



Memo No: ...1448.../...I...K.M./...26...

Dated- ...11.08.26

Subject: Invitation of Expression of Interest for Operation and maintenance of 02 (Two) no of MAA AAHAR Located at Kandi Sub Divisional Hospital and Kandi Bus Stand under Kandi Municipal Area of Murshidabad District

Apropos of the above E.O.I is hereby invited by the Executive Officer-Kandi Municipality on behalf of Kandi Municipality in the prescribed pro-forma enclosed herewith from the registered CLF/ALF/SHG of the DAY-NULM Department of this Municipality having previous experience for similar type of job for yearly Operation and Maintenance of 02 (Two) no of Maa Aahar Located at Kandi Sub Divisional Hospital and Kandi Bus Stand under Kandi Municipal Area of Murshidabad District.

A. Eligibility Criteria of Organization that can apply

The following Organizations can apply under the Scheme:

2. Registered CLF/ALF/SHG under DAY-NULM of Kandi Municipality. **(Preference will be given to those who are located within the territorial jurisdiction of Kandi Municipality having experience of running MAA AAHAR)**
3. The intending Authority must have enlisted under DAY-NULM Programme.
4. The indending organization must not have been black listed by the competent Government or by any of its department/agency.
5. The intending organization should not be directly/indirectly related to any employee of the DAY-NULM -Kandi Municipality.
6. The organization should have previous experience of working in the field of welfare, uplift of the urban poor with special focus on food entrepreneurship/preparation of Mid Day Meal in Schools/Canteens.
7. The Organization should be financially stable. Basic financial recors such as cash book, ledgers.
8. **The Organization should have the manpower with requisite skills necessary to run canteen on daily basis. The Staff should be proficient in Bengali. Preference would be given for running Mid-Day Meal Kitchen of School/s and /or Staff Canteen of Government/Semi Government/Organization of repute office.**
9. The organization should not have any pending legal cases against it. It should not have indulged in any misconduct, fraud and/or misappropriation of fund in the past.
10. Must having FSSAI Lisence



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B. Scope of Work:

1. **Rice, Dal, Sabji along with One Piece of Fish for 02 Days, Rice, Dal, Sabji along with One full table Egg for 04 Days and Rice, Dal, Sabji along with sufficient quantity of Soyabin for 01 Day in a week** to be served in hot condition as meal for the intending beneficiaries. The meal shall be served between 12.00 Noon to 03.00 P.M everyday uninterruptedly to all beneficiaries coming to the canteen. The Canteen shall remain in operation on holidays also.
2. No beneficiary shall be denied from without having the facility in the specific time period. Food shall be served on "First cum First serve" basis.
3. Pre-printed Coupon System prior to service to be introduced for collection of Rs. 5/- from each beneficiary towards cost of each subsidized meal. The report towards consumption of meal on daily basis shall have to be uploaded in earmarked portal.
4. Proper hygiene and COVID-19 appropriate behavior (whenever required) shall be strictly maintained for cooking and serving of meals. Use of masks, head covers, gloves etc by the SHG members engaged for the purpose shall have to be ensured.
5. Only LPG is to be used as the medium for cooking in the canteen for which separate connection has to be obtained by the shortlisted agency.
6. Kitchen and Canteen/Dining space has to be cleaned on daily basis and disposal of food waste shall have to be disposed in compliance of extant norms.
7. Use of plated made of "Salpata" or eco-friendly paper plates shall have to be used for serving of meal/s in the canteen. Thermocol and single use plastic less than 75 micron include plastic plates, glasses are to be strictly avoided as they are non-bio degradable.
8. Safe water has to be used for cleaning, cooking and drinking purpose.
9. Dress code to be maintained by the shortlisted agency for its members deployed in the canteen who shall also have to display name badge of the organization.
10. Rice shall be provided free of cost by the authority. However, proper accounting of which shall have to be maintained revealing their identity.
11. Physical verification of assets shall have to be done on half-yearly basis with prior intimation to the authority.

C. Maintenance of Recors:

1. Assets (Both Fixed and Movable) Register
2. Food Grain Register
3. Daily Meal Consumption Register.

D. Period of Contract: -

The initial period of contract is for 03(Three) years which, however, may be extended further on satisfactory performance.



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E. Pattern of Re-imbursement: -

1. Meal cost per unit is fixed @ Rs. 25/- (Rupees Twenty-Five Only) out of Which Rs. 05/- (Rupees Five Only) shall have to be collected from the beneficiary against issuance of pre-generated coupon. After every 15 days the amount taken from beneficiary @ 05/- (Rupees Five Only) of total beneficiaries has to be deposited to the Municipality dedicated account. At the end of each month, bill has to be raised for re-imbursement @ Rs. 25/- (Rupees Twenty-Five Only) per meal served in the particular month along with the proof of meal served per day towards support of such claim. Rice however, will be supplied free of cost to the canteen and as such it is over and above the meal cost of Rs. 25/- (Rupees Twenty-Five Only).
2. Amount Paid on basis of availability of fund from state.
3. Honorarium to the members of SHG will be at the same rates at which honorarium is paid to the SHG members for the Midday meal Centres i.e, @ Rs. 2000/- (Two Thousand Only/Per Month/Per Member subject to maximum of 04 Members/Per Canteen depending upon the actual number of footfalls of the beneficiary in that particular month.
4. Contingency-cum-monitoring expenses maximum of Rs. 15,000.00/Per Month per Canteen to be reimbursed for procurement of cooking gas, plates, hygiene Related consumables, etc which will be paid at actual on submission of bills along with supporting documents.
5. Any fixed assets like utensils, refrigerator, Mixture will be purchased by municipality and supply to Canteens on basis of demand.

F. Procedure of Submission of Application:

- a. Kandi Municipality would bring out this notification in the official Website of Kandi Municipality <https://kandimunicipality.com/> as well as Notice Board ventilation and endorsement to local offices of Kandi Municipality for wider Publication. It would be updated if any corrigendum will be done. The EOI document can be downloaded from the official website and will be available at the DAY-NULM department of Kandi Municipality at Kandi Municipality, Kandi School Road, P.O & P.S-Kandi, District: Murshidabad, Pin-742137 on all working days during this period.
- b. Only offline proposals will be received along with therequisite documents related to eligibility criteria.
- c. The all completed proposal addressed to the Executive Officer- Kandi Municipality should be dropped in a sealed envelope super scribe as "EOI for Operation and maintenance of 02 (Two) no of MAA AAHAR Located at Kandi Sub Divisional Hospital and Kandi Bus Stand under Kandi Municipal Area of Murshidabad District" in an earmarked Box kept at the DAY-NULM Department of Kandi Municipality upto 03.00 P.M on27/08/2026..... Received applications will be opened on the same day at 04.00 P.M or any time there-after.



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- d. Any incomplete application will be summarily rejected.
- e. Any sort of canvassing is strictly prohibited and will debar the organization from the selection process.

Not with standing anything contained in the Invitation Document, Kandi Municipality reserves the right to accept or reject any proposal without assigning any reasons thereof.

[Signature]
Sub Divisional Officer-Kandi
&
Administrator
Kandi Municipality

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Date: 11.08.2026

Copy forwarded for information to:

1. The Director –SUDA
2. The Joint Director SUDA looking MAA Programme
3. The Finance Officer, Kandi Municipality
4. The Nodal Officer- MAA AAHAR
5. The IT- Coordinator with request to upload in the official website of Kandi Municipality
6. Department Guard File.

[Signature]
Sub Divisional Officer-Kandi
&
Administrator
Kandi Municipality

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Copy forwarded for information with request for wide circulation to:

1. The District Magistrate-Murshidabad District
2. The Officer In Charge, Municipal Affairs, Murshidabad District
3. The Superintendent of Police- Murshidabad Police District
4. The Secretary-Murshidabad Zila Parishad
5. The CMOH-Murshidabad District
6. The D.I of School-Murshidabad District.

[Signature]
Sub Divisional Officer-Kandi
&
Administrator
Kandi Municipality