



FOOD SAFETY AND STANDARDS  
AUTHORITY OF INDIA

*Inspiring Trust, Assuring Safe & Nutritious Food*

**NOTICE FOR INVITING EXPRESSION OF INTREST**

The Food Safety and Standards Authority of India (FSSAI) invites sealed Expression of Interest (EOI) from GeM Registered, qualified and experienced contractors for Empanelment for carrying out civil works at the FSSAI Headquarters, located at FDA Bhawan, kotla road, New Delhi - 110002.

**Important dates and Timings**

Date of Issue	:	01/01/2025 at 01:00 pm
Last date of submission of EOI	:	16/01/2025 upto 01:00 pm
Date of Opening EOI	:	17/01/2025 at 02:00 pm
Contact person	:	Mr. Avinash Kusumakar, Joint Director.

**Note:-**

1. The sealed envelope containing the EOI should be super scribed "EOI for Civil Work" on top and to be submitted in the General Administration (GA) division, 3<sup>rd</sup> floor, FDA Bhawan, Kotla Road, New Delhi – 110002.
2. In case of amendment in the above schedule, The same will be notified on the FSSAI website only. Participating bidder/contractors are requested to monitor the same.

*Ashwini*  
1.1.2025

Joint Director

अविनाश कुसुमाकर / FSSAI (GA) Division  
संयुक्त निदेशक / Joint Director  
भारतीय खाद्य सुरक्षा और मानक प्राधिकरण  
Food Safety and Standards Authority of India  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
(Ministry of Health & Family Welfare)  
भारत सरकार / Government of India  
एफ.डी.ए. भवन, कोटला रोड, नई दिल्ली-110002  
FDA Bhawan, Kotla Road, New Delhi-110002

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*fssai*



भारतीय खाद्य सुरक्षा और मानक प्राधिकरण  
Food Safety and Standards Authority of India  
स्वास्थ्य और परिवार कल्याण मंत्रालय  
Ministry of Health and Family Welfare  
**GOVERNMENT OF INDIA**

## Request for Expression of Interest (EOI)

For

**Empanelment of Contractors for Civil Works**

For

**Food Safety and Standards Authority of India**

**For Three year**

### **DISCLAIMER**

*THIS EXPRESSION OF INTEREST IS NOT AN OFFER BY THE FSSAI, BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTERESTED BIDDERS FOR SELECTION OF EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE EOI PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY THE FSSAI WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.*

## SECTION-A

### GENERAL INSTRUCTIONS TO CONTRACTORS

The Food Safety and Standards Authority of India (FSSAI) invites sealed Expression of Interest (EOI) from GeM Registered, qualified and experienced contractors for Empanelment for carrying out civil works at the FSSAI Headquarters, located at FDA Bhawan, Kotla road, New Delhi - 110002.

1. The said empanelment shall be for a period of 3 year (extendable upto 2 years based on satisfactory performance)
2. Expression of Interest (EOI) bid to be submitted offline and addressed to **Joint Director, General Administration (GA) division, 3<sup>rd</sup> floor, Room no.311, FDA Bhawan, Kotla Road, New Delhi – 110002.**
3. The EOI will be received up to **1:00 PM on 16.01.2025**. Each copy of the EOI document under their stamp and signature. No EoI will be accepted after due date under any circumstances whatsoever.
4. EOI shall remain valid for acceptance by the FSSAI for a period of Three months from last date of submission of EoI.
5. The contractor must use only the bid documents issued by the FSSAI. Any addition/alteration in the text of the EoI form made by the contractor shall not be valid and shall be treated as null and void.
6. Each Page of the EoI document should be signed by the authorized person or persons submitting the EoI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
7. FSSAI has all the rights to reject/accept any or all the EoI(s) without assigning any reason whatsoever.
8. EoI application without complete documents and/or insufficient/inadequate information shall not be considered. Conditional EoI will not be accepted under any circumstances.

#### **Amendment of EOI Documents**

- i. At any time, prior to the date of submission of EoI, FSSAI may, for any reason, whether at its own initiative or in response to a clarification requested by prospective contractors, modify the EoI documents by amendments.
- ii. The amendments shall be notified on the FSSAI website at [www.fssai.gov.in](http://www.fssai.gov.in) and these amendments will be binding on all contractors.

- iii. In order to allow prospective participation reasonable time to take the amendments, if any, into account in preparing their EoIs, FSSAI may, at its discretion, extend the deadline for the submission of EoIs suitably.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Contractor with the seal

Date:

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## SECTION-B

### GENERAL TERMS AND CONDITIONS

Upon the declaration of intending contractors to be the Empanelled contractor by the FSSAI, they shall be subject to the following terms and conditions.

1. The FSSAI shall invite the Limited tenders for works from the empanelled contractors for proposed works under limited tender enquiry.
2. In all matters of dispute arising on the work, the matter shall be referred to the **FSSAI, FDA Bhawan, kotla road, New Delhi - 110002**. For a decision.
3. **Arbitration Clause:** The place of arbitration shall be Delhi and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Delhi. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law.
4. **Period of Empanelment:** The empanelment period shall be for **03 years (extendable upto 2 years based on satisfactory performance)** from date of confirmation of empanelment.
5. **Defect Liability Period:** The contractor will be responsible for rectifying defects for a period of **12 months** after project completion.
6. The bidder/contractor should have knowledge of Delhi schedule of rates (DSR) published by CPWD as the estimate of expenditure under works has to be made following these rules.
7. The application of contractor not meeting the minimum eligibility criteria in EOI document shall not be considered for further evaluation.
8. If at any stage, any information / document submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualifies the firm then FSSAI shall take action of Debarment of agency from tendering in FSSAI.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Contractor

Place:

Date:

Signature with company seal

**SECTION-C**  
**PRE-QUALIFICATION CRITERIA**

- **Pre-Qualification Documents to be submitted by Contractor:**
  1. The bidder/contractor should have registration with GeM
  2. PAN Number and Aadhar Number
  3. Income Tax Return of last 3 years of minimum turnover of 10 Lakh per year
  4. GST Registration along with copy of latest GST return
  5. ESIC Registration along with copy of latest ESI return
  6. EPFO Registration along with copy of latest EPF returns/ECR
  7. Registration with Labour Department
  8. Power of attorney / Authority letter in case person other than the bidder has signed the tender documents.
  9. The contractor should have registered office or branch office located in the territory of districts of Delhi/NCR. Submit a copy of relevant address proof.
  10. The contractor should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. (Submit undertaking as per enclosed **Annexure-A**).
  11. The contractor must submit a performance certificate of satisfactory work undertaken for any Govt. Organization/autonomous bodies/PSUs of minimum 3 works for minimum of Rs.5 lakhs during last Five years. (Submit Certificate as per enclosed **Annexure-B**).

Contractors must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the contractor for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification EoI (Email) duly stamped and signed by the authorized person of the agency.

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• Information to be furnished by the contractor:

Sr. No.	Item	Information to be filled by Contractor
1.	Name of the Contractor	
2.	Address	
3.	Telephone Number: Office  Mobile Number:  E-Mail address:	
4.	Details of Registration with GeM (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organization (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Bank Account Details A/C No.  Bank Name:  IFSC:	
9.	ID (Bidder), if any – E –Procurement Portal	
10.	The contractor must submit a performance certificate of satisfactory work undertaken for any Govt. Organization /autonomous bodies/ Universities/ Colleges of minimum 3 works for minimum of Rs.5 lakhs during last three years.	

**SECTION-D**  
**TECHNICAL BID**

**OBJECTIVE:**

This EOI is for empanelment of contractors to invite Limited Tenders for execution of civil works.

**SCOPE OF WORKS:**

**Civil interior & exterior works:** Civil retrofitting and construction works including Repair works, brick works, plastering, Flooring/Tiling, water proofing, crack filling, False ceiling, paintings, building construction, road works, Retaining wall of R.C.C. / Stone, Plumbing, drain & sanitary pipes, MS Fencing/Grills, Chajjas & other finishing works, Landscaping & other related works.

Date:

Signature of Contractor with seal

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**Annexure – A.**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO  
BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING  
BLACKLISTING / NON – DEBARMENT**

**UNDERTAKING**

To,  
Joint director  
(GA) FSSAI HQ  
FDA Bhawan, Kotla Road  
New Delhi – 110002.

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/  
De-registered/debarred by any Government department/ Public Sector Undertaking/ Private  
Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services  
during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

\*To be submitted on company letter head duly signed and stamped on it.

Annexure – B.

LIST OF WORKS SUCCESSFULLY COMPLETED DURING LAST SEVEN YEARS

(Attach copies of work orders)

Sl. No.	Name of the work	Value of Contract (Rs.)	Date of Start	Date of completion as per agreement	Actual Date of Completion	Address/Location/Name of the Client	Value of Completed work(Rs)

Date:.....

Place:.....

(Signature of Contractor along with Stamp)