

Frequently asked questions

FAQs related to Notice Inviting Expression of Interest for Empanelment of Institutions/Agencies with CCI for conducting surveys and/or undertaking Economic Analysis of Markets.

1. I am working as a professor in a University. Could I apply for conducting survey and undertaking economic Analysis of Markets for X State?

Response: The empanelment is for Institutes and/or agencies, as mentioned in section 3 of the Request for EoI. You can pursue further through your institution.

2. **Consideration for international experience:** Our India team provides services to clients in the United States, Europe, and India. In many cases, our India team works with the parent office for variety of cases including matters involving assessment of market competition. As stated above, our India office as well as parent office have worked extensively on market competition related cases in the US and Europe. Please clarify if the commission would consider our international experience (involving geographic markets outside India) in response to section 4(i) of the CCI notification?

Response: Yes. International experience will considered for the eligibility requirement.

3. **Certificate of completion:** The mandatory list of documents listed in ‘Annexure I’ includes “*Copies of completion certificates to support the work experience*”. As per the industry standard, we have never received a certificate of competition from our clients (either from plaintiffs or defendants). Absent standard practice in consulting, could you please clarify what would these certificates mean and who would the CCI consider eligible to issue these?

Response: In the absence of completion certificate, you can provide any valid proof that can substantiate the relevant work that you have done for your clients.

4. Is it possible to get empanelled solely for microeconomic analysis of markets, if the firm/agency is specialises in it and not in conducting surveys?

Response: Yes. It is possible to get empanelled solely for microeconomic analysis or markets, or surveys.

5. If it's not possible to be empanelled solely for microeconomic analysis, then will the empanelled firm be allowed to use an external third-party for conducting the relevant surveys?

Response: No. The agency that wishes to be empanelled needs to fulfil the requirements on their own.

6. If the Indian-arm of an MNC were to submit its application for empanelment, then will the experience of its global staff be considered relevant for satisfying the eligibility criteria?

Response: The experience of global staff may be considered, provided the staff with the relevant experience is involved in the actual work, as and when assigned by the CCI.

7. Will empanelment with CCI preclude the empanelled firm from providing consultancy services to private companies regarding matters relating to the CCI?

Response: No. The agencies can provide consultancy services to private companies regarding matters relating to CCI, but not in the matters related to the work assigned by CCI.

8. Can a Private University apply for the Empanelment?

Response: Private universities can apply for the empanelment if the university is created by an Act of Central Legislature or State Legislature, or if it is a research bodies registered under the Societies Registration Act, 1860, or if it is a NGO having a registered office in India. Please check other clauses for eligibility under section 3.1 of the Request for EoI.

9. Are we required to provide our original work product? If not, then please confirm what exactly is required. A lot of our work products are confidential in nature and therefore cannot be made public. Could we be excused from this requirement if it relates to provision of our original reports?

Response: Provide some evidence of your non-confidential work/reports / studies that can help the Committee in evaluation

10. Could you confirm the format of this certificate? We do not follow the practice of asking our clients for completion certificates. Could we be excused from this requirement or provide any other evidence to show our involvement in the project (eg. Letter of Engagement)?

Response: You can provide any valid proof that can substantiate the relevant work that you have done for your clients

11. Could you confirm if press releases by awarding authorities can be provided to fulfil the requirement of Proof of awards and recognitions?

Response: Yes

12. Could you confirm if the organisation chart is only required for the Indian subsidiary of an MNC or the entire firm?

Response: Provide the hierarchy of the people who may be in the team that will actually work on an assignment

13. Are the briefs about the projects implemented in the last five financial years limited to projects with Government Organisations, PSUs and Autonomous/ Statutory Bodies only or include other projects too? Will it constitute the projects of the faculty members of the core team of the institute applying for empanelment with CCI or will it include projects of the institute as a whole?

Response: Projects are not restricted to those with Government Organisations, PSUs and Autonomous/ Statutory Bodies only. Since the empanelment is of the Institute/Agency, a project is considered for evaluation as long as it is done under the aegis of the Institute/Agency.

14. Relevant documents regarding empanelment with Government organizations, PSUs and Autonomous/ Statutory bodies- What are the documents that we need to provide in this case?

Response: Documents that can substantiate the work done for Government organizations, PSUs and Autonomous/ Statutory bodies such as letters regarding your empanelment with the respective organisation etc.

15. In Annexure 1, part 1.3 (a), we need to attach completion certificates and sample questionnaires of surveys which is not appropriate to us since the questionnaires are a property of client. We would like to confirm if we could share other relevant documents such as purchase order (PO) for the projects.

Response: Purchase Orders are sufficient for eligibility. However, with reference to section 5.2 of the Notice, details provided are used to evaluate the proposals. In part 1.3 (a) of Annexure 1, brief details of survey are requested. Provide the maximum information possible regarding the parameters mentioned in section 5.2 that will help the Selection Committee in evaluation.

16. In Annexure 1, part 1.3 (b), we need to attach the reports for the projects. The reports prepared by us for different clients is also a client-property. We request you to allow the provision of providing purchase order for the projects and/or completion certificate of the projects (if available).

Response: Purchase Orders are sufficient for eligibility. However, with reference to section 5.2 of the Notice, details provided are used to evaluate the proposals. In part 1.3 (b) of Annexure 1, brief details of reports/analysis are requested. Provide the maximum information possible regarding the parameters mentioned in section 5.2 that will help the Selection Committee in evaluation.

17. Annexure 1 part 1.3 (a) requires experience of the firm in surveys whereas part 1.3 (b) requires experience of work (reports / economic analyses of markets/ sectoral studies). The studies that we do consist of economic analyses of market / product. Would it be fine if we would provide similar projects in both the parts of annexure?

Response: In case you have not conducted any surveys in the last five years, it is possible to get empanelled solely for microeconomic analysis of markets.

18. Please clarify if we can partner with other organizations to undertake the surveys. While we can undertake survey design, questionnaire design and sampling in-house and assume responsibility for the overall survey, can we partner with a specialized survey agency to collect the primary data?

Response: The agency that wishes to be empanelled needs to fulfil the requirements on their own. However, if the agency has earlier partnered with any survey agency to conduct at least two surveys during the last five years, you may specify the details of those survey agencies. The empanelled agency had to be significantly involved in the substantial part (such as design of the sample, questionnaire etc.) of the work. If you can undertake survey design, questionnaire design and sampling in-house and assume responsibility for the overall survey, you can partner with a specialized survey agency to collect the primary data.

19. Is there a maximum cap on number of surveys or economic analysis executed in the last 5 years that we need to submit in order to show our experience?

Response: No.

20. For conducting surveys or economic analysis, will CCI specify the sample size and composition of the same?

Response: The involvement of CCI depends on case-by-case basis based on the complexity of case etc. In some cases, CCI may specify the sample size and composition if necessary.

21. Will the agency executing surveys or economic analysis be responsible for developing the list of respondents and questionnaire? If yes, will CCI provides its inputs on the same?

Response: The involvement of CCI depends on case-by-case basis based on the complexity of case etc. In some cases, CCI may specify the sample size and composition if necessary.

22. If required, will CCI issue an endorsement letter in favour of agency in order to facilitate survey or economic survey?

Response: Yes. Depending on the case, CCI may issue an endorsement letter in order to facilitate survey if required and necessary.

23. Can agency hire a third party vendor or get into a consortium to conduct surveys or economic analysis either at pan-India or zonal level?

Response: The agency that wishes to be empanelled needs to fulfil the requirements on their own. However, if the agency has earlier partnered with any survey agency to conduct at least two surveys during the last five years, you may specify the details of those survey agencies. The empanelled agency had to be significantly involved in the substantial part (such as design of the sample, questionnaire etc.) of the work. If you can undertake survey design, questionnaire design and sampling in-house and assume responsibility for the overall survey, you can partner with a specialized survey agency to collect the primary data.

24. What does CCI mean by data analysis software? What type of software's is CCI referring to? Is it mandatory to have a data analysis software?

Response: Any data analysis software and/or tools that you have used to analyse the data collected in survey. Some examples are MS-Excel, SAS, R, Marketsight, Datacraker etc. It is not mandatory to have a data analysis software but specify any tools that would be used to analyse the data.

25. In case the agency does not have a office in particular region, will it still be eligible to conduct a survey or economic analysis in that region either through itself or a third party vendor?

Response: If you have carried two or more surveys in more than one zone during the last five years, then provide the details for each zone separately. If you have pan India presence and have carried out pan India surveys, provide those details separately to be considered in pan India.

26. In case, we do not have completion certificates of surveys or economic analysis executed in last 5 years, can we submit invoice copy to support our experience?

Response: Yes, in the absence of completion certificate, you can provide any valid proof that can substantiate the relevant work that you have done for your clients.

27. In many assignments, certificates are not provided by client. In order to support the work experience, can the work order/contract agreement along with self-certified undertaking be considered as alternative of project completion certificate?

Response: In the absence of completion certificate, you can provide any valid proof that can substantiate the relevant work that you have done for your clients. Work order/Contract agreement along with self-certified undertaking can be considered as alternative of project completion certificate.

28. In lieu of completion certificate, could we provide a reference contact person for each of our project experiences?

Response: In the absence of completion certificate, you can provide any valid proof that can substantiate the relevant work that you have done for your clients. Merely provide a reference contact person is not sufficient. However, you can provide any endorsement by your clients albeit through e-mails.

29. Please confirm if an empanelled organization will be allowed to make a consortium with a survey firm if the work assigned by the CCI requires extensive survey to conduct economic analysis of markets.

Response: The agency that wishes to be empanelled needs to fulfil the requirements on their own. However, if the agency has earlier partnered with any survey agency to conduct at least two surveys during the last five years, you may specify the details of those survey agencies. The empanelled agency had to be significantly involved in the substantial part (such as design of the sample, questionnaire etc.) of the work. The empanelled agency alone need to take complete responsibility of the work.