definition clause 7.3 and follows the “terms and conditions for the incubator” as given in provision no. 11 of the Madhya Pradesh Startup Policy and Implementation Scheme 2025.
- A copy of Certificate of Incorporation/Registration.
- Copy of Memorandum of Association and Article of Association / Trust Deed / Bye-laws (as applicable) and any other relevant documents to support the legal status of the incubator, highlighting that the entity is eligible to operate an incubation centre / incubator.
- Blueprint of the incubation centre confirming that there is a furnished and well equipped space of at least 5000 Sq. ft. (built-up area) and a seating arrangement for at least 20 persons in the incubator.
- Photographs of the facilities of the incubator.
- Organizational structure of the incubator with profile of the Head / CEO and the team.
- Annual report and audit report of the last two financial years (if applicable).
- List of all incubatees, highlighting the MP-based startups, DPIIT-recognized startups (bifurcating the physically & virtually incubated)
- Proof of financial assistance by Central/State Government for establishment of the Incubator.
- A copy of the PAN Card of the Incubator.
- Cancelled cheque of the Incubator
- Any other document as required from the Incubator on MP Startup Portal from time to time.

Annexure 4: Feedback information to be submitted after completion of the Bootcamp

On completion of the Bootcamp, the Incubation Centre will provide following information to MP Startup Centre in a physical copy, sealed & signed by the Incubator's authorized signatory on all pages and a scanned copy in PDF format through email to startup-centre@mp.gov.in, with a CC to startup-head@mp.gov.in and startup-marketimng@mp.gov.in as proof of the programme organized:

- a. Brief overview/report of the Bootcamp on Incubation Centre's letter head, duly sealed & signed.
- b. Details of schedules (To be marked as Annexure- 4.1)
- c. Details of Speakers for the Bootcamp (To be marked as Annexure- 4.2)
- d. List of attendees of the Bootcamp day-wise (attendance sheet, signed by the participants), signed by the concerned person of host Institution and Incubation Centre. (To be marked as Annexure- 4.3 collectively)
- e. Feedback report of the Bootcamp by the Host Institution on their letterhead; duly sealed & signed. (To be marked as Annexure- 4.4)
- f. Feedback form from Attendees. (To be marked as Annexure- 4.5)
- g. Photographs of the Bootcamp with geo-tagged with date & time stamp. (To be marked as Annexure- 4.6 collectively)
- h. Mention media coverage of the event if any (newspaper full page to be produced highlighting the event news / promotion coverage).
- i. Printed material distributed, cases or books if any.
- j. Any other relevant document confirming the execution of the Bootcamp.
(Point number h to j to be marked as Annexure- 4.7 collectively)