

TENDER DOCUMENT FOR SELECTION  
OF AN NGO/CSO FOR PREPARATION AND  
SUPPLY OF FOOD UNDER P. M. POSHAN  
(MID DAY MEAL) YOJANA AT RAJKOT  
MUNICIPAL CORPORATION.

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## **1. Disclaimer**

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The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Government in relation to the MDM. Such assumptions, assessments and statements do not purport to contain all the information that each NGO may require. Each NGO should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP.

The issue of this RFP does not imply that the Government is bound to select a NGO or to appoint the Successful NGO, as the case may be, for the MDM and the Government 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 including preparation, submission of bid. All such costs and expenses will remain with the NGO and the GOVERNMENT 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 or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**Since the programme entails provision of good quality wholesome meal to school children with provision of wheat/rice and cooking cost grant per child by Government at fixed norms so the NGO willing to contribute financially towards money spent for providing clean nutritious meal with extra calories shall be considered “H1” (To be selected). [Selection of “L1” like other bids would prove detrimental in providing good quality meals to school children]**

Similarly, the NGO who invests in setting up good quality kitchen should be recognized by assigning contract for at least three years with annual evaluation condition.

### **OBJECTIVE**

- To provide wholesome food having requisite calorie & protein content to school children of Balvatika & Primary, Upper Primary & NCLP Schools (Govt., Govt.-Aided, Local body, Gujarat schools).
- To increase enrollment and retention and also to curb dropouts.
- To reduce caste prejudices, class inequality & gender gap (in-education)
- Thrust on right to life & right to food to disadvantaged section of the society
- To provide nutritional support to the school children in drought affected areas during summer vacation.

## 2. Notice Inviting Tender (NIT)

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Municipal Commissioner RAJKOT invites online bid from eligible organizations through <https://nprocure.com/> for selection of implementation supply of food under Mid Day Meal programme for the children of age group 6-14 years [from Balvatika & Standard-1<sup>st</sup> to Standard 8<sup>th</sup>] studying in the Govt., Govt.-Aided, Local body, Gujarat schools.

The tender details are as under:

Sr.No.	Event's Name	Information
1	Tender Fees	<b>Rs. 5000/- (Five thousand only)</b> in the form of Demand Draft, Bank Guarantee
2	EMD (Earnest Money Deposit)	<b>Rs.23,19,206/- (Twenty Three Lakhnineteen Thousand two hundred six ONLY.)</b>
3	Last date for sending pre-bid queries	12/06/2025
4	Date, Time & place of pre-bidqueries meeting	<b>DATE :- 12/06/2025 TIME .11:00 AM</b> Add :- <b>Office of the Deputy Collector, P M Poshan Scheme, Rajkot Municipal Corporation, Room no.10, First Floor, Dr.Ambedkar bhavan , Dhebar road, Corporation Chowk, Rajkot – 360001.</b>
5	Last date for online submission of bids	Date :- 26/06/2025 TIME 18 : 10 Hrs
6	Last date of EMD + Tender fee + Hard copy of Tender documents	Date :- 30/06/2025 TIME 18 : 10 Hrs
7	Date & Time for opening of Pre-qualification and Technical proposal	Date :- 01/07/2025 TIME 11 : 00 AM
8	Date & time for opening of Financial proposal	Will be communicated to qualified bidder
9	MDM Award Criteria	On QCBS Selection method
10	Contact Details	Name: <b>Office of the Deputy Collector, P M Poshan Scheme, Rajkot Municipal Corporation, Room no.4, Above Adharcad Center, Dr.Ambedkar bhavan , Dhebar road, Corporation Chowk, Rajkot – 360 001.</b> Email: dy.collectormdmrhc@gmail.com

### 3. GENERAL TERMS AND CONDITIONS

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1. The tender forms will be available through <https://www.nprocure.com> website and must be submitted online before last date mentioned in NIT.
2. The financial bid of only qualifying bidders shall be opened in presence of bidder or its representative, who choose to attend the opening event of bid.(See 25.C)
3. The order will be awarded for supply of hot cooked meals under Mid-Day Meal programme to selected bidder/bidders by the competent GOVERNMENT after final evaluation of technical and financial bid submitted.
4. The bidder shall bear all cost associated with the preparation and submission of its bid, MDM will in no case, be responsible or liable for these cost, regardless of the conduct or the outcome of the bidding process.
5. BID Submission:Complete bidding process will be online (e-Tendering) in three cover system. Hard copy submission of bids shall be in accordance to the instructions given in the Table below:

Particulars	Instructions
<b>Cover 1:</b>	<b>Draft of EMD and Tender Fee as mentioned in NIT</b>
<b>Cover 2</b>	<b>The Pre-Qualification Proposal shall be prepared in accordance with the requirements specified in this RFP. Pre-Qualification Proposal should be submitted through online bid submission process and also in Hard Copy as mentioned in the NIT.</b>
<b>Cover 3</b>	<b>The Technical Proposal shall be prepared in accordance with the requirements specified in this RFP (AS PER ANNEXURE - I)</b>
<b>Cover 4</b>	<b>The Financial Proposal shall be prepared in accordance with the requirements specified in this RFP and in the format prescribed in Annexure - VI of the RFP. Financial proposal should be submitted through ONLINE only</b>
<b>Main Cover</b>	<b>The outer envelope containing Bid document must be packed into one shall be envelope and addressed to “Office of the Deputy Collector, P M Poshan Scheme, Rajkot Municipal Corporation, Room no.4, Above Adharcad Center, Dr.Ambedkar bhavan , Dhebar road, Corporation Chowk, Rajkot – 360 001.” and must be super scribed as “TENDER DOCUMENT SUBMISSION FOR IMPLEMENTING AGENCY FOR MID-DAY MEAL PROGRAMME FOR CLUSTERS OF SCHOOLS BELONG TO “RAJKOT MUNICIPAL CORPORATION”.</b>

**Note: GOVERNMENT will conduct the bid evaluation based on documents submitted through online e-tendering portal.**

**6. LATE BIDS:**

Any bid received by Municipal Commissioner RAJKOT after the deadline for submission of bids prescribed by Municipal Commissioner RAJKOT will be rejected and/or returned unopened to the bidder.

**7. Municipal Commissioner RAJKOT MDM's Right to Accept any Bid and to Reject any or All Bids**

- i. Municipal Commissioner RAJKOT reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Municipal Commissioner RAJKOT MDM's action.
- ii. The Municipal Commissioner RAJKOT reserve the right, in their sole and absolute discretion, to Amend the scope of the work, modify, cancel or suspend the tender process at any stage or the competitive selection process, at any time for any reason.

**8. Notification of Award**

- i. Prior to the expiration of the period of bid validity, Municipal Commissioner RAJKOT will notify the successful Bidder in writing by registered letter or by fax or email to be confirmed in writing by registered or hand delivered letter, that its bid has been accepted.
- ii. The notification of Award will constitute the formation of the Contract/MoU as mutually agreed terms & conditions as per attached (Annexure –)

**9. Payment Terms & Conditions**

- i. The Municipal Commissioner RAJKOT/ Competent GOVERNMENT will release the payment on monthly basis based on the reports received for the MDM programme implementation and actual services provided.
- ii. The competent GOVERNMENT will process the bills will ensure the release of payment upon receipt of duly verified reports / satisfaction certificate.

**10. Responsibility of State Government**

**i. Cooking Cost:**

The state government will pay / reimburse the cooking cost to the CSO/NGO as per the instruction / norms of GoI / State Government

**ii. Supply of Food grains:**

1. The CSO/NGO shall lift the food grains from Food Corporation of India (FCI)'s godown against the 'Release Order' issued by the State Government on the basis of allotted number of children and working days.

**2. Cook cum helpers:**

1. 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.

2. The State Government shall get the samples tested from any reputed laboratory regarding requisite calories and proteins contents at its own cost at regular intervals.

**11. Receipt of Donations:**

- i. The organization should give written commitments to inform to competent GOVERNMENT (Municipal Commissioner) 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 competent GOVERNMENT on monthly basis.
  - ii. The separate account must be maintained with the complete details of donor and bank transaction.
  - iii. The NGO shall not allow / sub-contract the programme or divert any part of the assistance (food grains / funds) to any other organization / agency.
12. Bid must be valid for the 180 days from last date of bid submission and all pages of bid documents must be sign and stamped by the organization seal.
13. **Completeness of Bid:** The bid should be complete in all respect. Failure to which all information required by RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its bid and forfeiture of the EMD.
14. **Amendments of RFP Documents:** All the amendments in the documents would be published on the e-Tendering portal and shall be part of RFP. GOVERNMENT also reserves the right to amend the dates mentioned in this RFP. If GOVERNMENT deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of previous of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
15. **GOVERNMENT's Right to Terminate the Process:**GOVERNMENT may terminate the RFP process at any time and without assigning any reason. GOVERNMENT reserves the right to amend/edit/add/delete any clause of this RFP Document. This will be informed to all and will become part of the RFP and information for the same would be published on the e-Tendering portal.
16. **Site Visit and Verification of Information:** The Bidders are encouraged to visit and examine the site or sites and obtain for itself, at its own responsibility and risk, all information that may be necessary for submission of the bid and entering into the Contract. The costs of visiting the site or sites shall be at the Bidder's own expense.

**17. Key Requirements of Bid:**

- RFP Document / Tender Fee: RFP can be downloaded from the website <https://www.nprocure.com>. RFP Document Fee of **Rs. 5000/- (FIVE THOUSAND ONLY)** shall be paid through **DD issued by** nationalized / scheduled commercial bank in favor of **"NAYAB COLLECTOR SHRI MADHYAN BHOJAN YOJNA"** Payable at **BANK OF BARODA, DHEBAR ROAD BRANCH, RAJKOT**. The RFP document fee shall be non-refundable.

- EMD (Earnest Money Deposit): In terms of this RFP, a bidder is required to submit EMD of **Rs.23,19,206/- (Twenty Three Lakh nineteen Thousand two hundred six ONLY.) (IN WORDS)** in the form of Demand Draft issued by nationalized / scheduled commercial bank in favor of **"NAYAB COLLECTOR SHRI MADHYAN BHOJAN YOJNA"** Payable at **BANK OF BARODA, DHEBAR ROAD BRANCH, RAJKOT.**
- Unsuccessful Bidders' EMD will be returned after award of the contract and signing of the contract agreement. The EMD of the successful bidder would be returned upon submission of Performance Bank Guarantee (for an amount equal to 10% of Total Contract Value That is Rs.77,30,687/- approx.)
- No interest will be paid by GOVERNMENT on the EMD amount.
- The Bid submitted without EMD will be summarily rejected.
- The EMD may be forfeited:
  - a) If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - b) In case of a successful bidder, if the Bidder fails to sign the contract in accordance with the terms and conditions of this RFP.
  - c) If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
  - d) If, during the bid process, any information is found false/fraudulent/mala fide, and then GOVERNMENT shall reject the bid and, if necessary, initiate action.

18. The decision of GOVERNMENT regarding forfeiting of the EMD shall be final and binding upon all the bidder

- i. GOVERNMENT shall not accept delivery of Bids in any manner other than that specified in this RFP. Bid delivered in any other manner shall be treated as defective, invalid and rejected.
- ii. The Bidder is expected to price all the items and services sought in the RFP and proposed in the technical proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the Bidder as per the scope of work and in accordance with the terms and conditions as set out in the Contract, without any exclusions / omissions / exceptions. Price to be inclusive of all adjunct / ancillary services and works, whether specifically mentioned or not
- iii. GOVERNMENT may seek clarifications from the Bidder on the technical proposal. Any of the clarifications by the Bidder on the technical proposal should not have any commercial implications. The Financial Proposal submitted by the Bidder should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the technical proposal during the evaluation of the technical offer.
- iv. Technical Proposal shall not contain any financial information.
- v. If any Bidder does not qualify the pre-qualification criteria stated in Section 1.4.5 of this RFP, the technical and financial proposals of the Bidder shall not be opened. Similarly, if the Bidder does not meet the technical evaluation criteria, the financial proposal of the Bidder shall be unopened in the e-Tendering system.



- vi. It is required that all the proposals submitted in response to this RFP should be unconditional in all respects, failing which GOVERNMENT reserves the right to reject the proposal.
19. **Modification and Withdrawal of Bids :** No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period specified by the Bidder on the bid form. Entire EMD shall be forfeited if any of the Bidders withdraw their bid during the validity period.
20. **Non-conforming Bids:** A Bid may be construed as a non-conforming proposal and ineligible for consideration:
- a. If it does not comply with the requirements of this RFP
  - b. If the Bid does not follow the format requested in this RFP or does not appear to address the particular requirements of GOVERNMENT
21. **Language of Bids:** The Bids should be submitted in English language only. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submitted with the bid, and English translation shall be validated at GOVERNMENT's discretion.
22. **Authentication of Bid:** Authorized person of the bidder who signs the bid shall obtain the letter from the bidder, which shall be submitted with the Bid. All pages of the bid and its annexure, etc. shall be signed and stamped by the person or persons signing the bid. The Bidder should submit a Power of Attorney authorizing the signatory of the Bid to commit on behalf of the Bidder.
23. **Acknowledgement of Understanding of Terms:** By submitting a Bid, each Bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.
24. **Evaluations Process:**
- a) GOVERNMENT will constitute a Bid Evaluation Committee (BEC) to evaluate the responses of the bidders
  - b) The BEC constituted by GOVERNMENT shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
  - c) The decision of the BEC in the evaluation of responses to the RFP shall be final. No correspondence shall be entertained outside the process of negotiation/ discussion with the Committee.
  - d) The BEC may seek clarifications from any bidder, as necessary proposals and may visit Bidder's client site to validate the credentials/ citations claimed by the bidder.
  - e) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

## 25. Bid Opening

**Since the programme entails provision of good quality wholesome meal to school children with provision of wheat/rice and cooking cost grant per child by Government at fixed norms so the NGO willing to contribute financially towards money spent for providing clean nutritious meal with extra calories shall be considered “H1” (To be selected). [Selection of “L1” like other bids would prove detrimental in providing good quality meals to school children]**

- a) Total transparency shall be observed and ensured while opening the Bids. All Bids shall be opened in the presence of the Bidder’s representatives who choose to attend the Bid opening sessions on the specified date, time and address.
- b) GOVERNMENT reserves the rights at all times to postpone or cancel a scheduled Bid opening.
- c) Bid opening shall be conducted in 2 (Two) Stages;
  - Stage 1 - RFP Document fee & EMD, Pre-Qualification Proposal and Technical Proposal
  - Stage 2 - Financial Proposal (online)

**The financial bid will be taken into consideration if the bidder obtains at least 60 Marks in Technical bid.**

- d) The venue, date and time for opening the Pre-qualification Proposal are mentioned in the Tender Notice in the RFP Volume I. The date and time for opening the Financial Proposals would be communicated to the qualified bidders.
- e) The Bidder’s representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for GOVERNMENT, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative of the Bidder remains absent; GOVERNMENT will continue process and open the bids of the all bidders.
- f) Pre-qualification proposal: GOVERNMENT shall open Cover 1 marked “RFP Document Fee and Earnest Money Deposit (EMD)”. If the contents of the Cover 1 are as per requirements of the RFP, GOVERNMENT shall open Cover 2 marked “Pre-Qualification Proposal”. Each of the Pre-Qualification condition mentioned in RFP is MANDATORY. In case the Bidder does not meet any one of the conditions, the bidder will be disqualified.
- g) Technical Proposal Evaluation: The Bidders are required to submit all required documentation in support of the evaluation (e.g. Detailed MDM citations and copy of work order, client contact information for verification, and all others components) as required for technical evaluation. GOVERNMENT shall inform to the technically Shortlisted Bidders about the date and venue of the opening of the financial proposals.

**Technical Evaluation will be out of 100 marks and that will be evaluated as per ANNEXURE - I. The financial bid will be taken into consideration if the bidder obtains at least 60 marks in Technical Bid.**

- h) Financial Proposal Evaluation: Financial Proposals for the technically qualified bidders will then be opened online on the notified date and time. Financial Proposals that are not meeting the condition mentioned RFP shall be liable for rejection.

- (I) Desire and willingness of centralized kitchen operators to add voluntarily additional calories / protein per meal per child over and above 525 Cal / 12 gms protein for Balvatika & Primary Student and 742.50 Cal/20 gms protein for Upper Primary student.
- (II) **Desire and willingness of centralized kitchen operators to add voluntarily additional cost per meal per child per cost over and above 7.37 Rs. for Balvatika & Primary Student and 10.50 Rs. for Upper Primary student.**  
As mentioned in Scope of Work Point No.6 Government will give food grains cooking cost per child per meal over and above this how much contribution is given by NGO/C.S.O. for per meal per child will be considered in Financial Bid. Financial Bid contains 50 marks and that will be evaluated as per ANNEXURE - VI.
- (III) As the Scheme provides mid-day meals to school children and Government provides wheat, rice etc. plus financial cost per meal, instead of "L1", "H1" shall be considered. i.e. the party who is technically strong and willing to contribute maximum towards extra calories and extra financial help shall be considered.
- (IV) Overall evaluation of Bidder (NGO/C.S.O) in terms of H1..H2..H3..will be evaluated as below.

**60 % of Technical Bid and 40 % of Financial Bid value will be considered as overall evaluation marks.**

#### **4. Pre-requisite for selection of CSO/NGO**

**Municipal Commissioner should keep the following aspects in mind while determining the suitability of a CSO/NGO for supply of cooked mid day meal:**

1. The CSO/NGO should be registered under the Societies Registration Act or the Public Trust Act, and should have been in existence for a minimum period of two years.
2. The CSO/NGO should have a properly constituted management and Governing Body with its powers and duties clearly defined in its constitution.
3. Name of all office bearers involved in the establishment and management of such organization 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.
4. Operation of the Centralized Kitchens should be entrusted under the PPP model to NGO. The NGO should be aware of local presence and should have familiarity with the needs and culture of the State.
5. The CSO/NGO should have a valid license under Food Safety and Standards GOVERNMENT of India (FSSAI).
6. CSO/NGO should give a commitment to supply nutritional, fresh and hot cooked meals to the cluster of schools on 'No-Profit' basis within limits of 40 kms. from central kitchen to the MDM centre/School.
7. CSO/NGO should give a commitment to abide by the MDM Guidelines issued by MHRD from time to time.
8. CSO/NGO should give willingness to work with PRIs/Municipal bodies in accordance with relevant guidelines of the State Government.

9. The CSO/NGO should have financial and logistic capacity to supply the mid day meal on the requisite scale.
10. The CSO/NGO should have a robust transport system for carrying the cooked mid day meals from Centralized Kitchen to schools which can maintain hot chain from Centralized Kitchen to last point.
11. The CSO/NGO should not discriminate in any manner on the basis of religion, caste and creed and should not use the programme for propagation of any religious practice

## **5.SCOPE OF WORK/TERMS AND CONDITIONS**

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- 1) The organization/NGO has to arrange the hot cooked good quality meals according to the **Gujarati** taste as per liking of children in the school campus. The organization has to make his own arrangements of cooking, transportation to the schools, manpower, kitchen equipments, serving utensils to include crockery and cutlery, gas cooking, RO/UV drinking water supply etc services and facility on turnkey basis.
- 2) To set up the centralized kitchen for providing Mid Day Meal to school students as per the decided measurement and menu through its own resources and as per the requirement of services.
- 3) To provide the service of transportation with containers to provide hot meal to all concerned schools on time on its own cost.
- 4) The organization/NGO should maintain all records of their daily consumption of food and cost as required by the government.
- 5) The organization/NGO will have to arrange for oils, vegetables, fuel etc., according to the decided appropriate menu in consultation with Commissioner according to the criteria decided by the government.
- 6) All infrastructural facilities, cooking vessels and related equipments, kitchen etc. will have to be arranged by the organization/NGO on its own cost.
- 7) The organization/NGO will have to maintain cleanliness in the kitchen , storage rooms and will have to use hygienic and clean water in the cooking procedure.
- 8) The taste of the food should be strictly maintained according to the likeness and taste of the children.
- 9) The quality of the food should be maintained as per the rules of Health and Family Welfare Department.
- 10) The organization/NGO will have to supply hot cooked meal per child per day having requisite of at least 525 kilo calories and 12 grams protein with the free permissible allocation of food grains (180 gram for Balvatika & primary and 265 grams for upper primary per child per day) as per menu prescribed for children studying in classes Balvatika & I-V and at least 742.50 kilo calories and 20 grams protein to children studying in classes VI-VIII, in the schools covered under Mid Day Meal Scheme of Rajkot District – Rajkot Municipal Corporation area, Rajkot (Name of District/ Districts). Subject to change in food norms of meals by State Government.
- 11) The indicative chart of food grains and calories for the different age of children are shown below:

Sr. no	Items	Requirement under MDM(in gms)	Energy content (in calories)	Protein content (in gms)	Requirement under MDM (in gms)	Energy content (in calorie)	Protein content (in gms)
1	Food grain(Rice/Wheat)	100	340	6	150	510	9
2	Pulses	20	70	3.5	30	105	7
3	Oil & Fat	10	45	---	10	68	---
4	Vegetables	50	25	2	75	38	3
5	Salt & Condiments			0.5			1
		<b>180 gms</b>	<b>525</b>	<b>12</b>	<b>265</b>	<b>742.50</b>	<b>20</b>

- 12) The healthy and hygienic food contains mandatory fresh vegetables, fruit and salad etc
- 13) The periodic medical checkup of the kitchen and serving staff shall have to be ensured by the organization/NGO
- 14) Separate dish washing unit with sanitizer / hygienic dish washing arrangements have to be ensured.
- 15) Daily garbage disposal must be taken care all time during and after the cooking preparation
- 16) Water purification system to be installed in dining hall/MDM Centre.
- 17) Water testing report is compulsory every three months.
- 18) The regular fumigation and pest control is required to be carried on regular interval of time as per usage of storage area to protect against rodents and pests.
- 19) Use of LPG to be properly secured through a piping system.
- 20) Use of gloves and headgear and apron is compulsory.
- 21) Fire protection measures to be taken to protect against any untoward incident.
- 22) Proper water arrangements for cooking, cleaning and heating.
- 23) Proper water disposal arrangements for waste water.
- 24) Adequate lighting arrangements inside and outside the kitchen premises according to its areas.
- 25) Time, quality & quantity of food will be determined by competent GOVERNMENT.
- 26) The NGO should have properly constituted management / Governing body with its power and duties clearly defined in its NGO. Name of all persons involved in operation/implementation of programme should be disclosed along with their roles and responsibilities in the organization.
- 27) The NGO should give commitment to supply meals to the cluster of schools on time as decided by the competent GOVERNMENT.

- 28) The NGO must provide commitments to abide by the MDM guidelines issued by State / Central Government from time to time.
- 29) The NGO should have financial and logistic capacity to supply the mid-day meal on the requisite scale.
- 30) The NGO must have robust transportation system for carrying the cooked mid-day meals from kitchen place to various schools as per time table decided by competent GOVERNMENT
- 31) The NGO should not discriminate in any manner on the basis of religion, caste, area and should not use programme other than its purpose.
- 32) The duration of contract period is of 3 Years from the date of commencement of work order. Each year will have minimum 240 working days.
- 33) The NGO has to follow the prescribed food and nutrition norms by MHRD/State Government from time to time.
- 34) The NGO should furnish a monthly report on lifting and utilization of food grains, funds as well as number of children covered along with documentary evidence.
- 35) The performance of the NGO in serving MDM to children should be assessed at any time during the contract period through credible system of evaluation.
- 36) Continuation of MOU with an NGO for the second and third year shall depend on its performance being found satisfactory in the current year.

## 6. TECHNICAL PROPOSAL

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Following documents are required as a part of Technical proposals

### ( a ) Organization Profile

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S No	Information	Details Required
1	Name of Bidding firm:	
2	Address and contact details of organization:	
3	Organization Registration Number and Year of Registration	
4	Web Site Address	
5	Status of Organization (Public Ltd., Pvt. Ltd.,/ NGO / CSO etc.)	
6	Organization certification	
7	EPF Registration No	
8	Company's Service Tax Registration No. /GST Reg. No.	
9	Company's Permanent Account Number (PAN)	
10	Organization's Turnover for the last 3 years (Year wise)	
11	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
12	Telephone number of contact person:	
13	Mobile number of contact person:	
14	Fax number of contact person:	
15	E-mail address of contact person:	

**Note: Technical evaluation bid will be evaluated as mentioned per ANNEXURE - I.  
All necessary documents supporting this evaluation should be attached.**

**( b ) Organization Technical Strength:**

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Bidders are required to provide a detailed approach & methodology to execute the entire MDM. Bidder has to provide the below required information in details separately along with documentary evidence.

1. Understanding of requirements and overall implementation approach to fulfill the requirement stated in the RFP
2. Details of proposed architecture, MDM plan to execute the MDM
3. Work plan/Methodology and its adequacy
4. Robustness and Quality
5. End to end integrated approach and execution plan
6. Equipment/material deployment plan
7. Timeline and modalities for overall implementation in a time bound manner
8. MDM planning for the fallback strategy and planning during the rollout
9. Quality control plan – Bidder's approach to ensure quality of work and deliverables
10. Risk management plan – Bidder's approach to identify, respond, / manage and mitigate risks
11. MDM monitoring and communication plan : Bidder's approach to MDM monitoring and communication among stakeholders.
12. Details about Mobilization of resources, training, deployment of manpower
13. Escalation matrix during the MDM execution
14. Details regarding any other area relevant to the scope of work and other requirement of the MDM.
15. Experience Details: The bidder is required to use following format to showcase the experience of executing similar assignments.

Sr No	Item	Details	Documents attached (Yes / No)
1	Name of the MDM		
2	Date of Work Order		
3	Client Details		
4	Scope of Work		
5	Contract Value		
6	Start Date / End Date		

**Note: (Fill the data for each MDM separately)**

### ( c ) Documents Required

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Sr. No	Document description	Document Attached (Yes / No)
1	Registration under ESIC / WC	
2	Proof of experience of preparing food by centralized kitchen in more than one district/across state.	
3	Copies of Income tax certificate for last 5 years	
4	If NGO has land for construction of kitchen proof of ownership of land	
5	Payment Certificate of employees for NGO	
6	Proof of laboratory facility	
7	Proof of Transportation facilities and drivers for supplying cooked food from kitchen to schools	
8	Proof of Automatic centralized kitchen facility	
9	Registration under payments & wages act	
10	Availability of fire safety equipments	
11	Storage facility for food grains, pulses, oils & vegetables	
12	Storage details during the transportation mode	
13	Cooking water availability & quality as per IS 10500 standard	
14	Health check up / vaccination of food handlers	
15	Food testing by NABL accredited Laboratory	
16	Quality of Raw material as per FSSAI guideline	
17	Details of food safety management system	
18	Availability of Supplier quality management system	
19	Background details of Cooks, Helper and other staff	
20	Hygienic Precaution taken by Cooks and Helpers while cooking	
21	Cleanliness of Centralized kitchen	
22	Food serving experience / demo case details	
23	Ready to Eat Packed Food experience	
24	List of awards / appreciation / achievements received in last 5 years	

### ( d ) Responsibilities of the CSO/NGO

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The organization/NGO has to provide the compliance matrix for each of the following requirements.

1. The CSO/NGO shall keep the food grains and other materials in hygienic conditions, free of pests, dust, insects, fungus etc.
2. Drinking water should be tested for its portability as per schedule decided by the States/UTs.
3. Only packed dals, salt, spices, condiments and oil with AG-MARK / FSSAI quality symbol should be used for cooking mid day meal.
4. The CSO/NGO shall ensure that the food articles shall be used in FIFO basis. Shelf life of the food articles needs to be checked from time to time.



5. In case the State has provision of egg/milk/fruit in the Menu and the CSO/NGO is not willing to provide the same, the State should make alternative arrangements to supply egg / milk/ fruit as prescribed in the menu.
6. The CSO/NGO should supply the cooked meal in good quality sealed insulated / stainless steel containers. Temperature of the mid-day meal when served should be maintained at or above 65° C.
7. The CSO/NGO should have adequate fire safety measures in the centralized kitchen.
8. Cooked Mid-day meal is fit for human consumption for four hours after cooking and it should be transported to schools and consumed by children within that time.
9. The CSO/NGO should ensure that cooked meal is transported and delivered at the school under the supervision of authorized person.
10. The CSO/NGO shall carry out training of CCHs on health, food safety, hygiene and methods of cooking at regular intervals.
11. CSO/NGO shall also ensure that CCH working at centralized kitchens are free from any disease particularly contagious diseases. CSO/NGO shall arrange medical check-up of CCH at least once in six months.
12. The CSO/NGO shall ensure that CCH are provided aprons, head gears, hand gloves during the cooking of mid-day meal.
13. The CSO/NGO shall ensure that premises should be clean, adequately lighted and ventilated and have sufficient free space for movement. Floor ceilings and walls must be maintained in a sound condition. The floor and skirting 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 of fly swats/flaps should be used to prevent flies getting into the premises. Windows, doors and other openings should be fitted with net or screens, as appropriated to make the premises insect free.

**Note: All compliances are mandatory for organization/NGO.**

## **7. Instructions:**

- Food grain/cooking cost shall be provided by the Government as per actual number of beneficiaries and as per prevailing rules/order of Government.
- Value quoted as total price must contain all the components required for the successful implementation of the MDM. Nothing extra will be paid by the GOVERNMENT beyond the value quoted in the above form, until the change is approved by GOVERNMENT.
- Price to be inclusive of all adjunct / ancillary services and works, whether specifically mentioned or not
- Taxes as applicable at the time of invoicing shall be considered. Any changes (upward or downward) in the taxes/duties shall be accordingly revised at the time of actual payments and paid. GST tax/Service Tax & Cess will be paid by GOVERNMENT as per the norms defined by Government of India at the time of actual payment.
- Bidder is requested to check final figure in all the totals of all sheets. GOVERNMENT is not responsible for errors in the financial bid document.
- Bidder should provide all prices as per the prescribed format specified in this RFP Only.
- All the prices are to be entered in Indian Rupees ONLY
- GOVERNMENT shall take into account all Taxes, Duties & Levies for the purpose of evaluation

- The Bidder needs to account for all Out of Pocket expenses, no additional payment shall be made by GOVERNMENT whatsoever.
- Bidder should refer the RFP for details on the technical requirements of the system and the benchmark specifications for the items mentioned in the financial formats.

## **8. LIABILITY / PENALTY CLAUSE**

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1. The CSO/NGO will be responsible for any untoward incident such as food poisoning of children due to serving of adulterated, contaminated or stale meal and entire responsibility for any civil and criminal liability arising out of that shall rest entirely with the NGO.
2. If the quality of meal is found to be sub standard or not fresh for human consumption, the school shall have the right to return the whole/entire or part of the cooked meal supplied to the children. No claim for compensations for such meals from the CSO/NGO shall be reimbursed.
3. The mid day meal should be supplied at the fixed time on every school day. In case the CSO/NGO fails to supply the hot cooked meal on a given day, the authorities shall have the option to procure the supply from any other suppliers/market and the cost of the same shall be deducted from the bills of CSO/NGO.
4. Contingency Plan for Medical Emergency: The State/CSO/NGO should have a Contingency Plan for any untoward incident. The names and telephone numbers of the nearest hospitals, Primary Health Center, Ambulance, Police, Fire Brigade should be displayed at prominent places

## **9. ARBITRATION**

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In the event of any dispute arising out of the arrangements the same shall be referred to the sole arbitration of the state governments or any other officer appointed by the state governments on its behalf. The proceedings held by arbitrator in making award will be in accordance with the provision of Indian Arbitration and Conciliation act 1996 or any statutory amendments thereof. The award of arbitrator shall be final and bindings on both parties

## **10. Renewal / Termination**

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The renewal of contract shall be subject to outcome of evaluation by a credible third party authorized by State Government. The evaluation study report should be submitted 2 months prior to the closure of the agreement period.

1. In the event, organization desires to stop the supply of the meals for any reason, it shall give three months' prior notice in writing to the Municipal Commissioner RAJKOT failing which the organization shall be liable for penalties as decided by the Government norms.
2. The state government shall be at the liberty to modify or terminate the agreement at any time during the contract period by giving 30 days' notice
3. The state government can terminate the agreement by giving 3 months' notice if the MHRD, Government of India does object this arrangement

## **11. Assets created through assistance from State Government**

**CSO/NGO should give written commitment to return to the State Government the permanent/semi-permanent assets, if any, acquired by it through the grants received under the MDM programme, once the agreement/MOU expire.**

## **12. Report**

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1. The CSO/NGO will furnish to the Government an Annual Report along with audited statement of accounts in terms of all grants received from the State Government and donations received in the name of Mid Day Meal Scheme, both in cash and kind, duly certified by an approved Auditor
2. All accounts, stock and registers maintained by the CSO/NGO should be open to inspection by officers appointed by the State Government / Central Government.

**ANNEXURE-I**  
**TECHNICAL BID EVALUATION**

<b>SR NO:</b>	<b>Evaluation Procedure</b>	<b>Evaluation Marks</b>	<b>MarksObtained</b>
<b>1</b>	<p>Has the non government organization done the following necessary registrations?(one mark on each registration /certificate)</p> <ol style="list-style-type: none"> <li>1. Registration under income tax 12A?</li> <li>2. Certificate of tax exemption under 80G?</li> <li>3. Audited account of last three financial Years are ready?</li> <li>4. Income tax return of last three Financial years are filled up?</li> <li>5. Do they posses License under factory act?</li> <li>6. Has they been Registered under a provident fund Act?</li> <li>7. Has they been registered under E.S.C.I act?</li> <li>8.Do they posses Food Safety Certificate under ISO Act?</li> <li>9. Have they obtained a license / registration under the Foreign Exchange Act?</li> <li>10. Any other registration necessary for NGO Providing centralized kitchens Service?</li> </ol>	<b>10 Marks</b>	
<b>2</b>	<p>Does an NGO have an experience of preparing food by centralized kitchen in more than one district/across state.</p> <p>1) If five years of experience with MDM Scheme in more than one district/state</p> <p>a) For every one year of experience with MDM Scheme in more than one district/state</p>	<p><b>15 Marks</b></p> <p><b>15 Marks</b></p> <p><b>3 Marks</b></p>	

	<p>2) Five years' experience with any other Government Department of Government for supply of food.</p> <p>a) For every one year of experience with any other Government institute/Department in more than one district/state of supply of food as good as MDM</p>	<p><b>10 Marks</b></p> <p><b>3 Mark</b></p>	
<b>3</b>	<p>Financial stability and strength of an NGO (By I.T certificate)</p> <p>1) For every yearly financial turnover of Rs.50 Lakhs or more</p> <p>2) In addition, for Income Tax Return of last 3 continuous financial years</p>	<p><b>5 Marks</b></p> <p><b>1 Mark per year Maximum 5 Marks</b></p> <p><b>Additional 5 Marks</b></p>	
<b>4</b>	<p>In what duration an NGO will complete the construction of centralized kitchen and establishment of machineries, vessels etc for providing MDM?</p> <p>1) If an NGO can complete the above necessity within six months then,</p> <p>2) on delay of every one month deduction of one mark</p> <p>3) If an NGO takes it to complete more than one year</p>	<p><b>10 Marks</b></p> <p><b>10 Marks</b></p> <p><b>(deduction of 2 Marks for delay of one month)</b></p> <p><b>00Marks (no mark)</b></p>	
<b>5</b>	<p>Can an NGO sustain on its own expenses? (If in case immediately grant is not provided by government)</p> <p>Capacity of obtaining donation in one year</p> <p>1) 1 crore or more</p> <p>2) Between 50 lakhs to 1 crore</p>	<p><b>15 marks</b></p> <p><b>15 Marks</b></p> <p><b>10 Marks</b></p>	

	<p>3) Between 25 lakhs to 50 lakhs</p> <p>4 ) Less then 25 lakhs</p> <p>For how much duration an NGO can sustain on its own expenses?</p> <p>If it can sustain for one year then....for every one month less (e.g. 11,10,9 months )</p>	<p><b>5 Marks</b></p> <p><b>3 Marks</b></p> <p><b>10 marks</b></p> <p><b>-1 Mark / month (Deduction of 1 mark)</b></p>	
<b>6</b>	<p>Does an NGO possess its own land for centralized kitchen?</p> <p>If yes then where?</p> <p>1) if two or more acres of land is possessed than</p> <p>2) If less than 2 acres land is possessed than proportionate marks accordingly.....</p> <p>3) If no land is owned then.....</p>	<p><b>10 Marks</b></p> <p><b>10 Marks</b></p> <p><b>-----</b></p> <p><b>00 Marks</b></p>	
<b>7</b>	<p>How much employees are currently working in an organization?</p> <p>1) If there are more than 100 employees then.....</p> <p>2) For every 10 less employees.....</p> <p>3) If no employees are working then....</p>	<p><b>5 Marks</b></p> <p><b>5 Marks</b></p> <p><b>-0.5 Marks (Deduction of 0.5 Marks)</b></p> <p><b>00 Marks</b></p>	
<b>8</b>	<p>Cleanliness of centralized kitchen and hygienic precautions taken by cook cum helper before, during and after preparation of food.</p> <p>(e.g. Hand gloves, apron, face mask, hair cap, hand sanitizer, non insecticide facility, lighting facility etc.)</p>	<p><b>05 Marks</b></p> <p><b>(on every precaution one mark and its lacking 1 marks deduction)</b></p>	
<b>9</b>	Installation of fire safety/proper lighting equipment in centralized kitchen	<b>03 Marks</b>	
<b>10</b>	Storage facility	<b>03 Marks</b>	
<b>11</b>	own laboratory facility with latest equipments for tastings of food and maintenance	<b>04 Marks</b>	

<b>12</b>	If own Transportation facilities for supplying cooked food from kitchen to schools	<b>10 Marks</b>	
	1) If an NGO have 20 or more close vehicles with temperature maintenance facility and drivers then	<b>10 Marks</b>	
	2) if an NGO have less than 20 close containers vehicles with temperature maintenance facility and drivers then(one mark for such two vehicles)	<b>05 Marks</b>	
<b>13</b>	Automatic centralized kitchen facility	<b>15 Marks</b>	
	1) If fully automatic latest machineries for cooking Procedure will be made available then,	<b>15 Marks</b>	
	2) If Semi automatic machineries for cooking Procedure will be made available then,	<b>10 Marks</b>	
	3) If Manual cooking Procedure will be made available then,	<b>05 Marks</b>	

**NOTE: The financial bid will be taken into consideration if the bidder obtains more than 60 Marks in technical bid.**

## **Annexure – II**

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### **Bid Covering Letter**

Date:

To

Subject: Selection of implementing agency for MID MEAL PROGRAMME In district:  
\_\_\_\_\_ on Turnkey basis

Reference: \_\_\_\_\_

Dear Sir,

With reference to your Selection of implementing agency for MID MEAL PROGRAMME In District:\_\_\_\_\_ on Turnkey basis, we hereby submit our Prequalification Proposal, Technical Proposal, and Financial Proposal, for the same.

We hereby declare that:

- a) We hereby acknowledge and unconditionally accept that the GOVERNMENT can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP and related documents, in short listing of bidder for providing services.
- b) We have submitted EMD of INR [ \_\_\_\_\_ ] in the form of [ \_\_\_\_\_ ] and Tender fee of INR [Rs. \_\_\_\_\_] herewith.
- c) We hereby declare that all information and details furnished by us in the Bid are true and correct, and all documents accompanying such application are true copies of their respective originals.
- d) We agree to abide by our offer for a period of 180 days from the date of opening of pre-qualification bid prescribed by GOVERNMENT and that we shall remain bound by a communication of acceptance within that time.
- e) We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the RFP. We do hereby undertake to provision as per these terms and conditions.
- f) In the event of acceptance of our bid, we do hereby undertake:
  - I. To supply the products and commence services as stipulated in the RFP document
  - II. To undertake the MDM services for entire contract period from the date of signing of the contract as mentioned in the RFP document.
  - III. We affirm that the prices quoted are inclusive of all services required to implement the Mid-Day Meal programme as per Government guidelines.
- g) We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.



- h) We understand that the GOVERNMENT may cancel the bidding process at any time and that GOVERNMENT is not bound to accept any bid that it may receive without incurring any liability towards the bidder.
- i) We fully understand and agree to comply that on verification, if any of the information provided in our bid is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the MDM, if selected to do so.

In case of any clarifications please contact on \_\_\_\_\_ or email at \_\_\_\_\_

Sign & seal  
Name of signing  
Designation

Date:

Place:

Organization Name:

Address:

### **Annexure – III**

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Format for Declaration by the bidder for not being Blacklisted / Debarred

Date:

To

Subject: Selection of implementing agency for MID MEAL PROGRAMME In district:  
\_\_\_\_\_ on Turnkey basis

Reference: \_\_\_\_\_

Dear Sir,

I, authorized representative of \_\_\_\_\_ hereby solemnly confirm that the organization “\_\_\_\_\_” is not debarred / black-listed by any Central / State Government / PSU / any other Government entity in India or similar agencies globally for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices or for any other reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, GOVERNMENT reserves the right to reject the Bid or terminate the Contract without any compensation to the successful bidder.

Sign & seal

Name of signing

Designation

Date:

Place:

Organization Name:

Address:

## **Annexure – IV**

(Format for Pre-bid queries)

- I. GOVERNMENT will host a Pre-Bid meeting as per the date mentioned in the NIT sheet. The representatives, limited to 2, of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the RFP and the proposed services required in reference to the scope of work in RFP. Pre-Bid meeting will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the MDM.
- II. All Bidder shall e-mail their queries to \_\_\_\_\_ in the prescribed form and manner as shown below.

Organization detail	Name of org: Address: Person Name: Telephone Mobile Fax Email: Website name:			
1	2	3	4	5
Sr No	Clause no	Page no	Content of RFP requiring clarification	Change requested / Clarification sought
Signature: Name of the Authorized signatory: Company seal: Date and Stamped				

The response to the queries will be published on <https://www.nprocure.com>. No telephonic queries will be entertained thereafter. This response of GOVERNMENT shall become integral part of RFP document.

- III. GOVERNMENT shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, GOVERNMENT reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring GOVERNMENT to respond to any question or to provide any clarification.
- IV. GOVERNMENT may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by GOVERNMENT shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by GOVERNMENT or its employees or representatives shall not in any way or manner be binding on GOVERNMENT.

## Annexure – V

## Format for Financial Proposal Cover Letter

Date :

To

Subject: Selection of implementing agency for MID MEAL PROGRAMME In district: \_\_\_\_\_ on Turnkey basis

Reference: \_\_\_\_\_

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical Specifications, Service Level Agreement & in conformity with the said bidding document for the same.

- I. I / We undertake that the prices are in conformity with the requirement prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties as per financial bid.
- II. I / We undertake, if our bid is accepted, to deliver the goods & services in accordance with the delivery schedule specified in the RFP.
- III. I/We undertake to successfully operationize the entire solution as per scope of work mentioned in the RFP document.
- IV. I/ We have examined and have no reservations to the Bidding Documents, including any corrigendum/addendums issued by competent GOVERNMENT.
- V. I/We understand that any additional hardware and software required to make the entire solution operational shall have to be provided by us.
- VI. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance bank guarantee as prescribed in the RFP.
- VII. I / We agree to abide by this bid for a period of 180 days from the date of bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
- VIII. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
- IX. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive. We agree to all the terms & conditions as mentioned in the RFP document and submit that we have not submitted any deviations in this regard.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document.

Sign & seal

Name of signing

Designation

Date:

Place:

Organization Name:

Address:

## ANNEXURE-VI

### FINANCIAL BID EVALUATION

SR NO:	Evaluation Procedure	Evaluation Marks	MarksObtained
1	<p>Desire and willingness of centralized kitchen operators to add voluntarily additional calories / protein per meal per child as follows,</p> <p>over and above 525 Cal / 12 gms protein for Balvatika &amp;Primary Student</p> <p>over and above 742.50 Cal/20 gms protein for Upper Primary student.</p> <p>per child for extra 10 calories 1 Mark and Maximum 25 marks.</p>	25 Marks (Maximum)	
2	<p>Desire and willingness of centralized kitchen operators to add voluntarily additional cost per meal per child as follows,</p> <p>cost per child over and above 7.37 Rs. for Balvatika &amp;Primary Student</p> <p>Cost per child over and above 10.50 Rs. for Upper Primary student.</p> <p>For voluntary addition 0.5 Rs per meal per child 5 Marks and Maximum 25 marks.</p>	25 Marks (Maximum)	

**NOTE: The financial bid will be taken into consideration if the bidder obtains at list 60 Marks in technical bid.**