

Minutes of the pre-bid meeting with audit agencies

03.00 - 04.00 pm, 13th November 2019

Conference Hall, 5th Floor, FSSAI HQ

1. A Request for Proposal (RFP) was shared with all audit agencies empaneled under the Food Safety and Standards (Food Safety Auditing) Regulations, 2018 with the scope of "Food Processing-Other Sectors" on 1st November, 2019. As scheduled, the pre-bid meeting was held on 13.11.2019 at 03:00 pm at Conference Hall, 5th Floor, FSSAI HQ. The list of participants is placed at Annex A.

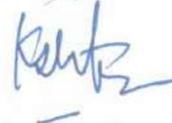
2. A detailed information regarding who are premix manufacturers and type of work undertaken by them was shared. It was explained that premix means a combination of two or more fortificants in a specific proportion with or without additives, packed and meant for use in formulating a product falling under any category as per the Food Safety and Standards (Fortification of Foods) Regulations, 2018.

3. The points raised by those present in the pre-bid meeting and clarifications are given below for the information of all concerned.

S. No	Query	Clarifications
(i)	How should the man-days be calculated for the audit and does it have any impact on selection process?	Man-days has to be as per the FSSAI auditor's manual and doesn't impact the selection process. It is just required to get an estimate of the number of days' agency will take to conduct the audit. No extra payment for any additional man-days will be provided.
(ii)	What are the timelines for submission of audit reports?	The audit report submission period of 15 days begins from the last date of the audit i.e. completion date of the audit.
(iii)	Do we have to share Annexure C (Form C, FSS (Food Safety Auditing) Regulations, 2018) with the food business?	The selected auditing agency must submit the Annexure C with FFRC and keep a copy for their records. This will not be shared with the food businesses.
(iv)	In case the audit agency is selected for only one zone, what is the payment procedure?	If the agency is selected for a single zone, the payment will be done post completion of all the audits in that particular zone.
(v)	In case any agency has been associated with the audit or training of the premix manufacturer in the past and is not aware at the time of the financial bid, what will be done?	A list of premix manufacturers will be shared with the selected audit agency for their consent and submission of Form C. Post their submission, award letter will be shared.
(vi)	Is it necessary to come to the final meeting on 20 th November 2019?	It is voluntary for the audit agency to come for the meeting.

4. It was decided by the committee members that a letter to state Food Safety Commissioner be sent with details of the audit for compliance and successful execution.

Pre-bid meeting on RFP for conduct of food safety audit of listed premises manufacturer
 5th Floor, FDA BHAWAN, ITO, KOTLA ROAD, 13th November 2019

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