

Food Safety and Standards Authority of India

Request

for

Expression of Interest (EoI)

For

**Empanelment of Training Partners under Food Safety Training &
Certification (FoSTaC) Program**

for

Food Safety and Standards Authority of India 2023

Date 4th July ,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 EMPANELMENT AS TRAINING PARTNERS **TO AMPLIFY FOOD SAFETY TRAINING AND CERTIFICATION (FoSTaC) PROGRAM**. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE EoI PROCESS AND ALSO AFTER EMPANELMENT. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.*

Table of Contents

Sr.No.	Contents	Page No.
1.	About FSSAI	4
2.	Purpose of the EoI	4
3.	Scope of work	4
4.	Process for Empanelment of Training Partner	5
5.	Important Dates/ Timelines	5
6.	Eligibility Criteria / Pre-Qualification Criteria	6
7.	How to Apply	8
8.	Selection Procedure	11
9.	Responsibilities of a Training Partner Empaneled under FoSTaC program	13
10.	General Instructions	14
11.	Amendment to EoI	15
12.	EoI Cancellation	15
13.	Disclaimer	15
14.	Designated Point of Contact	16
	Annexures	

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

Food Safety Training & Certification (FoSTaC) is a large-scale training and capacity building programme for the food business operators.

In pursuance of Section 16 (3)(h) of the Food Safety and Standards Act 2006, Food Safety and Standards Authority of India (FSSAI) has to provide training programmes in Food Safety and Standards for persons (whether within or outside their area) who are or intend to become involved in food businesses, whether as food business operators or employees or otherwise. In this regard, FSSAI had initiated the largest Food Safety Training & Certification (FoSTaC) programme in July, 2017. The FoSTaC programme is aimed at creating a pool of food safety supervisors (FSS), who are trained in good hygiene and manufacturing practices as per requirements in Schedule 4 of Food Safety and Standards Licensing and Registration Regulations, 2011.

To help FBOs understand and compliance with hygiene and sanitary requirements, the Schedule 4 of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011 has been simplified to deliver training through 24 certification courses developed by a panel of domain experts empaneled by FSSAI covering the entire food value chain.

So far a more than 11.75 lakh food safety supervisors have been trained in over 39,900 trainings throughout the country after the initiation of the FoSTaC program in 2017. Organic growth of training capacity under FoSTaC program shows that there is demand for these kinds of training courses. Development of such a large training capacity in the country under FoSTaC program is an evidence to the fact that country is undergoing major transformation as far as food safety is concerned. FoSTaC trainings are expected to bring in a culture of self-compliance on food safety measures amongst the food business and raise the bar for food safety and hygiene in the country.

The idea behind this EoI is to empanel more number of experienced Training providing entities, so that FoSTaC program can amplify in a systematic manner.

3. Scope of Work

FSSAI has launched FoSTaC program to enhance the availability of skilled/ trained manpower in the food industry; To Create an improved environment of self-compliance to FSS Act, Rules & Regulations by the responsible Food Businesses and to

bring a behavioral change and inculcate a culture of Food safety in the country. In this connection, FSSAI is looking forward to identify and empanel 415 more Training Partners for organising trainings under FoSTaC program on behalf of FSSAI.

The Empaneled training partner will be required to organise training of Food Handlers as per the training curriculum of FSSAI in different parts of the country in a pragmatic manner.

4. Process for Empanelment of Training Partner

- 4.1. The Expression of Interest (EoI) will be posted on the official websites of the Food Safety and Standards Authority of India (FSSAI) and the Food Safety Training and Certification (FoSTaC) program.
- 4.2. Training Providers, Academic Institutions, Licensed Food Businesses, Associations, and Civil Society Organizations that are interested and eligible can apply to become empaneled as FoSTaC Training partners through an online application link.
- 4.3. The submitted documents of the applicants will undergo scrutiny to ensure they meet the specified criteria mentioned in Point 6 of this document.
- 4.4. Applicants who fulfill the eligibility criteria and have submitted all the required documents will be notified and called for a presentation in due course of time from the last date of EoI.
- 4.5. The applicants called for presentation will have to present their presentation according to the criteria outlined in Point 8 of this document. An Evaluation Committee will assess the presentations.
- 4.6. The applicants selected by the evaluation committee will be notified and called for a workshop in due course of time.
- 4.7. The applicants successfully completing the workshop will be issued a certificate of empanelment as Training partner under FoSTaC program, in due course of time.

5. Important Dates/ Timelines

Applicants are advised to apply ONLINE, through the google link (<https://forms.gle/XC8efA3ZVwJ63sDC6>) after carefully going through all the instructions contained in this document.

Sr. No.	Event	Tentative Date/ Timelines
1.	Advertisement of "Request for Expression of Interest (EoI) for Empanelment of Training Partners under FoSTaC Program" (On https://fostac.fssai.gov.in/index)	04 th July, 2023
2.	Online webinar on "How to fill this EoI application for Empanelment of Training Partners under FoSTaC Program" (webinar link: https://fssai-hq.webex.com/fssai-hq/j.php?MTID=mec03ea206e0d0bd239e4f007c4763d4d)	13 th July, 2023 (11:00 AM to 12:00 PM)

3.	Opening of Online application link for submission of EoI (Google Link for submission of application: https://forms.gle/XC8efA3ZVwJ63sDC6)	14 th July, 2023
4	Closing of Online application link for submission of EoI	3 rd August, 2023 – 5.00 PM
5	Tentative date of Disclosure of Shortlisted applications after preliminary scrutiny of submitted documents.	September/ October, 2023
6	Tentative date for presentations by the shortlisted applicants before the evaluation committee.	October / November, 2023.
7	Tentative date for workshop for the applicants selected by the evaluation committee.	November / December, 2023.
8	Tentative date of empanelment of the selected applicants as the training partners under FoSTaC program.	November / December, 2023.

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

6.1 General Criteria: Following are the general criteria which is a mandatory requirement in the organizations-

- 6.1.1 The Organization should have been in existence for a period of at least two years on the closing date of the EoI.
- 6.1.2 The agencies must have at-least 2 years of experience in organization of training programs or academics or food industry. (***Trainings conducted under sub-contract of previously or already empanelled training partners will not be considered for the purpose of this EoI***)
- 6.1.3 It should not be black listed by any Government Department or PSU. Affidavit / undertaking on letter head of the organization stating that it is not black listed by any Government Department/PSUs to be submitted.
- 6.1.4 It should have sufficient staff and infrastructure for organizations of training programs.
- 6.1.5 No consortium is allowed to apply for the EoI

6.2 Specific criteria: The organizations meeting the above general criteria can apply only in following six categories and has to fulfill criteria related to that particular category:

6.2.1 Association- The organizations applying under this category must be

- Trade, Professional and Scientific Associations in the food sector at National, State or Regional Level.
- It should have at-least 50 members.

6.2.2 Licensed Food Business- The organizations applying under this category must be

- FBO licensed with FSSAI and having annual turnover of Rs. 50 Crore or more during the last 2 years.

(If empanelled, these FBOs can be training partner for training of FBOs in their upstream and downstream value chain. However, they cannot provide training to their employees)

6.2.3 Academic and vocational institutes- The organizations applying under this category must be

- Recognized Universities, Colleges, Technical Institutes, Hotel Management Institutes and other academic institutions offering graduate courses in food safety, nutrition or other relevant disciplines.

6.2.4 Training Partners approved by various Sector Skill Councils recognized by NSDC and other similar Govt. Schemes - The organizations applying under this category must be

- Training Partners empaneled by NSDC/Sector Skill Councils and other similar Government Schemes.

6.2.5 Civil Society Organization- The organizations applying under this category must be

- Company registered under Section 8 or Section 25 of Indian Companies Act i.e., Company which is a not-for-profit charitable company formed with the sole object of “promoting commerce, art, science, religion, charity, sports, education, research, social welfare and protection of environment or any other useful object, and intends to apply its profits, if any, or other income in promoting its objects, and to prohibit the payment of any dividend to its members”.

6.2.6 Other Agencies- The organizations applying under this category must be

- Any proprietorship or partnership firm or company or laboratory or society registered under Indian Societies Act, 1860 - having at least two years’ experience at national or International Level in any training.

7. How to Apply

The applicants can submit their EoI applications through the Google link <https://forms.gle/XC8efA3ZVwJ63sDC6> , and no other mode of application will be accepted.

To simplify the application process for this EoI, FSSAI has scheduled a webinar on 13th July, 2023, starting at 11:00 AM. Interested applicants can access the webinar via the provided link:

<https://fssai-hq.webex.com/fssai-hq/j.php?MTID=mec03ea206e0d0bd239e4f007c4763d4d>

7.1 Instructions to be noted before filling the application:

- i. The applicants should make sure that all the required documents are physically signed, scanned and uploaded in the Google link provided (<https://forms.gle/XC8efA3ZVwJ63sDC6>)
- ii. Applicants should take care that the “Name of the Organisation” as mentioned in the application form (google form) and the “Name of the Organisation” as mentioned in the documents uploaded, should match each other.
- iii. **The applications received through the google link will be subjected to a preliminary scrutiny of the documents submitted with the applications. The applications failing to meet the eligibility criteria and / or the incomplete applications which failed to submit all the required documents in prescribed format (duly signed, scanned and uploaded) will be rejected without any notice/intimation.**

7.2 Pre-Requisites for Applying Online

- I. Before applying online, all the applicants should fill, sign and scan the following mandatory documents, and **these documents must be mandatorily uploaded by all the applicants- as a single file merged in the given order-**
 - i. Annexure I- Application Form duly signed by authorized signatory
 - ii. Brief of the organization- *self prepared by the applicant*
 - 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- *like electricity bill, company registration etc.,*
 - v. CVs of the Key Members who will be the part of Team which will handle the FoSTaC program, if empanelled- *Mention Field of experience and Years of Experience in each field*
 - vi. Annexure II- Terms and Conditions duly signed by the Authorized Signatory
 - vii. Annexure III- Proposed implementation plan, duly signed by the

Authorized Signatory

- viii. Annexure IV- Duly signed by the Board of Directors of the Organization/ Company/ Society. In case of Partnership firm, it should be signed by both the partners. In case of Proprietorship, it should be signed by the Proprietor.
- ix. Annexure V- Details of Single Point of Contact - duly signed by the Authorized Signatory.
- x. Identity proof of Authorized signatory- like PAN card, etc.,
- xi. Address Proof of Authorised signatory- like Aadhar card, etc.,
- xii. Annexure VI- duly signed by the Authorized Signatory
- xiii. Annexure VII- duly signed by the Authorized Signatory
- xiv. Annexure VIII- duly signed by the Authorized Signatory

In addition to the above mentioned documents, the applicants are requested to fill, sign and scan the respective specific documents listed in point 7.3 of this document.

All the documents mentioned in Point 7.2 and specific documents according to the respective category as mentioned in Point 7.3 must be uploaded with the application form.

7.3 Specific Documents to be submitted with the application- Following are the specific documents that are to be submitted as per the category in which they are applying-

a) **Association-** Following documents are to be submitted by the applicants applying in this category-

- i. Constitution document of the entity viz., *The Trust Deed in case of public/ private trust or Bye-laws in case of society/ association/ club*
- ii. The list of active directors /Members of the Managing committee / the Managing Council.
- iii. A copy of the proof of identity of the entity viz. *Registration Certificate issued by Registrar in case of societies/ by charity commissioner in case of trust or societies engaged in charitable work*
- iv. **Proof showing that the associations has more than 50 members.**
- v. **Proof showing two years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.,**

b) **Licensed Food Business-** Following documents are to be submitted by the applicants applying in this category-

- i. Certificate of Incorporation.
- ii. Memorandum of Association and Article of Association.
- iii. The list of active directors/ Board Members of the Company.
- iv. Last two ITRs (i.e. for FY 2021-22 and 2022-23) with Balance sheet.
- v. Annual Financial Report.

c) **Academic and vocational institutes-** Following documents are to be submitted by the applicants applying in this category-

- i. Certificate of Incorporation/Certificate of Establishment of the Institute (as the case may be).
- ii. Recognition/Affiliation certificate of the institute.**
- iii. Memorandum of Association or Article of Association or Bye-Laws of the Society (as the case may be).
- iv. The Trust Deed in case of public/ private trust.
- v. The list of active directors/ Board Members / Trustees/ as the case may be.
- vi. Annual Financial Report (if applicable).

d) **Training Partners approved by various Sector Skill Councils recognized by NSDC and other similar Govt. Schemes -** Following documents are to be submitted by the applicants applying in this category-

- i. Certificate of Incorporation/Certificate of Establishment of the Institute (as the case may be).
- ii. Valid certificates issued by various sector skill councils like NSDC, PMKVY etc. and other Center and State Govt. Schemes.**
- iii. Proof showing two years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.**
- iv. Memorandum of Association and Article of Association (if it is a company).
- v. The Trust Deed in case of public/ private trust or Bye-laws in case of society/ association/ club.
- vi. The partnership deed if it is a partnership firm.
- vii. MSME or GST Registration certificate in case of Partnership and Proprietorship firms.

- viii. The list of active directors/Board Members of the Company/ partners of the partnership firm, if applicable.
- e) **Civil Society Organization** - Following documents are to be submitted by the applicants applying in this category-
 - i. Certificate of Incorporation.
 - ii. Memorandum of Association and Article of Association.
 - iii. The list of active directors/ Board Members of the Company.
 - iv. **Proof showing two years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.**
- f) **Other Training Agencies** - Following documents are to be submitted by the applicants applying in this category-
 - i. Certificate of Incorporation.
 - ii. Memorandum of Association and Article of Association, if applicable.
 - iii. The Trust Deed in case of public/ private trust or Bye-laws in case of society/ association/ club, if applicable.
 - iv. The partnership deed if it is a partnership firm.
 - v. MSME or GST Registration certificate in case of Partnership and Proprietorship firms.
 - vi. The list of active directors/Board Members of the Company/ partners of the partnership firm.
 - vii. **Proof showing two years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.**

7.4 All the above documents are to be submitted in the order in which they are mentioned in respective category and if any documents are not applicable for any applicant then they can mention "Not Applicable" with reason of not applicability.

8. Selection Procedure

8.1 The selection process for the 'Empanelment as Training Partners under FoSTaC' would be done in 3 phases.

8.2 Phase I- Preliminary scrutiny

- a) A preliminary scrutiny committee will scrutinise the applications received through the google link and the documents submitted with the

applications.

- b) The applications that have submitted all the mandatory documents as listed in point 7.2 and specific documents applicable to the category of the applicant as mentioned in Point 7.3 of this document only will be shortlisted for Phase II i.e, evaluation by the evaluation committee.
- c) Incomplete applications that failed to submit all the required documents in the prescribed format/ signature will be rejected by the preliminary scrutiny committee without any further communication/ notice/ intimation.
- d) The applications shortlisted, for evaluation by the evaluation committee, will be notified and called for presenting their presentation before the evaluation committee.

8.3 Phase II- Presentation

- a) The shortlisted applicants must give a presentation (for 10 minutes) before the evaluation committee, explaining the following -
 - ❖ Applicant's Understanding of FoSTaC program requirements
 - ❖ Implementation Plan and Roadmap of Next three years, if empaneled
 - ❖ Innovative ideas for amplification of the FoSTaC program, if empanelled
- b) The presentations given by the applicants will be evaluated by the evaluation committee as per the evaluation criteria and marks mentioned in the following table-

Point for Presentation	Maximum Marks
(i) Understanding of FoSTaC program requirements	20
(ii) Implementation Plan and Roadmap of Next three years	20
(iii) Innovative ideas for amplification of the FoSTaC program	10
Total Marks	50

The applicants scoring a minimum of 60% marks or more (i.e. 30 marks or more), only will be shortlisted for the Phase III.

- c) ***The applicants from the following states, if shortlisted for evaluation by the evaluation committee will be given additional weightage of 5 marks (in addition to the marks given by the evaluation committee), in order to address the lack of FoSTaC empanelled training partners in the listed states/ UTs:***

- Andaman & Nicobar
- Andhra Pradesh
- Arunachal Pradesh

- Assam
- Goa
- Himachal Pradesh
- Manipur
- Meghalaya
- Mizoram
- Nagaland
- Sikkim
- Tripura
- Ladakh
- Lakshadweep
- Dadra Nagar Haveli & Daman Diu

8.4 Phase III- Workshop

- a) The participants scoring more than 60 % marks in the phase II will be notified to attend a Workshop conducted by FSSAI.
- b) The number of applicants to be shortlisted for attending Phase III shall subject to the number of applicants scoring 60 % or above in Phase II.
- c) In case of more than 415 applicants scoring 60 % or more in Phase II, the selection of applications for phase III will be done on merit basis as per the marks obtained by them during the evaluation by the evaluation committee. Only 415 applicants will be selected for Phase III of the empanelment as Training Partner under FoSTaC program.
- d) The Phase III of the selection process is of qualifying nature and the participants selected for Phase III will qualify to become empaneled as Training partner after they successfully attend and complete the workshop conducted by FSSAI.
- e) The workshop will be about the FoSTaC training and the matters related to the FoSTaC trainings. There will be a demonstration of the FoSTaC Portal and the training related activities. Also, there will be session about the guidelines and advisories to be followed by the training partners.
- f) The Training Partners should provide the original documents for the document verification during the workshop. In case of any discrepancies in the documents submitted by them, the concerned organization's candidature will be disqualified.

9. Responsibilities of a Training Partner Empaneled under FoSTaC program

- (a) **Registration in FoSTaC portal as Training Partner.**
- (b) Identification of trainer as per eligibility criteria and ask them to appear for Training of Trainer Programme organized by FSSAI from time to time to make them FSSAI certified trainer for a particular course. Alternatively, certified trainers from the FoSTaC pool may be used for the training.
- (c) **Mobilization of Food Handlers-** Training Partner will carry out the mobilization of the Food Handlers for the Food Safety Supervisor training programmes.
- (d) **Creation of Training calendar after selecting the Trainer & Assessor-** TP will create the training calendar by using their TP ID and Password on the FoSTaC portal and undertake following activities-
 - a. Register venue of the training.
 - b. Create training calendar and generate batch code through FoSTaC portal.

- c. Appoint trainer and assessor.
- d. Share the training batch code with Trainees.

In case of cancellation or postponement of any training, TP will inform trainees about cancellation or rescheduling the programme. The same should be amended through the FoSTaC portal.

- (e) **Enrolment of Trainees-** TP will guide the candidates to enroll them in the training batch code shared with them.
- (f) **Marking attendance-** On the training day, Assessor will mark the attendance on FoSTaC portal. TP should ensure that the attendance is marked on the same day of training.
- (g) **Organisation of Training by Trainer-** After marking attendance of the candidates, Trainer will conduct the training for duration prescribed by FSSAI i.e., 4 hrs for Basic training, 8 hrs for Advance training and 12 hrs for Milk and Milk Products Special training courses.
- (h) **Physical or online assessment of Trainees-** After training, Assessor will undertake assessment of trainees through online or offline mode. Training Partner can also develop the Assessment Paper. **TP shall also keep the copy of answer sheets for at least two years.**
- (i) **Marking Assessment-** After assessment, the Assessor will mark the result of assessment on the FoSTaC portal.
- (j) **Generation of Certificate-** After marking assessment, TP will guide the successful candidates to download the certificate from the FoSTaC portal.
- (k) Uploading of Attendance sheet, Assessment sheets, Photographs and Video recording of Training session are to be done mandatorily for generation of certificate.
- (l) In a year at least 10% of the total number of training must be organized in the States/UTs of Arunachal Pradesh, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Puducherry and Sikkim.
- (m) **For downloading the certificate from the portal, any trainings done outside FoSTaC portal will not be allowed.**
- (n) Strictly adhere to the guidelines issued by FSSAI from time to time for training partners
- (o) All the empaneled training partners will have to adhere to the Advisories, directives, etc. issued by FSSAI from time to time.
- (p) The empaneled training partner will have to inform officials of States/UTs FDA in advance for any training program.
- (q) Any other food safety related work assigned by FSSAI time to time.
- (r) **Sub-contracting- The empaneled training partner will not be allowed to sub-contract the work at any stage or in any manner without prior written approval from FSSAI.**

10. General Instructions

- i. The Applicants are requested to read this EoI document carefully.
- ii. 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.

- iii. 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.
- iv. All deviations from the Terms, Conditions and other details of EoI Document should be separately and clearly submitted.
- v. 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.
- vi. 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.
- vii. The FSSAI reserves the right to make any changes in the terms and conditions of the EoI.
- viii. The offers containing alterations will not be considered.
- ix. FSSAI may treat offers not adhering to these guidelines as unacceptable.

11. Amendment to EoI

At any time prior to the last date for receipt of Applications, the Food Safety & Standards Authority of India, 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.

12. EoI Cancellation

FSSAI reserves the right to withdraw this EoI at any stage if FSSAI determines that such action is in the best interest of the FSSAI.

13. 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.

14. Designated Point of Contact

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

Manager,
Training Division,
Food Safety and Standards Authority of India,
3rd Floor, MMU Building,
Mata Sundari College Lane, Aiwan-E-Ghalib Marg,
New Delhi – 110002.
Email id- fostac@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 Training Partners" till 3rd August, 2023. The clarifications received after 3rd August, 2023 will not be considered.

Annexure I

Application form for Empanelment of Training Partner under FoSTaC program

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 is in existence for a period of at least 2 years on the closing date of the EoI-

i. Yes ii. No

2. Whether the Organization have at-least 2 years of relevant experience in-

i. Organization of Training programs ii. Academics iii. Food industry

3. Whether it is black listed by any Government Department or Autonomous Body or PSU in the last 5 years-

i. Yes ii. No

4. Whether it has sufficient staff and infrastructure for organizations of training programs-

i. Yes ii. No

Specific criteria: The organizations meeting the above general criteria can apply under one of the following six categories and has to fulfill criteria related to that particular category and submit the relevant documents related to that category as mentioned in Point 7.3 of this EoI document **(Please choose and tick the applicable category)**

Associations (National/State/Regional)

Type of Association: _____

Number of Members: _____

Large Food Businesses Operator (more than or equal to Rs. 50 Crore average annual turnover)

Average Annual turnover of last 2 Financial Year: _____

Number of other FBO's involved in the value chain (please mention number against each category)

Transporter: _____ Manufacturer/Processor: _____

Warehouse (Distributor/Supplier/Wholesaler): _____ Retailer: _____

Academic and Vocational Institutions

Approved by: _____

Training Partners approved by various Sector Skill Councils and other similar Govt. Schemes

a) Whether Training Partners are empaneled by NSDC/Sector Skill Councils and other similar Govt. Schemes

i. Yes ii. No

b) Please mention number of trainings conducted in the last 2 years: _____

c) Please mention if involved with any Government Scheme: _____

Civil Society Organization

Whether company registered under Section 8 of the Companies Act, 2013 or under Section 25 of the Companies Act, 1956

i. Yes ii. No

Other Training Providing Agency having at least 2 years' experience at National or International Level in training (Please tick the correct option)

Type of training providing agency:

Any proprietorship

Partnership firm

Company

Laboratory

Society

Others, please specify _____

Detail of Resources

Number of Training Centers: _____ Number of Qualified trainers: _____

Estimated number of trainees that can be trained (per year): _____

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 9 of this EoI document.

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:

Self-Declaration Form Terms & Conditions for an Empanelled Training Partners (TP) under Food Safety Training and Certification (FoSTaC) programme

1. Training Partners will take responsibility for mobilization of trainees for the Food Safety Supervisor training programme. Training partners will ensure that there would be designated mobiliser and marketing partners and they would not threaten and provide misguided information to the FBOs and participants. TP will also ensure that name and contact details of mobiliser and marketing partner while mobilizing the trainees will be shared mandatorily with Local Food Authority and FSSAI as and when it is required.
2. Training partners will organize Training of Trainer (TOT) programme in association with FSSAI to create pool of trainers as and when required.
3. Training Partners will ensure that they will use trainers from the pool of FSSAI certified trainers for the particular course.
4. Training Partners will ensure that persons associated with training partners such as mobiliser, trainer, assessor etc. will not use FSSAI logo on their visiting cards or in any manner apart from the banners used for the training session in case of offline training programme and interface used in case of online training session.
5. In case of cancellation or postponement of any training, Training Partner will inform trainees about rescheduling the programme.
6. Backend entry of any data on the portal for a training batch, which have already been conducted will not be allowed in any case.
7. Training Partner will upload the result of assessment within 7 days from the date of commencing of training programme. Failing which the training programme will get cancelled automatically. No requests in this regard will be entertained. If the Assessment result updation of last 7 trainings is pending, Training Partners will not be allowed to create the 8th Training Calendar in the FoSTaC Portal.
8. Trainer partner will organize at least 20 training programmes in a financial year. TPs below this bench mark may be de-empanelled.
9. Training Partner will be responsible for maintaining legible records of assessment of all trainees for the period of two years (either in hard copy or in electronic form). The record can be sought by FSSAI any time, if required.
10. Training Partner will strictly comply with all the guidelines with respect to duration of the training session, batch size, course content, instructions issued by FSSAI related to FoSTaC from time to time.
11. Training partner will have to inform officials of States/UTs FDA in advance for any training programme.

Annexure II

12. Training partner will organize at least 10% of the total number of trainings in a year in the States/UTs of Arunachal Pradesh, Assam, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep, Manipur, Meghalaya, Mizoram, Nagaland, Puducherry and Sikkim.
13. Training partners will not sublet or sub contract of their work to any third party.
14. Performance of training partners will be reviewed on a periodical basis by FSSAI.
15. Training Partner will nominate a Single Point of Contact person with FSSAI on all matters related to FoSTaC including training schedule, attending complaints, coordinates with FSSAI's Training Division etc. with whom the interaction can be established.
16. Training Partner will inform any changes in its name, address, Single point of contact, email to FSSAI within 15 days of such change.
17. Training Partner will permit access to FSSAI or any of its officials deputed for the purpose of audit, surveillance or investigation and give access to all relevant records/ documents for the purpose of verifying details.
18. Training partner will strictly adhere to the Advisories, directive etc., issued by FSSAI from time to time.
19. Training Partner will ensure that the FSSAI recognition will not be used by it for promotional or publicity purposes in any way that FSSAI considers to be misleading or inappropriate or disrepute to FSSAI, and take such immediate steps as FSSAI may require to correct any such misleading/inappropriate use.
20. Training Partner will inform FSSAI if it has been declared insolvent or blacklisted by Government Department/Autonomous Body/PSUs immediately.
21. Training Partner will provide all information/ documents related to training to FSSAI as and when required.
22. Training Partner will comply with all above Terms and Conditions failing which it may be de-empanelled.

As an empanelled Training Partner of FSSAI under FoSTaC, I/we agree to abide by the above Terms & conditions and provide necessary support to FSSAI.

Authorized Signatory of Training Partner

Signature: _____ Seal: _____

Name: _____ Designation: _____

Name of Organization: _____

Road Map for Next Two Years

Implementation Plan

Total Number of Training of the Trainers required

Name of the Course	Proposed Date for ToT	Number of Trainers to be Trained

Total Number of FSS Trainings Planned for Next Five Years (Provide the data year wise):

Year	Expected Number of Trainings	Expected Number of FSS to be Trained

Trainer's Profile

Total Number of in-house trainers qualified by FSSAI (If any)

Sl. No	Name of the Trainers	Educational Qualification	Experience (mention the field)

Expectation from FSSAI

-

(Signature of Authorized Signatory)

Board of Directors Resolution (Sample Format)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF (Company/ Trust/ Society Name) _____ held at (address) _____ on (date) _____

RESOLVED THAT the company has decided to authorize, Mr. / Ms. _____ and he/she is hereby authorized to do acts and deed and sign contracts on behalf of company as authorized representative.

RESOLVED FURTHER THAT the aforesaid power entrusted to the said official shall be valid and effective unless revoked earlier by the Board or shall be exercisable by him/her so long as he/she is in the concerned to the company.

Specimen Signatures of Authorised Signatory:

(Signature) _____

RESOLVED FURTHER THAT, a copy of the above resolution duly certified as true by designated director / authorized signatory of the company be furnished to Food Safety and Standards Authority of India, New Delhi and such other parties as may be required from time to time in connection with the above matter.

For the Organization,

(Seal & Signature)

Name:

Designation:

Date:

(Seal & Signature)

Name:

Designation:

Date:

(Seal & Signature)

Name:

Designation:

Date:

Annexure V

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 of Single Point of Contact: _____

Name of Authorized Signatory Date: _____

Name of Organisation: _____

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

To

Manager,
Training Division,
Food Safety and Standards Authority of India,
3rd 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 depanel us without any notice

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

For _____

(Signature of Authorised Signatory)

Name 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	

Annexure VII

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

Authorized Signatory

Seal of Company

Date: _____

Place: _____

Annexure VIII

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)