



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food

Request for Proposal for conducting a GAP Analysis in State Food Testing Laboratories In India

**FOOD SAFETY AND STANDARDS AUTHORITY of INDIA,
DELHI**

www.fssai.gov.in

Disclaimer

This RFP is not an offer by the Food Safety And Standards Authority of India, Delhi but is an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the Food Safety and Standards Authority of India with the successful vendor/bidder.

TENDER REFERENCE

Tender Date	03/06/2021
Tender Reference Number	File No. 11023/09/2021-QA
RFP No.	01/2021-22
Issuing Authority	Food Safety and Standards Authority of India
Contact Person Details	Assistant Director (QA), Food Safety and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi
Address of website where tender and all associated information would be published	www.fssai.gov.in www.eprocure.gov.in
Brief Description of Tender	To conduct Gap Analysis of Food Testing Laboratories with an objective to "Strengthen Food testing Laboratories in India"

DESIGNATED POINT OF CONTACT

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

Nilesh Kumar Ojha, Assistant Director (QA)
Food Safety and Standards Authority of India
Room No. 304, FDA Bhawan, Kotla Road, New Delhi-110002
Tele: 9999438263, E-mail: nilesh.ojha@gov.in

DOCUMENT STRUCTURE

This RFP document is divided into four parts as described below:

Part I: Bid Overview

Part II: Instructions to Bidders

Part III: General Clauses

Part IV: Formats for Submission of Proposal

BID PROCESS SCHEDULE

S. N.	Event	Date& Time(Tentative)	Venue
1.	Pre-Bid Meeting	11-06-2021 11:00 AM	Food Safety and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi
2.	Issue of pre-bid meeting clarifications and corrigendum regarding tender documents	15-06-2021	Food Safety and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi
3.	Deadline for submission of bid documents	30-06-2021 3:00 PM	Online through e-procurement
4.	Opening of Technical Bids	06-07-2021 3:30 PM	online
5.	Technical presentations by bidders	To be intimated later	Food Safety and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi
6.	Opening of Financial Bids of technically qualified bidders	To be intimated later	online

PART I: BID OVERVIEW

1.1 ABOUT FSSAI

The Food Safety and Standards Authority of India (FSSAI) has been established under Food Safety and Standards, 2006 which consolidates various acts & orders that have hitherto handled food related issues in various Ministries and Departments. FSSAI has been created 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.

FSSAI has been mandated by the FSS Act, 2006 for performing the following functions:

- Framing of Regulations to lay down the Standards and guidelines in relation to articles of food and specifying appropriate system of enforcing various standards thus notified.
- Laying down mechanisms and guidelines for accreditation of certification bodies engaged in certification of food safety management system for food businesses.
- Laying down procedure and guidelines for accreditation of laboratories and notification of the accredited laboratories.
- To provide scientific advice and technical support to Central Government and State Governments in the matters of framing the policy and rules in areas which have a direct or indirect bearing of food safety and nutrition.
- Collect and collate data regarding food consumption, incidence and prevalence of biological risk, contaminants in food, residues of various contaminants in foods products, identification of emerging risks and introduction of rapid alert system.
- Creating an information network across the country so that the public, consumers, Panchayats etc receive rapid, reliable and objective information about food safety and issues of concern.
- Provide training programmes for persons who are involved or intend to get involved in food businesses.
- Contribute to the development of international technical standards for food, sanitary and phyto-sanitary standards.
- Promote general awareness about food safety and food standards.

1.2 PURPOSE

This RFP establishes the fundamental requirement to conduct Gap Analysis in Food Testing Laboratories with an objective to “Strengthen Food testing Laboratories in India” for Food Safety and Standards Authority of India(FSSAI), New Delhi. FSSAI is committed in its endeavour to strengthen and develop a robust Food Testing Laboratory Network in the country. Food Testing Laboratories are involved in multiple functions like –

- Testing of food against the prescribed quality and testing parameters prescribed under food laws;
- Surveillance activities to ensure that the food products sold comply with the existing standards under food law.
- Testing of imported food thereby ensuring a transparent mechanism of trade and also testing for regulatory compliance.

- Apart from this, the laboratories form the basis of all risk assessment which is the core of development of food standards.

These laboratories can be used by the regulator, consumers and also Food Business Operators (FBOs) to ensure compliance of food laws at all levels. In order to put in place a reliable food testing laboratory system in the country, it is important to know the status of food testing laboratories in country with respect to the facilities available with them in terms of test equipments, man power, testing scope etc. It is therefore proposed to engage institute/ organization/ agency/ consultant of repute to carry out the Job as described in this document. Such interested institutes/ agencies/consulting organizations/individual consultants having experience in conducting surveys/studies/audits in the field of laboratories and/or R&D are hereby invited to submit their bid.

1.3 AMENDMENT OF BID DOCUMENTS

At any time, prior to the date of submission of Bids, FSSAI may, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidders, modify bid documents by amendments.

The amendments shall be notified on FSSAI website and these amendments will be binding on them. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, FSSAI may, at its discretion, extend the deadline for the submission of bids suitably.

1.4 SCOPE OF WORK

It is proposed to conduct a Gap Analysis in 74 Food testing Laboratories across India by institute/ organization/ agency/ consultant of repute ([Form I](#)). It will cover the following:

GAP ANALYSIS FOR STRENGTHENING AND UPGRADATION OF SFTLS

A. NAME OF THE STATE :

B. NAME OF THE FOOD COMMISSIONER :

C. STATE FOOD LAB DETAILS

- i. **Name & Address of the lab :**
- a. **Name of the Contact person :**
- b. **Contact Number :**
- c. **Email ID :**
- ii. **NABL Accreditation Status :**
- a. **If Yes, Scope of accreditation :**
- b. **If No, status of Application :**
- iii. **Total available area (Sq. ft)**
- a. **Total covered Area(Sq. ft)**

S. No.	Name of Section	AC Systems	Fume hood
1	Microbiology Section (Sq. ft)		
2	Chemical Section (Sq. ft)	General Gravimetric	
3		Nutritional Analysis	
4		Heavy metals	
5	Instrumentation Section (Sq. ft)	Pesticides	
6		Other instruments	

iv. **General Infrastructure:**

- a. The electrical infrastructure including UPS back up power supply
- b. Water supply (general and laboratory grade etc.)
- c. Lab exhaust and drainage system,
- d. Sample storage capacity etc.
- e. Waste disposal system

Note: If any of the above is not available, reason thereof and constrains faced

D. MANPOWER DETAILS

i. **Manpower Positioned**

S. No.	Name of the Position	Sanctioned	Filled	Vacant
A	Technical			
B	Others			

ii. **Qualification and Experience**(for Technical position only including contractual Staff also, if any)

S. No.	Name	Designation	Qualification	Experience
<u>Permanent positions</u>				
<u>Contractual Staff</u>				

iii. **Availability of Food Analyst:** If yes, Details;

iv. **Availability of Microbiologist:** If yes, Details;

v. **Action taken/plan for filling vacant technical position** (either on regular or contractual basis, please indicate)

E. SAMPLE ANALYSIS DETAILS

i. **Total no. of Sample analyzed in Last 3 Years**

Samples Analyzed	2018-19	2019-20	2020-21
Compliance			
Non-Compliance			
Total			

In case no sample has been analysed, the reason thereof and where the samples are being sent for testing including payment made per sample, if any

F. INFRASTRUCTURE AVAILABLE

i. **Equipments available in Laboratory**

S. No.	Name of Equipment	Year/Make/ Model	Functional/ Non-functional	CAMC/ Warranty	Remark, if any

Mention the action taken for each non-functional instrument for making them operational					

ii. Testing facility available in lab

Quality Parameters			
S. No.	Test Parameter	Facility Available (Yes/No)	NABL Status
1	Nutritional Analysis (Fat, Protein, CHO, Energy, Crude fibre, Total Ash, Dietary Fiber etc.)		
2	Trace & Major Elements (Fe, Ca, P, Cu, Zn etc.)		
3	Sugar Profiling (Glc, Frc, Suc, Mal, Lac)		
4	Vitamins and Antioxidants		
5	Fatty acids profile (Saturated/Unsat/Trans)		
6	Fortificants		
7	Additives		
8	Other Test Parameters		

Safety Parameters			
S. No.	Test Parameter	Facility Available (Yes/No)	NABL Status
1	Heavy metals (Pb, Cd, As, Se, Hg)		
2	Pesticides / Pesticides Residue (200+)		
3	Antibiotics / Antibiotic Residues (Prohibited & restricted)		
4	Pathogens& other Micro-organism		
5	Aflatoxins& NOTS		
6	Adulterants		
7	Contaminants		
8	Other Test Parameter		

iii. Certified Reference materials (CRMs) available in lab: Enclose separate sheet, if required;

S. no.	Name of CRM	Make	Expiry
Availability of rate contract for CRMs and consumables:			

iv. Availability of Chemicals & Consumables in lab: Enclose separate sheet, if required;

S. no.	Name of Chemical/Consumable	Pack size/ Capacity	Quantity	Expiry Date/ Calibration Status
Availability of rate contract for CRMs and consumables:				

- v. **Proficiency testing participation in last three years:** Enclose separate sheet, if required
- vi. **LIMS & other IT Infrastructure:**
- Number of desktops in working condition
 - Internet connectivity
 - Whether the InFoLNET has been implemented; if yes: date; If not, constrains faced
 - LIMS or any other Lab Information Management System Available(Y/N)
- vii. **Delegation of financial powers to Lab In-charge/Lab Head:** Provision of imprest amount etc. for day-to-day expenditures
- viii. **Any other information**

G. To be filled by firm/agency/company/institute/organization conducting Gap Analysis

S. No.	observations	
A	Summary:	
B	Findings	Recommendations
1		
2		
3		

1.5 TIMELINE OF STUDY, SCHEDULE AND PAYMENT TERMS

S.No	Stages	Tentative month of study	Payment Schedule (on completion of stage concerned)
1	Submission of Draft Report	60 days	50% of the total cost
2	Submission of Final Report	30 days	Remaining 25%
3	Acceptance and Release of Final Report	15 days	Remaining 25%

Note: Request for payment of advance may be considered, on merit, subject to extant rules.

PART II: INSTRUCTIONS TO BIDDERS

2.1 BID PROCESSING

2.1.1 SUBMISSION OF OFFERS

- The bidder shall go through the tender document and shall comply with each clause of all the sections of the tender document.
- Prospective Tenderers are advised to go through the “Help for Contractors” & “Bidders Manual Kit” at <http://etenders.gov.in/eprocure/app> and get themselves acquainted for e-tendering participation requirements. They should get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”.

2.1.2 Registration:

Bidders willing to participate are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. They should also obtain Class III Digital Signature Certificate (DSC) in parallel (as per Indian IT Act, 2000, from the licensed Certifying Authorities (CA), operating under the Root Certifying Authority of India (RCAI) / Controller of Certifying Authorities (CCA) of India - Please see www.cca.gov.in), which is essentially required for submission of their application. This process normally takes 03 days’ time.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.1.3 Searching for Tender Documents:

i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.1.4 Preparation of Bids:

i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.

iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be **scanned with 100 dpi with black and white option** which helps in reducing size of the scanned document.

iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

2.1.5 Submission of Bids:

i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iii) **Bid Security Declaration:** Bidders will sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for 01 year.

iv) The tenderer shall upload the digitally signed **Schedule of price bid in the form of BOQ.xls**. Bidders may please note the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

v) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price

bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the green colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

vi) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

vii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(a) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

b) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.1.6 Assistance to Bidders:

i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

2.1.7 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

2.1.8 Amendment to Tender document:

- At any time, prior to scheduled date of submission of bids, FSSAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum /

corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified through CPP's e-Procurement portal at <http://etenders.gov.in/eprocure/app>.

2.1.9 Clarifications of Bid Documents:

- Bidder, requiring any clarification of the tender Document, may submit their clarifications, if any, through provision of CPP's e-Procurement Portal at <http://etenders.gov.in/eprocure/app>.
- Request for clarifications received from bidders shall be responded by FSSAI till the scheduled dates. Replies to Clarifications by FSSAI will be uploaded through CPP's e-Procurement Portal. The bidders are advised to visit CPP's e-Procurement portal at <http://etenders.gov.in/eprocure/app> regularly.
- Clarifications and other documents, if and when issued by FSSAI, shall be in relation to the tender and hence shall be treated as their extension.
- FSSAI makes no representation or warranty as to the completeness or accuracy of any response, nor does FSSAI undertake to answer all the queries that have been posted by the Bidders.
- In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, FSSAI may, at its discretion, extend the deadline for the submission of bids suitably.

2.1.10 Composition of Bids and General Guidelines for bid process:

- Bidders shall submit their bids as per scheduled date and time through CPP's e-Procurement portal at <http://etenders.gov.in/eprocure/app> only.
- CPP's e-Procurement system shall not allow bidders to submit their tender, after the scheduled date and time. Bidders shall submit tender before the deadline specified.
- The Technical bids and the Price bids will be opened online by FSSAI at the time and date as scheduled for the same. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP's e-Procurement portal.
- The result of Technical bid and Price bid evaluations shall be displayed on CPP's e-Procurement portal and shall be visible to all the bidders who participated in this Tender.

2.1.11 The helpdesk support contact details can be downloaded from following URL: <http://etenders.gov.in/eprocure/app> and then clicking on below mentioned link:

[Contact Us / Help Desk Support Contact Details](#), which are also listed below for ready reference. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

2.2 E-Tendering Participation Requirements: The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2.3 Licensed CA's in India are:

a) Safe Scrypt, b) NIC, c) IDRBT, d) TCS, e) MTNL Trustline, f) GNFC, g) e- MudhraCA, h) Sify, i) nCode

2.4 Two-Bid System: In case of the Two-Bid System, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done.

2.5 Pre-Bid Conference: All clarifications are to be resolved in the Pre-Bid Conference on **11-06-2021 at 1500hrs** in **Conference Hall of Food Safety and Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi-110002** prior to submission of bids.

2.6 Last date and time for depositing the Bids: **30-06-2021 by 1500 Hrs.** The bids under two bid system (i.e. Technical Bid & Commercial Bid) in sealed covers should be deposited/reached by the due date and time. The responsibility to ensure this lies with the Bidder.

2.7 Time and date for opening of Technical Bids: The Technical Bids will be opened on **06-07-2021 at 1530 hrs.** (If due to any exigency, the due date for opening of the Technical-Bid is declared a closed holiday, then it will be opened on the next working day at the same time or on any other day/time, as intimated by this office).

2.8 Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. **Conditional tenders will also be rejected.**

2.9 Validity of Bids: The Bids should remain valid till **03 Months** from the last date of submission of the Bids.

2.10 CONFIDENTIALITY

Information relating to the examination, clarification and comparison of the bids and recommendations for the award of the project shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

2.11 ACCEPTANCE OF OFFER

FSSAI reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

2.12 ELIGIBILITY CONDITIONS:

The Bidder must satisfy each of the criteria of the Pre-Qualification Bid, as specified in the RFP with supporting documents, in order to qualify for consideration and evaluation of its Technical and Commercial Bid:

- Should have an independent legal entity.
- Should have qualified and experienced personnel (scientists, food, agriculture, architects, engineers and management professionals etc.) capable of executing the responsibilities required for completing the job detailed through this document.
- Should have experience in conducting surveys/ studies/ audits in the food, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D and should be in this line for a period of not less than 5 years.
- Should have experience of setting up at least one food testing lab.
- Should have at least 05 years experience in running an NABL accredited food testing lab.
- Should have at least 03 NABL auditor on board.
- Should have QCI approved consultant on board for lab management system
- Should not have been barred by any government agency. An undertaking, in this respect, is required to be submitted along with the application.

**Documentary evidences should be provided for fulfilling each condition as part of application.*

2.13 EVALUATION PROCESS

Scoring pattern

Criteria	Total Marks
Education/Professional experience of the team	20
Experience of Similar type of study/survey done	20
Experience of setting up food testing lab	20
NABL auditors on board	10
QCI approved consultant on board	10
Presentation of the methodology and model	20
Total	100

2.14 Evaluation of Technical Bid

- a. Evaluation of technical bids have been specified above in this document.
- b. It may be observed that parameters used for evaluation of technical bids will inter alia be based on the nature and relevance of past experience, project approach and work plan in relation to the requirements of this engagement.
- c. The bidders who secure a Technical Score of 60% or more will be declared as technically qualified.
- d. The commercial bids of only the technically qualified bidders will be opened for further processing.
- e. Technical information as desired in prescribed format under Form – III to Form VIII.
- f. The Price/Financial bid as per Form – IX on .xls file provided in CPP Portal.

Note: Must see Form–II Checklist.

2.15 Evaluation of Financial Bid

- a. The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidders' representatives.
- b. The bidder with lowest financial bid (L1) will be awarded 100% score.
- c. Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder =

$$\frac{\{(\text{Financial Bid of L1}/\text{Financial Bid of the Bidder}) \times 100\}}{\text{(Adjusted to two decimal places)}}$$

- d. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will exclude all taxes and levies and shall be in Indian Rupees only.
- f. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

2.16 Combined Evaluation of Technical & Financial Bids

- a. The technical and financial scores secured by each bidder will be added using weightage of 60% and 40%, respectively, to compute a Composite Bid Score.
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- c. In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

PART-III - GENERAL CLAUSES

3.1 PERFORMANCE SECURITY

- Within 15 days of the Bidder's receipt of notification of award, the Bidder shall furnish performance security of 3% of the total order value as demanded by FSSAI, valid up to 90 days after the date of completion of the contract.
- The proceeds of the performance security shall be payable to the FSSAI as compensation for any loss (es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty as may be taken by FSSAI for failure to fulfil the terms and conditions of contract.
- The Bidder has to deposit this security in the form of Bank Guarantee of a Scheduled Commercial Bank.
- The Performance Security will be discharged by the FSSAI and returned to the Bidder not later than 90 days following the date of completion of the Bidder's performance obligations.
- In the event of any contract amendment, the Bidder shall, within 7 days of receipt of such an amendment furnish the amendment to performance security, rendering the same valid for duration of the contract as amended for further period of 90 days thereafter.
- No interest will be paid to the successful bidder on Security deposit.

3.2 DAMAGES

In case of default in maintaining time schedule, the FSSAI may impose a penalty of amount equivalent to 0.1% of the total tender cost per day subject to a maximum of 1% on each such occasion. FSSAI will in no way be held responsible for the loss, whatsoever, attributed due to the delay in any matter

3.3 ARBITRATION

Any dispute arising out of or in connection with the resultant contract shall be amicably resolved. If resolution is not possible by the parties themselves, then the matter shall be referred to an Arbitrator to be appointed by CEO, FSSAI, whose decision shall be final and binding on both the parties to the contract.

3.4 JURISDICTION

The Courts of Law at Delhi/New Delhi shall have exclusive jurisdiction over any disputes arising under the resultant contract.

3.5 INTELLECTUAL PROPERTY RIGHTS

FSSAI shall have the ownership on the methodology and framework including IPR and other related rights.

Form I : List of Laboratories

No.	Name & Address of the Laboratory
1.	Regional Public Health Laboratory, Govt Hospital Complex, Pedda Waltair, Visakhapatnam - 530017
2.	Regional Public Health Laboratory, Guntur
3.	State Public Health Laboratory, Bamuni Maidam, Guwahati 21, Assam
4.	Combined Food & Drugs Laboratory, Agamkuan, Patna- 800 007
5.	State Food Testing Laboratory, Near Mahila Police Station, Opp. Nagar Nigam Office, Kalibari, Raipur
6.	Combined Food & Drugs Laboratory, Directorate of PFA, NCT of Delhi, A-20, Lawrence Road, Industrial Area, Delhi- 110035
7.	Food and Drug Laboratory, Near IBHB Building, Opp. Miracle Cross, Bambolim, Goa
8.	Public Health Laboratory, Urban Health Center Bldg, Nr. Lal Bungalow, C.G. Road, Navarangpura, Ahmedabad 380009
9.	Food and Drugs Laboratory, Near Polytechnic College, Nizampura, Vadodara – 390 002
10.	Food and Drug Laboratory Dethali, Pattan District
11.	Public Health Laboratory, Municipal Corporation, Laheripura Road, Vadodara - 390 001
12.	Regional Food Laboratory, New Lotus Ring Road, Nr. Mahakali Temple, Opp. District Panchayat Staff Quarters, Bhuj, Kutch - 370001
13.	Regional Food Laboratory, University Road, Nr. Forensic Lab, Opp. Kidney Hospital, Rajkot, Gujarat - 360005
14.	District Food Laboratory, House No. 13, jarnailly near Civil Hospital, Karnal – 132001
15.	State Food, Water and Excise Laboratory, Govt. of Haryana, Ground Floor, Sector – 11 D, Chandigarh
16.	Composite Testing Laboratory, Kandaghat, Distt. Solan, Himachal Pradesh
17.	Public Health Laboratory, Canal Road, Jammu
18.	Public Health Laboratory, Nr. CD Hospital, Dalgate, Srinagar
19.	State Food & Drug Laboratory, Namkum, Ranchi Tata Road, Ranchi – 834010
20.	State Water and Food Laboratory, Public Health Institute, Sheshadri Road, near KR circle, Bangalore- 560 001
21.	Bruhat Bangalore Mahanagara Palike Laboratory, Dasappa Hospital Compound, N R Circle, Silver Jubilee Park Road, Bangalore - 560002
22.	Divisional Food Laboratory, Umar Khayam Road, Tilak Nagar, Mysore- 570001
23.	Divisional Food Laboratory, Gulbarga now Kalaburagi
24.	Divisional Food Laboratory, Belagavi
25.	Regional Analytical Laboratory, Kakkanand, P.O. Ernakulam, Kochi
26.	Regional Analytical Laboratory, Deptt of Food Safety, Florican Hills Malaparamba, Kozhikode – 673009
27.	Government Analyst Laboratory, Vanchiyoor P.O Red Cross Road, Thiruvananthapuram - 695035
28.	State Food Laboratory, Controller Food and Drug Administration, Idagh Hills, Bhopal - 462001

29.	Regional Public Health Laboratory, Nizam Bunglow, Cantonment Area, Aurangabad - 431002
30.	District Public Health Laboratory, 330/2, B, Y.P. Powar Nagar, Bendre Building, Kolhapur - 416002
31.	Municipal Laboratory, Room No. 49, 2 nd Floor, G North Ward Office, J.K. Sawant Marg, Dadar, Dadar West, Mumbai- 400 028
32.	Room No. 606, Public Health Laboratory, Konkan Bhawan, 6th Floor, CBD Belapur, New Mumbai - 400 614
33.	District Public Health Laboratory, New Civil Hospital Compound, Nashik – 422002
34.	State Public Health Laboratory, Stavely Road, Cantonment Water Works Compound, Pulgate, Near St. Mary's School, Pune - 411001
35.	District Public Health Laboratory, Vasantdada Co-op. Industrial Estate, Madhavnagar Road, Nr. R.T.O., Sangli – 416416
36.	Regional Public Health Laboratory, Near Mental Hospital, Opposite NADT, Chhindwak Road, Nagpur- 440 022
37.	District Public Health Laboratory, Government G.G. Rathi TB Hospital Premises, Sunder Lal Chowk, Chaprasipura, Amravati-444606
38.	District Public Health Laboratory, ,Old Medical Campus ,Gurunanak chowk Hotel Road, Solapur
39.	District Public Health Laboratory, Ahmednagar,
40.	District Public Health Laboratory, Satara,
41.	Food Testing Laboratory, FDA, Survey No. 341 opp. RBI Bandra Kurla Complex Bandra East Mumbai,
42.	Food & Drug Administration Laboratory, Nagpur own by FDA
43.	Food and Drug Administration laboratory, Aurangabad
	District Public Health Laboratory, Dhobhi Ghat Building, Hospital Compound, Jalgaon – 425001
44.	State Food Testing Laboratory R. D. Wing Complex, Medical Directorate, Lamphel- 795004
45.	Combined Food and Drug Laboratory, Pasteur Institute, Shillong - 793001
46.	State Public Health Laboratory, Merhuliesta Colony, Near CMO Office, Kohima, Nagaland
47.	State Public Health Laboratory, In front of Ram Mandir, Convent Square, Bhubaneswar - 751001
48.	Public Health Laboratory, Indira Nagar, Gorimedu, Puducherry – 605006
49.	State Food & Drugs Laboratory, FDA Building, Near Civil Hospital, Kharar, Distt Mohali
50.	Food Safety and Standards Laboratory, E-1, Behind Kamla Nehru T.B. Hospital, Jaipur Road, Ajmer
51.	State Central Public Health laboratory, Mini Swasthya Bhawan, Mandir Marg, Sethi Colony, Behind Mental Hospital, Jaipur - 302004
52.	Regional Public Health Laboratory C-27, Railway Road, Jodhpur - 342001
53.	Food Safety and Standards Laboratory, Rajiv Gandhi Hospital Campus, Alwar – 301001
54.	Public Health Laboratory, Maharana Bhopal Cancer Hospital, Near Dhobighat, Udaipur
55.	Regional Public Health Laboratory, Kota
57.	Public Health laboratory, , behind R.B.M Hospital, Near Swasthya Bhawan, Bharatpur- 321001
58.	Public Health Laboratory, Jalore CMHO office, Bagra Road, Jalore
59.	Public Health Laboratory, Mahatma Gandhi hospital, Banswara, 327601

60	Public Health laboratory, First Floore, Sardar Patel, Medical Campus, Bikaner-334001
61	Public Health Laboratory, ANM Training Campus, Near Mahila Police Station, Churu-331001
56	State Food Laboratory, Chewator, Singtam,
57	Food Analysis Laboratory, No.219, Race Course Road, Coimbatore - 641018
58	Food Analysis Laboratory, King Institute Campus, Guindy, Chennai - 600032
59	Food Analysis Laboratory, Dr ThangarajSalai, Poor Home Campus, Madurai – 625 020
60.	Food Analysis Laboratory, Kamaraj Nagar Colony Post, Salem - 636014
61.	Food Analysis Laboratory Medical College Road, Near Membalam, Thanjavur– 613001
62.	Food Analysis Laboratory, No.5, Old Police Hospital Road, Palayamkottai, Tirunelveli – 627002
63.	State Food Laboratory, Nacharam Industrial Area, Hyderabad - 501507
64.	Regional Food Laboratory, Pandit Nehru Office Complex, Agartala - 799006
65	Food Testing Laboratory, food Park, Bodjungnagar , Agartala, Tripura, Pin 799008. (A unit of Tripura industrial Development corporation ltd. Govt. Of Tripura undertaking)
66	Regional Public Analyst Laboratory, HB Training Campus, Halwai Ki Bageechi, Agra
67.	State Government Laboratory, UP Behind Nehru Batika, Sector C, Aliganj, Lucknow – 226020
68.	Regional Public Health Laboratory, Shivpur, Varanasi – 221003
69	Government Public Analyst Laboratory Meerut
70.	Regional Public Analyst Laboratory Jhansi
71.	Regional Public Analyst Laboratory , Gorakhpur
72.	State Food & Drug Testing Laboratory, Old J. L. N. Govt. Hospital Campus, Near Indira Chowk, Kichha Road, Rudrapur (Udham Singh Nagar)
73.	Public Health Laboratory, 2, Convent Road, Kolkata 700015
74.	Central Food Laboratory, Kolkata Municipal Corporation, I-A, Hogg Street, Kolkata 700087

Form II: Checklist

Please ensure that your offer contains the following documents:

1.	Team of Qualified and experienced personnel (scientists, food, agriculture, architects, engineers and management professionals etc.) capable of executing the responsibilities required for completing the job detailed through this document.	Enclosed/Not Enclosed
2.	Experience in conducting surveys/ studies/ audits in the food, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D and should be in this line for a period of not less than 5 years	Enclosed/Not Enclosed
3.	Experience of setting up at least one food testing lab.	Enclosed/Not Enclosed
4.	At least 03 years experience in running an NABL accredited food testing lab.	Enclosed/Not Enclosed
5.	At least 01 NABL auditor on board.	Enclosed/Not Enclosed
6.	QCI approved consultant on board for lab management system.	Enclosed/Not Enclosed
7.	Bid Security Declaration as per para 2.1.5 (iii)	Enclosed/Not Enclosed
8.	Bid Form as per Form III	Enclosed/Not Enclosed
9.	Particulars and qualifications of bidder as per Form IV	Enclosed/Not Enclosed
10.	Details of Similar work completed previously as per Form V	Enclosed/Not Enclosed
11.	Details of Similar work under execution or awarded as per Form VI	Enclosed/Not Enclosed
12.	List of Satisfactory Performance report from clients as per Form VII	Enclosed/Not Enclosed
13.	Undertaking (on Rs.10 Non Judicial stamp duly notarized) as per Form VIII	Enclosed/Not Enclosed
14.	Financial Bid to be punched on .xls file provided in CPP Portal per Form IX	Enclosed/Not Enclosed

Form III: Bid Form

Reference No.:

The Designation,
Food Safety and Standards Authority of India

Dated :

Sir,

I/ We hereby submit our tender for **Conducting Gap Analysis in Food Testing Laboratories with an objective to “Strengthen Food testing Laboratories in India”.**

I / We have enclosed the earnest money deposit in the shape of demand draft of Rs. _____/-

(Rupees _____ only) (Refundable) in the name of....., payable at....., Demand Draft .No. _____ Issued from Bank _____.

We hereby agree to all the terms and conditions, stipulated by the FSSAI, in this connection including delivery, penalty etc. quotations for each group are being submitted under separate covers and sheets and shall be considered on their face value.

I/ We have noted that overwritten entries shall be deleted unless duly struck out & re-written and initialled. Tenders are duly signed (No thumb impression should be affixed).

I / We undertake to sign the contract / agreement within 15 (fifteen days) from the issue of the letter of acceptance and start the work as per instruction immediately, failing which our / my earnest money deposit may be forfeited and our / my name may be removed from the list of service providers / suppliers at the FSSAI.

I/We agree to abide by this bid for a period of 180 (Number) days after the date fixed for bid opening or for any further period for which bid validity is extended and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I / We agree that until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I / We understand that you are not bound to accept the lowest or any bid you may receive.

I / We have gone through all terms & conditions of the tender documents before submitting the same and accept the same.

Yours faithfully

Signature of the Authorised Signatory
of the bidder

Full Address

,Witness _____

Witness _____

Form IV: Particulars and qualifications of bidder

1. Organization

Name:

Year of Incorporation / Registration in

India: Year of Start of Operation in

India:

TIN

No.:

PAN

No.:

SERVICE TAX REGISTRATION

NO.: Total No. Technical

Manpower:

Total No. Administrative Manpower:

2. Registered Office Address

Telephone

No. (s) Mobile

No. (s) Fax

No. (s)

Email

3. Legal status of firm Company / Firm / Proprietorship/ Others (_____)

(Attach proof MOA, AOA/ Partnership Deed along with registration of partnership detail/ Affidavit by proprietor with registration detail as the case may be)

4. Ownership

S. No.	Name of persons owning stake in the organization (In case of company incorporated in India List of Director shall be provided)	Nationality of the stakeholders	Details of restrictions, if any on transfer of stake

In case the organization is a public sector undertaking indicate the percentage share of Govt. holding.

5. Annual Turnover for the last 3 years (2018-2019, 2019-2020, 2020-21)

S. No.	Financial Year	Total Annual Turnover	Sector wise Annual Turnover		
					Other areas of Operations (specify)

Please attach Balance-Sheet or Income-Expenditure and Assets-liabilities status position during these 3 years, duly audited by Chartered Accountant/ Statutory Auditors.

6. Particulars of the Centre/unit associated with this project Name & Address of the Centre/Unit:

7. Address of the important offices

Address 1	Address 2	Address 3
.....
.....
.....
.....
.....
Tel No (s) :	Tel No (s) :	Tel No (s) :
Fax No (O) :	Fax No (O) :	Fax No (O) :
No. Technical Employee:	No. Technical Employee:	No. Technical Employee:
Total No. of Administrative Employee:	Total No. of Administrative Employee:	Total No. of Administrative Employee :
:	:	

8. Surveys/ Studies/ Audits in the field of food testing or testing laboratories and/ or R&D Survey Detail (Attach proof)

.....

9. Have your organization occurred loss during last three year: YES/NO

10. Names, Designations, Addresses, Telephone & Fax No. of offices, as well as residences of important persons dealing with the project

S. No.	Name & Address	Designation	Telephone & Fax No.		Extent of Involvement in the project
			Office	Residence	

11. Particulars of Authorization of the person signing these documents on behalf of the bidder.

Name, Designation & Address of the authorized person.

Name, Designation & Address of the person authorizing for signing the document.

Type/form of the issuing authority (whether power of attorney/Authorization letter etc.

(Please refer to the enclose original authorization document)

Date.....

(Signature).....

Place

(in the capacity of):

Duly authorized to sign Bid for and on
Behalf
of.....

Form V: Details of Similar work completed previously.

Performa for Performance Statement

(Summary profiles of projects completed during last five years or more related to surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project)

S. No.	Name, Address, Tele No. and Fax No. of the Organization for which surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project has been Executed. Also mention Name, Designation and contact No. of the contact person of the organization	Description Value & Name of the contract/study(in lakhs	Period of execution	Delay if any from schedule d time (give reasons)	Litigation / Arbitration Pending/ in progress - With Details	Remarks

The bidder will have to attach full details & relevant documents of surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project or Similar nature of project as *Annexure to this list*.

Date.....

(Signature).....

Place

(in the capacity of):

Duly authorized to sign Bid for and on
Behalf of

Form VI: Details of Similar work under execution or awarded

Performa for performance statement

(Summary profiles of project under execution / awarded related to surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project or Similar nature of project)

Sr. No.	Name, address, Tele No and Fax no. of Organization for which surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or similar nature of project has been executed (also mention Name Designation and Contact Person of contact No. of contact Person)	Description & Name of study	Value of Contract (in lakhs)	Period of Execution	Delay if any from scheduled time (give reasons)	Litigation / Arbitration Pending in progress – With detail	Remarks

The bidder will have to attach full details & relevant documents of surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project or Similar nature of project as *Annexure to this list*.

Date.....

(Signature).....

Place

(in the capacity of):

Duly authorized to sign Bid for and on
Behalf of.....

Form VII: List of Satisfactory Performance report from clients

Performa for Performance Statement

(List of Satisfactory Performance Certificate from Clients. The bidder will have to attach full details & relevant documents of surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project.)

Sr. No.	Name, address, Tele No and Fax no. of Organization for which surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D or Similar nature of project has been executed (also mention Name Designation and Contact Person of contact No. of contact Person)	Description & Name of Study	Value of Contract (in lakhs)	Period of Execution	Remarks

Note: Attach the Satisfactory Service Certificate from the organizations for whom similar projects executed successfully as Annexure to this list.

Date.....

(Signature).....

Place

(in the capacity of):

Duly authorized to sign Bid for and on Behalf of.....

Form VIII: Undertaking (on Rs.10 Non Judicial stamp duly notarized)

Undertaking

1. I/We hereby certify that all the information furnished above are true to my/our knowledge. I/We have no objection to FSSAI verifying any or all the information furnished in this document with the concerned authorities, if necessary.
2. I/We also certify that, I/we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.
3. I/We also undertake that my/our Firm/Company/Organization has not been blacklisted/debarred by any Govt. Dept/PSU, for directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
4. I/We also undertake that the firm or its proprietor/Director(s)/Authorized Person have not defaulted in making payment of statutory dues, and not listed as defaulter by the EPF/ESI/Service Tax/Income Tax.

Date.....

(Signature).....

Place

(in the capacity of):

Duly authorized to sign Bid for and on
Behalf of.....

Form IX: FINANCIAL BID

[As per instruction]

Tender No.

TITLE: Conducting Gap Analysis in Food Testing Laboratories with an objective to “Strengthen Food testing Laboratories in India” as per the Scope of Work given in para 2.16 of the RFP.

Name and Address of the Vendor:

Cost Quoted:

Description	QTY
<i>Conducting Gap Analysis in Food Testing Laboratories across India</i>	74 Laboratories

Note 1: Prices/Rates are to be punched on .xls file provided in CPP Portal

Note 2: Cost should not include any applicable levies, taxes and duties. L-1 will be determined on the basis of technical score and financial score as per para 2.16

Note 3: Taxes/Duties, etc., if any, will be as per rates applicable from time to time and will be paid extra.

Note 4:

1. FSSAI reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason at any point of time.
2. The selected agencies /firm have to enter into an agreement with FSSAI incorporating deliverable, service level, payment terms, etc.