Call For Application For Recognition of Food Testing Laboratories

Food Safety and Standards Authority of India
“Call for application for recognition of Food Testing Laboratories- reg”

1. Food Safety and Standards Authority of India (FSSAI) has been established under the provisions of Food Safety and Standards Act, 2006 (FSS Act) as a statutory body for laying down science based standards for articles of food and to regulate manufacture, storage, distribution, sale and import of food so as to ensure availability of safe and wholesome food for human consumption.

2. There is requirement of large numbers of food testing laboratories for successful implementation of FSS Act because all food testing has to be done in recognised laboratories. At present, the capacity is highly inadequate, both for testing food for regulation purpose or otherwise by Food Business operator (FBO). Under the provision of Section 43(3) of FSS Act, the FSSAI may frame regulations specifying the functions of food laboratory and referral laboratory.

The FSSAI intends to invite applications from National Accreditation Board for Testing and Calibration Laboratories (NABL) or other national accredited Food Testing laboratories for recognition as FSSAI Recognised Food Testing Laboratories. The applicant’s lab must be accredited for the required scope of testing and should be well equipped in terms of manpower, equipment & other infrastructure for laboratories, requirements of analysis/ test requirements for food items as per FSS Regulation and should be able to offer consultancy/ advice to the concerned State Government/ Central Government / any other agency.

3. For any queries related to EOI the interested agency can contact Dr. D.S. Yadav, Deputy Director (Enf-II), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No. 011-23231681). The detailed EOI document for submission of proposal can be downloaded from FSSAI website at http://www.fssai.gov.in with a payment of Rs.1000/- (Non-refundable) by Demand Draft/ Pay Order payable at New Delhi in favour of “Senior Accounts officer, Food Safety and Standards Authority of India”. The EOI document can also be downloaded from FSSAI’s website which can be submitted along with a sum of Rs.1000 /- (non refundable). The application form, other requirements and procedure can be obtained from “Guidelines for Recognition of Food testing Laboratories”. The last date for submission of complete proposal is 22nd, January, 2013 by 3.00 pm. The FSSAI reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.

   Dr. S.S. Gonkrokta
   Director (Enforcement),
   Food Safety & Standards Authority of India,
   FDA Bhawan, New Delhi-110002
INSTRUCTIONS TO THE APPLICANT

1. Background

Under the Section 43(3) of FSS Act, the FSSAI may frame regulations specifying the functions of food laboratory and referral laboratory and the local area or areas within which such functions may be carried out; the procedure for submission to the said laboratory of samples of articles of food for analysis or tests, the forms of the laboratory reports thereon and the fees payable in respect of such reports; and such other matter as may be necessary or expedient to enable the said laboratory to carry out its functions effectively. Food laboratories in public sector has very important role to play in food safety as all legal samples are tested in these laboratories. FSSAI intends to recognise NABL or other accredited laboratories for the analysis of food samples sent by Authorized Officer/ Food Safety Officer/ consumer/ Food business operator.

The recognition scheme is applicable to laboratories, which are functioning independently irrespective of being an in-house laboratory or linked directly or indirectly to any of the manufacturing / processing unit /organization/ Institution to the satisfaction of FSSAI provided the laboratory demonstrates that there is no conflict of interest.

2. Scope of work

FSSAI has been mandated by the FSSAI for performing the various functions related to Food Quality and Safety. These functions in addition to others include “Laying down procedure and guidelines for recognition of laboratories and notification of the accredited laboratories”. Accredited laboratories before submitting their proposal should satisfy themselves on the following points:-

- The laboratory shall follow the scientific protocols laid down for handling/testing the food samples.
- Maintaining high standards of accuracy, reliability and credibility in the operation of the laboratory and achieving and maintaining the required levels of reliability.
- Laying down mechanism for ensuring that personnel of the laboratory adhere to high professional standards and discipline.
- Laboratory will gain International/ National recognition for its commitment to quality, competency and reliable results. It will help to assure customer that the laboratory has technical competence to provide reliable and accurate test or calibration results.
• It will assure that the recognized laboratories are operating in accordance with its efficient management system

3. **Eligibility Criteria**

   The eligibility criteria are mentioned under Pre- Qualification criteria Point No.2.

4. **Fee Chargeable**

   Detail structure of fees are mentioned in guidelines at clause no 12.

5. **Time period**

   The FSSAI recognition for the laboratory will be for 03 (three) years. The laboratory shall apply for its renewal at least 6 months before expiry of recognition.

6. **Authorized Signatory**

   The ‘Applicant’ mentioned in the EOI document shall be the one who has signed the EOI 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.

7. **Bid processing fee & Availability of EOI**

   The EOI document can also be downloaded from FSSAI’s website at [http://fssai.gov.in](http://fssai.gov.in) which can be submitted along with a sum of Rs.1000 (non-refundable) in the manner indicated above at the time of proposal submission.

8. **Submission of Proposal**

   The proposal complete in all respects shall be submitted in sealed envelope super scribed as “**EOI for Recognition of Food Testing Laboratories**” to Receipts & Dispatch Section, Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Govt. of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110 002.

9. **Documents to accompany EOI**

9.1 The applications shall be complete with the following documents:

   - Expression of Interest in **Form – I**.
   - NABL or other national accreditation certificates along with Scope of testing.
   - Quality Manual (Refer to Clause 4.1 of Guidelines for Recognition of Food Testing Laboratories)
   - Annexure 1 (Guidelines for Recognition of Food Testing Laboratories)
   - Appendix I- VII (Guidelines for Recognition of Food Testing Laboratories)
Any other information required in support to the recognition.

9.2 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. Any/all corrections made in the proposal shall be duly authenticated by the signature of the Authorized Signatory.

10. Amendment to EOI

The FSSAI, May for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modifies the EOI document by an amendment.

9. Evaluation

The procedure of assessment of the applications is described in Guidelines at clause no 4.2 and 4.3.

10. Rejection of EOI

The application is liable to be rejected if:

- The application is not covered in proper sealed cover with superscription as indicated in clause 8 above.
- Not in prescribed form and not containing all required details.
- Not properly signed.
- Offer is received by fax, telegram or e-mail & not followed/supported by the prescribed documents within the stipulated date.
- Proposal received without cost of EOI document if downloaded from website.

Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at Form –II.

12. Disclaimer

The FSSAI 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 FSSAI 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 FSSAI 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 FSSAI reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the applicant to perform the assignment.

1.3 Prior to detailed evaluation formalities, the FSSAI shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal 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 applicant 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 laboratory in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the applicant. However, the FSSAI 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 proposals will be screened on the basis of the following essential eligibility criteria:

2.1 Food testing laboratory(s) shall conduct test as per Standard Procedures. Details are given in guidelines.
2.2 The laboratory(s) should have NABL or other national accreditation for the test parameters as per the Food Safety and Standards Regulations, 2011.
2.3 The laboratory should have sufficient qualified, trained and experienced staff to handle the testing jobs under scope.
2.4 The recognition will be cancelled with the expiry/ withdrawal of accreditation by NABL or other national accrediting agency.
2.5 FSSAI, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s).
EOI Letter Performa

To
Director (Enf)
Food Safety and Standards Authority of India,
(Ministry of Health & Family Welfare, Govt. of India,)
FDA Bhawan, Kotla Road,
New Delhi-110 002

Sub- Call for application for recognition of Food Testing Laboratories.

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to the proposals for Recognition of Food Testing Laboratories, do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

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<tr>
<td>1.</td>
<td>Name of Applicant/Laboratory</td>
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<tr>
<td>2.</td>
<td>Correspondence Address</td>
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<td>3.</td>
<td>Contact person with Designation</td>
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<td>4.</td>
<td>Telephone (with STD code)</td>
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<td>5.</td>
<td>Mobile No. of the contact person</td>
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<td>6.</td>
<td>E-mail of the contact person /Website address of the Organization (if any)</td>
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3. Documents forming part of EOI
   We have enclosed the followings:
   - Expression of Interest in Form – I.
   - Complete set of documents as per point 9.1 of EOI documents

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/ Authorized Signatory)

Name:

Designation:

Seal:

Date:

Place:
FORM-II

APPLICANT’S DECLARATION REGARDING THE EXCLUSION CRITERIA

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

Food Safety and Standards Authority of India
Ministry of Health & Family Welfare, Govt. of India,
3rd & 4th Floor, FDA Bhawan,
Kotla Road, New Delhi-110 002

Ref: Call for application for recognition of Food Testing Laboratories.

Concerned Food Testing Laboratories shall be excluded from participation 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 for an offence concerning their professional conduct by judgment which has the force of res judicata;

3. They have been guilty of 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 FSSAI 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 FSSAI.

(Signature of the applicant / Authorized representative  
Along with Office seal)

Name:  
Designation:  
Seal:  
Date:  
Place: