



सत्यमेव जयते

राष्ट्रीय मात्स्यिकी विकास बोर्ड National Fisheries Development Board

मत्स्य पालन विभाग/Department of Fisheries

मत्स्य पालन, पशु पालन और डेयरी मंत्रालय/Ministry of Fisheries, Animal Husbandry & Dairying

भारत सरकार /Government of India

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NFDB//PMMSY/Selection of CBBOs / 2022-23

Dt. 4 /06/2022

Notice inviting Applications for

Selection of Cluster Based Business Organizations (CBBOs) for Formation and Promotion of Fish Farmer Producer Organizations (FFPOs) under Pradhan Mantri Matsya Sampada Yojana (PMMSY) implemented by National Fisheries Development Board, Hyderabad



National Fisheries Development Board (NFDB),
Hyderabad

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Section I: Details for Selection of CBBOs for implementation of FFPOs under PMMSY

1. Introduction:

The Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India is implementing a flagship scheme the "Pradhan Mantri Matsya Sampada Yojana (PMMSY)- A scheme to bring about Blue Revolution through sustainable and responsible development of fisheries sector in India" for a period of 5 (five) years from FY 2020-21 to FY 2024-25 in all the States and Union Territories (UTs).

In order to assist in the formation and promotion of FFPOs into a proactive business entity for taking up activities on commercial lines in fisheries sector, Cluster Based Business Organizations (CBBOs) play a crucial role. In view of this NFDB is issuing this notification to select CBBOs.

2. CBBOs Role and key Requirements:

Cluster Based Business Organizations (CBBOs) shall support FFPOs promotion and formation at State / Cluster level. A CBBO shall have professional knowledge in the field of fisheries and experience in promoting & formation of FFPOs/FPOs in the Fisheries or allied sectors. For a detailed understanding of roles and responsibilities of CBBOs, the operational guidelines for formation and promotion of FFPOs available in the NFDB website https://nfdb.gov.in/welcome/pmmsy_guidelines may be referred. The CBBOs are required to promote FFPOs initially with member size of 100 in Plain areas and 35 in case of Hilly and North Eastern regions. By the end of third year, the member size to be increased to 300 in Plain areas and 100 in Hilly and North-East areas.

3. NFDB's Role as Implementing Agency:

National Fisheries Development Board (NFDB) is designated as implementing agency by the GoI for promoting about 20 Nos of FFPOs across the country. NFDB intends to select the CBBOs for promotion of FFPOs which shall be registered under either under Part IX A of Companies Act or registered under any Co-operative Societies Act of States. National Fisheries Development Board invites applications from the interested Organizations/Agencies/institutes complying with "Eligibility Criteria" for selection of Cluster-Based Business Organizations (CBBOs) for various categories – 1, 2 & 3 as mentioned below.

4. Eligibility Criteria: The entities intending to submit their application for the role of CBBOs shall fulfill the eligibility conditions specified hereunder:

4.1) Prequalification: The CBBOs participating are divided into three categories and the entities falling under the following categories are eligible to participate:

Category - 1: CBBOs already empanelled by various implementing agencies under Central Sector Scheme for Formation and Promotion of 10,000 FPOs of Ministry of Agriculture & Farmers Welfare, Government of India.

Category - 2: Any State/Central Government Agricultural Universities/ KVKs/Quasi Govt. Organizations/ Cooperatives/ Similar Institutions of Central and State Government

promoting FPOs/FFPOs/ farmers' groups, **which are not covered under Category 1 above.**

Category - 3: Any legal entity, **which are not covered under Category 1 & 2 above**, registered in India under the relevant Act, or any institution established under any Act of Government of India or State and in existence for past 5 years will be eligible.

4.2) Financial strength

a) Category - 1 & Category – 2: Exempted from this criterion of financial standing.

b) Category – 3:

- **Plain areas:** The applicant should have minimum average turnover of **INR 1 crore** during the last three (3) financial years with positive net worth.
- **Himalayan/NE states:** If the entity is registered in the Himalayan and NE states UTs and intends to undertake the role of CBBO in the Himalayan/ NE state and / UTs, in such cases the minimum average turnover will be **INR 50 lakhs** for the last three (3) financial years with positive net worth.

4.3) Experience

a) Category - 1 & Category – 2: Exempted from this criterion of experience.

b) Category – 3: The Entity should have experience as per (a) below and any one of those contained in (b), (c) & (d), below

- a) The applicant should have **minimum 3 years of experience in mobilization of fishers/ fish farmers /fish workers and vendors/fisheries entrepreneurs/ farmers of agriculture and allied sectors**, which should be demonstrated through experience of working with central/ state governments/ PSUs/ national, international, and multi-lateral organizations/co-operatives/CSR projects of corporates/ foundations/ trusts/ FPOs independently or jointly promoted by the entity.
- b) The entity should have experience in establishing or facilitating production, market linkages for FFPOs/ FPOs/ farmers' groups/fisheries cooperatives/ similar institutions /working with the private sector companies in fisheries and aquaculture domain.

OR

- c) The entity should have experience in providing capacity building training programmes, pre- and post-harvest trainings/ demonstrations for FFPOs/ FPOs/farmers' groups/ fisheries Cooperatives/similar Institutions/working with the private sector companies in fisheries and aquaculture domain.

OR

- d) The entity should have experience in facilitating establishment of Pre- harvest/post-harvest infrastructure facilities viz. establishment of hatcheries /boat

building yards / fish net manufacturing units /fish processing plants/curing yards/ freezing /cold storages/cold chain/supply chain management or brand promotion etc., for FFPOs/FPOs/ farmers' groups/fisheries cooperatives / similar institutions.

4.4) Key personnel: Applicable for all Categories (1, 2 & 3)

- a). The applicant should have professionals/experts in at least three (3) out of the five (5) domains mentioned below at the time of submitting application. However, preference will be given to entities having professionals/experts in all five (5) domains. CV as per Annexure (II) and other relevant documents regarding qualification and experience of professionals/experts along with the appointment letter and experience certificate to be submitted.

Professional/ Expert	Required qualification and experience
Fisheries/ Aquaculture Management	<ul style="list-style-type: none"> <li data-bbox="472 680 1463 1010">• Postgraduate (Master of Fisheries Science (MFSc.) Fisheries/Aquaculture/ M.Sc. Zoology/ MSc. Marine Sciences/ MSc. Marine Biology/ Masters in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ M.Sc. in Veterinary Sciences (M. VSc) /M.Sc. in Agriculture and allied disciplines) from recognized university with <u>minimum 3 years of relevant experience</u> in fisheries production techniques, technology interventions or marketing of fish seed and working with FFPOs/ FPOs/fisheries cooperatives/similar institutions /working with the private sector engaged in fisheries and aquaculture domain. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li data-bbox="472 1056 1463 1388">• Graduate (Bachelors of Fisheries Science (BFSc.) Fisheries/Aquaculture/ B.Sc. Zoology/ B.Sc. in Marine Sciences BSc Marine Biology/ Bachelor in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ Bachelor of Veterinary Science (BVSc) / B.Sc. in Agriculture and allied disciplines) from recognized university with <u>minimum 5 years of relevant experience</u> in fisheries production techniques, technology interventions or marketing of fish seed and working with FFPOs/ FPOs/ fisheries cooperatives/similar institutions /working with the private sector companies, engaged in fisheries and aquaculture domain.

Value Chain	<ul style="list-style-type: none"> • Postgraduate (Master of Fisheries Science (MFSc.) Fisheries/Aquaculture/ M.Sc. Zoology/ MSc. Marine Sciences/ MSc. Marine Biology/ Masters in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ M.Sc. in Veterinary Sciences (M.VSc) /M.Sc. in Agriculture and allied disciplines) from recognized university with minimum 3 years of relevant experience in Value Chain Development, Marketing/Post-Harvest Management/ Processing and working with FFPOs/ FPOs/fisheries cooperatives/similar institutions /working with the private sector companies engaged in fisheries and aquaculture domain. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Graduate (Bachelors of Fisheries Science (BFSc.) Fisheries/Aquaculture/ B.Sc. Zoology/ B.Sc. in Marine Sciences/ BSc Marine Biology/ Bachelor in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ Bachelor of Veterinary Science (BVSc) / B.Sc. in Agriculture and allied disciplines) from recognized university with minimum 5 years of relevant experience in Value Chain Development, Marketing, Post-Harvest Management/ Processing and working with FFPOsi FPOs/ farmers' groups/fisheries cooperatives/similar institutions /working with the private sector companies engaged in fisheries and aquaculture domain
Social Mobilization	<ul style="list-style-type: none"> • Postgraduate in social work (MSW)/ Master of social science/ Masters in Rural Studies / MBA rural management/ Post graduate diploma in rural development (PGDRD) from a recognized university/ Entity with minimum 3 years of relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Graduate in social work (BSW)/ Bachelor of social science/ Bachelor of Rural Studies/ BA in Rural Development from a recognized university/ Entity with minimum 5 years of relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc.
Information Technology/ MIS	<ul style="list-style-type: none"> • M.C.A or M. Tech in computer science/ Masters in IT from a recognized university/ Entity with minimum 3 years of relevant experience of handling IT relevant assignments, MIS development, software development etc. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • B.C.A or B.Tech in computer science/ Diploma in IT from a recognized university/ Entity with minimum 5 years of relevant experience of handling IT relevant assignments, MIS development, software development etc.
Accounts	<ul style="list-style-type: none"> • B. Com with minimum 5 years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc.

- b) In case the applicant is not having the requisite domain experts; they shall provide undertaking (**Annexure – 3**) stating that it shall recruit the experts with requisite experience for the remaining domains upon selection. NFDB shall issue work order after completion of the engagement of all the 5 domain experts within two months from the date of issue of letter of Award.

4.5) Blacklisting: Applicable to all Categories (1, 2 & 3)

- a) The applicant as on date of submission of the application should not have been debarred / blacklisted by any Central / State Government Dept./Agencies/Public Sector Undertakings (PSU).
- b) Undertaking/ Self-Declaration for no-debarred and no-blacklisting on the entity’s letter head to be submitted.

4. Selection process of CBBOs:

- a) The selection of CBBOs for an Entity falling under three categories 1,2 & 3 as indicated at para 4.1 above shall be done separately based on the eligibility criteria specified at para 4.2 to 4.5 above.
- b) The application in the prescribed format along with all necessary enclosures (Annexure **1A** for Category **1 & 2** entities or Annexure **-1B** for Category **3** entities) should be submitted to NFDB, Hyderabad. The last date for receipt of application by NFDB is2022.
- c) Address for communication:

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

- d) The application in the prescribed formats along with relevant documents, upon receipt from the interested entity within the stipulated time shall be subjected to a scrutiny to examine the adherence to eligibility criteria, completeness of application form, submission of necessary documentary evidences etc. Such Entity who fulfil the eligibility criteria and submit complete information in application form and documentary evidences will be shortlisted for a presentation at NFDB, Hyderabad.
- e) The shortlisted Institutions/organizations shall make a presentation before the Selection Committee constituted at NFDB; accordingly, suitable Entity for Category 1, 2 & 3 shall be finalized.
- f) In all matters regarding eligibility, assessment, minimum qualifying standards and communication of result, NFDB’s decision shall be final and no correspondence from the applicant shall be entertained.

5. Engagement of selected CBBOs:

- a) The selected CBBOs shall be issued a letter of engagement by the NFDB by specifying the number (minimum 1 and maximum 3 Nos) of FFPOs to be promoted, “focus activities”, particulars of the financial assistance to be given to a CBBO in a given financial year.

NFDB and the Entity acting as a CBBO shall enter into a separate formal Agreement for the purpose of implementation of the programme.

- b) The selected CBBO shall be allocated produce clusters where FFPOs are to be promoted. NFDB is not bound to allot/ allocate the “entire state” or “all the clusters” to a CBBO as proposed by it in the application. A decision would be taken by NFDB while considering allocation of clusters among the “Selected” CBBOs. **Not with standing the inclination of any prospective CBBO to promote FFPO in specific districts/ blocks, the decision to allot specific districts/blocks and number of FFPOs/Cs to be promoted by a selected CBBO, solely rests with NFDB.**
- c) **Period of engagement as a CBBO**
 - i. Engagement of CBBOs shall be for a minimum period of three years as specified in the guidelines for formation and promotion of FFPOs. During the period of engagement, the selected CBBO shall continue handholding, mentoring of the promoted FPO/FPc.
 - ii. NFDB shall review the performance of CBBOs from time to time for their continuation or otherwise. When new clusters are added in the subsequent year/s, NFDB, depending on satisfactory implementation, may allocate new clusters to the same CBBO or to a new CBBO, as may be necessary.
 - iii. NFDB may also consider issuing a fresh notification for the selection of new CBBOs for promoting a new FFPOs in subsequent years, if found necessary.

6. General Terms and Conditions:

- a. The Entity should be functioning in the area/district where FFPOs are proposed to be formed.
- b. The Entity should be willing to work and set up office in the allotted district.
- c. The complete accuracy and integrity of data submitted in respect of the Entity and compliance with the applicable laws is sole responsibility of the Entity.
- d. NFDB reserves the right to verify all statements, information, documents, etc. submitted by the Applicant in the application form. NFDB may also call for necessary additional details for verification of information, documents, data, etc.
- e. Failure to comply with requirements spelt out in this document shall make the Application of any Entity liable to be rejected. Similarly, incomplete applications or with no details furnished for any of the parameters in the Application are also liable to be rejected. Applications submitted beyond the time line (last date for submission) shall

also be rejected.

- f. In case it is found that at any time before issue of the selection letter by NFDB, one or more of the eligibility conditions have not been met by the Entity or it has made material misrepresentation or has given any materially incorrect or false information, the Entity shall be disqualified forthwith.
- g. NFDB 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.
- h. NFDB reserves rights to delist/cancel the selection of CBBOs at any point of time if found fraudulent / involved in legal issues/ misappropriations/ poor service delivery, etc.
- i. Any dispute or claim arising out of or relating to this Notice, its validity, breach or termination with regard to the selection of the CBBOs 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.
- j. All disputes in connection with the contract between selected CBBOs and FFPOs 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.

7. List of Documents / Reports / Statements to be enclosed to the Application:

- a. A complete set of documents required under the laws of India for establishing the applicant's status to operate legally, as applicable, for example, Certificate of Incorporation/ Registration, Registered Partnership Deed, Registered Trust Deed etc.
- b. Registration Certificate / incorporation certificate of FFPOs/FPCs/FGs promoted by the Entity.
- c. C.V of all the specialists as per Annexure — 2 and other relevant documents regarding qualification
- d. Undertaking of positioning /deploying full team upon selection as per Annexure - 3
- e. Copies of work order, MOUs, and any other document that demonstrate the work experience.
- f. A write up on major areas of work/operations and achievements of the Entity in the past 3 years.

- g. Copies of the Annual Reports of the Entity for last 3 financial years' (2021-22, 2020-21 and 2019-20).
- h. Audited financial statements of the entity/turn over statements of the Entity for last 3 financial years (Applicable for Category 3 applicants)
- i. Self declaration on the entity's letterhead on non blacklisting in Annexure – 4.
- j. Field photos / Achievements/success stories of FPOs

Section II :

1. Application Process:

All applications received from Entities shall be scrutinized, graded and evaluated by the Committee constituted for the purpose and if found eligible shall be submitted for the approval of the Competent Authority.

- 1.1 NFDB shall issue notification inviting applications for Selection of CBBOs for implementation of CBBOs through advertisement in New papers & placing in NFDB <http://nfdb.gov.in>
- 1.2 All interested applicants shall submit application in the prescribed format (Annexure 1A or 1B) along with the requisite documents to the following address on or before:
Chief Executive,
National Fisheries Development Board,
Department of Fisheries,
Ministry of FAHD, Government of India
“Fish Building” Pillar No.235, PVNR Expressway
Hyderabad – 500 052, TELANGANA
Email: ce.nfdb-dadf@gov.in/info.nfdb@nic.in. [Telephone no 040 -24000201](tel: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 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.
- 1.5 Incomplete applications / not complying with the requirements shall not be considered.
- 1.6 All clarifications/corrigendum and any information related to this will be published in NFDB Website.
- 1.7 Queries, if any, may be sent in writing to the NFDB official address above by post or at e-mail : ffpocellnfdb@gmail.com
- 1.8 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	Issue of Notification/ Advertisement inviting applications by NFDB	04 /06/2022
2	Last date for submission of application by the applicant to NFDB	24/06/2022
3	Processing applications & selection of CBBOs	21 days from last date of submission of applications
4	Publishing & communicating the Selection list	7 days from selection of CBBOs

Annexure – 1: Application format

1A: For Category 1 & 2 entities as mentioned at para 4.1 in the notification

I	Institutional particulars	
1.	Name of the Entity	
2	Entity falling under Category 1 OR 2 as mentioned at 4.1 para in the advertisement (Tick <input checked="" type="checkbox"/> against appropriate option)	Category 1: <ul style="list-style-type: none"> • CBBO already empanelled by M/o A&FW for 10,000 FPOs promotion (year) Category 2: <ul style="list-style-type: none"> • Central/State Govt. Agri. University () • KVKs () • Quasi Govt. Organization/ Cooperatives () • Central/State Govt. institutions promoting FPOs/FFPOs/ FPCs/ farmer groups ()
3	Entity is promoted / established by /under the overall control of...	
4	Date & Year of establishment	
5	Entity Registration details (Registration Number, Date & year, Act/Law, registered address, etc), as applicable	
6	a) Head of the entity: Name & Designation b) Address for Correspondence	
7	Contact details of the Entity in connection with present Application (i) Name of the Person (ii) Designation (iii) Mobile No. / office No. (iv) e-mail ID of the Contact Person (v) e-mail ID of the Entity	

8	Whether empanelled as CBBO under Central Sector Scheme of FPOs by M/o A&FW? If Yes, specify date & year of enrollment.	Yes () No () DD-----/M -----/Yr-----			
9	Whether the entity is still continuing as CBBO under CSS of M/o A & FW?	Yes () No () Not Applicable ()			
10	If No, specify the reasons for exit				
11	Whether the entity is currently functioning?	Yes () No ()			
12	Whether the entity is currently involved in formation and strengthening of FPOs/FFPOs/ FPCs/farmer groups	Yes () No ()			
13	Geographical Area(s) of Operations of the Entity & Clusters of FPOs /FFPOs/ FPCs/ farmer groups operated	State	District	No. of Clusters	No. of FPOs/FFPOs/FPCs/Farmer groups
14	Whether the entity as on date of submission of the application is debarred / blacklisted by any Central/ State Govt.dept./ agencies/ public sector undertakings (PSU)?	Yes () No ()			
III	Human Resources available with the Entity				
A	At the Entity level				
i	Total No. of manpower/staff available with the Entity				
	a) Number of permanent staff				
	b) No. of Staff on Contract, if any				
	c) No. of outsourced staff				
ii	Total No. of key personnel (Professionals/Experts) available with the Entity against CBBO requirement under PMMSY				

B Details of Professionals /Experts * available with the Entity (as on the date of application)					
Sl No	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (years)	Major programmes / projects associated with FPO/FFPOs /Producer cooperatives /FPCs/ FGs
1	Fisheries/Aquaculture Management				
2	Value chain				
3	Social Mobilization				
4	Information Techonology / MIS				
5	Accounts				

*** CV of each expert/specialist should be furnished as per Annexure - 2**

C	Whether the Entity will provide an Undertaking to recruit the Experts / Professionals having the minimum qualification and experience in the domains, as per the eligibility criteria, where they are not presently available, if considered as CBBO in the State?	Yes / No
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IV Major activities initiated and achievements of the Entity related to FPOs /FFPOs/FPCs/FGs in fisheries/agriculture / allied sectors (Additional Information):

Sl.No	Name of the activity	Details
1	No. of projects implemented related to FFPOs/FPOs/Cs/FPCs/FGs promotion in last 3 years (2019-20 to 2021-22) by the Entity	
A	FFPO/FPOs/Cs formation:	
i.	No. of FFPOs/FPOs/FPCs promoted	
ii.	No. of FGs promoted	
iii.	No. of FFPOs/FPOs/FPCs registered	
B	Business operations:	
i.	No. of FFPOs/FPOs/FPCs/FGs doing business operations	
ii.	No. of FPOs/ FFPOs business turn over per annum	
	- Less than Rs.25 Lakhs	
	- Rs.26 to Rs.50 lakhs	
	- Rs.51 to Rs.75 lakhs	
	- More than 75 lakh rupees	
C	Capacity building:	
i	No. of trainings/awareness building	

		/exposure visits organized for FFPOs/FPOs/FPCs/FGs in last 3 years		
	ii	Total No. of members trained		
		- No. of BODs trained		
		- No. of Members trained		
		- No of FFPOs/FPOs/FPCs/FGs staff trained		
	iii	No. of trainings conducted for project staff		
	iv	No. of project staff trained		
	D	MIS Developed for monitoring		
	i.	Data compilation and maintenance through integrated portal		
	ii.	Information management		
	E	Success stories on FFPOs/FPOs/FPCs/FGs		
	F	Other major activities /achievements of the Entity		

V	Present Proposal of the Entity			
	Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:			
(a)	Proposed Cluster(s) / names of the District(s) and Blocks in the State for operationas a CBBO			
	Sl. No.	Name of the Cluster(s)/ District(s)	Name(s) of the Block	
	Justification for proposing the above area(s), indicating, <i>inter alia</i> , major programmes implemented earlier, achievements made therein by the Entity (brief description)			

(b) *Manpower planning:* Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

Sl. No	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available/ to be deployed from the existing manpower of the agency	No. of personnel to be recruited
1	Programme Coordinator / Programme Head			
2	Professional manpower / Experts			
(i)	Fisheries/ Aquaculture Management			
(ii)	Value Chain			
(iii)	Social Mobilization			
(iv)	IT / MIS skills			
(v)	Accounts			
3	Project Accountant			
4	Other key supporting personnel / staff			
(i)	Pl. specify			
(ii)	Pl. specify			
.....	Pl. specify			
	Total			

DECLARATION

I declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date :

Signature

(Name of the authorized signatory)

Seal :

Approval of the Competent Authority

Approved the above application of _____(Name of the Entity and Centre) to act as a Cluster-Based Business Organization (CBBO) for Formation and Promotion of Fish Farmer Producer Organizations (FFPOs) under Central Sector Scheme of PMMSY in _____(Name of the District/s) in _____ State/UT and recommend for consideration of NFDB.

Signature

Date

Seal

Annexure – 1: Application format

1B: For Category 3 entities as mentioned at para 4.1 in the notification

I Institutional particulars				
1.	Name of the Entity			
2	Entity falling under Category 3 as mentioned at 4.1 para in the advertisement (Tick ✓ against appropriate option)	Yes () / No ()		
3	Entity is promoted / established by			
4	Date & Year of establishment			
5	Entity Registration details (Registration Number, Date & year, Act/Law, registered address, etc)			
6	a) Head of the entity: Name & Designation b) Address for Correspondence			
7	Contact details of the Entity in connection with present Application (i) Name of the Person (ii) Designation (iii) Mobile No. / office No. (iv) e-mail ID of the Contact Person (v) e-mail ID of the Entity			
8	Whether the entity is in existence for past 5 years?	Yes () No ()		
9	Whether the entity is currently involved in formation and strengthening of FPOs/FFPOs?	Yes () No ()		
10	Geographical Area(s) of Operations of the Entity & Clusters/FPOs/FFPOs operated	State	District	No. of Clusters
				No. of FPOs/FFPOs
11	Whether the entity as on date of submission of the application is debarred / blacklisted by any Central/ State Govt.dept./ agencies/ public sector undertakings (PSU)?	Yes () No ()		
II Financial particulars of the Entity				
11	Annual Turn Over for last 3 Financial Years	FY	Turnover (Rs.in lakhs)	Whether Annual Audit done?
		2019-20		
		2020-21		
		2021-22		

12	Financial Net Worth of the Entity in last 3 financial years	FY	Net Worth (Rs.in lakhs)			
		2019-20				
		2020-21				
		2021-22				
III	Experience					
(i)	Experience in mobilization of:					
	Experience of working with	Fishers	Fish farmers	Fish workers and vendors	Fisheries entrepreneurs	Farmers of agriculture or allied sectors
		(No. of years)				
	Central Govt					
	State Govt					
	PSUs					
	National/ International/ Multi-lateral organizations					
	Co-operatives					
	CSR Projects of corporates					
	Foundations/ Trusts					
	Independently /jointly promoted by entity					
	Note: Years of experience should not be repeated while indicating for multiple beneficiaries worked during same period instead, cells can be merged and mentioned as one					
(ii)	Experience in establishing or facilitating production, market linkages for various institutions in fisheries and aquaculture domain					
	Total No. of years of experience _____ yrs in establishing or facilitating production, market linkages in fisheries & aquaculture domain.					
	Institutions	Average fish Production in last 3 years (MTs/)	Average fish marketed in last 3 years (MTs)	Market linkages established (Y/N)		
	FFPOs					
	FPOs					
	Farmer Groups					
	Fisheries cooperatives/ Similar institutions					
	Private sector companies					
(iii)	Experience in providing capacity building training programmes, pre & post harvest trainings, demonstrations					
	Total No. of years of experience in providing capacity building _____ years					
	Institutions	No. of training programmes conducted in last 3 years	No. of persons trained in last 3 years			
	FFPOs					
	FPOs					
	Farmer Groups					
	Fisheries cooperatives/ Similar institutions					
	Private sector companies					

(iv)	Experience in facilitating establishment of Pre-harvest/post harvest infrastructure facilities								
	Total No. of years of experience in facilitating establishment of Pre-harvest /post harvest infrastructure facilities _____ years.								
	Institutions	Hatcheries	Boat building Yards	Fish Nets manufacturing units	Fish processing plants	Curing Yards	Freezing/ Cold storage/ cold chain	Brand promotion	Others (specify)
	(No. of units supplied in last 3 years)								
	FFPOs								
	FPOs								
	Farmer Groups								
	Fisheries cooperatives/ Similar institutions								
III	Human Resources available with the Entity								
A	At the Entity level								
i	Total No. of manpower/staff available with the Entity								
	d) Number of permanent staff								
	e) No. of Staff on Contract, if any								
	f) No. of outsourced staff								
ii	Total No. of key personnel (Professionals/Experts) available with the Entity against CBBO requirement under PMMSY								
B	Details of Professionals /Experts * available with the Entity (as on the date of application)								
	Sl No	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (years)	Major programmes / projects associated with FFPOs /Producer cooperatives /FGs			
	1	Fisheries/Aquaculture Management							
	2	Value chain							
	3	Social Mobilization							
	4	Information Technology / MIS							
	5	Accounts							
	*CV of each expert/specialist should be furnished as per Annexure - 2								

C	Whether the Entity will provide an Undertaking to recruit the Experts / Professionals having the minimum qualification and experience in the domains, as per the eligibility criteria, where they are not presently available, if considered as CBBO in the State?	Yes / No
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IV Major activities initiated and achievements of the Entity related to FFPOs/FPOs/FPCs/FGs in fisheries/agriculture / allied sectors (Additional Information):

Sl.No	Name of the activity	Details
1	No. of projects implemented related to FFPOs/FPOs/Cs/FGs promotion in last 3 years (2019-20 to 2021-22) by the Entity	
A FFPO/FPOs/Cs formation:		
iv.	No. of FFPOs/FPOs/FPCs promoted	
v.	No. of FGs promoted	
vi.	No. of FFPOs/FPOs/FPCs registered	
B Business operations:		
iii.	No. of FFPOs/FPOs/FPCs doing business operations	
iv.	No. of FFPOs business turn over is	
	- Less than Rs.25 Lakhs	
	- Rs.26 to Rs.50 lakhs	
	- Rs.51 to Rs.75 lakhs	
	- More than 75 lakh rupees	
C Capacity building:		
i	No. of trainings/awareness building /exposure visits organized for FFPOs/FPOs/FPCs in last 3 years	
ii	Total No. of members trained	
	-No. of BODs trained	
	-No. of Members trained	
	-No of FFPOs/FPOs/ FPCs/FGs staff trained	
iii	No. of trainings conducted for project staff	
iv	No. of project staff trained	
D MIS Developed for monitoring		
iii.	Data compilation and maintenance through integrated portal	
iv.	Information management	
E Success stories on FFPOs/FPOs/ FPCs/FGs		
F Other major activities /achievements of the Entity		

V		Present Proposal of the Entity			
(a)	Considering your present proposal for consideration as a CBBO, please furnish particulars on the following: Proposed Cluster(s) / names of the District(s) and Blocks in the State for operation as a CBBO				
	Sl. No.	Name of the Cluster(s)/ District(s)	Name(s) of the Block		
Justification for proposing the above area(s), indicating, <i>inter alia</i> , major programmes implemented earlier, achievements made therein by the Entity (brief description)					
(b)	<i>Manpower planning:</i> Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.				
	Sl. No	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available/ to be deployed from the existing manpower of the agency	No. of personnel to be recruited
	1	Programme Coordinator / Programme Head			
	2	Professional manpower / Experts			
	(i)	Fisheries/ Aquaculture Management			
	(ii)	Value Chain			
	(iii)	Social Mobilization			
	(iv)	IT / MIS skills			
	(v)	Accounts			
	3	Project Accountant			
	4	Other key supporting personnel / staff			
	(i)	Pl. specify			
	(ii)	Pl. specify			
	Pl. specify			
		Total			

DECLARATION

I/we declare that the above particulars are true to the best of our knowledge and belief.

Place :

Date :

Signature

(Name of the authorized signatory)

Seal :

Annexure – 2: Curriulum Vitae (CV) of Professionals /Experts

Photo	Full Name of the Professional: _____ Brief profile:			
Date of Birth	-----DD/-----MM/-----YR			
Nationality & Nativity				
Acedemic Record	(In the order of highest degree to 10th)			
	Qualific ation	Institution Name	% of marks secured	Year of passing
Employment record				
	Company name	Positions held	From (date/month/ year)	To (date/month/ year)
Countries of work experience				
Languages known	Name of the language	Read	Write	Speak
Professional's relevant projects handled (In the order of current job to inception)				
Nature of work:				
Year: Location: Company: Position held: Main features: Activities performed:				
Nature of work:				
Year: Location: Company: Position held: Main features: Activities performed:				
Signature:			Name: Phone No: Email ID: Address for correspondence:	

ANNEXURE - 3: UNDERTAKING FOR RECRUITMENT OF DOMAIN EXPERTS

DECLARATION

(To be given on the entity's letter head)

Approval of the Competent Authority

I/ we _____ declare that the information/ particulars given by me are true to the best of my knowledge and belief. I agree and provide my consent that I/we shall recruit remaining domain professionals/ experts (apart from the ones mentioned in our response) with requisite experience as stated under Para 4 (4.1 to 4.5) of the notification upon selection. I/ we further agree on the fact that the Implementing Agency (IA) shall only issue the work order after ensuring that experts from all the five (5) domains are available. In case required, the Implementing Agency (IA) shall also ask to replace the expert(s), in case they are found to be non-compliant with the criteria mentioned in this document.

Place:

Date:

Signature of an authorized representative

(with seal of the entity and supported by authority letter)

Name of authorized representative

ANNEXURE - 4

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO NON BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

We hereby confirm and declare that we, M/s _____,
are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/
Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during
the last 5 years.

For _____

Authorized Signatory

Date: