



**REQUEST FOR PROPOSAL (RFP)  
FOR  
SELECTION & APPOINTMENT OF  
“CONSULTANCY FIRM” FOR FILING OF  
GEOGRAPHICAL INDICATION (GI)  
APPLICATIONS FOR NORTH EASTERN  
AGRICULTURE & HORTICULTURE  
PRODUCTS**

**Expression of Interest (EOI)**

North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC) invites Request for Proposal (RFP) under two bid system i.e (a) Technical bid (b) Price Bid through GeM portal for selection & appointment of “Consultancy Firm” for filing of Geographical Indication (GI) applications on behalf of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC) for a period of five (05) years. Eligible and interested party may submit their “Proposal” with requisite documents. For details visit: <https://gem.gov.in>

The Schedule of RFP:

RFP No.	NER/Agribusiness/539
Description of Service	Request for selection & appointment of “Consultancy Firm” for filing of Geographical Indication (GI) applications on behalf of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC).
Scope of Work	The Consultancy Firm/Agency/Organization shall be responsible for registration of unique & indigenous products from NE region and providing end to end services as mentioned in “Scope of work”.
<b>Date of issue/download of RFP</b>	
<b>Date of pre-bid meeting</b>	
<b>Venue of Pre -Bid Meeting</b>	<b>Online Mode (Through VC).</b> <b>VC link will be provided in <a href="https://gem.gov.in">https://gem.gov.in</a></b>
<b>Last Date and Time for Receiving of RFP</b>	
<b>Time and Date of opening of RFP</b>	
Date and Time of Result	After Completion of Scrutiny.
Bid Validity Period	Ninety (90) days from the last date of bid submission
Submission of RFP	Through GeM portal only.
Subject Line for Submission of Proposal	Request for selection & appointment of “Consultancy Firm” for filing of Geographical Indication (GI) applications on behalf of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC).
Website for Downloading the RFP	<b><a href="https://gem.gov.in">https://gem.gov.in</a></b>

Managing Director

North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC)

**North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC):**

NERAMAC (North Eastern Regional Agricultural Marketing Corporation) Limited is a Government of India enterprise incorporated in 1982 and functioning under the Ministry of Development of North Eastern Region. As a marketing agency, NERAMAC's mission is to support farmers in the Northeast by adding value to regional produce. In line with this mission, NERAMAC has identified several indigenous crops (agricultural/horticulture products) from the North-Eastern states for Geographical Indication (GI) protection. A GI is a sign used on products that have particular qualities, characteristics, or reputation attributable to their geographic origin. By obtaining GI registration for these crops, NERAMAC seeks to legally protect their unique qualities and enhance marketability. This EOI invites qualified agencies to express interest in providing **end-to-end GI registration services** (from identification and documentation through filing and post-filing support) for the listed crops. The assignment will span a **5-year** project period with a total budget of approximately **₹2,00,000 per crop**.

1. **Background of the EOI:**

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) have identified agri-horti products that are traditional, unique and indigenous to North Eastern region and have the potential to qualify for Geographical Indication (GI) registration under the Geographical Indications of Goods (Registration and Protection) Act, 1999. GI registration will provide legal protection to these traditional products, preserve their heritage, prevent unauthorized use and enhance their market value both at the national and international level.

2. **Objective of the Assignment:**

The primary objective of the assignment is to assist North Eastern Regional Agricultural Marketing Corporation (NERAMAC) in identifying, documenting, filing and following up on GI applications for eligible agri-horti products of the North Eastern states leading to successful GI registration.

3. **Scope of work:**

I. **Identification and Prioritization of Products**

- a. Assist NERAMAC in identifying suitable products for GI filing through desk research, field visits, and stakeholder consultations.
- b. Prepare a prioritization matrix based on uniqueness, artisan base, market potential, and documentation readiness.

II. **Stakeholder Engagement**

- c. Conduct field visits to farmers, interact with FPO/FPC groups/SHGs/ cooperatives, state departments and other relevant stakeholders
- d. Organize consultation meetings and documentation workshops.

III. **Preparation of GI Application**

- e. Collect historical, geographical, cultural, technical, and scientific data and evidences.
- f. Draft the Statement of Case, submit technical descriptions, and prepare the GI application as per the format prescribed by the GI Registry.

#### IV. Filing of Application and Legal Representation

- g. File the application(s) with the GI Registry, Chennai.
- h. Respond to queries and examination reports from the GI Registry and attend hearings if required.
- i. Ensure the process is taken to completion till the issuance of GI Certificate.

In addition to the tasks above, they would be required to carry out all other ancillary activities for successful GI registration of the products/produces.

The total number of products/produces for which GI registration shall be applied for, is approximately Eighty(80). This number may however vary depending on the final financial approval by the funding agency and NERAMAC does not hold itself to any exact number of products/produces momentarily, The bidders are therefore advised to quote bids, keeping in mind the expenses to be incurred for the registration of a single product/produce, and the amount so quoted , shall be considered as a uniform rate for all other products/produces.

#### 4. General Conditions

- i. The EOI documents can be downloaded from the website of North Eastern Handicrafts and Handlooms Corporation Limited and CPP portal.
- ii. Online tenders addressed to **Managing Director (MD), North Eastern Regional Agricultural Marketing Corporation Limited, Guwahati, Assam** must be submitted through GEM portal only **on or before** .....
- iii. The proposals shall be submitted in the following manner and shall contain details/documents as listed below:
  - a) Forwarding letter on the letter head of the firm/organization.
  - b) A complete set of the EOI documents along-with all other supporting documents duly filled and signed by the authorized signatory of the firm/organization with the official seal of the organization/firm etc.
  - c) In case the proposals being submitted by a partnership firm it must be signed by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.
  - d) An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the proposals are signed by any Authorized signatory, a copy of the power of attorney/ authorization letter (in company's letter head)is to be enclosed along with Bid
  - e) It shall be ensured that every page of bid document is duly numbered and signed with seal of the bidder without any cutting and over writing.
- iv. Falsification/suppression of information shall lead to disqualification of the bidder / cancellation of contract even after award of work during the currency of the contract.
- v. Tenders received after the prescribed time and date will not be considered.
- vi. Conditional tenders will not be accepted and will be summarily rejected.
- vii. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. Over writing of bids will be treated as cancelled.
- viii. Any changes/modification with respect to this EOI will be duly notified in our official

- website.
- ix. It shall be ensured that every page of EOI document is duly numbered and signed with seal of the bidder without any cutting and over writing.
  - x. North Eastern Regional Agricultural Marketing Corporation Limited will have the option to terminate the contract if the bidder commits the breach of any of the conditions confined in this EOI and fails to render the services to its satisfaction and is also entitled to recover any losses from the bills as submitted to NERAMAC.
  - xi. The contractor/firms/organizations shall comply with the legal bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.
  - xii. In case of any employee problems related to the workmen staff of the vendor, the same will be settled at the vendor's end only.
  - xiii. It will be the firm's responsibility to ensure that the obligations under the terms of this contract are duly performed and observed.
  - xiv. The firm shall not use North Eastern Regional Agricultural Marketing Corporation Limited address on his letter-head/ stationery for purposes of Registration with any Government/Local Body or any other organization or person and no tenancy shall be created by the presence of his workmen/employee on North Eastern Regional Agricultural Marketing Corporation Limited premises.
  - xv. The vendor shall remove any employee immediately for engagement with NERAMAC without any cross question who in the opinion of North Eastern Regional Agricultural Marketing Corporation Limited is guilty of misconduct, or is in any manner unfit or unsuitable for service.
  - xvi. The bidder shall ensure that none of his personnel on duty is inebriated state or consume drugs, prohibited substances, etc while on duty on behalf of North Eastern Regional Agricultural Marketing Corporation.
  - xvii. Track record of bidder should be clean and should not have any involvement in illegal activities or financial frauds. There should not be any case with the Police/Court/Regulatory authorities against the bidder.
  - xviii. The vendor/firm should not assign or sublet the work or any part or it to any other vendor/firm in any form. Such actions shall result in termination of empanelment
  - xix. North Eastern Regional Agricultural Marketing Corporation Limited reserves the right to reject any or all of the tenders received without assigning any reason thereof.
  - xx. Any changes/modification with respect to this RFP will be duly notified in our official website/ CPP portal.
  - xxi. **Any dispute arising out of the contract will be settled under Guwahati Jurisdiction.**

#### 5. Specific Terms and conditions:

- i. It must be a legally constituted NGO/Society/Not for Profit Organization/Co-operative Society/LLP/Consultancy Firm who possesses the required licenses, registrations etc as per law with prior validity at least for 12 months from the date of the submission of proposal.
- ii. No escalation in rates on any account will be permitted during the contract period.
- iii. Applicable taxes will be deducted at source at the time of settlement of bills. All bills must be submitted inclusive of all applicable taxes.
- iv. The bidder shall comply with the legal bindings required to carry out the requisite works and shall obtain the necessary licenses and permits at his/her own cost.

- v. The employees engaged by the bidder shall be of trained and experienced people related to the works related to registration of GI products.

**6. Earnest Money Deposit (EMD):**

- 1- The participating bidders will be required to deposit an amount of Rupees 550000/- (Five Lakhs Fifty Thousand) only in the form of EMD amount by depositing the same in the bank details as provided below. EMD in the form of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee [including e-Bank Guarantee] from a Commercial bank or online payment in an acceptable form. The EMD document should reach NERAMAC office before the closing date. Bids of bidder whose EMDs are not received before the due date shall not be opened.

Sl No.	Bank Account Details:	
01	Name of the Bank	State Bank of India
02	Branch Name of the Bank	New Guwahati Branch, Bamunimaidan
03	Account Number	10566982782
03	IFSC code of the Bank	SBIN0000221

- 2- The EMD amount of the unsuccessful bidder will be returned to their respective bank accounts, the bank details of which is required to be provided by each & every Bidder in a separate sheet and should be properly indexed mentioning the page number where it is provided. NERAMAC will not be liable to refund the EMD of the unsuccessful bidders, if the same is not submitted along-with the tender documents with proper indexing. NERAMAC will not be liable for any wrong payment in the form EMD refund, if the bank details are not submitted correctly along-with the tender documents.
- 3- The participating bidders must submit supporting documentary proof of submission of amount equivalent to EMD amount in NERAMAC bank account through online mode and it should be clearly indexed showing the page number as incorporated at the time of submission of tender document.
- 4- **"Submission of the Earnest Money Deposit (EMD) is mandatory, and failure to comply will result in disqualification."**

5- **Relaxation for MSMEs :**

Micro and Small Enterprises (MSEs) exempted from submitting earnest money deposit . This relaxation is provided to reduce financial burdens on small businesses and encourage their participation in public procurement. To qualify for this benefit, the MSE must either be:

- I. **Registered under the MSE Procurement Policy** (as defined by the Ministry of Micro, Small & Medium Enterprises),
- II. **Registered with the Central Purchase Organization or the relevant Ministry/Department, or**
- III. **Recognized as a Startup** by the Department for Promotion of Industry and Internal Trade (DPIIT).

**7- Security Deposit (SD):**

- a) **Security Deposit:** The **successful bidder/Party** shall provide a **Security Deposit of Rs.5,50,000 /-** (Five lakhs fifty thousand) only as a security deposit, which will be held by NERAMAC until the contract ends. The security deposit may be furnished in the form of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee [including e-Bank Guarantee] from a Commercial bank or online payment in an acceptable form
- b) The security deposit may be adjusted with the EMD amount of successful bidder at the request of the bidder.
- c) The successful bidder will be required to deposit the amount of security deposit in favor of **North Eastern Regional Agricultural Marketing Corporation Limited payable at Guwahati** within 10 (ten) working days from the date of acceptance of offer towards security deposit for due performance of the contract. The total security deposit of **Rupees 5,50,000/-** (Five lakhs fifty thousand) shall be refundable within 60(Sixty)days after the expiry of the contract subject to successful completion of the work as per the “ Scope of Work”. The security deposit shall be **returned upon contract completion**, after clearing all financial obligations.
- d) The EMD instrument should therefore be valid for an additional period of 60(Sixty) days, after the contract period.
- e) No interest shall be payable on the security deposit.
- f) The contract order shall automatically become null & void and EMD will stand forfeited on the contracting firm if it fails to deposit the amount as above within the specified time limit
- g) NERAMAC is not responsible/ accountable for any commission amount deducted by Bank for the purpose of issuance of Bank draft or any other similar documents.

**8- Requisite documents:**

**The Party should furnish the following documents along with the Proposal:**

1. Article of memorandum of association or partnership deed or any such other documents as the case may be.
2. Certificate of Incorporation /Certificate of Registration or similar legal document.
3. Copy of valid up to date Trade License specific to the job.
4. Copy of the GST registration certificate
5. Photocopy of I.T PAN card (In the name of firm/proprietor/partners etc)
6. An affidavit (Notarized) to the effect that the firm has not been blacklisted by any other Central Government/State Government Department/PSUs and that no criminal case/complaint is pending against them anywhere in India.
7. Relevant supporting documents showing details of Bidder' experience.

8. CA Certificate along with UDIN clearly defining the turnover along with Audited Financial Statements (Balance sheet & Profit & Loss statement).
9. CVs of key personnel.

**# All the copies of documents should be self-attested by the bidder with full signature.**

**Eligibility Criteria of the participating bidders:**

Sl. No.	Basic Requirement	PQTQ criteria	Supporting Documents
1	Legal Entity	The Bidder shall be a legally registered Consultancy firm/Company/LLP/Society/ Partnership firm in India/NGO/Cooperative Society/Not for profit organisation	Certificate of Incorporation /Certificate of Registration/ Partnership deed or similar legal document.
2	GST registration	Should have GST registration	GST registration certificate
3	Bidders Experience	The Bidder must have a minimum three (03) years of experience in GI filing.	Work orders/ Agreements/ Certificates from the client.
4	Project Experience	The bidder must have filed GI application and successfully obtained the GI registration for a minimum of three (03) GI products, out of which a minimum of two (02) must be for Agri/Horti products.	Work order of the client along-with copy of relevant GI certificate.
5	Government Experience	The bidder must have a minimum past experience of working with any Ministry/Department/PSU for works related to GI filing.	Work orders/ Agreements/ Certificates from the client.
5	Financial Turnover	The bidder must have a minimum average annual turnover of at least 50 (Fifty) lakh only during last three financial years i.e. for the year ending March 31, 2021-22, 2022-23, and 2023-24 as per audited financial statements.	CA Certificate along with UDIN clearly defining the turnover along with Audited Financial Statements (Balance sheet & Profit & Loss statement)

**# Any dispute arising out of the contract will be settled under Guwahati Jurisdiction.**

**9- Scope of Work:**

S.N.	<b>Filing and follow-up of the GI Application up to GI Certification</b>
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<b>A.</b>	<b>Research &amp; Documentation</b>
1.	Situational Analysis of the proposed products
2.	Research & Analysis with historical background, origin, specification, production process, geographical and environmental condition, and much more about the product
3.	Documentation of the fact and findings of the product with current situation, including commercial viability.
4.	Statistical observations and human skill, description, uniqueness of the product
<b>B.</b>	<b>Preparation of final application with all the supportive Documents.</b>
1	Preparation of proposed GI Logo of the concern product with the support of original producers. (After GI Certification, it will be the legal final Logo of the concern product)
2.	Photo & Video Documentation of the production process of applicant GI product, including all the related steps of product .
<b>C.</b>	Interaction with related Stakeholders, Applicant organization, including producer groups. Govt. officials will be also cover under these activities.
<b>D.</b>	Legal Documentation exp. & Fee to the G.I. Registry
<b>E.</b>	Technical committee meeting expenses of the bidder including appearing and justification of examination report and resubmission of final document with correction and complete submission of the various sets of documents including Ppt.
<b>F.</b>	<ol style="list-style-type: none"> <li>1. Interaction and Follow up of the application with G.I. Office, Chennai and reply of the examiner's report with all relevant documents with proof and re-submit to the GI Registry. (in some cases, several times GI Registry sends their examination reports before final Gazette notification).</li> <li>2. Submission of revised GI Application with Statement of Case and Examination Report after completion of CGM.</li> <li>3. Follow-up for publication in GI journal with the appropriate correction including related Maps, Logo and other supporting according to the requirement.</li> <li>4. Submission of revised application with relevant more information.</li> </ol>
<b>G.</b>	<p><b>Consultative Group Meeting (CGM-Hearing) From the GI Registry Chennai</b> in the presence of Comptroller General, Registrar GI, Dy. Registrar, Sr. GI Examiner, other Experts in the presence of all GI Applicants and related Producers / Stakeholders with the best quality product in physical manner at Delhi or Chennai, according to the decided by the Registrar of GI Registry, Chennai.</p> <p>Submission of Examination report and revised GI-1 after getting the Examination Report.</p>

#### a. Selection Criteria

Based on the proposal as received by North Eastern Regional Agricultural Marketing Corporation (NERAMAC), it will select the most appropriate/eligible and deserving vendor in line with the requirement and suitability of NERAMAC. The selection criteria for selection of the vendor will be done on the basis of Least Cost Basis Method (LCB) of tendering. The participating bidders have to quote the rate for each (Single) product for GI registration as mentioned in the "BOQ" and **the L1 bidder will be shortlisted on the basis of Lowest Quoted Rate in terms of each (Single) product which will be considered as uniform rate for GI registration as offered (without applicable taxes) by the bidders.**

In the first stage of evaluation process, only **Technical Bid** of the bidders will be opened. Those bidders satisfying the technical requirements as determined by NERAMAC and accepting the terms and conditions of these documents shall be short-listed. The decision in this regard will be at the sole discretion of NERAMAC.

**Under Technical Evaluation the bidder satisfying all the conditions/submission of documents as mentioned in this tender document will only be considered as technically qualified.**

Under the second stage of evaluation process, **Price Bid of** only those bidders who have been short-listed earlier in first stage (Technical Evaluation) will be opened.

**Financial Bid: The bidder should quote the price in conformity with the Price Sheet attached.**

The price bid format is provided in BOQ along with this Tender Enquiry Document at <https://GeM.Gov.in> Bidders are advised to download this BOQ as it is and quote their offer/rates in the permitted column and upload the same. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC).

**b. Estimated Time frame duration:**

Phase Wise Activities & Process	Estimated Timeline
<p><b>4-Stage 1- Pre GI Registration</b>  <b>Filing of application</b></p> <ul style="list-style-type: none"> <li>• Ground Survey and preparation of legal requirements.</li> <li>• Prepare of statement of case</li> <li>• Filing of application for GI Registration</li> </ul> <ul style="list-style-type: none"> <li>• Submission of details of the special characteristics and how those standards are maintained. For eg- Product details, uniqueness, commercial viability etc.</li> <li>• Preparation of three certified copies of the map of the region to which the GI relates.</li> <li>• Submission of details of the inspection structure which it relates.</li> </ul> <p><b>Preliminary scrutiny and examination</b></p> <ul style="list-style-type: none"> <li>• The examiner will scrutinize the application for any deficiencies.</li> <li>• The applicant should within one month of the communication in this regards, remedy the same.</li> <li>• The content of statement of case is assessed by a consultative group of experts will versed on the subject.</li> <li>• This will ascertain the correctness of particulars</li> </ul>	<p>30 Days to 45 Days                      (Filing of application will be done on behalf of NERAMAC by selected GI Expert/Agency)</p> <p>18 Months (Submission &amp; interaction with GI registry office will be done on behalf of NERAMAC by slected GI Expert/Agency)</p>



Date:

**Annexure - I**

**Forwarding Letter**

(To be submitted on bidder's letterhead)

No: .....

Date:

To  
The Managing Director  
North Eastern Regional Agricultural Marketing Corporation Limited

**Sub: Submission of Proposal in response to** selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications

Dear Sir/Madam,

1. This has reference to your EOI notice for selection & appointment of "Consultancy Firm" for filing of Geographical Indication (GI) applications on behalf of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC) for a period of five (05) years through GeM portal. We have examined the tender document and thoroughly understood its nature/scope of work and terms & conditions.
2. I/we undertake to offer my/our services in conformity with scope/nature of work and the terms and conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. I/We are enclosing application along with required documents as mentioned in tender document.
4. I/We agree that our tender remain valid for acceptance by North Eastern Regional Agricultural Marketing Corporation Limited till the completion of the work from the date of opening of the EOI or till the date of finalization of tender, whichever is earlier.
5. I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/We have not been suspended / delisted / blacklisted by any organization for any reason. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.
6. I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I have no objection to North Eastern Regional Agricultural Marketing Corporation Limited verifying any or all the information furnished in this document with the concerned authorities, if necessary.
7. I/We understand that North Eastern Regional Agricultural Marketing Corporation Limited reserve the right to accept or reject any or all the tenders in full or in part without assigning any reason there for.

Yours faithfully,

(Signature and Name of the authorized person  
of the firm/bidder with office seal)

**Annexure - II**

**Check List**

<b>Sl No.</b>	<b>Particulars</b>	<b>Document type</b>	<b>Page No.</b>
1	Certificate of Incorporation along-with Article /Memorandum of association or partnership deed as the case may be		
2	Valid up to date Trade License		
3	Copy of the GST registration certificate		
4	Photocopy of PAN card of firm/proprietor/partners or		

	as the case may be		
5	Proof of copy regarding EMD & Tender fees submission		
6	Relevant Experience Certificate		
7	Average annual financial turn over (gross) duly certified by CA along-with Audited Balance Sheet and P/L Account 2021-22 2022-23 2023-24		
8	Non-Blacklist Certificate (Self Signed in the form of Declaration)		
9	Copy of Office /Registered office address		
10	Details of Bidder' experience (As per Annexure IV)		
11	CVs of the key experts.		
12	In case the Bid is signed by the Authorized signatory, a copy of the power of attorney/ authorization letter is to be enclosed along with Bid.		

(Signature and Name of the authorized person of the firm/bidder with office seal

**SELF DECLARATION BY THE PARTICIPATING BIDDER**

1. I/ We(Name of the Bidder)hereby declare that the information provided in the EOI No. NER/AGRIBUSINESS/539 regarding selection & appointment of “Consultancy Firm” for filing of Geographical Indication (GI) applications on behalf of North Eastern Regional Agricultural Marketing Corporation Limited (NERAMAC) are true to the best of our knowledge and that we shall be bound by the acts duly constituted attorney.
2. I / We also hereby declare that all matters related to this EOI, under North Eastern Regional Agricultural Marketing Corporation Limited shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission from the competent authority.
3. Mr./Ms..... Whose signature is appearing below, is/are the authorized representative(s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent charges in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/We have read and understood all the “Terms and Conditions “of the EOI as mentioned in the document and consciously to abide by them.

Signature of Bidder/authorized person  
Seal of the Firm

**Bidder's Experience**

Sl.no	Project/ Assignm ent Name	Client Name	Number of GI products filed	GI Tag Granted	Number of GI products filed related to Agricultur e/Horticul ture	Project Duration	
				No of GI products for which GI tag Granted		From	To
01							
02							
03							
04							
05							
06							

\* Please attach copy of work orders / certificates as proof

Signature of bidder/authorized person:  
Seal of the Firm

## Price Schedule Format:

S.N.	Particulars/Heads –Registration Process for filling and follow-up of the GI Application up to GI Certification	For Each (Single) Product: Amount without Tax In Rupees)	For Each Product(Single): Add Amount : Applicable taxes	For Each Product(Single): Amount with tax
<b>A.</b>	<b>Research &amp; Documentation</b> (including all related expenses of the Expert and related team who will involve in the whole process like identification of potential GI product, identification of area, related community, related stakeholders, appropriate applicants, concern Govt. departments, visit in the related project area, other miscellaneous expenses related to this project).			
1.	Situational Analysis of the proposed products			
2.	Research & Analysis with historical background, origin, specification, production process, geographical and environmental condition, and much more about the product			
3.	Documentation of the fact and findings of the product with current situation, including commercial viability			
4.	Statistical observations, description, uniqueness of the product			
<b>B.</b>	<b>Preparation of final application with all the supportive Documents.</b>			
1.	Preparation of proposed GI Logo of the concern product with the support of original producers. (After GI Certification, it will be the legal final Logo of the concern product			
2.	Photo & Video Documentation of the production process, including all the related steps of product			
<b>C.</b>	Interaction with related Stakeholders, Applicant organization, including producer groups. Govt. officials will be also cover under these activities.			
<b>D.</b>	Legal Documentation exp. & Fee to the G.I. Registry			
<b>E.</b>	Technical committee meeting expenses including appearing and justification of			

	examination report and resubmission of final document with correction and complete submission of the various sets of documents including Ppt.			
<b>F.</b>	<p>1. Interaction and Follow up of the application with G.I. Office, Chennai and reply of the examiner's report with all relevant documents with proof and re-submit to the GI Registry. (in some cases, several times GI Registry sends their examination reports before final Gazette notification).</p> <p>2. Submission of revised GI Application with Statement of Case and Examination Report after completion of CGM.</p> <p>3. Follow-up for publication in GI journal with the appropriate correction including related Maps, Logo and other supporting according to the requirement.</p> <p>4. Submission of revised application with relevant more information.</p>			
<b>G.</b>	<p><b>Consultative Group Meeting (CGM-Hearing) From the GI Registry Chennai</b> in the presence of Comptroller General, Registrar GI, Dy. Registrar, Sr. GI Examiner, other Experts in the presence of all GI Applicants and related Producers / Stakeholders with the best quality product in physical manner at Delhi or Chennai, according to the decided by the Registrar of GI Registry, Chennai.</p> <p>Submission of Examination report and revised GI-1 after getting the Examination Report.</p> <p>Organizational overhead expenses related to this project</p>			

Signature of bidder/authorized person  
Seal of the Firm