

By Email only

No.F.1/10/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
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264-C, North Block, New Delhi.  
1st August, 2022.

**OFFICE MEMORANDUM**

**Subject: Seeking inputs from stakeholders on Draft Model Tender Documents (MTDs) for procurement of Consultancy Services.**

In continuation of this Department's various initiatives for increasing effectiveness, good governance, competition, and value-for-money in public procurement, MTDs were developed for the procurement of Goods and Non-Consultancy Services. This Department has now developed draft MTDs for the procurement of Consultancy Services. These comprise an Expression of Interest (EOI) document and a Request for Proposal (RFP) document.

2. Feedback is solicited from all stakeholders, including Ministries/ Departments, attached/ subordinate bodies, Central Public Sector Undertakings, Industry and individuals etc., for these two documents only in the format in Annexure II.

3. The feedback may be sent to the undersigned and at girish.bhatnagar@gmail.com by 31.08.2022. A copy of this OM is also available on the website of the Department of Expenditure.

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*01/08/2022*  
(Kanwalpreet  
Director (Procurement Policy)  
Tel.: 23093811  
email: kanwal.irss@gov.in

To,

Secretaries of all Central Government Ministries/ Departments.  
Financial Advisers of Central Government Ministries/ Departments

**Copy Enclosed:**

Draft EOI Document  
Draft RFP Document

## Background

## Annexure-I

The Model Tender Documents are intended to be used by all Central Government Ministries/ Departments and their attached and subordinate offices, Central Public Sector Undertakings, Autonomous Bodies and Statutory Bodies.

The EOI document is for short-listing eligible and qualified Consultants. The RFP document is for selecting a successful Consultant amongst the shortlisted ones. These documents are generic and can be customised for various selection methods like Least Cost Selection method, Quality cum Cost Based Selection method or Fixed Budget Selection method.

This document is a generic document for use by different organisations. Before use in an organisation for a particular procurement, customisation may be done for some parameters, e.g., name of the organisation; to whom is the bid to be addressed (The President of India, through .....), Tender number, Title of Tender, etc.

**Annexure II**

**(Please read the background in Annexure I)**

**Feedback Form I  
Comments on Draft Expression of Interest (EOI) document for procurement of  
Consultancy Services**

Name of Organisation:		Ref No. and Date	
Name and Designation of contact person:		Phone/ Email for clarifications:	

Sr. No.	Section No. and Clause No.	Existing Provision	Proposed Changes	Justification and reasons for the suggested change

**Feedback Form II  
Comments on Draft Request for Proposal (RFP) document for procurement of  
Consultancy Services**

Name of Organisation:		Ref No. and Date	
Name and Designation of contact person:		Phone/ Email for clarifications:	

Sr. No.	Section No. and Clause No.	Existing Provision	Proposed Changes	Justification and reasons for the suggested change