



**MUNICIPAL CORPORATION OF DELHI**  
**EDUCATION DEPARTMENT: HQ**  
**E-1 Block, 15<sup>TH</sup> FLOOR, Dr. S.P.M. CIVIC CENTRE,**  
**JLN MARG, NEW DELHI-110002**



D/209/DDE/MDM/EDN/HQ/2023

DATED-09/01/2023

**Expression of Interest**

Expression of Interest is invited from interested NGOs/Voluntary organizations working in Delhi and willing to work in Delhi for work of supply of (freshly hot cooked) Mid Day Meal from the centralised semi automated kitchen to the children of MCD Primary and its aided schools under the jurisdiction of shah north and shah south zone:-

Sr. No.	Name of work/contract							
1.	Preparation and supply of (freshly hot cooked) Mid Day Meal from their centralized semi automated kitchens to the children of MCD Primary and its aided schools under the jurisdiction of Shah North and Shah South zone as per the following norms fixed by the Government of India under Mid Day Meal Scheme.							
	<table border="1"> <tr> <th>Beneficiaries</th><th>Calories KCL</th><th>Protein (Grm)</th></tr> <tr> <td>Preparatory Classes (Bal Vatika) to Class V</td><td>450</td><td>12</td></tr> </table>	Beneficiaries	Calories KCL	Protein (Grm)	Preparatory Classes (Bal Vatika) to Class V	450	12	
Beneficiaries	Calories KCL	Protein (Grm)						
Preparatory Classes (Bal Vatika) to Class V	450	12						
2.	Tender Fee @ Rs. 5000/-	Tender fee will be submitted through online mode during submission of bid. In case of fails, bid will be summarily rejected.						
3.	Earnest Money Rupees ( in Lakhs)	As per clause no. 19 of General Terms & condition						
4.	<b>Milestone dates of selection process</b>							
i.	Release Tender	09.01.2023 at 05.00 PM						
ii.	Pre Bid Meeting	16.01.2023 at 02.30 PM at conference hall, 15 <sup>th</sup> Floor, Education Deptt., MCD (HQ)						
iii.	Closing of Submission of tender	30.01.2023 at 10.00 AM						
iv.	Opening of Technical Bid	30.01.2023 at 02.30 PM						

1. The Bid document can be downloaded from the website <https://etenders.gov.in/eprocure/app>.
2. EOI information can also be seen on website of MCD i.e. <https://mcdonline.nic.in/>
3. All other terms and conditions, instructions to bidder regarding Expression of Interest process etc. may kindly be seen from the detailed Expression of Interest available/downloadable on the above noted websites.
4. The work will be awarded to 3 participant having maximum marks.
5. All the documents must be submitted through online on <https://etenders.gov.in/eprocure/app> No bid will be considered unless and until requisite columns of the bid document are duly filled and submitted by the authorized digital signatory only.

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6. The voluntary organisations shall submit proposals in the respective spaces/ columns in the form of scanned, typed document and upload by clicking the appropriate button for submission at appropriate stage of tender submission.
7. Each document required to be uploaded with the proposal must be self-attested by the voluntary organisations along with the seal. The interested voluntary organisations should be register with Central Public Procurement portal.
8. I / We declare that I/We have read and understood the above terms and conditions and in token of acceptance of the same, have signed each page. I/We undertake to abide by the said terms and conditions. I/We are major and competent to enter contract on the date of making this declaration.

**Dy. Director of Education  
(Mid Day Meal), MCD**



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**Mid-Day Meal Programme under National Programme for Nutritional Support to Primary Education (PM-POSHAN)**

**Disclaimer**

The issue of this EOI does not imply that the Municipal Corporation of Delhi (MCD) is bound to select a NGO or to appoint the Successful NGO, as the case may be, for the MDM and the MCD reserves the right to reject all or any of the NGO or Bids without assigning any reason whatsoever.

The NGO shall bear all its costs associated with or relating to the preparation and submission of its Bid. All such costs and expenses will remain with the NGO and the MCD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a NGO in preparation for submission of the Bid, regardless to the conduct or outcome of the Bidding Process

The NGO who invests in setting up good quality kitchen should be recognized by assigning contract for three years with annual evaluation condition.

**Overview of the scheme**

The PM-POSHAN scheme earlier known as Mid-day-Meal Scheme (MDM) is being implemented for all the children studying in MCD and its aided schools. The main objectives of the scheme as contained in the guidelines for Pradhan Mantri Poshan Shakti Nirman (PM-POSHAN) issued by the Ministry of Education, Department of Elementary Education & Literacy, Government of India in 2021 are:-

1. Improving the nutritional status of children in classes pre primary (Bal vatika) – V in Government, Local Body and Government aided schools, and Education Guarantee Scheme (EGS) and Alternative & Innovation Education (AIE) centres.
2. Encouraging poor children, belonging to disadvantaged sections, to attend school more regularly and help them concentrate on classroom activities.
3. Providing nutritional support to children of primary stage.

**Eligibility for voluntary organization**

1. Voluntary organization should be a body that is registered under the Societies Registration Act or the Public Trust Act having been in existence for a minimum period of **five** years preceding the date of bidding.
2. Name of all office bearers involved in the establishment and management of such organisation should be disclosed along with their roles and responsibilities in the organisation. If any office bearer holds a public office, then details of that office should be mentioned specially.
3. The voluntary organisation should be aware of local presence and should have familiarity with the needs and culture of the Municipal Corporation of Delhi.
4. Voluntary organization should have at least three years past experience in the field of food / nutrition only over ten (10) financial years, immediately preceding the year of issuance of EOI.
5. The voluntary Organisation should have a valid license under FSSAI.
6. The voluntary organisation should be given willingness to work with Municipal Corporation of Delhi with relevant guidelines of Municipal Corporation of Delhi.
7. The voluntary organisation should give a commitment to supply nutritional, fresh and hot cooked food to the schools run and aided by MCD on No – Profit basis within limits of MCD from centralised kitchen to the schools as mentioned above.
8. The voluntary organisation should have financial and logistic capacity to supply the Mid Day Meal on requisite scale.
9. The voluntary organisation should have robust transportation system for carrying the cooked Mid Day Meal from centralised kitchen to schools which can maintain hot chain from Centralised Kitchen to schools to last point.

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10. Voluntary organization should have financial capability to establish semi automated kitchen and serve children for at least 75 Days.
11. Voluntary Organization should have space (Minimum Plotted Area 1000sq yards) for establishing semi automated kitchen.
12. Voluntary organization should not discriminate in any manner on the basis of religion, caste and creed, and should not use the program for propagation of any religious faith practice.
13. Voluntary organization should undertake preparation and supply responsibility of meal specified in the contract on a no-profit basis.
14. Voluntary organization should have Commitment to abide by the parameters of PM-POSHAN, 2021 and its modifications particularly with regard to the prescription of eligible children, nutrition content etc.
15. Applicant organization should either have all the requisite infrastructure ready for serving meal in the existing semi automated kitchen / godown under the jurisdiction of Shah. North & Shah. South or it should be able to set up the kitchen infrastructure under the jurisdiction of Shah. North & Shah. South as per Infrastructure required for Proposed Kitchen for service of meal within 45 days from the date of work order (Proposed Kitchen).

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 centralised kitchens to be established in the area of Shah. North & Shah. South Zone within a period of 45 days from the date of issue of work order and (ii) other existing running kitchen in Delhi or outside Delhi (Reference Kitchen) for reference purposes only.

16. All the documents will be submitted by the Applicant organization as mentioned in Annexure 'A' to 'C'. Moreover, kitchen selection process criteria is as Annexure 'D'.

#### **Desirable qualification**

1. If some voluntary organization undertakes to use solar energy for heating/ lighting/ other purposes, some preference would be given to such organization.
2. If some voluntary organization undertakes to employ the dependants of MCD/govt./Armed forces employees in a substantial way, then due preference would be given to such organization.

PM-POSHAN (Mid Day Meal) scheme is being implemented as per guidelines of Ministry of Education, 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 per child per day for Primary.
- 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 for 10 months in a year as per prescribed norms which are given as under:

Enrolment Slabs of No. of Students	No. of Cook-cum-Helpers allowed
1 to 25	1
26 to 100	2
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 Education, Govt. of India/Govt. of NCT of Delhi. The present rates are Rs.5.45/- per meal per Day.

The above rates are existing on the date of calling of EOI. As and when the above specified rates are increased/ modified by Directorate of Education Govt. of NCT of Delhi from time to time, the same shall be implemented / paid as per the norms.



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

- (i) Atta & Besan Puri with Aaloo Curry with mashed vegetables
- (ii) Atta Puri and Chhole (with mashed vegetables added to the gravy)
- (iii) Nutritious (Poustitic) Daliya with Seasonal Vegetable
- (iv) Khichdi with vegetables with soya nutria nuggets
- (v) Rice with Kadhi
- (vi) Rice with Rajmah

The above wheat based and rice based six menu items are to be supplied alternately during six days of the week. Zonal menu can be varied and can be changed at a short notice anytime by the Director (Education), MCD.

Director (Education), MCD reserves the right to change the menu any time and in case of any change, the Organisation shall adhere to revised menu with the prescribed norms of calories and protein and other micro nutrients. The Organisation has no right to alter or change the menu prescribed by MCD. The Organisation shall adhere to the cooked food quantity Norms (to be intimated by MCD) 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.

The above menu items can be changed by the department at any time keeping in view the interest and acceptability of the children.

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

S. No.	Items	Primary
1.	Protein	12gms
2.	Calorific Values	450 Calories

**Zone wise schools with Enrolment as on 31.08.2022**

Sl. No.	Zones	No. of MCD Schools	No. of Aided Schools	Enrolment in MCD Schools with bal Vatika	Enrolment in Aided Schools	Total Enrolment
1.	Shahdara, North	178	01	136032	189	136221
2.	Shahdara, South	172	10	81906	1832	83738
	<b>Total</b>	<b>350</b>	<b>11</b>	<b>217938</b>	<b>2021</b>	<b>219959</b>

**Area of work:**

1. Voluntary Organization shall establish semi automated kitchen in the area under the jurisdiction of Shah. North and Shah. South zone for preparing cooked food to be served to children. Voluntary Organization shall invest from its own funds for entire infrastructure, buildings, cooking machinery and vehicles for procuring raw material (other than food grains received from FCI) for preparation/transporting the food to the destination (schools).
2. Voluntary Organization shall maintain and operate transport means / vehicles required for transportation of the food shall at its own cost and risk. The Voluntary Organization for transporting food shall carry each item of the cooked food in separate closed and secured/sealed container. The container shall be de-sealed in the school before the committee constituted for the said purpose in every school. The food will be transported and served in a proper hygienic condition and the quality of the food so supplied and served to the children will be fresh and in ready to eat condition.
3. The supply shall be made by Voluntary Organization in the schools on each working day between 8.30 AM to 9.30 AM. In case of double shifts school(s), the supply in the second shift shall be



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made between 2.30 PM to 3.30 PM. However, the supply in schools shall be made at a fix time daily.

4. Food Temperature and Time Norm- The Centralized kitchen is to be located near the cluster of school, 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.
5. If the quality of the cooked food is found defective/ substandard, the MCD shall have the right to refuse to take the supply. The MCD shall have the right to return the whole or part of the cooked meal supplied to school(s) as the occasion may arise. In case if the whole or part food is to be replaced by the Voluntary Organization, the same should be done by half an hour before the school closes on the same day as the case may be. No claim for compensation for such supply from the second party shall be entertained. Further the second party is liable to be penalised for this lapses amount Rs. 5000/- besides compensating the cost of alternative arrangement of mid day meal.
6. The distribution of the food amongst children shall be the responsibility of the voluntary organization. The Voluntary Organisation shall deploy Cook Cum Helper (CCH) in schools as well as kitchen as per Rule.
7. The NGO may ensure that, the cook-cum-helpers already engaged in the schools are not displaced in case of expansion of centralized kitchen. All efforts should be made to retain them as helpers for serving of meals, cleaning of utensils etc. in the schools.
8. The food shall be cooked every day in the kitchen for consumption on the same day.

**Infrastructure required for Existing / Proposed Kitchen:**

1. Adequate area for means of transport to unload raw materials.
2. Storeroom for storage for raw material provided with racks and platforms for gunny bags with separate section for oil and non food items.
3. Separate area prior to preparation of vegetables, rice, dal etc. for washing.
4. Rice cooking units with steam cookers and trays to cool rice and cooling facilitated by air blowers.
5. *Puri making unit with dough kneader and puri making machine. The organisation shall have Rice Cooking Cauldrons, Vegetable Cleaning Machines and Vegetable Cutting Machines as per its capacity.*
6. Cooking / frying units with high pressure burners and vapour extraction hood / chimney.
7. Collection unit for fried puris along with oil drainers in packing area.
8. Work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.
9. Trolleys for loading cooked food in containers.
10. Separate utensils/dishwashing unit with sanitizer shall be available away from cooking area, grease traps and filters to be installed in drains.
11. Storage area for containers.
12. *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.*
13. Adequate Garbage disposal management.
14. Loading station with platform and ramp.
15. Kota or durable stone flooring sloped towards the drains.
16. Wall tiled till 7 feet and the rest white washed with washable emulsion.



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17. Ventilation with wire mesh.
18. *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 MCD schools.*
19. *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.*
20. *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.*
21. *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 MCD 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.*
22. Food grade insulated /stainless steel of good quality, closed and secure container to be used for transporting food and each container should be such that it can serve one section at a time.
23. Use of LPG to be properly secured through a piping system.
24. Boiler plant / solar water heating system for using hot water for cleaning and cooking.
25. Use of steam cooking concept.
26. *Kitchen staff of the Organization shall use of gloves and headgear and apron to be compulsory 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.*
27. Use of vegetable cutting machines, puri making machines, dough kneading machines, chapatti making machines and other such equipment to be compulsory.
28. Fire protection measures to be taken to protect against any untoward incident.
29. Adequate water arrangements for cooking, cleaning and heating.
30. Adequate water disposal arrangement for waste water.
31. Oil trap for cleaning wasted oil so that it does not enter the drainage system.
32. *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.*
33. All the service Provider shall maintain godown/storehouse in the close proximity of the kitchen but not beyond 1/2km from the kitchen.
34. Voluntary Organization should have adequate means such as Secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo cannot reach) for transporting the cooked food from kitchen to the concerned school.
35. Toilet Blocks and garbage collection place should be at a suitable distance from the kitchen where the food is to be prepared.
36. Use of computers for generation of reports as per the requirement of our I.T. Department in view of the ongoing e-governance programme.
37. The Organisation shall have compartment wise partitions between storage area/cooking area/cleaning area for washing vegetables, rice, dal etc. Separate space for cleaning utensils and shelves for storing utensils must be made available. Proper compartments must be made for different activities and with proper display boards.
38. The Organization shall have a cold storage in its kitchen premises for maintaining the raw vegetables fresh and hygienic.
39. 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.
40. Adequate numbers of CCTV cameras must be installed and made functional in the premises for proper supervision of the Mid Day Meal kitchen. The Organisation shall install IP enabled CCTV cameras with appropriate recording backup and maintain them in good working condition always. The Organisation shall make available the live feed in the office of concerned Dy. Director so as to see the live video.



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41. The Organization shall properly display Mid Day Meal menu, Mid Day Meal logo, do's and don'ts for kitchen staff in the premises.
42. 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.
43. The Organisation must have all required certifications such as MCD health license/certificate, Water Test Certificate etc.
44. *First-Aid box of adequate size should be kept in the kitchen premises.*
45. *The storage of fuels, disinfectants, detergents, cleaning agents should be well away from the stored raw materials and under lock and key.*
46. *The staff should be provided with the photo identity cards.*
47. *The organization shall have digital weighing scale for exact quantification.*
48. *Separate steel counters for hand washing and drinking water.*
49. *An isolated area in the kitchen premises should be clearly identified for returned defective or suspected products.*
50. *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.*
51. *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 MCD schools.*
52. *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.*
53. *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.*
54. *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.*
55. *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.*
56. *There should be a display board restricting eating, spitting and other unhygienic practices in the food processing area.*
57. *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.*

#### **General terms & conditions:**

1. **MOU / Agreement** shall be valid for three years basis. However, the extension if required would be at the absolute discretion of Commissioner, MCD. The performance of voluntary organization engaged in serving Mid-day-Meal to children shall be assessed every year through a credible system of evaluation.
2. MCD will have a right to change the number of Schools and children allotted to Voluntary Organization based on its performance at any time.
3. All taxes for providing cooked meal imposed by Govt. of India/State Govt./ Other statutory bodies shall be borne by Voluntary Organization. Further, the voluntary organization will furnish an Annual Report along with audited statement of accounts, duly certified by an approved Chartered Accountant to MCD by 30th September every year.
4. The MCD shall have the full rights to get the cooked meal tested at any time through authorized Government/Semi government laboratory decided by MCD. The number of samples is to be



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- tested shall depend upon the number of children allotted. In case deviation is found more than 5% compared to the specification, the conversion charge towards payment of such supply claimed by the voluntary organization shall be deducted proportionately. The testing fee of the sample at laboratory so decided by the MCD shall be borne by Voluntary Organization.
5. There will be a Third Party Evaluation of Mid-day- Meal Programme Implemented in MCD schools by the agency/agencies decided by Municipal Corporation of Delhi /Govt. of NCT of Delhi / Govt. of India.
  6. **Payment:-** The Voluntary Organization will submit fortnightly statement of accounts of Mid-day-Meal actually supplied to the concerned zonal authorities of the schools who shall process the same and the MCD shall arrange for payment promptly. No payment shall be made for defective supply. The MCD shall make the payment within 45 working days after submission of statement of accounts.
  7. **Food not fit for human consumption:-** The delivery of cooked meal will be made to the schools according to the schedule supplied by the Education Department. If the MCD finds that the food is fit for human consumption and as per the standard laid above after having tasted the same by a committee which shall comprise of Principal of the school concerned, teacher in-charge of the Mid-day-Meal scheme, three mothers of three children studying in the school, a Senior Citizen living in the vicinity or a member of Vidhayalaya Kalyan Samiti, it shall be distributed to 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 voluntary organization from the school at its own risk and cost. In case the defective / sub standard supply is not lifted by the second party within 24 hours, the same shall be destroyed by the head of the school concerned at the risk and the cost of the voluntary organization and no claim for the defective supply shall be entertained in any case.
  8. Voluntary Organization shall undertake entire work by itself and in No event it will sub-contract or divert the cooking of meal or any allied activity to any other agency / organization.
  9. Voluntary Organization shall be solely responsible for any mishap/casualty on account of contaminated cooked meal supplied in the school. Action against the said voluntary organization, in such an event shall be initiated as per the provisions of Prevention of Food Adulteration Act, 1954 and other laws of the land applicable for the time being.
  10. The Commissioner, MCD shall have the right to change / modify any clause / provision if he is satisfied that it is necessary to do so.
  11. Voluntary Organization shall comply with the orders / guidelines / instructions issued by MCD, Govt. of NCT of Delhi or Ministry of Education, Department of Elementary Education & Literacy, Government of India from time to time.
  12. The voluntary organisation shall be liable to supply the food.
  13. The kitchen so established for preparing food for MCD schools shall not be allowed in any condition to prepare food for any other agency/state/ organization or any other purpose.
  14. The food grains received from Food Corporation of India for Mid-day Meal shall not be used / diverted for any other purpose.
  15. The supply of cooked meal from each kitchen shall be limited to 75,000 units per day.
  16. *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.*
  17. *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.*

**18. Penal clauses / Actions:**

- i. If the voluntary organization does not supply of cooked food on a particular day(s) or fails to replace the defective supply of cooked food in time, a penalty amounting to double of conversion charges per child present in that particular school on that particular day shall be deducted from the bills. This shall be decided by the zonal DDE's/ADE's.
- ii. 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 Director,



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Education (MCD) shall reserve the right to stop the payment due, forfeit the performance security and cancel the work order. Furthermore, Commissioner, MCD shall have the right to allocate the children to another service providers if the engaged service provider is blacklisted/ terminated/debarred by the department during the tenure of agreement

- iii. On voluntary organization, there as more complaints or unhygienic (Un-cleaned) kitchen or any day of the week will result in a fine of Rs.25000/-.
  - iv. Non-availability of complaint registers on the counter/ discouraging students from registering complaints would lead to a fine of Rs. 5,000/-.
  - v. Insects along with food would invite a fine of at least Rs.25000/-.
  - vi. Any complaints of soft objects like hair, rope, plastic, cloth etc, in food will attract a fine of Rs. 10,000/- per complaint.
  - vii. Three or more complaints of unclean kitchen in a day week lead to a fine of Rs. 10,000/- on the voluntary organizations.
  - viii. Food poisoning shall invoke a hefty fine of at least Rs. 2 lakhs or more, along with cancellation of contract. The security money deposited by the voluntary organizations will not be refunded to voluntary Organizations in case contract is cancelled for the above reason.
  - ix. Inappropriate personal hygiene of workers including their dress and/or misbehavior by worker etc. Will lead to fine of Rs. 15,000/- on voluntary organizations for every instance.
  - x. Failure to maintain a proper health checkup of the worker will attract a fine of Rs.10,000/- per instance.
19. **Tender Fee:-** Tender fee @ Rs. 5000/- (non refundable) will be submitted through on-line mode at the time of submission of Application (EOI). In case bidder fails to submit the tender fee through on-line the offer will be summarily rejected.
20. **Earnest Money:** A sum of Rs. 10/- (Rupees Ten) per child of the total number of children shall be deposited by the bidders through on-line as earnest money during submission of EoI, which will be returned automatically after finalization of EoI. In case bidder fails to submit the Earnest Money during submission of EoI the offer will be summarily rejected.
21. Commissioner, MCD reserves the right to terminate/cancel the contract/MOU/ Agreement without assigning any reason at any time giving seven days notice in writing.
22. The voluntary organization should provide a copy of ESI & PF registration certificate to MCD at the time of signing of MOU/Agreement. MCD shall not be a party to any labour disputes in a Court of Law.
23. **Health Fitness Certificate:-** Voluntary Organization shall provide copy of health fitness certificate of all its employees before commencement of the supply to ensure that they do not have any infectious disease. The competent authority for issuance of health certificate will be the medical officers of MCD or any other Govt. hospital/Dispensary. This certificate shall be obtained in the month of July and January every year.
24. Raw material used for preparing cooked food should be of brands having Agmark or FPO certification wherever applicable. Oil & Ghee to be used in food items shall be examined from time to time.
25. All accounts, stocks and registers maintained by the voluntary organization will be opened for inspection of officers appointed by MCD / State Government / Central Government.
26. Documents submitted by voluntary organizations shall be opened on 30.01.2023 at 02.00 PM in the office of Education Department (HQ), E-1 Block, 15<sup>th</sup> Floor, Dr. S.P.M, Civic Centre, JLN Marg, New Delhi-02.
27. Selection of the voluntary organization shall be finalized after inspection of the kitchen by members of the committee constituted for this purpose.
28. Officers of MCD/State/Central Govt. would be free to inspect the kitchen, store house or other places at any point of time.
29. **Blacklisting Certificate:-** Any organization blacklisted by MCD/State/Central Govt. would not be allowed to participate in the process for the selection of MDM providers in MCD. The Voluntary organisation should undertake that their organization is not black listed or otherwise debarred from tendering from any other Govt. agency/undertaking. The undertaking will be submitted by the tenders at the time submission of tender document.



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30. If because of scrutiny of accounts of the MDM provider, MCD or any Govt. agency concludes that the supplier is in fact deriving profit or engaged in the diversion of funds, then MCD would cancel the contract and initiate the proceedings for the recovery of the diverted profit.
31. Efforts will be made to allocate the schools within the proximity of the kitchen however final allocation of the schools shall be at the discretion of the Commissioner, MCD and the voluntary organizations will not have any right to claim in this regard.
32. **Solvency certificate** issued by the bankers of the voluntary organization is required to be given at the time of submission of Expression of Interest by the voluntary organizations as per details given below.

Units Proposed by the voluntary Organisation(Per day per kitchen)	Amount of Solvency required (In Rupees)
75,000 beneficiaries	Rs. $5.45 \times 200 \text{ days} \times 75000 \times 30 \% = 2.45$ Crore

33. **Turnover:-** Voluntary organization should have turnover of Rs. 5.50 Crore for the last Three financial years i.e. 2019-20, 2020-21 & 2021-22.
34. The organisation should have license under Food FSS Act. 2006 for food product.
35. Conditional proposal will not be entertained. The competent authority is not bound to accept additional terms and conditions indicated on separate paper or included in these terms, if any.

- i. **Receipt of Donations:** The organization should give written commitments to inform to MCD about any receipt of donation either in form of money, goods, services, grants etc from any of the donor under the Mid-day Meal programme during the entire contract period should be informed to MCD on monthly basis.

ii. **Publicity:**

(a) The second party shall ensure that, if desires to issue any advertisement for donations either within India or abroad, on any media, etc. For this scheme, then all such advertisement must mention the contributions received by the central as well as State Government under the Mid day Meal scheme as per the following. ***"The central Government and State Government are providing Rs. 5.45/- per child per day for primary for pulses, vegetable, oil & fat, spices & condiments and fuel. The central Government also provides free foodgrain @ 100 gram per child per day for primary"***. The second party shall ensure that atleast 25% of the space in the advertisement is reserved for this.

(b) In such advertisement for donation above, the second party shall clearly mention the purpose, activities or components for which the donation amount will be used.

(c) Any violation of (a) or (b) above may lead to termination of the agreement without any notice.

- iii. **Supply of food grains:** (a) The second party shall lift the food grains from FOOD CORPORATION OF INDIA go-down on the basis of release order issued by the first party based on allotted number of children and working days. Subsequently transportation charges will also be reimbursed to the second party as per the rates fixed by the Government of India or by the State Government.

Or

(b) The First party shall make arrangements for delivery of food grains at the centralized kitchen on the basis of allotted number of children and working days.

37. **Reporting/Billing management** - The second party shall furnish a fortnightly report to first party on lifting and utilization of food grain, number of children covered for onward transmission to the state Government /Central Government. The first party will ensure payment within 45 days upon receipt of duly verified bills from the second party.

38. Designated authorities from department of Health /Food & Drugs /Officers of state Government /MCD/Head of the school may pick up sample of cooked meal at any time out of the supply being made at the school and get them tested for ascertaining the energy and nutritive value of the food.



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35. That if, It is found at any stage that the meals supplied by second party is 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 second party.
36. **Monitoring**
- i. **By Community:** school level comprising of Principal of the school concerned, teacher in-charge of the Mid-day-Meal scheme, three mothers of children studying in the school, a senior citizen living in the vicinity or a member of School Management Committee shall also have the privilege to supervise the quality and quantity of the supplied meal.
  - ii. **By Technology-** The Second party shall install IP enabled CCTV camera with appropriate recording backup and maintain them in good working condition at all times. The second party shall make available the credentials to the First party to monitor and review with a provision of minimum one week data.
  - iii. **By Officials-** The designated officers of the Education Department of MCD shall periodically visit the schools in order to ensure hygiene, quality and quantity of the food being supplied.
37. **Annual Audit Report-** The second party will furnish an Annual Audit Report along with audited statement of accounts in terms of all grants received from the state government, donations received in the name of Mid day Meal scheme, both in cash and kind, duly certified by an approved Auditor to the first party.
38. **Arbitration:** 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. Arbitrator shall be appointed and 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.
39. The separate account must be maintained with the complete details of donor and bank transaction.
40. The Organization shall furnish a monthly report to MCD on lifting and utilization of Food Grains/ Fund as well as children covered.
41. The Organization shall not divert any part of assistance (Food Grain/Fund) to any other organisation/ Agency.
42. **Performance Security:-** The successful voluntary organisation shall submit the performance security money @ 3% of contract value (Allotted number of children X 5.45 X 200 days X 3%) in the form of Bank Guarantee/ Fix Deposit in the name of Commissioner, MCD valid upto 31.03.2027. In case where voluntary organization fails to commence the work awarded to them or violates the terms and conditions during the contract period, the performance security will be forfeited by MCD.
43. The second party shall be responsible to submit the applicable returns/reports timely to the first party. Late submission will invite penalty of Rs. 5000/- and as may be decided by Commissioner, MCD.
44. **Dispute & Jurisdiction:-** if any dispute arises between the parties it shall be resolved by the arbitrator, after that dispute shall be filled in the court under the jurisdiction of Delhi only.
45. **Prosecution:-** if service provider (NGO) is found in any case of negligence of unhygienic supply of food or adulteration or submit any false document to seek payment or any other benefit, the department may proceed for prosecution action for the same, besides termination of the agreement.

Deputy Director of Edn. (MDM)  
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**Document required to be submitted with EOI**

Sl. No.	Detail	Page No.
1.	Tender Application on prescribed Format	
2.	Bank Guarantee/Fixed Deposit Receipt of Earnest Money/bid security in the name of Commissioner, MCD @ Rs. 10/- per child for the number of children the voluntary organization has applied for.	
3.	Solvency certificate issued by the banker	
4.	Declaration with the effect that the organization is neither blacklisted nor debarred for any Department of MCD/State/Central Govt.	
5.	Copy of Registration Certificate of voluntary organization under Societies Registration Act Public Trust Act along with article/memorandum of association.	
6.	Names with Details of all office bearers of the Organization along with their roles and responsibilities in the organization.	
7.	If any of the office bearers holds a public office, then details of the office should also be mentioned specifically.	
8.	Lay out Plan of the serve/existing/ proposed kitchen & godown.	
9.	Copy of the sale deed/Rent agreement of the site of the existing/ proposed kitchen / godown.	
10.	Copy of FSSAI Certificate.	
11.	Details of Machines & Equipment Available in existing / reference Kitchen.	
12.	Copy of Health License from MCD.	
13.	Detail of Fire fighting equipments available with the existing/ reference kitchen	
14.	Copy of ESI/PF registration certificate i.r.o all employees and office bearers.	
15.	Certificate From Chartered Accountant Regarding Turnover for last Three financial years 2019-20, 2020-21 & 2021-22 .	
16.	Copy of Income Tax Return of voluntary organization for financial year 2019-20, 2020-21 & 2021-22 with details of PAN/TAN etc. wherever applicable.	
17.	Audited Balance Sheet for three years i.e. financial year 2019-20, 2020-21 & 2021-22 along with a Certificate indicating debt position of voluntary organization issued by Chartered Accountant.	
18.	Performance Certificates Issued by Any Govt. Agency for Satisfactorily supplying of Mid Day Meal/Cooked Food.	
19.	Testimonial Related to Similar Work Experience.	
20.	Chartered Accountant certificate regarding financial capability of the organization to supply MDM for at least 75 days from its own resources	
21.	Other documents to be submitted as per application form of EOI with details (for details please attach separate sheet if required)	
22.	Details of value addition beyond Govt. Funding, if any proposed by organization	
23.	Undertaking on a non Judicial Stamp Paper of Rs. 100/- attested by Public Notary / Oath Commissioner	
24.	Number of vehicles for transportation of cooked food from Centralized kitchen to schools. Details of vehicles.	
25.	Details if any, if the organization is currently supplying MDM from the existing kitchen to Children to any Govt. Agency including MCD/Delhi Govt. etc	
26.	Three years of experience from the business of supply of cooked food only over then (10) financial years, immediately preceding the year of issuance of RFP	
27.	List of important machines in the existing / reference kitchen.	
28.	Affidavit that the applicant organization has never been black listed/ suspended/ terminated by MCD, GNCTD or has never been black listed by any Department of Govt. Of India for all the states OR that the organization has been blacklisted earlier but the blacklisting is not valid on the date of submission of EOI.	
29.	Each and every page of the EOI signed and stamped by the authorized signatory of the organization.( Only in hard copy submitted in office)	
30.	Details of Man power and record keeping of the Applicant Organization	


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(On letter head of bidder)

**Expression of Interest for providing cooked food to children studying in MCD Primary & its aided schools**

Name of Voluntary Organization: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Mobile No. (if any) : \_\_\_\_\_

1.	Name & Address of authorized person with Telephone No.	_____ _____
2.	Status (Chairman / President / Secretary etc.)	_____
3.	Address & Location of the Semi Automated Kitchen established / proposed to be established by the organization with Telephone No. of the site.	_____ _____ _____
4.	Area of kitchen / proposed kitchen	_____ _____
5.	Registration No. and date of registration of NGO	_____
6.	Details of experience of Voluntary organization in the field of food & Nutrition	_____ _____ _____
7.	Area & zone where desirous for providing cooked food	_____
8.	No. of children for which desirous of providing cooked food.	_____
9.	Whether presently meal / food is prepared in your establishment	_____
10.	If yes, number of employees working in the establishment.	_____
11.	Whether means for transportation of cooked meal from semi automated kitchen to school are available? If yes, details thereof.	_____ _____ _____
12.	Whether you have manpower to serve the cooked meal amongst children in schools? if yes, details thereof	_____ _____ _____
13.	Do you have sufficient funds for providing cooked meal to children in required number for at least 75 days?	_____
14.	Details of Bank Guarantee/Fixed Deposit submitted with EOI as Earnest Money /Bid Security.	_____ _____ _____
15.	Details of turnover of Voluntary organization for the financial year 2019-20, 2020-21 & 2021-22	_____ _____ _____

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Seal: \_\_\_\_\_



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(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 RegistrationNo. \_\_\_\_\_ dated \_\_\_\_\_.
2. That the Organization \_\_\_\_\_ will supply Mid Day Meal to the children of  
 Municipal and Aided schools of MCD on a no profit basis throughout 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 has 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 MCD, 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 MCD 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



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## Annexure 'D'

### Selection Process

The selection process would involve following stages:-

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

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

#### B. Inspections and evaluation of following Technical Criteria:-

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

Sl. No.	Condition	Requirement	Documents required
1.	Registration under relevant Regulation Acts and existence for a minimum period of <b>05 years</b> on the date of publication of this EOI.	Applicant Organization must be an NGO/VOs/registered under the societies Registration Act or the Public Trust Act or relevant Regulation Acts for last <b>five</b> years.	The applicant must submit attested copies of Registration Certificates under the relevant Regulation Acts.
2.	<p><b>Turnover &amp; Experience</b></p> <p>Voluntary organization should have turnover of Rs. 5.50 Crore for the last Three financial years i.e. 2019-20, 2020-21 &amp; 2021-22.</p> <p>To safe guard 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.</p>	<p>(i) Having Minimum average annual turnover of Rs. 5.50 Crore for the last three financial years, immediately preceding the year of issuance of EOI.</p> <p>(ii) Applicant/ Organization must have experience of at least three years of supply of hot cooked meal from its semi automated de- centralized kitchen anywhere in India in last 10 years.</p> <p>(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 <b>75</b> days from its own resources.</p>	<p>(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.</p> <p>(ii) Requisite Certificate of Previous experience of at least Three years of mass supply of hot cooked meal from its semi automated de- centralized kitchen anywhere in India in last 10 years is required.</p> <p>(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 <b>75</b> days from its own resources.</p>
3.	Applicant Organization, whose work order has been terminated/ suspended	Applicant Organization, whose work order has been terminated / suspended by	An affidavit that the Applicant Organization

  
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	by MCD for supply of contaminated meal or who has been blacklisted by MCD or any Department of GNCT of Delhi or 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.	MCD for supply of contaminated meal or who has been blacklisted by MCD 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.	has never been blacklisted by MCD or any Department of GNCT of Delhi or has never been 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 MCD.
4.	Minimum area of Kitchen & Godown	Applicant Organization must have kitchen plotted area of minimum 1000 sq. Yards.	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.

#### Evaluation of Technical Criteria:

Particulars (i)	Marks (ii)	Remarks (iii)
<b><u>Building Structure/ Built-up Area /Location: Parameters:</u></b> <ul style="list-style-type: none"> <li>Location of the Kitchen in view of hygienic and safe surroundings shall also be considered.</li> <li>The kitchen location should be away from open drains, water logging areas and should be free from filthy surroundings.</li> <li>It should not be located in congested areas/ for safety purposes.</li> <li>There should be adequate arrangement for drainage and waste disposal.</li> <li>Layout of building,</li> <li>Suitability of kitchen for MDM supply</li> </ul> <p><b>Brief detail of 30 marks may be seen as Annexure 'D'- "Kitchen Check List Performa".</b></p>	30  (to be judged on the basis of field visit and documents) Marks will be awarded to both proposed and existing kitchen applicants on parameters given in Column (i) and kitchen Check list Performa.	<b>Expert Committee shall inspect Existing/ Proposed kitchen premises.</b>  <b><u>Proposed Kitchen:-</u></b> 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.
Does an NGO have an experience of preparing food by centralized kitchen?	Max. 15 Marks	Upto 03 year - 0 Above 03 to 5 year - 10 Above 05 - 15



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Financial capacity (Annual Turnover of NGO)	Max. 20 Marks	Upto Rs. 5.50 Crore – 0 Marks Above 5.50 to 6.50 croe- <b>10 marks</b> <b>Above 6.50 crore – 20 Marks</b>
Man power Availability	5 Marks	Upto 200 – 2.5 Above 200 –5.0
Quality Certification by any Govt. Agency	5 Marks	-
Availability of fire safety/Fly Catcher /proper lighting equipment in centralized kitchen	5 Marks	-
Use of Solar Light/ Heater in Cooking Process	5Marks	-
Additional Documents ISO & HACCP Certificate Health License Water Test Report Valid FSSAI Licence ESI /EPF Registration	5 Marks	1 Mark for each
Value addition beyond Govt. Funding	10	
Total	100	-

### CHECKLIST FOR KITCHEN VISIT

**M.M. -30**

<b>Name of Voluntary Organization</b>	:	M/s
<b>Registered Address</b>	:	
<b>Contact person along with contact No.</b>	:	
<b>Address &amp; Location of the Semi Automated Kitchen established by the organization with Telephone No. of the site.</b>	:	

  

		:		<b>Max. Marks –08 marks</b>
1.	Area of kitchen (Minimum 1000 Sq. Yard Plotted area required)	:	<b>Maximum Marks – 2 marks</b>  for 1000 to 1200 Sq. Yard - 1 Marks more than 1200 Sq. yard - 2 Marks	
	Whether building for kitchen is Single Story or Multi Story	:		No, Marks to be given
(a)	If building is multistory, whether possession of all the floors lying with the voluntary organization	:		No, Marks to be given
(b)	If building is multistory, kitchen is proposed in	:		No, Marks to be given
(c)	Flooring of the kitchen (Kota Stone/ marble/ cemented/ any other)	:	Kota /Durable stone - 1 Marks other - 0 Marks	
(d)	Whether the walls are mounted with tiles upto 7 feet	:	if yes, -1 marks if No, -0 marks	
(e)	Whether kitchen situated in	:	Commercial Area/ Residential Area Resettlement Area / Mixed Used Land /Any other	No, Marks to be given



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(f)	Surrounding of kitchen on the basis of the open drain / Nala / Dhalao/Garbage	:	Good - 2 Marks Fair - 1 Marks Poor - 0 Marks	
(g)	Accessibility	:	Good - 2 Marks Fair - 1 Marks Poor - 0 Marks	
2.	<b>Godown for Storage of Rice/ Wheat:</b>			<b>Max. Marks – 3 ½ marks</b>
(a)	Whether Godown situated in the premises of the kitchen	:	If yes, - 1 Marks	
(b)	If no, address of the Godown	:		
(c)	Approx. distance between godown and kitchen (Maximum distance ½ Km)	:	Distance upto ½ Km - 1 Marks Distance more than ½ Km - 0 Marks	
(d)	Whether Godown has			
(i)	Stocking Facility		if yes, -1/2 Marks	
(ii)	Platform		if yes, -1/2 Marks	
(iii)	Rodent Control Facility		if yes, -1/2 Marks	
(e)	Overall rating for godowns	:	Good/Fair/Poor	No, Marks to be given
3.	<b>* INFRA STRUCTURAL FACILITIES</b>			<b>Max Marks – 6</b>
	<b>Area of working</b>	<b>Space ( Poor / Fair / Good)</b>	<b>Will lit (Poor / Fair / Good)</b>	<b>Ventilation (Poor / Fair / Good)</b>
(i)	Receiving Area			
(ii)	Storage Area			
(iii)	Preparation Area			
(iv)	Preparation & Cooking Area for Poori			
(v)	Preparation & Cooking Area for Rice			
(vi)	Preparation & Cooking Area for Dal/Vegetable			
(vii)	Food Assembly/ Serving Area			
(viii)	Washing area for raw material			
(ix)	Storing of washed utensils			
(x)	Washing area for utensils			
(xi)	Packing area of cooked food			
(xii)	Loading/ unloading area			

**\* Mechanism for giving marks**

**Good - ½ Marks**

**Fair - ¼ Marks**

**Poor - 0 Marks**

4.	System for cleaning raw material	:	mechanical – ½ marks manual - ¼ marks	<b>Max. Marks – ½ marks</b>
5.	<b>Water: Source, Availability, Storage:</b>			<b>Max. Marks – 02 marks</b>
(a)	Source of Water	:	DJB with purifier - 1 Marks Bore well with RO - 1 Marks	
(b)	Mechanism of purification of Water	:	RO/ water Purifier	No, Marks to be given
(c)	Is the supply of Water continuous	:	Yes/No	No, Marks to be given
(d)	Storage capacity of water (in Ltr.)	:		No, Marks to be given
(e)	Arrangement of hot water	:	solar based boiler - 1 Marks LPG/PNG/Electric based boiler – ½ Marks other - 0 Marks	
6.	<b>ELECTRICITY</b>			<b>No, Marks to be</b>

  
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				<b>given</b>
(a)	Source of Electricity	:	Solar Energy/power supply through electricity board / other	
(b)	Alternative arrangement in case of power cuts/ periodic supply of electricity	:		No, Marks to be given
<b>7</b>	<b>Fuel to be used</b>			<b>No, Marks to be given</b>
a.	Fuel to be used for boiler	:	LPG / solar /other fuel	
b.	Fuel to be used for cooking	:	LPG / solar /other fuel	
c	In case of use of LPG system for supplying	:	Through piping /through cylinder	
<b>8</b>	<b>Toilet Facilities</b>			<b>Max. Marks – 3 marks</b>
a.	Whether there is provision for separate toilet facility for Gents/ Ladies	:	yes - 1 Marks No – 0 Marks	
b.	whether sufficient distance from toilet block to cooking area	:	yes - 1 Marks No – 0 Marks	
c.	Rest room for workers available	:		No, Marks to be given
d	Whether board is displayed for compulsory hand washing		Yes- 1 Marks No – 0 Marks	
<b>9.</b>	<b>Waste disposal management</b>	:		<b>Max. Marks –04 marks</b>
(a)	<b>Solid waste</b>			
(i)	Whether Garbage bins provided	:	maximum marks - 2 Marks	
(ii)	System of disposal of solid waste from Garbage bins	:		
(iii)	Management of solid waste from washing area	:		
(b)	<b>Liquid Waste</b>			
(i)	Whether proper arrangement for disposal of water waste from the kitchen i.e. Oil Trappers, Back Flow System, Graded Slope of Sewer	:	maximum marks - 2 Marks	
(ii)	Details thereof Oil Trappers Back Flow	:		
(iii)	Assessment of proposed liquid waste arrangement	:		
<b>10.</b>	<b>EQUIPMENT FACILITIES</b>	:		<b>Max. Marks – 01 marks</b>
(i)	Vegetable Cutting Machines	:	¼ marks	
(ii)	Poori Making Machine	:	¼ marks	
(iii)	Dough Kneading Machines	:	¼ marks	
(iv)	Any other such equipment	:	¼ marks	
<b>11.</b>	<b>Fire Fitting Arrangement</b>	:		<b>No, Marks to be given</b>
a	whether Fire NOC certificate available or		yes /No	
b	if No whether firefighting equipment available		yes /No	
<b>12.</b>	<b>CCTV</b>			<b>Max. Marks – 01 marks</b>
	Whether IP Address based CCTV coverage is provided to watch the preparation.		yes – 1 marks No – 0 marks	
<b>13.</b>	<b>certification</b>			<b>No, Marks to be given</b>



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a	Building Health Certificate	:	yes /No	
b	Building fitness Certificate		yes /No	
c	FSSAI certificate		yes /No	
14.	whether cold storage for raw vegetable and hygiene available		yes – ½ marks No – 0 marks	<b>Max. Marks – ½ marks</b>
15.	whether proper separation of washing, cooking area etc available		yes – ½ marks No – 0 marks	<b>Max. Marks – ½ marks</b>
16.	<b>Remarks:</b>			



RAJEEV KUMAR  
Dy. Dir. of Edu., MCD (HQ)