



**Food Safety and Standards
Authority of India**



Request

for

Expression of Interest (EoI)

for

**Appointment of Knowledge Partner for the project
Healthy and Hygienic Food Street Program**

for

Food Safety and Standards Authority of India 2023

DISCLAIMER

This Expression of Interest (EoI) is not an offer by the FSSAI, but an invitation to receive response from Eligible Interested Entities for appointment as The Knowledge Partners for The Project Healthy and Hygienic Food Street. No Contractual Obligation whatsoever shall arise from the EoI process and also after appointment. This document should be read in its entirety.

Table of Contents

Sr. No.	Contents	Page No.
1.	About FSSAI	3
2.	Purpose of the EoI	3
3.	Tentative Deliverables	3
4.	Process for appointment of Knowledge Partner	4
5.	Important Dates	4
6.	Eligibility Criteria / Pre-Qualification Criteria	5
7.	EoI Documents and its submission	5-6
8.	Shortlisting of EoIs and Presentation	6
11.	General Instructions	6-7
12.	Amendment to EOI	7
13.	EoI Cancellation	7
14.	Disclaimer	7
15.	Designated Point of Contact	8
16.	Annexures	9-14

1. About FSSAI

The Food Safety and Standards Authority of India (FSSAI), headquartered at Delhi, 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. The FSSAI has been created for laying down science-based standards for articles of food and to regulate their manufacturing, storage, distribution, sale and import to ensure the availability of safe and wholesome food for human consumption. One of the mandates of FSSAI to promote general awareness about food safety and food standards.

2. Purpose of the EOI

Street food has been an integral part of our society, culture and heritage for hundreds of years and the richness and diversity of street food found in India, as one traverses the length and breadth of the country, is arguably unmatched in the world. We have vibrant street food hubs spread all across the country that attract scores of visitors every day and hold the promise of also becoming tourism hubs as well, attracting both domestic and international tourists.

It is in this context that raising the health and safety standards of Indian street food gains paramount importance and in which this guidance document would play a stellar role.

Improving the hygiene conditions of all our street food hubs, including not only the way the food is prepared but also how it is served, would bring these hubs at par with the global best.

With this objective and vision, the Ministry of Health and Family Welfare (MoHFW) in collaboration with Ministry of Housing and Urban Affairs (MoHUA) and with the technical support from Food Safety and Standards Authority of India (FSSAI) has launched a project called “Healthy and Hygienic Food Streets”. It is a unique initiative to transform 100 food streets in 100 districts across the country.

As the task of extending Technical support across the country will require engagement and frequent coordination with multiple stakeholders at State and district level hence FSSAI invites Expression of Interest from interested entities to undertake this task for the smooth execution of the project at the ground level.

3. Tentative Deliberables

Before understanding the scope of work, it is important to understand the Stakeholders involved and the Implementation plan of the project, applicants are advised to go through Healthy and Hygienic Food Streets Toolkit and SOP for Modernization of Food Streets and understand the project in detail.

These documents can be accessed via the following link

<https://eatrightindia.gov.in/100hhfs/resources.php>.

4. The tentative scope of work covers the deliverables on the following guidelines

- a. Engagement & Coordination with the Stake holders at various levels such as Food Safety Commissioners, Designated Officers and Nodal Officers of the State/District regarding the Progress of the Project .
- b. Understanding the Challenges faced and providing technical support at the field level for smooth implementation of the project.
- c. Development of tools and methodologies for Monitoring of the project.
- d. To develop a Comprehensive Evaluation Matrix for Conducting assessment of the project which may include Checklist, Surveys and Feedback mechanism.
- e. Analyze the data collected and document the learnings, challenges and way forward for the replication of the project on a larger scale.
- f. Any other technical support as may be required during the implementation.

The tentative period of engagement for this project will be till 31 Mar 2024 or till the task of developing 100 Healthy and Hygienic food streets is accomplished (whichever is earlier)

5. Important Dates

Following are the final dates -

Sr. No.	Event	Schedule Date
1	Release of EOI (On www.fssai.gov.in)	14 th Sep, 2023
2	Last date for Submission of Responses to EoI.	29 th September, 2023 – 5.00 PM
3	Disclosure of Shortlisted EoIs for further process.	After 5 working days from the Last date of submission of responses.
4	Presentations by the shortlisted organizations.	Will be communicated separately.

Note - No request for change or extension of dates will be entertained. However, the final decision to modify the dates or extend can be decided by the competent authority.

6. Eligibility Criteria / Pre-Qualification Criteria

Following are the general criteria which is a mandatory requirement in the organizations -

- The applicant organization shall be a firm/ company/ partnership/ proprietorship firm/ LLP etc. registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.
(Supporting Document: Copy of Certificate of incorporation and Partnership Deed, if any)
- The applicant organization shall have experience of providing :
 - (i) Three similar (Management Consultant/Technical partner/Resource Partner/Knowledge partner or any other experience of similar nature) completed/ongoing consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 25 Lakh each or
 - (ii) Two similar completed/ongoing services costing not less than Rs. 35 Lakh each or
 - (iii) One similar completed/ongoing services costing not less than Rs. 50 Lakh(Supporting Document: Work Order or Completion Certificate)

Decision of FSSAI will be final and binding in determining the eligibility of the applicant organization.

- The organization should not be black listed in last 5 years by any Government Department/Autonomous Body/PSU. Affidavit / undertaking on letter head of the organization stating that it is not black listed by any Government Department/Autonomous Body/PSUs to be submitted.
- Consortium are not allowed to apply for the EoI.

7. EoI Document and its submission

The EoI is being invited in the inked signed soft copy through Google form. The link of google form is <https://forms.gle/fxkLhhzFer24kVk5A>.

The link is provided with all required fields and sample formats that are required to be submitted in inked soft copy at the time submission of EoI.

Evaluation of only such EoI shall be taken up which will submit the google form as per the prescribed format with all the required annexure and fulfill the eligibility criteria.

Documents that are to be submitted are divided in two broad categories:

General Documents- Following are the general documents that are common for all and to be submitted in the following order:

- i. EoI document duly signed by authorized signatory along with Application Form at **Annexure I**.
- ii. Brief of the organization
- iii. Permanent Account Number (PAN) of the organization or proof of exemption from

- income tax (if applicable).
- iv. Proof of communication address of the organization.
 - v. Curriculum Vitae (CVs) of the Tentative Key Members who will be the part of proposed Team
 - vi. Letter mentioning the name, contact number and email-id of the Single point of Contact authorized by the organization **(Annexure II)**
 - vii. Identity proof like PAN card etc. and Address proof like Aadhar Card etc. of Authorized signatory.
 - viii. Affidavit / undertaking on letter head of the organization stating that it is not black listed by any Government Department/Autonomous Body/PSUs to be submitted **(Annexure III)**
 - ix. Applicant's Profile **(Annexure IV)**
 - x. Declaration by Authorized Signatory **(Annexure V)**

8. Short listing of EoIs and Presentation:

The organization meeting the general criteria given as per the Point 6 and 7 above will be called for presentation and the same will be evaluated by the Evaluation Committee. The evaluation criteria and marks are as per the below table-

Presentation: Short listed agencies will be required to give presentation at FSSAI of 15-20 minutes. It may include:	Max. Marks
(a) Understanding of the Project Healthy and Hygienic Food Street Program	15
(b) Engagement and Coordination Plan and Roadmap for the project	15
(c) Assessment and analysis plan for the project	10
(d) Estimated cost along with number of proposed number of human resources deployed along with their tentative profile	10
Total	50

Cut off marks in presentation - 60% marks or more i.e. 30 marks or more.

9. General Instructions

1

The Applicants are requested to read this EoI document carefully.

- 2 The Applicants shall submit the EoI Document and annexures duly signed on each page as a part of the application. It shall be expressly agreed herein by the Applicants that they had read and understood the complete EoI Document and other documents / requirements and shall comply with the same except what is stated in specified Deviation / Non- Compliance statement format.
- 3 Applications received with incomplete information / documents shall be rejected. Applications not adhering to Terms, Conditions, Specifications and other details as given in this document may be summarily rejected.
- 4 All deviations from the Terms, Conditions and other details of EoI Document should be separately and clearly submitted.
- 5 Preliminary Scrutiny: FSSAI will scrutinize the submitted EoI to determine whether they are complete, whether any errors have been made in the application, whether

required documentation has been furnished and whether the documents have been properly signed. FSSAI may, at its discretion, waive any minor non-conformity or any minor irregularity in an EoI. This shall be binding on all Applicants and FSSAI reserves the right for such waivers.

- 6 The Applicants should abide by the terms and conditions specified in the EoI document. If Applicants submit conditional offers, they shall be liable for outright rejection.
- 7 The FSSAI reserves the right to make any changes at any stage in the terms and conditions of the EoI.
- 8 The offers containing alterations will not be considered.
- 9 FSSAI may treat offers not adhering to these guidelines as unacceptable.

12. Amendment to EOI

At any time prior to the last date for receipt of Applications, the Food Safety & Standards Authority of India (FSSAI), may be for any reason whether at its own initiative or in response to a clarification requested by a prospective agency, modify the EOI Document by an amendment. All notices/amendment in EoI will be published on the website of FSSAI and FoSTaC. In order to provide prospective Agencies reasonable time in which to take the amendment into account in preparing their Applications, the Authority may, at its discretion, extend the last date for the receipt of Applications and/or make other changes in the requirements set out in the invitation to EOI.

13. EOI Cancellation:

FSSAI reserves the right to withdraw this EoI at any stage and at any time without assigning any reason.

14. Disclaimer

1. The information submitted in response to this EOI may be subject to public release (as per RTI norms). Therefore, please do not include proprietary or confidential business information in your response. Entities responding to this notice assume the risk of public disclosure if confidential information is included.
2. This notice is not to be construed as a commitment by the FSSAI to contract for services. Please be advised that the FSSAI will not pay for any information provided as a result of this notice and will not recognize or reimburse any cost associated with any EOI submission.
3. The Authority shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and summarily rejected.

15. Designated Point of Contact

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

Deputy Manager,
SBC Division
Food Safety and Standards Authority of India,
2nd Floor, MMU Building,
Mata Sundari College Lane, Aiwan-E-Ghalib Marg,
New Delhi – 110002.

[Email id: iec@fssai.gov.in](mailto:iec@fssai.gov.in)

Clarification or query regarding EoI may be sent to the above Email with the subject "Clarifications in reference to EoI for empanelment of Knowledge Partner" till 20th September, 2023.



Application form

Name of the Organization: _____

Year of Establishment: _____

Phone number: _____ Official Email id: _____

Registered Address: _____

Communication Address: _____

Name and Designation of Single point of contact (SPOC): _____

Contact number of SPOC: _____ Email id: _____

General Criteria: Eligibility Conditions, Tick (✓) where applicable.

- 1. Whether the Organization fulfills all the conditions mentioned in the eligibility criteria
 - i. Yes
 - ii. No

- 2. Whether it is black listed by any Government Department or Autonomous Body or PSU in the last 5 years-
 - i. Yes
 - ii. No

I hereby confirm that the above mentioned details are correct. If empaneled, I agree to abide by the rules laid down by the competent authority and take up the responsibilities as mentioned in Point 10 “**Procedure to be adopted by Empaneled Training Partner**” as per the EoI documents.

I hereby also confirm that I have read & understood the EoI document and agree to all the terms & conditions stated therein.

Signature & Seal:.....

Name:.....

Designation:.....

Authorisation for Single Point of Contact (Sample format)

This is to certify that Mr./Mrs _____ who is currently posted as _____ in our organization is appointed as a Single Point of Contact for dealing with Food Safety and Standards Authority of India under FoSTaC program. Any communication made by him/her will be abide by our organization.

Following are the details of Single Point of Contact-

1. Name-
2. Designation-
3. Mobile Number
4. Email id-

(Specimen Signature)

Single Point of Contact

For (Organization Name)

Signature

Name of Authorized Signatory

Date:

Annexure III

UNDERTAKING REGARDING NON-BLACKLISTING / NON – DEBARMENT
(ON THE LETTER HEAD OF THE ORGANIZATION)

To,

Deputy Manager,
SBC Division,
Food Safety and Standards Authority of India,
2nd Floor, MMU Building,
Mata Sundari College Lane, Aiwan-E-Ghalib Marg,
New Delhi – 110002.

Sir/Madam,

I/We hereby confirm and declare that I/we,
M/s _____ is/are not blacklisted/ De-registered/
debarred by any Government Department/Autonomous Body/PSUs or any other agency for
which we have Executed/ Undertaken the works/ Services during the last 5 years. The
information provided is true and correct to the best of my knowledge and if any information
provided is found to be untrue FSSAI can de empanel us without any notice.

Further, we also confirm that if any such incident happens the same will be intimated to
FSSAI immediately.

For _____

(Signature)

Authorised Signatory

Date:

Applicant's Profile

I. General Information (About Entity)			
Particulars		Details to be Furnished	
Details of the Respondent			
Name of Entity			
Address			
Date of Incorporation			
CIN			
PAN			
GST/MSME No.			
Status of Applicant (Please tick)		<input type="checkbox"/> Trust <input type="checkbox"/> Society <input type="checkbox"/> Association <input type="checkbox"/> Academic Institute <input type="checkbox"/> Public Ltd. <input type="checkbox"/> Private Ltd. <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Proprietorship Firm <input type="checkbox"/> Others...Specify.....	
Telephone		Mobile	
E-mail		Website	

II. Relevant work experience (Fill separately for different clients)		
S. No.	Item	Details to be furnished
1.	Title of the Work with description	
2.	Client for which the work was executed	
3.	Name and contact details of the point of contact of client	
4.	Type of training provided	
5.	Total number of persons trained	
6.	Period of execution (Specify in terms of date/year)	

III Human resources with relevant job skills (attach supporting documents) for each				
Sr. No.	Resource Person	Role	Qualification	Total Experience
1.				
2.				
3.				

IV	Presentation (attach soft-copy)
Sr. No.	Topics to be covered in Presentations
1.	Understanding of project Healthy and Hygienic Food Street
2.	Engagement and Coordination Plan and Roadmap for the project
3.	Assessment plan and analysis plan for the project

Authorized Signatory
Seal of Company

Date:
Place:

Annexure V

DECLARATION (ON THE LETTER HEAD)

1. I, _____ (Name & Designation) solemnly affirm on behalf of my company/firm/Institute/Society/Association etc., that the information/facts about my company/firm/Institute/Society/Association etc., in the EoI and annexures are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, my company/firm/Institute/Society/Association etc., may be debarred from empanelment.
2. I permit FSSAI to cross check the above facts from any other source.
3. I or my Single point of Contact, if required by FSSAI, would make a presentation before the duly constituted Committee at my own cost.
4. I will abide by all the decision of FSSAI regarding EoI and that will be final.
5. I have read & understood the EoI and agree to all the terms & conditions stated therein.

Date:

(Signature)

Full name and designation:

(Seal of Organisation)