

**EDUCATION DEPARTMENT**  
**NEW DELHI MUNICIPAL COUNCIL**  
**PALIKA KENDRA: NEW DELHI**

Dated: 28/2/17

No. 0/235/Dir/edu

The Director(IT)  
New Delhi Municipal Council  
Palika Kendra  
New Delhi

Sub: invitation of Request for proposal (RFP) for the engagement/empanelment of NGOs/ Voluntary organizations/caterers for the supply of freshly cooked Mid Day Meal from the existing proposed semi automated kitchen to the children of Nursery/Primary/Upper Primary/Secondary/Sr. Secondary/Balwari schools for the year 2017-18

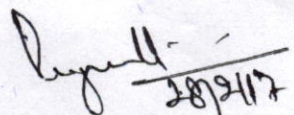
Sir,

Please find enclosed herewith soft copy of RFP in respect of above noted work for publishing/insertion in NDMC website [www.ndmc.gov.in](http://www.ndmc.gov.in) on or before 01-03-2017.

R-3133/70/17  
1/3/17  
03/03/17

JCD  
TO  
2/3

Sr. Director Mes

  
28/2/17  
Director (Education)  
R. P. GUPTA  
Director (Education)  
New Delhi Municipal Council  
Palika Kendra, New Delhi

**Request for Proposal(RFP)**

**For**

**Mid Day Meal**

**NEW DELHI MUNICIPAL COUNCIL**

**EDUCATION DEPARTMENT**

**PALIKA KENDRA**

**NEW DELHI-110001**



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5. Besides the above cost to be paid to NGOs/VOs/Caterers, wheat/ Rice @ 100gms per student per school day for primary and 150 gms. per student per school day for upper primary will also be provided as subsidy along with the reimbursement of the transportation cost of wheat and rice at prescribed norms.

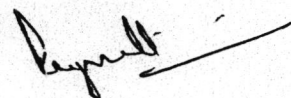
6. The food items of the menu to be supplied are as under:-

- (i) Atta & Besan Puri with Aaloo Curry with mashed vegetables
- (ii) Atta Poori with Chhole(mashed vegetables added to the gravy)
- (iii) Suji Halwa with Chana/ Veg Dalia or Upma & Dal Tadka
- (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)

7. The Director (Education) reserves the right to change the menu any time. The above wheat based and rice based six menus are to be supplied alternately during six days of the week.

8. The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents and the detailed write up of their proposal and location of the existing/proposed kitchen. The NDMC are divided in 8 educational Zones and selection will be made on the basis that kitchens are located in all the Zones. The short listing of the applicants will be followed by a presentation on the date(s) to be intimated later and the inspection of the existing kitchen. The selected /empanelled NGOs/VOs/Caterers will be assigned the supply of mid day meal order as per the requirement of Director(Education) and after signing of the MOU/ agreement between the Department and the NGOs/VOs/caterers.

9. The complete and detailed Request for proposal can be downloaded from the website of the NDMC at [www.ndmc.gov.in](http://www.ndmc.gov.in). Those interested, may apply in duplicate in prescribed format enclosing required documents to AEO(MMS), Room no. 8018, Palika Kendra , New Delhi . Applications must be submitted in the office of undersigned on any working day and on or before 16/03/2017 by 10.00 A.M. The applications of RFP received after due date and time or not conforming to the requirements mentioned above and as laid down in the complete and detailed RFP document to be downloaded from the above mentioned website are liable to be summarily rejected.



Director (Education)



**NEW DELHI MUNICIPAL COUNCIL  
EDUCATION DEPARTMENT  
NEW DELHI-110001**

**Details of Request for proposal for Supply of Mid Day Meal**

**Request for proposal for the engagement/empanelment of NGOs/Voluntary organizations (VOs)/Caterers on a no profit basis for the supply of freshly cooked Mid Day Meal from the existing/operational kitchen in the schools of NDMC/NDMC Aided Schools/Navyug/Balwaries Schools.**

- 1. New Delhi Municipal Council run 54 Schools (40 NDMC, 11 Navyug & 3 Aided Schools). The detail of schools are as under :**

|                               |           |
|-------------------------------|-----------|
| <b>N.P. Sr. Sec. School</b>   | <b>13</b> |
| <b>N.P. Secondary School</b>  | <b>08</b> |
| <b>N.P Middle School</b>      | <b>01</b> |
| <b>N.P Primary School</b>     | <b>14</b> |
| <b>N.P. Nur. School</b>       | <b>04</b> |
| <b>Aided (Pry.) School</b>    | <b>03</b> |
| <b>Navyug Sr. Sec. School</b> | <b>07</b> |
| <b>Navyug Sec. School 1</b>   | <b>01</b> |
| <b>Navyug Pry. Sch. 3</b>     | <b>03</b> |

**2. Eligibility Criteria:**

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

- i. Applicant must be NGO/VOs/Caterers registered under the societies Registration Act or the public Trust Act.
- ii. The NGOs/VOs/Caterers should submit latest certificate issued by a Chartered Accountant having minimum Annual Turnover of 40 Lacs per year for the year ending 2013-14, 2014-15, 2015-16.
- iii. Organization must be in existence for a minimum period of 3 years on the date of publication of this RFP.
- iv. Organization should commit to undertake supply of Mid Day Meal on a non-profit basis.
- v. Organization must commit to abide by the parameters of National Programme of Nutritional Support to Primary Education-2006 Guidelines (NP-NSPE-2006) and other orders issued in this regard from time to time by MHRD & GNCTD.
- vi. NGOs/VOs/Caterers should have a properly constituted Managing /Governing Body with its power and duties clearly defined in its constitution.

- vii. Organization should be capable of supplying Mid Day Meal at least for forty five days from its own resources.
- viii. NGOs/VOs/Caterers having minimum experience of the last 3 years ending of April 2016 of supplying hot cooked mid day meal in Govt. Schools will be considered.
- ix. Organization blacklisted by any Govt. Department/Autonomous organization **in and/or outside Delhi** will not be eligible for applying in the RFP. Every Organization would be required to submit an affidavit that the applicant has never been blacklisted by any Govt. Deptt. / Govt. undertaking **in and/or outside Delhi on a non judicial stamp of Rs. 100/-**.
- x. Valid Provident Fnd account number of the firm alongwith latest submitted receipt of EPF of employees. (Attach attested copy of the same)
- xi. Valid ESI number of the company / firm alongwith latest submitted receipt of ESI of employees. (Attach attested copy of the Registration Certificate)
- xii. Copy of valid labour license
- xiii. NGOs/VOs/Caterers which had discontinued the supply in any Department on their own or their work order suspended by that Deptt. or any mishap/untoward incident had taken place and students had fallen ill after consuming Mid Day Meal supplied by them in that Deptt., are also not eligible to participate in this RFP.
- xiv. The minimum plotted size of the kitchen is 500 sq.yds. If no kitchen is found eligible in a particular educational zone of this size then condition of minimum plotted size of the kitchen may be decreased up to 250 sq.yds.

3. **Due date and time:** - RFP in a sealed cover should reach in the office of Director (Education), (Room no.7014, NDMC, Palika Kendra, New Delhi on 16-03-2017 up to 3.00 P.M. RFP received after due date and time shall be summarily rejected.

4. **Completeness of the RFP documents :** - The Director ( Education) is not responsible for the downloading of incomplete documents from its website.

5. **Amendment of the Request for proposal:** - At any time, prior to the last date of submission of RFP, Director(Education) may amend the terms and conditions of the RFP by issuing addendum. The amendment will be displayed on the website at [www.ndmc.gov.in](http://www.ndmc.gov.in) of Directorate ( Education) NDMC and will also be notified in writing to all prospective applicants. In order to afford prospective applicants reasonable time to make the amendment in to account in preparing their RFP, the Director(Education) may, at its discretion, extend the dead line for the submission of RFP.

6. **Process of selection of NGOs/VOs/Caterers for existing kitchen:**

6.1 The selection process would involve short listing of eligible applicants on the basis of point based evaluation of submitted documents and the detailed write up of their proposal and location of the existing kitchen. There are 8 Educational zones in NDMC Schools and selection will be made on the basis that at least one kitchen is located in each zone. The preference will be given for the zone in which kitchen is located or is near by the zone.



6.2 As far as possible, children of the schools of the area around the location of kitchen will be allotted. But if no kitchen is found in a particular area then children of the schools of that area may be allotted to other suitable kitchen. While allotting children it will be ensured that distance between kitchen and schools is minimum but it will be the sole discretion of the Director(Education).

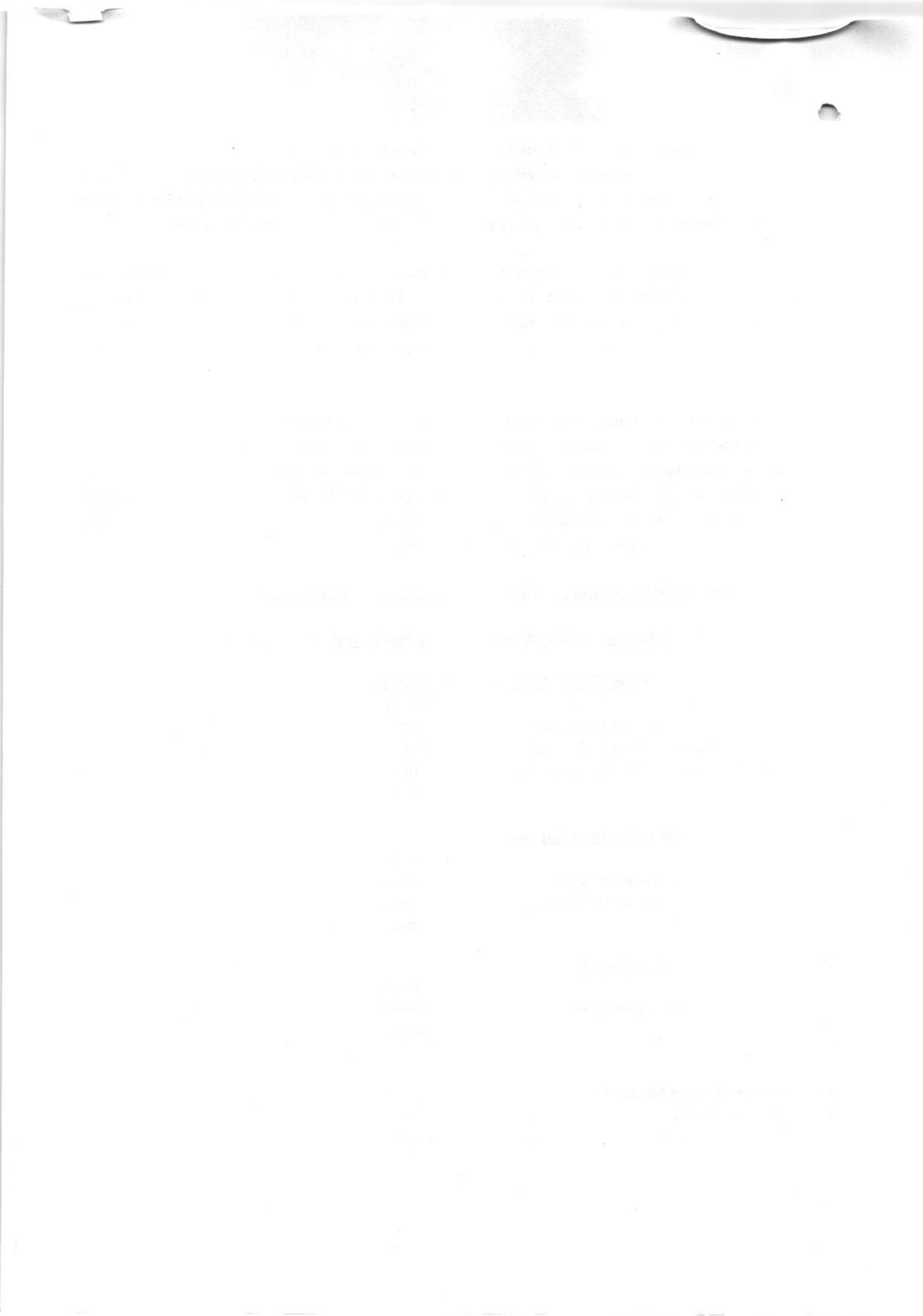
6.3 The short listing of the applicants will be followed by a presentation on the date(s) to be intimated later and the inspection of the existing kitchen. The finally selected/empanelled organizations will be assigned the supply of mid day meal order as per requirement of Director(Education) and after signing the MOU/Agreement between the Deptt. and the NGOs/VOs/Caterers.

6.4 Existing kitchens should be complete in all respect as per Annexure-II and Operational. The selection of Mid day meal supplier on point based evaluation system shall be calculated on the basis of the documents for eligibility criteria ( condition 1 to 5) and supplier who will scored the maximum out of 100 points shall selected for supply of (freshly cooked) Mid Day Meal from the existing/ operational semi automated kitchen to the children of Nursery/ Primary/ Upper Primary/Secondary classes of NDMC/NDMC Aided /NAVYUG /BALWARI Schools .

6.5 The detail of selection criteria on point based evaluation system is as under:

6.4.1 Point Based Evaluation for Selection of Mid Day Meal Supplier is as under :

- |  |                                   |             |
|--|-----------------------------------|-------------|
| <b>i) <u>Turn Over per year ending 2013-14, 2014-15, 2015-16</u></b> |                                   |             |
| a.   | Up to 40 lacs                     | - 4 Points  |
| a.   | Above 40 Lacs and up to 60 Lacs   | -6 Points   |
| b.   | Above 60 Lacs and up to 2 Crores  | -10 Points  |
| c.   | Above 2 Crores and up to 5 Crores | -15 Points  |
| d.   | Above 5 Crores                    | -20 Points  |
| <br><b>ii) <u>Experience of Mid Day Meal Supplier</u></b>            |                                   |             |
| a)   | 0-3 Years                         | - 4 Points  |
| b)   | Above 3 Years and up to 6 Years   | -10 Points  |
| c)   | Above 6 Years and up to 10 Year   | -20 Points  |
| d)   | Above 10 Years                    | -30 Points  |
| <br><b>iii) <u>Distance from NDMC Area</u></b>                       |                                   |             |
| a)   | 0- 5 km                           | - 20 Points |
| b)   | Above 5 Km and up to 10 Km        | -10 Points  |
| c)   | Above 10 Km                       | -5 Points   |
| <br><b>iv) <u>Kitchen Size (in Sq. Yard.)</u></b>                    |                                   |             |
| a)   | 0-500 sq. yards                   | - 5 Points  |
| b)   | 500-750 sq .yards                 | - 8 Points  |





- b) 750-1000 sq. Yards -12 Points
- c) 1000-1500 sq yards -15 Points

**v) Number of worker working**

- a) 1- 50 workers - 2 Points
- b) Above 50 workers and up to 75 workers - 5 Points
- c) Above 75 workers and up to 100 workers - 10 Points
- d) Above 100 workers - 15 Points

**7. The required minimum nutritional values for MDM as prescribed by MHRD is as under :**

**i) For Primary classes (I to Vth)**

Protein —min 12gms  
Calories—min 450 calories

**ii) For Upper Primary classes (VI to VIII)**

Protein---min 20gms  
Calories—min 700 calories

**8. Prescribed Menu to be supplied under MDM:**

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

- (i) Atta & Besan Puri with Aaloo Curry with mashed vegetables (Wheat based)
- (ii) Atta Poori and Chhole with mashed vegetables added to the gravy (Wheat based)
- (iii) Suji Halwa with Chana (Wheat based) or Upma & Tadka Dal
- (iv) Rice and Chhole with mashed vegetables added to the gravy (Rice based)
- (v) Rice and Sambhar/Daal with vegetables added to the gravy (Rice based)
- (vi) Rice and Kadi with vegetables added to the gravy (Rice based)

Menu can be changed at a short notice any time by the Director( Education)

**9. As per the norms prescribed by the MHRD, the minimum prescribed quantity of cooked Mid Day meal is as under :**

**(i) For Primary classes**

Wheat based-----200gms per meal  
Rice based-----250gms per meal

**(ii) For Upper Primary classes**

Wheat based----250gms per meal  
Rice based-----375gms per meal

**10. As per Ministry of HRD the norms for food and Subsidy will be as under :-**

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

**10.2(i) For Primary classes**

Wheat -----100gms for wheat menu

Rice-----100gms for rice menu

**(ii) For Upper Primary classes**

Wheat----150gms for wheat menu

Rice-----150gms for rice menu

**10.3** Govt. also reimburses the transportation cost of the food grains from FCI depot to NGOs/VOs/Caterer's kitchens as per norms of MHRD. That Government also provides the cost as per norms to the MDM suppliers as per prescribed policy approved by Govt. of India and as per enhanced prevailing rates from time to time in respect of food grain ,cooking cost, cook cum helper honorarium transport cost as per norms of MHRD . The present rates are as follows:-

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

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

**10.4** 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                                     | 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 |         |               |

**10.5** It is to mention here that no subsidy has been given for the Nursery , Secondary Schools and Sr. Secondary Schools by the MHRD for the Mid Day Meal and cost for it is completely borne by NDMC.

**11. General Terms and Conditions of RFP:**

**11.1** The Voluntary Organizations/NGOs/Caterers :

- Will not discriminate in any manner on the basis of religion, caste and creed, and should not use the program for propagation of any religious practice.
- Shall undertake to supply responsibility on a no-profit basis.
- Will not entrust/ sub-contract the program or divert any part of the assistance (food grains/money) to any other organization/agency.
- Will submit the names of all office bearers involved in the establishment and management of



such organizations along with their roles and responsibilities in the organization. If any of the office bearers holds a public office, then details of that office also have to be mentioned specifically.

- e. Will sign a contract/MOU with the department before any work order is assigned to the organization.

**11.2 Initially work will be allotted for supply of Mid Day Meal for one year only. If performance of organization found satisfactory, the Mid Day Meal supply work order may be extended for two more years, on annual basis.**

**11.3 All taxes for providing cooked meal shall be borne by the NGO/VO/Caterers. Further the organization will furnish annual report along with audited statement of accounts duly certified by an approved chartered accountant to the Director(Education).**

**11.4 The organization will submit monthly statement of accounts of mid day meal actually supplied to the concerned school who shall process the same and shall arrange for payment promptly. No payment shall be made for defective supply.**

**11.5 The Organization shall comply with the orders/guidelines/Instructions issued by Dte. of Education, Govt. of NCT of Delhi and Ministry of Human resource Development, Govt. of India or any other agency/ state/ organization from time to time in the matter.**

**11.6 All statutory licenses/ permission/ NOC will be complied and shall be obtained by the organization from the concerned Government Department/ Autonomous Organization.**

**11.7 NGO/VO/Caterers shall obtain latest Fire Safety Certificate for the kitchen from Delhi Fire Service.**

**11.8 As far as possible, the supply of cooked food from each kitchen will be limited to 5000-10000 children of primary and upper primary classes taken together. However Director (Education) reserves the right to allot more number of children depending upon the financial and technical capacity and the experience of the supplier.**

**12. Raw materials used for preparing cooked food shall be of standard brand having ISI/FPO/Agmark certificate wherever applicable.**

**13. If wheat and rice is received from FCI in advance by the Voluntary Organization, and work order is cancelled due to any reason by the Department then Director will have be right to recover the balance food grains at the cost of the organization and in case it could not be recovered, the corresponding cost at market rate which will be decided by the Director(Education), will be deducted from the performance security and the payments due to the organization.**

14. The Organization shall maintain and operate transport means/vehicles required for transportation of food at its own cost and risk and shall use clean, hygienic separate closed and secured /sealed container with no spilling for each section of the class for transporting the food. The containers shall be de sealed before the committee at school level constituted for the purpose. The food will be transported and served in a proper hygienic conditions and the quality of the food so supplied and served to the children will be fresh and in ready to eat condition.
15. The distribution of the food amongst the children shall be the responsibility of the NGO/VO/Caterers.
16. The organization shall invest from its own funds for entire infrastructure, buildings, cooking machinery and vehicles for transporting the food at the destination.
17. Once selected and approved, the venue of the kitchen shall not be allowed to change without the written permission from the Director(Education).
18. Director( Education) will have a right to change the number of children or number of schools allotted to NGO/VO/Caterers on the basis of its performance or in the interest of children, at any point of time of the operation of the agreement.
19. The organization shall make supply in the schools on each working day between 9 AM to 10 AM in first shift/ day shift school(s), between 2.30 PM to 3.30 PM in second shift school(s) or at the time as directed by Head of school as per the requirement of the school(s). The organization will also ensure that distribution of Mid Day Meal among the children is completed within 20-30 minutes of recess period of the school and distribution work shall be done by the workers of the organization.
20. The Director (Education) shall have full rights to get the ingredients and the cooked meal tested any number of times, through any Government approved Lab or any other authorized laboratory, at the time of cooking, during transportation or at school. In case deviation is found more than 5% of the specification, the organizations shall be liable to pay/deduction of penal charges as determined by the Director (Education). **The testing fee of the sample shall be borne by Department on bi-monthly basis or when so ever if it requires so.**
21. If the quality of the mid day meal is found defective in any other manner, Director ( Education) shall have the right to refuse to take the supply and to return the whole or part of the defective cooked meal supplied to school(s) as the occasion may arise and impose suitable penalty or may cancel the agreement forthwith.



22. If the organization fails to supply cooked food on a particular day(s) or fails to replace the defective supply of cooked food in time, a penalty @ Rs.6/- per child (for primary classes) and @ Rs.8/- 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.
23. The delivery of cooked meal will be made to schools according to the schedule supplied by the Director (Education) and if food was found to be fit for human consumption as per the standard laid above after having tasted the same by a school level mid day meal committee from each container, shall be distributed among the children for consumption. In case the cooked meal received by the concerned school is found defective/sub standard, it shall be refused and supply shall be lifted by the organization from the school at its own risk and cost. In case, the defective/sub standard supply is not lifted by the organization up to one hour before the closing time of the school, the same shall be destroyed by the head of the school concerned at the risk and cost of the organization and no claim for the defective supply shall be entertained in any case. Expenditure incurred for this, if any, shall be borne by the organization.
24. The organization shall be required to make the supply regularly at the specified time. In case of non-supply, irregular or late supply, the Director( Education) shall have liberty to cancel the work order and may allot the work to any other empanelled organizations. The performance security deposited by the organization shall be forfeited in such case.
25. In case of deterioration of cooked food during transportation, the organization will be liable to replace the same within the time limits provided and will be responsible for quality of cooked food till it is finally consumed by the students.
26. 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 Director( Education). The reporting by the third party evaluating the agency in respect of the cooking place, transportation, distribution of food etc. shall be binding on the NGO/VO.
27. Any representative of the Director(Education) may visit any kitchen with/without notice at any time and organization shall extend full cooperation during inspection.
28. The organization will install water purification system at the establishment/kitchen and the water quality shall be got tested quarterly and report will displayed.
29. The Organization shall ensure regular fumigation and pest control in the storage area every three months to protect against rodents.

30. The organization shall ensure the use of LPG through fixed piping system.
31. 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.
32. The organization shall do work by itself in the kitchen approved by the Directorate of Education and in no case it will sub-contract or outsource of any process of the cooking of meals to any other agency.
33. If the kitchen of an organization is selected by the sub-committee (NDMC) which should be well equipped & operational; then in no case it will be allowed to prepare any food item other than Mid Day Meal or for any other purpose.
34. The organization should have godown for storing food grains, received from Food Corporation of India within the kitchen premises or near by the kitchen.
35. The organization will be solely responsible for any mishap/casualty on account of contaminated cooked meal supplied in the school. Action against the organization in such an event shall be initiated as per the provisions of Prevention of Food Adulteration Act 1954, **including Black listing of the Organization.**
36. The organization shall be solely, responsible for any adverse order passed by any court against the department on account of suffering of students after consuming Mid Day Meal supplied by them and if any penalty/fine/ex-gratia payment is imposed on the Government/Department or any compensation is granted to the students on this account, the Director( Education ) shall have the right to recover the same from the Organization.
37. In case of any mishap/incidence of children in any school(s) falling ill after consuming the mid day meal supplied by the organization, immediate interim relief/ monetary assistance will be provided by NGO/VO for the treatment of the children in consultation with Head of School. The Organizations shall also be liable to pay compensation to the children, as decided by the Director( Education).
38. The Director( Education) shall have the right to change/modify any clause/provision if it is considered to be necessary to do so.
39. The organization shall maintain the infrastructure of the semi automated / automated kitchen at its own cost as per the prescribed standards.
40. If at any stage, it is found that documents submitted by the organization were/are fake, the Director( Education) shall reserve the right to stop the payment due, forfeit the performance security and cancel the work order including Black listing of the Organization.



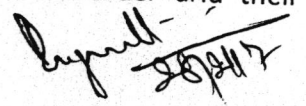
41. Organization shall deposit a sum of Rs. 10/- per child of the total number of children allotted to them as performance security at the time of signing of MOU/Agreement through fixed deposit in the joint name of the authorized officer of the Director(Education) and an office bearer of organization. This amount shall be refundable after successful completion of the work.

42. 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.

**43. PAYMENT OF BILLS**

The contractor shall submit the bills for the monthly professional charges of the previous month by the fifth working day of the following month. The bill will be paid to the contractor who shall in turn, pay to the working staff within three days of the receipt of payment from the NDMC. The contractor while preferring the bill for payment will have to certify that the wages (as per Minimum wages Act and other Statutory liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed and the copy of ESI & PF and Service Tax paid for the previous month is to be attached along with the bill. No payment shall be released on non-submitting the challan of ESI and EPF of the deployed employee of the previous month along with the Mid Day Meal Card ( Bill with attendance sheet of students ) and bi-monthly food testing report ,duly verified by the Head of Schools and Controlling in charge

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

  
Director (Education)

All above terms and conditions accepted  
(Signature of the authorized person of the NGO/VO with seal)



NEW DELHI MUNICIPAL COUNCIL

EDUCATION DEPARTMENT

NEW DELHI-110001

Application form for submitting in Request for proposal for the engagement/empanelment of NGOs/Voluntary organizations (VOs) on a no profit basis for the supply of freshly cooked Mid Day Meal from the existing/ proposed kitchen in the NDMC Schools/NDMC Aided Schools/ Navyug Schools/Balwaris Schools by NGOs/VOs/Caterers from their Existing /Proposed Kitchens.

1. Name of the Voluntary Organization/NGO \_\_\_\_\_

2. Details of Registration of the Organization \_\_\_\_\_

3. Registered Address of the NGO/Voluntary Organization \_\_\_\_\_

4. Name of the Authorized Person \_\_\_\_\_

Designation: - President/Secretary/Chairman/any other \_\_\_\_\_

(Please tick(√) whichever is applicable)

Contact No \_\_\_\_\_ Mob. No. \_\_\_\_\_

5. Address of existing kitchen \_\_\_\_\_

6. Whether rented/owned \_\_\_\_\_

7. Area of existing kitchen Plotted area \_\_\_\_\_ (in sq. yards)

Covered area \_\_\_\_\_ (in sq. Yards)

8. Whether single storied/Multi Storied \_\_\_\_\_

9. Previous similar experience, if any \_\_\_\_\_ years.

10. (i) Has Organization ever supplied cooked food in Govt./NDMC/MCD Schools or in any other State/Agency etc? \_\_\_\_\_

(ii) If yes, attach list of Schools/ Projects & copies of Agreement \_\_\_\_\_

11. (i) Is the Organization, Currently supplying Mid-Day-Meal from the existing kitchen to children in MCD/NDMC/ICDS/ any other agency \_\_\_\_\_
- (ii) If Yes, give Name(s) of agency/agencies \_\_\_\_\_
- (iii) \_\_\_\_\_
12. (i) Whether meal/food is presently being prepared in the exiting kitchen \_\_\_\_\_
- Yes/No \_\_\_\_\_
- (ii) If Yes, number of employees working in the establishment: \_\_\_\_\_
- (iii) No. of children being catered from the existing kitchen \_\_\_\_\_
13. Maximum No. of children that can be catered \_\_\_\_\_
14. (i) Whether vehicles for transportation of cooked food from semi automated/automated kitchen to school are available? \_\_\_\_\_
- (ii) If yes, enclose details thereof on a separate sheet. \_\_\_\_\_
15. (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 \_\_\_\_\_
16. (i) Are sufficient funds available for providing cooked meal to children in required number for at least 45 days? \_\_\_\_\_
- (ii) If Yes attach details on a separate sheet \_\_\_\_\_
17. (i) Whether black listed by any Govt./ Autonomous Organizations in and/or outside Delhi \_\_\_\_\_
- (ii) If so, details thereof \_\_\_\_\_
- (iii) If No, whether any mishap/untoward incident happened after consuming Mid Day Meal supplied by the organization in any school/Department \_\_\_\_\_
18. (i) Whether organization has left any Mid Day Meal contract in between on its own or has been penalized and directed to discontinue the contract by any Department \_\_\_\_\_
- (ii) If yes give details \_\_\_\_\_

Place-----  
Date-----

Signature-----  
Name-----  
Seal-----

**NEW DELHI MUNICIPAL COUNCIL**

**EDUCATION DEPARTMENT**

**NEW DELHI-110001**

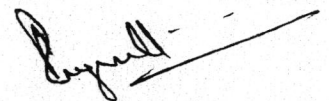
**Request for proposal for Mid Day Meal**

**INFRASTRUCTURE REQUIRED FOR SEMI AUTOMATED KITCHEN**

1. Kitchen should have minimum plotted area of 500 sq. yards. If no kitchen is found to be selected in any Educational zone then minimum plotted prescribed area may be relaxed up to 250 sq. yards .
2. Adequate area for means of transport to unload raw materials etc.
3. Storeroom provided with racks and platforms for gunny bags with separate section for oil and others.
4. Separate area for washing prior to cooking of vegetables, rice, dal etc.
5. Rice cooking units with steam cookers and trays to cool rice and cooling facilities by air blowers.
6. Poori making unit with dough kneader and puri making machine.
7. Cooking/frying units with high pressure burners and vapour extraction hood/chimney.
8. Collection unit for fried puris along with oil drainers in packing area.
9. Work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.
10. Trolleys for loading cooked food.
11. Dish washing unit with sanitizer, grease traps and filters to be installed in drains.
12. Storage area for containers, pots and pans.
13. Adequate aisle space of about 3 to 4 feet wide for the movement of personnel and material traffic.
14. Adequate garbage disposal management.
15. Loading station with platform and ramp.
16. Kota or durable stone flooring sloped towards the drains.



17. Wall tiled up to 7 feet height and the rest white washed with washable emulsion.
18. Ventilation with wire mesh.
19. Exhaust and chutes for vapour extraction.
20. Proper drains with removable covers.
21. Water purification system in place.
22. In storage area regular fumigation and pest control to be done every three months for protection against rodents.
23. Closed and secure containers, for transporting food and each container should be such that it can serve one section at a time.
24. Use of LPG to be properly secured through piping system.
25. Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
26. Use of steam cooking concept.
27. Use of gloves, headgears and aprons.
28. Use of vegetable cutting machines, heavy duty grinders and other such equipments.
29. Fire protection measures to be taken for protection against any untoward incident.
30. Adequate water arrangement for cooking, cleaning and heating.
31. Adequate water disposal arrangement for waste water.
32. Oil trap for cleaning wasted oil so that it does not enter the drainage system.
33. Adequate lighting arrangement.
34. Godown/storehouse along with kitchen or at a nearby place preferably within 1/2km from the kitchen.
35. Adequate means for transporting the cooked food from kitchen to the concerned schools such as secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo can not reach)
36. Toilet blocks and garbage collection place should be at a suitable distance from the area where the food is to be prepared.



**Director (Education)**

**NEW DELHI MUNICIPAL COUNCIL**

**EDUCATION DEPARTMENT**

**NEW DELHI-110001**

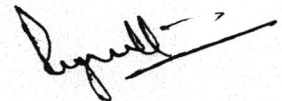
**DOCUMENTS REQUIRED TO BE SUBMITTED WITH RFP:**

1. RFP application form in prescribed format and complete in all respect.
2. Copy of the registration certificate of the organization under Societies Registration Act-1860.
3. Copy of the Memorandum of Association of Voluntary Organization/NGO
4. Copy of the Rules & Regulations/Bye Laws of the organization.
5. Copy of the list of properly constituted management/ governing body of the organization.
6. Name of all office bearers involved in the organization with their post and responsibilities in the organization.
7. Whether any office bearer of the organization holds a public office? If yes, give complete details.
8. Lay out plan of the existing kitchen.
9. Presentation/ write up the project.
10. Copy of the sale deed/rent agreement of the site of the existing kitchen and godown.
11. Copy of income Tax return of the Voluntary organization for the last 3 years with the photocopy PAN card.
12. Copy of latest Fire Safety Certificate.(NOC from Delhi Fire service)
13. List of important machines available in the kitchen.
14. Copy of latest No Objection Certificate from Health Department of MCD..
15. Details of vehicles.
16. Audited Balance Sheet for last 3 years with income/Expenditure statement along with annual Turnover certificate issued by Chartered Accountant
17. Valid Provident Fnd account number of the firm alongwith latest submitted receipt of EPF of employees. (Attach attested copy of the same)
18. Valid ESI number of the company / firm alongwith latest submitted receipt of ESI of employees. (Attach attested copy of the Registration Certificate)
19. Copy of valid labour license

20. Undertaking on a Non judicial stamp paper of Rs.100/- as per sample enclosed with the Request for proposal and attested by public Notary/ Oath commissioner that they will supply the Mid Day Meal at no loss no profit basis etc. as per Annexure-IV.
21. Each and every page of the complete RFP document down loaded from the website signed and **stamped** by the authorized signatory of the organization.
22. Other documents to be submitted as per application form of RFP with details.

**Note:**

- i. Applicants will submit two sets of the applications along with all required documents.
- ii. Each and every paper submitted must be signed with the seal of the authorized signatory of the organization.
- iii. All paper should be serially numbered and page numbers are given in the check list. If these notes are not complied with, then application for RFP will be summarily rejected.



**Director (Education)**



(Sample)

Undertaking to be given on Non Judicial Stamp paper of Rs. 100/- 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 Non government organization /Voluntary organization which is registered under the societies Registration Act 1860 with its Registration No. \_\_\_\_\_  
dated \_\_\_\_\_
2. That the Organization \_\_\_\_\_ will supply Mid Day Meal to the children of Govt. and Govt. Aided schools of Director(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 HRD through subsequent orders.
4. That the organization \_\_\_\_\_ have a properly constituted managing /governing Body with its powers and duties clearly defined in its constitution.
5. That the organization \_\_\_\_\_ is financially capable of supplying Mid Day Meal up to \_\_\_\_\_ children on its own for 45 days without any assistance from the Govt., in case assistance /payment is delayed due to any reason.
6. That organization \_\_\_\_\_ has \_\_\_\_\_ existing kitchen(s) situated at \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ and at present is supplying Mid Day Meal from these kitchen(s) to the \_\_\_\_\_ children of \_\_\_\_\_ and \_\_\_\_\_ Department.

7. That organization \_\_\_\_\_ has a existing kitchen at \_\_\_\_\_ in operation and Mid Day Meal may be supplied to the children of Director(Education) if work order is assigned in the favour of the organization. The organization will not use this kitchen other than Mid Day Meals as for any other purpose.
8. That the organization \_\_\_\_\_ has never been blacklisted and also no mishap/untoward incident has happened after consuming Mid Day Meal by the children in any school in which Mid Day Meal was supplied by the organization.
9. That I/We \_\_\_\_\_ of M/s \_\_\_\_\_ have furnished the correct information in the Request for proposal 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 gove 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.)

Name in Full: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

