

GOVERNMENT OF NCT OF DELHI,
(PM-POSHAN BRANCH),
DIRECTORATE OF EDUCATION,
ROOM NO.252, OLD SECRETARIAT,
DELHI-110054.

e-PROCUREMENT TENDER NOTICE

E-Tenders are invited from interested NGOs/Vos/ Corporate/ Proprietorship/ Cooperative societies etc for empanelment 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 Existing/Proposed semi automated de-centralised kitchens situated in NCT of Delhi Contract period of providing Mid Day Meal to the Children of Primary and Upper Primary Classes for a period of one year, further extendable for two more years on yearly basis on the performance being satisfactory during the initial contract period. NIT has been uploaded and is available with terms and condition at <http://govtprocurement.delhi.gov.in>. All the bidders should apply online on or before the last date and time.

Tender ID No. 2022_DE_229377_1

1.	Estimated cost of tender (for one year)	Rs.2 Lakhs (approx)
2.	Release of tender through E-Procurement solution	16.09.2022
3.	Pre-Bid Conference	23.09.2022
4.	Date of clarification & amendment in Tender, if any, in pursuance of pre-bid meeting	28.09.2022
5.	Last date/time for submission of tender through E-procurement Solution with scanned copy of EMD	07.10.2022 at 4:00pm
6.	Submission of Original EMD in office	07.10.2022 4:00pm
7.	Online opening of technical bid	10.10.2022

Further details can be seen at <http://govtprocurement.delhi.gov.in>.

The first requirement to participate in e-tender is to have digital signature and the registration of bidders with application service provider National Informatics centre is mandatory, for any enquiry about e-tender/digital signature contact NIC help Desk, C-wing, 6th Floor, Vikas Bhawan-2, Near Metcalf House, Civil Limes, Delhi-110054, Tel No.011-23813523.

Note:-any amendments/changes/modifications/clarifications shall be uploaded only on <http://govtprocurement.delhi.gov.in> and, therefore, prospective/interested parties may regularly keep checking the aforesaid website.

Deputy Director of Education (PM-POSHAN)

REQUEST FOR PROPOSAL (RFP)

1. Directorate of Education, Govt. of NCT of Delhi intends to engage /empanel the NGO/VO/ corporate/ proprietorship/ cooperative societies etc 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 Existing/Proposed semi automated de-centralised kitchens situated in NCT of Delhi. The Contract period of providing Mid Day Meal to the Children of Primary and Upper Primary Classes are for a period of one year, further extendable for two more years on yearly basis on the performance being satisfactory during the initial contract period.
2. 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 existence for a minimum period of five years on the date of publication of this notice. If Applicant Organization is a Society/Trust then it 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 Organizations should be disclosed along with their roles and responsibilities in the Organization. If any of the office bearers hold a public office, then details of that office should also be mentioned specifically.
3. Operation of the Centralised kitchens should be entrusted under the PPP model to Organization (the NGO/VO/ corporate/ proprietorship/ cooperative societies etc) 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 on a no profit basis & to abide completely by the parameters of NP-NSPE 2006 along with subsequent changes from time to time. Applicant Organization should give commitment to abide by the MDM Guidelines issued from time to time by the **Ministry of School Education and Literacy, Govt. of India** and the Directorate of Education (GNCT of Delhi).
4. The freshly hot cooked meal with prescribed menu and nutritional values has to be supplied to the children from Existing/Proposed independent de-centralised semi automated kitchens with prescribed infrastructure and as per prescribed terms and conditions.
5. Applicant Organization should either have all the requisite infrastructure ready as per Annexure-II in the kitchen/godown for service of meal (EXISTING KITCHEN) or it should be able to set up the kitchen infrastructure as per Annexure-II within 45 days from the date of work order (PROPOSED KITCHEN).
6. Accordingly, in case of PROPOSED KITCHEN, Applicant Organizations (having experience in the mass supply of hot cooked meal) should have other existing running kitchen in Delhi or outside Delhi for reference purposes and should submit details of (i) Proposed semi automated de-centralised kitchens to be established in Delhi within a period of 45 days from the date of work order and (ii) other existing running kitchen in Delhi or outside Delhi(Reference Kitchen) for reference purposes.
7. As far as possible, the supply of hot cooked meal for each selected applicant will be limited to approx. **10,000-60,000** children of primary and upper primary classes taken together based upon the financial capacity, technical capacity, and availability of kitchen in a particular area and the experience of the supplier. However, Directorate of Education reserves the right to allot more number of children in exceptional circumstances in the interest of children. In case more applications are received then allotment of students to various applicants will be based on following:-

- a) Capacity, location and physical size of kitchen.
- b) Status/degree of automation.

8. However, the final right rests with the Director of Education in respect of allotment of area/zone for supply of MDM and number of students to be allotted for supply of MDM. Further, Directorate of Education will have a right to change the number of children or number of schools allotted to the Organization on the basis of its performance or in the interest of children, at any point of time during the operation of the agreement.

9. Mid Day Meal scheme is being implemented as per guidelines of Ministry of School Education and Literacy, 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 Ministry of School Education and Literacy, Govt. of India. The present rates are:-

	PRIMARY	UPPER PRIMARY
Cooking Cost	Rs.4.97 per meal	Rs.7.45 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

10. The above rates are existing on the date of calling of RFP. As and when the above specified rates are increased/modified by Ministry of School Education and Literacy, Govt. of India from time to time, the same shall be implemented/paid as per the norms.

11. 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) Nutritious (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)

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

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

14. The Directorate of Education reserves the right to change the menu any time and in case of any change, the Organization shall adhere to revised menu with the prescribed norms of calories and protein and other micro nutrients. The Organization has no right to alter or change, in any way, the menu prescribed by the Directorate of Education. The Organization 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.

15. There are 29 Educational zones in Directorate of Education Delhi. Selection will be made on the basis of existing/proposed kitchens located in the zones they are supposed to cater to, as far as practicable. The short listing of the applicants will be made on the basis of prequalification criteria and, thereafter, on the basis of inspection and presentation based on various parameters including building structure, capacity and physical size of kitchen, status/degree of automation, financial capacity, quality certificates, distance between proposed zone and kitchen etc. Inspection of the decentralized kitchens shall be made by the duly constituted Expert Committee constituted by the Directorate of Education. 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/take away any schools/zones from any Applicant Organization and assign it to any other Applicant Organization.

16. The Applicant Organization has to submit bid clearly mentioning the Zone/Zones (preference for maximum 3 Zones can be made by the Applicant Organization) to which it desire to supply Mid Day Meal and shall submit following information with RFP (Existing/Proposed):-

- a) Automation of kitchen [i.e. use of Machines/Equipments (Rice Cooking Cauldrons, Poori Making Machine, Vegetable Cleaning Machines, vegetable cutting machines, heavy duty grinders, refrigerators size/capacity to be specified, wherever applicable and other such machines/equipments) to have minimum human interference].
- b) Building plan (existing/proposed)
- c) Number of students applied for allotment for supply of MDM
- d) Three (03) preference of area/zone for supply of MDM

17. Kitchen may not be necessarily in same zone/area for which preferences for supply of MDM is submitted. However, the distance of the kitchen from the preferred/applied zone should be minimum, so that students can be supplied fresh and hot cooked meal. However, 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.

18. The concealment/wrong information submitted by Applicant Organization will be treated as a natural and automatic ground for disqualification for consideration in the process of selection of the kitchen/organization for work order and their application for RFP will be rejected. Even if, after the award of work, it is found that some wrong information has been given to the Department, the Department will be well within its rights to cancel the work order and claim compensation/impose penalty.

19. 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.

20. The de-centralized semi Automated kitchens (Existing/Proposed) should be completed/established in all respects as per Annexure-II and operational within the specified time limit.

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

22. The bidder shall upload all relevant document i.e. Technical/Financial as per condition of the tender on e-procurement site. However, the bidder shall submit Earnest Money Deposit (EMD) in physical form in Room No.252, Mid Day Meal Branch, Directorate of Education, Old Secretariate, Delhi-110054 well before the closing time of tender. The bids without EMD shall be liable to be rejected summarily and will not be opened.

- (i) Each and every paper submitted must be signed with the seal of the authorized signatory of the organization and uploaded on e-procurement site.
- (ii) All paper should be serially numbered and page numbers as given in the check list must be uploaded on e-procurement site.
- (iii) All details/declaration/submission should be submitted on letter head of the applicant and uploaded on e-procurement site. If these notes are not complied with, then application for RFP will be summarily rejected. The bidders are not required to submit any document in physical form, except Earnest Money Deposit.

I) 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) :-

(i) 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 relevant Regulation Acts and existence for a minimum period of 5 years on the date of publication of this RFP.	Applicant Organization must be an NGO/VO/ corporate/ proprietorship/ cooperative Societies etc registered under the societies Registration Act or the Public Trust Act or relevant Regulation Acts for last five years.	The applicant must submit attested copies of Registration Certificates under the relevant Regulation Acts.
2	<u>Turnover & Experience</u> The Applicant Organization shall have minimum average annual turnover of Rs.1 crore 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 Organization shall be capable of and bound to supply Mid Day Meal for, at least, 75 days from its own resources.	(i) Having Minimum average annual turnover of Rs.1 Crore over three financial years, immediately preceding the year of issuance of RFP from business of mass supply of hot cooked meal only. (ii) 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 in last 10 years. (iii) To safeguard the interest of students and for preventing any interruption in Mid Day Meal supply, the Applicant Organization shall be capable of and bound to supply Mid Day Meal for at least 75 days from its own resources.	(i) In case of Govt. Enterprise, Certificate regarding payment is required. In case of private Organization, equivalent taxation certificate or turnover certificate of last three years from CA is required. (ii) Requisite Certificate of Previous experience of at least Three years of mass supply of hot cooked meal from its semi automated de-centralised kitchen anywhere in India in last 10 years is required. (iii) An undertaking in this regard to be submitted that the Applicant organization shall be capable of and bound to supply Mid Day Meal for at least 75 days from its own resources.
3	Applicant Organization, whose work order has been terminated/suspended by Directorate of Education for supply of contaminated meal or who has been blacklisted by Directorate	Applicant Organization, whose work order has been terminated/suspended by Directorate of Education for supply of contaminated meal or who has been blacklisted by Directorate of Education, GNCT of Delhi	* An affidavit that the applicant Organization has never been blacklisted by Directorate of Education, GNCT of Delhi or any Department of GNCT of Delhi or has never been

	of Education, GNCT of Delhi or any Department of GNCT of Delhi or who has been blacklisted by any Department of Govt. of India due to any mishap/ illness of consumers/ untoward incident/ any other reason, cannot apply, if their Blacklisting/termination/Suspension is valid on the date of submission of application.	or any Department of GNCT of Delhi or who has been blacklisted by any Department of Govt. of India due to any mishap/ illness of consumers/ untoward incident/ any other reason, cannot apply, if their Blacklisting/termination/Suspension is valid on the date of submission of application.	blacklisted by any Department of Govt. of India OR an affidavit that the applicant's Blacklisting is not valid on the date of submission of application. • An affidavit that the work order for supply of Mid Day Meal of applicant Organization has never been suspended/ terminated by Directorate of Education, GNCT of Delhi.
4	Minimum area of Kitchen & Godown	Applicant Organization must have covered kitchen area of minimum 700 sq.yds. (floor area) and desirable 1000 sq. Yards (floor area) and separate/additional/extra minimum 100sq. Yards of covered floor area of Godown outside the kitchen premises (within distance of 500meters from kitchen 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 needs to be submitted.

B. Inspections and evaluation of following Technical Criteria:-

(i) After completion of pre-qualification criteria, an Expert Committee will be formed to verify the details and inspect the built-up/proposed kitchen. The existing and proposed kitchen premises/ building structure of only those applicants who meet the aforesaid Pre-Qualification Criteria (Primary Eligibility Criteria) shall be inspected by Expert Committee and evaluation shall be done as per following technical criteria:-

Particulars (i)	Marks (ii)	Remarks (iii)
<p>Building Structure/Built-up Area/Location: Parameters:</p> <ul style="list-style-type: none"> • Location of the Kitchen in view of hygienic and safe surroundings shall also be considered. • 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. • Layout of building, • Suitability of kitchen for MDM supply 	<p>30</p> <p>(to be judged on the basis of field visit* and documents)</p> <p>Marks will be awarded to both proposed and existing kitchen applicants on parameters given in column (i).</p>	<p>Expert Committee shall inspect Existing/ Proposed kitchen premises.</p> <p>Proposed Kitchen:- Expert Committee shall first inspect Applicant Organization's other existing running kitchen in Delhi/outside Delhi (Reference Kitchen) and marks shall be awarded on the basis of said inspection. Thereafter, on completion of Proposed Kitchen, Expert Committee shall inspect earlier Proposed but later</p>

		Ready Kitchen for ensuring the same has been set up as per it's Reference Kitchen.
<ul style="list-style-type: none"> • Condition & upkeep of building. • Capacity and physical size of kitchen • Status/degree of automation 	25	<p><u>Existing Kitchen:-</u> Expert Committee shall inspect Existing kitchen premises.</p> <p><u>Proposed Kitchen:-</u> Expert Committee shall first inspect Applicant Organization's other existing running kitchen in Delhi/outside Delhi (Reference Kitchen) and marks shall be awarded on the basis of said inspection. Thereafter, on completion of Proposed Kitchen, Expert Committee shall inspect earlier Proposed but later Ready Kitchen for ensuring the same has been set up as per it's Reference Kitchen.</p>
Financial capacity & experience	20	Audited Balance Sheet of three Financial years/Certificate of C.A.
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	

(ii) However, the number of students to be allotted to each empanelled Organization is fixed and numbers of Applications to be received for empanelment are expected to be higher. Therefore, to ensure economical viability and keeping in view various other administrative/economical factors, maximum 30 numbers of Organizations shall be engaged/empanelled for supply of freshly cooked hot Mid Day Meal under this RFP. However, Directorate of Education shall have a right to change the maximum number of Organizations to be engaged/empanelled at any point of time. The engagement/empanelment shall be on the basis of evaluation of Technical Criteria given below and top 30 Organizations scoring/getting highest marks in the Selection Process shall only be engaged/empanelled under this RFP.

(iii) In case of Proposed semi automated de-centralised kitchens:

a) Applicant Organization should be able to demonstrate availability of building structure as per specifications and should establish fully functional kitchen/setup all equipments etc within a period of 45 days from the date of work order.

- b) *Such Applicant Organizations having their established kitchens in Delhi or outside Delhi should have building structure in prescribed area of minimum 700 sq.yds. (floor area) and desirable 1000 sq. Yards (floor area) in Delhi and should be in a position to setup the kitchen within 45 days from the date of work order as per the prescribed guidelines of the Directorate of Education/Ministry of HRD. The proposed kitchens shall be inspected by the Expert Committee to find out that kitchen is as per the norms and commitments made in the bid document.*
- c) *Such Applicant Organizations have to highlight their best kitchen available/functional in Delhi and in case no kitchen is available/functional in Delhi, then anywhere in India, which the Expert Committee can visit so as to examine their best practices, operational efficiency, experience in running the kitchen and associated infrastructural/ other requirements. However, even if the work order has been given to any organization, currently having kitchen setup outside Delhi, the points given on the kitchen setup in Delhi will be final and if the points allotted are not competitive the work order may be cancelled immediately Or the bidder fails to comply with any of the terms and condition of Tender documents, the award may be cancelled and tender may be awarded to next competitive bidder.*
- d) *The existing Organizations, who are not having kitchens of minimum 700 sq yards area (floor area), can also seek aforesaid period of 45 days from the date of work order to upgrade/shift their kitchens, but must be able to demonstrate availability of built-up structure for kitchen and godown.*
- e) *The Director of Education reserves the right to forfeit the EMD in case the applicant organization 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.*

2. Due date and time: -

The RFP with necessary requisite documents should be submitted through e-Procurement portal on or before-----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. PRE-BID CONFERENCE

- a) Pre-Bid conference of the Bidders shall be held on
..... in the Mid Day Meal Branch, Directorate of Education, Room No. 252, Old Secretariat, Delhi-54. A maximum of 2 (Two) representatives of each Bidder shall be allowed to participate in the pre-bid conference.

- (b) District wise menu can be varied and can be changed at a short notice any time by the Directorate of Education.

8. Minimum prescribed quantity of cooked MDM:-

- a. For Primary classes:- Minimum prescribed quantity of cooked Mid Day Meal will be as per conversion norms derived from input quantity of dry cereals .
b. 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.

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

- a) 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

- c) Govt. also reimburses the transportation cost of the food grains from FCI depot to *Applicant Organization* kitchens as per norms of MHRD.
d) 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. 4.97/- per child per meal per day
(ii) For Upper Primary classes-Rs. 7.45/- per child per meal per day
e) 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. Other conditions/obligations :-

- a) 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 Organizations 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.

b) In Directorate of Education, Mid Day Meal Scheme is being implemented as per the instructions/guidelines issued by Ministry of Education and Literacy, 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 Organizations 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.

c) 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 Organizations 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.

11. Kitchen Infrastructure Norms:-

1. The Organization shall maintain the infrastructure of the de-centralized 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 Organization shall have Wall tiled up to a minimum of 7 feet height and the rest white washed with washable emulsion.
3. The Organization 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 Organization shall install a board outside the kitchen clearly mentioning the name and address of the Organization 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 Organization shall have floor covered with Kota stone/tiles or durable stone flooring sloped towards the drains.
6. The Organization 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. Pest Control Treatment should be conducted in the entire premises every three months by a professional agencies.

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 floor area of minimum **100 sq yards** floor area for godown for storing food grains, received from Food Corporation of India outside the kitchen premises (within distance of 500meters from kitchen premises) in addition to kitchen area of minimum 700 sq. yds (floor area) and desirable 1000 sq.yds (floor area).
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 Organization shall have storeroom with racks and platforms for gunny bags with separate section for oil and others.
12. The Organization shall have adequate area for movement of vehicles to unload raw materials etc.
13. The Organization shall have storage area for containers, pots and pans.
14. The Organization should have loading station with platform and ramp.
15. The Organization shall have Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
16. The Organization must have DJB water connection and will not use bore well/underground water, even for washing/ cleaning purposes. Further, the Organization must have pollution certificate from DPCC, MCD health license/certificate and DJB Water Test Certificate. _Drinking water should be tested for its portability as per the schedule decided by Directorate of Education.
17. The Organization 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 Organization shall install IP enabled CCTV cameras with appropriate recording backup and maintain them in good working condition at all times. The Organization 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 Organization 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 Organization shall have digital weighing scale for exact quantification.
24. The Organization 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 Organization 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 Organization 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 Organization 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 Organization 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 Organization shall have oil trap for cleaning wasted oil so that it does not enter the drainage system.
37. The Organization shall never use 'sulphas tablets' in foodgrains stored in godowns. In case any organization is found using 'sulphas tablets' in foodgrains, its agreement will be immediately terminated.
38. The Applicant Organization shall keep the food grains and other materials in hygienic conditions, free of pest, insects, fungus etc.

12. 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 Organization shall have vegetable cutting machines, heavy duty grinders and other such equipments.
41. The Organization shall have rice cooking units with steam cookers and trays to cool rice and cooling facilitated by air blowers.
42. The Organization shall have Poori making unit with dough kneader and puri making machine. The Organization 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 Organization shall have collection unit for fried puris along with oil drainers in packing area.
45. The Organization shall have work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.
46. The Organization shall have trolleys for loading hot cooked meal.
47. The Organization 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 Organization 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 Organization 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 Organization shall ensure that CCH working at centralized kitchen are free from any disease particularly contagious diseases. The Organization 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 Organization 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 Organization 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.

13. Packing, Transportation, Delivery & Distribution of meal:-

59. The Organization 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 Organization shall be accountable. Applicant Organization 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 Organization 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 Organization 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 Organization shall use proper packing material/foil for packing of Mid Day meal.
63. The Organization shall sterilize 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 Organization 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 Organization 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 Organization 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 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.
71. The distribution of the hot cooked meal amongst the children shall be the responsibility of the Organization. The collection of utensils after distribution of mid day meal from the schools shall be the responsibility of the Organization.
72. 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) [However, supply of Mid Day Meals shall be made at least 15 minutes before the recess period]. 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. 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 65° C. The total time of the delivery to the farthest school in peak hour traffic should not exceed one hour. Applicant Organization 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 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.

74. The Organization 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 Organization shall be forfeited in such case.
75. In case of deterioration of hot cooked meal during transportation, the Organization 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.

14. Maintenance of the records and licences/certificates:-

76. 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 forward to the concerned District office for payment promptly. No payment shall be made for defective supply.
77. The Organization 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 Organization shall maintain proper stock register for the food grains stored by the Organization 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 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.
79. The Organization 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 Organization 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 Organization at its own cost and expenses.
81. The Organization 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 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 under all applicable laws and regulations.

83. The Organization 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 Organization shall also submit the duly verified bills by 7th of the next month.
84. The accounts of the ORGANIZATION would be auditable.

15. Foodgrain lifting:-

85. The Organization 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 Organization 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 Organization 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 Organization.
92. The Organization 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.

16. 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 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 any process of the cooking of meals to any other agency.
97. Applicant organization must also obtain registration under FSSAI before operationalization of kitchen invariably.
98. 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.
99. 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 Organization.
100. As far as possible, the supply of hot cooked meal from each applicant will be limited to approx. 10,000-60,000 children of primary and upper primary classes taken together based upon the financial capacity, technical capacity, and availability of kitchen in a particular area and the experience of the supplier. However, Directorate of Education reserves the right to allot more number of children in exceptional circumstances in the interest of children. In case more applications are received then allotment of students to various applicants will be based on following:-
 - i. Capacity, location and physical size of kitchen.
 - ii. Status/degree of automation.

However, the final right rests with the Director of Education in respect of allotment of area/zone for supply of MDM and number of students to be allotted for supply of MDM.

101. Directorate of Education will have a right to change the number of children or number of schools allotted to the Organization on the basis of its performance or in the interest of children, at any point of time of the operation of the agreement.
102. All taxes for providing cooked meal shall be borne by the Organization. Further, the Organization 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.
103. The Organization shall be solely responsible toward any incident of food contamination due to any reason like civil commotion/ bandh/ strike/ communal riots, terrorism/ hijack/**Pandemic etc.** way laying or sabotage of vehicle by anti social elements when MDM is in transit.
104. The Organization should submit signed commitment to return all the permanent/semi permanent assets acquired by Organization 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.

105. The Organization 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.
106. The Organization 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 Organization.
107. In case any Organization, 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 Organization. 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 Organization fails to pay the Penalty Amount, the agreement for supply of Mid Day meal shall be terminated resulting in blacklisting of the organization and the Directorate of Education shall also have the right to recover the pending Penalty Amount from the Organization as the arrears of land revenue.
108. 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.
109. The Organizations
- a) Will not discriminate in any manner on the basis of religion, caste, colour 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 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.
110. If the Organization 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.15/-_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.
111. If the Mid Day Meal is not provided in a school on any school day due to non availability of food grains, 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.

112. 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.

17. Penal Clauses/ Actions:-

113. 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 the Organization 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.
114. If at any stage, it is found that documents submitted by the Organization 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. In addition, the Organization can also be blacklisted for deliberately indulging in truculent practices.
115. The Organization 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 Organization shall not divert any part of the assistance (food grains/funds) to any other organization/agency.
116. 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 110) or may cancel the agreement forthwith. No claim for compensation for such supply from the Organization shall be entertained.
117. If sample reports fails in nutritive value in a particular menu consistently for a prescribed period, agreement signed shall be liable to be cancelled.
118. 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 Food Safety and Standards Act, 2006, Indian Penal Code and other Law for the time being in force including Black listing of the Organization. If, it is found at any stage that the meals supplied by the Organization 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 Organization. The Department/Government shall be

- Indemnified against any loss-financial or otherwise-arising out of such eventuality and litigation arising there from.
119. 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 Organization under the above mentioned provisions, Directorate of Education shall give a notice of at least 7 days to the Organization 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, Organization 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 Organization shall be liable for penalties as decided by the Directorate of Education.
120. 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 Organization 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 Organization ceases to carry on its charitable activities or ceases to be a charitable institution.
 - d) In the event the Organization becomes insolvent, files for winding up or has a liquidator/ administrator/ receiver appointed.
 - e) In the event the Organization 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.
121. 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.
122. 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.
123. The Directorate of Education reserves the right to withdraw any area from the RFP without assigning any reason.

124. 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 ST	2 ND	3 RD
1. Kitchen infrastructure (if not confirming to standards prescribed in RFP) 2. Day to day functioning of the kitchen (if not confirming to standards prescribed 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)	0.15% of monthly bills of Cooking cost (per count) Minimum amount of penalty to be Rs.10,000/- and Maximum amount of penalty to be Rs.20,000/-	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/-	3.5% of monthly bills of Cooking cost (per count) Minimum amount of penalty to be Rs.1,50,000/- and Maximum amount of penalty to be Rs.2,50,000/-
	1 ST	2 ND	3 RD
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 Ministry of Education and literacy, GOI) 6. Sub letting of contract. (if not confirming to conditions	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/-

prescribed in RFP)			
1. Supply of contaminated/ defective cooked Mid Day Meal resulting in illness/hospitalization of children.	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 zone/cluster allocated.		
2. Illness /hospitalisation of children.	<ul style="list-style-type: none"> • Further, in case of presence of any health hazard like rat/lizard/cockroach etc. in Mid day Meal causing illness of students, Director (Education) reserves the right to immediate suspend/terminate the work-order of concerned NGO/Organization. 		
3. Any major mishap/accident	<ul style="list-style-type: none"> • Also, in case of suspension/termination of work-order of any NGO/Organization, Director (Education) reserves the complete right to allocate the work of suspended/ terminated NGO/Organization to one or more well-performing NGOs/Organizations irrespective of location of their kitchens. 		

125. The Directorate of Education has observed that there have been incidents in the past where lizard, rat, cockroach, fungus etc was found in the mid day meal supplied by the NGOs. As the mid day meal is very sensitive issue involving the health of school children, the Directorate of Education reserves the right to terminate the agreement with immediate effect, if any such incident is reported by the HOS".
126. In case of suspension/termination of work order of any NGO/Organization, Director (Edn.) reserves the complete right to allocate the work of suspended/terminated NGO/Organization to one or more NGOs either working or shortlisted in the RFP proposal.
127. The accounts of the Organization would be auditable, if any Govt./grant is provided to the Organization.
128. 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.
129. 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.
130. All the Bidders are required to deposit an Earnest money Deposit @ 2% in the form of FDR or Bank Guarantee and DD in original in favour of Director of Education, GNCT of Delhi payable at New Delhi. The EMD should be valid for a period of 165 DAYS beyond the final bid validity period.
131. The Organization shall deposit PERFORMANCE SECURITY/unconditional and irrevocable bank guarantee @3% 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.
132. 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.

133. 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 Organization shall be deducted proportionately; the testing fee if any shall be borne by the Organization.
134. 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.

18. Conflict of interest among Bidders/Agents:-

The Bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring entity's interests. The bidder found to have a conflict of interest shall be disqualified.

**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 Organizations from their Existing/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 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).....
4. Details of following information:-
Existing/Proposed
 - a) Automation of kitchen [i.e. use of Machines/Equipments (Rice Cooking Cauldrons, Poori Making Machine, Vegetable Cleaning Machines, vegetable cutting machines, heavy duty grinders and other such machines/equipments) to have minimum human interference].
 - b) Building plan (existing/proposed)
 - c) Number of students applied for allotment for supply of MDM
 - d) Three (03) preference of area/zone for supply of MDM
 - 1) _____
 - 2) _____
 - 3) _____
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.
6. Previous experience of supplying business of mass supply of hot cooked meal anywhere in India in last 10 years (minimum to be 3 years): _____ years. Attach detailed list.
7. An affidavit that the Applicant Organization shall be capable and bound to supply Mid Day Meal for at least 75 days from its own resources to be attached.....

8. An affidavit that the Applicant Organization has never been blacklisted 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 OR blacklisting is not valid on the date of submission of application, to be attached.....
9. Floor area of Existing/Proposed centralised kitchen in Delhi floor area _____ (in sq. yards) Covered area _____ (in sq. Yards) in respect of Sl.-.... or Sl. No.-..... (whichever is applicable)
10. Floor area of godown outside the kitchen premises (within 500 meter from the kitchen premises).....
11. Whether kitchen is Existing/Proposed
12. Address of Existing fully functional centralised kitchen (in Delhi) from which MDM supply is proposed by Applicant Organization
13. Address of Proposed centralised kitchen (in Delhi) which is to be setup/made fully functional by Applicant Organization within stipulated period of 45 days
14. Address of existing kitchen (in Delhi or outside Delhi) which the Applicant Organization proposes for inspection by the Expert Committee to examine their best practices, operational efficiency, experience in running the kitchen and associated infrastructural/ other requirements including a) capacity and physical size of kitchen, b) status/degree of automation.....
15. Whether rented/owned in respect of Sl. or Sl. No.(whichever is applicable)
16. Whether the Organization fulfils the Technical Criteria as detailed in RFP? i) If yes, attach details on a separate sheet
17. 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
18. Whether existing/proposed kitchen is in congested area or not
19. Whether adequate arrangement for drainage and waste disposal are available in existing/proposed centralized kitchen.....
20. Whether single storied/Multi Storied
21. Details of Man power and record keeping of the Applicant Organization.....
22. Details of Quality Certification by any Govt. Agency in respect of Applicant Organization.....

23. Details of value addition beyond Govt. funding, if any proposed by Applicant Organization
24. Registered Address of the Applicant Organization
25. Name of the Authorized Person
Designation: - President/Secretary/Managing Director/Chairman/any other) whichever is applicable)√(Please tick(Contact No.....Mob. No.
26. 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
27. (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
28. Maximum No. of children that can be catered
29. Directorate of Education's Zones and Distt. in which the existing/proposed kitchen exists/proposed
30. (i)Number of vehicles for transportation of cooked food from centralised semi automated kitchen to school
(ii) Enclose details thereof on a separate sheet.
31. (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
32. (i) Whether black listed by any Govt./ Autonomous Organizations in and/or outside Delhi
(ii) If so, details thereof including whether blacklisting is valid on the date of submission of application
(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)

INFRASTRUCTURE REQUIRED FOR EXISTING/ PROPOSED KITCHEN

1. Kitchen should have minimum area of 700 sq.yds (floor area) and desirable 1000sq. Yards (floor area). The organization should have godown of **100sq** yards floor area for storing food grains, received from Food Corporation of India outside the kitchen premises (within 500 meter from the kitchen premises) and there should be separate/additional/extra area for godown in addition to kitchen area.
2. The Organization 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 Organization 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 Organization shall use two types of uniforms for the cooking / noncooking staff, which is required for ensuring proper discipline and proper hygiene of the kitchen. Kitchen staff of the Organization 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 Organization must have DJB water connection and will not use borewell/underground water, even for washing/ cleaning purposes. Further, the Applicant Organization 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 Organization 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 Organization 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 Organization 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 Organization 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 Organization 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 Organization shall never use 'sulphas tablets' in foodgrains stored in godowns. In case any organization 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 separate/additional/extra minimum 50sq. yards floor area of Godown outside the kitchen premises (within distance of 500meters from kitchen premises) for storing food grains, received from Food Corporation of India in addition to 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 cannot 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 Organization shall install IP enabled CCTV cameras with appropriate recording backup and maintain them in good working condition at all times. The Organization shall make available the live feed in the office of concerned Dy. Director so as to see the live video.
40. Applicant Organization 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 Organization.

41. Applicant Organization 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 Organization shall install a board outside the kitchen clearly mentioning the name and address of the Organization 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 nontoxic 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 Organization shall have storeroom with racks and platforms for gunny bags with separate section for oil and others.
46. Applicant Organization 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 Organization shall have digital weighing scale for exact quantification

Sd/-

DDE (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 should have been obtained latest within 45 days of issuance of work order , failing which the work order may be cancelled)
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 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. Three years of experience from the business of mass supply of hot cooked meal only over ten (10) financial years, immediately preceding the year of issuance of RFP.
20. 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.
21. An affidavit that the Applicant Organization shall be capable and bound to supply Mid Day Meal for at least 75 days from its own resources to be attached.
22. An affidavit that the Applicant Organization 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 OR in case it has been blacklisted, the blacklisting is not valid on the date of submission of application, an affidavit to be attached.
23. Number of vehicles for transportation of cooked food from centralised semi automated kitchen to school. Details of vehicles.
24. Undertaking on a Non judicial stamp paper of Rs.100/- as per sample enclosed with the RFP and attested by public Notary/ Oath commissioner.
25. Each and every page of the complete RFP document down loaded from the website signed and stamped by the authorized signatory of the organization.
26. Details of Man power and record keeping of the Applicant Organization.
27. Details of Quality Certification by any Govt. Agency in respect of Applicant Organization.
28. Details of value addition beyond Govt. funding, if any proposed by Applicant Organization.
29. Other documents to be submitted as per application form of RFP with details.
30. Copy of registration/licenses under Food Safety and Standards Act, 2006 to be submitted before operationalization of kitchen invariably.
31. Chartered Accountant certificate regarding financial capability of the Applicant Organization to supply Mid Day Meal for at least 75 days from its own resources.
32. Earnest Money Rupees 2,00,000/- [To be paid through a FDR drawn in favour of Director (Education), Delhi]

Note:-

1. The bidder shall upload all relevant document i.e. Technical bid, as per condition of the tender on e-procurement site. However, the bidder shall submit Earnest Money Deposit (EMD) in physical form in Room No.252, Mid Day Meal Branch, Directorate of Education, Old Secretariate, Delhi-110054 well before the closing time of tender. The bids without EMD shall be liable to be rejected summarily and will not be opened.
2. Each and every paper submitted must be signed with the seal of the authorized signatory of the organization and uploaded on e-procurement site.
3. All paper should be serially numbered and page numbers as given in the check list must be uploaded on e-procurement site.
4. All details/declaration/submission should be submitted on letter head of the applicant and uploaded on e-procurement site. If these notes are not complied with, then application for RFP will be summarily rejected. The bidders are not required to submit any document in physical form, except Earnest Money Deposit.

Sd/-

DDE (MDM)

(Sample)

Undertaking to be given on Non Judicial Stamp paper of Rs. 10/- duly attested by Public Notary /Oath Commissioner with the RFP 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..... 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 Ministry of Education and Literacy, GOI 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 75 days 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 OR That _____ the _____ organization _____ has been blacklisted earlier but the blacklisting is not valid on the date of submission of application.
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

(To be submitted with RFP)

Check list of submitted documents

Sl. No.	Documents	Pages
1.	RFP 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 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 Existing/Proposed centralized kitchen (with details of capacity and physical size of kitchen and status/degree of automation)	_____ to _____
9.	Presentation/write up of the project	_____ to _____
10.	Copy of sale deed/Rent agreement etc of the Site of the 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 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.	Three years experience from the business of mass supply of hot cooked meal only over last 10 years, immediately preceding the year of issuance of RFP.	_____ to _____
20.	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	
21.	Experience certificate/degree/diploma in Hotel Management/ Nutrition certificate of kitchen supervision/manager.	_____ to _____
22.	Undertaking as per sample on a Non Judicial stamp paper of Rs.100/-.	_____ to _____
23.	Details of Man power and record keeping of the Applicant Organization	_____ to _____
24.	Details of Quality Certification by any Govt. Agency in respect of Applicant Organization	_____ to _____
25.	Details of value addition beyond Govt. funding, if any proposed by Applicant Organization	_____ to _____
26.	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 _____
27.	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 _____
28.	Affidavit that the Applicant Organization (Certified by Chartered Accountant) shall be capable and bound to supply Mid Day Meal for at least 75 days from its own resources to be attached	_____ to _____
29.	Affidavit that the Applicant Organization 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 OR that the organization _____ has been blacklisted earlier but the blacklisting is not valid on the date of submission of application..
30.	Registration/License under Food Safety and Standards Act, 2006 (to be submitted after operationalization of kitchen).	_____ to _____
31.	Earnest Money Rupees/- [To be paid through a demand draft drawn in favour of Director (Education), Delhi]	_____ to _____

Signature of Authorized Person with seal