

*fssai*



FOOD SAFETY AND STANDARDS  
AUTHORITY OF INDIA

*Inspiring Trust, Assuring Safe & Nutritious Food*

## Letter for Invitation

Dear Sir/Madam,

Food Safety and Standards Authority of India (FSSAI) invites Expression of Interest (EOI) for selection of Training Partners identified by Food Safety and Standards Authority of India to carry out Mid-Career Advancement Program for the Group "A" Officials of FSSAI on terms and conditions stipulated in the EOI document. The goals towards the expression of interest are given in this document.

The duly filled EOI form with relevant supporting documents in sealed envelope may be submitted on or before **March 3, 2025** by 1700 Hours addressed to **Sh. Avinash Kusumakar, Joint Director (General Administration - CPU), 3<sup>rd</sup> Floor FSSAI, FDA Bhawan, Kotla Road, New Delhi-110002.**

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 PROVIDE TRAINING FOR FSSAI OFFICERS/OFFICIALS.

NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE EoI PROCESS AND ALSO AFTER EMPANELMENT. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.

Yours Sincerely,

*Ashu*  
30.1.2025

Avinash Kusumakar

Joint Director (General Administration - CPU),  
Food Safety & Standards Authority of India,  
FDA Bhawan, Kotla Road, New Delhi - 110002



FOOD SAFETY AND STANDARDS  
AUTHORITY OF INDIA

*Inspiring Trust, Assuring Safe & Nutritious Food*

Ministry of Health and Family Welfare, Government of India

*Request for*

*Expression of Interest (EoI)*

*for Empanelment of Training Partners under*

*Mid Career Advancement Programme*

*for Group "A" FSSAI Officers*

**Food Safety & Standards Authority of India  
Ministry of Health & Family Welfare  
FDA Bhawan, Kotla Road  
New Delhi – 110002**

## **1. About FSSAI**

The Food Safety and Standards Authority of India (FSSAI) is a statutory body under the administration of the Ministry of Health and Family Welfare, Government of India. It regulates the manufacture, storage, distribution, sale and import of food articles, while also establishing standards to ensure food safety. The FSSAI was established by the Food Safety and Standards Act, 2006, which consolidated all former acts and orders related to food safety that were previously handled by various ministries and departments.

## **2. Purpose of EOI**

The Food Authority realizes the importance of continuous skill up gradation of its Officials. Appropriate training helps in achieving targets defined under the Staff Training Policy 2023. Therefore, the Staff Training Unit of General Administration - CPU (HQ) is requesting for EoI to partner with eminent institutions in the country to cater training needs of FSSAI employees and to bridge the gap between planning and implementation.

## **3. Mid-Career Advancement Programme (MCAP)**

### **3.1. Background**

The Mid-Career Advancement Programme (MCAP) for Group “A” Officers of FSSAI was conceived as per Staff Training Policy 2023 on the directions of the CEO, FSSAI and it was approved in June 2023. The concept of MCAP originated to equip the officers in FSSAI at the senior level to have an overall managerial/ leadership perspective with exposure to global best practices.

**3.2.** The MCAP has been envisaged to achieve the specific purpose of helping officers acquire the requisite knowledge, skills and attitudinal competencies to bring about timely and effective changes in administration and to ensure the prevalence of a transparent, efficient and robust food safety ecosystem in the country. The objective of the MCAP is to enhance/ upgrade the competency of the officers to the global standards and to develop subject experts in specialized fields such as International Cooperation, Trade Policies, Ethics and Integrity in Public Service, Data-Driven Decision Making, Global Regulatory Framework, improving public sector efficiency and effectiveness, managing public relations during crises, budgeting techniques and financial management, and use of Information Technology. It is also expected to help build the capacities of the officers to become skillful managers and equip them for the leadership roles.

**3.3.** The objective of the MCAP is to equip officers to handle the higher level of responsibilities at certain identified stages of their careers as they progress. The target audience for MCAP are the senior officers with 5 years of experience, presently posted as Directors, Chief Information Technology Officer, Principle Manager, Joint Director, Senior Manager, Deputy Director, Deputy Manager, Assistant Director, Food Analyst of FSSAI. The batch size will consist of minimum 10 Officials.

The learning objectives are that at the end of the course, the officers will be able to:

- Appreciate the importance of and gain familiarity with the critical managerial and personal effectiveness skills.
- Reinforce service networks essential for effective policy implementation
- Acquire and update knowledge about the regulatory framework, data analytics, strategic and design thinking, organizational behavior, latest developments and good practices in food safety ecosystem.

**3.4** The broad pedagogical approach is to blend academic instruction with relevant governance experience, both national and international to situate the concepts being discussed in appropriate context. The partner Institution is expected to draw upon a pool of international and national subject experts, eminent and successful practitioners as well as its own internal faculty to deliver the programme. The module would entail around 25-30 hours of classroom instruction per week. The 25-30 hours of classroom sessions per week does not include industrial visits and industry speaker sessions. The classroom session would only include the sessions conducted at the institute premises.

**3.5.** The MCAP is proposed to be organized at the campus of the Partner Institution/ or a suitable venue arranged by the partner institution during a mutually convenient time slot between November- December of the concerned financial year. The programme will entail two weeks of training at the campus of the partner institute. The exact dates of the training will be decided by the Staff Training Unit in consultation with the partner institution, at least 1(One) coordinator from the Staff Training Unit will visit the campus of the partner institution for orientation of the MCAP participants and will also coordinate the overall training program (such as logistics arrangements) on behalf of FSSAI.

#### **4. Partner Institution and Scope of Work**

FSSAI is looking forward to partner with eminent institutions for organizing trainings for its Group A officials.

**4.1. Partner Institution:** The proposed Partner Institution must be a top- ranking institution, *i.e.* a Centre or School for Public Policy or Public Management or Think tank or Public administration with proven expertise in the domain areas specified in Para 3.2 above and in delivering programmes with focus on administration and governance. It should be a top 15 ranking management institution as per the latest NIRF rankings. The selected Institutions would be required to execute the work of delivery of MCAP in coordination with Staff Training Unit, General Administration - CPU of FSSAI.

**4.2. Scope of Work:** The partner institution will make all necessary arrangements as mentioned below:

**4.2.1** Arrange for the residential training programme along with suitable boarding arrangements.

**4.2.2.** Arrange for the appropriate pedagogical mix that will include theoretical lecture sessions, case discussions, group working, workshops and exposure visits. The medium of instruction will be English.

**4.2.3.** Develop and provide relevant study material on each of the inputs being delivered.

**4.2.4.** Design evaluation measure to test the efficacy of inputs imparted during the programme. This will include an assessment of the Project Reports and presentations, if any.

**4.2.5.** Identify resource persons for the various topics proposed to be covered during the programme and ensure that there is the right mix of academic and practitioner faculty.

**4.2.6.** Design and tie up logistics for the Domestic Management Component for the participants including:

- I. Pick up from airport/station to and from training institution (For transfer to/from airport for participants arriving/departing by same flight, carpooling may be done.
- II. Arrangement of all meals with Boarding and lodging (on single occupancy basis)
- III. Field visits/cultural visits/excursion tours.
- IV. Training Costs.
- V. One official welcome dinner.

**4.2.7.** Tie up logistics for the Coordinators:

- I. Pick up from airport/station to and from training institution (For transfer to/from airport for training coordinator arriving/departing by same flight, carpooling may be done.
- II. Arrangement of all meals with Boarding and lodging (on single occupancy basis)

### 5.Criteria of Empanelment of Partner Institute

- a) The Expression of Interest (EoI) will be posted on the official website of the Food Safety and Standards Authority of India (FSSAI)
- b) The Mid-Career Advancement Programme (MCAP) shall be for Technical, Administration & Finance and Specialized Cadres, therefore Academic Institutions, National Institutes/ Universities / Organization that are interested and eligible can apply to become empanelled as Training partners by sending an application form at **Annexed I**
- c) The submitted documents of the applicants will undergo scrutiny to ensure they meet the specified criteria mentioned in Point 6 of this document.
- d) Applicants who fulfill the eligibility criteria and have submitted all the required documents will be notified in due course of time from the last date of EoI.
- e) The proposals are invited under the Quality and Cost Based Selection (QCBS) Methodology.

### 5(A). Important Announcements

Applicants are advised to apply through the application form as per **annexure I (A & B)** after carefully going through all the instructions contained in this document.

S. No.	Particulars	Tentative Date
1.	Advertisement of “Expression of Interest (EoI) For Empanelment of Training Partners under Mid-Career Advancement Programme For Group “A” FSSAI Officials will be available on “ <b>Tender</b> ” and “ <b>Whats New</b> ”	31.01.2025
2.	Application form (Annexure I) will be available from-----, 2025 on FSSAI website (homepage) under caption “ <b>Tender</b> ” for submission of EoI.	31.01.2025

3.	Last date for submission of EoI is	03.03.2025
4.	Any clarification regarding EOI may be sent on email	gadmin@fssai.gov.in
5.	Tentative date of Disclosure of Shortlisted applications after scrutiny of submitted documents by the evaluation committee.	26.03.2025
6.	Tentative date of empanelment of the selected applicants as the training partners under Mid-Career Advancement Programme For Group “A” FSSAI Officials	17.04.2025

### 5(B). Terms & Conditions:

- ❖ 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.
- ❖ The FSSAI reserves the right to make any changes in the terms and conditions of the EoI
- ❖ FSSAI reserves the right to withdraw this EoI at any stage without assigning any reason.
- ❖ The initial tenure of empanelment of training partners will be three years, which may be extended on year to year basis depending upon performance of the Organizations/Institutions. However, FSSAI reserves the right to terminate the empanelment of the Organizations/Institutions at any time.
- ❖ The training institutes are required to submit a detailed budget that covers the total cost of conducting the training program. The budget must be provided in the specified format (Annexure II).
- ❖ If required, an advance payment up to 40% of the total budget will be provided to the training institute. This advance is intended to ensure the smooth execution of the training program.

### 6. Eligibility Criteria

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

- a) The Organization/ Institutes should be a management institute and must fall in top 15 as per the latest NIRF Ranking.
- b) The Organization/ Institutes should have been in existence for a period of at least five years on the closing date of the EoI.
- c) The Organization must have at-least 5 years of experience in organization of training programs or academics or food industry.
- d) The Organization/ Institutes shall be able to demonstrate strong training capabilities in the field of International Cooperation, Trade Policies, Ethics and Integrity in Public Service, Data-Driven Decision Making, Regulatory framework, improving public sector efficiency and effectiveness, Managing public relations during crises, budgeting techniques and financial management, and Use of Information Technology.
- e) 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 (Applicant can use their own format).
- f) It should also have qualified & experienced faculty well versed in the respective subject areas.
- g) It should have sufficient staff and infrastructure for organizations of training programs.
- h) The Institution should have a commendable record of running academic and education Programs in this field, especially for Group “A” Officers/ Senior level officers/Executives
- i) No consortium is allowed to apply for the EoI

## **7. How to Apply**

- (a) EOI Application form (Annexure I) will be available from January 31, 2025 on FSSAI website (homepage) under caption “**Tender**”.
- (b) The applicants should make sure that all the required documents are physically signed and stamped by authorized signatory and attached along with the application form (Annexure I).
- (c) The duly filled EOI form with relevant supporting documents in sealed envelope may be submitted on or before **March 03, 2025** by 1700 Hours addressed to Sh. Avinash



Kusumakar Joint Director (Training), 3<sup>rd</sup> Floor FSSAI, FDA Bhawan, Kotla Road, New Delhi-110002

(d) No other mode of application will be accepted.

(e) Application form is liable to be rejected if not in sealed cover, incomplete in any respect, not signed or stamped by authorized signatory, received after due date and time.

## **8. Instructions for Applicants**

- a) Applicants should take care that the “Name of the Organization” as mentioned in the application form and the “Name of the Organization” as mentioned in the documents uploaded, should match each other.
- b) Applicants are requested to adhere to the format given in the application form.
- c) The applications received will be subjected to a preliminary scrutiny of the documents submitted with the application.
- d) The applications failing to meet the eligibility criteria and or the incomplete applications which failed to submit all the required documents in prescribed format will be rejected without any notice/intimation.

## **9. Documents Required**

- a) *Annexure I- Application Form duly signed and stamped by authorized signatory*
- b) *Brief of the organization- self prepared by the applicant*
- c) *Overall Programme Design with Timetable*
- d) *CV of the faculties*
- e) *Proof of communication address of the organization- like electricity bill, company registration etc.*
- f) *Details of five previous Mid-Career Advancement Training Programme or any other relevant training programmes conducted by the Organization/ Institutes (Details shall contain documents such as topics of the training program, target audience, fee structure for Residential and Non- Residential, overall budget of the training program, duration of training program, certificate of training program, feedback forms, photographs, Nodal contact details etc.)*
- g) *Self- Declaration form to be submitted by the applicant*
- h) *Ranking Certificate awarded by the NIRF*

## 10. Selection Procedure

The selection process for the 'Empanelment as Training Partners would be under the Quality and Cost Based Selection (QCBS) Methodology.

- Scrutiny committee will scrutinize the applications form along with the documents submitted with the applications.
- Evaluation Committee will evaluate the application on Quality based (70%) and Cost Based Selection (30%).
- Submission of all the mandatory documents as listed in point 9
- Incomplete applications that failed to submit all the required documents in the prescribed format will be rejected by the scrutiny committee without any further communication/ notice/ intimation.

## 11. Evaluation criteria

A **Tender Evaluation Committee (TEC)** comprising higher officials of FSSAI will be constituted at a later stage to evaluate the applications received for the Mid-Career Training Program based on the following parameters:

(I) The **Quality based selection** will be done on the basis of following criteria:

Criteria for Assessment	Percentage Weight (%)
Ranking of institution and Experience in delivering similar Education programmes for officers belonging to the Group A/Senior Officers services during the last five years, and Feedback received from such programmes.	50
Overall Programme Design with Timetable for the current year	30
Suggested Faculties (as per CVs attached)	20
<b>Total Marks</b>	<b>100</b>
<b>Minimum Cut Off</b>	<b>60%</b>

*Note: Ranking of institution and Experience in delivering similar Executive Education programme for Officers belonging to the Group A services during the last five years, and feedback received from such programmes:*

**Computation of scores:** The scores of other bidders would be normalized based on the maximum score of any bidder e.g. the bidder having conducted the maximum number of programmes

will be awarded 100 on this sub criterion. The other bidders will be allocated marks in proportion to the number of course conducted by them.

**Illustration:** Assuming that three bids have been received as under-

<b>Bidder</b>	<b>Ranking (50%)</b>	<b>No. of programmes delivered and feedback (50%)</b>
<i>A</i>	<i>1</i>	<i>20</i>
<i>B</i>	<i>5</i>	<i>12</i>
<i>C</i>	<i>10</i>	<i>8</i>

**FOR A:**

Score for ranking:  $100 - (\text{Rank}-1)*5 = 100 \%$

Score for no. of programmes and delivery=  $20/20= 100 \%$

Computation of weighted score:  $100 (50\%) + 100 (50\%)= 100/ 100$

Final weighted score out of 50= $50*1=50$

**FOR B**

Score for ranking:  $100 - (5-1)*5 = 80 \%$

Score for no. of programmes and delivery=  $12/20= 60 \%$

Computation of weighted score:  $80(50\%) + 60(50\%)= 70/100$

Final weighted score out of 50= $50*0.70= 35$

**FOR C**

Score for ranking:  $100 - (10-1)*5 = 45 \%$

Score for no. of programmes and delivery=  $8/20= 40 \%$

Computation of weighted score:  $45(50\%) + 40(50\%)= 42.5/100$

Final weighted score out of 50= $50*0.425= 21.25$

**(II) Overall program design with time table:** The members of the TEC will individually award marks out of 30 for the overall program design with time table. The numerical average of marks awarded by the members of TEC will be taken as the final for the purpose of evaluation of the bid.

The curriculum should outline key areas essential to enhancing the regulatory competencies of Group A officers. It should cover critical aspects of government business rules, ethical governance, policy development, and accountability, all foundational for effective regulation within FSSAI.

Further emphasis should be placed on the use of IT applications, data security, and e-governance, equipping officers to leverage digital tools for efficient data management and citizen engagement. Officers should also be introduced to emerging technologies like AI, blockchain, and IoT, with a focus on their practical applications in food safety and regulatory compliance.

Management and leadership development should be a significant focus, fostering skills in change management, public-private partnerships, and effective collaboration in regulatory initiatives. A comprehensive understanding of standards setting, compliance, risk management, and alignment with global best practices in food safety should also be integral to the curriculum.

*Note: The final structure and content of the curriculum will be determined by TEC and approved by the competent authority, ensuring alignment with the organization's strategic priorities and adaptability to emerging challenges in food regulation.*

**(III) Suggested Faculty.** The members of the TEC will individually award marks out of 20 for the suggested faculty profile for the programme. The numerical average of the marks awarded by the members of TEC will be taken as the final marks for the purpose of evaluation of the bid.

**(IV) Cost Based Selection:** It will be evaluated as under:

**Illustration:** Assuming that three bids have been received as under (total amount per batch)-

A- 80 lakhs

B- 60 Lakhs

C- 95 Lakhs

**Computation of score.** The bidder having the lowest financial bid will be awarded 100 marks. The other bidders will be allocated normalized marks in proportion to the difference in the financial bids submitted by them as calculated hereunder.

Score = (Lowest Financial Bid/ Financial Bid) \* 100 here Lowest Financial Bid 60 Lakhs institution.

Here Lowest Financial Bid= 60 Lakhs

<b>Bidder</b>	<b>Score out of 100</b>	<b>100</b>
A	$60/80 * 100 = 75$	75
B	$60/60 * 100 = 100$	100
C	$60/95 * 100 = 63.15$	63.15

**(V) Total Score:** The total score of an applicant will be calculated on the basis of the weightage of Quality and Cost based selection as mentioned in para 10 above.

The proposals as evaluated by the TEC will be placed before the Competent Authority for final selection of the Partner Institutions.

### **12.Designated Point of Contact**

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

Joint Director (General Administration - CPU),  
Food Safety and Standards Authority of India,  
FDA Bhawan, 3<sup>rd</sup>Floor, Near Bal bhawan,  
New Delhi - 110002



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Ministry of Health and Family Welfare, Government of India

### APPLICATION FORM FOR EXPRESSION OF INTEREST (EOI)

1. Name of the Organization:

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2. Year of Establishment:

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3. Phone number:

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4. Official Email id:

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5. Registered Address: \_\_\_\_\_

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6. Communication Address: \_\_\_\_\_

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7. Name and Designation of Single point of contact(SPOC): \_\_\_\_\_

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8. Contact number of SPOC: \_\_\_\_\_ Email id: \_\_\_\_\_

ANNEXURE I (B)



**Eligibility Conditions, Tick(✓)where applicable.**

1. Whether the organization /Institutes should be a management institute and must fall in top 15 as per the latest NIRF ranking
  - (i) Yes
  - ii. No
2. Whether the Organization is in existence for a period of at least 5 years on the closing date of the EoI-
  - i. Yes
  - ii. No
3. Whether the Organization have at-least 5 years of relevant experience in-
  - i. Organization of Training programs
  - ii. Academics
  - iii. Food industry
4. Whether the Organization/ Institutes shall be able to demonstrate strong training capabilities in the field of:
  - a. International Cooperation
  - b. Trade Policies
  - c. Ethics and Integrity in Public Service
  - d. Data-Driven Decision Making
  - e. Regulatory framework
  - f. Improving public sector efficiency and effectiveness
  - g. Managing public relations during crises
  - h. Budgeting techniques and financial management
  - i. Use of Information Technology
4. Whether it is blacklisted by any Government Department or Autonomous Body or PSU in the last 5 years-
  - i. Yes
  - ii. No

5. Whether the Organization/ Institutes have qualified & experienced faculty well versed in the respective subject areas
  - i. Yes
  - ii. No
  
6. Whether it has sufficient staff and infrastructure for organizations of training programs-
  - i. Yes
  - ii. No
  
7. The Institution should have a commendable record of running academic and education Programs in this field, especially for Group A Officer/ Senior level officers/Executives
  - i. Yes
  - ii. No



**Annexure II**

S. no.	Budget Head	Cost for two weeks			
		Upto 15 participants		Upto 25 participants	
		Per participant	Total cost	Per participant	Total Cost
1.	Infrastructure charges (Training hall+ other facilities ( if ,any)				
2.	Meals Breakfast 2 times refreshment (snacks & tea) Lunch Dinner				
3.	Training kit + Banner + photograph				
4.	Honorarium for speaker				
5.	Boarding & Lodging				
6.	Field visit				
7.	Miscellaneous				
<b>Overall total cost including GST</b>					

**Format for Financial Bid**

- **Note: Cost including Saturday & Sunday during the program**

**Self-Declaration on Organization's letter head**

I, \_\_\_\_\_ (Designation) \_\_\_\_\_ at  
(Name of Organization/Institution) \_\_\_\_\_

certify that all the mentioned information and the documents submitted with respect to the Expression of Interest for empanelment of training partners for Mid-Career Advancement Program for Group "A" Officials of FSSAI is correct.

I admit that Food Safety and Standards Authority of India (FSSAI), HQ reserves the right to terminate the process of negotiation in case of any discrepancies found in the information of EOI submitted at any stages of negotiation. I will abide by all the decision of FSSAI regarding EOI and that will be final. I have read & understood the EoI and agree to all the terms & conditions stated therein.

(Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: