

**Letter inviting Expression of Interest (EOI)**

**No. 4(6)/D(Acq)/2020/Pt-12(1)/PMU**

**Government of India**  
**Ministry of Defence**  
**PMU, Acquisition Wing**

Room No. 242, B-Wing  
Sena Bhawan, New Delhi  
Date: 25<sup>th</sup> August, 2021

**Subject: Refloating of Expression of Interest (Eoi) for Empanelment of Cost and Data Analysis Consulting Firms for the Acquisition Wing, Department of Defence, Ministry of Defence-reg.**

Dear Sir/Madam,

Acquisition Wing, Department of Defence, Ministry of Defence proposes to empanel Cost & Data Analysis Consulting firms initially for one year extendable for a total period of upto 3 years.

2. Earlier Acquisition Wing, Department of Defence, Ministry of Defence, Government of India invited Expression of Interest (Eoi) on 23.01.2021 for empanelment of Cost & Data Analysis Consulting Firms and the same has been cancelled due to administrative reasons.

3. An Expression of Interest (Eoi) are again invited from the Cost & Data Analysis Consulting firms which have adequate experience in **Cost & Data analysis services** which includes; Cost Audit under any Act/Rules of Central/State Government, Special Cost Audit Work assigned by Central Ministries/Departments/Regulatory/Statutory Authorities/ UN Bodies, Bench marking, Market Intelligence/research relating to Cost/price of products & services. .

4. The initial empanelment will be for one year or until further orders whichever is earlier. The same may be extended, on satisfactory performance, one year at a time for a total period not exceeding 3 years at the same quoted rate.

5. The EOI document containing the eligibility criteria and other detailed terms and conditions is available on the Defence e-Procurement Portal [www.defproc.gov.in](http://www.defproc.gov.in) as well as on Ministry of Defence website [www.mod.gov.in](http://www.mod.gov.in).

6. Interested and eligible firms may submit their applications in the prescribed formats (**Covering letter, Annexure A, B, C & D**) with complete information and supporting documents. The Application Form duly filled in, along with all supporting documents/information should be submitted by post in a closed envelope super scribing as "Expression of interest (EOI) for Empanelment of Cost & Data Analysis Consulting Firms in Acquisition Wing, DoD" at the following address:

**Mr. Satish Chand,  
Under Secretary (PMU), Department of Defence,  
Room No- 242, "B" Wing,  
Sena Bhawan,  
New Delhi – 110011**

The last date of receipt of applications is 17.00 Hrs on 30.09.2021.

7. The critical dates for submission of Eoi application are as follows:

S.N.	Events	Date	Time
1.	Last date of receipt of applications	30.09.2021	17.00 Hrs
3.	Opening Date of Applications of Eoi	4.10.2021	15.00 Hrs

Sd-

(Satish Chand)  
Under Secretary to the Govt. of India  
Telephone: 011-2301 5609

**Ministry of Defence**  
**Department of Defence**

**EXPRESSION OF INTEREST (EOI)**  
**FOR EMPANELMENT OF “COST & DATA ANALYSIS” CONSULTING FIRMS**  
**for Acquisition Wing, Department Of Defence, MoD**

The Department of Defence is mandated with Defence of India and every part thereof including Defence policy. The Acquisition Wing of Department of Defence deals with Capital Acquisition matters of Army & Land Systems, Navy and Coast Guard, Air Force and Cyber/IT Systems. It is headed by Director General (Acquisition) who reports to Defence Secretary. Details of Acquisition Wing, DoD can be obtained from our website [www.mod.gov.in](http://www.mod.gov.in). Defence Acquisition Procedure, 2020 can also be accessed through this website.

2. Acquisition Wing, DoD proposes to empanel Cost & Data Analysis Firms initially for one year extendable for a total period of upto 3 years. Expression(s) of interest (EOI) are invited from the Cost & Data Analysis consulting firms which have adequate experience in **Cost & Data analysis services** which includes; Cost Audit under any Act/Rules of Central/State Government , Special Cost Audit Work assigned by Central Ministries/Departments/ Regulatory/Statutory Authorities/ UN Bodies , Bench marking , Market Intelligence/research relating to Cost/price of products & services .
3. The initial empanelment will be for one year or until further orders whichever is earlier. The same may be extended, on satisfactory performance, one year at a time for a total period not exceeding 3 years at the same quoted rate.
4. The firm shall be required to perform various activities on a case to case basis based on a stipulated TOR. Some of the indicative activities are as follows:

- 1) Cost & Data Analysis Advice on acquisition related matters.
- 2) Cost analysis of platforms, equipment, technology, transfer of technology and life cycle costing.
- 3) Facilitate analysis of composition of pricing, trend in prices, level of competition, Past/present/future market situation and vendor behavior.
- 4) Facilitate calculation and analysis of level of indigenization and Indigenous Content(IC)
- 5) Facilitate Market intelligence & market research
- 6) Inputs for benchmark & suggested indices and escalation rates.
- 7) Any duties related to costing & Data analysis which may be assigned by the Acquisition Wing.

#### **5. Minimum Eligibility/ Qualification Criteria:**

The following are the minimum eligibility criteria for submission of EOI. The bidders who do not fulfill all these minimum eligibility criteria will be screened and not be taken up for Technical Evaluation:

- i) The Firm should be registered in India and should have completed operation for a minimum of 5(five) years since its inception/formation.

[*Mode of Proof:* Copy of firm registration certificate along with partners showing that the firm had completed 5 years period].

- ii) The firms should have an annual turnover of not less than Rs. 2.00 Crore (Rupees Two Crore only) per year for the past 3 (three) consecutive years (i.e. FY 2017-18, 2018-19 & 2019-20) and a certificate to this effect should be submitted from the Auditor of the Firm.

[*Mode of Proof:* Copy of Profit & Loss Account of the firm for each of the 3 years authenticated by a Chartered Accountant should also be submitted].

- iii) The firms shall be on the panel of at least one Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution/Statutory Body at least for any one year in 2018-19/ 2019-20/ 2020-21.

[*Mode of Proof:* Copy of Empanelment Order/Contract showing that the firm had been empanelled during the relevant period].

- iv) The firm should not have been suspended/ debarred or blacklisted by any government department/agency/statutory body in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance and currently also should not be on debar list of any Govt Deptt/agency/statutory body.

[Mode of Proof: The bidder should give an undertaking in the prescribed format as in **Annexure-D**].

- v) The Firms must ensure to submit **Covering letter, Annexure-A, B, C & D** as per prescribed formats.

The Bidder must fulfill all the above Minimum Qualifying Criteria. If the firm does not fulfill any one of these, the firm shall stand disqualified and bid will not be taken up for technical evaluation.

**6. Technical Evaluation Criteria:** Firms that score a minimum of 50 marks out of 100 marks of the following criteria shall only be considered for empanelment:

S. No	Parameters	Marks
1.	Length of experience of providing consultancy in <b>Cost &amp;Data</b>	Maximum 25 marks as follows:

	<p><b>Analysis services</b> which includes:</p> <p>a) Cost Audit under any Act/Rules of Central/State Government.</p> <p>b) Special Cost Audit Work assigned by Central Ministries/Departments/Regulatory/Statutory Authorities/ UN Bodies</p> <p>c) Bench marking</p> <p>d) Market Intelligence/research relating to Cost/price of a product</p> <p>(The firms have to submit documentary proof thereof and a list of clients. Length of experience will be calculated for years for which documentary proof enclosed)</p>	<p>i. Above 15 years' experience = 25 marks</p> <p>ii. Above 10 up to 15 years' experience = 18 marks</p> <p>iii. Above 08 up to 10 years 'experience =12 marks</p> <p>iv. Above 06 up to 08 years 'experience = 10marks</p> <p>v. From 05 to 06 years' experience = 5 marks</p> <p>vi. Below 05 years zero (0) marks</p>
2	<p>Experience in providing consultancy in Cost &amp;Data Analysis service in Defence sector.</p> <p>(The firm have to submit the documentary proof and list of clients)</p>	<p>Maximum 10 marks as follows</p> <p>i. 2 and more experiences -10 marks</p> <p>ii. 1 experience - 5 Marks</p>
3.	<p>Experience in providing Cost &amp; Data analysis services for the larger size projects (costing 50 Cr and above) in last 5 FY(2016-17,17-18,18-19,19-20&amp; 20-21 )</p>	<p>Maximum 15 marks as follows</p> <p>i- 3 or more experiences 15 Marks</p> <p>ii- 2 experiences 10 marks</p> <p>iii- 1 experience 5 marks</p>

	(Client certificates indicating the details of the assignment executed and the project details with Cost supported with the relevant documents like engagement letter/contract signed etc.	
4	Client Satisfaction certificate in providing consultancy in Cost & Data Analysis services. (Certificate from client's organization to be attached and it should be supported with the relevant documents like engagement letter/contract signed etc.)	Maximum 15 marks as follows:  (1.5 marks for each client Certificate submitted)
5	Number of qualified CAs/ICWAs working at present in the firm, having experience not less than 5 years in providing Cost & Data Analysis services .  (Firms have to provide: i- the list of CA/ICWA engaged by the Firm and the documentary proof for engaging the CAs/ICWAs, ii-proof for CAs/ICWAs like pass certificate, experience certificate).	Maximum 20 marks as follows:  i. 16 and above persons - 20 Marks ii. 11 to 15 persons - 15 marks iii. 9 to 10 persons - 10 marks iv. 7 to 8 persons - 8marks v. 5 to 6 persons - 5 marks vi. 2 to 4 persons – 3 marks vii. Less than 2 persons – zero (0) marks

6-	<p>No of Empanelment in Central or State Govt organization/PSU/Govt Autonomous Organization/Govt Institution/Statutory body in last three year i.e.2018-19, 2019-20 and 2020-21</p> <p>(Copy of empanelment Order/Contract showing that the firm had been empanelled during the relevant period should be attached ]</p>	<p>Maximum 15 Marks as follows</p> <p>i. 3 and above empanelment 15 marks</p> <p>ii. 2 empanelment 10 marks</p> <p>iii. 1 empanelment 5 marks</p>
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7- The firms are required to give their proof of technical proposals as per the format enclosed in Annexure B.

8. The firms are required to submit an undertaking on no conflict of interest and maintaining confidentiality in the format enclosed in Annexure C.

9- The firms are required to submit the copy of the PAN, Income Tax return details for the FY 2017-18, 18-19 & 19-20 and the GST registration details.

10. Interested and eligible firms may submit their applications in the prescribed formats (**Covering letter, Annexure A, B, C & D**) with complete information and supporting documents. The Application Form duly filled in, along with all supporting documents/information should be submitted by post in a closed envelope super scribing as "Expression of interest (EOI) for Empanelment of Cost & Data Analysis Consulting Firms in Acquisition Wing, DoD" at the following address:



Mr. Satish Chand,  
Under Secretary (PMU), Department of Defence,  
Room No- 242, "B" Wing,  
Sena Bhawan,  
New Delhi – 110011

The last date of receipt of proposal is **17.00 hrs on 30.09.2021**.

11. The criteria and weightage indicated are for the purpose of empanelment only. Specific evaluation criteria may be included in the RFP for selection process for individual assignment, if required.

12. Acquisition Wing, Department of Defence (DoD) MoD reserves all rights to reject one or all the proposals without assigning any reason thereof.



(Satish Chand)  
Under Secretary (PMU)

Copy to: IT Cell - for uploading on MoD website [www.mod.gov.in](http://www.mod.gov.in) and on Defence e-Procurement Portal [www.defproc.gov.in](http://www.defproc.gov.in).

**APPLICATION FOR EMPANLEMENT OF**  
**“Cost &Data Analysis” Consulting Firms for Acquisition Wing, DoD MoD**

**Covering Letter**

*[On the Letter head of the Bidder and to be put in a separate sealed cover]*

From

**Name& Address of the Bidder**

To

Mr. Satish Chand,  
Under Secretary (PMU), Department of Defence,  
Room No- 242, “B” Wing,  
Sena Bhawan,  
New Delhi – 110011

Sir,

We are a -----  
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-----, [Introduce your company and its activities with particular reference to your experience in cost and data analysis].

2) Whereby submit our Bid for empanelment of Cost & Data Analysis consulting firm for Acquisition Wing, Department Of Defence, MoD

3) We have read and understood and hereby agree to all the terms and conditions stipulated by the Acquisition Wing, Department Of Defence, MoD in the bid document.

4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, Acquisition Wing, Department of Defence, MoD has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred.

Yours faithfully,

*Name & Signature with Seal of Authorized Signatory*

Date:

Place:

**APPLICATION FOR EMPANLEMENT OF  
“Cost &Data Analysis” Consulting Firms for Acquisition Wing, DoD, MoD**

**ANNEXURE - A**

1. Name & Registration number of the firm:
2. Address and email of the firm:
3. PAN of the firm:
4. GST Registration No. of the firm:
5. Whether the firm has completed a minimum of 5(five) years since its registration. Yes/ No

a. Mode of proof enclosed:

6. Details of empanelment in Central or State Govt. organization /PSU/Govt. Autonomous Organization/ Govt. Institution at least for one year during 2018-19, 2019-20 and 2020-21.

<i>Year</i>	<i>Name of Organization which has empanelled the firm</i>
2018-19	
2019-20	
2020-21	

a. Mode of proof enclosed:

7. Audited Annual Turnover (in India) of the Company:

<i>Year</i>	<i>Annual Turnover (in Crores of Rupees)</i>
2019-20	
2018-19	
2017-18	

Mode of proof enclosed -

**DECLARATION**

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our firm is liable to be blacklisted/debarred.

*Name & Signature with Seal of Authorized Signatory*

Place:

Date:

**APPLICATION FOR EMPANLEMENT OF  
“Cost &Data Analysis” Consulting Firms for Acquisition Wing, DoD, MoD**

**Annexure – B**

1. Details of experience in providing consultancy in Cost & Data analysis services.

<i>Sl. no.</i>	<i>Name, Address &amp; Contact No. of the Client</i>	<i>Brief description of the work indicating Cost &amp;Data analysis Services</i>	<i>Period</i>	<i>Mode of proof enclosed</i>

2. Details of experience in providing consultancy in Cost & Data analysis services in Defence sector

<i>Sl. no.</i>	<i>Name, Address &amp; Contact No. of the Client</i>	<i>Brief description of the work indicating Cost &amp;Data analysis Services in Defence Sector</i>	<i>Period</i>	<i>Mode of proof enclosed</i>

3. Details of level of client satisfaction on providing consultancy on Cost & Data Analysis services

<i>Sl. no.</i>	<i>Brief description of the work</i>	<i>Name, Address &amp; Contact No. of the Client</i>	<i>Period</i>	<i>Mode of proof enclosed</i>

4. Details of qualified CAs/ICWAs working at present in the firm, having experience not less than 5 years in providing Cost & Data Analysis.

<i>Sl. no.</i>	<i>Name, Designation, Membership no., contact no, email of CA/ICWA working at present in the firm.</i>	<i>No. of years of experience in providing Cost &amp; Data analysis Services (*)</i>	<i>Description of area of expertise</i>	<i>Mode of proof enclosed</i>

(\*) Post qualification experience only to be considered.

5. Details of the experience in providing Cost & Data analysis services in larger size projects (costing more than 50 Cr )

<i>Sl. no</i>	<i>Brief description of the work</i>	<i>Value of the Work executed (Rs)</i>	<i>Project Details</i>	<i>Project Cost (Rs)</i>	<i>Period</i>

Mode of proof enclosed -

## DECLARATION

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our firm is liable to be blacklisted/debarred.

*Name & Signature with Seal of Authorized Signatory*

Place:

Date:



**APPLICATION FOR EMPANLEMENT OF**  
**“Cost &Data Analysis” Consulting Firms for Acquisition Wing, DoD MoD**

**ANNEXURE -C**

**UNDERTAKING (On the Letter Head of the Firm)**

I hereby certify that:

1. The firm and their personnel shall not, either, during implementation or after completion of the project, disclose any proprietary or confidential information or data relating to the work assigned by the Ministry of Defence.
2. The firm is not dealing with any vendor/supplier of Department of Defence dealing with Capital acquisition.
3. If conflict of interest arises or may arise during the execution of the work assigned by the Ministry of Defence, I shall immediately inform the Ministry of Defence and I shall abide by the decision/direction issued by the Ministry of Defence.
4. The firm shall maintain secrecy of information, if any, received during the work and no data/documents/ information relating to Acquisition wing, Department of Defence would be leaked or passed to the third party directly or indirectly, Also, any confidential information/data/documents received shall not be disclosed to opposite party or their advocates, etc. which is likely to damage or cause damage to the Acquisition wing, Department of Defence, MoD's interest, legal or otherwise.

Name &Signature with Seal of *Authorized*  
*Signatory*

*Date:*

*Place*

**APPLICATION FOR EMPANLEMENT OF**  
**“Cost &Data Analysis” Consulting Firms for Acquisition Wing, DoD MoD**

**ANNEXURE - D**

**UNDERTAKING (on the Letter Head of the Firm)**

1. “I /We hereby certify that in the last three years, neither firm nor any of its engaged employees have failed to perform on any contract or expelled from any project or contract or have had any contract terminated for breach on our part.
  
2. I/We have not been suspended/debarred or blacklisted by any Govt Department /Govt agency/Statutory body in the past three years.

Name & Signature with Seal of Authorized  
Signatory

Place:

Date:

**Checklist for Firms for submission of EoI for empanelment of “Cost &Data Analysis” consulting firms for Acquisition Wing, DoD, MoD**

- 1) **Covering letter** of application as per prescribed format.
- 2) **Annexure A & Annexure B** as per prescribed format
- 3) Undertaking on Letterhead of the Firm regarding Conflict of Interest and maintaining confidentiality in prescribed format **Annexure-C**.
- 4) Undertaking regarding debarred /suspended/blacklisted on the letterhead of the firm in prescribed format **Annexure-D**.
- 5) Copy of firm registration certificate along with partners showing that the firm had completed 5 years period Document for registration/formation certificate.
- 6) Copy of Profit & Loss Account of the firm for each of the 3 years F.Y. 2017-18, 2018-19 & 2019-20 authenticated by a Chartered Accountant.
- 7) Turnover certificate from Auditor of the Firm for F.Y. 2017-18, 2018-19 & 2019-20.
- 8) Copy of empanelment Order/Contract showing that the firm had been empanelled during the relevant period
- 9) List of clients and Documentary proof for the experience in Cost & Data analysis Services.
- 10) List of clients and Documentary proof for the experience in Cost & Data analysis Services in Defence Sector.
- 11) Copy of documents showing experience of handling of large size projects(costing Rs50 Crs or more )
- 12) The list of CA/ICWA engaged by the Firm and the documentary proof for engaging the CAs/ICWAs.
- 13) Proof for CAs/ICWAs like pass certificate, experience certificate.
- 14) Copy of PAN Card of the firm
- 15) Copy of GST registration certificate of the Firm.
- 16) Client satisfaction certificates.