Tender No.: FDA/ERI/2026-27/02

Food and Drug Administration
Government of Maharashtra

FDA MAHARASHTRA

TENDER

Empanelment of Agencies for Implementation of the Eat Right School Initiative and for Printing and Display of IEBCC Material in 1,000 School Clusters (Indicative) in Maharashtra

Financial Year 2026-27

Address

Food and Drug Administration (Food), Survey No. 341, 2nd Floor,
Bandra Kurla Complex, Opposite Reserve Bank of India,
Bandra East, Mumbai, Maharashtra 400051
E-mail: jc-foodhq@nic.in

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Part A: Notice inviting tender and data sheet

The Food and Drug Administration (FDA), Government of Maharashtra, invites online bids from eligible agencies (empaneled by FSSAI) for empanelment to implement the Eat Right School (ERS) Programme and undertake printing and display of Information, Education, Behavioural Change and Communication (IEBCC) material, based on artwork supplied by FDA, in 1,000 clusters (indicative), each cluster comprising of 4 or 5 schools, in Maharashtra during the Financial Year 2026–27.

The tender shall follow a two-envelope process. Envelope 1 shall be evaluated to determine whether bidders meet the prescribed pre-qualification/eligibility criteria on a pass/fail basis. Bidders meeting the pre-qualification/eligibility criteria shall be invited to make a presentation on their proposed approach and methodology for implementation of the Eat Right School Programme and execution of the IEBCC component, including their deployment readiness, work plan, stakeholder coordination and quality assurance arrangements. Based on the evaluation of these presentations against the criteria specified in this tender, eligible bidders shall be shortlisted for opening of their financial bids.

The financial bids of shortlisted bidders alone shall be opened. The lowest evaluated financial bid shall determine the L1 rate, which shall be adopted as the empanelment rate. All shortlisted bidders whose financial bids are opened shall be empanelled at the L1 rate, subject to acceptance of the L1 rate and compliance with the terms and conditions of the tender.

All work allotted under this empanelment shall be completed by 28 February 2027.

A.1 Data sheet

Tender number and title	FDA/ERI/2026-27/02: Empanelment of Agencies for Implementation of the Eat Right School Initiative and for Printing and Display of IEBCC Material in 1,000 School Clusters (Indicative) in Maharashtra
Procuring authority	Food and Drug Administration (FDA), Maharashtra; Commissioner of Food Safety
Nature of the process	Empanelment by closed e-tender. Envelope 1: pre-qualification/eligibility criteria (pass or fail). Presentation on approach and methodology for implementing the proposed eat right school and IEBCC programme in Maharashtra Envelope 2: financial bid, opened only for eligible bidders. The L1 rate is fixed as the rate for the work, and all eligible bidders are empanelled at that rate.
Programme coverage	The 1,000 clusters shall be allotted division-wise as indicated in Annexure I. Each cluster shall comprise four or five schools in a designated area, as specified by the Department in the Work Order, with each school registered or eligible for registration on the FSSAI School Portal. The cluster shall be the unit for allotment, pricing and payment, with a uniform price applicable irrespective of whether it comprises four or five schools.

Components to be priced	Component A: implementation of the Eat Right School (ERS) Initiative at a cluster, including training, corrective measures, audit and certification facilitation. Component B: printing, delivery, installation and evidence of the IEBCC material in Annexure H, using artwork supplied by FDA. The bidder quotes a price per cluster for each component.
Bid Estimated Value	The estimated value of the tender is INR 2.50 crore (Rupees Two Crore Fifty Lakh only), inclusive of all applicable taxes and duties, including GST. The financial bid submitted by the bidder shall not exceed this amount. Any bid quoting a total price exceeding INR 2.50 crore, inclusive of GST, shall be liable for rejection as non-responsive.
Completion deadline	All allotted work to be completed by 28 February 2027.
Mode of submission	Online only, on the MahaTenders portal (mahatenders.gov.in), with a valid digital signature certificate.
Publicity	MahaTenders portal, the FDA website and a press note through the Directorate General of Information and Public Relations
Tender fee	INR 15,000 plus applicable GST (as per portal), payable online. Exemptions are in Part B, clause 7.
Earnest Money Deposit (EMD)	INR 2,50,000 plus applicable GST (as per portal), payable online. No GST on EMD. Exemptions are in Part B, clause 7.
Performance Security Deposit (PSD)	INR 7.5 lakh shall be paid within 15 days of the work order, valid 90 days beyond completion.
Bid validity	90 days from the last date of submission of bids.
Officer for queries	Shri Dattaprasad Nade, Joint Commissioner (Food, HQ), Food and Drug Administration, Survey No. 341, 2nd Floor, Bandra Kurla Complex, Bandra East, Mumbai 400051 Mobile: 8108577791 E-mail: jc-foodhq@nic.in

A.2 Time schedule

#	Particulars	Date
1	Date of issue	26/10/2026
2	Bid submission start	26/10/2026
3	Last date for pre-bid queries (Annexure F-9)	29/10/2026
4	Pre-bid meeting	02/11/2026
6	Last date and time for bid submission	15/11/2026

#	Particulars	Date
7	Opening of Envelope 1 (eligibility)	16/11/2026
8	Date of presentation (venue details in Part B, clause 4.5)	24/11/2026 & 25/11/2026

If a date falls on a public holiday it moves to the next working day at the same time. Any extension is published as a corrigendum on the MahaTenders portal and the FDA website. The seven Eat Right tenders of FDA for 2026-27 follow the same calendar and a joint pre-bid meeting.

Part B: Instructions to bidders

1. About FDA Maharashtra

The Food and Drug Administration, Maharashtra is the regulatory authority for food safety and quality in the State. It implements the Food Safety and Standards Act 2006, the Rules & Regulations made thereunder, and the directions of the Food Safety and Standards Authority of India (FSSAI) and the Government of Maharashtra. The Eat Right India initiatives in this tender are implemented under the FSSAI Work Plan 2026-27 agreed between FSSAI and the State.

2. Nature of this tender

2.1 This tender is for empanelment. Envelope 1 shall be evaluated to determine whether bidders meet the prescribed pre-qualification/eligibility criteria on a pass/fail basis. Bidders meeting the pre-qualification/eligibility criteria shall be invited to make a presentation on their proposed approach and methodology for implementation of the programme. Based on the evaluation of these presentations against the criteria specified in this tender, eligible bidders shall be shortlisted for opening of their financial bids.

2.2 The lowest total price per cluster among eligible bidders (L1) is fixed as the rate for the work. All eligible bidders are empanelled at that rate, and clusters are allotted among them as set out in clause 10.

2.3 Empanelment does not assure any agency a particular number of clusters, and does not create a right to payment for the full quantity.

3. Eligibility criteria

A bidder must meet every criterion below on the last date of bid submission. Eligibility is decided only on the documents listed against each criterion.

#	Requirement	Criterion	Documents to be submitted
E1	Legal entity	The bidder must be legally established and registered in India as one of: a company under the Companies Act, 2013; a limited liability partnership under the Limited Liability Partnership Act, 2008; a partnership firm under the Indian Partnership Act, 1932; a society registered under the Societies Registration Act, 1860 or the respective State Act; a trust registered under the applicable law; a co-operative society under the Maharashtra Co-operative Societies Act, 1960 or the Multi-State Co-operative Societies Act, 2002; or a proprietorship under the applicable State laws. The bidder must hold a PAN and a GST registration.	Certificate of incorporation / registration / partnership deed, signed by the authorised signatory PAN card TAN card, if applicable GST registration certificate All documents must be valid and up to date at the time of submission. FDA may verify their authenticity.
E2	Turnover	Average annual turnover of at least INR 5.00 lakh in the last three financial years (2023-24, 2024-25, 2025-26). And A minimum annual turnover of 3.00 lakh in each FY	Audited balance sheet and profit and loss account of each of the last 3 audited financial years Certificate of total turnover signed by the statutory auditor / chartered accountant **Note:** If the audit of FY 2025-26 is not complete on the last date of submission, the bidder may submit the audited statements of FY 2022-23 instead, with a declaration on its letterhead, signed by the authorised signatory, that the audit of FY 2025-26 is pending.
E3	Experience	Implementation or audit of any FSSAI Eat Right India initiative (Campus, School, Place of Worship, Station, Clean Street Food Hub, Clean and Fresh Market or Hygiene Rating) for at least 100 unit in the last five years;	Work orders and completion certificates, or the FSSAI recognition or empanelment certificate, as applicable; Annexure F-4

#	Requirement	Criterion	Documents to be submitted
E4	Personnel	At least 5 persons on the payroll who are FSSAI certified Auditors. in case, the bidder has a shortfall in FSSAI certified Auditors, then the bidder must provide an undertaking to deploy the required number of FSSAI certified Auditors within 10 days of the work order	Annexure F-5 with certificates
E5	Audit arrangement	Either the bidder holds FSSAI recognition as an auditing agency, or it names in Annexure F-10 an FSSAI recognised auditing agency that has agreed to conduct the final audits of its units at the bidder cost	Recognition certificate or the partner letter of consent
E6	No blacklisting	The bidder must not be debarred or blacklisted by any State Government, Central Government or public sector organisation in India, for unsatisfactory performance, corrupt or fraudulent practice or other unethical conduct, indefinitely or for a period, on the last date of submission.	Undertaking in Annexure F-6 signed by the authorised signatory
E7	Undertaking on L1 rate and sharing	The bidder must undertake, on its letterhead, signed by an authorised representative and bearing its seal, that it is willing to share the clusters with other empanelled agencies and to implement the work at the L1 rate fixed under this tender.	Undertaking in Annexure F-7, paragraphs 1 to 3
E8	Independence and declared partners	The Bidder shall ensure that the training agency and the implementation agency are separate entities to avoid any conflict of interest. The Bidder shall conduct the required training exclusively through FSSAI-empanelled Training Partners. The Bidder shall submit an undertaking along with the bid confirming compliance with the above requirements. Failure to comply with these conditions shall render the bid liable for rejection.	Annexure F-7 paragraph 4 and Annexure F-10
E9	Presentation	Presentation on bidder’s approach and methodology for implementing the proposed program in Maharashtra in the stipulated time.	Part B, Clause-4

Start-ups and MSEs. A DPIIT recognised start-up or an Udyam registered micro or small enterprise is exempt from E2 and from the unit count in E3(a) (one completed unit of any kind suffices); it must meet every other criterion.

Consortium and sub-contracting. Joint ventures and consortia are not permitted. Sub-contracting is permitted only as set out in Part E clause 8 (declared printer for IEBCC material, declared FSSAI partners for training); the bidder remains solely responsible.

4. Technical Qualification Criteria

4.1 Purpose of Presentation

- Bidders who meet all the eligibility criteria specified in Part B, clause 3, shall be invited to make a presentation before the Tender Evaluation Committee constituted by FDA.
- The purpose of the presentation is to assess the bidder's understanding of the Eat Right School (ERS) Programme and the IEBCC component, including its proposed methodology for implementing the Eat Right School Programme, printing and displaying IEBCC material based on artwork supplied by FDA, deployment readiness, resource availability, stakeholder coordination arrangements, quality assurance measures and capacity to complete the assigned work within the stipulated timelines.
- The presentation shall be evaluated on the basis of the criteria and marks specified in this clause. No financial information or price quotation shall be disclosed during the presentation.

4.2 Evaluation Criteria

The presentation shall be evaluated out of 100 marks in accordance with the following criteria:

#	Evaluation Criteria	Maximum Marks
1	Relevant experience in Eat Right School, food safety, hygiene and IEBCC programmes	15
2	Implementation methodology for Eat Right School and IEBCC activities	20
3	Deployment readiness and availability of resources	15
4	Work schedule and capacity to meet prescribed timelines	10
5	Stakeholder coordination and mobilisation	10
6	Innovative interventions for food safety, hygiene, healthy food choices and behavioural change	15
7	Monitoring, quality assurance, documentation and reporting	10
8	Risk management and contingency preparedness	5
Total	**Overall Presentation Score**	**100**

A bidder shall secure a minimum score of 70 out of 100 marks in the presentation evaluation to qualify for opening of its financial bid. Bidders who do not meet the prescribed qualifying requirements shall not be considered for opening of their financial bids.

4.3 Presentation Requirements

The presentation shall cover, at a minimum, the following:

a. **Relevant Experience:** Relevant experience in implementation of the Eat Right School Programme, Eat Right initiatives, food safety and hygiene programmes, school-level food safety interventions, IEBCC campaigns or similar assignments, including details of completed assignments, the scope of work undertaken and evidence of performance.

b. **Proposed Implementation Methodology:** A stage-wise methodology for implementing the Eat Right School Programme and the IEBCC component, covering school profiling and assessment, identification and engagement of relevant stakeholders, baseline assessment of food safety and

hygiene practices, implementation of corrective measures, facilitation of audits and certification-related activities, and printing and display of IEBCC material based on artwork supplied by FDA.

c. **Deployment Readiness and Resource Availability:** Details of the proposed project team, field personnel, technical experts and other resources required for implementation of both programme components, including their roles, qualifications, relevant experience and availability for deployment. The bidder shall also explain its arrangements for engaging or coordinating with qualified auditors, FSSAI-recognised auditing agencies or other relevant service providers, as applicable.

d. **Work Schedule and Implementation Capacity:** A proposed school-wise, district-wise or division-wise implementation schedule, including milestones, sequencing of activities, resource allocation and arrangements for undertaking Eat Right School interventions and printing and displaying IEBCC material within the prescribed timelines.

e. **Stakeholder Coordination and Mobilisation:** Proposed arrangements for coordination with FDA, school management, teachers, food vendors/ food handlers, students, other employees and other relevant stakeholders, as applicable, for effective implementation of the Eat Right school Programme and the IEBCC component.

f. **Outcome-oriented Interventions and Innovation:** Practical and innovative interventions for improving food safety, hygiene and sanitation practices, promoting healthy food choices, encouraging sustainable food practices and creating awareness and behavioural change among food vendors, food handlers, school occupants and other relevant stakeholders.

g. **Monitoring, Quality Assurance and Documentation:** Proposed arrangements for monitoring implementation progress, ensuring quality of activities undertaken, documenting school-level interventions, maintaining evidence of printing and display of IEBCC material, tracking corrective actions, and submitting periodic progress and completion reports to FDA in the prescribed format.

h. **Risk Management and Contingency Preparedness:** Identification of potential implementation risks, dependencies and operational challenges, including delays in school mobilisation, non-cooperation from stakeholders, resource constraints, delays in printing or displaying IEBCC material and other implementation-related challenges, along with proposed mitigation measures and contingency arrangements to ensure timely completion of the assigned work.

4.4 Presentation Procedure

- The FDA shall separately notify all eligible bidders of any changes to the date, time, venue, or presentation instructions.
- The presentation shall be made by the bidder's authorised representative and/or proposed project lead. The duration of the presentation shall be for not more than 10 minutes and shall be uniform for all bidders.
- The Tender Evaluation Committee may seek clarification on the information presented. Such clarification shall not permit the bidder to materially alter its bid, introduce a new proposal or cure a deficiency in the documents submitted with the bid.
- The Committee shall evaluate each presentation against the published criteria and record the marks awarded under each criterion, together with brief reasons supporting the assessment.

4.5 Presentation Venue:

- **Address**: Food and Drug Administration (Food), Survey No. 341, 1st Floor, Bandra Kurla Complex, Opposite Reserve Bank of India, Bandra East, Mumbai, Maharashtra 400051
- **Date**: 24/Nov/2026-25/Nov/2026
- **Time**: 11 AM

4.6 Shortlisting of bidders

- Only bidders who meet the minimum qualifying score under clause 4.2 shall be shortlisted for opening of their financial bids.
- The list of shortlisted bidders and the results of the technical presentation evaluation shall be recorded by FDA and communicated to the bidders through the MahaTenders portal.

5. Documents to be submitted

5.1 Envelope 1 must contain only: (a) proof of payment of the tender fee and EMD, or the exemption certificate; (b) the latest income tax return and GST return acknowledgements; (c) the documents listed against E1 to E9; (d) the forms in Part F, filled in and signed; and (e) the checklist in Annexure F-1; (f) Presentation on the proposed approach and methodology for implementing the proposed programme in Maharashtra

5.2 Envelope 1 shall contain only the documents and information specifically required under the technical bid submission requirements of this RFP. No price, financial information, or other extraneous material not expressly sought under Envelope 1 shall be included. Any price or financial information disclosed in Envelope 1 shall render the bid liable for rejection.

5.3 All documents must be in English and self-attested by the authorised signatory.

6. Submission of bids

6.1 Bids must be submitted only through the MahaTenders portal before the last date and time. Bidders must register on the portal and sign each document with a valid digital signature certificate. A bid submitted in any other way, or after the stipulated date and time, is liable for rejection.

6.2 Envelope 2 contains only the financial bid in the format in Annexure G, uploaded in the form that the portal requires. A bid that adds a condition or changes a term of this tender is non-responsive.

6.3 FDA may extend the last date for submission by a corrigendum. The extended date then applies to all rights and obligations of FDA and the bidders.

7. Tender fee, EMD and Performance Security Deposit

7.1 The tender fee of INR 15,000 plus GST and the EMD of INR 2,50,000 are paid online before the last date of submission.

7.2 The EMD of unsuccessful bidders is returned within 2 months of the empanelment order; the EMD of an empanelled agency is returned on receipt of its Performance Security Deposit.

7.3 The EMD is forfeited if a bidder withdraws or changes its bid after the last date, refuses to sign the agreement or to accept the L1 rate, or fails to furnish the Performance Security Deposit.

7.4 Every empanelled agency furnishes a Performance Security Deposit of INR 7.5 lakh within 15 days of the work order, valid 90 days beyond the completion date; otherwise the work order may be cancelled and the EMD forfeited.

7.5 The Performance Security Deposit is refunded within 60 days of final acceptance and is liable to deduction for damages, penalties, replacement costs or dues.

7.6 **Exemptions.** (a) Micro and small enterprises registered under the MSMED Act, 2006 with a valid Udyam registration certificate whose NIC code covers the tendered work; (b) Government boards, corporations and undertakings; and (c) start-ups with a valid DPIIT recognition certificate, are exempt from the tender fee and the EMD. Such bidders shall also receive the Performance Security Deposit concession, if any, that is allowed by the Government of Maharashtra resolutions in force. The certificate must be submitted with Envelope 1. The exemption is subject to the applicable Government of Maharashtra resolutions.

8. Pre-bid queries and meeting

Queries in the format in Annexure F-9 by the date in Part A. A joint pre-bid meeting for all seven Eat Right tenders is held on 2 Novemer 2026,physically at Food and Drug Administration (Food), Survey No. 341, 1st Floor,Bandra Kurla Complex, Opposite Reserve Bank of India,Bandra East, Mumbai, Maharashtra 400051, and also online. Minutes and replies are published on the MahaTenders portal and the FDA website. Changes to this tender are made only by corrigendum.

Meeting link - https://meet.google.com/ytp-vhix-xbq

9. Bid validity

90 days from the last date of submission.

10. Evaluation of eligibility (Envelope 1)

10.1 Envelope 1 is opened on the portal and evaluated by the Tender Evaluation Committee constituted by FDA.

10.2 Each criterion is assessed as met or not met on the documents submitted; no marks are given. A bidder that meets every criterion and has submitted every required document is declared eligible.

10.3 FDA may verify any document with the issuing authority or client, including the FSSAI recognition or empanelment from FSSAI, and may ask for an original, a legible copy or a missing signature, but no bidder may add a new document or change its bid after the last date.

10.4 A bid is rejected if the bidder is ineligible, the bid does not conform in a material respect, it contains false information, the bidder offers any inducement, or there is a conflict of interest.

10.5 The list of eligible bidders is published on the portal; only their financial bids are opened.

11. Financial bid, L1 rate, empanelment and allotment

11.1 **Quote.** The bidder quotes price per cluster in Component A and the price of printing and dessiminating of IEBCC material per cluster in Component B, each exclusive of GST with GST shown separately, in the format in Annexure G; the total per cluster inclusive of GST is the price on which bids are compared.

11.2 **Opening.** Financial bids of eligible bidders are opened on the portal by the Purchase Committee of FDA, on the date and time shown in Part A.

11.3 **L1.** The eligible bidder with the lowest total price per cluster is L1; equal lowest prices are each L1.

11.4 **Rate for the work.** The price of each component quoted by L1 becomes the Empanelment Rate per cluster, payable to every empanelled agency. The price an agency itself quoted has no effect on its payment.

11.5 **Empanelment.** Every eligible bidder is empanelled at the Empanelment Rate and is sent an empanelment letter; each bidder has already agreed to this in Annexure F-7. Refusal leads to forfeiture of the EMD.

11.6 **Allotment.** The FDA allocates clusters among the empanelled agencies on a division-wise basis, as indicated in Annexure I, through work orders specifying the clusters assigned to each agency, based on administrative requirements and with a view to ensuring an equitable distribution of work. FDA reviews progress monthly and may re-allot clusters not started within 30 days of the work order, or where an agency defaults, to another empanelled agency at the Empanelment Rate

11.7 **Bid Estimated Value:** The estimated value of the tender is INR 2.50 crore (Rupees Two Crore Fifty Lakh only), inclusive of all applicable taxes and duties, including GST. The financial bid submitted by the bidder shall not exceed this amount. Any bid quoting a total price exceeding INR 2.50 crore, inclusive of GST, shall be liable for rejection as non-responsive.

11.8 **Negotiation.** No negotiation is held except with L1 alone where the rules permit, with reasons recorded.

11.9 **Contract Period.** Contract Period/The Work Order shall remain valid until 31 March 2027. Based on the performance of the empanelled agency and subject to the approval of FDA, the validity of the Work Order may be extended up to a certain period on the same terms and conditions and at the existing rates, or at mutually agreed rates, as determined by FDA and the empanelled agency. Any such extension shall be communicated in writing by FDA.

12. Number of bids

If fewer than three bids are received, FDA may extend the last date by one week, up to two times. With three or more eligible bids evaluation proceeds.

13. Conflict of interest, integrity and grievances

13.1 **Conflict of interest.** If two bidders have a common owner, director, partner or majority shareholder, both bids are rejected. Each bidder must also give the declaration in Annexure F-8.

13.2 **Integrity and ethics.** The bidder and its staff shall not offer any gift or inducement to any official of FDA, FSSAI or an institution, collude, misrepresent facts or use official information unfairly; breach leads to rejection, forfeiture of the EMD or Performance Security Deposit and action under the Government of Maharashtra procedure for suspension, banning or removal from the panel. The bidder shall also respect labour, safety, environmental and anti-corruption laws, and shall not use child labour.

13.3 **Grievances.** A bidder aggrieved by a decision under this tender may apply for review to the Commissioner of Food Safety within 10 days of the decision, or within the period stated in the decision. FDA decides it as soon as possible and normally within 30 days.

13.4 **Rights reserved.** FDA may reject any or all bids, cancel the process or issue a fresh tender, without providing any reasons. Cancellation is communicated to all bidders and unopened financial bids are returned. No bidder may claim compensation for cancellation. The conditions of this tender may be relaxed only as the applicable Government of Maharashtra resolutions allow, and only by a corrigendum sent to all bidders.

Part C: Scope of work

1. Programme and requirement

Objective of the Eat Right School: The objective of the Eat Right School initiative is to promote safe, healthy and sustainable eating habits among school children through an interactive and engaging learning model. The initiative aims to create awareness about nutrition, food safety, hygiene and healthy dietary practices through age-appropriate educational resources, curricular and extracurricular activities, and the active participation of teachers, students and FSSAI-certified Health and Wellness Teams. It seeks to encourage lifelong healthy eating habits, improve the physical and cognitive well-being of children, strengthen food safety awareness within the school environment, and motivate schools to adopt sustainable food practices and achieve Eat Right School certification.

1.1 Programme. The Eat Right School (ERS) initiative is an initiative of FSSAI under the Eat Right India movement. It helps school children to build habits of eating safely, healthily and sustainably through interactive learning. The objective is to create a safe, healthy and sustainable food environment in schools: to strengthen food safety and hygiene practices, including in school canteens, kitchens and messes; to promote healthier food choices and sustainable food practices; to build awareness and behaviour change among students, teachers, school administration, food handlers and parents; to build the capacity of food handlers; to improve the compliance of food businesses in school premises; to help schools to put systems and a nodal person in place; and to help eligible schools to complete the activities that the FSSAI framework requires. It is implemented in accordance with the FSSAI guidelines, Eat Right Matrix, training modules and certification requirements in force.

1.2 Cluster. A cluster is a group of four or five schools that FDA identifies and lists in a work order (clusters are formed by block or urban ward within one district, with four or five schools each, from the list given by the Education Department and the Designated Officer; every school is registered or registrable on the FSSAI school portal). The cluster is the unit of allotment, price and payment. The price per cluster is the same whether it has four or five schools.

1.3 Requirement. The empanelled agency shall do two things at each cluster allotted to it, covering every school of the cluster: **Component A**, implementation of the Eat Right School (ERS) Initiative (clause 2); and **Component B**, printing, delivery, installation and evidence of the IEBCC material in Annexure H using artwork supplied by FDA (clause 3). The agency is solely responsible for both.

1.4 How the initiative works. As described by FSSAI, a school registers on the FSSAI school portal and nominates teachers or parents as Health and Wellness Ambassadors, who complete FSSAI's online certification. The Health and Wellness Team drives the initiative in the school. The school makes an activity calendar, carries out Eat Right activities (such as Eat Right carnivals, healthy recipe days and kitchen gardens), uploads evidence of them, and monitors its progress on the Eat Right Matrix, a scoring framework for curricular and extra-curricular activities. The score decides certification or recognition. FSSAI provides learning material (the Yellow Books, an Activity Book and a Training Manual); the agency uses it as FSSAI permits, and the IEBCC material in Component B is in addition to it.

1.5 Audit and training roles. The audit required by the FSSAI framework is part of the scope and its cost is inside the Empanelment Rate; no separate audit fee is payable. The final audit or assessment is conducted only by an FSSAI recognised auditing agency. Where the agency itself holds that recognition, it may conduct the audit through an auditor who took no part in the handholding of that unit; at its own cost. FoSTaC training is delivered only by an FSSAI empanelled training partner, which may be the agency if so empanelled. FDA may witness any audit, re-verifies at least 10 per cent of units per agency per division, and may order a fresh audit at the agency cost where the record is unreliable. Payment never depends on the

score or rating obtained; it depends on the audit having been done and recorded. Improvements to school infrastructure (water, drainage, kitchens, waste) are the responsibility of the school management and the education authorities.

1.6 **Work schedule and letters of support.** Within 10 working days of the work order the agency submits a cluster-wise work schedule (Annexure F-11) naming its team, its declared partners and printer, and the dates for each stage. FDA issues with the work order letters of support addressed to the institutions, trusts, Railway divisions, market committees or local bodies concerned, and the Designated Officer of each district introduces the agency.

2. Component A: Implementation of the Eat Right School (ERS) Initiative

A.1 Work planning and mobilisation

- Prepare and submit a cluster-wise implementation work schedule within 10 working days of the work order, or such other period as FDA directs.
- Prepare district-wise and division-wise plans and submit them to FDA Headquarters for approval or information.
- Coordinate with FDA Headquarters, the concerned divisions and districts, the head of each school and the education authorities of the area.
- Keep a cluster-wise and school-wise tracker covering identification, registration, Health and Wellness Team, activities, training, baseline assessment, corrective actions, audit, certification status and documentation.

A.2 Identification, registration and profiling

- Confirm each school against the list in the work order. Collect and verify its details: name, address, board and type, number of students, contact person, and canteen, kitchen and food-service facilities.
- Identify every food business operating in the school premises (canteens, kitchens, messes, catering units) and verify the FSSAI licence or registration of each. Where it is missing, tell the school and FDA, and guide the operator.
- Identify the persons in the school who are responsible for the initiative.
- Prepare the registration data of each school for the FSSAI school portal, and register the school where FSSAI and FDA direct (the agency registers the unit on the FSSAI portal on its behalf, with FDA Maharashtra as the State authority), and submit school-wise details to FDA in the prescribed format.

A.3 Health and Wellness Team and Health and Wellness Ambassadors

- Facilitate the formation of a Health and Wellness Team of relevant stakeholders in each school, and the nomination of teachers or parents as Health and Wellness Ambassadors (Eat Right Ambassadors) or a designated nodal person.
- Support the Ambassadors to complete FSSAI's online certification.
- Orient the team and the Ambassadors on their roles, the objectives and key components of the initiative, and the use of the Eat Right Matrix and of the IEBCC material, including the Sehat Detective module.
- Set up a mechanism of coordination among the school, the canteen operators, the food handlers, the team, the Ambassadors and the agency, and keep records of all of these.

A.4 Activities under the Eat Right Matrix

Facilitate each school to make an activity calendar and to carry out the activities of the Eat Right Matrix, covering as applicable: safe food, healthy food and sustainable food; food safety and hygiene awareness; food-handler hygiene; safe storage and temperature control; cleaning and sanitation; pest control; prevention of cross-contamination; safe drinking water; reduction of excess salt, sugar and unhealthy fats; healthier food options in the school; food-waste reduction and waste management; awareness and IEBCC activities; and other activities that FSSAI prescribes. Keep records of attendance, photographs, activity reports and other evidence, and help the school to upload it as FSSAI requires.

A.5 Training coordination and awareness

Coordinate with the FoSTaC Training Partner (an FSSAI empanelled training partner) so that the food handlers of school canteens and kitchens are trained, as FSSAI requires. The agency mobilises the food handlers, schedules the sessions, collects attendance sheets, photographs and certificates, and does not duplicate the formal functions of the training partner. It shall also hold awareness sessions in each school for the Health and Wellness Team, teachers, canteen staff and parents, as FSSAI's material provides (two to three awareness sessions of 2 to 4 hours per unit from the activity menu in Annexure J are in the price).

A.6 Baseline assessment and gap assessment

The Health and Wellness Team of each school, with the support of the agency's team, shall carry out a baseline and gap assessment before the final audit, covering as applicable: food safety and hygiene practices; FSSAI licensing and registration of the food businesses; food-handler hygiene and training; food storage and temperature control; cleaning and sanitation; pest control; prevention of cross-contamination; safe drinking water; healthy food choices; responsible use of salt, sugar and fats; food-waste reduction and waste management; sustainable food practices; and awareness and IEBCC activities. Prepare a school-wise Gap Assessment Report that lists the gaps, the observations and the corrective actions recommended, and submit it to the concerned FDA officers and the school. This is a baseline for handholding. It is not the FSSAI audit and does not certify compliance.

A.7 Corrective action and handholding

- Communicate the gaps to the school and the canteen operators and guide them on corrective measures.
- Coordinate with the school management and the education authorities on the facilities within their responsibility.
- Keep documentary and photographic evidence of corrective actions, and track each gap to closure, pending status or escalation.

A.8 Audit coordination

Where the FSSAI framework requires an audit or assessment of a school by a recognised or authorised agency, coordinate it with the school and FDA, keep the schedule and the actual dates, and record the findings and follow-up. The audit is conducted by an FSSAI recognised auditing agency as set out in Part C clause 1.5. Where the agency itself holds that recognition, it may conduct the audit through an auditor who took no part in the handholding of that unit; otherwise it engages a recognised agency named in its work schedule. FDA may witness any audit and re-verifies 10 per cent of units. The agency shall not represent itself as the certifying authority; certification or recognition is by FSSAI. No compliance report shall be issued on the basis of training, awareness activities or self-declaration alone.

A.9 Certification facilitation

- Complete and submit, through FDA, the documents that FSSAI requires for each school, and track its certification status.
- Follow up on any deficiency or additional information that FSSAI asks for, and obtain the FSSAI-issued certificates or recognition for submission to FDA, where they are issued.

A.10 Documentation and reporting

Maintain a school-wise Documentation File and submit periodic and final reports to the concerned Designated Officers (DO) and to FDA Headquarters, Mumbai, as directed. The consolidated report shall cover: schools and clusters identified and registered; Health and Wellness Teams and Ambassadors formed and certified; activities carried out; food businesses identified and their licence status; training details, attendance and certificates; gap assessment reports; corrective actions and their status; audits and findings, where done; schools certified or recognised, with copies of certificates; photographs and other evidence; feedback and testimonials, where available; and any other information that FDA or FSSAI prescribes. Soft copies and, where required, physical copies shall be given.

3. Component B: Printing, delivery, installation and evidence of IEBCC material

3.1 **Purpose.** To make the behaviours of the Eat Right School (ERS) Initiative visible at every cluster, in the Eat Right Maharashtra identity used by FDA across the State, so that the setting-level material and the State campaign look like one movement.

3.2 **Artwork by FDA.** FDA supplies the approved artwork for every item in Annexure H as print-ready files within 10 days of the work order, in Marathi with Hindi and English versions, carrying the Eat Right India (FSSAI) and FDA Maharashtra identity and the FDA WhatsApp QR. The agency does not design or alter the creative; it may fill only the institution name, district and date fields. Any adaptation needed for a specific setting is requested from FDA and supplied within 5 working days.

3.3 **Printing.** The agency prints every item to the size, material and quantity in Annexure H. Before bulk printing it submits one printed sample of each item to the Designated Officer, who approves or rejects within 5 working days. Printing may be sub-contracted to the printer declared in Annexure F-10 (one printer per bidder, or one per division), who has no contract with FDA; the agency remains solely responsible for quantity, specification, quality, timeliness, installation and evidence, and no separate payment is made for the printer.

3.4 **Delivery and installation.** The agency delivers the kit to each cluster, installs each item at the place listed in Annexure H with the permission of the head of the institution or the trust (FDA letter of support), using non-damaging fixings, within 14 days of sample approval and in any case before the awareness event at that cluster. It gives the soft copy set to the institution for its own channels.

3.5 **Replacement.** Items found damaged or missing at the audit visit or at the Designated Officer sample check are replaced once within 7 days at the agency cost.

3.6 **Evidence.** For each cluster: a delivery note signed by the head of the institution or trust listing every item and quantity; geo-tagged, dated photographs of every display point; and the item count, uploaded on the FDA portal within 7 days of installation. This evidence is a condition of the Stage 2 payment.

3.7 **Quality check and deductions.** The Designated Officer checks at least 10 per cent of units per agency per division. A shortfall in quantity or specification is deducted at twice the value of the missing or deficient item (valued at the Component B rate apportioned by item) from the

next bill; three failures in a division lead to re-allotment of the remaining units of that agency in the division.

3.8 **Content rules.** All material complies with the FSSAI logo guidelines and the directions of FDA; no claim that FDA has not approved; no brand name or commercial product; no photograph of an identifiable child or devotee without written consent of the parent, guardian or person; Marathi first.

3.9 **Ownership.** The artwork and all printed and digital material belong to FDA. The agency acquires no right in them and may not reuse them.

4. Roles of stakeholders

Stakeholder	Indicative role
Schools, school foundations and trusts	Implement the initiative in the school: Health and Wellness Team, Ambassadors, activity calendar, activities and evidence; allow access, space and display of IEBCC material.
Central and State education departments and school boards	Increase outreach, create regionalised content and facilitate adoption of the initiative.
FSSAI	Programme framework, Eat Right Matrix, school portal, learning material and certification of Ambassadors; empanelment of audit and training partners; certification or recognition.
FDA Maharashtra (State food safety department)	Overall implementation; identification of schools and clusters; coordination with the education authorities and the training and audit partners; approval of IEBCC material; allotment of clusters; verification of completion for acceptance and payment.
FoSTaC Training Partner (FSSAI empanelled)	Trains the food handlers of school canteens and kitchens under FoSTaC and issues the certificates; engaged by the agency inside the rate, or the agency itself where it is so empanelled.
FSSAI-empanelled audit agency	Audit or assessment of a school, where the FSSAI framework requires one.
Other partners (DIKSHA and the Ministry of Education, NIOS, Anemia Mukt Bharat and UNICEF, publishers, NGOs, domain experts)	Dissemination of content, convergence of efforts and integration of Eat Right messages in curricular and co-curricular activities, as FSSAI and FDA arrange.
Selected (empanelled) agency	Components A and B for the clusters allotted to it; coordination with the stakeholders; school-wise records; reports; compliance with the written directions of FDA.

5. Deliverables and completion

Deliverables shall be in the formats that FDA approves. Dates may be refined in the work order. In all cases, the work shall be completed by 28 February 2027.

Deliverable (Component A)	Minimum contents	Timeline
Work schedule	Cluster-wise work schedule, coordination arrangements, risks and dependencies	Within 10 working days of the work order, unless FDA directs otherwise
School profile and registration records	School details, food businesses and licence / registration status, nodal persons, registration evidence	As FDA directs
Health and Wellness Team and Ambassador records	Team constitution, Ambassadors nominated and certified	As FDA directs
Activity and training documentation	Activity calendar, activity reports, training plan, attendance, photographs and certificates	After each activity or training
Gap Assessment Report	Findings, gaps, evidence and corrective-action recommendations for each school	After the baseline visit at each school
Corrective-action tracker	Gaps, actions advised, evidence, verification status and pending items	Updated periodically and submitted with progress reports
Audit and certification status report	School-wise audit records, where done, progress and copies of certificates, where available	As records become available
Final consolidated report	All cluster-wise and school-wise status, activities, audits, corrective actions, certificates and evidence	Before final acceptance and not later than 28 February 2027

Deliverable (Component B)	Minimum contents	Timeline
Printed samples	One printed sample of each Annexure H item	Within 10 days of receipt of artwork
IEBCC kit installed at each cluster	All Annexure H items installed; delivery note; geo-tagged photographs; item count on the FDA portal	Within 14 days of sample approval and before the awareness event
Replacement record	Items replaced, dates, photographs	Within 7 days of the check

6. Reporting, review and coordination

- The agency shall coordinate with the Food Safety Commissioner, the Joint Commissioner (Food) at Headquarters, the Designated Officers and other authorised staff of FDA.
- It shall submit cluster-wise and division-wise progress reports at the frequency and in the format that FDA directs, and keep its tracker up to date.

- It shall promptly report material constraints, delays or dependencies that need the intervention of FDA, such as school closures and examination periods.
- All reports and records go to the concerned DO and FDA Headquarters, Mumbai, as directed.
- In addition, the agency enters unit-wise progress and evidence on the FSSAI portal (Annexure F-13 format) as each stage is completed; the portal record and certificate is the basis of acceptance and payment.

7. Regulatory and programme compliance

The agency shall comply, as applicable, with the Food Safety and Standards Act, 2006; the Food Safety and Standards Rules, 2011; the applicable Regulations; the FSSAI guidelines, Eat Right Matrix, training modules, procedures and certification requirements for the Eat Right School initiative; the directions and circulars of FSSAI; and the directions of the Government of Maharashtra and FDA. It shall follow any change in these during the contract period. It shall also follow the safeguards for children that the school and the law require, and its staff shall not be alone with children.

8. Awareness activities

At each cluster the agency conducts two or three awareness events of 2 to 4 hours chosen from the menu in Annexure J with the head of the institution or the trust, for all personnel of the cluster, with students as the main audience. Each event is evidenced by attendance, agenda, dated photographs, quiz or pledge results where applicable and a one-page report, uploaded on the FDA portal. The event banner and the FDA digital set are used; no new creative is produced by the agency.

Part D: Financial bid, price and payment

1. Financial bid

1.1 The bidder quotes in Annexure G the price per cluster for implementation of ERS in Component A and for printing & desemminating IEBCC material in Component B, each exclusive of GST and with GST shown separately, and the total per cluster inclusive of GST.

1.2 The price includes all costs of the work: manpower, travel, coordination, documentation, training partner and audit agency charges, printing, transport, installation, replacement and evidence of IEBCC material, the cost of the declared printer, portal entries, and all taxes and duties other than GST. No additional payment is admissible for any activity or item within the scope.

1.3 A price must be quoted for each component; a bid that omits either is rejected. Prices are in Indian rupees; words prevail over figures; the sum of components prevails over a wrong total.

1.4 The estimated value of the tender is INR 2.50 crore (Rupees Two Crore Fifty Lakh only), inclusive of all applicable taxes and duties, including GST. The financial bid submitted by the bidder shall not exceed this amount. Any bid quoting a total price exceeding INR 2.50 crore, inclusive of GST, shall be liable for rejection as non-responsive.

2. Payment

2.1 Payment is made at the Empanelment Rate, only for units actually allotted, completed in accordance with this tender and the work order, verified and accepted by FDA. A work order creates no right to payment for the full quantity. Payment is subject to availability of funds under the FSSAI Work Plan and to the applicable Government rules and the instructions of FDA Headquarters.

2.2 No advance payment is made. No retention is held; deductions are only for damages, replacement costs, recoveries and tax deducted at source under the applicable law.

2.3 Batch-wise invoices : the empanelled agencies are encouraged to raise the invoices of the completed FBOs in batches along with the supporting documents

2.4 The agency shall submit with each invoice: the invoice with tax details; cluster-wise completion records and a consolidated completion report; the gap assessment and post-audit reports and checklists; training records and certificates; the corrective-action tracker with evidence; the delivery notes, geo-tagged photographs and item counts of the IEBCC material; FSSAI certificates, where available; and any other document FDA needs. An invoice alone is not proof of completion.

2.5 Where an FBO or unit on the FDA list is found ineligible under the FSSAI prerequisites and is reported within 7 days with evidence.

Part E: Terms and conditions of the empanelment contract

These terms form part of the agreement between FDA and each empanelled agency.

1. **Contract period and completion.** From the date of the work order to the completion and payment of the assigned work; all work complete by 28 February 2027; Contract Period/The Work Order shall remain valid until 31 March 2027. Based on the performance of the empanelled agency and subject to the approval of FDA, the validity of the Work Order may be extended upto a certain period on the same terms and conditions and at the existing rates, or at mutually agreed rates, as determined by FDA and the empanelled agency. Any such extension shall be communicated in writing by FDA.
2. **Work orders and allotment.** Each agency receives work orders listing its clusters by division and district. FDA may increase or reduce the number of clusters as the Government directs, re-allot clusters not started within 30 days,
3. **Performance Security Deposit.** As in Part B clause 6.
4. **Compliance with FDA instructions.** The agency follows the instructions, formats, timelines and portal procedures issued by FDA from time to time on training, documentation, reporting, certification and payment.
5. **Damages for delay.** If the work at a cluster is not complete by 28 February 2027 or the earlier date in the work order, damages of 0.5 per cent of the Empanelment Rate of that cluster for each week or part of a week of delay, up to 5 per cent where the work order value is INR 2 lakh or more and 10 per cent where it is below INR 2 lakh, are deducted from payments due. The damages do not limit the other remedies of FDA.
6. **Action for default.** For delay, poor quality, unapproved claims, false records, breach of the audit or training independence rule, or other breach, FDA may re-allot units at the Empanelment Rate, forfeit all or part of the Performance Security Deposit, terminate the contract, and suspend, ban or remove the agency from the panel, after a show-cause notice, a reasonable opportunity to reply and a hearing, with the right of appeal that the Government of Maharashtra prescribes.
7. **Audit and training independence.** As in Part C clause 1.5. The agency discloses at once any conflict of interest that arises.
8. **Sub-contracting and declared partners.** The agency may not assign the contract or sub-contract the implementation. It may engage, and must declare in Annexure F-10: (a) an FSSAI empanelled FoSTaC training partner; (b) an FSSAI recognised auditing agency; (c) one printer (or one per division) for printing, transport and installation of IEBCC material. These parties

have no contract with FDA; the agency remains solely and fully responsible and no separate payment is made.

9. **Personnel and conduct.** The agency deploys qualified staff, issues identity cards, and ensures courteous conduct in schools, campuses, places of worship, markets, stations and food businesses. Staff found soliciting money or favours are removed and reported.

10. **Data and consent.** Personal data of students, staff, devotees, vendors and food handlers is collected only for the programme, kept on the FSSAI portal and the agency records, not shared, and deleted by the agency after final payment. Photographs of identifiable children or devotees require written consent. The Digital Personal Data Protection Act 2023 applies.

11. **Records and inspection.** The agency keeps unit-wise files for five years and allows inspection by FDA, FSSAI and Government auditors.

12. **Monthly review.** A monthly review by the DO on units allotted, started, trained, audited, certified, evidenced and paid; the agency attends and acts on the minutes.

13. **Force majeure.** Neither party is liable for delay caused by events beyond its control, notified within 7 days; the completion date is extended by the period of the event, subject to the funding year.

14. **Termination for convenience.** FDA may terminate a work order with 15 days notice, paying for units completed and Stage 1 work done.

15. **Disputes and Jurisdiction:** Any dispute or difference arising out of or in connection with this RFP or the resulting contract shall, in the first instance, be resolved amicably through mutual discussions between the parties. If the dispute remains unresolved, it shall be referred to the Commissioner of Food Safety, Maharashtra, for resolution. If the dispute remains unresolved thereafter, either party may seek recourse through the Government of Maharashtra, as applicable, and the dispute may be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The seat and venue of arbitration shall be Mumbai, Maharashtra. Subject to the foregoing, the courts at Mumbai shall have jurisdiction over matters arising out of this RFP and the resulting contract.

16. **Ownership.** Records, data, photographs and all IEBCC material and artwork belong to FDA.

17. **Intellectual property.** All designs, text, images and other content supplied by FDA or produced under this contract belong to FDA from the time of creation. The agency acquires no right in them and shall not use them for any other purpose without FDA's written permission. It shall indemnify FDA against any claim that anything it adds to or prints on the material infringes the rights of a third party.

18. **Confidentiality.** The agency shall keep confidential all information it obtains about clusters, food businesses, audits and FDA, and use it only for this work. This obligation continues after the contract ends.

19. **Fall clause.** If during the contract period the agency provides the same service at a lower rate to any other Government department in Maharashtra, it shall reduce the Empanelment Rate for FDA to that rate from that date.

20. **Indemnity.** The agency shall indemnify FDA against any claim, loss or penalty arising from the agency's acts or omissions, including any injury or damage at a cluster caused by its staff or its declared partners.

21. **Agreement.** Each empanelled agency shall sign an agreement on non-judicial stamp paper of the value required by law within 15 days of the work order. This tender, its corrigenda, the empanelment letter and the work order together form the contract.

22. **Taxes.** The agency is responsible for all taxes and statutory dues relating to its business and staff.

23. **Law.** Food Safety and Standards Act 2006 and Rules and Regulations made thereunder ; FSSAI guidelines for the programme; Maharashtra Government purchase rules; the terms of this tender and the work order, in that order of precedence.

Part F: Forms

The forms below are to be filled in and signed by the authorised signatory of the bidder. Forms F-1 to F-10 are uploaded in Envelope 1; forms F-11 to F-13 are used after the work order. Forms are to give facts only. No explanation is to be added.

Form	Contents
F-1 Checklist of documents	Serial list of every document in Envelope 1 with page numbers, signed by the authorised signatory.
F-2 Bid letter	On letterhead: acceptance of the tender terms, bid validity of 180 days, declaration that no price is included in Envelope 1.
F-3 Bidder details	Legal name, constitution, registration numbers, PAN, GST, address, authorised signatory, bank details, contact for the contract.
F-4 Experience statement	Table of qualifying work: client, programme, units, period, value, completion certificate reference; for the E3 route chosen.
F-5 Personnel	Part A: persons on payroll with qualification and FSSAI certificate numbers. Part B: undertaking to deploy or onboard the team required within 10 days of the work order.
F-6 Undertaking of non-blacklisting	On letterhead, signed and sealed.
F-7 Undertaking on L1 rate, sharing and independence	Paragraphs 1 to 3: acceptance of the L1 rate and sharing of clusters. Paragraph 4: training only by an FSSAI empanelled partner, audit only by an FSSAI recognised agency through an independent auditor, declared partners only, sole responsibility.
F-8 Declaration of no conflict of interest and integrity	Common ownership with other bidders; relationships with institutions, trusts, vendors or auditing agencies; integrity pledge.
F-9 Pre-bid query format	Clause reference, query, suggestion.
F-10 Declared partners and printer	FSSAI training partner (name, empanelment number, consent letter); FSSAI recognised auditing agency (name, recognition number, consent letter) or the bidder own recognition; printer (name, GST, address, capacity, consent letter).
F-11 Work schedule format	Cluster-wise: district, name, nodal contact, team member, dates for registration, baseline, training, corrective measures, audit, certification request, IEBCC sample, installation, awareness events; dependencies.

Form	Contents
F-12 Unit completion certificate	Signed by the Designated Officer: cluster name and code, stages completed with dates, audit reference, IEBCC items installed, certification request date, recommendation for Stage 1 payment.
F-13 Portal evidence upload format	Per unit: attendance sheets, agenda, dated and geo-tagged photographs, training certificates, audit report, FSSAI acknowledgement or certificate number, delivery note and display photographs, one-page event report; validation fields for the Designated Officer.

Annexure F-1: Checklist of documents

#	Document	Enclosed (Yes / No)	Page no.
1	Tender fee and EMD payment proof, or exemption certificate (MSE / Udyam, Government body, DPIIT start-up)		
2	Latest income tax return and GST return acknowledgements (Part B, clause 4.1(b))		
3	E1: Certificate of incorporation / registration / partnership deed, PAN, TAN (if applicable), GST registration		
4	E2: Audited balance sheets and profit and loss accounts of the last three audited financial years; turnover certificate of the statutory auditor / chartered accountant (F-4, Part A), or the declaration under the Note to E2; exemption certificate, if claimed		
5	E3: Work orders and completion certificates, or FSSAI recognition / empanelment certificate (F-4, Part B)		
6	E4: Declaration of persons on payroll with certificates, and undertaking to deploy the team (F-5, Parts A and B)		
7	E5: FSSAI recognition certificate as an auditing agency, or declared auditing agency and its letter of consent (F-10)		
8	E6: Non-blacklisting undertaking (F-6)		
9	E7 and E8: Undertaking on L1 rate, sharing and independence (F-7)		
10	Declaration of no conflict of interest and integrity (F-8)		
11	Bid letter and bidder details (F-2, F-3)		

Annexure F-2: Bid letter

To,

The Food Safety Commissioner,

Food and Drug Administration,

Survey No. 341, 2nd Floor, Bandra Kurla Complex,

Bandra East, Mumbai 400051.

Subject: Bid for empanelment for the Eat Right School Initiative and IEBCC material in 1,000 school clusters, Tender No. FDA/ERI/2026-27/02.

We, [name of the bidder], have read and understood the tender, its annexures and corrigenda, and submit our bid. We accept all its terms and conditions, including the fixing of the L1 rate as the rate for the work. Our bid is valid for 90 days from the last date of submission. No price or financial information is included in Envelope 1. The information in our bid is true and correct.

Date: xx/xx/2026

Place:

Authorised signatory (name, designation, seal):

Annexure F-3: Bidder details

Name of the bidder and legal status	
Registered address	
PAN, TAN (if applicable), GST number	
FSSAI recognition / empanelment type, number and validity, if any	
Udyam registration number / DPIIT recognition number, if claimed	
Authorised signatory (name, designation, telephone, e-mail)	
Bank details (account name, account number, bank and branch, IFSC)	
Contact person for the contract (name, designation, telephone, e-mail)	

Annexure F-4: Statement of turnover and experience

Part A: Statement of turnover

Item	Financial year 1	Financial year 2	Financial year 3
Turnover (INR)			
Average turnover of the 3 years (INR)			

To be certified by the statutory auditor / chartered accountant. Not to be filled in by a bidder exempt from E2.

Part B: Statement of experience

Route claimed under E3 (tick one): (a) implementation or audit of an FSSAI Eat Right India initiative for at least one unit in the last five years; (b) FSSAI recognition as an auditing agency or Hygiene Rating Audit Agency; (c) FSSAI empanelment as a FoSTaC training partner; or (d) at least one completed work order from a Government department, local body, PSU, university or FSSAI in food safety, nutrition, hygiene, public health awareness or school health in the last five years.

#	Client	Programme / work order no. and date	Units	Period (from, to)	Value (INR)	Completion certificate (page no.)
1						
2						
3						

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Annexure F-5: Personnel

Part A: Declaration of persons on payroll

(On company letterhead.)

We declare that on the last date of submission of the bid we have the following persons (at least Five) on our payroll, each being an FSSAI certified Hygiene Rating Auditor or FoSTaC trainer, or holding a degree in food technology, nutrition, microbiology, public health or an allied field. A copy of each certificate or degree is enclosed.

#	Name of the person	Qualification	FSSAI certificate number, if any	Date of joining
1				
2				
3				
4				
5				

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Part B: Undertaking to deploy or onboard the team

(On company letterhead. To be submitted by every bidder.)

We undertake that, if we are empanelled, we will deploy or onboard the team required for the clusters allotted to us, on our payroll, within 10 days from the date of issue of the work order, and will give FDA the list with each person's qualification and certificate. We understand that if we fail to do so, the

work order may be cancelled, our Performance Security Deposit forfeited and our empanelment withdrawn.

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Annexure F-6: Undertaking of non-blacklisting

[On company letterhead]

Date: xx/xx/2026

To,

The Food Safety Commissioner,

Food and Drug Administration,

Survey No. 341, 2nd Floor, Bandra Kurla Complex,

Bandra East, Mumbai 400051.

Subject: Undertaking regarding non-blacklisting.

I / We certify that M/s _____ has not been blacklisted or debarred by any Central Government, State Government, public sector undertaking or Government organisation in India, as on the date of submission of this bid. I / We certify that the information given is true and correct. I / We understand that if any information is found to be false, incorrect or misleading at any stage, the bid or contract may be rejected or terminated and action taken as per the tender and the Government rules.

Authorised signatory: _____

Name: _____

Designation: _____

Company: _____

Date: _____

Place: _____

Seal: _____

Annexure F-7: Undertaking on L1 rate, sharing and independence

[On company letterhead]

Date: xx/xx/2026

To,

The Food Safety Commissioner,

Food and Drug Administration,

Survey No. 341, 2nd Floor, Bandra Kurla Complex,

Bandra East, Mumbai 400051.

Subject: Undertaking in respect of Tender No. FDA/ERI/2026-27/02 (Eat Right School Initiative and IEBCC material).

We, [name of the bidder], submit this undertaking on our letterhead, signed by our authorised representative and bearing our seal, and declare as follows:

1. We are willing to share the clusters with other empanelled agencies, as FDA allots them.

2. We agree to implement the work at the L1 rate fixed through this tender (the Empanelment Rate), whatever price we have quoted ourselves.
3. We understand that this undertaking is essential for the effective coverage of the clusters in Maharashtra, and that if we refuse the Empanelment Rate our EMD may be forfeited.
4. FoSTaC training for our units will be done only by an FSSAI empanelled training partner (ourselves, if so empanelled). The final audit of each unit will be done only by an FSSAI recognised agency through an auditor who took no part in the handholding of that unit. Any printer or partner we engage is declared in Annexure F-10. We are solely responsible to FDA for the whole scope of work. We are not a consortium. We have no conflict of interest with any cluster, food business or auditing agency concerned.

Yours faithfully,

[Authorised signatory]

[Name and designation]

[Company seal]

Annexure F-8: Declaration of no conflict of interest and integrity

1. We have not been debarred, banned or suspended by any Government or public body in India. [If yes, give details.]
2. In the last three years we have no previous transgression of the integrity requirements of any public procurement. [If yes, give details.]
3. No owner, director, partner or majority shareholder of our firm is also an owner, director, partner or majority shareholder of any other bidder in this tender.
4. No owner, director, partner, employee or relative of ours has a personal or financial interest in this procurement or any relationship with a member of the Tender Evaluation Committee, the Purchase Committee, an official of FDA concerned with it, or any institution, trust, vendor or auditing agency connected with the work.
5. We have not offered, and shall not offer, any gift or inducement to any official, and we have not colluded with any other bidder.

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Annexure F-9: Pre-bid query format

#	Clause reference	Query	Suggestion
1			
2			
3			

Name of the bidder, contact person, telephone and e-mail:

Annexure F-10: Declared partners and printer

(On company letterhead.)

We declare the following partners that we will engage for the work. We remain solely responsible to FDA for the whole scope of work. The consent letter of each partner is enclosed.

#	Partner	Name	Empanelment / recognition number	Consent letter (page no.)
1	FSSAI empanelled training partner (the bidder, if so empanelled)			
2	Printer (name, GST, address, capacity) and any other partner engaged, if any			

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Annexure F-11: Work schedule format

To be submitted within 10 working days of the work order (Part C, clause 1.6). Part 1 lists the clusters, their schools and the team; Part 2 gives the dates for each stage and the dependencies, cluster-wise.

Part 1: Cluster, schools and team

#	District	Cluster name and schools	Nodal contact	Team member
1				
2				

Part 2: Dates and dependencies

#	Registration	Baseline	Training	Corrective measures	Audit	Certification request	IEBCC sample	Installation	Awareness events	Dependencies
1										
2										

Date: xx/xx/2026

Authorised signatory (name, designation, seal):

Annexure F-12: Unit completion certificate

(To be signed by the Designated Officer.)

Cluster name and code	
District and division	
Stages completed, with dates	
Audit reference	
IEBCC items installed	
Certification request date	
Recommendation for Stage 1 payment	

Date: xx/xx/2026

Designated Officer (name, designation, seal):

Annexure F-13: Portal evidence upload format

Per unit, the following is uploaded on the FDA portal as each stage is completed.

#	Evidence	Uploaded (Yes / No)	File reference
1	Attendance sheets		
2	Agenda		
3	Dated and geo-tagged photographs		
4	Training certificates		
5	Audit report		
6	FSSAI acknowledgement or certificate number		
7	Delivery note signed by the head of the institution or trust, and item count of the IEBCC material		
8	One-page event report		

Validation by the Designated Officer

Evidence validated (Yes / No)	
Remarks	
Name and designation	
Date	

Annexure G: Financial bid format (Envelope 2)

To be filled in and uploaded in Envelope 2 only. Prices are in Indian rupees, per cluster.

#	Component	Price per cluster excluding GST (INR)	GST rate and amount (INR)	Price per cluster including GST (INR)
A	Implementation of the Eat Right School (ERS) Initiative (Part C clause 2)			
B	Printing, delivery, installation and evidence of IEBCC material per Annexure H using FDA artwork (Part C clause 3)			
	Total per cluster (basis of comparison)			

Amount in words:

We declare that the price covers the full scope, is fixed, and does not exceed the sanctioned ceiling of INR 25,000 per cluster.

Signature, name, designation, seal, date:

Notes

- The bidder quotes one price per cluster for each component. The same price applies to every cluster allotted to the bidder, whether it has four or five schools.
- The total price per cluster inclusive of GST is the price on which bids are compared.
- The L1 bidder's prices for components A and B become the Empanelment Rate for every empanelled agency (Part B, clause 10).
- The prices include all costs, taxes and duties other than GST, and no additional payment is admissible (Part D, clause 1).
- No condition may be attached to the prices.

Annexure H: IEBCC material, fixed package per cluster

The agency prices this package in Component B. Quantities are the minimum per cluster, counted per school where the table says so; a cluster has four or five schools and the price per cluster covers every school in it. Artwork for every item is supplied by FDA. Rates are not stated in this tender; the internal estimate of FDA for Component B is based on this package. Quantities in the table are the minimum per unit. Bidders may offer better material at the quoted price but not less. FDA may change quantities only with a proportional change in the Component B rate.

#	Item and purpose	Size	Material and print	Quantity	Placement	Artwork
1	Behaviour posters: tiffin colours, water first, handwash, label front and back, no food waste, play every day	A3, 297 x 420 mm	170 gsm art paper, 4 colour, one side	6 per school	Classrooms, corridor, notice board	FDA
2	Entrance identity poster: Eat Right Maharashtra, Eat Right School	A2, 420 x 594 mm	170 gsm art paper, 4 colour	1 per school	Entrance or assembly area	FDA
3	Handwash steps chart	A3, 297 x 420 mm	Self-adhesive vinyl, matte, laminated	1 per school	Wash basin used before meals	FDA
4	Water tank "cleaned on" date sticker	A4, 210 x 297 mm	Self-adhesive vinyl, laminated, write-on panel	1 per school	Drinking water tank or cooler	FDA
5	Wall stencil painting: healthy plate and water first	4 x 3 ft (12 sq ft)	Weather-proof wall paint with stencil, 2 colours	1 per school	Mid-day meal or dining area wall	FDA stencil design
6	Sehat Detective activity worksheets	A4, 210 x 297 mm	70 to 80 gsm maplitho, single colour, one side	250 per school (one per student of classes 5 to 8, adjusted to roll)	Distributed in class	FDA

#	Item and purpose	Size	Material and print	Quantity	Placement	Artwork
7	Teacher guide for the activity module	A5, 8 pages	130 gsm cover, 80 gsm inside, 2 colour	1 per school	Health and Wellness Ambassador	FDA
8	School Health Ambassador badges	58 mm button	Tin button with pin, 4 colour	10 per school	Ambassadors and Health and Wellness Team	FDA
9	QR stickers: FDA WhatsApp menu, pledge, quiz	100 x 100 mm	Self-adhesive vinyl, laminated	4 per school	Notice board, canteen, water point, office	FDA
10	Event banner, reused for every awareness event in the cluster	6 x 3 ft	Cotton or canvas cloth, 4 colour print, hemmed with cord	1 per cluster	Assembly area during events	FDA
11	Digital set for the school WhatsApp group: 6 posters, parent leaflet, 3 short videos, anthem	Digital	Soft copy	1 set per school	Shared by the head of the school	FDA
15	A4 size colour print with spiral binding of (Yellow book & Orange book on FSSAI – Eat Right Initiative website)	A4 210 x 297	A4 size colour print with spiral binding of books	4 set per PoW	Entrance	-

Rules for all items

- Artwork: FDA supplies print-ready files (PDF, CMYK, with bleed) for every item, in Marathi with Hindi and English versions, carrying the Eat Right India (FSSAI) and FDA Maharashtra identity. The agency may change only the name of the institution, the district and date fields. No other change to text, logos or colours.
- Sample approval: before bulk printing, the agency submits one printed sample of each item to the Designated Officer of the district, who approves or rejects it within 5 working days on size, material, print quality and language.
- Installation: items are fixed at the places listed, with the permission of the head of the institution or the trust, using non-damaging fixings; the agency removes old or torn material of the programme.

- Replacement: items found damaged or missing at the audit visit or at the Designated Officer sample check are replaced once within 7 days at the agency cost.
- Evidence: delivery note signed by the head of the institution or trust listing item and quantity; geo-tagged, dated photographs of every display point; item count uploaded on the FDA portal within 7 days of installation.
- Material rules: one message per item; type readable from 3 metres; positive wording; no brand names or commercial products; no photograph of an identifiable child or devotee without written consent; Unicode Devanagari fonts.
- Plastic rule: cloth banners are specified in place of PVC flex. Where a flex item is unavoidable the agency confirms compliance with the Maharashtra plastic notification in force.

Annexure I: Division-wise allocation of clusters (Indicative)

Division	Clusters to be allotted	Priority units
Mumbai		Government and aided schools first, then private schools; Zilla Parishad and municipal schools with mid-day meal kitchens
Kokan		
Pune		
Nashik		
Chhatrapati Sambhajinagar		
Amravati		
Nagpur		
Total	**1,000**	

Source: Component-wise allocated targets for divisions, FDA Maharashtra. Unit lists by district are issued with the work orders.

Annexure J: Awareness activity menu

Two or three events per cluster, each 2 to 4 hours, for all personnel of the cluster with students as the main audience. Records to keep for every event: attendance, agenda, dated photographs, presentation or handout used, quiz or pledge results where applicable, feedback, one-page report.

#	Event	Key activities
1	Healthy Tiffin Awareness Session	Balanced diet and nutritious tiffin; reading food labels; healthy and local options
2	Hand Hygiene Demonstration	Correct handwashing technique; when to wash hands; hygiene in preventing illness
3	School Health Ambassador Programme	Selection and orientation of Ambassadors; roles and responsibilities; leading activities
4	Eat Right Recipe Demonstration	Simple, healthy and tasty recipes; local and seasonal ingredients; student participation
5	No Food Waste Campaign	Food waste and its impact; tips to reduce waste; classroom and school/campus activities
6	Physical Activity and Healthy Lifestyle	Regular physical activity; simple exercises; healthy lifestyle and better learning
7	Clean and Green School Drive	Clean surroundings; waste segregation; clean classrooms, canteen and school/campus
8	Awareness Quiz, Poster and Slogan Competition	Food safety, nutrition and hygiene quiz; poster and slogan competition; prize distribution
9	live community test demonstrations for parent-teacher associations	Simple, easy-to-perform tests for everyday kitchen staples such as milk, cooking oil, grains, and spices.

Annexure K: Stage-wise evidence matrix (acceptance checklist)

Adapted from the FSSAI Guidance for ERI Table (Bidder Implementation Plan and Audit Evidence Matrix). The Designated Officer accepts a unit against this list.

Stage	Evidence to maintain and upload
Identification and registration	Cluster profile and nodal contact; food business or vendor inventory; FSSAI licences or registrations; registration on the FSSAI portal with acknowledgement
Baseline assessment	Baseline checklist; gap report with photographs; corrective action plan
Training	FoSTaC attendance and certificates; awareness session records
Corrective measures	Closure evidence for each gap with dated photographs; water and food testing reports where applicable; food handler health records where applicable
Audit	Final audit report of the FSSAI recognised agency with scores and findings; auditor identity; FDA witness note where applicable
Certification	Documents submitted; FSSAI portal acknowledgement; certificate when issued; status report
Awareness events	Attendance, agenda, photographs, quiz or pledge results, feedback, one-page report for each event
IEBCC material	Sample approval note; delivery note signed by the institution or trust; geo-tagged photographs of every display point; item count on the portal; replacement record

Digitally signed by
Dattaprasad Dnyandev Nade
Date: 26-10-2026 19:07:38

(Dattaprasad Nade)
Joint Commissioner (Food),
Headquarters,
Food and Drug Administration,
Maharashtra State