

भारतीय खाद्य सुरक्षा और मानक प्राधिकरण
(खाद्य सुरक्षा और मानक अधिनियम, 2006 के तहत स्थापित एक वैधानिक निकाय))
प्रशिक्षण विभाग
3 वीं मंजिल, एमएमयू भवन, माता सुंदरी रोड, न्यू दिल्ली- 110002

तिथि: 10 अक्टूबर, 2023

सूचना

विषय: फोस्टैक-फूड सेफ्टी सुपरवाइजर प्रशिक्षण के लिए सलाहकार नियोक्ति के लिए रुचि का अभिव्यक्ति के लिए अनुरोध - संबंधित

सक्षम प्राधिकारी के स्वीकृति के साथ, प्रशिक्षण विभाग "फोस्टैक- फूड सेफ्टी सुपरवाइजर" प्रशिक्षण के लिए 'सलाहकार नियोक्ति के लिए अभिव्यक्ति के अनुरोध (EoI)' की सूचना दे रहा है।

2. रुचि रखने वाले आवेदकों को सलाह दी जाती है कि वे ई-आवेदन करें, EoI दस्तावेज में दी गई सभी निर्देशों को ध्यानपूर्वक पढ़ने के बाद, Google लिंक (<https://forms.gle/Vt7uXJX6cAXFBhH26>) के माध्यम से।

3. EoI दस्तावेज इस सूचना के साथ संलग्न है।

(वीरेंद्र सिंह शेखावत)
प्रशिक्षण प्रबंधक

कॉपी को:

1. सीनियर प्रबंधक (आईटी) को- FSSAI और FoSTaC वेबसाइट में अपलोड करने के लिए अनुरोध के साथ।

File No. T-15012/4/2021-Training-FSSAI
Food Safety and Standards Authority of India
(A Statutory body established under the Food Safety & Standards Act, 2006)
Training Division
3rd Floor, MMU building, Mata Sundari Road, New Delhi- 110002

Dated: 10th October, 2023

Notice

Subject: Request for Expression of Interest (EoI) for Consulting Engagement for the FoSTaC - Food Safety Supervisor trainings- reg

With the approval of the Competent Authority, Training Division is notifying the 'Request for Expression of Interest (EoI) for Consulting Engagement for the FoSTaC - Food Safety Supervisor trainings'.

2. Interested applicants are advised to apply ONLINE, through the google link (<https://forms.gle/Vt7uXJX6cAXFBhH26>) after carefully going through all the instructions contained in the EoI document.
3. The EoI document is annexed with this notice.

(Virendra Singh Shekhawat)
Manager, Training

Copy To:

1. Sr. Manager (IT) with a request to upload in the FSSAI and FoSTaC website for wider circulation.



**Food Safety and Standards
Authority of India**



Request
for
Expression of Interest (EoI)
for
Consulting Engagement for the FoSTaC - Food Safety Supervisor trainings
for
Food Safety and Standards Authority of India
2023

DISCLAIMER

This Expression of Interest (EoI) is not an offer by the FSSAI, but an invitation to receive response from Eligible Interested Entities for providing consultancy services for the Food Safety Supervisor trainings under FoSTaC program of FSSAI. No Contractual Obligation whatsoever shall arise from the EoI process and also after appointment. This document should be read in its entirety.

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1. About FSSAI

The Food Safety and Standards Authority of India (FSSAI), headquartered at Delhi, has been established under Food Safety and Standards Act, 2006 which consolidates various Acts & Orders that have hitherto handled food related issues in various Ministries and Departments. The FSSAI has been created for laying down science-based standards for articles of food and to regulate their manufacturing, storage, distribution, sale and import to ensure the availability of safe and wholesome food for human consumption. One of the mandates of FSSAI to promote general awareness about food safety and food standards.

2. Invitation for Expression of Interest

The Food Safety and Standards Authority of India (FSSAI) invites EOIs from reputed Consulting Agencies (hereafter referred as 'Agencies') to execute the Food Safety Supervisor Trainings under FoSTaC program initiated by the FSSAI. The project information and the broad scope of work are detailed below in section 3 & 4. It may be noted that this information is indicative only.

3. Introduction to the FoSTaC program

Food Safety Training & Certification (FoSTaC) is a large-scale training and capacity building programme for the food business operators.

In pursuance of Section 16 (3)(h) of the Food Safety and Standards Act 2006, Food Safety and Standards Authority of India (FSSAI) has to provide training programmes in Food Safety and Standards for persons (whether within or outside their area) who are or intend to become involved in food businesses, whether as food business operators or employees or otherwise. In this regard, FSSAI had initiated the largest Food Safety Training & Certification (FoSTaC) programme in July, 2017. The FoSTaC programme is aimed at creating a pool of food safety supervisors (FSS), who are trained in good hygiene and manufacturing practices as per requirements in Schedule 4 of Food Safety and Standards Licensing and Registration Regulations, 2011.

To help FBOs understand and compliance with hygiene and sanitary requirements, the Schedule 4 of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011 has been simplified to deliver training through 24 certification courses developed by a panel of domain experts empanelled by FSSAI covering the entire food value chain.

So far a more than 13 lakhs food safety supervisors (FSS) have been trained in over 38,000 trainings throughout the country after the initiation of the FoSTaC program in 2017. These FSS trainings are being organised through the empanelled training partners under the FoSTaC program.

On the occasion of World Food Safety Day in 2023 (7th June, 2023), FSSAI was given a task of training 25 lakh food business operators within the next three years. In order to achieve the target of training 25 lakh food business operators through the training partners of the FoSTaC program, there is need for extending technical support to the various stakeholders across the country. And such activities may require employing a

third party management consultancy firm with enough technical and managerial resources.

Hence FSSAI invites Expression of Interest from various entities to understand the interests of the various consultancy providing agencies- in providing consultancy services to achieve the target of 25 lakh food handlers trained under the FoSTaC program.

4. Broad Scope of Work

Before understanding the scope of work, it is important to understand the Stakeholders involved and the Implementation plan of the project, applicants are advised to go through FoSTaC program in detail. These documents can be accessed via the following link: <https://fostac.fssai.gov.in>. The Broad scope of work is as follows-

- (a) Providing ideas to achieve- the target of 'training 25 lakh food handlers by the end of First Quarter of FY 2026-27' through the training partners empanelled under FoSTaC program.
- (b) Identify the bottlenecks in achieving the target and provide solutions to them.
- (c) Engagement & Coordination with the stakeholders at various levels (including the training partners, trainers, State/UT FDA, large food businesses, etc.)
- (d) Providing technical support at the field level for smooth implementation of the project.
- (e) Development of tools for monitoring the implementation of the program.
- (f) Conduct assessment of the program.
- (g) Analyse the data collected and document the learnings, challenges and way forward for the program.
- (h) Any other technical support as required during the implementation.

The tentative period of engagement for this project will be till 30th June, 2026 or till the task of training 25 lakh food handlers is accomplished (whichever is earlier)

5. Instruction to Applicants

5.1 Completeness of Response

- (a) Applicants are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the EOI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- (b) The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Applicant's risk and may result in rejection of its Proposal.

5.2 EOI Proposal Preparation Costs & related issues

- (a) The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations,

preparation of proposal, in providing any additional information required by FSSAI to facilitate the evaluation process.

- (b) FSSAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EoI process.
- (c) This EOI does not commit FSSAI to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- (d) All materials submitted by the applicant will become the property of FSSAI and may be returned completely at its sole discretion.

5.3 Responses to Queries and Issue of Corrigendum

- (a) The Nodal Officer notified by the FSSAI will endeavor to provide timely response to all queries. However, FSSAI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does FSSAI undertake to answer all the queries that have been posed by the applicants.
- (b) At any time prior to the last date for receipt of EoIs, FSSAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the EOI Document by a corrigendum.
- (c) The Corrigendum (if any) & clarifications to the queries from all applicants will be posted on the websites <https://fssai.gov.in> and <https://fostac.fssai.gov.in>
- (d) Any such corrigendum shall be deemed to be incorporated into this EOI.
- (e) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, FSSAI may, at its discretion, extend the last date for the receipt of EOI Proposals.

5.4 Right to Terminate the Process

- (a) FSSAI may terminate the EOI process at any time and without assigning any reason. FSSAI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- (b) This EOI does not constitute an offer by FSSAI.

5.5 Submission of Responses

Applicants are advised to apply ONLINE, through the google link (<https://forms.gle/Vt7uXIX6cAXFBhH26>) after carefully going through all the instructions contained in this document.

6. Important Dates

Following are the final dates -

Sr. No.	Event	Schedule Date
1	Release of EOI (On www.fssai.gov.in)	10th October, 2023
2	Last date for Submission of Responses to EoI.	25th October, 2023 – 5.00 PM
3	Disclosure of Shortlisted EoIs for further process.	After 5 working days from the date of closure of the EoI.

4	Presentations by the shortlisted organizations.	Will be communicated separately.
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Note - No request for change or extension of dates will be entertained. However, the final decision to modify the dates or extend can be decided by the competent authority.

7. Eligibility Criteria / Pre-Qualification Criteria

Following are the general criteria which is a mandatory requirement in the organizations-

- The applicant organization shall be a firm/ company/ partnership/ proprietorship firm/ LLP etc. registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi. (*Supporting Document: Copy of Certificate of incorporation and Partnership Deed, if any*)
- The applicant organization shall have experience of providing- One similar completed/ongoing services costing not less than Rs. 50 Lakh, during the last 3 financial years (Supporting Document: Work Order or Completion Certificate). *Decision of FSSAI will be final and binding in determining the eligibility of the applicant organization.*
- The organization should not be black listed in last 5 years by any Government Department/Autonomous Body/PSU. Affidavit / undertaking on letter head of the organization stating that it is not black listed by any Government Department/Autonomous Body/PSUs to be submitted.
- Consortium are not allowed to apply for the EoI.

8. EoI Document and its submission

The EoI is being invited in the inked signed soft copy through Google form. The link of google form is <https://forms.gle/Vt7uXJX6cAXFBhH26>

The link is provided with all required fields and documents are required to be submitted in inked soft copy at the time of submission of EoI. Evaluation of only such EoI shall be taken up which will submit the google form as per the prescribed format with all the required annexure and fulfill the eligibility criteria.

Documents that are to be submitted are divided in two broad categories:

General Documents- Following are the general documents to be submitted in PDF format along with the application in the google link <https://forms.gle/Vt7uXJX6cAXFBhH26>

- Annexure I-** duly signed by authorized signatory
- Brief of the organization
- Permanent Account Number (PAN) of the organization or proof of exemption from income tax (if applicable).
- Proof of communication address of the organization.
- Curriculum Vitae (CVs) of the Tentative Key Members who will be the part of proposed Team
- Letter mentioning the name, contact number and email-id of the Single point of Contact authorized by the organization (**Annexure II**)
- Identity proof like PAN card etc. and Address proof like Aadhar Card etc. of Authorized

signatory.

- viii. Affidavit / undertaking on letter head of the organization stating that it is not black listed by any Government Department/Autonomous Body/PSUs to be submitted (**Annexure III**)
- ix. Applicant's Profile (**Annexure IV**)
- x. Declaration by Authorized Signatory (**Annexure V**)

Specific Documents: Following are the specific documents to be submitted to be submitted in PDF format along with the application in the google link

<https://forms.gle/Vt7uXJX6cAXFBhH26>

- i. Copy of Certificate of incorporation or Partnership Deed
- ii. Work Order or Completion Certificate – One similar completed/ongoing services costing not less than Rs. 50 Lakh, during the last 3 financial years
- iii. Presentation document as mentioned in section 9 of this EoI.

9. Shortlisting of EoIs and Presentation:

The organization meeting the general criteria given as per the section 7 and 8 above may be called for presentation. The presentation must cover the following details given below-

Presentation: Short listed agencies will be required to give presentation of 15-20 minutes at FSSAI, Headquarters. It may include:
(a) Understanding of the FoSTaC Program
(b) Engagement and Coordination Plan and Roadmap for the project
(c) Assessment and analysis plan for the project
(d) Estimated cost along with proposed number of human resources deployed along with their tentative profile

10. General Instructions

- 1 The Applicants are requested to read this EoI document carefully.
- 2 The Applicants shall submit the EoI Document and annexures duly signed on each page as a part of the application. It shall be expressly agreed herein by the Applicants that they had read and understood the complete EoI Document and other documents / requirements and shall comply with the same except what is stated in specified Deviation / Non- Compliance statement format.
- 3 Applications received with incomplete information / documents shall be rejected. Applications not adhering to Terms, Conditions, Specifications and other details as given in this document may be summarily rejected.
- 4 All deviations from the Terms, Conditions and other details of EoI Document should be separately and clearly submitted.
- 5 Preliminary Scrutiny: FSSAI will scrutinize the submitted EoI to determine whether they are complete, whether any errors have been made in the application, whether required documentation has been furnished and whether the documents have been properly signed. FSSAI may, at its discretion, waive any minor non-conformity or any minor irregularity in an EoI. This shall be binding on all Applicants and FSSAI reserves the right for such waivers.

- 6 The Applicants should abide by the terms and conditions specified in the EoI document. If Applicants submit conditional offers, they shall be liable for outright rejection.
- 7 The FSSAI reserves the right to make any changes at any stage in the terms and conditions of the EoI.
- 8 The offers containing alterations will not be considered.
- 9 FSSAI may treat offers not adhering to these guidelines as unacceptable.

11. Amendment to EOI

At any time prior to the last date for receipt of Applications, the Food Safety & Standards Authority of India(FSSAI), may be for any reason whether at its own initiative or in response to a clarification requested by a prospective agency, modify the EOI Document by an amendment. All notices/amendment in EoI will be published on the website of FSSAI and FoSTaC. In order to provide prospective Agencies reasonable time in which to take the amendment into account in preparing their Applications, the Authority may, at its discretion, extend the last date for the receipt of Applications and/or make other changes in the requirements set out in the invitation to EOI.

12. EOI Cancellation:

FSSAI reserves the right to withdraw this EoI at any stage and at any time without assigning any reason.

13. Disclaimer:

1. The information submitted in response to this EOI may be subject to public release (as per RTI norms). Therefore, please do not include proprietary or confidential business information in your response. Entities responding to this notice assume the risk of public disclosure if confidential information is included.
2. This notice is not to be construed as a commitment by the FSSAI to contract for services. Please be advised that the FSSAI will not pay for any information provided as a result of this notice and will not recognize or reimburse any cost associated with any EOI submission.
3. The Authority shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and summarily rejected.

14. Designated Point of Contact

FSSAI's official single point of contact for this EOI and the delivery point for responses and correspondence is:

Manager,
Training Division,
Food Safety and Standards Authority of India, 3rd Floor, MMU Building,
Mata Sundari College Lane, Aiwan-E-Ghalib Marg, New Delhi – 110002.
Contact number: 011-23667269
Email id: fostac@fssai.gov.in

Clarification or query regarding EoI may be sent to the above Email with the subject "Clarifications in reference to EoI for empanelment of consultancy services" till **25th October, 2023**.



Application form

Name of the Organization: _____

Year of Establishment: _____

Phone number: _____ Official Email id: _____

Registered Address: _____

Communication Address: _____

Name and Designation of Single point of contact (SPOC): _____

Contact number of SPOC: _____ Email id: _____

General Criteria: Eligibility Conditions, Tick (✓) where applicable.

1. Whether the Organization fulfills all the conditions mentioned in the eligibility criteria
i. Yes ii. No

2. Whether it is black listed by any Government Department or Autonomous Body or PSU in the last 5 years-
i. Yes ii. No

I hereby confirm that the above mentioned details are correct. If empaneled, I agree to abide by the rules laid down by the competent authority and take up the responsibilities as per the EoI documents.

I hereby also confirm that I have read & understood the EoI document and agree to all the terms & conditions stated therein.

Signature & Seal:.....

Name:.....

Designation:.....

Authorisation for Single Point of Contact (Sample format)

This is to certify that Mr./Mrs. _____ who is currently posted as _____ in our organization is appointed as a Single Point of Contact for dealing with Food Safety and Standards Authority of India under FoSTaC program. Any communication made by him/her will be abide by our organization.

Following are the details of Single Point of Contact-

1. Name-
2. Designation-
3. Mobile Number
4. Email id-

(Specimen Signature)

Single Point of Contact

For (Organization Name)

Signature

Name of Authorized Signatory

Date:

UNDERTAKING REGARDING NON-BLACKLISTING / NON – DEBARMENT
(ON THE LETTER HEAD OF THE ORGANIZATION)

To,
Manager,
Training Division,
Food Safety and Standards Authority of India,
3rd Floor, MMU Building,
Mata Sundari College Lane, Aiwan-E-Ghalib Marg, New Delhi – 110002.

Sir/Madam,

I/We hereby confirm and declare that I/we, M/s _____ is/are not blacklisted/ De-registered/ debarred by any Government Department/Autonomous Body/PSUs or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. The information provided is true and correct to the best of my knowledge and if any information provided is found to be untrue FSSAI can de empanel us without any notice.

Further, we also confirm that if any such incident happens the same will be intimated to FSSAI immediately.

For _____

(Signature)

Authorised Signatory

Date:

Applicant's Profile

I. General Information (About Entity)			
Particulars		Details to be Furnished	
Details of the Respondent			
Name of Entity			
Address			
Date of Incorporation			
CIN			
PAN			
GST/MSME No.			
Status of Applicant (Please tick)		<input type="checkbox"/> Trust <input type="checkbox"/> Society <input type="checkbox"/> Association <input type="checkbox"/> Academic Institute <input type="checkbox"/> Public Ltd. <input type="checkbox"/> Private Ltd. <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Proprietorship Firm <input type="checkbox"/> Others...Specify.....	
Telephone		Mobile	
E-mail		Website	

II. Relevant work experience (Fill separately for different clients)		
S. No.	Item	Details to be furnished
1.	Title of the Work with description	
2.	Client for which the work was executed	
3.	Name and contact details of the point of contact of client	
4.	Type of service provided	
5.	Period of execution (Specify in terms of date/year)	

III	Human resources with relevant job skills (attach supporting documents) for each			
Sr. No.	Resource Person	Role	Qualification	Total Experience
1.				
2.				
3.				

Date:
Place:

Authorized Signatory
Seal of Company

DECLARATION (ON THE LETTER HEAD)

1. I, _____(Name & Designation) solemnly affirm on behalf of my company/firm/Institute/Society/Association etc., that the information/facts about my company/firm/Institute/Society/Association etc., in the EoI and annexures are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, my company/firm/Institute/Society/Association etc., may be debarred from empanelment.
2. I permit FSSAI to cross check the above facts from any other source.
3. I or my Single point of Contact, if required by FSSAI, would make a presentation before the duly constituted Committee at my own cost.
4. I will abide by all the decision of FSSAI regarding EoI and that will be final.
5. I have read & understood the EoI and agree to all the terms & conditions stated therein.

Date:

Full name and designation:

(Signature)

(Seal of Organisation)