

Bsp-4385

DIRECTORATE OF HEALTH SAFETY & REGULATION

Government of Himachal Pradesh
Red Cross Building, Ground Floor, Chotta Shimla - 171 002 HP

Ph: 0177-2621383, 2622383
e_mail: dirdhsr-hp@gov.in
website: www.dhsr.hp.gov.in

NOTICE INVITING EXPRESSION OF INTEREST

To

All the Empanelled
Auditing Agencies
under FSSAI




Sir/Madam,

Directorate of Health Safety & Regulation, invites Expression of Interest for finalization rates of FSSAI recognized /empanelled Auditing Agencies for the audit of Food processing, Dairy, Slaughter Houses (Meat & Poultry), Meat and Poultry processing Units, Egg and Egg Products, Fish and Fish Products Other Sectors (e.g. Bakery, Edible Oil, Fruit & Vegetable Processing, ready to eat/ cook etc.), Food Storage / Warehouse/ Cold Storage, Food Transportation, Food Retail and Distribution/Supplier, Food Catering (Catering, Hotels & Restaurants, Dhabas, Rail, Air, & Port Catering, Canteens, or any other food vending establishment), E-Commerce in the State of Himachal Pradesh for a period upto 31.03.2026 the EOI, which may be extended on year to year to year basis on mutually agreed terms & conditions.

Last date of submission of EOI is ~~18-10-25~~ upto 1.00 p.m. the interested Auditing Agencies can participate by submitting their bids, through post/courier or personally, addressed to Director Health Safety and Regulation, Red Cross Building, Ground Floor, Chotta Shimla-171 002 HP, in sealed envelope super scribed as "EOI FOR AUDITING AGENCIES UNDER FSSA-2006".

The duly receipted EOI shall be opened on ~~18-10-25~~ at 2.30 P.M. in the presence of the participant / representatives, who opt to be present. If the date fixed for the opening is declared holiday, the EOI shall be opened at the same time on the next working day.

In all matters pertaining to the EOI, the decision of the Director Health Safety and Regulation, Red Cross Building, Ground Floor, Chotta Shimla-171002 HP, shall be final and binding.


Joint Commissioner (Food Safety)-
cum-Director Health Safety &
Regulation, Shimla-2

DIRECTORATE OF HEALTH SAFETY & REGULATION

Government of Himachal Pradesh

Red Cross Building, Ground Floor, Chotta Shimla - 171 002 HP

Ph: 0177-2621383, 2622383

e_mail: dirdhsr-hp@gov.in

website: www.dhsr.hp.gov.in

NOTICE INVITING EXPRESSION OF INTEREST

Directorate of Health Safety & Regulation, invites Expression of Interest for finalization rates of FSSAI recognized /empanelled Auditing Agencies for the audit of Food processing, Dairy, Slaughter Houses (Meat & Poultry), Meat and Poultry processing Units, Egg and Egg Products, Fish and Fish Products Other Sectors (e.g. Bakery, Edible Oil, Fruit & Vegetable Processing, ready to eat/ cook etc.), Food Storage / Warehouse/ Cold Storage, Food Transportation, Food Retail and Distribution/Supplier, Food Catering (Catering, Hotels & Restaurants, Dhabas, Rail, Air, & Port Catering, Canteens, or any other food vending establishment), E-Commerce in the State of Himachal Pradesh for a period upto 31.03.2026 the EOI, which may be extended on year to year to year basis on mutually agreed terms & conditions.

Last date of submission of EOI isupto 1.00 p.m. the interested Auditing Agencies can participate by submitting their bids, through post/courier or personally, addressed to Director Health Safety and Regulation, Red Cross Building, Ground Floor, Chotta Shimla-171 002 HP, in sealed envelope super scribed as "EOI FOR AUDITING AGENCIES UNDER FSSA-2006".

The duly receipted EOI shall be opened on at 2.30 P.M. in the presence of the participant / representatives, who opt to be present. If the date fixed for the opening is declared holiday, the EOI shall be opened at the same time on the next working day.

In all matters pertaining to the EOI, the decision of the Director Health Safety and Regulation, Red Cross Building, Ground Floor, Chotta Shimla-171002 HP, shall be final and binding.

Terms & participating:

1. The participating Auditing Agency must be recognized /empanelled from FSSAI. In case of expiry of the term of recognition/empanelment it shall be the responsibility of the audit agency



to inform the DHSR immediately & other participants /firms in the EOI shall be offer to execute the work on L1 rates ,by indenting Officers.

2. The Auditing Agency is required to quote zone wise rates, the 3 different zones shall be as follows:

Zone	District covered
I	Shimla, Solan, Sirmour, Kinnaur, Spiti sub-divison (Lahaul&Spiti)
II	Kangra, Una, Hamirpur, Chamba
III	Mandi, Bilaspur, Kullu, Lahaul sub-division (Lahaul&Spiti), Pangi (Chamba)

3. The audit rates shall be valid upto 31.03.2026 for one year no variation except in case of increase / decrease in GST or other statutory levies, should be allowed in the finalized rates.
4. The Audit agency will conduct audit strictly as per Food Safety & Standards (Food Safety auditing) Regulations, 2018 & Auditor manual for auditors of FSSAI recognized Agencies.
5. The role, responsibilities, duties & audit duration by the agency should be as per Auditor Manual for Auditors of FSSAI recognized Agencies as described in *Annexure-I*.
6. The educational specification, work & Audit experience, Audit team requirement & maximum audits per year by an auditor should be as per *Annexure-II* & the proof of their qualification should be submitted to the indenting Officer while executing work order.
7. The Auditor must have attended training session with the FSSAI on policies, procedures, reporting and other requirements.
8. The audit agency will make their own arrangement for travelling & accommodation etc.
9. The audit should be initiated within 15 days of the assignment order and completed as per the prescribed audit duration.
10. The Audit Agency will submit a detailed report after audit to the Joint Commissioner (Food Safety)-cum-DHSR Himachal Pradesh and Assistant Commissioner (Food Safety). The report shall be submitted within **fifteen days** of the conduct of food safety audit.
11. The audit report is to be prepared in English language.
12. Forms and annexure wherever to be filled should be filled up by type written and every correction should invariably be attested with full signature by the bidder with date.
13. Sub-letting of the job or any process involved in the audit and reporting shall be strictly prohibited. The contract of the audit agency violating this condition shall be cancelled.
14. In case the audit is not initiated or completed as per condition no. 9 above and report not submitted within 15 days after the audit, contract of the audit agency may be cancelled and all the due payment may be withheld & the work shall be allocated to other firms/ agencies on L1 rates, by the concerned indenting officers.

15. Payment Provisions:-

- No advance payment towards any audit will be made to the empanelled audit agency.
- No payment will be made for the incomplete audit or incomplete report.
- Payments towards the audit as per the prescribed terms & conditions will be made at zone-wise approved rates by the concerned Food Authority, based on audit conducted and completed as prescribed and reported accordingly, on submission of bills by the audit agency.

16. Dispute Resolution: -



- i) All the disputes concerning this EOI shall be resolved through mutual discussion between the concerned food authority and empanelled Audit Agency, in case of failing to resolve at this level the matter may be referred to DHSR.
- ii) All disputes not resolved mutually, concerning this EOI or interpretation of any clause of EOI, shall be subject to the Civil jurisdiction of courts in the Municipal Limits of Shimla Town (H.P.).

Documents to be submitted:

1. Quotation as per (Form-A).
2. Empanelled Certificate from FSSAI.
3. Letter of Undertaking (Form-B)

Annexure-I

(A) Roles & Responsibilities

- i. Audit Agency
 - a. Follow the complete criteria's as described in this manual, FSS (FSA) Regulations 2018 requirements and Accreditation Authority requirements.
 - b. Auditors from audit agency will conduct the audit and submit the report.
 - c. The responsibility of closure of the audit findings is to be followed as described in the section 7.3.7 of this manual.
 - d. Submission of audit reports adhering to the timeline as prescribed in the FSS (FSA) Regulations, 2018.
 - e. Requirements of conflict of interest to be ensured.
 - f. Update the Authority about any changes in accreditation, scope of audit, details of auditors etc.
- ii. Auditors
 - a. Perform the duties as prescribed in section 10 of FSS (FSA) Regulation, 2018.
 - b. Maintain confidentiality.
 - c. Conduct audit in an unbiased, professional way and follow the Principles of Auditing.

(B) Duties of auditors :-

The auditors shall perform the following duties as laid down in section 10 of the Food Safety and Standards (Food Safety Auditing) Regulations, 2018, namely,-

- i. Conduct food safety audit of Food Business Operator.
- ii. Verify the compliance by the Food Business Operator of the provisions of the Act. and the rules and regulations made thereunder.
- iii. Conduct pre-commissioning inspection of newly established food business unit, as and when directed by the Food Authority.
- iv. Maintain confidentiality in respect of commercial-in-confidence materials, which may include process and product formulation information, food safety program information and audit outcomes.
- v. Forward the audit report to the Food Authority within **fifteen days** of the conduct of food safety audit.



- vi. Carry out necessary follow-up action, including further audits, to verify if any corrective action has taken to remove any deficiency of such food safety program identified during the audit.
- vii. Maintain confidentiality of food safety audit.
- viii. Such other duties as may be directed by the Food Authority.

(C) Audit Duration :-

The Food Business Operators are broadly divided into 3 categories for calculation of audit time/duration viz.

- I. Manufacturing.
- II. Catering/Quick Service Restaurants (QSR)/Restaurants, and
- III. Food Retail/Warehouse/Storage.

Audit time is calculated based on number of food handlers, product groups/HACCP study, etc.

The Audit Duration recommended by the Food Authority for conducting the food safety audits for the three categories are as below:

I. Manufacturing

Food handlers (Parameter 1)	No. of production lines/ Product group in FBO/ No. of HACCP study (Parameter 2)	On Site Man-days **
0-5	1	0.5
51-100	1-2	1
101-300	4	1.5
301-600	6	2
601-1000	8	2.5
>1000	10+	3

Note: For calculating the number of man-days, the parameter with the higher number of man-days shall be taken into consideration.

For e.g. : If the number of food handlers is 80 (i.e. <100) and the number of production lines is 4 then the number of man-days will be 105 man-days (i.e. maximum of 1 and 1.5 man-days).

II. Catering/QSR/Restaurants :

Food handlers	On Site Man-days **
0-25	0.5
26-50	1
51-100	1.5
101-100	2

III. Food Retail/Warehouse/Storage

Area (Sq. ft)	On Site Man-days**
<15,000	0.5
15001-50,000	1
>50,000	1.5

**** These are ON-SITE audit man-days prescribed and do not include reporting time.**

Any change in the duration of audits should be informed to FSSAI and permission for changing the same should be taken.

Annexure-II

A. Educational Qualification:-

Educational qualification of Auditors prescribed in Section 3(c) of the FSS (FSA) Regulation, 2018 is as follows:

Bachelor's degree in Food or Dairy or Fisheries or Oil Technology or Biotechnology or Agriculture or Veterinary Sciences or Bio-chemistry or Microbiology or Chemistry or Hotel management or Catering technology from a recognized university;

B. Work & Audit Experience:-

Auditor has a minimum of two years of full-time work experience in minimum of 10 audits (third party audits).

All audit agencies will submit the sector specific qualification (based on ISO 22000) as approved by NABCB or similar accreditation agencies. The FBO audits will be done by the auditor qualified for that specific sector.

C. Audit team requirements:-

The agency should also ensure that the audit team complies with the following requirements:

- Familiarity with the applicable legal regulations, certification procedures and certification requirements;
- Thorough knowledge of the relevant assessment method and assessment documents;
- Appropriate technical knowledge of the specific activities for which certification is sought and, where relevant, with associated procedures and their potential for failure (Technical experts who are not auditors may fulfil this function);
- Understanding sufficient to make a reliable assessment of the competence of the organization to provide products, processes or services in its certified scope;
- Ability to communicate effectively, both in writing and orally, in the required language;
- Free from any interest that might cause team members to act in other than a impartial or non-discriminatory manner, for example: providing of consulting services, training etc. to the organization; As per agreement with the audit team members it is mandatory to inform its auditing agency, prior to the assessment, about any perceived conflict of interest.

D. Maximum Audits per year by an Auditor:-

The maximum number of food safety audit work carried out by each auditor of an auditing agency as a team or individually shall not exceed 50 audits per year subject to a maximum of 100 man-days per year.



Food processing, Dairy, Slaughter Houses (Meat & Poultry), Meat and Poultry processing Units, Egg and Egg Products, Fish and Fish Products, Other Sectors (e.g. Bakery, Edible Oil, Fruit & Vegetable Processing, ready to eat/ cook etc.), Food Storage / Warehouse/ Cold Storage, Food Transportation, Food Retail and Distribution/Supplier, Food Catering (Catering, Hotels & Restaurants, Dhabas, Rail, Air, & Port Catering, Canteens, or any other food vending establishment), E-Commerce



FORM-A

QUOTATION

Name and address of the Audit Agency: _____

Sno.	Kind of Businesses	Rates to be quoted in words as per establishment (Rs.) (Inclusive GST)		
		[5]		
[1]	[2]	Zone-I	Zone-II	Zone-III
1.	Food Processing			
2.	Dairy			
3.	Slaughter Houses (Meat & Poultry)			
4.	Meat and Poultry processing Units			
5.	Egg and Egg Products			
6.	Fish and Fish Products			
7.	Other Sectors (e.g. Bakery, Edible Oil, Fruit & Vegetable Processing, ready to eat/ cook etc.)			
8.	Food Storage / Warehouse/ Cold Storage			
9.	Food Transportation			
10.	Food Retail and Distribution/Supplier			
11.	Food Catering (Catering, Hotels & Restaurants, Dhabas, Rail, Air, & Port Catering, Canteens, or any other food vending establishment)			
12.	E-Commerce			

Note: **

1. The audit agency may quote rates zone-wise.
2. The audit agency is free to quote rates for one or more than one zone.
3. Rates to be quoted in column no. 5 in Indian Rs.(INR) and inclusive of GST.
4. The L-1 rate shall be determined zone-wise.

Signature of Authorized Signatory with Stamp and Date

FORM-B

LETTER OF UNDERTAKING

(To be given on Audit Agency Letter Head Pad)

To,

Director Health Safety and Regulation,
Red Cross Building, Ground Floor,
Chotta Shimla-171 002 HP

Sub: Letter of Undertaking and Acceptance of Terms & Conditions of EOI.

Madam/Sir,

I/We hereby undertake that:-

I/We have read and understood the EOI document and instructions mentioned therein and I/We shall abide hereby by the terms/conditions/clauses and am/are fully aware of the nature of the services to be provided and my/our offer for supplying the services is in accordance with the requirements at the zone-wise rates quoted.

I/We will follow the complete criteria's as described in this manual, FSS (FSA) Regulations 2018 requirements and Accreditation Authority requirements.

I/We will conduct audit strictly as per Food Safety & Standards (Food Safety auditing) Regulations, 2018 & Auditor manual for auditors of recognised Food Safety Agencies.

Our audit team is familiar with the applicable legal regulations, certification procedures and certification requirements;

Our audit team has thorough knowledge of the relevant assessment method and assessment documents;

Our audit team has appropriate technical knowledge of the specific activities for which certification is sought and, where relevant, with associated procedures and their potential for failure (Technical experts who are not auditors may fulfill this function).

Our audit team has sufficient understanding to make a reliable assessment of the competence of the organization to provide products, processes or services in its certified scope;

I/We shall be free from any interest that might cause team members to act in other than a impartial or non-discriminatory manner, for example: providing of consulting services, training etc. to the organization. As per agreement with the audit team members it is mandatory to inform its auditing agency, prior to the assessment, about any perceived conflict of interest.

I/We undertake that the maximum number of food safety audit work carried out by each auditor of an auditing agency as a team or individually shall not exceed 50 audits per year subject to a maximum of 100 man-days per year.

I/We further convey our unconditional acceptance to all your standard terms and conditions specified in the EOI/Corrigendum(s) and the instructions.

All the EOI documents are duly filled in and signed by me/us with stamp/seal.

Yours faithfully,

(_____)

Name & Designation

Signature of Authorized Signatory with stamp

Aadhar No. _____, Date & Place _____

