



भारतीय अनुसंधान केंद्र

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे, 412307 – भारत

ICAR-NATIONAL RESEARCH CENTRE FOR GRAPES

P.B. NO. 3, MANJARI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

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Date: 19 February 2026

EXPRESSION OF INTEREST (EOI)

Hiring of Consulting Services for Microbial Registration at CIB & RC for Indian Council of Agricultural Research – National Research Centre for Grapes, Pune

**(Department of Agricultural Research and Education
Ministry of Agriculture and Farmer's Welfare
Govt. of India)**

Manjiri Farm, P B, No 3, Solapur Rd, Pune, Maharashtra 412307

1. TEXT OF ADVERTISEMENT

Indian Council of Agricultural Research – National Research Centre for Grapes, Pune invites sealed Expression of Interest (EOI) from Consulting agencies for Hiring of Consulting Services for the registration of a mother culture and formulation of **Bacillus subtilis (Strain DR-39, Accession No. NAIMCC- SD-0009)** as a biocontrol agent with the **Central Insecticides Board & Registration Committee (CIB & RC)** under the provisions of the Insecticides Act, 1968.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <https://www.nrcgrapes.in/>

Last date for submission of EOI is 16.03.2026 up to 16:30 hrs. Sealed envelope marked to the captioned address, containing EOI and other supporting documents may be submitted mentioning "**Expression of Interest (EOI) for Hiring of Consulting Services for Microbial Registration at CIB & RC**" on the top cover.

" Director Indian Council of Agricultural Research – National Research Centre for Grapes, Pune, Manjiri Farm, P B, No 3, Solapur Rd, Pune, Maharashtra 412307"

Crucial Dates:

Sr No.	Critical Dates	Date
1	Publishing Date	23.02.2026
2	Document Download Start Date	23.02.2026
3	Document Download End Date	16.03.2026 at 1600 Hrs to be submitted at 'Director Indian Council of Agricultural Research – National Research Centre for Grapes, Pune, Manjiri Farm, P B, No 3, Solapur Rd, Pune, Maharashtra 412307'
6	EOI Opening Date	17.03.2026 at 1100 Hrs

2. BACKGROUND

The Institute intends to register a mother culture and formulation of *Bacillus subtilis* (Strain DR-39) as a biocontrol agent with the CIB & RC. Microbial registrations require specialized regulatory expertise, preparation of comprehensive technical dossiers, coordination of studies, and continuous interaction with regulatory authorities. In this context, the Institute proposes to engage a competent consultancy agency to provide end-to-end regulatory support.

3. OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to provide professional regulatory support for successful registration of the proposed microbial product with CIB & RC in a timely and compliant manner, including assistance in dossier preparation, data generation coordination, submission, and regulatory follow-up.

4. SCOPE OF WORK

The consultant shall undertake the following activities:

The consultant shall undertake the following activities:

- Assessment of regulatory pathway and registration strategy under the Insecticides Act, 1968.
- Identification of applicable data requirements for microbial registration.
- Preparation, compilation, and review of the complete registration dossier as per CIB & RC guidelines.
- Guidance and coordination for bio-efficacy, toxicology, eco-toxicity and shelf-life studies.
- Review of study protocols and final study reports for regulatory compliance.
- Assistance in preparation of draft labels, packaging and claims.
- Online/offline submission of application to CIB & RC.
- Liaison with CIB & RC for clarifications, deficiencies, and technical queries.
- Support during expert committee meetings, if required.

5. DELIVERABLES

The key deliverables under this consultancy shall include:

1. Regulatory strategy document and data requirement checklist.
2. Complete and submission-ready CIB & RC registration dossier.
3. Periodic progress reports.
4. Responses to regulatory queries and deficiency letters.
5. Final registration support until grant of registration or regulatory decision.

6. DURATION OF THE CONSULTANCY

The consultancy shall be valid from the date of award of contract until completion of registration activities with CIB & RC. The duration may be extended based on regulatory timelines with mutual consent.

7. ELIGIBILITY CRITERIA

The consultant/firm should possess:

- **Experience:** Proven experience in microbial registrations with CIB & RC and handling bio-pesticide dossiers.
- **Expertise:** Qualified regulatory professionals with relevant domain expertise on payroll.
- **Financials:** The Bidder should have been profitable and not incurred losses in the last 3 consecutive Financial Years.
- **Location:** Preference may be given to agencies with an office in Pune/Mumbai for better liaison with CIB & RC.

8. FORMATS FOR SUBMISSION

Applicants must submit their response using the following formats as provided in the EOI document:

- **Format-1:** Applicant's Expression of Interest (On Letterhead).
- **Format-2:** Organizational Contact Details.
- **Format-3:** Experience in Related Fields.
- **Format-4:** List of experts/consultants on payroll (at least 3).
- **Format-5:** Financial Strength of the Organization.
- **Format-7:** Declaration.

9. TERMS OF REFERENCE

The detailed terms of reference are enclosed at Annexure-I.

10. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sr No.	Pre- qualification Criteria	Supporting Compliance Document
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932.	Copy of Certificate of incorporation and Partnership Deed, if any
2	The firm should be in the business of providing similar consultancy services for at least 03 years as on 19.02.2026.	Certificate by Company Secretary of the Bidder's organization
3	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years.	Certificate from Chartered Accountant (CA) of the bidder's organization UDIN No.
4	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp
5	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India	Copy of Work Order / Contract
6	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
8	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.

11. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

12. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. ICAR- NRC for Grapes, Pune reserves the right to withdraw EOI and or vary any part thereof at any stage. ICAR- NRC for Grapes, Pune further reserves the right to disqualify any bidder, should it be so necessary at any stage.

This request for Expression of Interest (EOI) is not an offer by the Indian Council of Agricultural Research – National Research Centre for Grapes, Pune, but an invitation to receive responses from eligible interested firms for providing project consultancy on Services for “Microbial Registration at CIB & RC for Indian Council of Agricultural Research – National Research Centre for Grapes, Pune”.

No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed between Indian Council of Agricultural Research – National Research Centre for Grapes, Pune and the bidder(s) concerned.

Indian Council of Agricultural Research – National Research Centre for Grapes, Pune reserves the right not to proceed with the project.



Administrative Officer

ICAR – NRC for Grapes, Pune

प्रशासनिक अधिकार
Administrative Office
राष्ट्रीय अंगूर अनुसंधान केंद्र, पुणे
ICAR for Grapes, Pune

FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To, Director General Fire Services, Civil Defence and Home Guards East Block 7 Level 7 Sec 1 RK Puram, New Delhi 110066

Sub: Submission of Expression of Interest to undertake Bid Process management to select potential consulting/auditing agency to carry out Civil Defence Audit/Assessment of Bordering and Coastal States of India.

Dear

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Encl.: As above.

Sincerely Yours,

Signature of the applicant

Full name of the applicant

Stamp

Date

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

Sr No	Organizational Details
1	Name of Organization
2	Main areas of business
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof
5	Address of registered office with telephone no. & fax
6	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's
7	Contact Person with telephone no. & e-mail ID

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

FORMAT – 3

Experience in Related Fields Overview of the past experience of the Organization in all aspects related to Bid Process management					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in public sector.				
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.				
	Signature of the applicant Full name of applicant Stamp & Date				

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)

Note : Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Bid Process management to select potential consulting agency to carry out **Consulting Services for Microbial Registration at CIB & RC for Indian Council of Agricultural Research – National Research Centre for Grapes, Pune**

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Annexure I

Terms of Reference (ToR) for Consultancy Services for Microbial Registration at CIB & RC

1. Background

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- Review of study protocols and final study reports for regulatory compliance
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- Periodic progress reports
- Responses to regulatory queries and deficiency letters
- Final registration support until grant of registration or regulatory decision

5. Duration of the Consultancy

The consultancy shall be valid from the date of award of contract until completion of registration activities with CIB & RC, subject to a maximum duration as specified in the contract. The duration may be extended based on regulatory timelines, with mutual consent.

6. Roles and Responsibilities

Consultant:

- Provide expert regulatory guidance and ensure compliance with CIB & RC requirements
- Maintain confidentiality of all Institute data and information

Institute:

- Provide necessary technical inputs, samples and study data
- Facilitate coordination with laboratories and stakeholders

7. Reporting and Coordination

The consultant shall report to the designated nodal officer of the Institute. Regular review meetings shall be conducted to monitor progress and address issues.

8. Payment Terms

Payment shall be made as per milestones defined in the contract and subject to satisfactory completion of deliverables. Applicable taxes shall be paid as per government norms.

9. Confidentiality and Intellectual Property

All documents, data and information generated during the consultancy shall remain the property of the Institute. The consultant shall not disclose any information without prior written consent.

10. Termination

The Institute reserves the right to terminate the consultancy in case of non-performance, breach of contract, or violation of confidentiality, as per applicable procurement rules.

11. Eligibility Criteria for Consultant

The consultant/firm should have:

- Proven experience in microbial registrations with CIB & RC
- Qualified regulatory professionals with relevant domain expertise
- Experience in handling bio-pesticide or microbial dossiers
- Adequate infrastructure and regulatory liaison capability

12. Approval

This Terms of Reference is issued with the approval of the competent authority and shall form part of the procurement and contract documentation.

