

Government of National Capital Territory of Delhi

Mid Day Meal Branch

Room No 215-216

Directorate of Education

Old Secretariat, Delhi.

NO ~~4354~~
To, F-23/494/MDM/E01/10-11/1354- Dated 16-3-11


The OS (IT),
Computer Cell,
Directorate of Education,
Old Sectt., Delhi.

Sir,

Kindly find enclosed soft copy of the Expression of Interest for Mid Day Meal approved by the competent authority. It is requested to upload the same in the tender link and MDM link of the website of the Directorate of Education.

Thanking you

Encls - AS Above
(E01 is in 25 Pages)


(M. K. Agrawal)
ADE (MDM)

Expression of Interest For Mid Day Meal

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-54
(MID-DAY-MEAL CELL)**

Expression of Interest for Mid Day Meal Supply

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-54
(MID-DAY-MEAL CELL)**

NOTICE INVITING EXPRESSION OF INTEREST

Invitation of Expression of Interest for the engagement/empanelment of NGOs/Voluntary Organizations for the supply of (freshly cooked) Mid Day Meal from the existing/ proposed semi automated kitchen to the children of Primary and Upper Primary classes of Govt. and Govt. Aided Schools of Directorate of Education GNCT Delhi.

Directorate of Education, Govt. of NCT of Delhi intends to engage /empanel the NGOs/VOs working in NCT region for the supply of freshly cooked Mid Day Meal to the children of Primary and Upper Primary classes studying in its Govt. and Govt. Aided Schools. All the interested NGOs/VOs should be a body registered under the societies Registration Act or the Public Trust Act and should have been in the existence for a minimum period of two years on the date of publication of this notice. NGOs/VOs must be committed to under take 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. The existing Mid day Meal suppliers of Directorate of Education need not apply in this E.O.I.

The freshly cooked food with prescribed menus and nutritional values have to be supplied **to the children** from existing/ proposed and independent semi automated kitchens with prescribed infrastructure and as per prescribed terms and conditions.

The prescribed norms for nutritional values in Mid Day Meal food and the rate of cooking cost at present are :-

	PRIMARY	UPPER PRIMARY
Protein	12 gms	20 gms
Calorific Values	450 cal.	700 cal
Cooking Cost (To be paid to NGOs/ VOs)	Rs. 2.69 per meal	Rs. 4.03 per meal

Besides this wheat/ Rice @ 100gms per student per school day for primary and 150 gms per student per school day for upper primary will also be provided as subsidy along with the reimbursement of the transportation cost of wheat and rice at prescribed 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) Suji Halwa with Chana
- (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 Directorate of Education reserves the right to change the menu any time. The above wheat based and rice based six menus are to be supplied alternately during six days of the week.

The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents and the detailed write up of their proposal and location of the existing/proposed kitchen. There are 28 educational Zones in Delhi and selection will be made on the basis that kitchens are located in all the Zones. 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 existing/proposed kitchen. The selected /empanelled NGOs/VOs 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 NGOs/VOs.

The complete and detailed Expression of Interest can be downloaded from the website www.edudel.nic.in of Directorate of Education, GNCT Delhi.

Those interested, may apply in duplicate in prescribed format enclosing required documents to Asstt. Director of Education (MDM), Mid Day Meal Cell, Room no. 215-216, Directorate of Education, old Sectt., Delhi. Applications must be submitted in the office of undersigned on any working day and on or before 13/04/2011 by 4 P.M. The applications of EOI received after due date and time or not conforming to the requirements mentioned above and as laid down in the complete and detailed EOI document to be downloaded from the above mentioned website are liable to be summarily rejected.

Sd/-
(M.K.AGRawal)
ADE (MDM)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-54
(MID-DAY-MEAL CELL)**

Details of Expression of Interest for Supply of Mid Day Meal

Expression of interest for the engagement/empanelment of NGOs/Voluntary organizations (VOs) on a no profit basis for the supply of freshly cooked Mid Day Meal from the existing/ proposed kitchen in the schools of Directorate of Education GNCT Delhi

1. Eligibility Criteria: -

The applicants must fulfill the following eligibility conditions and must also submit documentary evidences in support of fulfilling the conditions while submitting the application.

- I. Applicant must be NGO/VOs registered under the societies Registration Act or the public Trust Act.**
- II. Organization must be in existence for a minimum period of two years on the date of publication of this EOI.**
- III. Organization should be committed to undertake supply of Mid Day Meal on a no profit basis.**
- IV. Organization must be committed to abide by the parameters of National Programme of Nutritional Support to Primary Education-2006 Guidelines (NP-NSPE-2006) and other orders issued in this regard from time to time by MHRD.**
- V. NGOs/VOs should have a properly constituted Managing /Governing Body with its power and duties clearly defined in its constitution.**
- VI. Organization is capable of supplying Mid Day Meal at least for forty five days from its own resources.**
- VII. NGOs/VOs with prior similar experience of one year will be given preference. However, if they do not have this prior experience then they will be considered, if viable, depending upon their financial and technical capacity having well equipped kitchens.**
- VIII. In case of proposed kitchen, organization must have sufficient financial assets to set up the semi auto mated kitchen with required infrastructure.**

- IX. Organization blacklisted by any Govt. Department/Autonomous organization **in and/or outside Delhi** will not be eligible for applying in the EOI. Every Organization would be required to submit an affidavit that the applicant has never been blacklisted by any Govt. Deptt. / Govt. undertaking **in and/or outside Delhi**.
- X. NGOs/VOs, which had discontinued the supply in any Department of their own or their work order suspended by that Deptt. or any mishap/untoward incident had taken place and students had fallen ill after consuming Mid Day Meal supplied by them in that Deptt., are also not eligible to participate in this EOI.
- XI. The minimum plotted area of the kitchen is 500 sq.yds. If no kitchen is found eligible in a particular educational zone of this area then condition of minimum plotted area of the kitchen may be decreased up to 250 sq.yds.
2. **Due date and time:** - EOI in a sealed cover should reach in the office of ADE (MDM), Mid Day Meal cell, Room no.215-216, Directorate of Education, Old Sectt, Delhi-54 on or before 13/04/2011 up to 4 P.M. EOI received after due date and time shall be summarily rejected.
3. **Completeness of the EOI 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 Expression of Interest:** - At any time, prior to the last date of submission of EOI, Directorate of Education may amend the terms and conditions of the EOI by issuing addendum. The amendment will be displayed on the website www.edudel.nic.in of Directorate of Education and will also be notified in writing to all prospective applicants.
- In order to afford prospective applicants reasonable time to make the amendment in to account in preparing their EOI, the Directorate of Education may, at its discretion, extend the dead line for the submission of EOI.
5. **Process of selection of NGOs/VOs for existing /proposed kitchen:-**

The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents and the detailed write up of their proposal and location of the existing/ proposed kitchen. There are 28 Educational zones in Directorate of Education Delhi and selection will be made on the basis that at least one kitchen is located in each zone. The preference will be given for the zone in which kitchen is located or is near by the zone. **As far as possible, children of the schools of the area around the location of kitchen will be allotted. But if no kitchen is found in a particular area then children of the schools of that area may be allotted to other suitable kitchen. While allotting children it will be ensured that distance between kitchen and schools is minimum but it will be the sole discretion of the Directorate of Education.**

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 existing/ proposed kitchen.

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 between the Deptt. and the NGOs/VOs.

Existing kitchens should be complete in all respect as per Annexure-II and operational, while proposed kitchens out of the panel and in order of merit have to be completed in all respects as per Annexure-II and made operational as per plan submitted with the EOI, within 30 days from the date of letter of intent issued by Directorate of Education to the concerned NGO/VO and acceptance given by the NGO/VO.

After the completion of the kitchen in all respects the kitchen will again be inspected by a team of Officers of Directorate of Education. If minor deficiencies are found by the inspection team, the department may consider to give maximum 7 days time to make the kitchen operational as per the requirement laid down in Annexure-II. Further if within this period deficiencies are not rectified, then organization shall not be considered and letter of intent issued in favour of the organization shall be withdrawn without further notice and concerned NGO/ V.O shall itself be responsible for the expenditure made by the NGO to construct and make the kitchen operational. The Department will not be held responsible in any case for the expenditure incurred **on the kitchen by NGO.**

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

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

7. Prescribed Menu to be supplied under MDM:-

Following food items are to be supplied alternately wheat based and rice based for six days of the week.

- (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) Suji Halwa with Chana (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)

Menu can be changed at a short notice any time by the Directorate of Education.

8. Minimum prescribed quantity of cooked MDM:-

(i) For Primary classes

Wheat based-----200gms per meal

Rice based-----250gms per meal

(ii) For Upper Primary classes

Wheat based----250gms per meal

Rice based-----375gms per meal

9. 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 at the following rates (per child per meal per day):-

(i) For Primary classes

Wheat -----100gms for wheat menu

Rice-----100gms for rice menu

(ii) 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 NGOs/VOs 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. 2.69/- per child per meal per day

(ii) For Upper Primary classes-Rs. 4.03/- 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

10. General Terms and Conditions of EOI

1. The Voluntary Organizations/NGOs
 - (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 divert any part of the assistance (food grains/money) to any other organization/agency.
 - (d) Will submit the names of all office bearers involved in the establishment and management of such organizations along with their roles and responsibilities in the organization. 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 organization.
2. **Initially work will be allotted for supply of Mid Day Meal for one year only. If performance of organization found satisfactory, the Mid Day Meal supply work order may be extended for two more years, on annual basis.**
3. All taxes for providing cooked meal shall be borne by the NGO/VO. Further the organization will furnish annual report along with audited statement of accounts duly certified by an approved chartered accountant to the Directorate of Education.
4. The organization will submit monthly statement of accounts of mid day meal actually supplied to the concerned school who shall process the same and shall arrange for payment promptly. No payment shall be made for defective supply.
5. The Organization shall comply with the orders/guidelines/Instructions issued by Dte. of Education, Govt. of NCT of Delhi or Ministry of Human resource Development, Govt. of India or any other agency/ state/ organization from time to time.
6. All statutory licenses/ permission/ NOC will be complied and shall be obtained by the organization from the concerned Government Department/ Autonomous Organization.
7. NGO/VO shall obtain Fire Safety Certificate for the kitchen from Delhi Fire Service.
8. **As far as possible, the supply of cooked food from each kitchen will be limited to 5000-10000 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 and technical capacity and the experience of the supplier.**
9. Raw materials used for preparing cooked food shall be of standard brand having ISI/FPO/Agmark certificate wherever applicable.
10. 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 will have be right to recover the balance food grains at the cost of the organization and in case it

could not be recovered, the corresponding cost at market rate which will be decided by the Directorate of Education and will be deducted from the performance security and the payments due to the organization.

11. The Organization shall maintain and operate transport means/vehicles required for transportation of food at its own cost and risk and shall use clean, hygienic separate closed and secured /sealed container with no spilling for each section of the class for transporting the food. The containers shall be de sealed before the committee at school level constituted for the purpose. The food will be transported and served in a proper hygienic conditions and the quality of the food so supplied and served to the children will be fresh and in ready to eat condition.
12. The distribution of the food **amongst the children shall be the responsibility of the NGO/VO.**
13. The organization shall invest from its own funds for entire infrastructure, buildings, cooking machinery and vehicles for transporting the food at the destination.
14. Once selected and approved, the venue of the kitchen shall not be allowed to change without the written permission from the Directorate of Education.
15. Directorate of Education will have a right to change the number of children or number of schools allotted to NGO/VO on the basis of its performance or in the interest of children, at any point of time of the operation of the agreement.
16. The organization 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). The organization 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 organization.
17. The Directorate of Education shall have full rights to get the ingredients and the cooked meal tested any number of times, through Sri Ram Institute for Industrial Research or any other authorized laboratory, at the time of cooking, during transportation or at school. In case deviation is found more than 5% in the specification the organizations shall be liable to pay/deduction of penal charges as determined by the Director of Education. **The testing fee of the sample shall be borne by Directorate of Education.**
18. 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 or may cancel the agreement forthwith.
19. If the organization fails to supply cooked food on a particular day(s) or fails to replace the defective supply of cooked food in time, a penalty @ Rs.4/- per child (for primary classes) and @ Rs.5/- 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 organization.

20. The delivery of cooked meal will be made to schools according to the schedule supplied by the Directorate of Education and if food was found to be fit for human consumption as per the standard laid above after having tasted the same 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 organization from the school at its own risk and cost. In case, the defective/sub standard supply is not lifted by the organization 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 organization and no claim for the defective supply shall be entertained in any case. Expenditure incurred for this, if any, shall be borne by the organization.
21. The organization shall be required to make the supply regularly at the specified time. In case of non-supply, irregular or late supply, the Directorate of Education shall have liberty to cancel the work order and may allot the work to any other empanelled organizations. The performance security deposited by the organization shall be forfeited in such case.
22. In case of deterioration of cooked food during transportation, the organization will be liable to replace the same within the time limits provided and will be responsible for quality of cooked food till it is finally consumed by the students.
23. 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 the agency in respect of the cooking place, transportation, distribution of food etc. shall be binding on the NGO/VO.
24. 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.
25. The organization will install water purification system at the establishment/kitchen and the water quality shall be got tested quarterly and report will displayed.
26. The Organization shall ensure regular fumigation and pest control in the storage area every three months to protect against rodents.
27. The organization shall ensure the use of LPG through fixed piping system.
28. The organization 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.

29. The organization shall do work by itself in the kitchen approved by the Directorate of Education and in no case it will sub-contract or outsource of any process of the cooking of meals to any other agency.
30. If the kitchen of a organization is selected and approved by the Directorate of Education then in no case it will be allowed to prepare food for any other agency/state/organization or for any other purpose.
31. The organization should have godown for storing food grains, received from Food Corporation of India within the kitchen premises or near by the kitchen.
32. The organization will be solely responsible for any mishap/casualty on account of contaminated cooked meal supplied in the school. Action against the organization in such an event shall be initiated as per the provisions of Prevention of Food Adulteration Act 1954, **including Black listing of the Organization.**
33. The organization shall be solely, responsible for any adverse order passed by any court against the department on account of suffering of students after consuming Mid Day Meal supplied by them 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 Organization.
34. In case of any mishap/incidence of children in any school(s) falling ill after consuming the mid day meal supplied by the organization, immediate interim relief/monetary assistance will be provided by NGO/VO 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.
35. The Directorate of Education shall have the right to change/modify any clause/provision if it is considered to be necessary to do so.
36. The organization shall maintain the infrastructure of the semi automated kitchen at its own cost as per the prescribed standards.

37. If at any stage, it is found that documents submitted by the organization were/are fake, the Directorate of Education shall reserve the right to stop the payment due, forfeit the performance security and cancel the work order.
38. Organization shall deposit a sum of Rs. 10/- per child of the total number of children allotted to them as performance security at the time of signing of MOU/Agreement through fixed deposit in the joint name of the authorized officer of the Directorate of Education and an office bearer of organization. This amount shall be refundable after successful completion of the work.
39. The organization 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 organization.
40. The organization 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.
41. 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 EOI will be rejected.

Sd/-
(M.K.AGRawal)
ADE (MDM)

All above terms and conditions accepted

(Signature of the authorized person of the NGO/VO with seal)

11. Different Annexure Enclosed with Expression of Interest.

Annexure-I Format for Application form for EOI.

Annexure-II Infrastructure required for semi automated kitchens.

Annexure-III List of documents required to be submitted with EOI.

Annexure-IV Sample of undertaking to given on a Non judicial Stamp paper of Rs. 10/-
duly attested by Public Notary / Oath Commissioner.

Annexure-V Check list of submitted documents.

Sd/-
(M.K.AGRAWAL)
ADE (MDM)

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

Application form for submitting in Expression of Interest for Providing Cooked Food to the Children studying In Primary & Upper Primary Classes in Govt. / Govt. Aided Schools by NGOs/VOs from their Existing /Proposed Kitchens.

1. Name of the Voluntary Organization/NGO _____

2. Details of Registration of the Organization _____

3. Registered Address of the Voluntary Organization _____

4. Name of the Authorized Person _____

Designation: - President/Secretary/Chairman/any other _____
(Please tick(√) whichever is applicable)

Contact No _____ Mob. No. _____
5. Whether kitchen is existing or proposed _____
6. Address of existing/ proposed kitchen _____

7. Whether rented/owned _____
8. Area of existing/proposed kitchen Plotted area _____ (in sq. yards) Covered area _____ (in sq. Yards)

9. Whether single storied/Multi Storied _____
10. **Previous similar experience, if any _____ years.**
11. (I) Has Organization ever supplied cooked food in Govt./NDMC/MCD Schools or in any other State/Agency etc? _____
- (ii) If yes, attach list of Schools/ Projects & copies of Agreement _____
12. (i) Is the Organization. Currently supplying Mid-Day-Meal from the existing kitchen to children in MCD/NDMC/ICDS/ any other agency _____
- (ii) If Yes, give Name(s) of agency/agencies (i) _____
- (ii) _____
13. (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 _____
14. Maximum No. of children that can be catered _____
15. Directorate of Education's Zone no. and Distt. in which the kitchen exists/ proposed _____
16. (i) Whether vehicles for transportation of cooked food from semi automated kitchen to school are available? _____
- (ii) If yes, enclose details thereof on a separate sheet. _____
17. (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 _____.
18. (i) Are sufficient funds available for providing cooked meal to children in required number for at least 45 days? _____

- (ii) If Yes attach details on a separate sheet_____
19. In case of proposed kitchen , mention availability of required funds for its construction, infrastructures, equipments and staff (enclose details on separate sheet) _____
20. (i) Whether proposed kitchen will be completed in required time in 30 days, if required_____
- (ii) If No then mention minimum required time to make the kitchen complete and operational_____
21. (i) Whether black listed by any Govt./ Autonomous Organizations **in and/or outside Delhi**_____
- (ii) If so, details thereof

- (iii) If No, whether any mishap/untoward incident happened after consuming Mid Day Meal supplied by the organization in any school/Department _____
22. (i) Whether organization has left any Mid Day Meal contract in between on its own or has been penalized and directed to discontinue the contract by any Department
_____.
- (ii) If yes give details_____

Signature-----

Name-----

Seal-----

Place-----

Date-----

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

Expression of Interest for Mid Day Meal

INFRASTRUCTURE REQUIRED FOR SEMI AUTOMATED KITCHEN

1. Kitchen should have minimum plotted area of 500 sq. yards. If no kitchen is found to be selected in any Educational zone then minimum plotted prescribed area may be relaxed up to 250 sq. yards .
2. Adequate area for means of transport to unload raw materials etc.
3. Storeroom provided with racks and platforms for gunny bags with separate section for oil and others.
4. Separate area for washing prior to cooking of vegetables, rice, dal etc.
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.
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 filters to be installed in drains.
12. Storage area for containers, pots and pans.
13. Adequate aisle space of about 3 to 4 feet wide for the movement of personnel and material traffic.
14. Adequate garbage disposal management.
15. Loading station with platform and ramp.
16. Kota or durable stone flooring sloped towards the drains.
17. Wall tiled up to 7 feet height and the rest white washed with washable emulsion.
18. Ventilation with wire mesh.
19. Exhaust and chutes for vapour extraction.
20. Proper drains with removable covers.
21. Water purification system to be installed.
22. In storage area regular fumigation and pest control to be done every three months for protection against rodents.

23. Closed and secure containers, for transporting food and each container should be such that it can serve one section at a time.
24. Use of LPG to be properly secured through piping system.
25. Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
26. Use of steam cooking concept.
27. Use of gloves, headgears and aprons.
28. Use of vegetable cutting machines, heavy duty grinders and other such equipments.
29. Fire protection measures to be taken for protection against any untoward incident.
30. Adequate water arrangement for cooking, cleaning and heating.
31. Adequate water disposal arrangement for waste water.
32. Oil trap for cleaning wasted oil so that it does not enter the drainage system.
33. Adequate lighting arrangement.
34. All the service providers shall maintain godown/storehouse along with kitchen or at a nearby place preferably within 1/2km from the kitchen.
35. Voluntary 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)
36. Toilet blocks and garbage collection place should be at a suitable distance from the area where the food is to be prepared.

Sd/-
(M.K.AGRAWAL)
ADE (MDM)

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

DOCUMENTS REQUIRED TO BE SUBMITTED WITH EOI

1. EOI application form in prescribed format and complete in all respect.
2. Copy of the registration certificate of the organization under Societies Registration Act-1860.
3. Copy of the Memorandum of Association of Voluntary Organization/NGO.
4. Copy of the rules & regulations/bye laws of the organization.
5. Copy of the list of properly constituted management/ governing body 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 of the existing/ proposed kitchen.
9. Presentation/ write up the project.
10. Copy of the sale deed/rent agreement of the site of the proposed/existing kitchen and godown.
11. Copy of income Tax return of the Voluntary organization for the last two 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. Details of vehicles.
17. Audited Balance Sheet for last two years with income/Expenditure statement.

18. Undertaking on a Non judicial stamp paper of Rs.10/- as per sample enclosed with the Expression of Interest and attested by public Notary/ Oath commissioner.
19. Each and every page of the complete EOI document down loaded from the website signed and **stamped** by the authorized signatory of the organization.
20. Other documents to be submitted as per application form of EOI with details.

Note:-

1. Applicants will submit two sets of the applications along with all required documents.
23. Each and every paper submitted must be signed with the seal of the authorized signatory of the organization.
24. All paper should be serially numbered and page numbers are given in the check list.

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

Sd/-
(M.K.AGARAWAL)
ADE (MDM)

(Sample)**Undertaking to be given on Non Judicial Stamp paper of Rs. 10/- duly attested by Public Notary /Oath Commissioner with the EOI for Mid Day Meal.**

I _____ as _____ of _____
 (Name) (Designation)

 (Organization)

is authorized to submit the following under taking as per Memorandum of Association and Bye Laws of the Organization. I hereby undertake

1. That organization _____ is a Non government organization /Voluntary organization which is registered under the societies Registration Act 1860 with its Registration No. _____ dated _____
2. That the Organization _____ will supply Mid Day Meal to the children of Govt. and Govt. Aided schools 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 managing /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 45 days without any assistance from the Govt., in case assistance /payment is delayed due to any reason.
6. That organization _____ has _____ existing kitchen(s) situated at _____ and _____ and at present is supplying Mid Day Meal from these kitchen(s) to the _____ children of _____ and _____ Department.
7. That organization _____ has a existing kitchen at _____ in operation and Mid Day Meal may be supplied to the children of Directorate 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 organization _____ proposes a semi automated kitchen at _____ in area _____ and will be able to complete the kitchen within 30 days time from the date of latter of intent issued to the organization and sufficient funds are also available for this purpose.
9. That the organization _____ has never been blacklisted and also no mishap/untoward incident has happened after consuming Mid Day Meal by the children in any school in which Mid Day Meal was supplied by the organization.
10. That I/We _____ of M/s _____ have furnished the correct information in the Expression of Interest and I/ we shall be solely responsible for furnishing wrong /false information.
11. I/we _____ of _____ undertake that all the terms and conditions mentioned by the Department in the EOI 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 EOI and am individually as well as the organization is liable to any punitive action, as mentioned in the terms and conditions of EOI for furnishing false information.

(Signature of the Authorized person with seal.)

Date: _____

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

(To be submitted with EOI 2010-11)**Check list of submitted documents**

S.No.	Name of the document.	Whether enclosed (Yes/No)	page no.
1.	EOI Application on prescribed format	_____	_____ 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 Managing/ 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 existing/ proposed kitchen	_____	_____ to _____
9.	Presentation/write up of the project	_____	_____ to _____
10.	Copy of sale deed/Rent agreement of the Site of the proposed/existing kitchen & godown	_____	_____ to _____
11.	Copy of the income tax return of the organization of last two years and PAN card.	_____	_____ to _____
12.	Latest NOC 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 registration certificate
i.r.o all employees and office bearers _____ to _____
16. Details of the supply vehicles _____ to _____
17. Certified audited balance sheet for
last two years _____ to _____
18. Undertaking as per sample on a Non Judicial
stamp paper of Rs.10/-. _____ to _____
19. Each and every page of the EOI signed and
stamped by the authorized signatory of the
organization _____ to _____
20. Other documents submitted as per application
Form of EOI with details like experience certificate etc.
(for details please attach separate sheet if required)_____ to _____

Signature of Authorized Person with seal