

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OFFICE OF ADDL. DIRECTOR OF EDUCATION (MID-DAY-MEAL)
OLD SECTT., DELHI-110054.

REQUEST FOR PROPOSAL

Request for proposal are invited from interested NGOs/Voluntary Organizations/any Body Corporate/Proprietorship/ Partnership/ Cooperative Society etc working in Delhi or willing to work in Delhi for award of work of supply of (freshly cooked) Mid Day Meal from their de-centralised semi automated kitchens to the children of Primary and Upper Primary classes of Govt. and Govt. Aided Schools & AIE Centres under Samagra Shiksha Abhiyan of Directorate of Education GNCT Delhi:-

Sr. No.	Name of work/contract	Earnest Money Rupees (in lac)									
1.	Preparation and supply of (freshly cooked) Mid Day Meal from their de-centralised semi automated kitchens to the children of Primary and Upper Primary classes of Govt. and Govt. Aided Schools, AIE Centres under Samagra Shiksha Abhiyan of Directorate of Education GNCT Delhi as per the following norms fixed by the Government of India under Mid Day Meal Scheme. <table border="1"> <tr> <td>Category of Beneficiaries</td><td>Specifications Calories (Gms)</td><td>Protein (Gms)</td></tr> <tr> <td>Class I to V</td><td>450</td><td>12</td></tr> <tr> <td>Class VI to VIII</td><td>700</td><td>20</td></tr> </table>	Category of Beneficiaries	Specifications Calories (Gms)	Protein (Gms)	Class I to V	450	12	Class VI to VIII	700	20	Rs.2,00,000/- To be paid through a Demand Draft for a period of minimum 200 days drawn in favour of Director (Education), Delhi
Category of Beneficiaries	Specifications Calories (Gms)	Protein (Gms)									
Class I to V	450	12									
Class VI to VIII	700	20									
	Milestone dates of Electronic Selection process										
i	Downloading of Request for proposal document	Start date 11-05-2018 at 10.00 a.m. last date 31-05-2018 at 4.00 P.M.									
ii.	Pre bid meeting	18-05-2018 at 11.00 a.m. at Sport Complex, Conference Hall, Shaheed Amir Chand-SV School, Ludlow Castel, Sham Nath Marg, Delhi.									
iii	Date of clarification & amendment in RFP, if any, in pursuance to pre-bid meeting	23-05-2018 at 4.00 P.M.									
iv	Date of submission of Request for Proposal online	Up to 31-05-2018 at 4.00 P.M.									
v	Physical submission of RFP	31-05-2018 at 4.00 P.M.									
vi	Opening of Bid	01-06-2018 at 11.30 a.m.									

- The Bid document can be downloaded from the website <https://govtprocurement.delhi.gov.in>. However, for general information, guidance and reference, the Bid Document can also be viewed and downloaded from Directorate of Education website <http://edudel.nic.in>.
- All other terms and conditions, instructions to bidder regarding Request for proposal process etc. may kindly be seen from the detailed Request for proposal available/downloadable on the above noted websites.

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Dy. Director of Education,
(Mid Day Meal)

REQUEST FOR PROPOSAL (RFP)

Directorate of Education, Govt. of NCT of Delhi intends to engage /empanel the Applicant Organizations for the supply of freshly cooked hot Mid Day Meal to the children of Primary and Upper Primary classes studying in its Govt. and Govt. Aided Schools, AIE Centres under SSA from their semi automated de-centralised kitchens situated in NCT of Delhi. The interested Applicant Organization should be a body registered under the Societies Registration Act or the Public Trust Act *or the relevant Regulating Act* and should have been in the existence for a minimum period of five years on the date of publication of this notice. The Applicant Organisation should have a properly constituted Management/Governing Body with its powers and duties clearly defined in its constitution. Names of all office bearers involved in the establishment and management of such Applicant Organisations should be disclosed along with their roles and responsibilities in the Organisation. If any of the office bearers hold a public office, then details of the that office should also be mentioned specifically. Operation of the Centralised kitchens should be entrusted under the PPP model to reputed Organisation (CSO/NGO) with local presence and familiarity with the needs and culture of the State. Applicant Organization must be committed to undertake the supply of Mid Day Meal responsibility on a no profit basis & to abide completely by the parameters of NP-NSPE 2006 along with subsequent changes from time to time. Applicant Organisation should give commitment to abide by the MDM Guidelines issued by MHRD from time to time.

The freshly hot cooked meal with prescribed menu and nutritional values has to be supplied to the children from independent de-centralised semi automated kitchens with prescribed infrastructure and as per prescribed terms and conditions.

Mid Day Meal scheme is being implemented as per guidelines of MHRD, Govt. of India. Main guidelines of the scheme are as under:-

- i) Food grains from FCI (wheat/rice) shall be given free of cost to the Mid Day Meal supplier @ 100 gms & 150 gms per child per day for Primary and Upper Primary children respectively.
- ii) The transportation cost of the food grains from FCI Depot to the kitchen of Mid Day Meal suppliers shall be reimbursed @Rs.75/- per quintal or the actual cost paid whichever is lower.
- iii) The honorarium to Cook-cum-Helper (CCH) shall be reimbursed @Rs.1000/- per CCH per month as per prescribed norms which are given as under:

S. No.	Enrolment Slabs of No. of Students	No. of Cook-cum-Helpers allowed
1	1 to 25	1
2	26 to 100	2
3	For every additional 100	One more

- iv) The selected Organization for supply of Mid Day Meal shall be paid cooking Cost/conversion cost for Mid Day Meal at a rate fixed by the MHRD, Govt. of India. The present rates are:-

	PRIMARY	UPPER PRIMARY
Cooking Cost	Rs.4.13 per meal	Rs.6.18 per meal

- v) The prescribed food norms and Nutritional values of food (per student per school day) as follows:-

S. No	Items	Primary	Upper Primary
1	Pulse	20gms	30gms
2	Vegetables (leafy also)	50gms	75gms
3	Oil & Fat	5gms	7.5gms
4	Salt & Condiments	As per need	As per need
5	Protein	12gms	20gms
6	Calorific Values	450 Calories	700 Calories

*The above rates are existing on the date of calling of **RFP**. As and when the above specified rates are increased/modified by MHRD, GOI from time to time, the same shall be implemented/paid as per the norms.*

The food items of the menu to be supplied are as under:-

- (i) Atta & Besan Puri with Aaloo Curry with mashed vegetables
- (ii) Atta Poori with Chhole(mashed vegetables added to the gravy)
- (iii) Poustic Vegetable Daliya
- (iv) Rice and Chhole with mashed vegetables added to the gravy
- (v) Rice with Sambhar/Daal (with vegetables added to the gravy)
- (vi) Rice with Kadi (with vegetables added to the gravy)

The above wheat based and rice based six menu items are to be supplied alternately during six days of the week.

District/cluster wise menu can be varied and can be changed at a short notice any time by the Directorate of Education.

The Directorate of Education reserves the right to change the menu any time and in case of any change, the Organisation shall adhere to revised menu with the prescribed norms of calories and protein and other micro nutrients. The Organisation has no right to alter or change the menu prescribed by the Directorate of Education. The Organisation shall adhere to the cooked food quantity Norms (to be intimated by Directorate of Education) for the per meal cooked food in accordance with the menu finalized by the Directorate of Education so as to ensure adequate supply of hot cooked food as per the norms.

There are 20 clusters comprising of 29 Educational zones or 21 clusters comprising of 29 Educational zones(if girls students from 9th Class to 12th class of

Directorate of Education is added for supply of MDM) in Directorate of Education Delhi. Selection will be made on the basis that kitchens are located in the clusters they are catering to, as far as practicable. The short listing of the applicants will be followed by a presentation on the date(s) to be intimated later and the inspection of the de-centralised kitchens. The selected /empanelled Applicant Organization will be assigned the supply of mid day meal order as per the requirement of Directorate of Education and after signing of the MOU/ agreement between the Department and the Applicant Organization. This department in its sole discretion can remove any cluster from any Applicant Organization and assign it to any other Applicant Organization. Further, this Department on its sole discretion, at any point of time, can remove any cluster from the further process. The Applicant Organisation has to submit bid clearly mentioning the cluster to which it is applying and in case it wants to apply for more than one clusters, it should submit separate application for each cluster with provision of separate kitchen in that cluster.

In case no application is received in respect of any particular cluster/clusters or all the application received in respect of any particular cluster/clusters are rejected due to non fulfilling of eligibility conditions, the Directorate of Education reserves the right to allocate/assign supply of Mid Day Meal to any other eligible Applicant Organisation of any other nearby cluster/clusters.

The complete and detailed **REQUEST FOR PROPOSAL** can be downloaded from the website www.govtprocurement.delhi.gov.in, www.edudel.nic.in, of Directorate of Education, GNCT Delhi.

Those interested, may apply in duplicate in prescribed format enclosing required documents to Dy. Director of Education (MDM), Mid Day Meal Cell, Room No. 252, Directorate of Education, Old Sectt., Delhi. Applications must be submitted in the office of undersigned on any working day and on or before 31.05.2018 by 4 P.M. The applications of **RFP** received after due date and time or not conforming to the requirements mentioned above and as laid down in the complete and detailed **RFP** document to be downloaded from the above mentioned website are liable to be summarily rejected.

Details of REQUEST FOR PROPOSAL for Supply of Mid Day Meal

1. Selection Process

The selection process would involve following stages:-

A. Short listing of eligible applicants (Pre-Qualification Criteria) :-

The applicants must fulfill the following Pre-Qualification Criteria and must also submit specified documentary evidences in support of fulfilling the following primary eligibility conditions while submitting the application.

Sl. No	Condition	Requirement	Documents required
1	Registration under	Applicant Organization	The applicant must

	relevant Regulation Acts and existence for a minimum period of 5 years on the date of publication of this RFP.	must be an NGO/VO/ anybody corporate/ proprietorship/ cooperative societies etc registered under the societies Registration Act or the Public Trust Act or relevant Regulation Acts for last five years.	submit attested copies of registration certificates under the relevant Regulation Acts.
2	<p>Turnover & Experience</p> <p>The Applicant Organisation shall have minimum average annual turnover of Rs.3 crores from the business of mass supply of hot cooked meal only over three financial years, immediately preceding the year of issuance of RFP. To safeguard the interest of students and for preventing any interruption in Mid Day Meal supply, the Applicant Organisation shall be capable and bound to supply Mid Day Meal for at least 4 months from its own resources.</p>	<p>Having Minimum average annual turnover of Rs.3 Crores over three financial years, immediately preceding the year of issuance of RFP from business of mass supply of hot cooked meal only.</p> <p>Applicant/ Organization must have experience of at least three years of mass supply of hot cooked meal from its semi automated de-centralised kitchen anywhere in India.</p> <p>To safeguard the interest of students and for preventing any interruption in Mid Day Meal supply, the Applicant Organisation shall be capable and bound to supply Mid Day Meal for at least 4 months from its own resources.</p>	In case of Govt. Enterprise, Certificate regarding payment is required. In case of private Organization, equivalent taxation certificate is required
3	Applicant Organization should not be Blacklisted/ suspended/ terminated	Applicant Organization, whose work order has been suspended/ terminated or who has been blacklisted by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or who has been blacklisted by any Department of Govt. of India for all the States of India due to any mishap/ illness of consumers/ untoward incident/ any other reason are not eligible to participate in this	An affidavit that the applicant has never been blacklisted/ suspended/ terminated by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or has never been blacklisted by any Department of Govt. of India for all the States of India.

		RFP.	
4	Minimum area of Kitchen & Godown	Applicant Organization must have plotted kitchen area of minimum 700 sq.yds. and desirable 1000 sq. Yards and separate/additional/extra minimum 50sq. yards area of Godown within the same premises for storing food grains received from FCI and desirable	Godown/ Kitchen/ Location map and Registered lease deed of at least three years/ rent agreement/ other land related/ land ownership documents

B. Inspections and evaluation of following Technical Criteria:-

The existing kitchen premises/ building structure of only those applicants who meet the aforesaid Pre-Qualification Criteria (Primary Eligibility Criteria) shall be inspected and evaluation shall be done as per following technical criteria:-

Particulars	Marks	Remarks
Building Structure/Built-up Area Location of the Kitchen in view of <i>hygienic</i> and safe surroundings shall also be considered. <i>The kitchen location should be away from open drains, water logging areas and should be free from filthy surroundings. It should not be located in congested areas/ for safety purposes. There should be adequate arrangement for drainage and waste disposal.</i>	25 (to be judged on the basis of field visit#) Organization must have Godown with (minimum 50sq. yards) [i.e. @40000 enrolment, approx 1250quintal foodgrains (wheat & rice) is lifted monthly] area/space (for storing food grains received from FCI) within the Kitchen Premises and there should be separate/ additional/ extra area for godown in addition to plotted kitchen area of minimum 700 sq.yds. and desirable 1000 sq. Yards. Marks will be awarded on Location, Layout of building, Suitability for kitchen and condition & upkeep of building to both proposed and existing kitchen applicants.	In case of proposed kitchen applicants, the marks of Building Structure/Built-up Area shall be based upon their running kitchens outside Delhi or their other existing running kitchen in Delhi. In case of existing kitchen applicants, the marks of Building Structure/Built-up Area shall be based upon their running kitchens in Delhi.
Existing kitchen Applicant Organization	30 (to be judged on the basis of field visit and	In case of proposed kitchen applicants, the marks of Existing

having their established kitchens outside Delhi and having experience in the mass supply of <i>hot cooked meal</i> are also be eligible for empanelment.*	the Kitchen of applicant shall be as per the specifications given in this document.)	kitchen shall be based upon their running kitchens outside Delhi or their other existing running kitchen in Delhi. In case of existing kitchen applicants, the marks of Existing kitchen shall be based upon their running kitchens in Delhi.
Financial capacity & experience	20	
Those having clean track record (without penalty/penal action from GNCT department)	5	
Man power and record keeping	5	
Quality Certification by any Govt. Agency	5	
Value addition beyond Govt. funding	10	
Total	100	

****Applicant Organization should be able to demonstrate availability of building structure as per specifications and either have fully functional kitchen or setup all equipments etc within a period of 04 months.***

Such Applicant Organizations having their established kitchens outside Delhi should have building structure in prescribed land area of minimum 700 sq.yds. and desirable 1000 sq. Yards in Delhi and should be in a position to setup the kitchen within 4 months as per the prescribed guidelines of the Directorate of Education/Ministry of HRD.

Such Applicant Organizations have to highlight their best kitchen available anywhere in India which the evaluating/ inspecting team can visit so as to examine their best practices, operational efficiency, experience in running the kitchen and associated infrastructural/ other requirements.

The existing Organizations, who are not having kitchens of minimum 700 sq yards area, can also seek aforesaid period of 4 months to upgrade/shift their kitchens, but must be able to demonstrate availability of built-up structure for kitchen and godown.

The Director of Education reserves the right to forfeit the EMD in case the applicant organisation fails to establish the kitchen as per the specification within the stipulated time. However, in exceptional circumstances, on applicant organizations written request with valid reasons, the Director of Education may grant extra period once, not

exceeding 30 days for establishing/completing the kitchen as per the specifications.

C. Cluster tagging

There are 20 clusters comprising of 29 Educational zones or 21 clusters comprising of 29 Educational zones (if girls students from 9th Class to 12th class of Directorate of Education is added for supply of MDM) in Directorate of Education Delhi. Zone wise cluster & their area concerned are enclosed as Annexure-A1 & D (if girls students from 9th Class to 12th class of Directorate of Education is added for supply of MDM).

Each Applicant Organization will have to apply specifying the cluster in which it is interested in supplying Mid Day Meal and each Applicant Organization can apply for maximum two clusters only. Further, one kitchen can be used for supplying Mid Day Meal to one cluster only. The Applicant Organisation has to submit bid clearly mentioning the cluster to which it is applying and in case it wants to apply for more than one clusters, it should submit separate application for each cluster with provision of separate kitchen in that cluster.

In case no application is received in respect of any particular cluster/clusters or all the application received in respect of any particular cluster/clusters are rejected due to non fulfilling of eligibility conditions, the Directorate of Education reserves the right to allocate/assign supply of Mid Day Meal to any other eligible Applicant Organisation of any other nearby cluster/clusters. While allotting children, efforts will be made to ensure that distance between kitchen and schools are minimum but it will be the sole discretion of the Directorate of Education.

The concealment/wrong information will be treated as automatic disqualification for consideration in the process of selection of the kitchen/organization for work order and their application for **RFP** will be rejected.

The finally selected/empanelled organizations will be assigned the supply of mid day meal order as per requirement of Directorate of Education and after signing the MOU/Agreement (as specified by the Department) between the Deptt. and the Applicant Organization.

The de-centralized semi Automated kitchens should be complete in all respects as per Annexure-II and operational within the specified time limit.

2. Due date and time: -

RFP in a sealed cover should reach in the office of ADE (MDM), Mid Day Meal cell, Room No.252, Directorate of Education, Old Sectt, Delhi-54 on or before 31.05.2018-up to 4 P.M. **RFP** received after due date and time shall be summarily rejected.

3. Completeness of the RFP documents: -

The Directorate of Education is not responsible for the downloading of incomplete documents from its website www.edudel.nic.in.

4. Amendment of the REQUEST FOR PROPOSAL: -

At any time, prior to the last date of submission of RFP, Directorate of Education may amend the terms and conditions of the RFP by issuing addendum. The amendment will be displayed on the website www.edudel.nic.in of Directorate of Education and therefore prospective applicants may keep checking website of the department www.edudel.nic.in.

In order to afford prospective applicants reasonable time to take the amendment in to account in preparing their **RFP**, the Directorate of Education may, at its discretion, extend the dead line for the submission of **RFP**.

5. The required minimum nutritional values for MDM as prescribed by MHRD.

For Primary classes (I to V)	Protein —min 12gms Calories—min 450 calories
For Upper Primary classes (VI to VIII)	Protein---min 20gms Calories—min 700 calories

6. Prescribed Menu to be supplied under MDM:-

Following wheat based and rice based menu items are to be supplied alternately for six days of the week. Same menu for the morning and evening shift will not be supplied so as to prevent reuse of left over Mid Day Meal.

- (i) Atta & Besan Puri with Aaloo Curry with mashed vegetables (Wheat based)
- (ii) Atta Poori and Chhole with mashed vegetables added to the gravy (Wheat based)
- (iii) Poustic Vegetable Daliya (Wheat based)
- (iv) Rice and Chhole with mashed vegetables added to the gravy (Rice based)
- (v) Rice and Sambhar/Daal with vegetables added to the gravy (Rice based)
- (vi) Rice and Kadi with vegetables added to the gravy (Rice based)

District/cluster wise menu can be varied and can be changed at a short notice any time by the Directorate of Education.

7. Minimum prescribed quantity of cooked MDM:-

- (i) For Primary classes:- Minimum prescribed quantity of cooked Mid Day Meal will be as per conversion norms derived from input quantity of dry cereals .
- (ii) For Upper Primary classes:- Minimum prescribed quantity of cooked Mid Day Meal will be as per conversion norms derived from input quantity of dry cereals.

8. Food norms and Subsidy provided by Govt. :-

Raw wheat and rice is provided by Govt. of India free of cost (as subsidy) to the MDM supplying agencies for primary and upper primary classes students as per following quantity (per child per meal per day):-

For Primary classes

Wheat -----100gms for wheat menu

Rice -----100gms for rice menu

For Upper Primary classes

Wheat----150gms for wheat menu

Rice ----150gms for rice menu

Govt. also reimburses the transportation cost of the food grains from FCI depot to *Applicant Organization* kitchens as per norms of MHRD.

Govt. also provides the cooking cost to the MDM suppliers as per prescribed norms. The present rates are as follows:-

- (i) For Primary classes-----Rs. 4.13/- per child per meal per day
- (ii) For Upper Primary classes-Rs. 6.18/- per child per meal per day

Cooking cost/ subsidy contributions would also include the cost of pulses, vegetables, oil & fat, salt and condiments and fuel and the food norms shall be as under:-

S. No	Items	Quantity per day/per meal	
		Primary	Upper Primary
1.	Food grains from FCI	100gms.	150gms.
2.	Pulse	20gms.	30gms.
3.	Vegetables(leafy also)	50gms.	75gms.
4.	Oil & fat	5gms.	7.5gms.
5.	Salt & Condiments	As per need	As per need

9. Other conditions/obligations :-

- (i) At present, Mid Day Meal is supplied to students of primary and upper primary classes of Govt. and Govt. Aided Schools, AIE Centres under SSA of Directorate of Education GNCT of Delhi i.e. upto 8th class. However, Directorate of Education reserves the right to extend the Mid Day Meal Scheme to other additional classes in future. In case, Directorate of Education decides in future to extend the supply of Mid Day Meal to additional students of other classes i.e. in addition to students of primary and upper primary classes, the

Applicant Organisations shall be bound by such decision of Directorate of Education and shall fully cooperate in extension of Mid Day Meal Scheme on the terms and conditions decided by Directorate of Education.

(ii) In Directorate of Education, Mid Day Meal Scheme is being implemented as per the instructions/guidelines issued by Ministry of HRD, Govt. of India. For improvement of nutritional values in Mid Day Meal, various instructions/guidelines are issued by Govt. of India from time to time. In case, any instructions/guidelines are issued by Govt. of India related to fortification of food grains/ raw material for improvement of nutritional values in Mid Day Meal or such initiative is taken by Directorate of Education, the Applicant Organisations shall be bound to comply with such instructions/guidelines and shall fully cooperate and discharge any additional role/responsibility assigned to them for fortification of food grains on the terms and conditions decided by Directorate of Education.

(iii) At present, cooked Mid Day Meal is supplied to students of primary and upper primary classes of Govt. and Govt. Aided Schools, AIE Centers under SSA of Directorate of Education GNCT of Delhi. However, Directorate of Education reserves the right to provide additional nutritionally dense food items (like banana/ other seasonal fruits, eggs, jaggery, roasted grams etc.) in the Mid Day Meal Scheme in future. In case, Directorate of Education decides for providing of such additional nutritionally dense food items under Mid Day Meal Scheme in future, the Applicant Organisations shall be bound by such decision of Directorate of Education and shall fully cooperate and discharge any additional role/responsibility assigned to them for supply of additional nutritionally dense food items on the terms and conditions decided by Directorate of Education.

Kitchen Infrastructure Norms:-

1. The Organisation shall maintain the infrastructure of the de-centralised semi automated kitchen including building, cooking machinery and vehicles for transporting the hot cooked meal at its own cost as per the prescribed standards.
2. The Organisation shall have Wall tiled up to 7 feet height and the rest white washed with washable emulsion.
3. The Organisation shall have Exhaust and chutes for vapour extraction. Proper display of Mid Day Meal menu, Mid Day Meal logo, do's and don'ts for kitchen staff in the premises. The Organisation shall install a board outside the kitchen clearly mentioning the name and address of the Organisation and use of kitchen only for the purpose of supply of Mid Day Meal to Directorate of Education schools.
4. Proper lighting arrangement must be made in the kitchen premises for safe preparation of the Mid Day Meal. Open/ loose/ temporary wiring for gadgets installed should be adequately fixed/ covered. All the equipments/ machines must be in functional condition and properly maintained.
5. The Organisation shall have Kota stone/tiles or durable stone flooring sloped towards the drains.
6. The Organisation shall have compartment wise partitions between storage area/cooking area/cleaning area for washing vegetables, rice, dal etc. Separate

space for cleaning utensils and shelves for storing utensils must be made available. Proper compartments must be made for different activities and with proper display boards.

7. The toilet blocks and garbage collection place should be at a suitable distance from the area where the hot cooked meal is to be prepared.
8. The Organization shall have adequate aisle space of about 3 to 4 feet wide for the movement of personnel and material traffic. The Applicant Organization shall ensure that the premises should be clean, adequately lighted and ventilated and have sufficient free space for movement. Floors, ceilings and walls must be maintained in a sound condition. The floor and skirted walls should be washed as per requirement with an effective disinfectant. The premises should be kept free from all insects. No spraying should be done during the cooking of Mid Day Meal, but instead fly swats/flaps should be used to prevent flies getting into the premises. Windows, doors and other openings should be fitted with net or screen, as appropriate to make the premise insect free.
9. The Organization shall have a cold storage in its kitchen premises for maintaining the raw vegetables fresh and hygienic.
10. The Organization should have separate/additional/extra area for godown for storing food grains, received from Food Corporation of India within the kitchen premises in addition to allotted kitchen area of minimum 700 sq. yds and desirable 1000 sq.yds.
11. The food grains must be stored in airtight bins or stacked neatly in gunny bags in area free of rodents and insects. Similarly, the other raw material should also be stored in air tight storage containers made of non-toxic material. Food grains and other raw material should not be stored directly on the ground; rather on rack/ metal shelves/ pallet and wooden plank (at least 8 to 12 cm. above the floor) reasonably well above the floor and away from wall so as to avoid absorption of moisture and any contamination/ infestation. The Organisation shall have storeroom with racks and platforms for gunny bags with separate section for oil and others.
12. The Organisation shall have adequate area for movement of vehicles to unload raw materials etc.
13. The Organisation shall have storage area for containers, pots and pans.
14. The Organisation should have loading station with platform and ramp.
15. The Organisation shall have Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
16. The Organisation must have DJB water connection and will not use borewell/underground water, even for washing/ cleaning purposes. Further, the Organisation must have pollution certificate from DPCC, MCD health licence/certificate and DJB Water Test Certificate. _Drinking water should be tested for its potability as per the schedule decided by Directorate of Education.
17. The Organisation shall make Use of steam cooking concept.
18. Cooking process should be LPG based. Wood based system must not be used. Domestic gas cylinders must not be used for cooking in any circumstance. It should be used through fixed piping system.
19. Adequate numbers of CCTV cameras must be installed and made functional in the premises for proper supervision of the Mid Day Meal kitchen. The Organisation

shall install IP enabled CCTV cameras with appropriate recording backup and maintain them in good working condition at all times. The Organisation shall make available the live feed in the office of concerned Dy. Director so as to see the live video.

20. Adequate fly catchers must be installed and made functional in the kitchen premises for the cleanliness and hygienic conditions. Adequate fire extinguishers/fire safety measures must be installed and made functional in the premises.
21. The Organisation shall properly display Mid Day Meal menu, Mid Day Meal logo, do's and don'ts for kitchen staff in the premises.
22. There should be a display board restricting eating, spitting and other unhygienic practices in the food processing area.
23. The Organisation shall have digital weighing scale for exact quantification.
24. The Organisation shall have separate steel counters for hand washing and separate for drinking water.
25. Clean and proper utensils must be used in the kitchen premises for the proper standard of the Mid Day Meal.
26. The Organisation shall use standard materials for washing of utensils for the hygienic storing and transportation of Mid Day Meal. The utensils must be properly wiped.
27. The cooking areas must be kept cleaned at all times. It is important that surfaces in direct contact with food must be both clean and dry before use. Cracks, rough surfaces, open joints etc. must not be there. Floors, ceilings and walls must be maintained in a sound condition. They should be smooth and easy to clean with no flaking paint or plaster. The wire mesh screen should be installed in open doors, windows and ventilators. Moreover, holes, drain covers and other places where pests are likely to gain access should be in sealed condition or fitted with mesh/ grills/ claddings.
28. An isolated area in the kitchen premises should be clearly identified for returned defective or suspected products.
29. The storage of fuels, disinfectants, detergents, cleaning agents should be well away from the stored raw materials and under lock and key.
30. First-Aid box of adequate size should be kept in the kitchen premises.
31. The Organisation shall ensure regular fumigation and pest control in the storage area of the kitchens after an interval of every three months to protect against rodents. The Organisation shall store and keep the food grains supplied by the Govt. of NCT and other materials in a hygienic condition to ensure that all such materials are free from insects, pest, fungus, chemicals etc. the Organisation shall further ensure that the food grains and other materials are at all times protected and free from any harmful effects arising out of chemicals used for fumigation and pest controls.

32. Fixed route chart and time table for delivery of meals in schools should be displayed in the kitchen premises. The time of cooking should be displayed in the premises by the Service Providers.
33. Wash basin should be installed at the entry point so that cooks enter the kitchen only after washing the hands. Disposable foot wears and hair caps for the cooks, visitors etc. should be provided for maintaining sanitation standards. Foot mat must be present at the entrance of the kitchen.
34. Industrial RO plant must be installed and made functional in the kitchen premises for hygienic preparation and good quality of Mid Day Meal. The date of last inspection should be mentioned on the RO plant. Water quality testing must be carried out quarterly and water storage tanks must be cleaned regularly and report will be displayed.
35. For preparation of Mid Day Meal, location/ surroundings of the kitchen should be free from filthy surroundings and maintaining overall hygiene, proper cleanliness in the kitchen, clean cooking equipments, proper arrangement of drainage of waste water, adequate number of garbage bins should be made available. Adequate system must be made for waste disposal.
36. The Organisation shall have oil trap for cleaning wasted oil so that it does not enter the drainage system.
37. The Organisation shall never use '*sulphas tablets*' in foodgrains stored in godowns. In case any organisation is found using '*sulphas tablets*' in foodgrains, its agreement will be immediately terminated.
38. The Applicant Organisation shall keep the foodgrains and other materials in hygienic conditions, free of pest, insects, fungus etc.

Preparation and cooking of the meal and kitchen staff :-

39. Proper training and supervision of the cooks should be done for preparation of good quality of hot cooked meal and proper method of cooking should be used. The cook cum helpers must be trained in methods of cooking food hygiene and food safety aspect alongwith personal hygiene requirements to commensurate their work activities.
40. The Organisation shall have vegetable cutting machines, heavy duty grinders and other such equipments.
41. The Organisation shall have rice cooking units with steam cookers and trays to cool rice and cooling facilitated by air blowers.
42. The Organisation shall have Poori making unit with dough kneader and puri making machine. The Organisation shall have Rice Cooking Cauldrons, Vegetable Cleaning Machines and Vegetable Cutting Machines as per its capacity.
43. The Organization shall have cooking/frying units with high pressure burners and vapour extraction hood/chimney.
44. The Organisation shall have collection unit for fried puris along with oil drainers in packing area.
45. The Organisation shall have work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.

46. The Organisation shall have trolleys for loading hot cooked meal.
47. The Organisation shall have dish washing unit with sanitizer, grease traps and drains with filter & removable covers, adequate garbage disposal management and ventilation with wire mesh.
48. The staff should be provided with the photo identity cards.
49. The Organisation shall use two types of uniforms for the cooking / non-cooking staff, which is required for ensuring proper discipline and proper hygiene of the kitchen. Kitchen staff of the Organisation shall use Headgear, Aprons, Gloves and Uniform which is essential for the proper standard of preparation and hygiene of Mid Day Meal. Gloves must be of good quality so that they do not slip while cooking.
50. All individuals and food handlers associated with Mid Day Meal scheme must wash their hands with soap before and after handling the food and have their nails cut. Periodic Health checkups of the food handlers should be made mandatory. Applicant Organisation shall ensure that CCH working at centralized kitchen are free from any disease particularly contagious diseases. The Organisation shall at the time of recruitment and thereafter once every 6 (six) months organize medical examinations (including but not limited to examination in relation to contagious disease) of the staff employed for rendering the Services, by a registered medical practitioner approved by the Govt. of NCT of Delhi.
51. The quality assurance of Mid Day Meal and Food Safety should be integral part of food handling procedures at the kitchen and food should be free from contamination be it biological contamination, physical contamination or chemical contamination.
52. The storage of raw materials, ingredients should be subject to FEFO (First Expire First Out) or FIFO (First in First Out) stock rotation as applicable. Shelf life of the food articles needs to be checked from time to time.
53. The supply of food grains like wheat and rice should not be stored for more than a quarter.
54. The Organisation shall use the double fortified salt for preparing the hot cooked meal which is necessary nutritional aspect of the Mid Day Meal.
55. Raw-materials/ spices/cooking oil/pulses used for preparing hot cooked meal shall be of standard brand having ISI/AGMARK/FSSAI certificate wherever applicable and meet the standards prescribed under applicable laws. Only packed dals, salt, spices, condiments and oil with AGMRK/FSSAI quality symbol should be used for cooking Mid Day Meal .Packaged raw materials must be checked for expiry/ best before/use by date.
56. The Organisation shall use the ingredients which are fresh and of good quality. They should be free from foreign materials, substances hazardous to health, excessive moisture, insect damage and fungal contamination and should be stored under dry, ventilated and hygienic conditions.
57. Fresh/leafy meshed vegetables must be used in the gravy for the nutritional requirements.
58. Cooking oil should not be reused for cooking of Mid Day Meal.

Packing, Transportation, Delivery & Distribution of meal:-

59. The Organisation shall provide the name, address and telephone numbers(s) of the person/persons who shall be responsible for delivery of hygienic, whole some and cooked meal and in case of any negligence in supply of the cooked meal, the Organisation shall be accountable. Applicant Organisation should ensure that the cooked meal is transported and delivered at the school under the supervision of an authorized person.
60. The number of children for whom cooked meal is required for the next day shall be obtained by the Organisation from the Head of the School/In-charge of concerned school, so that the cooked meal received/ served is in accordance with the attendance.
61. The Organisation shall ensure use of clean transportation vehicles and also ensure that all utensils used in cooking/distribution of meal may be of such type which are easy to clean and should be covered at all times.
62. The Organisation shall use proper packing material/foil for packing of Mid Day meal.
63. The Organisation shall sterilise primary (bulk) containers before packaging the hot cooked meal. This practice may minimize the risk of food infections/outbreaks, especially during the rainy season and the summer. The Mid Day Meal should be packed in clean & proper utensils and should always be kept covered. The organization shall supply the cooked meal in food grade insulated/stainless steel containers of good quality.
64. The Organisation shall have closed and secure containers, for transporting hot cooked meal and each container should be such that it can serve one section at a time.
65. The Organisation shall have adequate means for transporting the hot cooked meal from kitchen to the concerned schools such as secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo cannot reach)
66. The Organisation shall maintain and operate sufficient transport means/vehicles/utensils required for transportation of hot cooked meal at its own cost and risk and shall use clean, hygienic separate closed and secured /sealed containers along with good quality packing material/foil and with no spilling for each section of the class for transporting the hot cooked meal. The containers shall be de-sealed before the committee at school level constituted for the purpose. The hot cooked meal will be transported and served in proper hygienic conditions and the quality of the hot cooked meal so supplied and served to the children will be fresh, hot and in ready to eat condition.
67. The members of the School Management Committee, Parent Teacher Association shall also have the privilege to supervise the quality and quantity of the supplied meal. If the quality is inferior or the supply is not in accordance with the standards given by the Directorate of Education/School, Committee members may advise the school to refuse acceptance of such meals.
68. Hot cooked meal containers carrying Mid Day Meal must be sealed with cable tie for ensuring hygienic and safe delivery of Mid Day Meal.

69. Proper and hygienic ways of transporting Mid Day Meal must be used for Mid Day Meal. Mid Day Meal logo and other requisite information must be displayed on the vehicles used for transporting the Mid Day Meal. The vehicles used for transportation of the hot cooked meal should be thoroughly cleaned and properly covered to eliminate any possibility of contamination.
70. The Organisation shall take all the precautions while preparing, handling & transporting cooked meal to the schools from the place of preparation/cooking and its distribution amongst children.
71. The distribution of the hot cooked meal amongst the children shall be the responsibility of the Organisation. The collection of utensils after distribution of mid day meal from the schools shall be the responsibility of the Organisation.
72. The Organisation shall make the supply in the schools on each working day between 9 AM to 10 AM in first shift/ day shift school(s), between 2.30 PM to 3.30 PM in second shift school(s) or at the time as directed by Head of school as per the requirement of the school(s) [However, supply of Mid Day Meals shall be made at least 15 minutes before the recess period]. The Organisation will also ensure that distribution of Mid Day Meal among the children is completed within 20-30 minutes of recess period of the school and distribution work shall be done by the workers of the Organisation. The centralized kitchen is to be located near the cluster of schools, so that the cooked meal shall be delivered at schools in such a manner that the time between cooking and consumption shall always be less than 4 hours and the temperature of food at the time of serving shall be at or above 65⁰ C. The total time of the delivery to the farthest school in peak hour traffic should not exceed one hour. Applicant Organisation should ensure that cooked Mid Day Meal is fit for human consumption for four hours after cooking and it should be transported to schools and consumed by children within that time.
73. The delivery of cooked meal will be made to schools according to the schedule supplied by the Directorate of Education and if hot cooked meal is found to be fit for human consumption as per the standard laid above after having being tasted by a school level mid day meal committee from each container, shall be distributed among the children for consumption. In case the cooked meal received by the concerned school is found defective/sub standard, it shall be refused and supply shall be lifted by the Organisation from the school at its own risk and cost. In case, the defective/sub standard supply is not lifted by the Organisation up to one hour before the closing time of the school, the same shall be destroyed by the head of the school concerned at the risk and cost of the Organisation and no claim for the defective supply shall be entertained in any case. Expenditure incurred for this, if any, shall be borne by the Organisation.
74. The Organisation shall be required to make the supply regularly at the specified time. In case of non-supply, irregular or late supply, any illness or casualty, the Directorate of Education shall have liberty to cancel the work order and may allot the work to any other empanelled organizations. Without prejudice to the forgoing, the performance security deposited by the Organisation shall be forfeited in such case.

75. In case of deterioration of hot cooked meal during transportation, the Organisation will be liable to replace the same within the time limits provided and will be responsible for quality of hot cooked meal till it is finally consumed by the students.

Maintenance of the records and licences/certificates:-

76. The Organisation will submit monthly statement of accounts of mid day meal actually supplied to the concerned school who shall process the same and shall forward to the concerned District office for payment promptly. No payment shall be made for defective supply.
77. The Organisation shall maintain stock registers, pest control record, health check up record of staff in every six(6) months from a registered medical practitioner approved by Govt. of NCT of Delhi (to ensure that they do not have any infectious disease), fire safety certificate, food safety license from FSSAI, No Objection Certificate from the Health Department of the MCD at the kitchen/godown premises for inspection by the authorized representatives of the Government of NCT of Delhi. The Organisation shall maintain proper stock register for the food grains stored by the Organisation with day to day entries in respect of food grains so received from FCI, which can be inspected by authorised representatives of the Govt. of NCT from time to time.
78. The Organisation shall provide copy of health certificate of its employees at the time of signing of MOU/Agreement to ensure that they do not have any infectious disease.
79. The Organisation shall maintain visitors register and deploy guard at the entry point of the kitchen for security/safety and supervision purposes.
80. All statutory licenses/ permission/ NOC will be complied with and shall be obtained by the Organisation from the concerned Government Department/ Autonomous Organization in relation to operation of the de-centralised kitchen and supply of the meals. The de-centralised kitchen shall be maintained by the Organisation at its own cost and expenses.
81. The Organisation shall comply with the orders/guidelines/Instructions issued by Directorate of Education, Govt. of NCT of Delhi or Ministry of Human resource Development, Govt. of India or any other competent authority from time to time.
82. The Organisation shall provide a copy of ESI & PF registration certificate, where applicable to Directorate of Education at the time of signing of MOU/Agreement and shall be solely responsible for statutory liability arising out of the employment of the appointed staff by the Organisation under all applicable laws and regulations.
83. The Organisation shall furnish a monthly report to Directorate of Education on lifting and utilization of food grains, number of children covered for onward transmission to the State Govt./Central Govt. The Organisation shall also submit the duly verified bills by 7th of the next month.
84. The accounts of the ORGANISATION would be auditable.

Foodgrain lifting:-

85. The Organisation shall lift the food grains from Food Corporation of India godown on the basis of release order issued by the Directorate of Education based on allotted number of children and working days. The food grains received from Food Corporation of India for Mid Day Meal shall not be used/ diverted for any other purpose.
86. Only FCI food grains (wheat and rice) must be used for preparation of Mid Day Meal. The food grains lifted from Food Corporation of India by Service Providers must be taken to their respective kitchens/godowns.
87. In case, the Service Provider is authorizing someone on its behalf to lift the food grains from FCI, the authorization letter of the Service Provider must be submitted in the Mid Day Meal Branch (HQ) before lifting of the food grains on every occasion.
88. The Service Providers shall also submit the name of the transporter authorized by the Service Provider for transportation of the food grains from FCI to their kitchen/godown.
89. The Service Providers shall send the wheat for grinding to the nearest atta chakki of their respective kitchens as per their requirement and will maintain a proper record of the wheat sent for grinding.
90. If wheat and rice received from FCI in advance by the Organisation then it will have to submit the bank guarantee of the amount equivalent to the tentative value of the food grains given in advance.
91. If wheat and rice is received from FCI in advance by the Voluntary Organization, and work order is cancelled due to any reason by the Department, then Director of Education will have the right to recover the balance food grains at the cost of the Organisation and in case it could not be recovered, the corresponding cost at market rate will be decided by the Directorate of Education and will be deducted from the performance security and the payments due to the Organisation.
92. The Organisation shall ensure that the empty Gunny Bags of food grains are sold by following the quotation mechanism and that all the proceeds realized from such sales are used for mid day meal purposes.
93. The Directorate of Education shall have full rights to get the ingredients, raw food grains and the cooked meal tested any number of times, through any authorized laboratory for contamination and nutritive value (requisite calories and protein content etc.), at the time of cooking, during transportation or at school or at its godown. The testing fee of the sample shall be borne by Directorate of Education. Designated authorities from Department of Health/ Food & Drugs/ Officers of State Govt./Head of the school may pick up sample of cooked meal at any item out of the supply being made at the school or kitchen and get them tested for ascertaining the energy and nutritive value of the food.

Other conditions:-

94. If the kitchen of an organization is selected and approved by the Directorate of Education then in no case it will be allowed to prepare hot cooked meal for any other agency/state/organization or for any other purpose.

95. Once selected and approved, the venue of the kitchen shall not be allowed to be changed without the written permission from the Directorate of Education.
96. The Organisation shall do work by itself in the kitchen approved by the Directorate of Education and in no case it will sub-contract or outsource any process of the cooking of meals to any other agency.
97. Any representative of the Directorate of Education may visit any kitchen with/without notice at any time and organization shall extend full cooperation during inspection.
98. To ensure maintenance of Health Standard, hygienic standards of cooking, the work of inspection of the cooking places, premises may be entrusted to any third independent agency, so decided by the Directorate of Education. The reporting by the third party evaluating agency in respect of the cooking place, transportation, distribution of hot cooked meal etc. shall be binding on the Organisation.
99. As far as possible, the supply of hot cooked meal from each kitchen will be limited to approx. 35000 - 45000 (As per Annexure A) children of primary and upper primary classes taken together. However Directorate of Education reserves the right to allot more number of children depending upon the financial capacity, technical capacity, and availability of kitchen in a particular area and the experience of the supplier.
100. Directorate of Education will have a right to change the number of children or number of schools allotted to the Organisation on the basis of its performance or in the interest of children, at any point of time of the operation of the agreement.
101. All taxes for providing cooked meal shall be borne by the Organisation. Further, the Organisation will furnish Annual Audit Report along with audited statement of accounts in terms of all grants received from the State Govt, donations received in the name of Mid Day Meal Scheme, both in cash and kind, duly certified by approved auditor/chartered accountant to the Directorate of Education.
102. The Organisation shall be solely responsible toward any incident of food contamination due to any reason like civil commotion/ bandh/ strike/ communal riots, terrorism/ hijack/ way laying or sabotage of vehicle by anti social elements when MDM is in transit.
103. The Organisation should submit signed commitment to return all the permanent/semi permanent assets acquired by Organisation from the grants received from Directorate of Education, GNCT of Delhi under the Mid Day Meal Scheme, if organization ceases to undertake the supply of Mid Day Meal.
104. The Organisation shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of or resulting from the works/services under the agreement provided by it.
105. The Organisation shall be solely responsible and shall furnish an indemnity bond for the amount as decided by the competent authority for any adverse order passed by any court against the department on account of students suffering after consuming Mid Day Meal supplied and if any penalty/fine/ex-gratia payment is imposed on the Government/Department or any compensation is granted to the students on this account, the Directorate of Education shall have the right to recover the same from the Organisation.
106. In case any Organisation, who was earlier also empanelled for supply of Mid Day Meal and any Penalty Amount is/was finalized/imposed against it due to any

reasons in respect of any previous supply/supplies of Mid Day Meal, the same shall also be payable by the Organisation. In that case:-

- a) The Directorate of education shall also have the right to recover the Penalty Amount, from the pending payments for previous/present supply/supplies of Mid Day Meal and
- b) If, the Organisation fails to pay the Penalty Amount, the agreement for supply of Mid Day meal shall be terminated resulting in blacklisting of the organisation and the Directorate of Education shall also have the right to recover the pending Penalty Amount from the Organisation as the arrears of land revenue.

107. Agreement signed between Directorate of Education and empanelled Organizations will automatically terminate in the event the scheme is withdrawn by the Central Government and/or the Government of NCT, as the case may be.

108. The Organizations

- a) Will not discriminate in any manner on the basis of religion, caste and creed, and should not use the program for propagation of any religious practice.
- b) Shall undertake to supply responsibility on a no-profit basis.
- c) Will not entrust/ sub-contract the program or out-source any process or part of the cooking of meals or divert any part of the assistance (food grains/money) to any other organization/agency.
- d) Will submit the names, addresses and contact numbers of all office bearers involved in the establishment and management of such organization along with their roles and responsibilities in the Organisation. If any of the office bearers holds a public office, then details of that office also have to be mentioned specifically.
- e) Will sign a contract/MOU with the department before any work order is assigned to the Organisation.

109. If the Organisation fails to supply hot cooked meal on a particular day(s) or fails to replace the defective supply of hot cooked meal in time, a penalty @ Rs.10/- per child (for primary classes) and @ Rs.12/- per child (for Upper Primary classes) in respect of the children taking mid day meal in that particular school on that particular day shall be deducted from the bills by H.O.S./Principal of concerned school. In addition to this, the Head of School may make alternative arrangement for supply of mid day meal on that day at the cost and risk of the Organisation.

110. If the Mid Day Meal is not provided in a school on any school day due to non availability of food grains, cooking cost, fuel or absence of cook cum helper or any other reason, the de-centralized kitchen shall pay food security allowance as defined in clause (c) of rule 2 of Mid Day Meal Rules, 2015 to every child referred to in rule 3 by 15th of the succeeding month in the manner provided herein below:-

- a) Quantity of food grains as per entitlement of the child; and
- b) Cooking cost prevailing in the Delhi.

Provided that in case a child has not taken hot cooked meal on offer for whatever reasons, no claim of food security allowance shall lie with the decentralized Kitchen.

111. The Directorate of Education shall take action to fix responsibility on decentralized Kitchen in accordance with the procedure laid down in National Food Security Act 2013, if mid day meal is not provided in school on school days continuously for three working days or at least for five working days in a month.

Penal Clauses/ Actions:-

112. In case of any mishap/incidence of children in any school(s) falling ill after consuming the mid day meal supplied by the Organisation, immediate interim relief/ monetary assistance will be provided by the Organisation for the treatment of the children in consultation with Head of School. The Organizations shall also be liable to pay compensation to the children, as decided by the Directorate of Education.
113. If at any stage, it is found that documents submitted by the Organisation were/are fake or concealment/wrong information has been provided by the organization, the Directorate of Education shall reserve the right to stop the payment due, forfeit the performance security and cancel the work order.
114. The Organisation shall not sub contract the work-order/Mid Day Meal supply to any person/organization/agency in part or full or outsource any process or part of cooking of meal, failing which the Directorate of Education shall reserve the right to terminate the contract. The Organisation shall not divert any part of the assistance (food grains/funds) to any other organization/agency.
115. If the quality of the mid day meal is found defective in any other manner Directorate of Education shall have the right to refuse to take the supply and to return the whole or part of the defective cooked meal supplied to school(s) as the occasion may arise and impose suitable penalty (as specified in para 109) or may cancel the agreement forthwith. No claim for compensation for such supply from the Organisation shall be entertained.
116. If sample reports fails in nutritive value in a particular menu consistently for a prescribed period, agreement signed shall be liable to be cancelled.
117. The Organisation will be solely responsible for any mishap/casualty on account of contaminated cooked meal supplied in the school. Action against the Organisation in such an event shall be initiated as per the provisions of Food Safety and Standards Act, 2006, Indian Penal Code and other Law for the time being in force including Black listing of the Organisation. If, it is found at any stage that the meals supplied by the Organisation are found to be adulterated, contaminated or substandard in any manner, in that eventuality, the entire civil and criminal liability arising out of that shall rest entirely on the Organisation.

118. Notwithstanding anything to the contrary contained in the Agreement, either party may, in its sole discretion, terminate the Agreement as per following notice period details:-
- (i) Prior to termination or taking any other action against the Organisation under the above mentioned provisions, Directorate of Education shall give a notice of at least 7 days to the Organisation to show why the proposed action not be taken. Provided, however, that the Government may in its sole discretion can suspend agreement at any time prior to termination thereof.
 - (ii) That in the event, Organisation desires to stop the supply of the meal for any reason, it shall given three month's notice in writing to the Directorate of Education, failing which the Organisation shall be liable for penalties as decided by the Directorate of Education.
119. In addition to the conditions mentioned above for termination of contract, the Government of NCT shall have the right to forthwith terminate the Agreement in the following circumstances :-
- a) Failure to supply the meals or short Supply of meals by the Organisation for a consecutive period of 10 days other than due to a forced majeure.
 - b) The meals supplied are not in accordance with quality standards specified in Agreement.
 - c) In the event the Organisation ceases to carry on its charitable activities or ceases to be a charitable institution.
 - d) In the event the Organisation becomes insolvent, files for winding up or has a liquidator/ administrator/ receiver appointed.
 - e) In the event the Organisation is guilty of misconduct which in the opinion of the Government of NCT is prejudicial or detrimental the interests of the scheme and/or the Government of NCT or
 - f) A material breach of any provision of this Agreement for a continuous period of 30 days.
120. Directorate of Education shall reserve the right to terminate the agreement at any time during the contract period without assigning any reason to any empanelled NGO/Service Provider by given 30 days notice.
121. Directorate of Education reserves the right to forfeit the EMD and blacklist the selected organization if it fails to provide Mid Day Meal within the stipulated time.
122. The Directorate of Education reserves the right to withdraw any area from the RFP without assigning any reason.
123. In addition to the clauses mentioned above, The Directorate of Education reserves the right to levy additional penalties in the case of following violations:-

Violations/Deficiencies	Penalty Amount (to be recovered from monthly bills payments)		
1. Kitchen infrastructure (if not confirming to standards prescribed in RFP)	0.15% of monthly bills of Cooking cost (per	0.35% of monthly bills of Cooking cost (per	3.5% of monthly bills of Cooking cost (per
2. Day to day functioning of the kitchen (if not confirming to standards prescribed	cost (per	count)	count)

in RFP) 3. Upkeep and hygiene of the kitchen (if not confirming to standards prescribed in RFP) 4. Record keeping (if not confirming to standards prescribed in RFP) 5. No objection Certificate/ Licence/ permissions/ approval from Competent Authorities (if not confirming to standards prescribed in RFP) 6. transportation and distribution of meal (if not confirming to standards prescribed in RFP)	count) Minimum amount of penalty to be Rs.10,000/- and Maximum amount of penalty to be Rs.20,000/-.	Minimum amount of penalty to be Rs.30,000/- and Maximum amount of penalty to be Rs.50,000/-.	Minimum amount of penalty to be Rs.1,50,000/- and Maximum amount of penalty to be Rs.2,50,000/-.
1. Food failing in quantity. (if not confirming to standards prescribed by Department) 2. Food failing in quality. (if not confirming to standards prescribed by MHRD) 3. Sample failure. (due to contamination) 4. Issues relating to lifting of food gains from FCI godown such as diversion. (if not confirming to directions of the Department) 5. Issues relating to nutritive value and norms supply of food. (if not confirming to standards prescribed by MHRD) 6. Sub letting of contract. (if not confirming to conditions prescribed in RFP)	0.35% of monthly bills of Cooking cost (per count) Minimum amount of penalty to be Rs.30,000/- and Maximum amount of penalty to be Rs.50,000/-	0.7% of monthly bills of Cooking cost (per count) Minimum amount of penalty to be Rs.60,000/- and Maximum amount of penalty to be Rs.1,00,000/-	7% of monthly bills of Cooking cost (per count) Minimum amount of penalty to be Rs.3,00,000/- and Maximum amount of penalty to be Rs.5,00,000/-
1. Supply of contaminated/ defective cooked Mid Day Meal resulting in illness/hospitalization of children. 2. Illness /hospitalisation of children. 3. Any major mishap/accident	Any amount decided by the Director (Education). Besides, cost of treatment/compensation and forfeiture of security deposit etc and other punitive measures like blacklisting, cancellation of contract, maximum penalty, which can be imposed by Director (Education) to the subject to a maximum limit of 20% of monthly bill of that cluster.		

124. The accounts of the Organisation would be auditable, if any Govt./grant is provided to the Organisation.
125. The Directorate of Education shall have the right to add/change/modify any clause/ provision if it is considered to be necessary to do so.
126. The Directorate of Education shall be at liberty to add/alter any of the condition for supply of cooked meal at any time during the contract period as per the need/requirement for any day.
127. The Organisation shall deposit performance Security/unconditional and irrevocable bank guarantee @5% of the anticipated annual agreement amount with the Govt. of NCT at the time of signing of agreement in the name of Director of Education,

GNCT of Delhi. Bank guarantee should remain valid for a period of 60 day beyond the date of completion of all contractual obligations. This amount shall be refundable after successful completion of the work.

128. In case of any disputes and differences arising out of or in any way regarding the agreement, only the Delhi Courts shall have the jurisdiction in the matter. Further, In the event of any dispute arising out of the contract between the parties here to, the same shall be referred to the sole arbitration of the State Government (Directorate of Education) or any officer appointed by the State Government (Directorate of Education) on its behalf. The proceedings held by the arbitrator in making award will be in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 or any statutory amendments thereof. The award of the arbitrator shall be final and binding on the parties.
129. The supply of cooked meal shall contain 450 Calories and 12 grams of protein for children studying in classes I-V and 700 Calories and 20grams protein for children studying in classes VI-VIII. In case deviation is found more than 5% in the preparation/specification and the supply is otherwise not fit for consumption, the bill of such supply claimed by the Organisation shall be deducted proportionately; the testing fee if any shall be borne by the Organisation.
130. In the event of any dispute arising out of the agreement the same shall be referred to the sole arbitration of the Govt. of NCT of Delhi or any officer appointed by the Govt. of NCT of Delhi on its behalf. The proceedings held by the arbitrator in making award will be in accordance with the provisions of Indian Arbitration and conciliation Act 1996 or any statutory amendments thereof. The award of the arbitrator shall be final and binding on both the parties.

Annexure-1

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT DELHI
(MID-DAY-MEAL BRANCH)**

Application form for submitting Request for Proposal (RFP) for Providing Cooked Food to the Children studying In Primary & Upper Primary Classes in Govt. / Govt. Aided Schools, AIE Centres under SSA by Applicant Organisations from their ready to serve/existing or proposed centralized semi automated Kitchens.

1. Name of the Applicant Organization_____
2. Details of Registration of the Applicant Organization (attach attested copies of registration certificates under the relevant Regulation Acts.)
.....
3. Turnover & Experience from the business of mass supply of hot cooked meal only over three financial years, immediately preceding the year of issuance of RFP (In case of Govt. Enterprise, attach Certificate regarding payment and in case of private Organization, equivalent taxation certificate to be attached).....
5. Previous experience of supplying Mid Day meal in Govt./Govt. Aided School/Municipal Schools/AIE Centres under SSA anywhere in India _____years. Attach detailed list.
4. Previous experience of supplying business of mass supply of hot cooked meal anywhere in India _____years. Attach detailed list.
5. An affidavit that the Applicant Organisation shall be capable and bound to supply Mid Day Meal for at least 4 months from its own resources to be attached.....
6. An affidavit that the Applicant Organisation has never been blacklisted/ suspended/ terminated by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or has never been blacklisted by any Department of Govt. of India for all the States of India to be attached.....
7. Area of ready to serve/existing/proposed centralised kitchen in Delhi Plotted area _____ (in sq. yards) Covered area _____ (in sq. Yards) in respect of Sl.-10 or Sl. No.-11 (whichever is applicable)
.....
8. Area of godown within the same premises.....

9. Whether kitchen is ready to serve/existing or proposed
.....
10. Address of ready to serve/existing fully functional centralised kitchen (in Delhi) from which MDM supply is proposed by Applicant Organisation
.....
.....
11. Address of Proposed centralised kitchen (in Delhi) which is to be setup/made fully functional by Applicant Organisation within stipulated period of 04 Months
.....
12. Address of ready to serve/existing centralised kitchen (in Delhi or outside Delhi) which the Applicant Organisation proposes for inspection by the evaluating/ inspecting team to examine their best practices, operational efficiency, experience in running the kitchen and associated infrastructural/ other requirements.....
13. Whether rented/owned in respect of Sl. 10 or Sl. No. 11 (whichever is applicable)
14. Whether the Organization fulfils the Technical Criteria as detailed in RFP?
.....
i) If yes, attach details on a separate sheet
15. Whether any garbage collection centre/open sewage/"NALA"/ open drains/ water logging areas/ filthy surroundings etc (which can affect Hygiene of the area) is situated near the existing/proposed centralized kitchen
.....
16. *Whether existing/proposed centralized kitchen is in congested area or not*
.....
17. *Whether adequate arrangement for drainage and waste disposal are available in existing/proposed centralized kitchen.....*
18. Whether single storied/Multi Storied
19. Details of Man power and record keeping of the Applicant Organisation.....
20. Details of Quality Certification by any Govt. Agency in respect of Applicant Organisation.....
21. Details of value addition beyond Govt. funding, if any proposed by Applicant Organisation
22. Registered Address of the Applicant Organization
.....
.....
23. Name of the Authorized Person
Designation: - President/Secretary/Managing Director/Chairman/any other
.....
(Please tick(√) whichever is applicable)
Contact No.....Mob. No.

- 24.** Is the Organization. Currently supplying Mid-Day-Meal from the existing kitchen to children in MCD/NDMC/ICDS/ any other Govt. agency
If Yes, give details
- 25.** (i)Whether meal/food is presently being prepared in the exiting kitchen
.....
(ii) If Yes, number of employees working in the establishment:
(iii) No. of children being catered from the existing kitchen
- 26.** Maximum No. of children that can be catered
- 27.** Directorate of Education's Cluster No. and Distt. in which the ready to serve/existing/proposed centralized kitchen exists/proposed
- 28.** **Cluster for which Applicant Organisation is applying.....**
- 29.** (i)Number of vehicles for transportation of cooked food from centralised semi automated kitchen to school
(ii) Enclose details thereof on a separate sheet.
- 30.** (i)Whether Organization has sufficient manpower to serve the cooked meal amongst children in schools?
(ii)If yes, enclose details thereof on a separate sheet
- 31.** (i) Whether black listed by any Govt./ Autonomous Organizations in and/or outside Delhi
(ii) If so, details thereof
(iii) If No, whether suspended for supply of meal due to any mishap/untoward incident happened after consuming Meal supplied by the organization in any school/Department
(In both cases, applicant must enclose an affidavit/undertaking on Rs.100/- Stamp Paper.)

Signature-----

Name-----

Seal-----

Place-----

Date-----

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI
(MID-DAY-MEAL BRANCH)**

Expression of Interest for Mid Day Meal

INFRASTRUCTURE REQUIRED FOR CENTRALISED SEMI AUTOMATED KITCHEN

1. Kitchen should have minimum plotted area of 700 sq.yds and desirable 1000sq. yards. The organization should have godown of 50sq yards for storing food grains, received from Food Corporation of India within the kitchen premises and there should be separate/additional/extra area for godown in addition to plotted kitchen area.
2. The Organisation shall have adequate area for movement of vehicles to unload raw materials etc.
3. Storeroom provided with racks and platforms for gunny bags with separate section for oil and others.
4. Compartment wise partitions between storage area/cooking area/cleaning area for washing vegetables, rice, dal etc. Separate space for cleaning utensils and shelves for storing utensils must be made available. Proper compartments must be made for different activities and with proper display boards.
5. Rice cooking units with steam cookers and trays to cool rice and cooling facilitated by air blowers.
6. Poori making unit with dough kneader and puri making machine. The Organisation shall have Rice Cooking Cauldrons, Vegetable Cleaning Machines and Vegetable Cutting Machines as per its capacity.
7. Cooking/frying units with high pressure burners and vapour extraction hood/chimney.
8. Collection unit for fried puris along with oil drainers in packing area.
9. Work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.
10. Trolleys for loading cooked food.
11. Dish washing unit with sanitizer, grease traps and drains with filter & removable covers, adequate garbage disposal management and ventilation with wire mesh.
12. Storage area for containers, pots and pans.
13. The staff should be provided with the photo identity cards.

14. The Organisation shall use two types of uniforms for the cooking / non-cooking staff, which is required for ensuring proper discipline and proper hygiene of the kitchen. Kitchen staff of the Organisation shall use Headgear, Aprons, Gloves and Uniform which is essential for the proper standard of preparation and hygiene of Mid Day Meal. Gloves must be of good quality so that they do not slip while cooking.
15. Adequate aisle space of about 3 to 4 feet wide for the movement of personnel and material traffic. The Applicant Organization shall ensure that the premises should be clean, adequately lighted and ventilated and have sufficient free space for movement. Floors, ceilings and walls must be maintained in a sound condition. The floor and skirted walls should be washed as per requirement with an effective disinfectant. The premises should be kept free from all insects. No spraying should be done during the cooking of Mid Day Meal, but instead fly swats/flaps should be used to prevent flies getting into the premises. Windows, doors and other openings should be fitted with net or screen, as appropriate to make the premise insect free.
16. Loading station with platform and ramp.
17. Kota stones/tiles or durable stone flooring sloped towards the drains.
18. Wall tiled up to 7 feet height and the rest white washed with washable emulsion.
19. Exhaust and chutes for vapour extraction.
20. The Applicant Organisation must have DJB water connection and will not use borewell/underground water, even for washing/ cleaning purposes. Further, the Applicant Organisation must have pollution certificate from DPCC, MCD health license/certificate and DJB Water Test Certificate. Drinking water should be tested for its potability as per the schedule decided by Directorate of Education
21. Industrial RO plant must be installed and made functional in the kitchen premises for hygienic preparation and good quality of Mid Day Meal. The date of last inspection should be mentioned on the RO plant. Water quality testing must be carried out quarterly and water storage tanks must be cleaned regularly and report will be displayed.
22. For preparation of Mid Day Meal, location/ surroundings of the kitchen should be free from filthy surroundings and maintaining overall hygiene, proper cleanliness in the kitchen, clean cooking equipments, proper arrangement of drainage of waste water, adequate number of garbage bins should be made available. Adequate system must be made for waste disposal.
23. The Organisation shall have closed and secure containers, for transporting hot cooked meal and each container should be such that it can serve one section at a time.
24. The Organisation shall have adequate means for transporting the hot cooked meal from kitchen to the concerned schools such as secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo cannot reach)

25. The Organisation shall ensure regular fumigation and pest control in the storage area of the kitchens after an interval of every three months to protect against rodents. The Organisation shall store and keep the food grains supplied by the Govt. of NCT and other materials in a hygienic condition to ensure that all such materials are free from insects, pest, fungus, chemicals etc. the Organisation shall further ensure that the food grains and other materials are at all times protected and free from any harmful effects arising out of chemicals used for fumigation and pest controls.
26. Closed and secure containers, for transporting food and each container should be such that it can serve one section at a time.
27. Use of LPG/PNG to be properly secured through piping system. Wood based system must not be used. Domestic gas cylinders must not be used for cooking in any circumstance. It should be used through fixed piping system.
28. Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
29. Use of steam cooking concept.
30. Use of vegetable cutting machines, heavy duty grinders and other such equipments.
31. Adequate water arrangement for cooking, cleaning and heating.
32. Adequate water disposal arrangement for waste water.
33. Oil trap for cleaning wasted oil so that it does not enter the drainage system.
34. The Organisation shall never use 'sulphas tablets' in foodgrains stored in godowns. In case any organisation is found using 'sulphas tablets' in foodgrains, its agreement will be immediately terminated.
35. Adequate lighting arrangement.
36. All the service providers shall maintain godown/storehouse along with Centralised kitchen. The organization should have godown for storing food grains, received from Food Corporation of India within the kitchen premises and there should be separate/additional/extra area for godown in addition to plotted kitchen area.
37. Applicant Organization should have adequate means for transporting the cooked food from kitchen to the concerned schools such as secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo can not reach)
38. Toilet blocks and garbage collection place should be at a suitable distance from the area where the food is to be prepared.
39. Adequate numbers of CCTV cameras must be installed and made functional in the premises for proper supervision of the Mid Day Meal kitchen. The Organisation shall install IP enabled CCTV cameras with appropriate recording backup and maintain them in good working condition at all times. The Organisation shall make available the live feed in the office of concerned Dy. Director so as to see the live video.

40. Applicant Organisation shall install adequate fly catcher, Fire extinguisher, proper light arrangements, all windows and doors having wire meshed in the kitchen premises. Open/ loose/ temporary wiring for gadgets installed should be adequately fixed/ covered. All the equipments/ machines must be in functional condition and properly maintained by the Applicant Organisation.
41. Applicant Organisation shall display MID DAY MEAL menu, MID DAY MEAL logo, do's and don'ts for kitchen staff in the premises.
42. There should be a display board restricting eating, spitting and other unhygienic practices in the food processing area.
43. Fixed route chart and time table for delivery of meals in schools should be displayed in the kitchen premises. The time of cooking should be displayed in the premises by the Service Providers.
44. The Applicant Organisation shall install a board outside the kitchen clearly mentioning the name and address of the Organisation and use of kitchen only for the purpose of supply of Mid Day Meal to Directorate of Education schools.
45. The food grains must be stored in airtight bins or stacked neatly in gunny bags in area free of rodents, insects, fungus etc. Similarly, the other raw material should also be stored in air tight storage containers made of non-toxic material. Food grains and other raw material should not be stored directly on the ground; rather on rack/ metal shelves/ pallet and wooden plank (at least 8 to 12 cm. above the floor) reasonably well above the floor and away from wall so as to avoid absorption of moisture and any contamination/ infestation. The Organisation shall have storeroom with racks and platforms for gunny bags with separate section for oil and others.
46. Applicant Organisation should have adequate utensils and other facilities (including vehicles), as may be required for preparation and transportation of the mid day meals to be supplied, at its sole cost and expense.
47. Cracks, rough surfaces, open joints etc. must not be there in the kitchen premises. Floors, ceilings and walls must be maintained in a sound condition. They should be smooth and easy to clean with no flaking paint or plaster. The wire mesh screen should be installed in open doors, windows and ventilators. Moreover, holes, drain covers and other places where pests are likely to gain access should be in sealed condition or fitted with mesh/ grills/ claddings.
48. An isolated area in the kitchen premises should be clearly identified for returned defective or suspected products.
49. The storage of fuels, disinfectants, detergents, cleaning agents should be well away from the stored raw materials and under lock and key.
50. First-Aid box of adequate size should be kept in the kitchen premises.
51. Cold storage in kitchen premises for maintaining the raw vegetables fresh and hygienic.

- 52. Separate steel counters for hand washing and drinking water.
- 53. Wash basin should be installed at the entry point so that cooks enter the kitchen only after washing the hands. Disposable foot wears and hair caps for the cooks, visitors etc. should be provided for maintaining sanitation standards. Foot mat must be present at the entrance of the kitchen.
- 54. The Applicant Organisation shall have digital weighing scale for exact quantification

Sd/-
ADE (MDM)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT
(MID-DAY-MEAL BRANCH)

DOCUMENTS REQUIRED TO BE SUBMITTED WITH RFP

1. RFP application form in prescribed format and complete in all respect.
2. Copy of the registration certificate of the organization under the relevant Regulation Acts.
3. Copy of the Memorandum of Association of Applicant Organization(if applicable).
4. Copy of the rules & regulations/bye laws of the organization. (if applicable)
5. Copy of the list of properly constituted management/ governing body etc of the organization.
6. Name of all office bearers involved in the organization with their post and responsibilities in the organization.
7. Whether any office bearer of the organization holds a public office? If yes, give complete details.
8. Lay out plan/Location map of the ready to serve/existing/proposed centralised kitchen in Delhi.
9. Copy of the sale deed/ other land related/ land ownership documents rent agreement/lease deed of at least three years of the site of the ready to serve/existing/proposed centralised kitchen and godown.
10. Presentation/ write up the project.
11. Copy of income Tax return of the organization for the last three years with the photocopy PAN card.
12. Copy of Fire Safety Certificate.(NOC from Delhi Fire service)
13. List of important machines available in the kitchen.
14. Copy of latest No Objection Certificate from Health Department of MCD.
15. Copy of ESI/PF registration Certificate in respect of all employees/ office bearers in the organization/kitchen.
16. Audited Balance Sheet for last three years with Income/Expenditure Statement, Income Tax Return and Bank Accounts Statements. (certified by Chartered Accountant)
17. Experience certificate/degree/diploma in Hotel management/Nutrition certificate of kitchen supervisor/manager.
18. Turnover & Experience from the business of mass supply of hot cooked meal only over three financial years, immediately preceding the year of issuance of RFP (In case of Govt. Enterprise, attach Certificate regarding payment and in case of private Organization, equivalent taxation certificate to be attached). Documents regarding experience for supplying of Mid Day Meal to Govt./Govt. Aided/Municipal Schools/AIE Centeres under SSA.
19. Details if any, if the Organization is currently supplying Mid-Day-Meal from the existing kitchen to children in MCD/NDMC/ICDS/ any other Govt. agency.

- 20.** An affidavit that the Applicant Organisation shall be capable and bound to supply Mid Day Meal for at least 4 months from its own resources to be attached.
- 21.** An affidavit that the Applicant Organisation has never been blacklisted/ suspended/ terminated by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or has never been blacklisted by any Department of Govt. of India for all the States of India to be attached.
- 22.** Number of vehicles for transportation of cooked food from centralised semi automated kitchen to school. Details of vehicles.
- 23.** Undertaking on a Non judicial stamp paper of Rs.100/- as per sample enclosed with the RFP and attested by public Notary/ Oath commissioner.
- 24.** Each and every page of the complete RFP document down loaded from the website signed and stamped by the authorized signatory of the organization.
- 25.** Details of Man power and record keeping of the Applicant Organisation.
- 26.** Details of Quality Certification by any Govt. Agency in respect of Applicant Organisation.
- 27.** Details of value addition beyond Govt. funding, if any proposed by Applicant Organisation.
- 28.** Other documents to be submitted as per application form of RFP with details.
- 29.** Copy of registration/licences under Food Safety and Standards Act, 2006.
- 30.** Chartered Accountant certificate regarding capability of the Applicant Organisation to supply Mid Day Meal for at least 04(four) months from its own resources.
- 31.** Earnest Money Rupees 2,00,000/- [To be paid through a demand draft drawn in favour of Director (Education), Delhi]
Note:-
 - 1.** Applicants will submit two sets of the applications along with all required documents.
 - 2.** Each and every paper submitted must be signed with the seal of the authorized signatory of the organization.
 - 3.** All paper should be serially numbered and page numbers are given in the check list.
 - 4.** All details /declaration /submission should be submitted on letter head of the applicant (Accept certificate/ statutory certificate)

If these notes are not complied with, then application for RFP will be summarily rejected.

Sd/-
ADE (MDM)

1. That organization _____ is a _____ which is registered under the relevant Regulation Acts (name of Act ".....") with its Registration No. _____ dated _____
2. That the Organization _____ will supply Mid Day Meal to the children of Govt. and Govt. Aided schools, AIE Centres under SSA of Directorate of Education on a no profit basis through out the contract, if work order is assigned.
3. That the Organization _____ will abide by all to parameters of National Programme of Nutritional support to primary Education - 2006 (guidelines) and also other parameters fixed by MHRD through subsequent orders.
4. That the organization _____ have a properly constituted management /governing Body with its powers and duties clearly defined in its constitution.
5. That the organization _____ is financially capable of supplying Mid Day Meal up to _____ children on its own for 04 months without any assistance from the Govt., in case assistance /payment is delayed due to any reason.
6. That organization _____ has _____ existing kitchen situated at _____ and _____ and at present is supplying Mid Day Meal from these kitchen to the _____ children of _____ and _____ Department.
7. That Organization _____ has a ready to serve/existing/proposed kitchen at _____ and Mid Day Meal may be supplied to the children of Dte. Of Education if work order is assigned in the favour of the organization. The organization will not supply food/Mid Day Meal from this kitchen for any other Department or for any work.

8. That the organization _____ has never been blacklisted and also has not been suspended due to mishap/untoward incident happened after consuming Mid Day Meal by the children in any school in which Mid Day Meal was supplied by the organization.

9. That I/We _____ of M/s _____ have furnished the correct information in the RFP and I/ we shall be solely responsible for furnishing wrong /false information.

10. I/we _____ of _____ undertake that all the terms and conditions mentioned by the Department in the RFP or any other changed condition at a later stage shall be accepted to us and I/we shall abide by the same fully.

I have gone through all the conditions of RFP and am individually as well as the organization is liable to any punitive action, as mentioned in the terms and conditions of RFP for furnishing false information.

(Signature of the Authorized person with seal.)

Date: _____

Note:- Any of the above under takings which are not applicable to the Organization may be deleted

Annexure-V

(To be submitted with RFP)
Check list of submitted documents

S. No	Name of the document.	Whether enclosed (Yes/No)	page no.
1.	RFP Application on prescribed formatd	_____	____ to ____
2.	Copy of Registration Certificate	_____	____ to ____
3.	Copy of Memorandum of Association	_____	____ to ____
4.	Copy of Rules & Regulations/ Bye Laws	_____	____ to ____
5.	List of Management / Governing Body of the Organization	_____	____ to ____
6.	Names with Details of all office bearers	_____	____ to ____
7.	Details of office bearers holding public office	_____	____ to ____
8.	Layout plan of ready to serve/existing/proposed centralized kitchen	_____	____ to ____
9.	Presentation/write up of the project	_____	____ to ____
10.	Copy of sale deed/Rent agreement etc of the Site of the ready to serve/existing/ proposed kitchen & godown	_____	____ to ____
11.	Copy of the income tax return of the organization of last three years and PAN card.	_____	____ to ____
12.	Latest NOC/fire safety certificate from Delhi Fire service	_____	____ to ____
13.	List of Machines/gadgets available in the kitchen	_____	____ to ____
14.	Latest NOC from Health Deptt. of MCD	_____	____ to ____
15.	Copy of ESI/PF etc registration certificate i.r.o all employees and office bearers	_____	____ to ____
16.	Details of the supply vehicles	_____	____ to ____
17.	Audited Balance Sheet for last three years with Income/Expenditure Statement, Income Tax Return and Bank Accounts Statements. Certified by Chartered Accountant	_____	____ to ____
18.	Turnover & Experience from the business of mass supply of hot cooked meal only over three financial years, immediately preceding the year of issuance of RFP (In case of Govt. Enterprise, attach Certificate regarding payment and in case of private Organization, equivalent taxation certificate to be attached). Documents regarding experience for supplying of Mid Day Meal to Govt./Govt. Aided/Municipal Schools/AIE Centers under SSA.		
19.	Details if any, if the Organization is currently supplying Mid-Day-Meal from the existing		

	kitchen to children in MCD/NDMC/ICDS/ any other Govt. agency.		
20.	Experience certificate/degree/diploma in Hotel Management/ Nutrition certificate of kitchen supervision/manager.	_____	_____ to _____
21.	Undertaking as per sample on a Non Judicial stamp paper of Rs.100/-.	_____	_____ to _____
22.	Details of Man power and record keeping of the Applicant Organisation.....		
23.	Details of Quality Certification by any Govt. Agency in respect of Applicant Organisation.....	_____	_____ to _____
24.	Details of value addition beyond Govt. funding, if any proposed by Applicant Organisation	_____	_____ to _____
25.	Each and every page of the RFP signed and stamped by the authorized signatory of the organization.(Only in hard copy submitted in office)	_____	_____ to _____
26.	Other documents submitted as per application Form of RFP with details like experience certificate etc. (for details please attach separate sheet if required) (Only in hard copy submitted in office)	_____	_____ to _____
27.	Affidavit that the Applicant Organisation (Certified by Chartered Accountant) shall be capable and bound to supply Mid Day Meal for at least 4 months from its own resources to be attached.....		
28.	Affidavit that the Applicant Organisation has never been blacklisted/ suspended/ terminated by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or has never been blacklisted by any Department of Govt. of India for all the States of India to be attached.		
29.	Registration/License under Food Safety and Standards Act, 2006.	_____	_____ to _____
30.	Earnest Money Rupees 2,00,000/- [To be paid through a demand draft drawn in favour of Director (Education), Delhi]	_____	_____ to _____

Signature of Authorized Person with seal

Clusters from I to VIII (Annexure-"A1")

[illegible]

7	West-A	1	Govt	14,15 &16	13580	13857	16070	43507	48279	1	48279	33795
			Aided					4772				
			Total		13580	13857	16070	48279			48279	
8	West-B	2	Govt	17&18	41526	35784		77310	80458	1	40000	56321
			Aided					3148		2	40458	
			Total		41526	35784		80458			80458	
9	SW-A /South	2	Govt	19 / 23 & 24	6622	20656	28088	55366	60950	1	30000	42665
			Aided					5584		2	30950	
			Total		6622	20656	28088	60950			60950	
10	SW-A /SW-B	2	Govt	20 /21,22	18760	33782	16546	69088	72653	1	35000	50857
			Aided					3565		2	37653	
			Total		18760	33782	16546	72653			72653	
11	South East	2	Govt	25 & 29	18571	54549		73120	78450	1	40000	54915
			Aided					5330		2	38450	
			Total		18571	54549		78450			78450	
12	ND/ Central	1	Govt	26, 27 & 28	1372	8483	5464	15319	44602	1	44602	31221
			Aided					29283				
			Total		1372	8483	5464	44602			44602	
	Total	20							823766			576636

7	West-A	1	Govt	14,15 &16	13580	13857	16070	43507	60784	1	60784	42549
			Girls		6082	5041	6154	17277			0	
			Total			19662	18898	22224		60784		
8	West-B	2	Govt	17&18	41526	35784		77310	115064	1	57000	80545
			Girls		18447	19307		37754		2	58064	
			Total			59973	55091			115064		
9	SW-A /South	2	Govt	19 / 23 & 24	6622	20656	28088	55366	88153	1	44076	61707
			Girls		2936	11193	13074	27203		2	44077	
			Total		9558	31849	41162	82569			88153	
10	SW-A /SW-B	2	Govt	20 /21,22	18760	33782	16546	69088	99759	1	50000	69831
			Girls		6917	14840	8914	30671		2	49759	
			Total		25677	48622	25460	99759			99759	
11	South East	2	Govt	25 & 29	18571	54549		73120	114899	1	57000	80429
			Girls		8031	33748		41779		2	57899	
			Total		26602	88297		114899			114899	
12	ND/ Central	1	Govt	26, 27 & 28	1372	8483	5464	15319	21137	1	21137	14796
			Girls		468	3433	1917	5818			0	
					1840	11916	7381	21137			21137	
	Total	21	1123201								786241	