

**Call for Expression of Interest for hiring consultancy
for Development of Guidelines for making available
Quality and Safe food in Schools**

Food Safety and Standards Authority of India

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Food Safety and Standards Authority of India
3rd & 4th Floor, Food and Drug Authority Bhawan,
Kotla Road, New Delhi-110 002

**“Call for Expression of Interest for hiring consultancy for Development of Guidelines
for making available Quality and Safe food in Schools”**

The Food Safety and Standards Authority of India (FSSAI), an autonomous statutory Authority has been established in terms of provisions under the Food Safety and Standards Act, 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption.

2. The FSSAI intends to engage a reputed agency / organization for development of guidelines for making available quality and safe food in Schools. This will include all foods to which children have access in their daily lives including foods available at home. The applicant may be a single entity or a multiple entity/consortium coming together to execute the projects. The applicant must be familiar with food safety issues in India and should be able to complete the project as per the scope of work.

3. The detailed CEI document indicating the scope of work, qualifying requirements, bidding forms and procedure for submission of proposal for CEI can be obtained in person from **Shri S.K. Tiwari, JIO(F&VP), Food Safety and Standards Authority of India, 4th Floor, Food and Drug Administration Bhawan, Kotla Road, New Delhi-110 002 (Phone No. 011-23237433) on or before 11th February, 2011 by 5.00 P.M.** with a payment of Rs. 1,000/- by Demand Draft/ Pay Order payable at New Delhi in favour of **“Senior Accounts officer, Food Safety and Standards Authority of India”**. The notice/CEI document may also be downloaded from FSSAI’s website at <http://fssai.gov.in> and cost of the downloaded CEI documents shall be deposited at the time of bid submission. The Technical Bid and Financial Bid may be submitted to Food Safety and Standards Authority of India, 4th Floor, Food and Drug Administration Bhawan, Next to Rashtriya Bal Bhawan, Kotla Road, New Delhi-110 002 **on or before 25th February, 2011 by 3.00 P.M.** The FSSAI reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

(S.B. Dongre)
Director (F&VP)

INSTRUCTIONS TO THE APPLICANT

Background

The Food Safety and Standard Authority of India (FSSAI) has the mandate of laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption. As per the provisions laid down under the Act, FSSAI is expected to:

- a. provide scientific advice and technical support to the Central Government and the State Governments in matters of framing the policy and rules in areas which have a direct or indirect bearing on food safety and nutrition.
- b. search, collect, collate, analyse and summarise relevant scientific and technical data particularly relating to; food consumption and the exposure of individuals to risks related to the consumption of food; incidence and prevalence of biological risk; contaminants in food; residues of various contaminants; identification of emerging risks; and introduction of rapid alert system.
- c. promote, co-ordinate and issue guidelines for the development of risk assessment methodologies and monitor and conduct and forward messages on the health and nutritional risks of food to the Central Government, State Governments and Commissioners of Food Safety.
- d. provide scientific and technical advice and assistance to the Central Government and the State Governments in implementation of crisis management procedures with regard to food safety.

The above mentioned specific responsibilities and many other decisions of FSSAI necessitates for Development of Guidelines for making available Quality and Safe food in Schools as there are more than eight lakhs of primary and upper primary schools spread all over the country, imparting education to more than twelve crore children. Apart from this there are many public schools run by private management. There are several reported incidents of food poisoning in the schools due to unhygienic food served in schools. The FSSAI invites proposals from the expert agencies who have undertaken similar projects and would be able to meet the requirements as per the scope of work.

2. Scope of work

The broad Scope of work for the assignment is at **Annexure I**.

3. Applicant Status

The applicant may be a single entity or a multiple entity/consortium coming together to execute such projects. Consortium as a whole must have extensive experience in similar type of work, and meet the qualifying requirements as stipulated below. The Principal consultant should qualify the eligibility criteria.

- The agency should have a minimum five years experience in food safety issues and adequate exposure in conducting studies & surveys on food safety and quality at State level or National level.
- A minimum annual turnover of Rs.50 lakhs during each of the last three years. However, Government Organizations / Institutions shall be exempted from this criterion.
- Organizations/ agencies should have adequate infrastructure.
- Should have technically qualified and well-experienced strong in-house resource base for carrying out assigned work.
- The agency shall have the ability to collect relevant data / information required for the purpose without imposing any responsibility on the FSSAI.
- The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad.

4. Authorized Signatory

The 'Applicant' mentioned in the CEI document shall mean the one who has signed the CEI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

5. Bid processing fee & Availability of CEI

The CEI document can be obtained in person from **Shri S.K. Tiwari, JIO (F&VP), Food Safety and Standards Authority of India, 4th Floor, Food and Drug Administration Bhawan, Kotla Road, New Delhi-110 002 (Phone No. 011-23237433) on or before 11th February, 2011 by 5.00 P.M.** with a non- refundable payment of Rs. 1,000/- by Demand Draft/ Pay Order payable at New Delhi in favour of **“Senior Accounts officer, Food Safety and Standards Authority of India”**. Alternatively, the document may be directly downloaded from the FSSAI website at <http://fssai.gov.in> . In the event the document is downloaded from the website the prospective applicant shall furnish a Demand

Draft/Banker's cheque for Rs. **1,000/-**(Rupees one thousand only) drawn in favour of “**Senior Accounts officer, Food Safety and Standards Authority of India**” with their offer. **However, this requirement may be waived for academic and research organizations who have established their reputation in this area and possess the required scientific skills.** The Technical Bid and Financial Bid may be submitted to Food Safety and Standards Authority of India, 4th Floor, Food and Drug Administration Bhawan Kotla Road, New Delhi-110 002, **on or before 25th February, 2011 by 3.00 P.M.**

6. EMD & Submission of Bids

6.1 The applicant should submit their proposal along with a Demand Draft/ Banker Cheque of **Rs. 10,000/- (Rupees Ten Thousand only)** in favour of “**Senior Accounts officer, Food Safety and Standards Authority of India**” payable at New Delhi as Earnest Money Deposit (EMD). **However, this requirement may be waived for academic and research organizations who have established their reputation in this area and possess the required scientific skills.** The bids shall be submitted in two sealed envelopes. The envelopes may be superscribed as “**Proposal for Development of Guidelines for making available Quality and Safe food in Schools - Technical Bid**” and “**Proposal for Development of Guidelines for making available Quality and Safe food in Schools - Technical Bid - Financial Bid**” respectively. The Technical Bid shall contain all relevant papers/details. The financial bid should be inclusive of all expenses, excluding taxes and should clearly state the amount and taxes etc.

6.2 The terms of payment would be as under:-

⇒20% as advance on award of work.

⇒30% after submission and acceptance of Draft study report on Quality and safety of Food served in Schools.

⇒50% after acceptance of the final report.

7. Documents to accompany CEI

7.1 The application shall be accompanied with the following documents:

- Expression of Interest in Form – I.
- Details of experience in similar type of project and food sector in Form-II
- Details of Financial status of the applicant in Form –III.

- Details of educational qualification and experience of the team to be deputed for project - Form- IV.
- Any other information sought in the scope of work.

7.2 The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach, methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted. A time schedule for carrying out the each component of the assignment is also to be indicated.

7.3 Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

8. Amendment to CEI

At any time prior to the last date for receipt of bids, the Food Authority, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the CEI document by an amendment. In order to provide prospective applicants reasonable time to take the amendment into account in preparing their bids, the Food Authority may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the CEI.

9. Evaluation

The procedure of evaluation of the applications is indicated at **Annexure-II**.

10. Time Period

The assignment is required to be completed in 12 weeks from the date of award. Draft document on **Development of Guidelines for making available Quality and Safe food in Schools** should be submitted to FSSAI within 16 weeks from the date of the award of the work. A penalty of 1% will be imposed on each week's delay in assignment.

11. Technical Presentation

Once the bids are evaluated, the shortlisted agencies may be required to make a presentation in the Food Authority at a short notice. The cost of travel within India will be reimbursed by FSSAI.

12. Rejection of CEI

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in para 6 above.
- b) Not in prescribed form and not containing all required details.
- c) Not properly signed.
- d) Received after the expiry of due date and time.
- e) Offer is received by fax, telegram or e-mail.
- f) Bid received without cost of CEI document if downloaded from website.
- g) The EMD of Rs. 10,000/- is not enclosed with the Bid.

Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at Annexure-III

13. Refund of EMD

The EMD of the successful bidder will be retained in the Food Authority and that of others will be returned. The successful bidder is required to finalize the payment terms with the Food Authority and sign an MOU for the proposed assignment.

14. Disclaimer

14.1 The Food Authority shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

14.2 The Food Authority reserves the right

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Food Authority without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

PRE-QUALIFICATION CRITERIA

1. Preliminary examination for the applications

1.1 The Food Authority shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

1.2 The Food Authority reserves the right to waive minor deviations in the Bid application if they do not materially affect the capability of the bidder to perform the assignment.

1.3 Prior to detailed evaluation formalities, the Food Authority shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive bid is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. The Food Authority may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

1.4 The evaluation shall be carried out on the basis of data available in the application documents received from the agency in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the consultant agency. However, the Food Authority reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

2. Eligibility

The technical bids will be screened on the basis of the following essential eligibility criteria: -

- The agency should have a minimum five years experience in food sector and adequate exposure in conducting studies & surveys on food safety and quality at State or National level.

- A minimum annual turnover of Rs.50 lakhs during each of the last three years. However, Government Organizations / Institutions shall be exempted from this criterion.
- Organizations/ agencies should have adequate infrastructure.
- Should have technically qualified and well-experienced strong in-house resource base for carrying out assigned work.
- The agency shall have the ability to collect relevant data / information required for the purpose without imposing any responsibility on the FSSAI.
- The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad.
- The applicant must have service tax registration and should be income tax assessee.
- Should submit EMD of Rs.10,000/- along with application. **However, this requirement may be waived for academic and research organizations who have established their reputation in this area and possess the required scientific skills.**

SCOPE OF WORK

The Food Safety and Standards Authority of India (FSSAI) invite proposals from experienced agencies / Organizations / Institutions for “Development of guidelines for making available quality and safe food in Schools”. There are more than eight lakhs of primary and upper primary schools spread all over the country, imparting education to more than twelve crore children. Apart from this there are many public schools run by private managements. There are several reported incidents of food poisoning in the schools due to unhygienic food served in schools. On the other hand there is an increase in the quantity and variety of junk foods which are sold within the school premises may have deleterious effect on child health both in short & long term. Incidents may be many more but they go unreported due to interior location of schools and poor communications.

The guidelines should be science based and based on reliable survey data. During the development of draft guidelines, agency is expected to address the following components:

- Review of present status of safety and quality of food, sanitary and hygiene conditions in the food made available to children in School premises.
- To study food habits of school children.
- Food handling and hygienic practices in school kitchens both public and private.
- Safety standards of ingredients in food prepared in school canteens, mess or under mid-day-meal scheme.
- Availability of infrastructure facility like kitchen, mess, canteen, cooking & serving vessels, water used etc. in schools and status of their sanitary and hygiene conditions.
- Collection of data on food safety and nutrition level of foods served in schools.
- Incidents of food borne illness in schools and their causes.
- Suggest measures for improvement in the quality and safety of food served in schools. Adherence to the nutritional and safety norms lay down in this regard.
- Develop guidelines for improvement in safety and quality of food served in Schools.
- Pilot testing of guidelines in few selected schools comprising of rural, urban, tribal area schools, boarding schools with centralized kitchen as well as decentralized kitchen to assess whether the same are implementable.

- Organize 4 regional workshops for consultation with 40-50 stakeholders per workshop to get inputs / feedback on the draft guidelines.

The agency / organization is expected to develop guidelines after carrying out detailed review of literature on best practices followed worldwide and surveying adequate number of schools representing all the categories, throughout the country so as to ensure a clear picture for drawing valid conclusions. The agency / organization should also give detailed procedure carrying out survey and generation of data and the methodology to be followed for preparing reports. The details mentioned above are indicative only. Any other item not specifically indicated above, but required for this study shall be deemed to have been incorporated within the scope of the work. Omission of specific reference to any of the activities in the scope of work shall not relieve the agency of his responsibility.

EVALUATION PROCEDURE

Eighty percent weightage shall be given to the technical bid and 20% of weightage will be given to financial bid. The technical bid will carry maximum marks of 100 and each activity will carry maximum marks. The maximum marks for each activity of technical bid is as under:

(1) The technical bids will be scrutinized on the basis of the eligibility criteria. Thereafter, the shortlisted bidders maybe required to make presentations and /or written submissions to a technical committee of officers. The presentation will broadly cover the following: -

Particulars	Max Marks
a) Background of the organization and technical competence	15
b) Experience in Food Safety sector and similar type of project	20
c) Experience/ Exposure to conduct surveys, study on food safety, quality & standards issues/policies involved at National level	20
d) Detailed action plan, methodology, time schedules	15
e) Technical and Managerial capability of the organization and Strength of Key team for assignment in terms of qualifications/experience	25
f) Suggested mechanism for Interface with the other Central Government Departments/ State Governments	5

(2) The financial bids of only those agencies will be opened who score minimum of 60 marks in the technical bids. The cost evaluation will be done under combined Quality cum Cost Based Systems and the bidder who scores highest marks will be selected.

APPLICANT'S DECLARATION REGARDING THE EXCLUSION CRITERIA

To be completed and signed by the applicant and to be included in the CEI application

Food Safety and Standards Authority of India
3rd & 4th Floor, Food & Drug Administration Bhawan,
Kotla Road, New Delhi-110 002

Ref: "Call for Expression of Interest for hiring consultancy for Development of Guidelines for making available Quality and Safe food in Schools"

Candidates shall be excluded from participation in a procurement procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They have been convicted of an offence concerning their professional conduct by judgment which has the force of *res judicata*;
3. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;

5. They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I/We hereby declare that I/we:

- Am/are not in any of the situations excluding me/us from participation contracts (and will produce the corresponding certificates if so requested)
- Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
- Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
- Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by the Authority

(Signature of the applicant or of authorized representative)

CEI Letter Proforma

To
 Shri S.B.Dongre,
 Director
 Food Safety and Standards Authority of India,
 4th Floor, Food and Drug Administration Bhawan,
 Kotla Road, New Delhi-110 002

**Sub: Hiring of Agency / organization for Development of Guidelines for making
 available Quality and Safe food in Schools”**

Sir,

The undersigned having read and examined in detail all the CEI documents pertaining to the proposals for Development of Guidelines for making available Quality and Safe food in Schools, do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

1.	Name of the applicant / applicant Company / Organization / Institute	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made in case of applicant is a Company	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	

7.	Fax No. (with STD code)	
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3. Documents forming part of CEI

We have enclosed the followings:

- Expression of Interest in Form – I.
- Details of experience in similar type of project in food safety sector in Form-II
- Details of Financial status of the applicant in Form –III.
- Details of educational qualification and experience of the team to be deputed for project - Form- IV.
- Any other information sought in the scope of work

4. I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my / our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Place:

Witness:

Signature _____

Name _____

Address _____

**DETAILS OF EXPERIENCE IN SIMILAR TYPE OF PROJECTS IN FOOD
SECTOR**

A. Companies/Organization related to food safety sector or similar type of project if any for which the applicant has worked during the **last 3 year**

Sl.No.	Name & address of the client	Date of start of the work	Date of completion	Website Address	Any other information
1.					
2.					
3.					
4.					

B. Companies/Organizations in which the applicant is performing the work relating to food sector: -

Sl.No	Name & Address of the Client	Date of starting the work	Period of work to be completed	Any other information
1.				
2.				
3.				

Date: -

Place:-

(Signature of Applicant)

FINANCIAL STATUS OF THE APPLICANT (in case of a Company)

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Account or Chamber of Commerce or Banks.

	2006-07	2007-08	2008-09
1. Share Capital (INR)			
2. Paid up Capital (INR)			
3. Free Reserve (Gross) (INR)			
4. Unallocated Balance Surplus (INR)			
5. Expenses not written-off (INR)			
6. Total assets (INR)			
7. Total liabilities (INR)			
8. Current credit resources (INR)			
9. Contingent Liability (INR) (give in details)			
10. Total profit before tax (INR)			
11. Total profit after tax (INR)			
12. Total loss (gross) (INR)			
13. Turnover from contracting during the financial year (INR)			
14. Bank References and address			

(Place & Date)

(Name & Signature)

FORM-IV**DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE OF THE TEAM**

Sl.No.	1	2	3	4
Name				
Date of Birth				
Profession				
Nationality				
No. of service Year with the applicant				
Key Qualification *				
Experience Record \$				
Any important information				

* Under Key Qualification, outline the person's academic qualification and other special education, training etc.

\$ List all position held by the person since graduation, giving dates, name of employing organization, position held.

Date. Place

(Signature of Applicant)

DETAILS OF METHODOLOGY AND DETAILED WORK PLAN/TIME SCHECDULE

- Planning of the project.
- Time schedule.
- Resources required.
- Review of findings.
- Sampling and survey formats.
- Deliverables.

(Place & Date)

(Name & Signature of Authorised
Representative)

Food Safety and Standards Authority of India (FSSAI)
Ministry of Health & Family Welfare, Government of India,
FDA Bhawan, Kotla Road, New Delhi-110 002

No. 4-3/SA-30/FSSAI/2009

Dated: 12th January, 2011

“Call for Expression of Interest for hiring consultancy for Development of Guidelines for making available Quality and Safe food in Schools”

The FSSAI intends to engage a reputed agency / organization for development of guidelines for making available quality and safe food in Schools. This will include all foods to which children have access in their daily lives including foods available at home.

Details in this regard may be seen at FSSAI's website <http://fssai.gov.in>. The last date for submission of complete proposal is **25th February, 2011**. For any further clarification, feel free to contact **Shri S.K. Tiwari, JIO (011-23237433)**.

(S.B. Dongre)
Director (F&VP)