



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food

Request for Proposal for conducting PAN India Surveillance of Food Products

**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	16/09/2021
Tender Reference Number	E File No. 1894
RFP No.	03/2021-22
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 PAN India Surveillance of Food products

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	27- 09--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	30-09 -2021	Food Safety and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi
3.	Deadline for submission of bid documents	21-10 -2021 3:00 PM	Online through e- procurement
4.	Opening of Technical Bids	22-10-2021 11:00 AM	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 PAN India Surveillance of food products to arrive at the root cause of the problem and find out the extent of non-confirmation with respect to contaminants and adulterants adversely affecting the quality and safety of food products.

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 e-procurement portal & 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 PAN India Surveillance of food products to arrive at the root cause of the problem and find out the extent of non-confirmation with respect to contaminants and adulterants adversely affecting the quality and safety of food products. It includes regular surveillance on variety of food products i.e. Spices, Jaggery, Tea, Vegetables, Fruits etc. **The cost of Sample will be as per actual/invoice/limited to MRP as the case may be and testing charges will be as per the testing charges for different products categories fixed by FSSAI. The Laboratories for analysis shall be finalised in consultation with FSSAI.**

Work Chronology

Sample Pick up in consultation with FSOs → Sample Packing, Labelling, Coding and delivery to identified laboratories → Samples to be delivered to laboratories under normal storage, refrigerated storage and transportation as the case may be → Sample analysis as per FSSR and SOP given below → Receipt of Data → Analysis of Data → Followed by Report preparation → Submission of Consolidated report to FSSAI

Standard Operating Procedure(SOP)

- ✓ Sample Pick up – 02 days PAN India(Two weeks after award of the contract)
- ✓ Delivery of Samples to identified Laboratories – 04 days(Maximum)
- ✓ Sample Analysis – 02 to 03 weeks(03 weeks only in case of microbiological testing)
- ✓ No. of Samples – 4000 approx/product which could increase or decrease by 25%
- ✓ Draft report submission – 01 week after complete analysis of samples
- ✓ List of cities to be provided by FSSAI
 - Big Cities – 50
 - Sector specific district – 20
 - Remaining district / tehsil – 180
 - These numbers can increase by upto 25% based on the product on which surveillance study is being conducted.

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	35 days after sample pick up	50% of the total cost (20% advance can be paid to bidders upon submission of a bank Guarantee for equal amount)
2	Submission of Final Report	7 days after submission of draft report	40% of the total cost
3	Acceptance and Release of Final Report	7 days after submission of final report	10% of the total cost

Note : Paying Authority is FSSAI, FDA Bhawan, Kotla Road, Delhi-2.

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 Bidders 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 bidder 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 - **27-09-2021 at 1100hrs 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: - **21-10-2021 by 1500 Hrs.** The bids under two bid system (i.e. Technical Bid & Commercial Bid) should be submitted on CPP's e-Procurement portal 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 - **22-10-2021 at 1100 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 Annual financial turnover, during each of the last three years i.e. 2018-19, 2019-20 and 2020-21 should not be less than Rs. Five(05) Crore. Documentary evidence duly attested by a Chartered Accountant/Company Secretary should be submitted alongwith the Technical Bid. Bidders should also enclose notary attested copy of IT returns filed for the last three financial years, notary attested audited copy of audited accounts, balance sheet, annual report etc.
- Bidder must have valid GST Registration Certification. A copy of the certificate should be enclosed with the Technical Bid.
- Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical Bid.
- Bidders are required to submit Bank Solvency Certificate issued not earlier than 30th June, 2021.
- Should have qualified and experienced personnel capable of executing the responsibilities required for completing the job detailed through this document.
- Should have experience in conducting similar surveys/ studies/ audits in the food products, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D organisation and should be in this field for a period of not less than 05 years.
- 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	Parameters	Marks	Total Marks
Project Experience in similar type of work	more than 05 and upto 07 years	10	20
	More than 07 and upto 10 years	15	
	More than 10 years	20	
Survey work done in a large scale event*	State level	10	30
	National level	10	
	International level	10	
Presentation	The demonstration of workable model alongwith developed platform and Clarity in understanding of requirements as evidenced in proposal or during the presentation and merit of the solution proposed.		25
Turnover	More than 5cr and upto 10cr	10	25
	More than 10cr and upto 20cr	20	
	More than 20cr and upto 25cr	25	
	Total Marks		100

*** If the bidder has done State Level Survey he/she will be awarded 10 marks, State and National Level survey together will be awarded maximum 20 marks and State, National and International survey together will be awarded maximum 30 marks**

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 50% 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 – II to Form VII.
- f. The Price/Financial bid as per Form – VIII on .xls file provided in CPP Portal.

Note: Must see Form–I 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 =

$$\{(Financial\ Bid\ of\ L1/Financial\ Bid\ of\ the\ Bidder)\ X\ 100\}\%$$

(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 70% and 30%, 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 Account Payee Demand Draft or a Fixed Deposit Receipt or a Bank Guarantee from 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 PENALTY

In case of default in maintaining time schedule, the FSSAI will impose a penalty of amount equivalent to 0.5% of the total tender cost per day subject to a maximum of 5% 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(IPR)

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

3.6 OPTION CLAUSE

To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, FSSAI, reserves the right to increase or decrease the total no. of samples by 25% without any change in the terms & conditions and prices quoted by the Bidder.

Form I: Checklist

Please ensure that your offer contains the following documents:

1.	Annual financial turnover, during each of the last three years i.e. 2018-19, 2019-20 and 2020-21 should not be less than Rs .Five(05) Crore. Documentary evidence duly attested by a Chartered Accountant/Company Secretary should be submitted alongwith the Technical Bid. Bidders should also enclose notary attested copy of IT returns filed for the last three financial years, notary attested audited copy of audited accounts, balance sheet, annual report etc.	Enclosed/Not Enclosed
2.	Copy of GST Registration Certification	Enclosed/Not Enclosed
3.	Copy of PAN Card	Enclosed/Not Enclosed
4.	Bank Solvency Certificate issued not earlier than 30 th June, 2021	Enclosed/Not Enclosed
5.	Should have qualified and experienced personnel capable of executing the responsibilities required for completing the job detailed through this document	Enclosed/Not Enclosed
6.	Should have experience in conducting surveys/ studies/ audits in the food products, agriculture or allied fields and/or food testing or testing laboratories and/ or R&D organisation and should be in this field for a period of not less than 5 years.	Enclosed/Not Enclosed
7.	Survey work done in a large scale event i.e. State, National or International Level	Enclosed/Not Enclosed
8.	Bid Security Declaration as per para 2.1.5 (iii)	Enclosed/Not Enclosed
9.	Bid Form as per Form II	Enclosed/Not Enclosed
10.	Particulars and qualifications of bidder as per Form III	Enclosed/Not Enclosed
11.	Details of Similar work completed previously as per Form IV	Enclosed/Not Enclosed
12.	Details of Similar work under execution or awarded as per Form V	Enclosed/Not Enclosed
13.	List of Satisfactory Performance report from clients as per Form VI	Enclosed/Not Enclosed
14.	Undertaking (on Rs.10 Non Judicial stamp duly notarized) as per Form VII	Enclosed/Not Enclosed
15.	Financial Bid to be punched on .xls file provided in CPP Portal as per Form VIII	Enclosed/Not Enclosed

Form II: Bid Form

Reference No.:

The Designation,
Food Safety and Standards Authority of India

Dated :

Sir,

I/ We hereby submit our tender for **Conducting PAN India Surveillance of Food Samples**".

I / We have enclosed the Bid Security Declaration as per para 2.1.5 (iii).

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 90 (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 III: 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	Total No. of Administrative	Total No. of Administrative
Employee:	Employee:	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 IV: Details of Similar work completed previously.

Performa for Performance Statement

(Summary profiles of projects completed during last 03 years or more related to surveys/ studies/ audits in the field of food testing or testing laboratories and/ or R&D organisation 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 V: 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 organisation 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 VI: 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 organisation 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 VII: 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 VIII: FINANCIAL BID

[As per instruction]

Tender No.

TITLE: Conducting PAN India Surveillance of Food Samples” as per the Scope of Work given in para 1.4 of the RFP.

Name and Address of the Vendor:

Cost Quoted:

Description	Cost per Sample(in INR) [Including GST]
(A) Cost of Sample	As per MRP
(B) Testing Charges	As stipulated by FSSAI
(C1) Composite cost for surveillance as per work chronology at 1.4 of the RFP per sample (not requiring refrigeration at all)	
(C2) Composite cost for surveillance as per work chronology at 1.4 of the RFP per sample (partially or wholly requiring refrigeration)	

Note 1: The cost of A & B will be constant for all bidders

Note 2 : Prices/Rates of (C1 and C2) are to be punched on .xls file provided in CPP Portal

Note 3 : L-1 will be determined on the basis of technical score and financial score as per para 2.16

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.