



सत्यमेव जयते



Food Safety and Standards Authority of India

Scheme

for Empanelment of Expert Resources, Professionals and Individual Consultants (Short Terms) for Food Safety and Standards Authority of India

Food Safety and Standards Authority of India

(A Statutory Authority Established Under the Food Safety & Standards Act, 2006)

Ministry of Health and Family Welfare, Government of India

Table of Contents

1. Introduction
2. Critical Information
3. Eligibility Criteria
4. Domain of Work
5. Conditions of Engagement
6. Commercial Terms and Conditions
7. Application Procedure
8. Evaluation of Application
9. Intellectual Property Rights
10. Conflict of Interest
11. Right to Terminate the Process

Annexure 1 : Excerpts from FSSAI Travel Policy

Form 1 : Snapshot of Profile

Form 2 : Format of CV for Professionals to be deployed in the project

1. Introduction

1.1 The Food Safety and Standards Authority of India (FSSAI) has been established under Food Safety and Standards Act, 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.

1.2 The Act also aims to establish a single reference point for all matters relating to food safety and standards, by moving from multi- level, multi- departmental control to a single line of command. To this effect, the Act establishes an independent statutory Authority – the Food Safety and Standards Authority of India with head office at Delhi. Food Safety and Standards Authority of India (FSSAI) and the State Food Safety Authorities shall enforce various provisions of the Act.

1.3 Ministry of Health & Family Welfare, Government of India is the Administrative Ministry for the implementation of FSSAI. The Chairperson and Chief Executive Officer of Food Safety and Standards Authority of India (FSSAI) have already been appointed by Government of India. The Chairperson is in the rank of Secretary to Government of India.

1.4 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.

1.5 Purpose of Scheme

1.5.1 The purpose of this scheme is to identify and shortlist/empanel reputed professionals and individual consultants who may be asked to provide technical, project management and other professional support on short term basis (upto six months) for the purpose of policy guidelines, project support, detailed project report preparation and other professional support to FSSAI. The objective of this document is to provide indicative information about the scope and objective of this activity. The detailed terms and conditions will be provided to only shortlisted professionals and individual consultants (herein referred as “Applicants”) as per the selection parameters provided in this scheme. The scheme is open till 31 December, 2016. However, the same can be closed earlier as well with an appropriate notice.

2. Critical Information

2.1 Applicants are advised to study this scheme document carefully before submitting their proposals in response to the Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

3. Eligibility Criteria

3.1 Professionals with relevant background from Academic Research/Not for Profit Organization/Registered Society/Freelancers/consultancy firms having expertise in the relevant field are eligible to apply provided they possess the minimum experience as specified in Table 1. Such institution/organization should have been in existence for a period of at least 1 year on the date of the application. However, the engagement will be with the expert in individual capacity and not with the organization.

3.2 Individual consultants/professionals should meet following requirements:

3.2.1 Education and professional qualifications: Minimum Post Graduation level and skill set for technical or professional services for which FSSAI requires short term services of external experts/consultants.

3.2.2 No Objection Certificate (NoC) from current employer/organization.

3.2.3 The professional/consultant should have experience of more than five years in the relevant field of expertise.

4. Domain of Work

Different program divisions of FSSAI and regional offices of FSSAI and the State Government/UT Administrations will need access to specific expertise from time to time. The areas and the level of which the requirements of experts may arise will be as follows:

4.1 Experts for strategic and operational requirements – They would be at the level of Lead Expert, Senior Expert or Expert.

4.2 Areas of Expertise required – Authority would require to tap into the expertise pertinent to the strategic and operational activities in execution of its mandate, and in this regard requires to be able to engage experts or professionals from industry, academia and other governmental services. The Expertise would be in the current areas of FSSAI initiatives in future. The Authority must be specifying the need and may engage the appropriate professional from the pool of empaneled experts from diverse areas of relevance to FSSAI.

5. Conditions of Engagement

5.1 The expert from the empaneled list might be used from time to time as per the need. The list may be shared with the coordinating agencies to draw upon these resources for meeting their needs. The professional selected for inclusion in the panel will also be informed of their selection, and the fact that their names are being shared with the coordinating agencies.

5.2 At the time of assignment of a particular work, the professional will be provided with work order specifying the duties required to be performed; the number of working days required and the remuneration to be paid.

6. Commercial terms and Conditions

6.1 The shortlisted candidates shall remain empaneled with FSSAI for a period of one year from the date of empanelment.

6.2 The empaneled experts/professional may be required to work across various locations pan India depending on the requirements of the specific project/engagement.

6.3 For work related travel to locations other than headquarters (outstation/project sites); he will be entitled to reimbursement of travel expenses from Headquarter location, viz. his place of residence, stay expenses and DA as per **Annexure I**, and as amended from time to time). All travel shall have prior approval from FSSAI.

6.4 The remuneration will be paid to experts based on the nature of assignment, period of engagement, level of expertise and his skills and experience. The principle for calculation of remuneration will be as follows.

Table 1 – Remuneration Table

Roles	Total Work Experience	Relevant Work Experience	Compensation Payable (per day rate in INR)
Lead Expert	>15 years	Min 10 years	12000
Senior Expert	10-15 years	Min 7 years	10000
Expert	5-10 years	Min 5 years	8000

6.5 The experience quoted for a particular organization shall be counted if the Academic Research/Not for Profit Organization/Registered Society/Food Safety Consulting firms has been in existence for at least one year on the date of application.

7. Application Procedure

7.1 Interested candidates can forward their application alongwith their CV with a photograph (as per the specified format in Form 2) and duly filled in Application form (Form 1) on email ID estt@fssai.gov.in.

7.2 Supporting Proof and documents

7.2.1 Evidence of published material on completed and ongoing projects undertaken in other organizations/agencies including Government Departments.

7.2.2 Documents supporting individual consultant's work experience, list of such projects executed, in details.

7.2.3 Self attested copy of documents supporting educational and professional qualifications and experience.

8. Evaluation of Applications

8.1 The screening of the application against this scheme shall be conducted on a periodical basis (quarterly) for empanelment as per the terms and conditions of the scheme, by a standing committee.

8.2 The specific engagement and its tenure will depend on the requirements of the project and mutual discussion and agreement at the time of assignment of work.

9. Intellectual Property Rights

The copyright of all content/project/proposal/concept created during the contractual period with FSSAI shall be owned by FSSAI and should not be utilized anywhere else and/or for any other work/organization without the explicit written permission of FSSAI. However, FSSAI will have no right on IP possessed by the expert before his empanelment with FSSAI or for a work which he will do outside FSSAI even during the empanelment period provided there should not be conflict of interest.

10. Conflict of interest.

The prospective consultants/experts who are engaged to prepare project documents or are engaged for more than a month would be required to give an undertaking that neither any conflict of interest exists on their part nor will they engage in any activity in future for a year which may result in conflict of interest. FSSAI may terminate the short term engagement of experts/consultant in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest. Further, FSSAI would retain the right to terminate the contract at any point of time without assigning any reason thereof.

11. Right to Terminate the Process

11.1 FSSAI may terminate the scheme procedure at any time without assigning any reason.

FSSAI does not guarantee/makes no commitments, express or implied, that experts/professionals once they have been empaneled would get the assignment for the work.

11.2 This scheme does not constitute an offer by FSSAI.

Annexure 1

A. Classification of Cities

The cities in India are classified as shown in the following table, for the purpose of determination of limits on Stay Expenses and Daily Allowances admissible to experts while on tour.

A Class Cities	B Class Cities
Ahmedabad Bangalore Calcutta Chennai Delhi Hyderabad Mumbai Pune and all State/UT capitals Administration	All other cities other than mentioned in the list of A Class Cities.

B. Mode of travel

1. The entitlement of mode of travel shall be as given below:

Band	Entitlement
Lead Expert	Normal Air Fare Economy (Y) Class
Senior Expert	Normal Air Fare Economy (Y) Class
Expert	Normal Air Fare Economy (Y) Class

2. Preference should be given to book tickets through Air India from their outlets or website. However, they may avail Super Saver, Apex or any other schemes offered by various airlines, so as to incur the lowest expenditure. They need to capture a screen shot of screen to establish that the tickets were booked in lowest fare. In no case, tickets should be purchased from any agent.

C. Stay Expenses

1. Stay expenses include all expenses billed by the Hotel or Guest House except telephone calls and consumption of alcohol.

2. The reimbursement will be at actual expenditure (supported by bills) or maximum entitlement whichever is less.

3. The maximum entitlement for Stay Expenses for experts traveling outstation is specified below:

Band	A Class City	B Class City
Lead Expert	6,000/-	4,000/-
Senior Expert	4,000/-	2,500/-
Expert	3,500/-	2,000/-

All the rates given above are in INR and on a per day basis.

D. Daily Allowance (DA)

1. Daily Allowance is paid to experts only for outstation business travel.
2. DA will be paid over and above the other entitlements.
3. The expert is entitled to 50% DA in case of seminars/workshops/training, where the organizers arrange for stay and food.
4. Entitlement is calculated from the scheduled time of departure of the plane/train/bus, up to the return of the plane/train/bus at the Headquarters.
5. For any fraction of a day, the following scale will apply:

Period	DA Entitlement
Upto 12 hours	50% of DA
More than 12 hours	100% of DA

6. The maximum DA entitlements are specified below:

Band	A Class City	B Class City
Lead Expert	600/-	500/-
Senior Expert	500/-	400/-
Expert	400/-	300/-

7. Local travel, both in station and outstation, is subject to the following entitlement:

Band	Entitlement	Rates (in INR)
Lead Expert	AC Car or equivalent	16 per km
Senior Expert	AC Car or equivalent	16 per km
Expert	AC Car or equivalent	16 per km

This entitlement shall be for point to point travel. The Rate for Local Travel is Rs.16/- per km or actual bill whichever is the least.

2. If the vehicle is not provided by FSSAI and in case of travel by hired car (AC or Non AC), the bills must be produced to claim the reimbursements.

Form 1: Snapshot of the Profile

Sl. No.	Information Sought	Details to be furnished
1.	Name & Address of the Applicant	
2.	Gender	
3.	Nationality	
4.	No. of years of experience	
5.	Brief of the experience	
6.	Name of Current Organization	
7.	Current Designation	
8.	Current CTC (with supporting documents)	
9.	Current Location	
10.	Position Applied For	
11.	Area of Expertise applied for	
12.	Other Contact Details Mobile No. Email ID Fax Nos.	

Form 2: Format of CV for Professionals to be deployed in the Project

Sr.	Details				
1	Name of the Professional:				
2	Qualification (Graduation & above only):				
3	Total years of work experience:				
4	Total years of relevant experience:				
5	Key Expertise (e.g. Standards making, strategic management, laboratory infrastructure development etc.)				
6	Language known:				
7	Publications:				
8	Work history (current to past)				
8.a	Current				
	Designation:				
	Organization:				
	Duration: From: DD/MM/YYYY		To: DD/MM/YYYY		
	Key Job responsibilities: <i>Only relevant experience to be listed</i>				
	Projects handled	Role in the Project	Client	Team Size (if any)	Deliverables of the Project

8.b	Previous				
	Designation:				
	Organization:				
	Duration: From : DD/MM/YYYY			To: DD/MM/YYYY	
	Key Job responsibilities: <i>Only relevant experience to be listed</i>				
	Projects handled	Role in the Project	Client	Team Size (if any)	Deliverables of the Project
9	Any other (Certifications, trainings received etc.)				

Declaration

I have carefully gone through the scheme document and I am well aware that the Curriculum Vitae (CV) duly supported by documents submitted by me will be assessed by the authorized Committee. I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the FSSAI if I am declared to be guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date:

Signature of the candidate.....

Place:

Name
