

GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
ELEMENTARY EDUCATION

F.8 (10)-MDM/DEE/2018(L-1)

Dated, Agartala 3rd October, 2018

NOTICE INVITING EXPRESSION OF INTEREST

The State Government has decided to implement the Centralised Kitchen for serving Mid-Day-Meal in Schools in the State.

In this regard, the undersigned on behalf of the School Education Department, Government of Tripura invites proposals against Expression of Interest (Eoi) (available at www.elementaryeducation.tripura.gov.in) from Civil Society Organizations / Non Govt. Organizations (CSO / NGO) to implement the Centralised Kitchen in the State from the financial year 2018-19 onwards.

The proposals against Expression of Interest (Eoi) will be received during 11.00 AM to 4.00 PM on all the working days from **5th October, 2018 to 26th October, 2018**.



(Amit Shukla)

Director, Elementary Education

**EXPRESSION OF INTEREST
2018-19
FOR ENGAGEMENT OF CSO /
NGO FOR SERVING OF
MID-DAY-MEAL THROUGH
CENTRALISED KITCHEN
IN TRIPURA**

**GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)
SHIKSHA BHAWAN, OFFICE LANE,
AGARTALA, TRIPURA**

INDEX

Sl. No	Particulars	Page No.
1.	NOTICE INVITING EXPRESSION OF INTEREST	3 - 4
2.	DETAILS OF EXPRESSION OF INTEREST FOR MID DAY MEAL SCHEME	5 - 12
	A. Eligibility Criteria	5 - 6
	B. Date and time for submission of the proposals	6
	C. Completeness of the EOI documents	6
	D. Amendment of the Expression of Interest	6
	E. Process of selection of CSOs / NGOs for existing / proposed Centralised Kitchen	7
	F. The required minimum nutritional values for MDM as prescribed by MHRD	7
	G. Weekly Menu to be supplied under MDM	7
	H. Food norms and Subsidy provided by Government	8
	I. General Terms and Conditions of EOI (1 - 40)	8 - 12
	J. Different Annexure Enclosed with EOI.	13
3.	Annexure – I Application form for EOI	14 - 16
4.	Annexure – II Infrastructure Required For Centralised Kitchen	17 - 18
5.	Annexure – III Documents required to be submitted with EOI	19 – 20
6.	Annexure – IV Sample of undertaking to be given on Non-judicial Stamp paper of Rs.100/-	21 - 23
7.	Annexure – V Check list of submitted documents	24

GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)

NOTICE INVITING EXPRESSION OF INTEREST

Invitation of Expression of Interest for the engagement of Civil Society Organizations / Non Govt. Organizations (CSO / NGOs) for supply of (hot cooked meals) Mid-Day-Meal in schools from proposed / existing Centralised Kitchen to the children of Primary and Upper Primary classes of Govt. and Govt. Aided Schools and Madrasa institutions under Directorate of Elementary Education, School Education Department, Govt. of Tripura.

School Education Department, Govt. of Tripura intends to engage the CSO / NGO working in India for supply of freshly hot cooked Mid-Day-Meal to the children of Primary and Upper Primary classes studying in its Govt. and Govt. Aided Schools and Madrasa institutions (Class –I to VIII). All the interested CSOs / NGOs should be a body registered under the Societies Registration Act or the Public Trust Act and should have been in the existence for a minimum period of two years on the date of publication of this notice. CSOs / NGOs must be committed to undertake the supply of Mid-Day-Meal responsibility on a no profit basis, to abide completely by the parameters of NP-NSPE 2006 along with subsequent changes from time to time.

The freshly hot cooked food with prescribed nutritional values has to be supplied **to the children** from existing/ proposed centralised kitchens with prescribed infrastructure and as per prescribed terms and conditions.

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

	<i>PRIMARY</i>	<i>UPPER PRIMARY</i>
<i>Protein</i>	<i>12 gms</i>	<i>20 gms</i>
<i>Calorific Values</i>	<i>450 cal.</i>	<i>700 cal</i>
<i>Cooking Cost (To be paid to CSOs / NGOs)</i>	<i>Rs. 4.22 per meal</i>	<i>Rs. 6.18 per meal</i>

Besides this cooking cost, rice @ 100 gms 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 rice at prescribed norms.

The Directorate of Elementary Education reserves the right to change the menu any time. The rice based menu is to be supplied alternately during six days of the week.

The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents and the detailed write up of their proposal and location of the existing/proposed kitchen. The short listing of the applicants will be followed by a presentation on the date(s) to be intimated later and the inspection of the existing/proposed kitchen. The selected CSOs / NGOs will be assigned the supply of Mid-Day-Meal order as per the requirement of Directorate of Elementary Education after signing of the MOU and followed by an agreement before commencement of operations between the Department and the concerned CSOs / NGOs.

The complete and detailed Expression of Interest can be downloaded from the website www.elementaryeducation.tripura.gov.in of Directorate of Elementary Education, Govt. of Tripura.

Those are interested, may apply in duplicate in prescribed format enclosing required documents to the Director, Elementary Education, Mid-Day-Meal Cell, Directorate of Elementary Education, 3rd floor, Room no. 5, Shiksha Bhawan, Office Lane, Agartala. Applications must be submitted in the office of undersigned on all the working days between 11.00 AM to 4.00 PM from **5th October, 2018** to **26th October, 2018**. The applications of EOI received after due date and time or not conforming to the requirements mentioned above as laid down in the complete and detailed EOI document will be downloaded from the above mentioned website are liable to be summarily rejected.

Sd/-
(Amit Shukla)
Director, Elementary Education

**GOVERNMENT OF TRIPURA
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)**

Details of Expression of Interest for Mid-Day-Meal Scheme:

Expression of interest for the engagement of CSOs / NGOs on a no profit basis for serving of hot cooked Mid-Day-Meal from the existing/ proposed kitchen in the schools under Directorate of Elementary Education, Govt. of Tripura.

1. Eligibility Criteria: -

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

- i) Applicant must be CSOs / NGOs registered under the societies Registration Act or the public Trust Act.
- ii) Organization must be in existence for a minimum period of two years on the date of publication of this EOI.
- iii) Organization should be committed to undertake supply of Mid-Day-Meal on a no profit basis.
- iv) Organization must be committed to abide by the parameters of National Programme of Nutritional Support to Primary Education-2006 Guidelines (NP-NSPE-2006), Revised Guidelines 2017 and other orders issued in this regard from time to time by MHRD.
- v) CSOs / NGOs should have a properly constituted Managing /Governing Body with its power and duties clearly defined in its constitution.
- vi) Organization is capable of supplying Mid-Day-Meal at least for forty five days from its own resources.
- vii) CSOs / NGOs with prior similar experience of one year will be given preference. However, if they do not have this prior experience then they will be considered, if viable, depending upon their financial and technical capacity having well equipped centralised kitchens.
- viii) In case of proposed kitchen, organization must have sufficient financial assets to set up the Centralised Kitchen with required infrastructure.
- ix) Organization blacklisted by any Govt. Department/Autonomous organization in and/or outside Tripura will not be eligible for applying in the EOI. Every Organization would be required to submit an affidavit that the applicant has never been blacklisted by any Govt. Department. / Govt. undertaking in and/or outside Tripura.

- x) CSOs / NGOs, which had discontinued the supply in any Department of their own or their work order suspended by that Department or any mishap / untoward incident had taken place and students had fallen ill after consuming Mid-Day-Meal supplied by them in that Department, are also not eligible to participate in this EOI.
 - xi) Operation of the Centralised Kitchen should be entrusted under the PPP model to reputed CSO/NGO with local presence and familiarity with the needs and culture of the State.
 - xii) Names of all Office bearers involved in the establishment and management of such organizations should be disclosed along with their roles and responsibilities in the organization. If any of the office bearers hold a public office, then details of that office should also be mentioned specifically.
 - xiii) CSO/NGO should willingness to work with PRIs / Municipal bodies in accordance with relevant guidelines of the State Government.
 - xiv) The CSO/NGO should have financial and logistic capacity to supply the mid-day-meal on the requisite scale.
 - xv) The CSOs/NGOs should have a valid licence under Food Safety and Standards Authority of India (FSSAI).
 - xvi) The CSO/NGO should have a robust transport system for carrying the cooked mid-day-meals from Centralised Kitchen to Schools.
 - xvii) The CSO/NGO should not discriminate in any on the basis of religion, caste and creed and should not use the programme for propagation of any religious practice.
2. **Date and time for submission of the proposals:** EOI in a sealed cover should reach in the office of the Director, Elementary Education, Mid-Day-Meal Cell, Directorate of Elementary Education, Shiksha Bhawan, 3rd Floor, Room No. 5, , Office Lane, Agartala – 799001 on or before **26.10.2018 up to 4:00 P.M.** EOI received after due date and time shall be summarily rejected.
3. **Completeness of the EOI documents:** The Directorate of Education is not responsible for the downloading of incomplete documents from its website www.elementaryeducation.tripura.gov.in
4. **Amendment of the Expression of Interest:** At any time, prior to the last date of submission of EOI, Directorate of Elementary Education may amend the terms and conditions of the EOI by issuing addendum. The amendment will be displayed on the www.elementaryeducation.tripura.gov.in of Directorate of Elementary Education and will also be notified in writing to all prospective applicants.

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

5. **Process of selection of CSOs / NGOs for existing / proposed Centralised Kitchen:**

The selection process would involve short listing of eligible applicants on the basis of evaluation of submitted documents and the detailed write up of their proposal and location of the existing/ proposed Centralised Kitchen. The short listing of the applicants will be followed by a presentation on the date (s) to be intimated later and the inspection of the existing/ proposed kitchen.

Finally, selected organizations will be assigned for serving Mid-Day-Meal in schools as per requirement of Directorate of Elementary Education after signing of the MOU and followed by an agreement before commencement of operations between the Department and the concerned CSOs / NGOs.

Existing kitchens, if available should be completed in all respect as per Annexure-II and operational, while proposed kitchens out of the panel and in order of merit have to be completed in all respects as per Annexure-II and made operational as per plan submitted with the EOI, within 90 days from the date of letter of intent issued by Directorate of Elementary Education to the concerned CSO / NGO and acceptance given by the CSO / NGO positively.

After the completion of the kitchen in all respects the kitchen will again be inspected by a team of Officers of Directorate of Elementary Education. If minor deficiencies are found by the inspection team, the department may consider to give maximum 15days' time to make the kitchen operational as per the requirement laid down in Annexure-II. Further if within this period deficiency are not rectified, then organization shall not be considered and letter of intent issued in favour of the organization shall be withdrawn without further notice and concerned CSO / NGO shall itself be responsible for the expenditure made by the CSO / NGO to construct and make the Centralised Kitchen operational. The Department will not be held responsible in any case for the expenditure incurred on the Centralised Kitchen by CSO/ NGO.

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

Primary Classes- I to V	Protein – min 12gms. Calories – min 450 calories
Upper Primary Classes- VI to VIII	Protein – min 20gms. Calories – min 700 calories

7. **Weekly Menu to be supplied under MDM:**

Rice based weekly Menu Chart will be prepared by the CSO / NGO and need to submit along with the applications. The Directorate of Elementary Education reserves the right to change the menu any time. Without the approval of Elementary Education, the CSO / NGO will not be able to serve Mid-Day-Meal in Schools as per their menu chart.

8. Food norms and Subsidy provided by Govt.:

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

- (i) For Primary classes : Rice-----100gms for rice menu
- (ii) For Upper Primary classes : Rice-----150gms for rice menu

Government also reimburses the transportation cost of the food grains from FCI depot to CSOs / NGOs kitchens as per norms of MHRD.

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

- (i) Primary classes : Rs. 4.22/- per child per meal per day
- (ii) Upper Primary classes : Rs. 6.18/- per child per meal per day

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

Sl. No.	Items	Quantity per day/per meal	
		Primary	Upper Primary
1.	Food grains from FCI	100gms.	150gms.
2.	Pulse	20gms.	30gms.
3.	Vegetables(leafy also)	50gms.	75gms.
4.	Oil & fat	1.5gms.	2gms.
5.	Salt & Condiments	As per need	As per need

10. General Terms and Conditions of EOI

1. Civil Society Organizations/Non-Government Organizations (CSOs / NGOs)

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

2. Initially work will be allotted for supply of Mid-Day-Meal for one year only. If performance of organization found satisfactory, the Mid Day Meal supply work order may be extended for two more years, on annual basis.
3. The organization will furnish annual report along with audited statement of accounts duly certified by an approved chartered accountant to the Directorate of Education.
4. The organization will submit monthly statement of accounts of Mid-Day-Meal actually supplied to the concerned school who shall process the same and shall arrange for payment promptly. No payment shall be made for defective supply.
5. The Organization shall comply with the orders/guidelines/Instructions issued by Directorate of Elementary Education, Govt. of Tripura or Ministry of Human Resource Development, Govt. of India from time to time.
6. All statutory licenses/ permission/ NOC will be complied and shall be obtained by the organization from the concerned Government Department/ Autonomous Organization.
7. CSO / NGO shall obtain Fire Safety Certificate for the kitchen from Tripura Fire Service.
8. Raw materials used for preparing hot cooked food shall be of standard brand having ISI/FPO/ Agmark certificate wherever applicable.
9. If rice is received from FCI in advance by the Organization, and work order is cancelled due to any reason by the Department then Director will have be right to recover the balance food grains at the cost of the organization and in case it could not be recovered, the corresponding cost at market rate which will be decided by the Directorate of Elementary Education and will be deducted from the the payments due to the organization.
10. 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.
11. The distribution of the food **amongst the children shall be the responsibility of the CSO / NGO.**
12. The organization shall invest from its own funds for entire infrastructure, buildings, cooking machinery and vehicles for transporting the food at the destination.
13. Once selected and approved, the venue of the kitchen shall not be allowed to change without the written permission from the Directorate of Elementary Education.

14. Directorate of Elementary Education will have a right to change the number of children or number of schools allotted to CSO / NGO on the basis of its performance or in the interest of children, at any point of time of the operation of the agreement.
15. The organization shall make the supply in the schools on each working day between 8:00 AM to 8:30 AM in first shift/ day shift school(s), between 1:00 PM to 1:30 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 Cook-cum-Helpers in Schools engaged under Mid-Day-Meal Scheme.
16. The Directorate of Elementary Education shall have full rights to get the ingredients and the cooked meal tested any number of times, through Regional Food Testing Laboratory, Agartala or any other authorized laboratory, at the time of cooking, during transportation or at school. In case deviation is found more than 5% in the specification the organizations shall be liable to pay/deduction of penal charges as determined by the Director of Elementary Education.
17. If the quality of the Mid-Day-Meal is found defective in any other manner Directorate of Elementary 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.
18. **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, the organization is liable to hand over the rate of Cooking Cost and the quantity of Food grains to the concerned children as per Food Security Act. 2013.**
19. The delivery of cooked meal will be made to schools according to the schedule supplied by the Directorate of Elementary 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.
20. The organization shall be required to make the supply regularly at the specified time. In case of non-supply, irregular or late supply, the Directorate of Elementary Education shall have liberty to cancel the work order.
21. 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.

22. To ensure maintenance of Health Standard, hygienic standards of cooking, the work of inspection of the cooking places, premises may be entrusted to any third independent agency, so decided by the Directorate of Elementary 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 CSO / NGO.
23. Any representative of the School Education Department may visit the kitchen with/without notice at any time and organization shall extend full cooperation during inspection.
24. The organization will install water purification system at the establishment/kitchen and the water quality shall be got tested quarterly and report will displayed.
25. The Organization shall ensure regular fumigation and pest control in the storage area every three months to protect against rodents.
26. The organization shall ensure the use of LPG through cylinder / piping system.
27. 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.
28. The organization shall do work by itself in the kitchen approved by the Directorate of Elementary Education and in no case it will sub-contract or outsource of any process of the cooking of meals to any other agency.
29. If the kitchen of an organization is selected and approved by the Directorate of Elementary Education, then in no case it will be allowed to prepare food for any other agency/state/organization or for any other purpose.
30. The organization should have go-down for storing food grains, received from Food Corporation of India within the kitchen premises or near by the kitchen.
31. 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.**
32. The organization shall be solely, responsible for any adverse order passed by any court against the department on account of suffering of students after consuming Mid-Day-Meal supplied by them and if any penalty/fine/ex-gratia payment is imposed on the Government/Department or any compensation is granted to the students on this account, the Directorate of Elementary Education shall have the right to recover the same from the Organization.
33. 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 CSO / NGO 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 School Education Department, Government of Tripura.

34. The Directorate of Elementary Education shall have the right to change/modify any clause/ provision if it is considered to be necessary to do so.
35. The organization shall maintain the infrastructure of the Centralised Kitchen at its own cost as per the prescribed standards.
36. If at any stage, it is found that documents submitted by the organization were/are fake, the Directorate of Elementary Education shall reserve the right to stop the payment and cancel the work order.
37. The organization shall provide sale deed/ rent agreement of the site of kitchen and go-down, list of important machines available in the kitchen, vehicle details, copy of Fire Safety Certificate during the time of the agreement.
38. The organization need to submit undertaken on a Non - judicial stamp paper of Rs.10/- as per sample enclosed with the Expression of Interest and attested by the public Notary / Oath Commissioner during the time of agreement.
39. The organization shall provide copy of health certificate of its employees at the time of signing of Agreement to ensure that they do not have any infectious disease
40. The concealment/wrong information will be treated as automatic disqualification for consideration in the process of selection of the CSO / NGO for work order and their application for EOI will be rejected.

All the documents should be provided by CSOs/ NGOs along with the application as per pre-requisite clauses mentioned in the Revised Guidelines, 2017. http://mdm.nic.in/Files/Guidelines/2017/Revised_Guidelines_Centerlize%20Kitchens_2017.pdf

Sd/-
(Amit Shukla)
Director, Elementary Education

All above terms and conditions accepted

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

Different Annexure Enclosed with Expression of Interest.

Annexure - I Format for Application form for EOI.

Annexure - II Infrastructure required for Centralised Kitchen.

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

Annexure - IV Sample of undertaking to given on a Non judicial Stamp paper of Rs.100/-
duly attested by Public Notary / Oath Commissioner as per Annexure – IV.

Annexure - V Check list of submitted documents.

Sd/-
(Amit Shukla)
Director, Elementary Education

**GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)**

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

1. Name of the Voluntary Organization/NGO _____

2. Details of Registration of the Organization _____

3. Registered Address of the Organization _____

4. Name of the Authorized Person _____
Designation: - President/Secretary/Chairman/any other _____
(Please tick () whichever is applicable) Contact no _____ Mob. No.

5. Whether kitchen is existing or proposed _____
6. Address of existing/ proposed kitchen _____

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

9. Whether single storied/Multi Storied _____
10. **Previous similar experience, if any _____ years**
i) Has Organization ever supplied cooked food in Govt. Schools or in any other State/Agency etc? _____
ii) If yes, attach list of Projects & copies of Agreement _____
12.
i) Is the Organization. Currently supplying Mid-Day-Meal from the existing kitchen to children ICDS/ any other agency _____
ii) If Yes, give Name(s) of agency/agencies
a. _____
b. _____
13.
i) Whether meal/food is presently being prepared in the exiting kitchen _____
ii) If Yes, number of employees working in the establishment: _____
iii) No. of children being catered from the existing kitchen _____
14. Maximum No. of children that can be catered _____
15. District, Sub-division & Block in which the kitchen exists/ proposed _____

16. (i)Whether vehicles for transportation of cooked food from Centralised kitchen to school are available? _____
(ii) If yes, enclose details thereof on a separate sheet. _____
17. (i)Whether Organization has sufficient manpower to serve the cooked meal amongst children in schools? _____
(ii)If yes, enclose details thereof on a separate sheet _____.
18. In case of proposed kitchen , mention availability of required funds for its construction, infrastructures, equipment's and staff (enclose details on separate sheet)

19. (i) Whether proposed kitchen will be completed in required time in 90 days, if required _____
(ii)If No then mention minimum required time to make the kitchen complete an

operational_____

20. (i) Whether black listed by any Govt./ Autonomous Organizations **in and/or outside Tripura**_____

(iii) 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 _____

21. (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
_____.

If yes give details_____

Signature-----

Name-----

Seal-----

Place-----

Date-----

**GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)**

Expression of Interest for Mid-Day-Meal

NORMS FOR ANY EXISTING CENTRALISED KITCHEN

1. Adequate area for means of transport to unload raw materials etc.
2. Storeroom provided with racks and platforms for gunny bags with separate section for oil and others.
3. Separate area for washing prior to cooking of vegetables, rice, dal etc.
4. Rice cooking units with steam cookers and trays to cool rice and cooling facilitated by air blowers.
5. Cooking/frying units with high pressure burners and vapour extraction hood/chimney.
6. Work tables for vegetable processing, potato peelers and food processors or wet grinders for masala making.
7. Trolleys for loading cooked food.
8. Dish washing unit with sanitizer, grease traps and filters to be installed in drains.
9. Storage area for containers, pots and pans.
10. Adequate aisle space of about 3 to 4 feet wide for the movement of personnel and material traffic.
11. Adequate garbage disposal management.
12. Loading station with platform and ramp.
13. Kota or durable stone flooring sloped towards the drains.
14. Wall tiled up to 7 feet height and the rest white washed with washable emulsion.
15. Ventilation with wire mesh.
16. Exhaust and chutes for vapour extraction.
17. Proper drains with removable covers.
18. Water purification system to be installed.
19. In storage area regular fumigation and pest control to be done every three months

for protection against rodents. Closed and secure containers, for transporting food and each container should be such that it can serve one section at a time.

20. Use of LPG to be properly secured through piping / cylinder system.
21. Boiler plant/ solar water heating system for using hot water for cleaning and cooking.
22. Use of steam cooking concept.
23. Use of gloves, headgears and aprons.
24. Use of vegetable cutting machines, heavy duty grinders and other such equipment's.
25. Fire protection measures to be taken for protection against any untoward incident.
26. Adequate water arrangement for cooking, cleaning and heating.
27. Adequate water disposal arrangement for waste water.
28. Oil trap for cleaning wasted oil so that it does not enter the drainage system.
29. Adequate lighting arrangement.
30. All the service providers shall maintain go-down/storehouse along with kitchen or at a nearby place preferably within 1/2km from the kitchen.
31. Organization should have adequate means for transporting the cooked food from kitchen to the concerned schools such as secured vans, auto tempo (cycle rickshaw shall be permitted where auto tempo cannot reach).
32. Toilet blocks and garbage collection place should be at a suitable distance from the area where the food is to be prepared.

Sd/-
(Amit Shukla)
Director, Elementary Education

**GOVERNMENT OF TRIPURA
SCHOOL EDUCATION DEPARTMENT
DIRECTORATE OF ELEMENTARY EDUCATION
(MID-DAY-MEAL CELL)**

DOCUMENTS REQUIRED TO BE SUBMITTED WITH EXPRESSION OF INTEREST

1. EOI application form in prescribed format and complete in all respect.
2. Copy of the registration certificate of the organization under Societies Registration Act. / Public Trust Act.
3. Copy of the Memorandum of Association of CSO /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. Lay out plan of the existing/ proposed kitchen.
8. Presentation/ write up the project.
9. Audited Balance Sheet for last two years with income/Expenditure statement.
10. Undertaking on a Non judicial stamp paper of Rs.100/- as per sample enclosed with the Expression of Interest and attested by public Notary/ Oath commissioner as per Annexure - IV.
11. Other documents to be submitted as per application form of EOI with details.
12. FSSAI licence should be submitted along with application form of EOI.

Note:-

1. Applicants will submit two sets of the applications along with all required documents.
2. Each and every page of the complete EOI document downloaded from the website signed and stamped by the authorized signatory of the organization.

13. Each and every paper submitted must be signed with the seal of the authorized signatory of the organization.
14. All paper should be serially numbered and page numbers are given in the check list.

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

Sd/-
(Amit Shukla)
Director, Elementary Education

Undertaking to be given (on Non Judicial Stamp paper of Rs.100/- duly attested by Public Notary /Oath Commissioner) with the EOI

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 / Civil Society 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 and Madrasa institutions under Directorate of Elementary Education 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 Progarmme of Nutritional support to primary Education - 2006 (guidelines) and Revised Guidelines 2017 and also other parameters fixed by MHRD through subsequent orders in time to time.
4. That the organization _____ have a properly constituted managing /governing Body with its powers and duties clearly defined in its constitution.
5. That organization _____ has _____ existing / proposed kitchen situated at _____ and _____ and at present is

supplying Mid-Day-Meal from these kitchen(s) to _____ children of _____ and _____ Department.

6. That organization _____ has proposed kitchen at _____ in operation and Mid-Day-Meal may be supplied to the children of Directorate of Elementary Education if work order is assigned in the favour of the organization. The organization will not supply food / Mid-Day-Meal from this kitchen for any other Department or for any work.

7. That organization _____ proposes a centralised kitchen at _____ in area _____ and will be able to complete the kitchen within **90 days'** time from the date of letter of intent issued to the organization and sufficient funds are also available for this 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 Expression of Interest 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 EOI or any other changed condition at a later stage shall be accepted to us and I/we shall abide by the same fully.

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

(Signature of the Authorized person with seal.)

Date: _____

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

Annexure - V

(To be submitted with EOI 2018-19)Check list of submitted documents

Sl. No.	Name of the document	Whether enclosed (Yes/No)	Page no.
1.	EOI Application on prescribed format	_____	_____ to _____
2.	Copy of Registration Certificate	_____	_____ to _____
3.	Copy of Memorandum of Association	_____	_____ to _____
4.	Copy of Rules & Regulations/ Bye Laws	_____	_____ to _____
5.	List of Managing/ Governing Body of the Organization	_____	_____ to _____
6.	Names with Details of all office bearers	_____	_____ to _____
7.	Layout plan of existing/ proposed kitchen	_____	_____ to _____
8.	Presentation/write up of the project	_____	_____ to _____
9.	Certified audited balance sheet for last two years	_____	_____ to _____
10.	Each and every page of the EOI signed and stamped by the authorized signatory of the organization	_____	_____ to _____
11.	FSSAI licence	_____	_____ to _____
12.	Other documents submitted as per application Form of EOI with details like experience certificate etc. (for details please attach separate sheet if required)	_____	_____ to _____

Signature of Authorized Person with seal