



**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

2022

**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.*

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## **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 10 lakh food safety supervisors have been trained in over 33000 trainings in the first five years throughout the country after the initiation of the FoSTaC program. 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 318 more reputed Training Providers/Academic Institutions/Licensed Food Businesses/Associations/

Civil Society Organizations for conducting trainings under FoSTaC program on behalf of FSSAI.

The Empaneled training partner will be required to conduct 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 circulated on the FSSAI and FoSTaC website.
- 4.2 Interested and eligible Training Providers/ Academic Institutions/ Licensed Food Businesses/ Associations/ Civil Society Organizations can apply for the empanelment as a FoSTaC Training partner through online link.
- 4.3 There will be scrutiny of documents submitted by the applicants as per the criteria in which they will apply as mentioned in Point 6.
- 4.4 Applicants fulfilling the eligibility criteria and submitted the required documents will be called for the presentation after 15 working days from the last date of submission of the EOI.
- 4.5 Presentation will be made as per the criteria mentioned in Point 8 and the same will be evaluated by the Evaluation Committee.
- 4.6 Declaration of the Final selected applicants for attending the workshop after 15 days from the date of the presentation.
- 4.7 Conduct of Workshop for the selected applicants on FoSTaC program.
- 4.8 Issuance of the Training Partner certificate and FoSTaC Portal Login credentials after 7 days from the date of the workshop.

#### 5. Important Dates

Following are the final dates -

Sr. No.	Event	Schedule Date
1	Release of EOI (On <a href="http://www.fostac.fssai.gov.in">www.fostac.fssai.gov.in</a> )	17 <sup>th</sup> August, 2022
2	Last date for Submission of Responses to EOI.	16 <sup>th</sup> September, 2022 – 5.00 PM (Through Google Link only- <a href="https://forms.gle/fxkLhhzFer24kVk5A">https://forms.gle/fxkLhhzFer24kVk5A</a> )
3	Disclosure of Shortlisted Eois for further process	After 15 working days from the Last date of submission of responses.
4	Date for presentations by the shortlisted organizations.	Will be communicated separately.
5	Disclosure of Selected applicants for attending the workshop.	After 15 working days from the date of presentations.
6	Workshop and briefing about the FoSTaC portal	Date will be communicated separately.
7	Issuance of certificate.	After 7 working days from the date of workshop.

**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 three years on the closing date of the EoI.
- 6.1.2 The agencies must have at-least 3 years of experience in organization of training programs or academics or food industry.
- 6.1.3 It should not be black listed 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.
- 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 under following six categories and also has to fulfill criteria related to that particular category:

**6.2.1 Association-** The organizations applying under this category must be

- Trade, Professional or Scientific Associations in the food sector at National, State or Regional Level.
- It should have at-least 100 members.

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

- Food Business Operator (FBO) licensed with FSSAI and having average annual turnover of Rs. 150 Crore or more during the last three years.
- They can be training partner for training of FBOs in their upstream and downstream value chain.
- 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.

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

- Training Partners empaneled by National Skill Development Corporation (NSDC)/Sector Skill Councils and other Central or State Govt. Schemes.

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

- A Company registered under Section 8 of the Companies Act, 2013 or Section 25 of the Companies Act, 1956 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 Training Agencies-** The organizations applying under this category must be

- Any proprietorship or partnership firm or company having at least three years' experience at national or International Level in training on food safety and/or nutrition.

## **7. EoI Document and its submission**

7.1 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 annexures and fulfil the basic and specific eligibility criteria.

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

**7.2.1 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 Key Members who will be the part of Team which will handle the FoSTaC program (Mention Field of experience and Years of Experience in each field)
- vi. Duly Signed Terms and Conditions (**Annexure II**)
- vii. Implementation Plan (**Annexure III**)
- viii. Latest Board resolution signed by majority of the members i.e. members having more than 51 % share, (**Not older than three months from the date of opening of EoI**) regarding authorized signatory on behalf of the organization with sample signature of Authorized signatory (**Annexure IV**), if applicable.
- ix. Letter mentioning the name, contact number and email-id of the Single point of Contact authorized by the organization (**Annexure V**)
- x. Identity proof like PAN card etc. and Address proof like Aadhar Card etc. of Authorized signatory.
- xi. 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 VI**)
- xii. Applicant's Profile (**Annexure VII**)
- xiii. Declaration by Authorized Signatory (**Annexure VIII**)
- xiv. Logo in 121x71 pixels dimension.

**7.2.2 Specific Documents-** 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 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 at least 100 members.**
- v. **Proof showing three years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.**

b) **Licensed Food Business Operator-** 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 Directors/ Board Members of the Company.
- iv. Last three ITRs (i.e. for FY 18-19, 19-20 and 20-21) 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 and 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 Directors/ Board Members / Trustees/ as the case may be.
- vi. Any legal document of the institute which clearly states the Authorized Signatory of the institute.

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

- i. Certificate of Incorporation/Certificate of Establishment of the entity (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 three 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 applicable.
- v. The Trust Deed in case of public/ private trust or Bye-laws in case of society/ association/ club, if applicable.
- 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 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 Directors/ Board Members of the Company.
- iv. **Proof showing three 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 Directors/Board Members of the Company/ partners of the partnership firm.
- vii. **Proof showing three years of experience in organization of training programs like Photographs with date stamp, Attendance records, Contracts with clients etc.**

**7.2.3** 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 the applicant can mention “**Not Applicable**” with reason of not applicability.

## **8. Shortlisting of EoIs and Presentation:**

The organization meeting the general and specific criteria given as per the Point 6 and 7 above will be called for presentation.

**8.1 Presentation-** Shortlisted firms/Companies/Organizations will be called for giving presentations and the same will be evaluated by the Evaluation Committee. The evaluation criteria and marks are as per the below table-



<b>Presentation:</b> Short listed agencies will be required to give presentation at FSSAI of 10 minutes. It may include:	Max. Marks
(a) Understanding of FoSTaC program requirements	20
(b) Implementation Plan and Roadmap of Next three years	20
(c) Innovative ideas for amplification of the FoSTaC program	10
<b>Total</b>	<b>50</b>

➤ **Organization scoring 60% marks or more i.e. 30 marks or more, in the Presentation criteria will be declared qualified to be a Training Partner of FSSAI subject to attending the workshop.**

➤ **Since there is no training partner in the following States/UTs:-**

1. Andaman & Nicobar
2. Andhra Pradesh
3. Arunachal Pradesh
4. Assam
5. Goa
6. H.P.
7. Manipur
8. Meghalaya
9. Mizoram
10. Nagaland
11. Sikkim
12. Tripura
13. Ladakh
14. Lakshadweep
15. DNH & DD

The applicants applying from above States/UTs will be given extra weightage of 5 marks in their selection as TPs. In case there are more than 318 eligible applicants against this EOI, the selection of TPs will be done on merit basis as per the marks obtained by them.

## 9. Workshop

- A workshop will be conducted for the applicant selected after the presentation.
- Following activities will be undertaken during the workshop: -
  - F Overview of FoSTaC program.
  - F Introduction to the FoSTaC portal and other activities that are to be undertaken on FoSTaC portal to conduct training program.
  - F Session on various FSSAI guidelines and advisories related to FoSTaC program.
  - F DOs and DON'Ts for empaneled Training Partner.
- Applicants that will attend the workshop will be issued Training Partner certificate.

## 10. Procedure to be adopted by Empaneled Training Partner

- 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-
  - Register venue of the training.
  - Create training calendar and generate batch code through FoSTaC portal.
  - Appoint trainer and assessor.
  - 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) **Organization 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.

## 11. 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, 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**

SSAI'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,  
3<sup>rd</sup> Floor, MMU Building,  
Mata Sundari College Lane, Aiwan-E-Ghalib Marg,  
New Delhi – 110002.

**Email id- [fostac@fssai.gov.in](mailto: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 9<sup>th</sup> September, 2022. The clarifications received after 9<sup>th</sup> September, 2022 will not be considered.



**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 three years on the closing date of the EoI-
  - i. Yes
  - ii. No
2. Whether the Organization have at-least 3 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 “**EoI Document and its submission**” of EoI:

**Associations (National/State/Regional)**

Type of Association: \_\_\_\_\_

Number of Members : \_\_\_\_\_

**Large Food Businesses Operator (more than or equal to Rs.150 cr average annual turnover)**

Average Annual turnover of last three 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 Govt. Schemes**

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

i. Yes  ii. No

b) Please mention number of trainings conducted in the last 3 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 three years' experience at national or International Level in training on food safety and/or nutrition**

Type of Training Providing Agency:

a) Any proprietorship

b) Partnership firm

c) Company

d) Others, please specify \_\_\_\_\_

**Detail of Resources**

Number of Training Centers: \_\_\_\_\_ Number of Qualified trainers: \_\_\_\_\_

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

**Annexure I**

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:**.....

**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-empaneled.
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-empaneled.

As an empaneled 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: .....



**Training Partner  
Logo**

### 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

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(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 authorised 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 so long as he 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 / authorised 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: \_\_\_\_\_

**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:

**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 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

<b>I. General Information (About Entity)</b>			
<b>Particulars</b>		<b>Details to be Furnished</b>	
<b>Details of the Respondent</b>			
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

<b>II. Relevant work experience (Fill separately for different clients)</b>		
<b>S. No.</b>	<b>Item</b>	<b>Details to be furnished</b>
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)	

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

**Annexure VII**

<b>IV</b>	<b>Presentation (attach soft-copy)</b>
<b>Sr. No.</b>	<b>Topics to be covered in Presentations</b>
1.	Understanding of FoSTaC program requirements
2.	Implementation Plan and Roadmap of Next three years
3.	Innovative ideas for amplification of the FoSTaC program

Date:  
Place:

Authorized Signatory  
Seal of Company

**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)