Food Safety and Standards Authority of India  
(Ministry of Health & Family Welfare)  
3rd & 4th Floor, FDA Bhawan,  
Kotla Road, New Delhi-110002

“Call for Expression of Interest for Inspectors/ Consultants/ Assessors/ Evaluators”

1. The Food Safety and Standards Authority of India has been established under the Food Safety and Standards Act, 2006 for laying down science based standards for articles of food and to regulate their manufacture, distribution and sale.

2. With reference to section 44 of the Food Safety & Standards Act, 2006, the Food Authority intends to recognise/appoint experts for the purposes of food safety audit required under the Act or the rules and regulation made thereunder. Applications are invited from the inspectors/consultants/assessors/evaluators with outstanding records / achievements to their credit in the field of food science and subjects relevant to the auditing/inspection, for appointment for a period of one year which can be renewed for a further period of three years.

3. The detailed EOI document indicating the scope of work, qualifying requirements, forms and procedure for submission of proposal for EOI can be obtained from Dr. D.S. Yadav, Deputy Director (Tech.), 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) on or before 25th May, 2012 by 3:00 pm with a payment of Rs. 500/- (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 at http://www.fssai.gov.in which can be submitted along with a sum of Rs. in the manner indicated above at the time of proposal submission. 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.

Director (Enforcement),  
FSSAI, New Delhi
INSTRUCTIONS TO THE APPLICANT

Background

With reference to section 44 of the Food Safety & Standards Act, 2006, the Food Authority intends to recognise any experts for the purposes of food safety audit required under the Act or the rules and regulation made thereunder. FSSAI have to conduct inspections of FBO’s for granting the license and also subsequent inspections of existing FBO’s for checking the compliance level. Keeping in view the emphasis placed by the Act on self compliance, it is necessary for the Food Authority to put in place detailed guidance documents on food safety requirements. This will enable FBOs to assess themselves against these requirements and retain evidence of their due diligence in this regard. The Act also specifies that the primary responsibility for safety is on the food business operators and for this appropriate food safety management system is essential. Thus there is requirement of annual audit of each FBO. In reference to above, FSSAI intends to empanel and engage Inspectors/ Consultants/ Assessors/ Evaluators for carrying out Inspection/ Auditing of FBO’s.

2. Scope of work

The broad Scope of work is at Annexure I.

3. Eligibility Criteria

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

4. Authorized Signatory

The ‘Applicant’ mentioned in the EOI document shall mean the one who has signed the EOI document forms. 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 applicant.

5. Bid processing fee & Availability of EOI

The EOI document can be obtained in person from Deputy Director (DSY), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No. 011-23231681) on or before 25th May, 2012 by 3:00 pm with a payment of Rs. 500/- 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 at http://fssai.gov.in which can be submitted along with a sum of Rs.500/- in the manner indicated above at the time of proposal submission.

6. Submission of Proposal

6.1 The proposal complete in all respects shall be submitted in sealed envelope super scribed as “EOI for Inspectors/ Consultants/ Assessors/ Evaluators” 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 on or before 25th May, 2012 by 5:00 pm.
PRE-QUALIFICATION CRITERIA

1. Preliminary examination of the applications

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

1.2 The Food Authority reserves the right to waive minor deviations in the 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 Food Authority 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 applicant 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 Food Authority reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

2. Eligibility

- The applicant should be of FSO qualification as per rules 2.1.3 of Food Safety & Standards Rules, 2011 as follows:
  
  (i) a degree in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Agricultural Science or Veterinary Sciences or Bio-Chemistry or Microbiology or Masters Degree in Chemistry or degree in medicine from a recognized University, or
  (ii) any other equivalent/recognized qualification notified by the Central Government.

Documentary evidence and details to be provided to support the qualification.

- An Inspectors/ Consultants/ Assessors/ Evaluators can be categorised into following 3 grades and must have following experience & skills:
  
  (i) Grade I - minimum 3 years experience in food sector especially in food safety, & standards issues/ policies
  (ii) Grade II - minimum 8 years experience, out of which atleast 2 years in supervisory capacity & 1 year of auditing etc.
  (iii) Grade III- minimum 12 years experience, out of which atleast 6 years in supervisory capacity & 3 years of auditing etc.
Documentary evidence and details to be provided to support the experience.

Additional Requirements:

- Should have expertise in sector specific product/ process standards at National as well as International level.
- Should have sector specific knowledge of hygienic and sanitary practices, hazards, control to manage hazards, contaminants, allergens
- Should have expertise in product specific regulatory requirements of importing country.
- Should have good communication, training and auditing skills
SCOPE OF WORK

The FSSAI intends to empanel and engage services of independent Inspectors/ Consultants/ Assessors/ Evaluators for carrying out Auditing/Inspections of FBO’s, as per FSS Act, 2006. Before submitting their proposal applicant should satisfy themselves on the following points:

1) Fulfilment of the eligibility criteria laid down under EOI.

2) The services of the empanelled Inspectors/ Consultants/ Assessors/ Evaluators will be engaged initially for 1 year and as per work requirement basis and could be discontinued by FSSAI without assigning any reason thereof.

3) The Inspectors/ Consultants/ Assessors/ Evaluators will be required to carry out the following jobs assigned by the Authority from time to time:

   I) **For Grade I**

   a) To inspect Food business in the light of sanitary and hygienic requirements mentioned in the conditions of license and schedule IV of Food Safety and Standards (Licensing and Registration) Regulations, 2011.

   b) To conduct pre-commissioning inspection/ auditing of newly established Food Business units.

   c) To conduct routine / unannounced inspections as directed by the Authority from time to time to verify the Food Business units so as to comply with FSS regulations made there under.

   d) To conduct periodical food safety inspections/ audit at least once a year of food businesses.

   e) To conduct re- inspections to verify rectification of deficiencies pointed out by the Food Safety Officers;

   f) To guide and advise the licensees during inspections for rectification of non compliance and compliance with the FSS Regulations as well as to recommend measures for production of safe and wholesome of food;

   g) To inspect Food Business units for verification of complaints on the direction of the Authority from time to time;

   h) Any other related assignment which the Authority may deem fit in the public interest.

   i) The format/ requirements of Audit/Inspection etc. will be as presented by FSSAI from time to time. Charges for Audit/Inspection etc. will also be notified by FSSAI. (In areas where charges will not be prescribed by FSSAI, the same be will decide by FBO & Auditing through mutual consultation.

   II) **For Grade II**

   Apart from the above mentioned jobs for Grade I Inspectors/ Consultants/ Assessors/ Evaluators, they will be required to carry out the following jobs:

   a) To develop framework which defines objectives, the strategies to be implemented, the expected results and key performance indicators.
b) To design, plan and implement processes that are inherently quality oriented, covering appropriate methodologies for data collection, analysis and interpretation.

c) To develop systematic follow-up of the implementation of the evaluation/audit/inspection recommendations.

d) To provide consultation/advise/training to FBOs for improvement of FSMS System.

e) To prepare FSMS plan for the FBO & issue certificate to that effect.

f) To prepare and provide periodic reports on the status of implementation.

g) Establish food safety programme documentation.

h) To devise and recommend to the Authority improvement measures in enforcement of rules/regulations, problems faced by the FBO, creation of food safety awareness amongst the licensees as well as consumers.
EVALUATION PROCEDURE

(1) The proposals will be evaluated on the basis of the eligibility criteria as mentioned above and will carry maximum marks of 100. The maximum marks for each component of proposal are as under:

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<th>S.No.</th>
<th>Evaluation Criteria</th>
<th>Maximum Marks</th>
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<tr>
<td></td>
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<td>Grade I</td>
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<tr>
<td>1.</td>
<td>General Experience in food sector</td>
<td>35</td>
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<td>2.</td>
<td>Relevant Experience (Supervision, Auditing, Inspection, Consultancy)</td>
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<td>3.</td>
<td>Methodology and work plan</td>
<td>20</td>
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<td>4.</td>
<td>Report Timelines ad dissemination</td>
<td>20</td>
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<td>5.</td>
<td>Competency (Qualification/ Skills/ Knowledge/ Training)</td>
<td>25</td>
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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: Expression of Interest for Empanelment of Inspectors/ Consultants/ Assessors/ Evaluators for Inspecting/ Auditing of FBOs.

Concerned Auditor shall be excluded from participation if:

1. The applicant shall engage in any activities that conflicts with their independence of judgement and integrity in relation to audit activities i.e. if they audit a food safety program that they have written or assisted in preparing;

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 grave professional misconduct proven by any means which the contracting authority can justify;

4. 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;

5. Auditors must not audit premises where they are the proprietor or an employee of the food business or related to the proprietor or employee of the business.

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.
Revocation of approval to act as an auditor

• Has failed to comply with the requirements of the Food Safety & Standards Act; or
• Is found not to be sufficiently competent; or
• Has been guilty of any fraudulent conduct in carrying out an audit; or
• Has not satisfactorily carried out two or more food safety program audits; or
• Certification was granted on the basis of fraud, misrepresentation, or concealment of facts.

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

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

(Signature of the applicant)
# Application Form

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<th>Personnel Details</th>
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<td><strong>Name:</strong></td>
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<td><strong>Date Of Birth:</strong></td>
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<td><strong>Nationality:</strong></td>
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<th>Current Address</th>
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Date:-
Place: - (Signature of Applicant)

**Experience:**

**Training & Registration Details**

**Training**

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<th>Description</th>
<th>Specialisation</th>
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<th>To</th>
<th>Institute</th>
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**Audit Experience**

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<tr>
<th>Sl. No.</th>
<th>Name of Food Industry/FBOs</th>
<th>From</th>
<th>To</th>
<th>No. of visits for Audit</th>
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“Call for Expression of Interest for Inspectors/ Consultants/ Assessors/ Evaluators”

The FSSAI intends to empanel and engage services of Inspectors / Consultants/ Assessors/ Evaluators for carrying out Inspection/ Auditing of FBO’s, as per section 44 of FSS Act, 2006[Food Safety Management System (FSMS)].

Details in this regard may be seen at FSSAI’s website [http://fssai.gov.in](http://fssai.gov.in). The last date for submission of complete proposal is 25th May, 2012. For any further clarification, feel free to contact Dr. D.S. Yadav, Deputy Director (Tech.), Ph No: 011-23231681, E-mail: dsyadav@fssai.gov.in

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