

Notice inviting Applications
For
Empanelment of Consultants/ Consulting Firms in
formulating Detailed Project Reports (DPRs) for
Proposals of Cooperative Societies of Mizoram



राष्ट्रीय सहकारी विकास निगम
NCDC
Assisting Cooperatives. Always!
सहकारिताओं की सहायता में सदैव तत्पर

National Cooperative Development Corporation (NCDC),
Regional Office, Guwahati, Assam
Ministry of Cooperation, Government of India

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Section- I

**Details of Empanelment of Consultants/ Consulting Firms
in formulating DPRs for
Proposals of Cooperative Societies of Mizoram**

Empanelment of Consultants / Consulting Firms in formulating DPRs for Proposals of Cooperative Societies

1. Introduction:

1.1 Cooperative societies in Mizoram are engaged in a wide range of sectors, including agriculture, fisheries, dairy, livestock, horticulture, handloom and handicrafts, marketing, consumer services, transport, housing, credit, and multipurpose activities. These societies provide an important platform for small and marginal farmers, artisans, rural entrepreneurs, and economically weaker sections to undertake collective enterprises, improve market access, reduce production costs, and enhance income generation.

1.2 In recent years, both the Government of India and the Government of Mizoram have placed greater emphasis on strengthening the cooperative sector through various policy reforms, capacity-building initiatives, digitalization and improved access to institutional finance.

1.3 Despite these opportunities, many cooperative societies continue to face challenges in preparing technically sound and financially viable project proposals. Most societies have limited access to professional expertise in project planning, financial analysis, engineering design, market assessment and preparation of DPRs.

1.4 To support this need, the National Cooperative Development Corporation (NCDC), under the Ministry of Cooperation, Government of India, proposes to empanel qualified **individual consultants and consulting firms** to provide technical and managerial support to cooperatives across the state.

2: Concept of Empanelment of Consultants & Consulting Firms:

2.1 NCDC has signed a Memorandum of Agreement (MoA) with Planning & Programme Implementation Department, Government of Mizoram under the “Bana Kaih (Handholding) Scheme” of the State Government of Mizoram, on 27.03.2026, with the objective of promoting economic development and entrepreneurship in the State.

2.2 Under this MoA, NCDC will provide collateral-free and interest-free loans up to ₹50.00 lakh, to eligible beneficiary cooperative societies under various schemes of Government of India and NCDC schemes who fulfil special relaxed/ modified Direct Funding Criteria of the NCDC and whose proposals are eligible activity(ies) under the Credit Guarantee Fund Scheme for Micro and Small Enterprises (CGTMSE) scheme of the Ministry of Micro Small and Medium Enterprise (MSME), Government of India. Further, under this MoA, several proposals from cooperatives have been shortlisted by the Departmental Nodal Committee for processing by NCDC. Apart from proposals under the “Bana Kaih (Handholding) Scheme”, other proposals are also expected to be generated from cooperatives across the state, which require the services of the Consultants/ Consulting Firms.

2.3 It has been observed that most of the proposals submitted to NCDC by cooperatives of the state are not in proper order and lack technical and financial details due to which there has been significant delay in the processing the proposals.

2.4 In order to overcome this constraint and in interest of the cooperatives of Mizoram, NCDC proposes to empanel **individual Consultants/ Consulting Firms** having expertise in preparing DPRs/ business plans for the cooperative societies of Mizoram.

2.5 The empanelment process aims to build a **pool of qualified and experienced professionals/ firms** who can provide reliable technical and managerial support to cooperatives seeking financial assistance from NCDC.

2.6 Through this mechanism, cooperatives will be able to submit viable and bankable project proposals, thereby facilitating efficient project implementation and improving the overall growth and sustainability of the cooperative sector of the state.

3. Objectives of Empaneling Consultants/ Consulting Firms:

3.1 The following objectives are laid down for the purpose:

- To contribute to the growth of the cooperative sector by disseminating **information, knowledge, and technical skills** to cooperatives and other stakeholders through a pool of experts empaneled as consultants/ consulting firms.
- To create a **common platform as a one-stop solution** for cooperatives and related stakeholders to obtain professional consultancy, technical guidance and project development support.
- To promote the preparation of **bankable DPRs** and technically sound proposals for enabling cooperatives to access institutional finance.
- To generate **employment opportunities for young and qualified professionals** in the cooperative sector.
- To ensure optimal utilization of professional expertise and human resources in the cooperative sector for **collective development, modernization of cooperatives and improvement in the livelihoods of the communities**.

4: Who can be Empaneled?

4.1 **Qualified professionals from the private sector/ freelancers and registered Consulting Firms / Entrepreneurs / Enterprise Firms** having relevant experience in implementing projects in sectors such as Agriculture and Allied activities, Horticulture, Animal Husbandry, Food Processing, Cottage Industries, Handloom and Handicraft, Micro, Small and Medium Enterprises (MSMEs), etc.

5: Who can Avail the Services?

5.1 All entities requiring consultancy support for planning, developing and implementing cooperatives-related projects may approach and avail the services of empaneled consultants or consulting firms. Users or clients may include:

- Different types of cooperatives
- Farmer Producer Organizations (FPOs) registered under the Cooperative Act of the state
- Self Help Groups (SHGs) and Joint Liability Groups (JLGs) involved in cooperative sector
- Cooperative Federations and related cooperative institutions

5.2 Stakeholders requiring consultancy support for project planning, DPR preparation, and implementation of cooperative projects may refer to the list of empaneled consultants/ consulting firms available on the NCDC website, engage their services as per their project requirements and intimate the same to NCDC for payment purpose.

6: Procedure for Empanelment

- Interested consultants/ consulting firms shall submit applications in the prescribed format within the stipulated timeline.
- Applications will be initially screened for **completeness** and then evaluated as per eligibility criteria.
- The **final empaneled list** will be uploaded on the NCDC website and firms will be informed through written communication.

7: Who will Empanel?

7.1 The National Cooperative Development Corporation (NCDC), a statutory organization under the administrative control of the Ministry of Cooperation, Government of India, shall empanel **individual Consultants/ Consulting Firms** for providing technical and managerial consultancy services to the cooperatives.

7.2 NCDC will empanel consultants and consulting firms having relevant expertise in preparing DPRs/ business plans for the cooperative societies of Mizoram and ensuring that all the necessary documents are in the proposals submitted by the cooperative societies. The empanelment will be carried out through a defined selection process based on eligibility criteria, professional experience and demonstrated competence in various sectors.

7.3 The details of the empaneled consultants and consulting firms will be published on the official website of the National Cooperative Development Corporation. The empaneled Consultants / Consulting Firms will provide consultancy services to the cooperatives and other eligible stakeholders on a **service fee basis**. The service will be charged as per the applicable fee approved by the Finance Department, Government of Mizoram's O.M. No.

A.47011/1/2014-F.Est/395 dated:- 27.01.2021. As per the OM, the maximum ceiling for consultancy charges will be $\leq 2\%$ of the cost of construction for the project costing below ₹ 100 lakh. Thus, interested consultants / consulting firms are requested to quote their rates accordingly for getting shortlisted for empanelment with NCDC.

8: Eligibility criteria:

Category	Eligibility Requirements
Professionals – Freelancers from Private Sector	Should have minimum 1-year experience in DPR/ business plan preparation related Agriculture and Allied activities, Horticulture, Animal Husbandry, Food Processing, Cottage Industries, Handloom and Handicraft, MSMEs, etc.
Consulting Firms/ Entrepreneurs/ Enterprise Firms	1. Should be registered under applicable Indian laws. 2. Should have minimum 1-year experience in handling projects in public or private sectors. 3. Should have adequate qualified human resources and technical expertise. 4. Should not be blacklisted or involved in legal issues or malpractice.

9: General Terms & conditions:

1. The empanelment of Consultants/ Consulting Firms by NCDC shall be valid for a period of 03 (three) years.
2. The empanelment is **solely for listing purposes** and does not constitute an offer of employment or guarantee of assignments by NCDC.
3. NCDC reserves the right to **empanel consultants/ firms** based on their **profile, experience and contribution** to various sectors.
4. Empanelment does **not guarantee engagement** of services either by NCDC or its stakeholders.
5. The empanelment process is **continuous and open-ended**. The validity of empanelment will be as notified, and the empaneled list on the NCDC portal will be updated periodically.
6. Consultants/ Firms are **fully responsible** for the accuracy, completeness, and authenticity of the information submitted during empanelment, including details of organization, services and compliance with applicable laws.
7. NCDC reserves the right to **delist or cancel empanelment** at any time if a consultant/firm is found to be involved in **fraud, legal violations, misrepresentation or poor service delivery**.
8. Consultants/Firms may **withdraw from empanelment** at any time by submitting a written request with reasons to NCDC.
9. NCDC reserves the right to **accept, reject, or cancel applications** at its discretion and such decisions will be final.

10. Any dispute arising **out of or related to empanelment with NCDC** shall be referred to **arbitration under the Indian Arbitration and Conciliation Act, 1996**, with the place of arbitration at New Delhi. The award of arbitration shall be final and binding.
11. Empaneled Consultants/Firms may **mention that they are empaneled by NCDC** but shall not claim direct promotion, endorsement, or employment with NCDC.
12. Empanelment is subject to **compliance with all applicable laws, regulations, and policies** of NCDC.

***Disclaimer:** NCDC does not promote or endorse any empaneled Consultant/Firm.*

10. Application Process:

10.1 All applications received from individual consultants/ consulting firms shall be **scrutinized, evaluated, and empaneled** only after approval by the **Committee constituted for the purpose**.

10.2 NCDC shall issue a **notification inviting applications** for empanelment of consultants and consulting firms for providing **technical, managerial and advisory services** in cooperative development and allied sectors through advertisement on the **NCDC website** and in local newspapers.

10.3 All interested applicants shall submit their application in the **prescribed format (Annexure- 1)** along with all **requisite and supporting documents** to the following address **by 01st October, 2026**:

**NCDC,
Regional Office, Guwahati
3rd Floor, Block No. V, HOUSEFED Complex, Beltola,
Guwahati- 781006, Assam**

[Email : ro.guwahati@ncdc.in](mailto:ro.guwahati@ncdc.in)
Tel: 6303710932, 9990028106

10.4 Applications shall be submitted **by a single entity only**. Joint ventures, consortiums, or partnerships of multiple entities are **not eligible** to submit applications or be considered for empanelment under any circumstances.

10.5 Signing and Numbering of Documents:

All pages of the application and supporting documents submitted must be **signed and sequentially numbered** by the applicant/firm, regardless of the content of the documents. **Unsigned or unstamped applications will not be accepted.**

10.6 Incomplete Applications:

Applications that are **incomplete or do not comply with the prescribed requirements** shall not be considered.

10.7 Clarifications and Corrigenda:

All clarifications, corrigenda, and other relevant information related to the application process shall be published on the **official NCDC website**.

10.8 **Submission of Queries:**

Applicants may submit queries in writing to the **official NCDC address** by post or via above mentioned email.

10.9 **Response to Queries:**

After publication of the notification, the contact person designated by NCDC shall begin **accepting written queries** from applicants. NCDC will endeavor to provide **timely responses** to all queries. However, NCDC **does not guarantee the completeness or accuracy** of any response provided in good faith, nor is it obligated to answer all queries submitted by applicants.

Section- III

ANNEXURES

Annexure 1: Application Form for Individual Consultant

National Cooperative Development Corporation Application for Empanelment of Consultant		 राष्ट्रीय सहकारी विकास निगम NCDC <i>Assisting Cooperatives. Always!</i> सहकारिताओं की सहायता में सदैव तत्पर	
I. Applicant Details:			
1.	Name of the Applicant		
2.	Father's /Husband's Name		
3.	Date of Birth & Age		
4.	Gender (Male/Female)		
5.	Address for Correspondence:		
6.	Email ID		
7.	Mobile No & Phone No		
8.	Bank Account Details of the Applicant	1.Name: 2.Account Number: 3.Bank & Branch Name: 4.IFSC:	
9. Educational Qualifications:			
Level of Education (Highest to 10thClass)		Specialization	Percentage / Grade Secured
			Year of passing
10. Work Experience:			
Year (From-To)	Organization	Position	Major tasks performed & accomplishments
11. Contribution to Cooperative Sector / Rural Sector:			
Sl. No.	Category	Work executed/ projects handled by the Consultant / Firm	
1.			
2.			
3.			
4.			

5.

12. Details of consultancy work taken up in the past few years:

Sl. No.	Title of consultancy work	Project period (From-To)	Individual/ Organization entrusted work	Value of Work (₹ in lakh)	Major accomplishments

13. Whether the individual has any litigations/ Departmental enquiries/Recoveries of Govt., funds etc _____ (Yes or No). If Yes, details to be furnished.

Declaration:

I, _____, S/D/W/o
_____, do hereby declare that all the
information furnished in this application form is true to the best
of my knowledge.

**Signature of
the Applicant
Name
& designation**

Date:
Place:

For Office Use (To be filled by NCDC Official):

Date of receipt of application: _____ Name & Designation of
Receiver: _____

Instructions for Submission of application:

- 1) One applicant should submit only one application form along with the requisite documents with declaration duly signed by the Competent Authority of the current Organization
- 2) Applicant should submit the application through post or E-mail or in person on the above-mentioned address
- 3) **List of documents that may be enclosed along with the application:**
 - a) Self-attested Proof of Identity of the applicant & Residential Address (Copy of Passport/ Aadhaar Card/ Driving License)
 - b) Copies of academic qualifications & experience certificates of the Organization worked.
 - c) Copies of Awards/ Recognitions
 - d) Detailed list of consultancy works with copies of bills/ invoices or any documentary evidence to validate that the applicant has minimum years of above experience in consultancy work. All details furnished by the applicant should be provided with verifiable documents.

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Annexure 2: Application Form for Consulting Firm

National Cooperative Development Corporation Application for Empanelment of Consulting Firm		 राष्ट्रीय सहकारी विकास निगम NCDC <i>Assisting Cooperatives. Always!</i> सहकारिताओं की सहायता में सदैव तत्पर			
I. Applicant Details:					
1.	Name of the Consulting Firm				
2.	Type of Firm (Tick ☐ any one)	Proprietorship () Partnership Firm () Public Ltd. Company () Private Ltd. Company ()			
3.	Name of the Authorized signatory/Head of the Organization & Designation				
4.	Date of Establishment (Regd. No. & Date)				
5.	Number of Years in the Consulting Service				
6.	Full Address for Correspondence:				
7.	Email ID				
8.	Mobile No & Phone No				
9.	PAN Card No:				
10.	GST No. (If obtained)				
11.	Area of operation				
12.	Sectoral expertise				
13.	Bank Account Details of the Applicant	1.Account Holder's Name: _____ 2.Account Number: _____ 3.Bank& Branch Name: _____ 4.IFSC: _____			
14.	Permanent / Rented Office				
15. Details of consultancy work taken up/ implemented in the past one year and above:					
Total					

15) Details of Staff employed:

Sl. No.	Name & Designation	Contact No.	Date of Joining	Academic Qualifications	Work Experience

16) Year wise financial particulars, audit, Tax filing details (as applicable):

Year	Annual turnover (₹. In lakh)	Whether Financial Audit is done? (Yes/No). {If yes, enclose the copies of audit)	Whether Income Tax Returns is filed? (Yes/No) (Furnish the copy of the return)

17) Whether the Organization was black listed/ involved in any litigations/ Departmental enquiries/Recoveries of Govt., funds etc.? _____ (Yes or No). If Yes, details to be furnished.

Declaration:

I, _____, S/D/W/o
_____, do hereby declare that all the
information furnished in this application form is true to the
best of my knowledge.

Date:
Place:

**Signature of the
Authorized person /
Head of the
Organization
Name & designation**

For Office Use (To be filled by NCDC Official):

Date of receipt of application: _____ Name & Designation of
Receiver: _____

Instructions for Submission of application:

- 1) One firm should submit only one application form along with the requisite documents with declaration duly signed by the Competent Authority of the Firm
- 2) Applicant should submit the application through post or E-mail or in person on the above-mentioned address
- 3) **List of documents to be enclosed along with the application.**
 - a) Self-attested Proof of Identity of the applicant (Copy of Passport/ Aadhaar Card/Driving License) duly attested by authorized signatory.
 - b) Authorization letter of the Firm declaring the authorized signatory for submission of application and all relevant documents.
 - c) Proof of Registered office address.
 - d) Copy of registration of Firm (Proprietorship/ partnership/ Pvt. Ltd comp/Public Ltd. Company/ Registered Society/Trust/Govt. Agency).
 - e) Copy of GST Registration (valid registration of the Company etc.).
 - f) Copy of PAN Card (if any)
 - g) Income Tax Returns (ITR) for min 2 years for firms with 3 years and above experience. Minimum 1 or 2 years ITR for the firm with minimum 1 year to less than 3 years of existence and in case of not yet filed shall submit self-declaration with reasons and self-attestation (if applicable)
 - h) Copy of bank account details on name of Firm duly attested.
 - i) Detailed list of consultancy works with copies of bills/ invoices or any documentary evidence to validate that the applicant has minimum of 1 (one) year & above experience in consultancy work. All details furnished by the applicant should be provided with verifiable documents.
 - j) Web site details, if any
 - k) Empanelment with State Government/ Central Government/ PSU/ other Organizations, if any

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National Cooperative Development Corporation (NCDC),
Regional Office, Guwahati, Assam
Ministry of Cooperation, Government of India

Empanelment of Consultants/ Consulting Firms in formulating DPRs for Proposals of Cooperative Societies

Introduction:

1.1 Mizoram a Cooperative Society hi trade hrang hrang neite niin, hengte hian agriculture, fisheries, dairy, livestock, horticulture, handloom leh handicrafts, marketing, costomer service, transport, housing, credit leh multipurpose te an huam a ni. Heng Cooperative Society te hi Mizoram a loneitute, khut thlem thiamna bik neite (artisans), dawr kaite leh mi rethei zawkte atan an pawimawhin an tangkai hle a, anni tan hian ei leh bar zawнна lamah kawng an kawhhmunin, an thil thar chhuahte awlsam zawk a hralhna an hmuhsak a, nasa takin an dinhmun an chawikan sak bawk a ni.

1.2 Sawrkar laipui leh Mizoram Sawrkar chuan tun hnaiah hma nasa taka la in, Copperative Society te hmasawнна rahbi thar a hruai luh hi an hmachhawp lian ber pakhat a ni a, hemi kawngah hian Cooperative Society kalphung siam that te, Society chi tin in hma an sawn nan a training leh skills training pek te, digitalization te leh Society te tan a awlsam zawk a pawisa an puk theihna hmun siam te a ni.

1.3 Cooperative Society te tan hian hamthatna tam tak awm mahse member thiam bik an tam loh avang hian hamthatna chi hrang hrang, a bik in project lian tham ah te hian hnawl niin, an dil ngam lo in an hmuh loh phah leh thin a. Hei hi a chhan bul ber pakhat chu project siam an thiam tawk loh vangte, financial analysis a bikin ka sum leh pai tam tham ah inchhut an thiam tawk loh vangte, engineering design an thiam tawk loh vangte leh DPRs a hmalakna a awm tlem avangte hian a ni.

1.4 Government of India chuan Ministry of Cooperation hnuai ami National Cooperative Development Corporation (NCDC) chu rampum a Cooperative Society te tanpui tur leh project te siampui turin individual Consultant leh Consulting Firm- te ruai in, heng mite hian enfiah pui a lo tanpui tura tih an ni dawn a ni.

2. Consultants & Consulting Firms chhawr/rawih theih dan te:

2.1 NCDC leh Government of Mizoram te chuan Planning & Programme Implementation Department chuan Memorandum of Agreement (MoA) “Bana Kaih (handholding) Scheme” chu ni 27.03.2026 khan an sign a. Hemi scheme in a tum

chu Mizoram chhunga entrepreneurship lama hmasawn leh ei leh bar lama hmasawna te a ni.

2.2 He MoA hnuaiah hian NCDC te chuan Government of India leh NCDC hnuaia the Ministry of Micro Small and Medium Enterprise (MSME) hnuaia the Credit Funding Criteria of the Scheme for Micro and Small Enterprises (CGTMSE) in a in a a pek theih e tih bik Cooperative Society te chu cheng nuiah 50 (Rs. 50.00 lakhs) man loan chu engmah dahkham ngailo leh a pung awmlo in loan a pe chhuak dawn a ni. Hemi bakah hian he MoA hian NCDC a Departmental of Nodal Committee chuan Cooperative Society list te chu lo chhawk te ve thei a ni. Banakaih (Handholding) Scheme hnuaia proposal siam ho bakah hian Mizoram puma Cooperative Societies te chuan proposal siam theiin, hei hian Consultants/ Consulting Firms te puihna an mamawh dawn a ni.

2.3 State chhung a Cooperative Society te proposal theih te chu NCDC chuan tha tawka ngai lovin, a in chherchhuan dan a dikloh mai bakah, technical leh financial chungchangah thu fel tawko leh chhang tawko a tam avangin proposal te nasa takin a tih thuanawp phah a ni an ti.

2.4 Mizoram a Cooperative Society tanpui turin NCDC chuan Individual Consultants/ Consulting Firms DPRs siam chungchangah leh business planning chungchanga thiamna nei te chu dah turin a propose a ni.

2.5 NCDC hnuaia Financial Assistant mamawh Cooperative Society te tanpui turin heng mite/ professionals leh firms te hi dah an ni anga, an ni chuan technical leh managerial lamah an lo tanpui dawn a ni.

2.6 Heng mi rawihte hian Mizoram chhunga Cooperative Society te chu puiin, he an puihna hmang hian documents felfai tak an nei anga, chungte hmang chuan NCDC te chhawr tangkaiin, Society te pawn an mamawh sum leh paite hmangin hna an thawk anga, nasa takin an than phah dawn a ni.

3. Objectives of Empaneling Consultants/ Consulting Firms:

3.1 A hnuaia tarlan te hi an thawh dan tur te chu a ni:

- Cooperative Society leh stakeholder dangte chuan Consultants/Consulting Firms te tanpuina a zarah information lamahte, thiamna leh technical skills ah te hma an lo sawn dawn a ni.
- Cooperative Society te leh stakeholder dangte chuan professional consultancy, technical guidance leh project development support lamah te hmun hrang hrang a kal ngailo in hmun khatah mi pakhat/firm pakhat ah an siamin, an buaipui thei tawh dawn a ni.
- Cooperative Society ten Financial support an hmun theih nan a DPR's tha leh hlawhtlin tur thlan thiam.
- Thalai lehkha thiam hna hmu lo leh thiamna bik neite tan a eizwnna Cooperative Society atanga siam sak.
- Cooperative Society atana hamthatna awm te hi mi nawlpui, mitin ten a an hman theih a chhawpchhuah leh Cooperative Society kan neihsa te tih chantlin bakah, khawtlang tan hmasawwna siam.

4. Tute nge chhawr/rawih theihthe chu?

4.1 A chhawr/rawih theih te chu heng private sector/ freelancers leh registered Consulting Firms/ Entrepreneurs/ Enterprise Firms a mi lehkha thiam/thiam bikna nei te an ni a. An ni hian Agriculture and Allied activities, Horticulture, Animal Husbandry, Food Processing, Cottage Industries, Handloom and Handicraft, Micro, Small and Medium Enterprises (MSMEs), etc. ah te hian hnuhma tha tak lo nei tawh an ni tur a ni.

5. Tuten nge he service hi hmang thei?

5.1. Cooperative kaihhnawih project siam tum te tan he service hi a hman theih dawn a, Consultants/ Consulting Firms te hian planning lamah leh a tul tulah an lo pui thei dawn a ni. He service hmangtu te chu:

- Cooperative Society chi tin ten.

- Mizoram State Cooperative Act. hnuai a in register Farmer Producer Organizations (FPOs) te.
- Cooperative Sector hnuaia Self Help Groups (SHGs) leh Joint Liability Groups (JLGs) te.
- Cooperative Federations leh Cooperative Institutions te.

5.2 Stakeholders-ten project ruahmanna atana Consultancy support an mamawh angte, DPR buatsaih leh Cooperative Project kalpui dan hian NCDC website-a empaneled Consultant/ Consulting Firm list awmte a en in, an project mamawh angin an service an hmang thei a, chutiang bawk chu pawisa pe tur atan NCDC an hmang thei bawk.

6. Chhawr/rawih theih tur a thil tih tur te?

- Consultants/ Consulting Firms ten a thehluh ngaite chu format dik thlap in, thehluh hun an hawn chhungin an thehlut tur a ni.
- Applications/lekhka thehluh te chu a kim in a felfai em tih en fel anih hnua, an tlin ngei angem tih en an ni leh ang.
- Final List te hi NCDC website ah tarlan an ni anga, Firms te hi lekhka thawn an ni bawk ang.

7. Tu ten nge thlang ang?

7.1 Cooperarive te hnena technical leh managerial consultancy service pe tur Individual Consultants/ Consulting Firms te chu Government of India hnuai a Ministry of Cooperation kaihhraina hnuaia awm The National Cooperative Development Corporation (NCDC) ten an thlang ang.

7.2 NCDC chuan Mizorama Cooperative Society-te tana DPR/ Business plan siamna kawnga thiamna kaihhnawih nei Consultant/ Consulting Firms-te chu an thlang chhuak anga, lekhka pawimawh zawng zawng Cooperative Society-te proposal thehluhah a awm ngei ngei em tih an enfiah ang. Thang chhuahna hi eligibility

criteria, professional experience leh sector hrang hrang a an thiamna ah te en niin, hemi hmanga thlan dan tur ruahman sa hmanga thlan an ni ang.

7.3 Empaneled consultant leh consulting firm te chanchin kimchang chu National Cooperative Development Corporation official website-ah tarlan a ni anga. Empaneled/thlan chhuah Consultants / Consulting Firms te hian Cooperative Society leh Stakeholder dangte hnenah a free-in Consultancy Service an pe dawn a ni. He service hi Finance Department, Government of Mizoram's O.M. No. A.47011/1/2014-F.Est/395 ni 27.01.2021-a siam a ni. OM-in a sawi angin Project Nuaih 100 (100 lakh) chhinah Consultancy rawn man atana sang ber chu $\leq 2\%$ a ni. Chutiang chuan Consultant/Consulting Firm duh bikte chu NCDC-a empanelment atana shortlist an nih theih nan an rates chu a tul angin quote/hriattir turin an ngen a ni.

8. Eligibility Criteria

Category	Eligibility Requirements
Professionals-Freelancers from Private Sector	DPR/ business plan buatsaih lama kum 1 aia tlem lo experience nei an ni tur a ni a, an experience neihna te chu heng Agriculture leh Allied activities, Horticulture Ran vulh, Food Processing, Cottage Industries, Handloom leh Handicraft, MSME, etc. ah te hian a ni tur a ni.
Consulting Firms/Entrepreneurs/Enterprise Firms	1. India dan hnuaia registered a ni tur a ni. 2. Public emaw Private Sector-a Project kalpui lamah kum 1 aia tlem lo experience nei tur a ni. 3. Mihring thiamna leh technical thiamna lam kawngah a tling vek tur a ni. 4 Blacklist-a emaw, danin a a phal loh thilah a inhnamhnawih emaw, thil dik lo tihnaah emaw inhnamhnawih tur a ni lo.

9. General Terms & Conditions:

1. NCDC-in Consultant/ Consulting Firm-te thlante chu kum 3 (thum) chhung atan hman theih a ni ang.
2. NCDC-in a Firm thlante hi chhawr ngei ngei tur an ni e tihhna an ni lo a, a list hi a tar chhuak ve mai chauh a ni.
3. NCDC chuan Consultant/ Consultancy Firm te chu an profile, experience leh sector hrang hranga an thawhhlawk dan a zirin a thlang/list tarchhuah theihna a nei a ni.
4. Empanelment list/ tarchhuah list hian NCDC emaw, a stakeholder-te atangin chhawr ngei ngei an ni dawn emaw, hna an hmu ngei dawn tih a tiam (guarantee) chuanglo.
5. Empanelment process hi open-ended a ni in, list-ah hian belh thar an awm zel a. Empanelment/ thlangchhuah Firm te chu an hman theih hun chhung hriattir an ni ang a, NCDC portal-a empaneled list chu a hun ang zelin update a ni ang.
6. Consultant/ Consultancy Firm te chuan an lehkhah thlehluh; anmahni organization lam chanchin kimchang, service pek leh dan an zawmna zawng zawng te chu a kim lek ah kim loh ah te, a dik leh dik loh ah te leh lehkhah chu a tak nge a lam anihna lamah te chuan an mahni chu mawhhphurtu an ni ang
7. Consultant/ Consultancy Firm chuan inbumna, dan bawhchhiatna, thu dik tawklo a awmin, emaw service pek a tha lo emawah a inhnawmhnawih nia hriat a nih chuan NCDC chuan engtik lai pawhin empanelment list atangin cancel theihna a nei.
8. Consultant/Firm-te chuan engtik lai pawhin empanelment atangin an inhnukdawh thei a, a inhnukdawh duh anih chuan NCDC-ah chhan ziakin dilna an thehlut thei ang.
9. NCDC chuan a duh angin dilna te chu a pawm, hnawh, tihtawp theihna a nei a, a thutlukna chu a thuthlukna tawp a ni ang.
10. NCDC nena thawh dun tur thlan chhuah chungchang avanga inhnial buaina lo chhuak emaw, a kaihnhawih emaw chu Indian Arbitration and Conciliation Act,

1996 hnuaiah endik/en nawn atan, a hmunpui New Delhi-ah thawn a ni ang. Chumi hnua thu chhuak chu thu tawp a ni ang.

11. Consultants/Firms thlan chhuah te chuan NCDC in a thlan chhuah an nih thu an sawi lang thei ang a, mahse NCDC kaltlanga intheh lar te, an pawmpuina te, hnathawhna tur te an dil tur a ni lo.

12. Thlan chhuah te hian NCDC dan, thupek leh policy hman tur zawng zawng an zawm tur a ni.

Hriat tur: NCDC hian Consultant/Firm thlan chhuahte theh lar emaw pawmpuina thu emaw a chhuah ngai lo.

10. Dilna kalpui dan tur

10.1 Mimal consultant emaw firm emaw atanga dilna rawn lut zawng zawng en nawnna tur atana din Committee-in a pawmpui hnua chauh enfiah a, endik a, thawhpui tur atana lak tur an ni.

10.2 NCDC chuan NCDC website leh tualchhung chanchinbu kaltlangin cooperative hmasawn zel nan thiam bik thil nei te, inkaihhruaina lam thiam bik te leh thurawn tha tak pe theitu tur consultant leh consulting firm-te tan dilna a thehluk theih tih thu a chhuah ang.

10.3 Diltu zawng zawngte chuan an dilna chu **01st October, 2026** ral hmain format ruat sa (Annexure- 1) angin document zawng zawng nen a hnuaia address-ah hian an thehlut tur a ni:

NCDC,
Regional Office, Guwahati
3rd Floor, Block No. V, HOUSEFED Complex, Beltola,
Guwahati-781006, Assam

Email: ro.guwahati@ncdc.in

Tel: 6303710932, 9990028106-ah zawhfiah theih a ni

10.4 Dilna chu pawl pakhat anga thehlut tur a ni. Pawl mal bik ang emaw, pawl pahnih thawk dun, a hrang ve ve anga kal emawin thehluk theih a ni lo vang.

10.5 Document-a hming ziah leh number pek chungchang:

Dilna phék zawnz zawnz leh document theihluh zawnz zawnz chu diltu/firm-in a sign in, number felfai tak a pe vek tur a ni. Dilna sign loh emaw, stamp chhut loh emaw chu pawm a ni lo vang.

10.6 Dilna lehkha kim lo:

Dilna lehkha theihlut kim lo emaw, tih tur ruat sa zawn lo emaw chu ngaihtuah a ni lo vang.

10.7 Hrilhfiahna leh Siamthatna:

Dilna kalpui dan tur chungchang sawi fiahna zawnz zawnz leh thu pawimawh dang zawnz zawnz chu NCDC official website-ah tarlan a ni ang.

10.8 Zawnna theihluh dan:

Diltuin zawnna a nei a nih chuan, ziakin NCDC official address-ah post emaw a chung a tarlan email hmangin emaw theihluh theih a ni.

10.9 Zawnna chhanna:

Notification tihchhuah a nih hnuah NCDC-in a ruat bik mi pakhat chuan diltute hnen atanga ziaka zawnna rawn lut te chu a lo en ang. NCDC chuan zawnna zawnz zawnz a hun taka chhanna pek a tum ang a, chutih rualin an chhanna pek apiang chu a dik famkim tihna a ni kher lo baw. Zawnna rawn lut zawnz zawnz pawh an chhang vek tur tihna a ni lo.

Section -III

ANNEXURES

Annexure 1. Mimal Consultant dilna Form

National Cooperative Development Corporation Application For Empanelment of Consultant		NCDC	
I. Applicant Details:			
1.	Hming		
2.	Pa/Pasal Hming		
3.	Pian ni leh Kum zat		
4.	Mipa/Hmeichhia		
5.	Lehkha pawimawh thlenna tur Address		
6.	Email ID		
7.	Mobile No. leh Phone No.		
8.	Diltu Bank Account kimchang	1. Hming 2. Account Number 3. Bank leh Branch Hming 4. IFSC code	
9. Educational Qualifications:			
Zir chin level (A sang ber atanga pawl 10 thleng ziah thlak tur)	Thiamna bik	Percentage/Grade hmuh zat	Passed kum

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10. Work Experience:

Kum (From-To)	Pawl hming	Nihna/Dinhmun	Hna liantham thawh tawh leh tih hlawhtlin tawhte

11. Cooperative Sector/Thingtlang Sector tana tanpuina pek tawh zat:

Sl.no.	Category	Consultant/ Firm hnathawh emaw project enkawl
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1.
2.
3.

12. Consultancy hna thawh tawh te:

Sl. No	Title of consultancy work	Project period (From-To)	Individual/ Organization entrusted work	Value of Work (₹ in lakh)	Major accomplishments

13. Mimal hian thubuai Court-a awm mek / Department-in a chhui mek / Sawrkar sum ba engpawh a nei em? (A nei / A nei lo)A neih chuan, a chipchiarin han sawifiah ni se:

Declaration:

Kei,, S/D/W/o hian he dilna form-a ka thil ziah zawng zawngte hi ka hriatna dik tak leh a tak ngei a ni tih ka tiam e.

Signature of the Applicant

Name & designation

Date:

Place:

For Office Use (To be filled by NCDC Official):

Date of receipt of application:

Name & Designation of Receiver:

Dilna Thehluh Dan Tur:

- i) Diltu pakhat tan dilna form pakhat chauh thehluh tur a ni a, a tunlai thawhna Organization-a Thuneitu (Competent Authority) hming ziah hnan (sign) ngei a ngai a ni.

ii) He dilna hi post-in emaw, E-mail-in emaw, a hmunah ngei kalin emaw, a chungah tarlan address-ah khan thehluh tur a ni.

iii) Dilna form ruala thil telh tur document-te:

a) Mahni nihna finfiahna leh chenna finfiahna, mahni ngeiin a dik tih nemngheh (Self-attested) copy (Passport / Aadhaar Card / Driving License copy)

b) Zirna lam thiamna (Academic Qualification) leh hnathawh tawhna atanga thiamna / tawnhriatna certificate copy-te.

c) Chawimawina tawh (Awards / Recognitions) copy-te.

d) Consultancy hna thawh tawh zawng zawng kimchang taka list leh a bill / invoice copy emaw, consultancy hna ah kum engemaw zat tal thiamna / tawnhriatna a nei ngei a ni tih finfiahna lehkha rintlak tak te. Diltu-in a tarlan zawng zawng chu lehkha rintlak leh finfiah theih ngei a ni tur a ni.

Annexure 2: CONSULTING FIRM DILNA FORM

National Cooperative Development Corporation

Consulting Firm Empanelment Dilna. Applicant Details:

S.No.	Field Name	Information Required / Options
1.	Consulting Firm Hming	
2.	Firm chi hrang (Pakhat chauh tick (✓) rawh)	Proprietorship () Partnership Firm () Public Ltd. Company () Private Ltd. Company ()
3.	Dawh hming ziaktu / Pawl hotu hming & a hna chelh	

S.No.	Field Name	Information Required / Options
4.	Din tan ni (Registration No. & Date)	
5.	Consulting Service-a kum engzat nge i thawh tawh	
6.	Inbiak pawhna Address kimchang:	
7.	Email ID	
8.	Mobile No & Phone No	
9.	PAN Card No:	
10.	GST No. (Neih chuan)	
11.	Hnathawhna hmun (Area of operation)	
12.	Sector thiam bikna (Sectoral expertise)	
13.	Diltu Bank Account Details	Account Neitu Hming: Account Number: Bank & Branch Hming: IFSC Code:

S.No.	Field Name	Information Required / Options
14.	Pisa nghet / Luah hawh (Permanent / Rented Office)	

15. Kum khat leh aia rei tawh consultancy hna thawh tawh / kalpui mek te chanchin:

Sl. No.	Consultancy hna hming	Project hun chhung (From-To)	Mimal / Pawl hna petu
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Total

15) Details of Staff Employed:

Sl. No.	Hming & Hna Chelh (Name & Designati on)	Cont act No.	Zawm tan ni (Date of Joinin g)	Zirna lam thiamna (Academic Qualifications)	Hnathaw h tawnhria tna (Work Experienc e)

16) Year wise financial particulars, audit, Tax filing details (as applicable):

Kum (Year)	Kum khat chhunga sum lut zawng zawng (Annual turnover) (₹. In lakh)	Financial Audit tih a ni em? (A ni / A ni lo). {A nih chuan, audit copy thil tel tur}	Income Tax Return thehluh a ni em? (A ni / A ni lo) (Return copy thehluh tur)

17) He Organization hi black list-a dah a ni tawh em / thubuai a nei em / Department-in a chhui tawh em / Sawrkar sum ba lak let tum a nei em? _____ (A nei / A nei lo). A neih chuan, a chipchiarin tarlan tur a ni.

Declaration: Kei _____ S/D/W/o _____, hian he dilna form-a ka thil ziah zawng zawngte hi ka hriatna dik tak a ni ngei a ni tih ka tiam e.

Signature of the Authorised person/ Head of Organisation
Name & Designation

Date:

For Office Use (To be filled by NCDC Official):

Date of receipt of application. _____

Name & Designation of Receiver: _____

Dilna Thehluh Dan Tur:

i) Firm pakhat tan dilna form pakhat chauh, a tul anga document hrang hrang nen, Firm-a Thuneitu ber (Competent Authority) hming ziah hnan (sign) ngei nen thehluh tur a ni.

ii) Diltu hian dilna hi post emaw, E-mail emaw, a hmunah ngei kalin emaw, a chung a tarlan address-ah khan a thehlut tur a ni.

iii) Dilna form ruala thil telh tur document-te:

a) Diltu nihna finfiahna, mahni ngeiin a dik tih nemngheh (Self-attested) (Passport / Aadhaar Card / Driving License copy) leh authorized signatory-in a dik tih nemngheh bawh tur.

b) Firm-in a phalna lehkha (Authorization letter), dilna leh document tul zawng zawng thehlut tura a thuneitu tur a ruat tih tarlanna.

c) Registered office address finfiahna.

d) Firm registration copy (Proprietorship / Partnership / Pvt. Ltd Company / Public Ltd. Company / Registered Society / Trust / Govt. Agency).

e) GST Registration copy (Company etc. registration nung dam).

f) PAN Card copy (neih chuan).

g) Income Tax Returns (ITR) - kum 3 leh a aia rei lo thawh tawh Firm tan chuan kum 2 tal ITR thehluh tur. Kum 1 atanga kum 3 hnuai lam chauh la thawh Firm tan chuan kum 1 emaw kum 2 emaw ITR thehluh tur. ITR la theh lo an awm a nih

chuan, a chhan tarlangin mahni inpuanna lehkha (self-declaration) mahni ngeiin nemngheh (self-attested) thehluh tur a ni.

h) Firm hminga bank account details copy (Attested copy).

i) Consultancy hna thawh tawh zawng zawng kimchang taka list leh a bill / invoice copy emaw, consultancy hna ah kum 1 (khat) leh a aia rei thawk tawh ngei a ni tih finfiahna lehkha rintlak engpawh. Diltuin a thil tarlan zawng zawng chu lehkha rintlak leh finfiah theih ngei a ni tur a ni.

j) Website details, neih chuan.

k) State Sawrkar / Central Sawrkar / PSU / Organization dang te nen empanelment neih tawhna, neih chuan.