

REPLY ON PRE-BID MEETING QUERIES ON "SELECTION OF CHARTERED ACCOUNTANT FIRM UNDER SELECTION OF AGENCY FOR ACCOUNTING & FINANCIAL MANAGEMENT AT BIHAR STATE FOOD & CIVIL SUPPLIES"

SI No.	Company Name	Page No of RFP	Section No & Clause No.	Content of RFP requiring Clarification (s)	Points of Clarification	Recommendation by BSFC-SCL
1	SK Patodia & Associates	8	1.8	Corporation will select only one agency for state level as well as district level and it is required that all documents including technical bid, financial bid, bid security and cost of RFP documents should be submitted with bid documents.	We kindly request you to consider one Agency at State level and Multiple agencies at District level for smooth functioning of the assignment	Not Accepted, Will remain same as RFP
		3	Point No. 3 of Terms and conditions of RFP On Pg. No. 3	Interested Firms may submit their complete proposals along with money Receipt issued by SFC, Ho for Rs. 5000/- (Rupees Five Thousand only) for cost of RFP documents and the Demand Draft from a commercial bank as Bid Security (Refundable) of Rs. 1,00,000/- with the technical proposal.	Bid security of Rs 20,00,000/- (Rupees Twenty Lakh only) restricts the competition between the bidders hence, we kindly request you to reduce the bid security amount as Rs 2 Lakh for healthy competition between bidders.	Not Accepted, Will remain same as RFP
		23	Form Tech-2 Consultant's Organization and experience	The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Corporation. (Certificate from Corporation regarding experience should be furnished).	Due to the Lock-down like situation in various states in current COVID Pandemic situation. It is quite difficult to arrange the Experience Certificate/ Authorities are either working below full capacity or are engaged in COVID Activities. Hence, we kindly request you to consider self attested Work order/ Allotment order/ Copy of Agreement (if any)	Not Accepted, Will remain same as RFP
		25,28 & 29		Formats of Technical Proposals	As the tech-4,5,6,7 format are not visible. Kind request to provide the proper Formats to avoid non-compliance of requirements as asked for As we know financial year 2020-21 is already completed hence please clarify whether new appointed agency have to prepare AFS for 20-21 or it will be prepared by corporation itself.	The format will be uploaded again
		36 & 37	Scope of work and output deliverables	Preparation & Finalization of accounts for FY 2020-21	We draw your kind attention that with our previous experience of working in BSFC as a State Level Accounts Consultant and looking towards the complexities of the assignment where the operation is being done at the Block level it is very doubtful that a single CA firm can execute the assignment. Lots of reconciliation issues are involve from Godown level involving both quantity and Finances. At present with not a single finance & Accounts qualified employees with the BSFC, depending on one single CA firms is a great risk to be taken by SFC. Hence, we request to have more than one CA firm for this assignment. This is just a suggestion to the management looking towards our experience and have feeling for the State.	Not Accepted, Will remain same as RFP
		8	1.8	Corporation will select only one agency for state level as well as district level and it is required that all documents including technical bid, financial bid, bid security and cost of RFP documents should be submitted with bid documents.	Looking to the size and complexities of the assignment the Experience is very less and can very well be worked out where there is no one to check the quality of the work done. How a CA of One year of experience have experience of 3 PSUs and like this. With the QCBS method of selection with such a low level of experience even at the zonal level with no proper method of evaluation of the performance of the CA firm can have its own consequences. Hence we request you to relook the qualification and if possible make it more stringent	Zonal Head Experience with one year experience with atleast 1 PSU experience and Marking is modified and now it should be read as follows and rest will remain same as RFP. (A) General Experience- 25% (5 Marks to each Zonal Head) (B) Project Related Experience- 75% (15 Marks to 1 Project- 40% (6 Marks) More than 1 Project-100% (9 Marks)
		37	5.7	Team deployment for Accounting and Financial management		

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2	P Puneet Co.	3	1	TERMS & Conditions of RFP	As per Bihar Finance rule QCBS is avoided and kept for highly technical assignment. Bihar do not have many firms which are satisfying such high criteria. Such criteria where only one firm will qualified with high marks will increase the value of assignment to many fold which can be wastage of public money. Hence, we request you to keep Least Cost method of selection as this is not a very high technical in nature.	Not Accepted, Will remain same as RFP				
				3	3	The Demand Draft from a commercial bank as Bid Security(Refundable) of Rs 20,00,000/- (Rupees Twenty Lakh) with the Technical Proposal.	Rs 20,00,000/- lakh is very high EMD, a not a single firm will afford to give EMD. Bihar has more than 300 CA firms and if not a single firm is eligible for apply will raise a serious question on selection process. Hence, we request you to reduce the EMD to Rs 5/- Lakh.	Not Accepted, Will remain same as RFP		
						Detailed Marking scheme for Technical Evaluation (1B)	Turn over of the firm, 1 crore or more but upto 1.5 crore - 25, More than 1.5 crores but upto 5 crore - 35, More than 5 crore - 50	What is the logic of keeping 25 marks upto 1.5 Crores with only spread of 50 Lakh and then addition marks for the spread of 3.5 Lacs. The turn over should be relaxed and maximum turn over should be 2 crore.	Not Accepted, Will remain same as RFP	
							No of Partners (1C)	5 partners, More than 5 partners but upto 10 partners, more than 10 CAS	Very less firm will have 10 partners or more, Partners should be reduced to 7 and the marking should be based on the no of partners in Bihar as the partners can contribute only when they are in Bihar, other wise this will favour to big firms only.	Not Accepted, Will remain same as RFP
							No of Cas Associated (1D)	5 partners, More than 5 partners but upto 10 partners, more than 10 CAS	Full time consultants attached with the firm should also be allowed in calculating the No of Cas associated	Not Accepted, Will remain same as RFP
						2A	Firms experience in accounting/Pre audit and internal audit at PSUs/ Govt. undertaking across India where each assignment is more than 75 lacs	This criteria should be reduced to 50 lacs, which is a reasonable figure. Justification of 75 lacs could not be understood.	Not Accepted, Will remain same as RFP	
							VI	Have a minimum average annual turnover of Rs 1 Crore or more in the immediate preceding 03 Financial years i.e 2017-18, 2018-19 and 2019-20	Minimum average annual turn over will be reduced from Rs 1 Crore or more to 50 Lakh and turn over in financial years 2018-19, 2019-20 and 2020-21 should be allowed as immediately preceding FY 2020-21 is already closed	Not Accepted, Will remain same as RFP
						3	3	The Demand Draft from a commercial bank as Bid Security(Refundable) of Rs 20,00,000/- (Rupees Twenty Lakh) with the Technical Proposal.	The refundable bid security amount should be reduced from Rs 20 Lakh to Rs 2 Lakh.	Not Accepted, Will remain same as RFP
								Firms experience in accounting/Pre audit and internal audit at PSUs/ Govt. undertaking across India where each assignment is more than 75 lacs	The assignment value should be abolished and evaluation should be on the basis of no of project handled by the firm be considered.	Not Accepted, Will remain same as RFP
						3	P Jyoti & Co.	19	2A	NA
NA	NA	Not Accepted, Will remain same as RFP								

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39	5.7 Other condition 6	BSCC may ask to the agency to provide additional manpower as per the requirement of the work. The professional fee for additional team will be given as per rates applicable (same category DTL, Cluster Head, Accountant etc) at that timing of hiring of additional members according to the agreement.	This line is new in this contract of Year 2021 not mentioned in earlier year RFP and meant to remunerate through back channel to the preferred firm. Bihar Finance Rules do not permit price escalation of Fixed Deliverable Service Contract. The escalation of cost in defined in Corporation give further cost to fulfill the same contract, Either Performance Security has no meaning or Corporation increases manpower to fulfill same performance. This point is unjust enrichment to fulfill the deliverable contract. Which is illegal. When Scope is Defined & Deliverables are defined the cost escalation, increase in manpower to raise bills of consulting firms are not correct as per law..... Long term contract Fixed component, Material cost is involving the Variation are linked with certain market situation and labour cost notified by the Government time to time	Not Accepted, Will remain same as RFP
31	FORM FIN 2A	Minimum eligibility criteria include empanelment with C&AG	The financial price quote of the bid includes year wise price of consultancy including manpower in demand on year basis for three years which suo moto includes inflation. The increase in manpower cost after any internal approvals on Fixed Deliverables Contract is not correct as per Bihar Finance Manual or CVC Guidelines (Contract Price Variation Clause). However, the tender is floated for Chartered Accountants Firms as well as Cost Accountants Firms (not required to be empanelled with C&AG). These points are contradictory. These criteria are required to be looked upon.	Not Accepted, Will remain same as RFP
2, Pt 1&2 of RFP		Have a minimum average annual turnover of Rs 1 Crore or more in the immediate preceding 03 Financial years i.e 2017-18, 2018-19 and 2019-20	The turnover criteria of minimum of Rs. 1 Crore is too high considering the Socio-Economic situation in Bihar. It seems that the tender is floated with some vested interest favour some and reduce competition as far as possible which is neither in the interest of Corporation nor in the interest of Chartered Accountants of Bihar. Opportunity to Professionals: Before Coming to Point wise analysis on points we would like to delve upon that to Increase Opportunity for CA Firms and employments in state the state machinery should first look out for the same by providing more and more opportunity local CA Firms based in Bihar and having head office in Bihar. It is also very much imperative taking into consideration the current pandemic situation.	Not Accepted, Will remain same as RFP
2	vi	Scope of Work	Selection of 01 (One) CA Firm proposed in year 2021 which has earlier 11 (Eleven) CA Firms in year 2014 and 07 (Seven) CA firms in year 2017 is just limiting the opportunity and competition. As Corporation failed to handle Accounting Setup, the setup to outsource the activity to CA firms arises. It is utmost important to create opportunity for Chartered Accountants Firms in Bihar having head office in Bihar and primarily based in Bihar rather squeeze the opportunity for Bihar based Chartered Accountants Firm. Increase in Number of CA Firms to be associated with the corporation by increase in No of Clusters to engage at least 10 or more Firms. Changes Sought :- 01. The minimum average turnover should not be more than 25 lacs for participating in the tender.	Not Accepted, Will remain same as RFP
34	5.5		02. There must be clause that the firm Head Office must be in Bihar to Participate in Bid Process or there should be at least 10% of total marking point for firm having head office in Bihar.	Not Accepted, Will remain same as RFP

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3	3	The Demand Draft from a commercial banks Bid Security(Refundable) of Rs 20,00,000/- (Rupees Twenty Lakh) with the Technical Proposal.	<p>a. The Bid Security of Rs. 20,00,000.00 is too high and restrict the competition for the furnishing the bid. As the Bid Application Fee is charged by the corporation, the Bid Security should be waived for MSME registered firm as per Government order.</p> <p>b. It seems that such an exorbitant bid security is being set to discourage the firms not to participate in the bid process, eliminate competition and favour some specific firm.</p> <p><u>Sought:</u> The Bid Security should waive for MSME Registered Firm as per law of Land and for other firms it should not be more than 1 Lacs.</p> <p><u>Change:</u></p>	Not Accepted, Will remain same as RFP
37	5.7	Team Deployment for Accounting and Financial Management	<p>a. The qualification of manpower for accountants at State Level is B. Com with 3 Years' Experience for day-to-day accounting which is total in contradiction of the qualification set out for such accountants in the tender of the Year 2017 and unable to understand how before three years the work which should have been carried out by Semi Qualified CAs shall be done by B. Com after three years. It also snacks of something fishy.</p> <p>b. The qualification of manpower for 38 accountants at District Level is B. Com with 3 Years' Experience for day-to-day accounting which is total in contradiction of the qualification set out for such accountants in the tender of the Year 2017 and unable to understand how before three years the work which should have been carried out by Semi Qualified CAs shall be done by B. Com after three years. It also snacks of something fishy. <u>Change Sought:</u> Only CA Final/ CMA Final/ CS Final / MBA Finance should be engaged as an Accountant.</p>	Not Accepted, Will remain same as RFP
15	9.1	Following completion of evaluation of Technical and Financial Proposals, Final Ranking of the proposals will Determined. This will be done by applying a weight age of 0.70 (or seventy percent) and 0.30 (or thirty percent) respectively to the technical and Financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant.	<p>It is beyond our understanding that, the tender is targeted to the Firms of Chartered Accountants fulfilling minimum eligibility criteria and getting at least 700 marks in the Technical Evaluation. Meaning hereby firms which will qualify in this tender have more or less same quality. Hence, why go for QCBS instead of LCS as LCS shall have effect of reducing the cost for the organisation. It seems that the cost factor was not taken into consideration.</p> <p><u>Change Sought:</u> Selection Criteria should be Least Cost Method (LCS) in case of Finance Bid of technically qualified firms having 600 Points or More Points to Minimise the cost of Assignment beneficial for the Corporation.</p>	Not Accepted, Will remain same as RFP
17	Appendix I to Data sheet for Consultant	For Selection of firm set by corporation on QCBS with 70:30. 70% of methodical calculation is based on technical aspect of documents furnish by firm with 1000 Marks which further classified in : General Profile of the Firm-200 Pts. Firm Experience in Financial Consultancy / Accounting / Pre-audit and Internal Audit at PSUs / Government Undertaking-400 Pts Approach & Methodology for Proposed Assignment -200 Pts Qualification and Experience of Team & Other Key -200 Pts Total Points of Evaluation-1000 Pts	<p>The Marking Criteria have been Drastically Changed from two Contract Period i.e. Year 2017 and Year 2021 although there is not much change in the deliverables and scope of work.</p> <p>For your information and consideration, we have compared both our remarks and suggestion are attached and endorsed as Annexure 1. There many points under the marking required to be harmonised and looked upon.</p> <p><u>Change Sought:</u></p> <p>The Remarks Column in Annexure 1 detail changes sought by us.</p>	Not Accepted, Will remain same as RFP

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		Comparison of RFP floated during 2014, 2017 and 2021		
Contract Year	At HO Level	At District Level		
	One (01) CA Firm & one team with Input & Output Method at HO level	Eleven (11) CA Firm with (11) team with Input & Output Method at District level	Complete assignment reserved for CA Firm Head Office in Bihar	Not Accepted, Will remain same as RFP
FY-2014	One (01) CA Firm & one team with Input & Output Method at HO level	Four(04) CA Firm wudth team with Input & Output Method at District level	Marking Criteria set in a manner that no Local firm is eligible to Bid. The tender was floated in such a way that Assignment to be procured by Cartel. Same reported in case Filed High Court. The coporation Board cancelled the tender	Not Accepted, Will remain same as RFP
FY-2017	One (01) CA Firm & one team with Input & Output Method at HO level	Eleven (07) CA Firm with (11) team with Input & Output Method at District level	Marking Criteria set in a manner that Local firm & External firm both gets fair weightage.	Not Accepted, Will remain same as RFP
FY-2021	Proposed to engage 01 (One CA Firm for State as well as District level)	Proposed to engage 01 (One CA Firm for State as well as District level)	Marking criteria set in a manner that very few Local firms are eligible. Besides, Marking set in a manner to undue gains & benefit to outside Big firm or existing specific firm. Eliminating Competition to give undue Gainful to big firms/ specific existing firm. The RFP should be changed in such a manner that there should be reasonable competition and opportunity are available to Bihar Based CA Firms.	Not Accepted, Will remain same as RFP
	Points Ultra virus as per Bihar Finance Rule 2005	This is pure service contract	Input cost is not involved in any portion of whole contract. Price bid is fixed as per Contract of Deliverables. Cost escalation in service contract is not possible for defined deliverable. We are comparing the RFP proposal given by corporation in Year 2017 and 2021	Not Accepted, Will remain same as RFP
5	Bothra Nirral Associates	NA	As per Corrigendum issued on 30/04/2021, the Pre Bid Meeting is planned today on 22/05/2021. We have neither got any corrigendum through News Paper or any information. As due to complete lockdown, the public movement as well as private vehicle movement is not allowed. Being interested to attend the meeting but due to lock down situation, unable to attend. So, taking into consideration the such a pandemic situation, please extend the date and inform well in advance.	Not Accepted
6	RSNM & Co.	NA	Due to lock-down in Bihar and epidemic situation, it is not possible to travel and Pre-bid meeting scheduled for today. I am requested to postpone the Pre-bid meeting next to the normal situation in Bihar. It is unfair to conduct such a meeting physically, knowing that there will not be any participants. I hope for your understanding the situation	Not Accepted
7	KN Goyal & Co.	NA	Due to COVID-19 and lock-down in Bihar, it is not possible to travel and Pre-bid meeting scheduled for today. I am requested to postpone the Pre-bid meeting next to the normal situation in Bihar. I hope for your understanding the situation	Not Accepted

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8	Priydarshi Punit	NA	NA	NA	NA	Today prebid meeting was fixed but we are unable to know it will done online or offline and at what time. Kindly let us know so that we can attend.	Not Accepted, Will remain same as RFP
9	NB Pandey & Associates	NA	NA	NA	NA	With due respect and information received from your office, it has come to our notice that you people are going ahead with the Prebid Meeting with respect to the Notice Inviting Request for Proposal from eligible Chartered Accountant Firms for Selection of Agency for Accounting & Financial Management at Bihar State Food & Civil Supplies Corporation Limited scheduled on today i.e. 22/04/2021. However, being a Chartered Accountants Firm practicing in Ara(Bhojpur), kindly suggest me how could attend this Pre Bid being the interested firm for this tender as there is complete Lock Down in Bihar and all the Vehicular Movement are banned except essential services. So, how could we attend the meeting. It is very difficult for us to attend the meeting due to Lockdown imposed. So, please extend the date of pre bid meeting to be held today.	Not Accepted, Will remain same as RFP
10	Singh Ray Mishra & Co	NA	NA	NA	NA	We have come to know that that there is a Pre Bid Meeting planned on 22/05/2021 with respect to the Notice Inviting Request for Proposal from eligible Chartered Accountants Firms for Selection of Agency for Accounting & Financial Management at Bihar State Food & Civil Supplies Corporation Limited. However, due to Complete Lock Down imposed due to abnormal Pandemic Situation, we are unable to come out using our Vehicles due to restrictions imposed on Vehicular Movement. As we are interested in the Bid and we are very much interested in attending the Pre Bid meeting. So, looking into this abnormal situation please extend the date of Pre Bid meeting and fix it after Lock Down so that we may be able to attend the meeting.	Not Accepted, Will remain same as RFP
		3	Point No. 3 of Terms and conditions of RFP On Pg. No. 3	Interested Firms may submit their complete proposals along with money Receipt issued by SFC, Ho for Rs. 5000/- (Rupees Five Thousand only) for cost of RFP documents and the Demand Draft from a commercial bank as Bid Security (Refundable) of Rs. 1,00,000/- with the technical proposal.	For Rs. 5000, cost of RFP, it is requested to accept the same along with tender as submitted in hard at the head office. Requirement of receiving money receipt from the head office must be exempted to avoid physical interaction at the head office. In envelope 1 as required, demand draft of Rs 5000 must be accepted rather than money receipt which is compulsory to be acquired in physical from the department.	Not Accepted, Will remain same as RFP	
		3	3	The Demand Draft from a commercial bank as Bid Security (Refundable) of Rs 20,00,000/- (Rupees Twenty Lakh) with the Technical Proposal.	Bid Security for the assignment is Rs 20 Lakhs, it is requested that the firms which are registered under MSME must be exempted from the same.	Not Accepted, Will remain same as RFP	
		1	Introduction Para	Managing director, Bihar State Food & Civil Supplies Corporation Ltd, Dept of Food & Consumer Protection, Govt of Bihar invites proposal from eligible CA/CMA Firms for appointment for Accounting & Financial Management and Internal Audit of thye Bihar State Food & Civil Supplies Corporation Ltd. The company will appoint CA/CMA Firm which will provide suitable manpower and consultancy at state level as well as district level.	Since Chartered accountant and CMA firms both have been invited to participate in the tender. It is requested to give preference to Chartered accountant firms as they have core experience in accounting whereas CMA firms are specialized in the cost management jobs which are much more relevant in the manufacturing sector. Also since, financial statements are to be prepared as per accounting standards issued by ICAI & CO. (Chartered Accountants) ACA101, Bilas Kunj Apartment, North of Income Tax Galmber, Kidwaijuri, Patna, Bihar 800001 0512-2530030, kraparna@gmail.com Institute of Chartered accountant of India and guidelines, only chartered accountant firms as registered with Institute of Chartered accountants of India must be allowed to participate.	Not Accepted, Will remain same as RFP	

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1	Point no V of short listing eligibility criteria	Have atleast five full time partners associated with the firm at least three being fellow CAs/CMAAs, as ICAI/CMAI certificate as on NIT date.	As per shortlisting criteria, point no v), ICAI certificate as on NIT date has been mentioned, kindly reconfirm us the NIT DATE.	NIT Date is 08/04/2021 hence firm constitution certificate should be prior to this date.	
3	3	The Demand Draft from a commercial bankes Bid Security(Refundable) of Rs 20,00,000/- (Rupees Twenty Lakh) with the Technical Proposal.	Other bid security options like fixed deposit receipt or Bank Guarantee must be allowed for Rs 20 lacs, along with demand draft. It is similar to the performance security as desired. Page no 12, clause no h), the condition of authorization letter on a stamp paper of Rs 100 (which is generally not available in Patna) and requisite notarization must be exempted as it's not possible to get the same closed in such COVID-19 effected environment. Rather authorization on the firm letter head must be allowed during the evaluations.	Not Accepted, Will remain same as RFP	
11	(h)	The proposal shall be typed and written in ink and shall be signed on each page by the duly authorised person to bind the bidder to the contract. The letter of authorisation shall be indicated by the written power of attorney on stamp paper of Rs 100/- and it should be notarized, otherwise the proposal will not be considered for evaluation.		Not Accepted, Will remain same as RFP	
20	2B	Firms experience in accounting/Pre audit and internal audit at PSUs/ Govt. undertaking across india where each assignment is more than 75 lacs	Marking on projects across india for more than 75 lakhs is not compatible with firms which are presently working in Bihar and in Bihar, not much of such projects are being floated. It is requested to reduce the no of such projects upto 5 with maximum marking that is, 1-2 project-50, 3 or more project 100. Also, kindly reconfirm that the experiences as claimed 2A, can also be claimed in 2 B with requisite project value.	Will remain same as RFP Experiences as claimed 2A may be claimed in 2 B with requisite project value.	
20	2C	Firms experience in accounting/Pre audit and internal audit at PSUs/ Govt. undertaking in the state of Bihar where each assignment is more than 30 lacs	In the state of Bihar, most of the audits are of value less than 10 lacs only and not much such projects are being operational except certain accounting that is works. It is requested to reduce the no of such projects that is, 1-2 project-50, 3 or more projects-100. Also, kindly reconfirm that the experiences as claimed 2A and 2B, can also be claimed in 2C with requisite project value.	Will remain same as RFP Experiences as claimed 2A & 2B may be claimed in 2 BC with requisite project value.	
	2D	Firms experience in Financial Management and Technical Support Consultant at PSUs/ Govt. undertaking across india where each assignment is more than 75 lacs	This seems to be repetition of category of experience and is similar to Point no-2B, as mentioned in point 2B and 2C as financial management include accounting, audit and all sort of consulting function hence 100 marks as allotted in this category are requested to be allotted under any other scoring criteria.	It is clarified that Point No-2B and 2D both are different. In point-2B, experience in accounting, Pre-audit and internal audit is covered but in point- 2D only Financial management and Technical support consultancy related assignments are covered. Financial Managetrn and Technical Support related consultancy means where Bidders has provided real time support to the client like day to day accounting, Statutory compliances, payroll management, UC related task, dealing with files at client office, budget, Audit compliances and day to day support to the client. It should be noted that assignments where only accounting/taxation has been done will not be considered in point no-2D and bidders need to attached relevent page of agreement to claim any assignment under point 2D. Assignment mentioned under 2D may be claimed under point-2B.	
23	Form Tech-2 Consultant's Organization and experience	The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Corporation. (Certificate from Corporation regarding experience should be furnished).	Certificate from corporation regarding experience should be furnished. Kindly confirm that copy of work orders/ departmental communications or letters shall be also allowed as support to substantiate the work experiences.	Any communication from the department regarding work completion should be furnished along with the work order	

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FORM TECH-4: TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION

Team of CA& Key Professionals

Surname, First Name	Area of Expertise	Position Assigned	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Support Staff


SINo	Surname, Name	Position	Task Assignment

(Signature)
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FORMTECH-6: PERSONNEL SCHEDULE:

N Expert /Position	Name of Expert	Professional Expert input (in the form of a bar chart)?												Total person-weeks input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total
1	[Home] [Field]																
2																	
3																	
n																	
Subtotal																	
Support staff																	
1	[Home] [Field]																
2																	
n																	
Subtotal																	
Total																	

- 1 Months are counted from the start of the assignment. For each expert indicate separately the input for home and field work.
 - 2 Field work means work carried out at a place other than the expert's home office; i.e. normal place of business.
- Full time input Part Time Input


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