

# **Notice inviting Applications**

**For**

**Empanelment of Consultants /Consulting Firms for Technical and Managerial support services in Fisheries & Aquaculture.**



**राष्ट्रीय सहकारी विकास निगम**

**NCDC**

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**National Cooperative Development Corporation  
(NCDC), Under Ministry of Cooperation,  
Government of India**

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# **Section I**

**Details of Empanelment of Consultants/Consulting Firms for  
Technical and Managerial Support Services in Fisheries &  
Aquaculture**

# Empanelment of Consultants /Consulting Firms for technical and managerial support services in Fisheries & Aquaculture

## 1. Introduction:

The fisheries sector plays a significant role in the socio-economic development of coastal and inland communities in India. Fisheries cooperatives have been instrumental in organizing fishermen, improving their access to fishing resources, strengthening collective marketing, and enhancing income opportunities. However, many fisheries cooperatives require professional and technical assistance for planning, designing, and implementing viable fisheries projects.

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 fisheries cooperatives across the country.

## 2: Concept of Empanelment of Consultants & Consulting Firms

Fisheries cooperatives, fishermen societies, cooperative federations, and other stakeholders play an important role in the development of the fisheries sector. These institutions are increasingly undertaking activities such as modernization of fishing operations, establishment of fisheries infrastructure, value addition, and development of projects like deep sea fishing vessels. However, many cooperatives require professional guidance and technical expertise for planning, preparation of Detailed Project Reports (DPRs), financial structuring, and implementation of such projects.

Recognizing this requirement, the National Cooperative Development Corporation proposes to create a common platform by empanelling **individual consultants and consulting firms** having expertise in fisheries, marine engineering, project management, cooperative development, and financial planning. These empanelled experts will provide consultancy services to fisheries cooperatives for preparation of DPRs, technical evaluation, project planning, and implementation support.

The empanelment process aims to build a **pool of qualified and experienced professionals** who can provide reliable technical and managerial support to fisheries cooperatives seeking assistance for project development, particularly for fisheries infrastructure and **deep sea fishing vessel projects**.

Through this mechanism, fisheries cooperatives will be able to access information, technical guidance, and professional consultancy services for developing viable and bankable project proposals, thereby facilitating efficient project implementation and improving the overall growth and sustainability of the fisheries cooperative sector.

## 3: Purpose of Empanelling Consulting Services in Fisheries

While implementing fisheries development programmes and cooperative sector initiatives, it has been observed that different stakeholders require specialized **information, technical guidance, and professional support** for planning, development, and implementation of fisheries projects. The requirements of various stakeholders are summarized below:

Stakeholders	Information / Knowledge / Skill Requirements
<b>Fishermen / Fisheries Cooperatives / Fisher Workers</b>	Fishing operations, harvesting practices, vessel management, quality inputs such as seed and feed, fish production techniques, storage and processing, marketing systems, best management practices, disease management, adoption of new technologies, market trends, awareness of government schemes, preparation of DPRs, and information on equipment manufacturers and suppliers.
<b>Entrepreneurs &amp; Cooperative Enterprises</b>	Business development plans and models, DPR preparation, financial viability analysis, backward and forward market linkages, adoption of modern fisheries technologies, access to government and institutional schemes, and technical guidance for fisheries-based enterprises.
<b>Manufacturers/ Suppliers / Traders</b>	Demand and supply management, new production technologies, marketing opportunities, e-commerce and direct marketing, sales promotion, import and export opportunities, regulatory requirements, and market price information.
<b>Government &amp; Cooperative Organizations</b>	Capacity building, technical guidance in fisheries-based activities, institutional strengthening of fisheries cooperatives and federations, establishment of project monitoring units, legal and regulatory aspects, adoption of new technologies and innovations, entrepreneurship development, documentation, organizing expos and outreach programmes, human resource management, preparation of project proposals, and information on equipment manufacturers and suppliers.
<b>Research / Academic/ Training Institutions</b>	Coordination with government schemes, technology transfer, management of laboratories and training programmes, strengthening backward and forward linkages with fisheries cooperatives and industry stakeholders.

In order to bridge the gaps in accessing **information, knowledge, and technical expertise** among various stakeholders in the fisheries sector, it is essential to create a **pool of experts and consulting firms through empanelment**. This will enable fisheries cooperatives and related institutions to access professional consultancy services for **project planning, DPR preparation, and implementation support**, thereby strengthening the fisheries cooperative sector under the guidance of the National Cooperative Development Corporation.

#### 4. Objectives of Empanelling Consultants / Consulting Firms

The following objectives are laid down for the purpose:

- To contribute to the growth of the fisheries cooperative sector by disseminating **information, knowledge, and technical skills** to fisheries cooperatives and other stakeholders through a pool of experts empanelled as consultants and consulting firms.

- To create a **common platform as a one-stop solution** for fisheries cooperatives and related stakeholders across the fisheries value chain to obtain professional consultancy, technical guidance, and project development support.
- To promote the preparation of **bankable Detailed Project Reports (DPRs)** and technically sound proposals for fisheries infrastructure and projects such as **deep sea fishing vessels**, enabling fisheries cooperatives to access institutional finance.
- To generate **employment opportunities for young and qualified professionals** in the fisheries, marine engineering, project management, and cooperative development sectors.
- To ensure optimal utilization of professional expertise and human resources in the fisheries sector for **collective development, modernization of fisheries cooperatives, and improvement in the livelihoods of fishermen communities**.

## 5: Who can be Empanelled?

The following categories of entities and professionals may apply for empanelment:

- **Qualified professionals from the private sector / freelancers** having relevant academic qualifications and experience in fisheries sector.
- **Retired Government employees** from fisheries departments, cooperative institutions, or related organizations having relevant experience in fisheries development and project implementation.
- **Consulting Firms / Entrepreneurs / Enterprise Firms** registered under any Indian registration laws such as Proprietorship Firm, Partnership Firm, etc., having expertise in implementing fisheries sector projects.
- **Academic / Research / Training Institutions** relevant to the fisheries (or) having experience in implementing fisheries projects.

## 6: Who can Avail the Services?

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

- Fisheries Cooperatives
- Fish Farmer Producer Organization
- Fishermen groups and Fisher Workers
- Self Help Groups (SHGs) and Joint Liability Groups (JLGs) involved in fisheries activities
- Fisheries Cooperative Federations and related cooperative institutions
- Government departments and institutions involved in fisheries development
- Any other institutions implementing fisheries projects or schemes supported by the National Cooperative Development Corporation or other relevant fisheries and cooperative sector programmes.

## 7: Who will Empanel?

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 and consulting firms** for providing technical and managerial consultancy services to fisheries cooperatives.

NCDC will empanel consultants and consulting firms having relevant expertise in fisheries, marine engineering, cooperative development, project management, and preparation of **Detailed Project Reports (DPRs)**. The empanelment will be carried out through a defined selection process based on eligibility criteria, professional experience, and demonstrated competence in fisheries or related sectors.

The details of the empanelled consultants and consulting firms will be published on the official website of the National Cooperative Development Corporation. The empanelled consultants / consulting firms will provide consultancy services to fisheries cooperatives and other eligible stakeholders on a **service fee basis**, as mutually agreed between the consultant and the federation/society.

Stakeholders requiring consultancy support for project planning, DPR preparation, and implementation of fisheries cooperative projects may refer to the list of empanelled consultants available on the NCDC website and directly engage their services as per their project requirements.

## 8: Eligibility criteria:

Category	Eligibility Requirements
<b>Professionals – Freelancers from Private Sector</b>	<ol style="list-style-type: none"> <li>1. Should possess academic qualification of <b>graduation or above</b> in fisheries, aquaculture, marine sciences, cooperative management, economics, engineering, or other relevant disciplines.</li> <li>2. Should have <b>minimum 5 year experience</b> in fisheries or related sectors and demonstrated work in promoting fisheries-based activities.</li> <li>3. Should have handled <b>minimum two (2) consultancy assignments</b> related to fisheries, aquaculture, or preparation of project reports such as DPRs.</li> </ol>
<b>Retired Government Employees</b>	<ol style="list-style-type: none"> <li>1. Should have worked in <b>Fisheries Departments, Marine Institutions, Cooperative Departments, or related Government organizations.</b></li> <li>2. Should have demonstrated work in promoting <b>fisheries-based or cooperative sector activities.</b></li> <li>3. Should have handled <b>minimum two (2) consultancy assignments</b> related to fisheries, aquaculture, or project development.</li> </ol>
<b>Consulting Firms/ Entrepreneurs/ Enterprise Firms</b>	<ol style="list-style-type: none"> <li>1. Should be registered under applicable Indian laws such as <b>Proprietorship Firm, Partnership Firm, LLP under LLP Act, 2008, Company under Companies Act, 1956 / 2013, Trust under Indian Trusts Act, 1882, or Society under Societies Registration Act, 1860.</b></li> <li>2. Should have a <b>registered office in India</b> and be operational for <b>minimum 3 year.</b></li> <li>3. Should have experience in handling <b>fisheries, marine, aquaculture, or cooperative sector projects</b> in public or private sectors.</li> <li>4. Should have <b>adequate qualified human resources and technical expertise.</b></li> </ol>

	<ol style="list-style-type: none"> <li>5. Should have demonstrated work in <b>preparation of DPRs, feasibility studies, or project implementation support</b>, including fisheries infrastructure or deep sea fishing vessel projects.</li> <li>6. Should have <b>minimum annual turnover of ₹5 lakh</b> (for firms with 1–3 years existence: turnover in last 1–2 FYs; for firms with 3+ years existence: average turnover ₹5 lakh in last 3 FYs).</li> <li>7. Should <b>not be blacklisted or involved in legal issues or malpractice</b>.</li> <li>8. Should have handled <b>minimum two (2) consultancy assignments</b> related to fisheries or marine sector projects.</li> </ol>
<b>Academic/ Research /Training Institutions</b>	<ol style="list-style-type: none"> <li>1. Should be <b>Government bodies or autonomous institutions established in India</b> and functional for <b>minimum 3 year</b>.</li> <li>2. Should be working in <b>fisheries development, marine sciences, aquaculture, or related sectors</b>.</li> <li>3. Should have a <b>dedicated pool of experts / technical professionals</b> to provide fisheries consultancy services.</li> <li>4. Should have handled <b>minimum two (2) consultancy or project assignments</b> related to fisheries or aquaculture sector.</li> </ol>

## 9: Procedure for Empanelment

- Interested consultants/consulting firms shall submit applications in the prescribed format within the stipulated timeline.
- NCDC will constitute a **Committee** to screen and examine the competency of applicants.
- Applications will be initially screened for **completeness** and then evaluated as per eligibility criteria.
- Shortlisted consultants/firms will be **categorized** according to their specialization.
- The **final empanelled list** will be uploaded on the NCDC website and firms will be informed through written communication.

## 10: Engaging empanelled Consultants/Consulting Firms by users/clients:

As per the requirement of the Institution/ Project, the users may directly consult the empanelled consultants / consulting firms by browsing through the list placed in the NCDC website, seek quotations, negotiate & process further for engaging the individuals / firms based on the type of work & size of the project (in terms of cost). The users will have to pay the consultancy fee to the consultants/firms engaged based on the nature, uniqueness, complexity, size and location of the project. **NCDC will not recommend any consultant to the society or part of the consultancy charges.**

## 11: General Terms & conditions:

1. Empanelment of Consultants/Consulting Firms by NCDC is **solely for listing purposes** and does not constitute an offer of employment or guarantee of assignments by NCDC.
2. NCDC reserves the right to **empanel consultants/firms** based on their **profile, experience, and contribution** to cooperative development and fisheries sectors.
3. Empanelment does **not guarantee engagement** of services either by NCDC or its stakeholders.

4. The empanelment process is **continuous and open-ended**. The validity of empanelment will be as notified, and the empanelled list on the NCDC portal will be updated periodically.
5. 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.
6. Consultants/Firms shall be **solely responsible** for all communications, financial transactions, and service delivery with clients/stakeholders.
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. Disputes between Consultants/Firms and clients/stakeholders shall be **settled between the parties** and shall not involve NCDC.
12. Empanelled Consultants/Firms may **mention that they are empanelled by NCDC** but shall not claim direct promotion, endorsement, or employment with NCDC.
13. **Disclaimer:** NCDC does not promote or endorse any empanelled Consultant/Firm and is **not responsible for any disputes, financial transactions, fraud, or service delivery failures** between Consultants/Firms and clients.
14. Empanelment is subject to **compliance with all applicable laws, regulations, and policies** of NCDC.

## **Section II**

**Details of Empanelment of Consultants/Consulting Firms for technical and managerial support services in Fisheries & Aquaculture**

## 1. Application Process

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

1.1 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**.

1.2 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 15<sup>th</sup> April, 2026**:

**Office of:**

Director (Fisheries)

National Cooperative Development Corporation (NCDC)

4, Siri Institutional Area, Hauz Khas, New Delhi - 110016

Email : aquancdc@ncdc.in

Tel: +91-11-20862512, +91-11-20862866

1.3 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.

**1.4 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.**

**1.5 Incomplete Applications:**

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

**1.6 Clarifications and Corrigenda:**

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

**1.7 Submission of Queries:**

Applicants may submit queries in writing to the **official NCDC address** by post or via email at [official NCDC email].

**1.8 Response to Queries:**

After publication of the notification, the contact person designated by NCDC shall begin **accepting written queries** from applicants. NCDC will endeavour 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

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

1.		
2.		
3.		
4.		

**12. Details of consultancy work taken up relevant to fisheries in the past 5 years:**

Sl. No	Title of consultancy work	Project period (From-To)	Individual/ Organization entrusted work	Value of Work (Rs.in lakhs)	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 at the following address through post and E-mail or in person at the following address
- 3) **List of documents to be enclosed along with the application.**
  - a) Self-attested Proof of Identity of the applicant & Residential Address (Copy of Passport/ Aadhaar Card/Driving Licence)

b) Copies of academic qualifications & experience certificates of the Organization worked.

c) Copies of Awards/Recognitions

d) Photos/ videos any other support documents of work done.

e) Detailed list of consultancy works with copies of bills/ invoices or any documentary evidence to validate that the applicant has min 1(one) year& above experience in consultancy work. All details furnished by the applicant should be provided with verifiable documents.

## Annexure 2: Application Form for Consulting Firm

**National Cooperative Development Corporation  
Application for Empanelment of Consultant related  
to Fisheries & Aquaculture**



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**I. Applicant Details:**

<b>1.</b>	Name of the Consulting Firm	
<b>2.</b>	Type of Firm (Tick <input type="checkbox"/> any one)	Proprietorship ( ) Partnership Firm ( ) Public Ltd. Company ( ) Private Ltd. Company ( )
<b>3.</b>	Name of the Authorised signatory/Head of the Organization & Designation	
<b>4.</b>	Date of Establishment (Regd. No. & Date)	
<b>5.</b>	Number of Years in the Consulting Service	
<b>6.</b>	Full Address for Correspondence:	
<b>7.</b>	Email ID	
<b>8.</b>	Mobile No & Phone No	
<b>9.</b>	PAN Card No:	
<b>10.</b>	GST No. (If obtained)	
<b>11.</b>	Operational Area	
<b>12.</b>	Bank Account Details of the Applicant	1.Account Holder's Name: _____ 2.Account Number: _____ 3.Bank & Branch Name: _____ 4.IFSC: _____
<b>13.</b>	Permanent / Rented Office	

**14. Details of consultancy work taken up/ implemented related to Fisheries & Aquaculture in the past one year and above:**

Sl.No	Name of the consultancy work	Project period (From-To)	Individual/ Organization entrusted work	Value of Work (Rs.n lakh)	Major accomplishments
Total					

**15) Details of Staff employed:**

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

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

Year	Annual turnover (Rs. In lakhs)	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)

(IT filing details of 2 years for firms with above 3 years of experience and for firms with minimum 1 year to less than 3 years shall submit IT filing available or shall submit self-certified bank statements if IT filings are not available)

**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  
Authorised 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 at the following address through post and E-mail or in person at the following address
- 3) **List of documents to be enclosed along with the application.**
  - a) Proof of Identity of the applicant (Copy of Passport/ Aadhaar Card/Driving Licence) 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.
  - 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.
  - 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

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