EXPRESSIONS OF INTEREST

For the Selection of Agency

Conducting a study and developing a comprehensive logistics plan for the pharmaceutical and medical devices sector, for both international and domestic streams.

CONTENTS

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DISCLAIMER

This document has been prepared to provide interested parties with background information on the intended Study. The content of this document is solely for informational and discussion purposes and does not grant any rights to (potential) agencies or have any legal binding. The Department of Pharmaceuticals (DoP) does not make any claims, promises, or guarantees regarding the accuracy, completeness, or adequacy of the information contained in this document. It is advisable to conduct your due diligence before moving forward. By utilizing the information provided in this document, you accept full responsibility for any potential loss, damage, or liability that may occur. Additionally, you release DoP and the authors of this document, along with their contributors, agents, licensees, successors, and assignees, from any known or unknown claims, demands, or causes of action that may arise as a result of your use of the information.

In continuation to the foregoing, the DoP retains the prerogative to cancel or discontinue the study, modify its scope, extend the forms and formats outlined in this document, or alter the methodology or process to be implemented. Additionally, it reserves the right to refuse further discussions with any interested party.

Department of Pharmaceuticals
Ministry of Chemicals & Fertilizers
Government of India

Invitation for Expressions of Interest

As one of the largest providers of generic drugs globally, India's ability to efficiently manage pharmaceutical logistics —directly affects its capability to deliver affordable and timely healthcare solutions worldwide. Efficient pharma and medical devices logistics can enhance operational efficiencies, reduce wastage, and minimize costs, thereby increasing the accessibility of vital medications and devices. As the Indian pharmaceutical industry continues to expand its role as a major global supplier of generic drugs and vaccines, improving cold chain and logistical infrastructure is crucial. This will not only bolster India's position in the global market but also enhance the accessibility and affordability of life-saving medications for its population.

2. Recognizing the dynamic and complex nature of pharmaceutical and medical devices logistics—a framework encompassing the total materials flow (raw-material, in-process inventories and finished goods)—the Department of Pharmaceuticals (DoP), Ministry of Chemicals & Fertilizers, Government of India, is soliciting Expressions of Interest (EoI) from reputed consulting agencies to conduct a study. The study aims to develop a comprehensive logistics plan for the pharmaceutical and medical devices sector in India. This plan will involve mapping and analyzing the logistics value chain, including EXIM and the domestic industry. It will assess existing infrastructure facilities, logistics practices, policies, and regulatory frameworks. The study will additionally recommend interventions by the DoP and other line ministry(s) to support the future growth of the pharmaceuticals & Med-Tech industry in India, aiming to become a global leader. This will involve adopting the best global practices in logistics and making efficient use of available resources and capacities to reduce the cost of logistics.

3. This EoI seeks to solicit a range of ideas regarding methodology, expertise, understanding of the subject, and expected outcomes from the shortlisted agencies. The purpose is to assess their competency, capacity, and technical expertise in conducting the study.

4. The EoI document can be obtained for free download from the DoP's website at https://pharma-dept.gov.in/. It is important for agencies to

carefully read this document prior to submitting their response. Submission of a proposal in response to this invitation signifies a thorough study and examination, along with a clear understanding of its terms, conditions, and implications. Interested agencies that fulfil the pre-qualification requirements may submit their response in a sealed cover to the Director, Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Room No: **228, A- Wing, Shastri Bhawan, New Delhi-110001,** **by 1730 hours on or before 02.05.2025.**

5. Applicants who meet the qualification criteria may be invited to present before the Consultancy Evaluation Committee (CEC). Subsequently, a request for proposal (RfP) will be issued, extending an offer to participate to Selected Agencies only.

Himanshu Roy

Director, Department of
Pharmaceuticals Room No: 228,
A- Wing, Shastri
Bhawan, New Delhi-110001
Government of India

हिमांशु रॉय / Himanshu Roy
उपसचिव / Deputy Secretary
रसायन एवं उर्वरक मंत्रालय
Ministry of Chemicals & Fertilizers
औषध विभाग / Department of Pharmaceuticals
भारत सरकार / Government of India
नई दिल्ली / New Delhi

SCHEDULE FOR THE SUBMISSION OF RESPONSE TO THE EoI

Sl. No	Information	Details
1.	Tentative date for the publication of EoI document on DoP's website.	04/04/2025
2.	Application Due Date	1730 hours on 02 / 05/2025
3.	Point of contact for inquiries	Shri Himanshu Roy, Director, Dept. of Pharmaceuticals, Govt. of India Tel: 011 -23389840
4.	Addressee and address for submitting a proposal in response to the EoI.	Director (Policy) Department of Pharmaceuticals, Ministry of Chemical and Fertilizers Room No. 228, A Wing Shastri Bhavan Dr. Rajendra Prasad Road New Delhi-110001. Tele:011-23389840 Email: DivHead-PharmaPolicy@pharma-dept.gov.in
5.	Manner of submitting the response[1]	The response must be delivered through one of the following methods: speed post, hand, registered post, or courier or email.
6.	Tentative date on which CEC will open the responses	03:00PM on 07/ 05 /2025

[1] *Response that are not complete or are received after the specified deadline (02.05.2025) will be rejected without any reference to the applicants. The date of the presentation by the Shortlisted Agencies will be communicated at a later stage.*

SECTION –I

1. TERMS OF REFERENCE FOR ENGAGEMENT

1.1 INTRODUCTION

In India, the need for a comprehensive study on pharmaceutical and medical device logistics is increasingly critical due to the sector's rapid expansion and significant role in both domestic and international markets. The pharmaceutical and medical device industry, a cornerstone of India's healthcare system, requires robust logistical support to ensure the efficient flow of goods from manufacturers to consumers. A detailed study would identify existing challenges in the supply chain, such as infrastructure deficiencies, regulatory bottlenecks, and inefficiencies in current logistics practices. By examining these aspects, the study aims to propose actionable solutions and best practices that can enhance the reliability and efficiency of pharmaceutical and medical device logistics.

The primary objective of the study is to propose strategic interventions that can optimize the efficiency and effectiveness of pharmaceutical and medical device logistics in the country. These interventions include policy and regulatory provisions, infrastructure advancements (such as warehousing, handling, cold chain management, supply chain, and transportation), and logistics service improvements at critical production and consumption hubs, including at ports.

1.2 DEFINITION

"Pharmaceutical and Medical Device Logistics" can be defined as the process of planning, implementing, and controlling the efficient, effective flow and storage of pharmaceuticals[2] and medical devices .

"Applicant" refers to an entity that has submitted a response to this invitation to EoI, indicating its interest in conducting the specified Study.

[2] Pharmaceutical for this study includes API and other cognate ingredients

"Shortlisted Agency" refers to an agency(ies) that have submitted an application and have been selected to participate in the EoI due to their documentation being in order.

"Selected Agency" refers to the agency(ies) that have been selected through a process outlined in this document and have been determined to be eligible for further participation in the bidding process/RfP or otherwise.

"Appointed Agency" is an agency that has taken part in the RfP and has been chosen through the established process to carry out the study.

“Methodology” refers to the structured framework an agency proposes to achieve the study objectives, detailing the steps, tools, and processes they will employ including an outline of data collection, analysis techniques, stakeholder engagement, and timelines to ensure a comprehensive and actionable outcome.

1.3 INDICATIVE SCOPE OF WORK

The activities outlined below are to be carried out by the Appointed Agency. Please be advised that the components delineated in this document are merely illustrative and are susceptible to modification within the parameters of the Study.

A. As-Is Assessment (Baseline Study)

Through an exhaustive value chain mapping, determine the present state of pharmaceutical and medical device logistics in India. The primary surveys with industry participants should be included in the As-Is Assessment to evaluate the practical implications of reforms and interventions.

1. **Exhaustive Value Chain Mapping**:
    - Identify the entire pharmaceutical and medical devices logistics ecosystem, from raw material procurement to last-mile delivery.
    - Document current logistics costs, breakdown of highest cost components, timelines, and operational bottlenecks.
    - Incorporate global benchmarks for comparison.
2. **Primary and Secondary Research**:
    - Conduct stakeholder consultations and surveys with manufacturers,

logistics providers, distributors, regulators, and healthcare providers.

3. **Capacity and Capability Assessment**:
   Evaluate existing capabilities across:
   i. **Transport & Infrastructure:**
      - Modal mix, efficiency, challenges in multimodal logistics.
      - Quality and coverage of roads, railways, ports, airports, and inland waterways.
      - Identify the cost dynamics of freight for sea and air transport routes, Analyze the key variables affecting freight costs across multiple carriers and ports.

   ii. **Cold Storage and Warehousing**:
      - Mapping existing Cold Storage & Warehousing Facilities including vaccine distribution centres.
      - Identifying gaps/ recommendations for setting up new Facilities with exploration of PPP model or FDI among others.

   iii. **Logistics Services**:
   Availability and quality of logistic services providers across the value chain.

   iv. **Skilled Workforce**: Availability of trained professionals in logistics, cold chain management, and technology adoption.

B. Regulatory and Enabling Environment

1. **Analysis of Current Regulatory Framework**:
   - Review existing processes, approvals, policies and regulations, and regulations impacting logistics in the pharmaceutical and medical device sectors.

2. **Ease of Doing Business (EoDB) and Trade Facilitation**:
   - Evaluate trade facilitation measures, customs processes, and cross-border logistics across the entire industry.
   - Identify pain points in achieving a seamless supply chain and recommend measures for improvement
   - Analyze the flow of goods at international, regional, and national levels, including import and export (EXIM) data, with a focus on the trade of pharmaceuticals and medical devices through seaports and airports. This analysis should also consider the Logistics Ease Across Different

States (LEADS). Identify key areas of intervention that act as primary drivers for enhancing efficiency and competitiveness in logistics.

- Study existing mechanism and incentive if any for logistics providers and explore additional mechanisms needed to promote efficient practices & promote export-oriented growth.

C. Comprehensive Gap Assessment

1. **Validation of Existing Reports**:
   - Review and integrate insights from past studies or reports on pharmaceutical and medical device logistics.

2. **Identification of Key Gaps**:
   - Highlight deficiencies in transport, storage, and supply chain systems.
   - Analyse gaps in technology adoption, policy frameworks, and skilled workforce availability.
   - The gap analysis in infrastructure for connectivity requirements with relevant production and consumption clusters and aggregation centres should scope for future requirements also. The scoping should factor in regional growth of industry.
   - Identification of issues of transportation through international routes including at ports and airports outside India so that matter could be taken up with likeminded countries.

3. **Regional Disparities**:
   - Identify region-specific challenges and variations in logistics capabilities and exploration of states with potential for logistics investment in pharmaceuticals and medical devices.

D. Development of the Sectoral Plan for Efficient Logistics (SPEL)

1. **Policy and Strategy Development**:
   - Formulate actionable recommendations addressing the gaps identified by working with Ministry of Railways, Ministry of Road Transport and Highways, Ministry of Ports, Shipping and Waterways (MoPSW), Ministry of Civil Aviation (MoCA), Central Board of Indirect Taxes and Customs, Central Drugs Standard Control Organization, etc.
   - Align recommendations with the **National Logistics Policy** and **PM Gati Shakti NMP** to ensure integration with national objectives.

2. **Infrastructure Development Plan**:
   - Suggest tangible suggestion basis gap analysis conducted in terms of sector focused logistics interventions to capitalize on export

competitiveness, improve upon import logistics and ease domestic trade flow.

- Focus on developing export-oriented multimodal logistics parks, cold storage, and last-mile delivery infrastructure.
- Propose practical strategies to optimize logistics costs while ensuring efficient and secure transportation.

3. **Improving resilience of logistics supply chain:**
    - Propose a strategy for improving resilience of logistics supply chain.
    - Suggest an Emergency or Critical Resiliency Plan for dealing with instances of any supply chain disruption emanating from situations such as pandemic or any health emergency, trade disruptions, hostilities, or infrastructure bottlenecks. Resiliency planning to be based on essential supply chains, critical cargo, resiliency gaps, etc., along with roadmap for maintenance of buffer stock, identification of alternate sources, development of strategic reserves of key commodities, etc.

4. **Digital Transformation**:
    - Recommendation for greater digitalization to improve logistic efficiency at micro and macro level.
    - Recommendation for improved usage of public digital platforms such as Unified Interface Logistics Platform (ULIP), Secured Logistics Document Exchange (SLDE) platform etc.
    - Digital Interventions for Track & Trace Mechanism, that enable real-time tracking for temperature-sensitive items especially, to maintain compliance with quality standards and regulatory requirements, data sharing, and collaboration across the supply chain to ensure timely delivery and reduce wastage.

5. **Sustainability**:
    - Evaluate and suggest circular economy principles, such as reusable packaging, waste minimization, and recycling initiatives within the logistics sector.
    - To improve sustainability across logistics sector, plan to include measures to promote adoption, address issues of energy efficiency and environmental footprint and circular economy through a system of financial incentives, regulatory interventions, where necessary, etc.
    - Integrate sustainability metrics into the evaluation of logistics performance, ensuring alignment with national and global environmental goals.

6. **Implementation Roadmap**:
    - Develop a phased action plan with clear timelines, milestones, and responsible agencies.

7. **Cost-Benefit Analysis**:
    - Provide financial implications of the proposed interventions and assess the return on investment (ROI) wherever applicable.

E. Monitoring and Evaluation Framework

1. **Key Performance Indicators (KPIs)**:
    - Define measurable KPIs in consultation with Industry and any other stakeholder to monitor progress in logistics efficiency, cost reduction, and service quality. Formulate mechanism to have engagement post completion of study to give feedback on impact and progress made.

2. **Review Mechanism**:
    - Recommend measures for periodic reviews and adjustments to the SPEL to ensure sustained improvements.

1.4 TIMEFRAME FOR COMPLETING THE STUDY

The Appointed Agency will be required to study the requirements and shall provide the following in a manner prescribed hereunder:

Sl. NO	Key Deliverables	Estimated Timeline *(In months from the commencement of engagement)* **3**
1	Inception Report	T+2 month
2	Gap Assessment Report	
3	First Report on Future Infrastructure augmentation. Logistic services, technology, regulatory requirements, and skilling requirement etc. in domestic logistics.	T+4 month
4	Second Report on Future Infrastructure augmentation. Logistic services, technology, regulatory requirement, and project identification etc. in domestic logistics.	T+5 Month
5	SPEL	T+6 month

[3] *With the exception of any mutually agreed-upon arrangements, the appointed agency is required to complete the Study within six months from the date the DoP issues the Letter of Authority (LoA).*

1.5 RESOURCE REQUIREMENTS

A) Resources comprise individuals, equipment, places, or anything else required to carry out all the intended activities and complete the Study. The Appointed Agency shall be responsible for ensuring the availability and provision of all resources required to accomplish the task within the designated timeframe.

B) The Appointed Agency must ensure a manager, be it known by any name, to act as the single point of contact between the DoP and the Appointed Agency. Additionally, the Appointed Agency is required to appoint sectoral expert(s) with sufficient experience to conduct this study. Herein, the term "sufficient experience" is generally understood to refer to an individual(s) who possesses a relevant postgraduate or higher degree and has a minimum of 5 or more years of professional experience.

C) The appointed agency shall have the discretion to board a separate panel of experts possessing the requisite skills and experience to oversee and facilitate the effective execution of the project.

1.6 ELIGIBILITY FOR PARTICIPATION IN EoI.

A) The Applicant must be an India-incorporated firm, partnership, LLP, or company.

B) The Applicant should possess extensive experience in providing consultancy services for logistics interventions across the sectors, in India or abroad or both.

C) It is essential that the Applicant has been actively engaged in the consulting business for the past five years.

	Requirements	**Pre-qualification criteria**	**Documents Required**	**Weightage %**
1.	Legal Entity	Applicants should be a registered firm/ partnership/ LLP/ company in India and must be operating for the last 5 years.	Copy of Certificate of registration/ incorporation and partnership deed, if any.	Mandatory
2.	Technical Capability	Applicant must have successfully completed the consulting engagement of value specified herein: • One project of 'similar nature'* of	Completion certificate from the client, OR	25 Marks

		not less than Rs.2(two) crore. OR • Two projects of 'similar nature' not less than Rs.1 (one) crore each. *'Similar nature' means consultancy services on logistics/supply chain management including soft logistics at sectoral/regional/ national/ international level.	Work Order + Self Certificate of Completion/ Certified by the Statutory Auditor	
3.	Turnover	The Applicant should have an average annual turnover of INR 5 Crores in any of the 3 years within the last 5 years.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate fromthe statutory auditor	= or >than 5 Crores and up to 10 crores: 15 marks Greater than 10 Crores: 20 marks
4.	Status (Debarment)	The Applicant should not be blacklisted by the Central/State Government.	A Self Certificate letter that the Applicant (or any of its successors) is not in the active debarred list/ blacklist of any procuring Ministry/ Department/PSU / Bank	Mandatory
5.	Human Resources	The Applicant must have adequate technical staff to carry out the scope of work defined in this EoI	List of key or other personnel as per given format	Max 15 marks; to be evaluated by Consultancy Evaluation Committee

6.	Presentation	Brief on Proposed Approach & Methodology	PPT on email or Physical Copy	Max 40 Marks basis evaluation from CEC

D) One proposal is permitted per Applicant. All such proposals shall be disqualified in the event that an Applicant submits or participates in more than one.

E) The Applicant(s) are required to submit a power point presentation (PPT) outlining their proposed approach and methodology for the study. A hard copy of the presentation on the proposal should also be provided.The specific date for PPT presentation will be communicated through the website or through e mail.

1.7 EVALUATION CRITERIA

The Consultancy Evaluation Committee (CEC), formed by the DoP, will assess the responses along with all the supporting documents. The CEC's decision regarding the evaluation of responses shall be considered conclusive and final.

A) Please ensure that your response is submitted in the formats provided with this document. Additional comments regarding the objectives and scope of service can also be included with the response in separate sheets. The conditions for evaluating the responses are as follows:

i. Screening of responses shall be carried out as per eligibility conditions set out in this document. Inter alia, responses will be assessed for shortlisting based on the submission of the necessary documents. Subsequently, the Selected Agency(ies) will be determined by assessing the firm's technical capabilities, past experience with similar projects, and presentation before the CEC.

ii. Shortlisted Agency(ies) may be required to make a presentation before the CEC.

iii. Selected Agency(ies) may be issued an RfP and requested to

submit a detailed proposal, which includes a financial estimate.

B) The minimum qualifying marks for the Agency will be 75 marks based on the evaluation criteria mentioned above.

C) Applicants(s) that do not meet the minimum qualification standards will be excluded from further consideration.

D) The Department may revisit or relax the minimum marks criteria depending upon the requirements of the Department where enough Agencies do not get shortlisted under this EOI

1.8 PAYMENT TERMS

The payment structure for the Appointed Agency will be based on deliverables. Regarding this, specifics will be included in the RfP.

SECTION –II

2.1 GUIDELINES FOR FILING APPLICATION FORMS.

A) The Applicant submitting a response should ensure that their responses are thorough and comprehensive in all aspects. It is important to provide all the necessary information requested in the EoI documents. Failure to do so or submitting a response that does not meet the requirements may lead to the rejection of your submission/response.

B) The Applicant who meets the eligibility criteria outlined in Section I should prepare a response in accordance with the provided guidelines. The Applicant has the option to provide additional details to further demonstrate their suitability for the assignment.

C) The response must adhere strictly to the specified format in this Invitation for EoI. Any deviation from the format may lead to the rejection of the Eol.

D) Any EoI received after the deadline specified shall be deemed declined.

E) The Applicant shall be responsible for covering all expenses associated with participating in the EoI process. This includes costs for conducting research and due diligence, attending meetings and presentations, preparing the proposal, providing any requested additional information to aid in the evaluation process, and negotiating a final contract.

F) The supporting documents and printed literature provided by the Applicant must be accompanied by an English translation if the original documents are in a language other than English.

G) Applicants are obligated to consider any corrigendum put forth through the website in relation to the EoI document.

2.2 PREPARATION OF RESPONSE

The following information should be provided in the formats specified; in cases where no format is specified, a free format may be used.

A) Covering Letter

B) Pre- qualification criteria [FORM I]

C) Details of the Operations [FORM II]
D) Financial Strength [FORM III]
E) Organizational Strength [FORM IV]
F) Details Of Experience [FORM V]

COVERING LETTER

DATE:_____, 2025

To,

Director,
Department of Pharmaceuticals,
Ministry of Chemicals & Fertilizers,
Room No. 228, A- Wing,
Shastri Bhawan, New Delhi-110001.

SUBJECT: Response to invitation for EoI to conduct a comprehensive Logistics Study for the Pharmaceutical and Medical Devices sector covering both EXIM and domestic Streams.

Madam/Sir,

I/we hereby submit all relevant information for consideration of our response, having reviewed the details provided in the invitation for EoI for the aforementioned Study. Further, I/we affirm the following:

1. To comply with all terms and conditions, as well as instructions, outlined in the EoI document.
2. Confirm that the information and statements contained in the annexed forms, as well as the accompanying certifications, are accurate and complete.
3. Attest to the fact that all information required for the response has been submitted and that there is nothing more to add.
4. Authorize the DoP, or their authorized representatives to verify our reputation and competence with individuals, employers, or otherwise.
5. Appended certificates attesting to our competence, technical expertise, and suitability to have completed the projects successfully.
6. Shall be jointly and severally liable to the DoP for all obligations and liabilities of the Appointed Agency in accordance with the contract.
7. Particulars regarding the contact person from our agency are provided below:

Sl. No.	Information	Details
1.	Name of the Contact Person	

2.	Designation and address	
3.	Telephone number	
4.	Email ID	
5.	Corporate website URL	

Authorized Signatory
Name of Applicant

Date:

Place:

FORM I
PRE-QUALIFICATION CRITERIA

S. No	Basic Requirement	Documents Required	Reference Pg. No
1.	Covering letter and Forms I through V in standard format.	Filled in forms and formats, duly signed in the formats provided.	
2.	Credibility in terms of financial strength	Excerpts from the audited Balance sheet and Profit & Loss statement; OR Certificate from the Statutory auditor.	
3.	The legal status of the Applicant Agency	Registration Certificate, Certificate of Incorporation, or copy of registration deed or trade license.	
4.	Technical Capability	Along with the necessary information outlined in Form IV, the Applicant Agency must provide either a Completion Certificate from the client, or a Work Order along with a Self-Certificate of Completion (Certified by the Statutory Auditor), or a Work Order along with a Phase Completion Certificate from the client.	
5.	Status of blacklisting	Declaration stating that the company has not been blacklisted by the Central/State Government is required to be submitted.	

Authorized Signatory
Name of Applicant

FORM II
DETAILS OF THE OPERATIONS

General information				Category of the establishment			
Applicant Agency's Name	**Year of Establishment**	**Origin**	**Operations in India** *(if originated elsewhere)*	**Firm**	**Partnership**	**Company**	**LLP**

Sl. No	Information Sought	Details
1.	Name and Address of the Applicant : Agency	
2.	Company Identification Number : [CIN] or other identification of the Applicant Agency	
3.	Narrative description of Applicant : Agency (Use another sheet, if necessary)	
4.	Name(s) of, not more than two (2) : principal officers (e.g. director/ CEO) who may be contacted with title, telephone number/ fax number, E mail address.	

Authorized Signatory
Name of Applicant

FORM III
FINANCIAL STRENGTH

Sl. No	Particulars					
		2020-21	**2021-22**	**2022-23**	**2023-24**	**2024-25**
1.	Annual Turnover[4] from consulting Business in INR					

Authorized Signatory
Name of Applicant

[4] *Values should be duly certified by Chartered Accountant or Statutory Auditors who are competent to do so. The amount shall be stated in Indian Rupees (INR).*

FORM IV
ORGANIZATIONAL STRENGTH

Sl. No	Total strength committed for the Study and available on the date of response	Professionals specializing in sectoral consultancy of pharmaceuticals including Medical Devices.	Professionals specializing in providing Logistic/supply chain solution.	Any other resource	Remarks to be filled by the applicant
1.					
2.					
3.					
4.					
5.					

*CVs of resources likely to be committed for the study should be enclosed.

Authorized Signatory
Name of Applicant

FORM V
DETAILS OF EXPERIENCE

Sl. No	**Projects Name / Year**	**Assignment[5] in the last five [5] years**	**Order value per assignment in Rs/-** *(enclose copy)*	**Client(s) name** *(Completion Certificate)*	**Duration in months**
1.	Experience in providing consultancy services for logistics/supply chain solutions.				
2.	Experience in providing consultancy for pharmaceutical or healthcare logistics solutions.				
3.	Experience in delivering consultancy services or executing logistic/supply chain solutions for the Central or State government in the country.				

Authorized Signatory
Name of Applicant

[5] *Each assignment shall be supported by following details: [**a**] Name of assignment, [**b**] Location of assignment, [**c**] Client's Name and Address, [**d**] Completion (Actual/ Estimated vis-a-vis Stipulated), [**e** Description of assignment, and [**f**] Description of Services provided by the firm.*