

राष्ट्रीयमात्स्यिकीविकासबोर्ड



National Fisheries Development Board

मत्स्यपालनविभाग/Department of Fisheries

मत्स्यपालन, पशुपालनऔरडेयरीमंत्रालय/Ministry of Fisheries, Animal Husbandry & Dairying
भारतसरकार /Government of India

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NFDB/Empanelment of Consultants / 2020-21

Dt.05/07/2021

Notice inviting Applications

for

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



National Fisheries Development Board (NFDB),
Hyderabad

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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:

India is bestowed with wide array of natural resources for developing marine, brackish water and inland fisheries and aquaculture. It is one of the largest fish producing countries in the world contributing 1.24% to India's Gross Value Added (GVA) and 7.28% (2018-19) to the agricultural GVA, fisheries and aquaculture continue to be an important source of food, nutrition, income and livelihood to millions of people in India. This sector provides livelihood to about 25 million fishers and fish farmers at the primary level and twice the number along the value chain.

Over the last few years, the fisheries sector of India has made impressive strides towards modernization and sustainable economic growth through concerted and collaborative efforts by the government and private sectors.

2. Concept of empanelment of consultants & consulting firms:

Fishers, Fish Farmers, Fish Workers, Fish Vendors, Entrepreneurs, Private Enterprise Firms, Government & Private Organizations, Academic, Research & Training Institutions, Manufacturers, traders, consumers, etc play a vital role contributing to fisheries development across the value chain. It is observed that there has been a quest from all sections for support in accessing information and technical guidance in taking up fisheries-based activities. Realizing this, the National Fisheries Development Board intends to create a common platform by empanelling Consultants & Consulting Firms for information and knowledge dissemination and provide technical and managerial support services to various stakeholders under the scheme.

3. Purpose of empanelling consulting services in Fisheries:

While implementing various schemes for development of fisheries, it is observed that there is a need for information and technical guidance across different players as mentioned below:

Stakeholders		Information/knowledge/ skill requirements
Fishers/Fish Farmers/Fish Vendors/Fish Workers	:	Fishing, harvesting, quality seed, feed, raw material, Fish seed & fish production, storage, processing, marketing, best management practices, disease management, latest technologies, market trends, aquaculture practices, various schemes implemented by Govt. & Private Organizations, preparation of DPRs, equipment Manufacturers & suppliers' details, etc.
Entrepreneurs & Enterprise Firms	:	Business development plans & Models, DPR preparation, backward & forward linkages, latest technologies, schemes of Govt. & Private Organizations, technical guidance on fisheries-based activities, etc
Manufacturers / Traders	:	Demand and supply management, new production technologies, marketing opportunities, e-commerce, online and direct marketing, sales promotion, import & export opportunities and governing regulations & acts, Market price information, etc.
Government & Private Organizations	:	Capacity building, technical guidance in fisheries-based activities, support to institutional set up viz., Fishers Cooperatives, Fish Farmer Producer Organizations, Project Monitoring units at various levels, etc., legal aspects, latest technologies & innovations, entrepreneurship development, documentation, organizing Expos, Human Resource Management, preparation of project proposals, equipment Manufacturers & suppliers' details etc.
Research/ Academic/ Training Institutions	:	Government schemes & liaising, Management of labs, back ward & forward linkages, etc.

In order to bridge the gaps in accessing information/knowledge/skill requirements among various players in fisheries sector, pooling of experts and expert firms for rendering consultancy services through empanelling is felt essential and important.

4. Objectives of empanelling consultants/ Consulting Firms

The following objectives are laid down for the purpose:

- To contribute to fisheries sector growth through disseminating information/knowledge/ skills to the primary and secondary stakeholders by expert resource pool empanelled as consultants/ consulting firms.
- To create a common platform as one stop solution for various players across value chain of fisheries for all expert consultations and guidance.
- To create employment for young and qualified professionals in fisheries.
- To complement best human resource utilization in fisheries sector for collective development in turn contributing to fisheries development and enhancement of livelihoods of the target beneficiaries.

5. Who can be empanelled?

- Qualified professionals from Private Sector / Freelancers with specialization in fisheries sector having experience in relevant field.
- Retired Government employees of fisheries department & related institutions
- Consulting Firms/ Entrepreneurs/ Enterprise Firms registered under any Indian Registration Laws as Proprietorship firm/ Partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013, Indian Trusts Act, 1882, Societies Registration Act, 1860 having expertise in implementing Fisheries projects.
- Academic / Research / Training Institutions relevant to the fisheries (or) having experience in implementing fisheries projects

6. Who can avail services?

All individuals/Entities in need of consultancy services for taking up directly/for promotion of fisheries & aquaculture related activities can approach and avail the services of the empanelled consultants/firms by NFDB. Users / Clients can be:

- Fishers, Fish Farmers, Fish Workers and Fish Vendors.
- Self Help Groups (SHGs)/ Fisheries Cooperatives/Joint Liability Groups (JLGs)
- Fish Farmer Producer Organizations/Companies (FFPOs/Cs).
- Individual Entrepreneurs and private entities/ firms.
- Government Departments/Institutions.
- Private Organizations registered as Proprietorship firm / Partnership firm/ LLP/Company in India.
- Development Fund) and any other relevant Fisheries/Aquaculture related schemes.

7. Who will empanel?

National Fisheries Development Board (NFDB), Hyderabad, an autonomous organization under the administrative control of the Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India shall empanel consultants / consulting firms for providing managerial & technical support services in fisheries sector.

NFDB will empanel consultants /consulting firms with expertise in fisheries sector through selection criteria and will place their details in its website: nfdb.gov.in. Empanelled Consultants/ Consulting Firms shall provide managerial / technical support services on service fee basis. All those users/clients requiring guidance support have to visit the NFDB website and can avail consultancy services.

8. Eligibility criteria:

Professionals – Freelancers from private sector	:	<ul style="list-style-type: none"> - Having academic qualification of graduation and above in fisheries related subjects or any other relevant subjects. - Having a minimum experience of 1 (one) year and have demonstrated work in promoting fisheries-based activities. - Should have handled fisheries related consultancy works minimum of 2(two) Nos.
Retired Government employees	:	<ul style="list-style-type: none"> - Worked in Fisheries related Departments/ Institutions. - Demonstrated work in promoting fisheries-based activities. - Should have handled fisheries related consultancy works minimum of 2(two) Nos.
Consulting Firms / Entrepreneurs/ Enterprise Firms	:	<ul style="list-style-type: none"> - Should be registered under any Indian Registration Laws as Proprietorship firm/ Partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013, Indian Trusts Act, 1882, Societies Registration Act, 1860. - Should have a registered office in India and should be in existence for minimum 1 (one) year. - Experience of handling fisheries-based projects of public and private sectors. - Adequate Human Resources available with the firm. - Demonstrated work in promoting fisheries-based activities. <p>Should have annual turnover of minimum Rs.5 lakhs in last 1 (one) or 2 FYs for firm with experience of 1 (one) to less than 3 years and 3 FYs for firms with 3 years and</p>

		<p>above, should have average annual turnover of Rs.5 lakhs in last 3 years.</p> <ul style="list-style-type: none"> - Should not have been blacklisted / legal issues/ not indulged in any malpractices. - Recognition from Government / Other institutions as applicable. - Should have handled a minimum of 2 consultancy works related to fisheries.
Academic/Research/ Training Institutions	:	<ul style="list-style-type: none"> - Should be Government body/autonomous institutions established in India and functional for minimum 1 (one) year. - Should be working for fisheries development and other related sectors. - Have dedicated resource pool / experts to provide fisheries related services. - Should have handled a minimum of 2 consultancy works related to fisheries.

9. Procedure for empanelment:

Interested consultant/consulting firm shall submit application in the prescribed form within the stipulated date. All applications received from individuals/firms shall be scrutinized and empanelled after approval of the Committee constituted for the purpose.

- NFDB will constitute a committee to screen and examine the competency of the individual /firm.
- All applications received for the purpose, within the given time line, will initially be screened by the committees for completeness of the application and then scrutinize the profiles as per the eligibility criteria through the set selection process.
- Consultants / consulting firms that are shortlisted shall then be categorized into groups as per the subject category defined at Sl.No.10.
- The list of the empanelled consultants/ consulting firms will be uploaded in the NFDB website duly informing the firm through written communication.

10. Categorization of consultants / Consulting Firms

The services of Consultants / Consulting Firms are required for support at various stages of planning, implementation, monitoring of project components viz., community mobilization, organizing target fishers/ fish farmers into SHGs/JLGs/Fishers Cooperatives/Fish Farmer Producer Organizations, capacity building in various thematic areas, site selection, preparation of Detailed Project Reports/Self Contained Proposals,

handholding support / technical guidance in project implementation, development of online monitoring systems, entrepreneur development, etc.

Based on the specializations and services required, the following categorization is proposed for engagement of the professionals:

Sl.No	Category	Specialization / support areas
1	Institutional development & Capacity Building	<ul style="list-style-type: none"> - Promotion of fisheries-based institutions viz., Fishers cooperatives, fishers SHGs, Joint Liability Groups, Fish Farmer Producer Organizations etc - Training & capacity building, development of IEC Material, documentation, etc - Book keeping and accounts - Human Resource Management - Culinary skills related to fish & shrimp - All institutional & managerial support services
2	Designing & development of Project Proposals (DPRs/ SCPs) for various components	<ul style="list-style-type: none"> - Preparation of proposals for projects viz., construction/establishment of fish ponds, Rearing units, Hatcheries, Brood Banks, Feed Mills, Processing plants, cold storage units, Markets, Trout, Sea Weed Cultivation, Stocking of Fish seed/prawn juveniles in water bodies, new technologies viz. cage culture, pen culture, aquaponics, Re-Circulatory Aquaculture/ Bio-floc, Aqua parks, ornamental fisheries, recreational fisheries, Hub & spoke models in Urban areas, Business Models for Entrepreneurs, setting up kiosks & management, etc
3	Handholding / technical support in implementation of projects components	<ul style="list-style-type: none"> - Establishing PMUs, Human Resource support etc - Fisheries / Aquaculture activities sanctioned some of which listed at Sl.No.1 & 2 of the table - Import & Export of fish & shrimp - Disease management of Fish & Shrimp - Fisheries Extension services - Inputs management – supplying of quality seed, feed by setting up infrastructure like rearing Ponds, Feed Mills etc - Regulatory and legal aspects related to fisheries - IT based applications related to fisheries-based projects - Demonstrations in fisheries, innovations, new technologies adoption etc.
4	Multipurpose consultancy support	<ul style="list-style-type: none"> - End to End support: Project designing, preparation of strategies, action plans/ DPRs, institution & capacity building, project

Sl.No	Category	Specialization / support areas
		implementation, monitoring, evaluation & documentation

11. 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 NFDB 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.

A. Engaging consulting services for “Institution & capacity building” category:

Category	Institution development & HRD services	Capacity Building services
Professionals – Freelancers from private sector / Consulting Firms/ Entrepreneurs/ Enterprise Firms	Terms mutually agreed by the Consultant & Client	Resource Fee/Service charges towards capacity building activities will be kept at nominal charges
Retired Government Employees		
Government Organizations such as academic/ research / training institutions		

B. Engaging consultancy services for “DPRs/SCPs preparation”:

This will be a short time engagement for preparing the DPRs/SCPs for required projects by the User. Empanelled Individual Consultants/Consulting Firms can be approached directly by the Users and engage their services at mutually agreed terms. Consultancy charges shall be considered for not exceeding 3% (inclusive of GST) of the total value of the project/ assignment by User/Client and also subject to the mutually agreed terms and conditions.

C. Handholding / Technical support in implementation of projects components:

Under this category, the engagement of consulting services is usually on long term basis provided by the consultants /Consulting Firms. The user shall engage empanelled consulting firms directly by inviting quotations/RFPs/Tenders, etc at mutually agreed terms.

D. Multipurpose engagement:

User Department/Client may require consulting services for all the above said A,B & C purposes such as project designing, action plan/DPR preparations, institution & capacity building, project implementation, monitoring, evaluation & documentation etc. The user shall engage empanelled consulting firms directly by inviting quotations/RFPs/Tenders, etc. at mutually agreed terms.

12. General Terms & conditions:

1. Empanelment of Consultants/ Consulting Firms by NFDB is not an offer for direct service to NFDB but to be listed for being engaged to render services to the stakeholder such as Fishers/Fish Farmers/ Societies/Federations/Enterprise firms/etc involved in Fisheries & Aquaculture sector.
2. NFDB reserves all rights to empanel the individual / firms for providing consultancy services based on the profile, experience and contribution to the fisheries sector.
3. NFDB shall not assure of providing services directly either by NFDB or from clients/users.
4. Validity of empanelled list will be for 2 years from the date of uploading in the NFDB website. The list shall be updated based on the requirement.
5. NFDB website is having information of empanelled Consultants/Consulting Firms. The complete accuracy and integrity of data submitted in respect of the consultant/firm and also in respect of services offered and compliance with the applicable laws is sole responsibility of the Consultant/Firm.
6. Empanelled Consultants/Consulting Firms would be solely and absolutely responsible for the information provided about their organization, business, products, materials and prices on their portal.
7. NFDB shall reserve the right to delist/cancel empanelled consultant/ consulting firm at any point of time if found fraudulent / involved in legal issues/ misappropriations/ poor service delivery, etc.
8. It is not mandatory that the user shall avail only the listed consultants/consulting firms.
9. NFDB is not responsible for any financial transactions/delay in financial settlements between Consultant/ Firm & User clients or any disputes arising thereof.
10. Listed member can withdraw at any point of time from the empanelled list by submitting requisition to NFDB and with reasons for withdrawal.
11. NFDB, Hyderabad, reserves the right to accept, reject or cancel the applications at any time without assigning any reasons thereof and decision will be final and binding and no further correspondence will be entertained.

12. Any dispute or claim arising out of or relating to this Notice, its validity, breach or termination with regard to the empanelling of the consultant/ consulting firm on NFDB portal thereof, shall be settled by Arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996, by referring to an Arbitrator, appointed by NFDB, on mutual consent. The place of Arbitration shall be at Hyderabad. The award of arbitration shall be final and conclusive and binding upon both the parties. The parties are entitled to contest the arbitration award only in the Hon'ble High Court of Judicature, Hyderabad.
13. All disputes in connection with the contract between empanelled consultant/ consulting firm and user/client shall be subject to the exclusive jurisdiction of the court within the local limits of the jurisdiction where the contract was executed. NFDB would not be a party to any such dispute matter.
14. Individual consultants/consultancy firms can only quote that they are in the empanelled list of NFDB but should not quote themselves as consultant working with NFDB directly.
15. Disclaimer: NFDB, Hyderabad is not promoting any Consultant/Consulting Firm. NFDB is not responsible for any conflicts between the service provider and the client or for any fraud or failure of the service delivery related issues.

Section II

Application Process

1. Application Process:

All applications received from individual consultants & consulting firms shall be scrutinized, graded and empanelled after approval of the Committee constituted for the purpose.

1.1 NFDB shall issue notification inviting applications for empanelment of consultants & consulting firms for providing technical & managerial services in fisheries & aquaculture through advertisement in NFDB website <http://nfdb.gov.in>

1.2 All interested applicants shall submit application in the format enclosed as Annexure (1) along with the requisite & supporting documents and submit to the following address within the specified timeline:

Office of:

Chief Executive,

NFDB, Department of Fisheries,

Ministry of Fisheries, Animal Husbandry and Dairying,

Government of India "Fish Building" Pillar No.235, PVNR Expressway

Email: ce.nfdb-dadf@gov.in/info.nfdb@nic.in. Telephone no 040 -24000201

1.3 Application shall be submitted by a single entity only. A joint venture/consortium of entities shall not be eligible for submission of Application and/or for consideration for the Project in any manner whatsoever.

1.4 Non-refundable application fee for individual consultants/ Firms is as follows:

Individual Consultants	:	- Rs.5000/- for all professionals
Consulting Firms	:	Based on average annual turnover in last 1 or 2 FYs for firm with experience of Minimum 1 year to less than 3 years and 3 FYs for firms with 3 years and above experience: <ul style="list-style-type: none">- Rs.10,000/- for Firms with Rs. 5 lakhs to Rs.1 crore average turnover.- Rs.20,000/- for Firms with above Rs.1 crore to 3 crores average turnover.- Rs.30,000/- for firms with above Rs.3 crores

1.5 The application fee shall be paid through online or in the form of Demand Draft from a scheduled commercial Bank located in India in favour of National Fisheries Development Board payable at Hyderabad.

The bank account details for online payment of application fee are as detailed below:

Name of the Account holder: National Fisheries Development Board

Name of the bank: State Bank of India

Current A/c. No. 62029582916

IFSC Code: SBIN0021220

- 1.6 The applicant should submit online payment details along with the application. In case of payment through demand draft, the original DD should be submitted along with application before the due date.
- 1.7 All pages of the application & supporting documents being submitted must be signed and sequentially numbered by the applicant / firm irrespective of the nature of content of the documents. Unsigned and unstamped application will not be accepted.
- 1.8 Incomplete applications / not complying with the requirements shall not be considered.
- 1.9 All clarifications/corrigendum and any information related to this will be published in the Official Websites of NFDB.
- 1.10 Queries, if any, may be sent in writing to the NFDB official address above by post or at e-mail: info.nfdb@nic.in.
- 1.11 After publication of the notification, the contact person notified by Authority shall begin accepting written queries from the Applicants. The Authority will endeavour to provide timely response to all queries. However, the Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Authority undertake to answer all the queries that have been posed by the Applicants.



2. Schedule of events

Sl.No	Event	Timeline
1	Last date of receiving applications	Continuous & Open ended
2	Publishing in NFDB website & communicating to empanelled firms	Updating the empanelment list frequently
3	Validity of Empanelment	Up to 04-07-2023

Section III

ANNEXURES

Annexure 1: Application Form for Individual Consultant

 सत्यमेव जयते	Government of India Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries Application for Empanelment of Consultant related to Fisheries & Aquaculture	 NFDB
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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 10 th Class)	Specialization	Percentage / Grade Secured	Year of passing

10. Work Experience:

Year (From-To)	Organization	Position	Major tasks performed & accomplishments

11. Contribution to Fisheries & Aquaculture Sector

Sl.No	Category	Work executed/ projects handled by the Consultant / Firm
1	Institution & Capacity Building	
2	Designing & development of Project Proposals (DPRs/ SCPs) for various components	
3	Handholding / technical support in implementation of projects components	
4	Multipurpose consultancy support	

12. Details of consultancy work taken up relevant to fisheries in the past 3 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.

14. Details of application fee paid:

Demand draft/ Transaction particulars	Date of payment	Amount (Rs.)

The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence.

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:

**Signature of the Applicant
Name & designation**

Place:

For Office Use (To be filled by NFDB 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 within the given timeline at the following address through post (or) in person at following address

**The Chief Executive,
National Fisheries Development Board (NFDB),
"Fish Building" Pillar No.235, PVNR Expressway, SVPNPA, Hyderabad, Telangana 500052
Email: info.nfdb@nic.in. Telephone no 040 -24000201**

- 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

 सत्यमेव जयते	<p style="text-align: center;">Government of India Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries</p> <p style="text-align: center;">Application for empanelment of Consulting Firm related to Fisheries & Aquaculture</p>		
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 Authorised 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	Operational Area		
12	Bank Account Details of the Applicant	1.Account Holder's Name: _____ 2.Account Number: _____ 3.Bank& Branch Name: _____ 4.IFSC: _____	
13	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.in lakhs)	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)
2017-18			
2018-19			
2019-20			
Total			

(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.

18)Details of application fee paid:

Demand draft/ Transaction particulars	Date of payment	Amount (Rs.)

(The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence).

Declaration:

I, _____, S/D/W/o _____, as authorized signatory of _____ (firm) 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 NFDB 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

**The Chief Executive,
National Fisheries Development Board (NFDB),
"Fish Building" Pillar No.235, PVNR Expressway, SVPNPA, Hyderabad, Telangana 500052
Email: info.nfdb@nic.in. Telephone no 040 -24000201**

- 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