

**OFFICE OF DMO-CUM-SUPERITENDENT
DISTRICT HEAD QUARTER HOSPITAL, KORAPUT AT JEYPORE,
DIST- KORAPUT.**

HEALTH AND FAMILY WELFARE DEPARTMENT GOVT. OF ODISHA.

**"TENDER FOR DIET PREPARATION AND CATERING"
OF
DISTRICT HEAD QUARTER HOSPITAL, KORAPUT AT JEYPORE,
DIST- KORAPUT.**

DATE FOR SELLING OF TENDER : 04/02/2019
From 11 A.M TO 5 P.M (only working day)

LAST DATE OF RECEIPT OF TENDER : 18/02/2019 UP TO 1.00 PM

DATE OF PRE-BID DISCUSSION : 11/02/2019 at 11.00 AM

DATE OF OPENING OF BID : 18/02/2019 AT 5.00 PM

PLACE OF OPENING OF TENDER : OFFICE CHAMBER OF
CDM & PHO Koraput, (KORAPUT)

ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS : DMO-cum-SUPERITENDENT,
DHH KORAPUT at JEYPORE, DIST- KORAPUT.
PIN- 764001 (ODISHA)

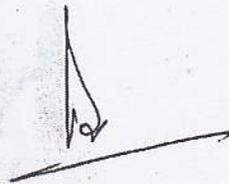
Sd/-L.M.Ratha,
Chief District Medical & Public Health Officer, Koraput,
District- Koraput.

TERMS AND CONDITIONS

**DIET CONTRACT FOR DISTRICT HEAD QUARTER HOSPITAL, KORAPUT AT JEYPORE, DIST-
KORAPUT FOR THE FINANCIAL YEAR 2018-19**

1. Introduction.

- I. This bid is open to agency/agencies and Self Help Groups (SHGs), satisfying the criteria laid down in this bid document who have the required operational experience in dietary services and its management.
- II. The selection committee will select an agency/agencies and Self Help Groups (SHGs), in accordance with the method of selection specified in this bid document.
- III. The work details have been mentioned in this bid document for the reference of the bidder and preparing the bid documents accordingly.
- IV. Interested Bidders are invited to submit a "Financial Bid" for providing services required for diet preparation and diet related services as per the standard norm and procedure of the Government of Odisha.
- V. The authority is not bound to accept any bid/s, and reserves the right to terminate the selection process at any time prior to the award of the contract, without showing any reason thereby. Keeping the greater interest of In-door patients in mind, the contract of the selected/ awarded agency may also be terminated by the hospital administration if prescribed quality standards are not adhered to. However, hospital administration's not bound to show any reason for cancellation of the bidding process or termination of contract.
- VI. The potential bidder can avail the tender/bid document from the office of the **DHH Koraput at Jeypore** by paying Rs.500/- for the bid document and another Rs. 500/- towards the processing fee of the bid. The amount paid towards the bid document and processing fee would be non-refundable. The cost of tender document and processing fee must be deposited along with the Bid documents by demand draft in favour of **DMO-cum-Superintendent, DHH Koraput Jeypore** payable at SBI Jeypore. The Tender Document is not transferable to any other bidder.
- VII. The bidder is expected to examine all instruction, forms, terms, specifications and other information in the bid/ tender document. Failure to furnish all information required for bidding or to submit the bid may be consider for rejection.
- VIII. The bidder would bear all cost in connection with the preparation of the bid and its submission. The undersigned would not bear any bid preparation cost and cost for submission of the bid.



- IX. In case of requirement, the undersigned would provide required information based on the request of the bidder, which is necessary for preparing the bid.
- X. This bid/tender does not commit to award the contract or to engage any agency through negotiations. Further, no reimbursable cost may be incurred in anticipation of award and in such cases: the undersigned would not be responsible to bear such costs incurred by the bidder.

2. Eligibility Criteria:

- I. The bidder should have a registered/ operating office in the district with staff strength not less than 10 members.
- II. The bidder. Outsourced agency should have relevant experience in diet preparation, diet services and overall management of diet in hospital or similar Government and/ or non-Government establishments.
- III. The bidder should have a minimum of 3 years experience in diet preparation and its supply/services in public or private institutions.
- IV. If the agency has provided similar type of services in any public/ private health institution/s, it would be the added advantage. The agency should provide required evidence in this regard.
- V. The agency must be a registered body under appropriate law of the State or Central Government and having the documentary evidence in this regard.
- VI. Any deviation/exception beyond the eligibility Criteria will be decision of the committee formed for the purposes.

3. Number of Bids:

- I. The bidder can apply only one bid in this tendering/bidding process.
- II. In case if a singly bidder submits multiple bids, either singly or in collaboration, all bids except one that most suitable as the decision of the committee would be liable for rejection.

4. Bid validity.

The bid would remain valid for period of 120 days from the date of submission.

5. Tenure of Contract:

The selected agency/bidder would be initially contracted for period of one year from the date of award of the contract. Based on the performance and feedback from different stakeholders, the contract may be renewed for another one year.

6. Payment schedule:

- I. The agency would be paid once in a month based on the case load and number of meals supplied. The number of diets prepared during "lunch" would be considered as the benchmark for calculation of number of patients/days or any such norms that is suggested and agreed upon mutually by the undersigned and the outsourced agency/bidder.



II. Hereby, it is mandatory for the undersigned to pay the dues to the agency on monthly basis after receipt of fund from State budget within 10 days of submission of bill by the outsourced agency.

7. Tender Fee:

All bidders are required to pay **Rs. 500/- (Rupees Five Hundred) only** towards Tender Fees in the form of Demand Draft drawn in favour of "**DMO-cum-Superintendent, DHH Koraput, Jeypore**". The Tender Fees is non-refundable and cannot be claimed by the tendering agency.

8. Tender processing Fee:

All bidders are required to pay **Rs. 500/- (Rupees Five Hundred) only** towards Tender Processing Fees in the form of Demand Draft drawn in favour of "**DMO-cum-Superintendent, DHH Koraput Jeypore**". The Tender Fees is non-refundable and cannot be claimed by the tendering agency.

9. Performance Bank Guarantee:

The agency, after selection, has to deposit "security money" in shape of Bank Guarantee amounting to **Rs. 70,000/- (Rupees Seventy Thousand) only** which should not be less than 5% of the total reimbursable amount within one week of signing the contract. The bank Guarantee would remain valid till end of the initial contract period and extendable if the contract gets extended.

10. Last date for submission of Bid.

The bid would be submitted in an appropriate form in a sealed envelope on or before 18 / 02 / 2019 by 04.00 PM. The bids received after the due date would not be accepted and liable for rejection.

11. Bid withdrawal:

After the submission of the bid, if so wished by the bidder, s/he may withdraw the bid with a payment of non-refundable amount of **Rs.500/-** towards processing fees.

12. Right to accept or Reject the bid:

The undersigned reserves the right to accept or reject any bid and the bidding process and reject all such bids at any time prior to award of contract, without showing any reason thereby.

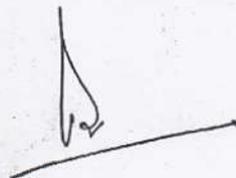
13. Opening of Bids:

The bids would be opened on 18 / 02 / 2019 at 05.00 PM in the office chamber of the **CDM & PHO Koraput** at Jeypore in the presence of the person nominated for the purposes and in presence of the bidders. The bidders would be requested to attend the bid opening and all present bidders shall put their signature on the bid as an evidencing of their attendance.

14. Bid Evaluation Criteria:

The bids would be evaluated on cost and quality basis i.e. the cost quoted by the bidder for each category of diet to be supplied to the patients in the hospital. The lowest quoted bidder adhering to the specified quality would be awarded the contract.

15. Disqualification:



The undersigned, seeking this bid, reserves under its sole discretion to disqualify any bid document if:

- I. The bidder submits the bid after last date of submission of bid.
- II. The bid document does not have the proof of similar nature of work in public/private health institutions or any such establishments of Government or Private agency.
- III. No registration Certificate (Photocopy) is attached to the bid document.
- IV. The bidder is blacklisted by any Govt. agency (declaration in this regard is to be given by the bidder)
- V. No attachment of bank draft towards processing fees of Rs.500/- and cost of the bid document amounting to Rs.500/-.

16. Adequacy of information:

Once the bidder submits the bid document, it will be assumed that the bidder carefully examined the bid documents to his/her entire satisfaction. Once the agency is selected on the basis of its submitted bid, the agency would be responsible to fulfill his/her obligation as per the submitted bid.

17. Address submission of bid:

The bidder should be address to the following:

Office of the DMO-cum-Superintendent, DHH Koraput at Jeypore,

At- Phulbada,

Po- Umuri B.O.

Dist- Koraput.

Pin- 764002, Odisha

18. Clarification on the bid:

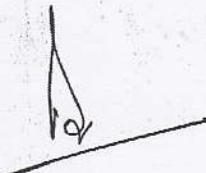
In case the bidder seeks further clarification, s/he may contact the following designated person for correspondence and providing clarification on the bid.

Name: Sri Uma Sankar Achary, Jr Clerk (9437814831)

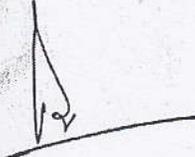
Sri Aditya Patnaik, Accountant NHM (9439992972)

19. General information to bidder:

- I. The successful bidder (also referred here as the agency or outsourced agency) would operate from the campus of the **DHH Koraput at Jeypore** and required basic infrastructure would be provided by the health institution to facilitate the smooth operation of the agency.
- II. The agency would be abided by the cost and quality norm as mentioned in the bid, diet guideline and communicated to them from time to time by the undersigned.
- III. The agency would recruit required number of staff for cooking and serving so that diet can be supplied to the in-door patients in time.
- IV. The agency would take up free health check-up of the cooking and serving staff from time to time, at least once in three month.



- VI. The agency would prepare and supply diet adhering to the quality norms specified by the **DHH Koraput at Jeypore**. The agency should also prepare different type of diet as per the indent placed by the **DHH Koraput at Jeypore** keeping in mind the diet requirement of different category of patients.
- VII. The agency would be responsible for procurement of different items required for preparing diet and storing it properly. The committee would not be responsible for any loss of procured items.
- VIII. Perishable items would be supplied on daily basis and for that supplier/suppliers would be identified jointly by the designated person of the committee and outsourced agency.
- IX. The committee would have right to monitor the quality of items purchased and used in the diet preparation process.
- X. The agency would manage kitchen waist in a scientific manner with due consultation with Hospital administration.
- XI. At any point of time i.e. during procurement of raw materials, processing, preparation of diet, serving the diet to the patients and cleaning the utensils/instruments, the dietician and/or any person from the committee can visit and interact with concerned person. The agency should not have any restriction to this rather the agency would facilitate such process to improve the service quality.
- XII. The agency would prepare and update the accounts details and maintain other related documents that are required for reimbursement of the expenses on monthly basis. In case of incomplete documents, the committee would not reimburse the incurred cost. The documents to be prepared should be supplied by the health institution before hand and maintained by the agency on daily basis. The financial and non financial documents would be subject to audit.
- XIII. The behavior of the serving staff of the agency towards the patients should be conductive and disciplinary action would be taken by the hospital administration, in consultation with the concerned agency, against the person/s violating the behavioral norm.
- XIV. The agency would be responsible to make alternative arrangements in case of situations such as staff strike, local strike (Bandh/hartal) etc. ensuring that the patients get diet in the appropriate time.
- XV. The agency would be abided by different Government notification, circulars, written instructions etc. published from time to time with regard to the subject. In case of requirement, the hospital administration would provide required clarity to the agency on the related notification, circulars etc.
- XVI. For any grievances, the agency would approach **DMO-cum-Superintendent DHH Koraput at Jeypore** and apprise them in written about the problem. It is the responsibility of the institution to comply with the grievances and solve it



the responsibility of the institution to comply with the grievances and solve it within a maximum one month time and decision would be communicated to the agency in the written forms.

- XVII. Any dispute arising in the process of managing the diet preparation and supply, both the party i.e. the outsourced agency and the hospital administration should discuss and take appropriate decision that is mutually agreed.
- XVIII. The undersigned reserves the right to cancel or renew the contract of the outsourced agency with prior notification of 7 days without assigning any reason thereof. The same condition is also applicable for the outsourced agency in case the agency wants to quit its service.
- XIX. The outsourced agency would provide uniform embedded with its logo to all the staff recruited by the agency. The agency would ensure that the recruited staff attend their duty with clean uniform and keeping themselves neat and clean while on duty.

20. Financial Proposals Form:

Sl. No.	Diet Type	Cost per meal	Cost per patient per day (This includes 2 meals and one breakfast)
1	General Diet		
2	Diabetic Diet		
3	Diet for Patients suffering from heart diseases		
4	Diet for CRF/CKD		
5	Full Liquid Diet		
6	Semi Solid Diet		
	Average Cost		

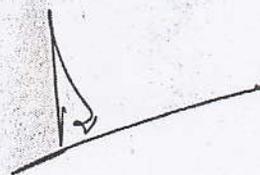
- N.B:**
1. The approximate daily average indoor patients is about 120 nos.
 2. The quoted rate cannot be more than the present Govt rate of Rs. 50/- per patient per day.
 3. The special diet for TB/HIV patients will be more by Rs10/- over and above the quoted rate since this special diet is ten rupees costlier. And the menu will be designed suitably.
 4. On the event of hike in Govt. rate the vendor will get proportionate benefit instead of the full declared rate of Govt..

Signature

(Name and designation of the person signing on behalf of the agency)

Date & Place

Name of the Bidder/Applicant.



FINANCIAL PROPOSAL FORM
(Annexure-B)

Sl. No	Diet Type	Cost per Meal			Cost per Patient per day
		Tiffin	Lunch	Dinner	
1	General Diet				
2	Diabetic Diet				
3	Diet for Patients suffering from heart diseases				
4	Diet for CRF/CKD				
5	Full Liquid Diet				
6	Semi Solid Diet				



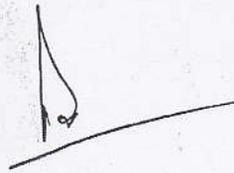
TENDER PAPER
FOR SUPPLY OF DIET FOR DHH Koraput at JEYPORE, DISTRICT- KORAPUT
FOR THE F.Y 2018-19
(Annexure-C)

(To be submitted along with Financial Proposal in separate Cover-B)

1. Name of the Bidder / Applicant:-
2. Whether the Bidder is NGO/ Agencies/SHG (attach proof):-
3. Registration Certificate with Xerox copy:-
4. Year of relevant experience in diet preparation with proof:-
5. Address of registration /operating office in the District:-
6. The Original tender book with terms and condition of the scheduled signed by the tenderer at the bottom of each page with Seal duly affixed:-
7. Valid food license copy:-
8. Staff strength:-
9. Amount of tender fee deposited with D.D No.(attached D.D.):-
10. Amount of Tender processing Fees deposited With DD No.(attached D.D.):-
11. Financial proposal form duly filled to be attached:-
12. Photo copy of the PAN card :-
13. Valid GST certificate:-
14. Labour License certificate if any(attached Xerox copy):-
15. Declaration Form:-

Signature if Bidder
Address
Telephone / Mob. :-
Date:-

(Bid should be addressed to the DMO-cum-Superintendent DHH Koraput at Jeypore, District- Korpaut super Scribered at the top of Envelope "Tender for Diet Preparation and Catering of DHH Koraput at Jeypore for the F.Y 2018-19" by regd. Post/ speed post/ courier only.)



DECLARATION FORM

I / We _____ having my/our branch office at _____ do declare that i/ we have carefully read all the general information, terms & conditions of bid of the **DMO-cum-Superintendent DHH Koraput at Jeypore, District- Korpaut** for supply of Diet (Dry & Cooked) for a period of one year from the date of agreement. I/ We will abide by all terms & conditions set forth in the bid for the year 2018 – 19.

I/We promise to maintain the behavioral norm to the staffs of the Dietary Department & Office of the **DMO-cum-Superintendent DHH Koraput at Jeypore, District- Korpaut** during the process of supply of diet (Dry & Cooked).

I/We also promise either to replace any damage/misplace to the Utensils/Dietary articles or discoloration occurs to the Dietary department during the process of supply of Diet (Dry & Cooked).

Signature of the Bidder :
Name & Address of the firm :
Date :



ANNEXURE - I

A 1.0 Diet Menu:

A 1.1 Non-Therapeutic Diet:

This general or routine diet must be nutritionally adequate either to maintain adequate nutrition or to improve the nutritional status. This general or full diet may be served to ambulatory patients who are not under therapeutic diet. This diet should contain minimum number of

rich foods and foods that require longer time for digestion, since hospital patients are physically less active than average normal persons. Patients who need adaptations or modifications in their diet, due to illness, accident or injury, may be served a modified diet until they become ambulatory patients who can be served the general diet. The composition of general diet highlighted below.

A 1.1.1 Full Diet [Adult]

1. This is for all adult patients who are not on therapeutic or modified diet.
2. The dietician should prepare a weekly diet calendar keeping the nutritional value intact

SN	Food Items	Vegetarian	Non-Vegetarian
A	Calories	2500	2500
B	Protein	75 gm	80 gm
C	Fat	60 gm	70 gm
D	Carbo-hydrates	420 gm	400 gm
	Diet Specification		
1	Cereals	350 gm	350 gm
2	Bread	50 gm	50 gm
3	Pulses	50 gm	25 gm
4	Milk/Curds	550 ml	300 ml
5	Green & other Vegetables	300 gm	300 gm
6	Potato or substitutes	100 gm	100 gm
7	Butter	10 gm	10 gm
8	Fats & oils	20 gm	30 gm
9	Sugar	50 gm	50 gm
10	Seasonal fruit	150 gm	150 gm
11	Meat/Fish/Chicken or Egg	-	100 gm; 2 egg
12	Tea / Coffee	7 gm / 15 gm	7 gm / 15 gm
13	Salt	10 gm	10 gm
14	Condiments	15 gm	15 gm
Note: Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm			

A 1.1.2 General Diet for Children [From Six Months to Three Year]

SN	Food Items	Quantum
A	Calories	1150
B	Protein	40 gm
C	Fat	55 gm
D	Carbohydrate	125 gm
Diet Specification		
1	Milk	1 lt.
2	Bread	50 gm
3	Egg	One
4	Sugar	50 gm
5	Orange	One
6	Banana	One
7	Butter	10 gm
Note: Attending mother of the child below six months would be provided with normal adult diet if the child is dependent upon mother's milk.		

A 1.1.3 General Diet for Children [3-9 Years]

SN	Food Items	Quantum
A	Calories	1450
B	Protein	50 gm
C	Fat	65 gm
D	Carbohydrate	125 gm
Diet Specification		
1	Milk	1.25 lt.
2	Bread	50 gm
3	Egg	One
4	Sugar	50 gm
5	Orange or Banana	One
6	Tea	7 gm
7	Butter	100 gm
8	Salt	10 gm
9	Green & other leafy vegetables	150 gm
10	Potatoes [for soup]	50 gm
Note: Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm		

A 1.1.4 General Full Diet [Children]

Table 5: General Full Diet [Children]			
SN	Food Items	Vegetarian	Non-Vegetarian
A	Calories	2000	2000
B	Protein	68 gm	75 gm
C	Fat	45 gm	55 gm
D	Carbo-hydrate	350 gm	340 gm
	Diet Specification		
1	Cereals	250 gm	250 gm
2	Bread	100 gm	100 gm
3	Pulses	25 gm	25 gm
4	Milk/Curds	750 ml	450 ml
5	Green & other vegetables	150 gm	150 gm
6	Potato or substitute	50 gm	50 gm
7	Butter	10 gm	10 gm
8	Fats & oil	10 gm	10 gm
9	Sugar	50 gm	50 gm
10	Tea / Coffee	7 gm / 15 gm	7 gm / 15 gm
11	Seasonal fruits	150 gm	150 gm
12	Meat/Fish/Chicken or Egg		100 gm; 2 eggs
13	Salt	10 gm	10 gm
14	Condi-ments	10 gm	10 gm
Note: Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm			

A 1.1.5 Full Soft Diet [Children]

SN	Food Items	Vege-tarian	Non-Vege-tarian
A	Calories	1800	1800
B	Protein	55 gm	65 gm
C	Fat	55 gm	55 gm
D	Carbohydrate	275 gm	260 gm
	Diet Specification		
1	Cereals	100 gm	100 gm
2	Pulses [Dal]	50 gm	50 gm
3	Bread	100 gm	100 gm
4	Milk/Curds	750 ml	450 ml
5	Green & other vegetables	150 gm	150 gm
6	Potato or substitute	50 gm	50 gm
7	Butter	10 gm	10 gm
8	Fats & oil	10 gm	10 gm
9	Egg or Paneer	25 gm	One
10	Sugar	50 gm	50 gm
11	Tea / Coffee	7 gm / 15 gm	7 gm / 15 gm
12	Seasonal fruits	150 gm	150 gm
13	Meat/Fish/Chicken or Egg		100 gm; 2 eggs
14	Salt	10 gm	10 gm
15	Condiments	10 gm	10 gm

Note: Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm

Day	Breakfast	Lunch	Dinner
Sunday	Apple one and Bread-100gm	Rice-50gm Dalma- [Dal 15 Gm + Veg50 Gm +Potato 25 Gm] Veg Potato fry- [Veg 50gm+ Potato 25gm]	Rice-50gm Dalma- [Dal 15 Gm + Veg50 Gm +Potato 25 Gm] Veg Potato fry- [Veg 50gm+ Potato 25gm]
Monday	Apple one and Bread-100gm	Roti/Rice-50gms, Dal-15gm, Vegetable-50gm, Potato-25gm, Paneer-25gm	Roti/Rice-50gms, Dal-15gm, Vegetable-50gm, Potato-25gm, Paneer-25gm

Tuesday	Orange one and Suji Kheer	Rice-50gm Dalma- [Dal 50gm + Veg 150gm], Veg potato fry [Veg 50gm + Potato 25gm]	Rice-50gm Dalma- [Dal 50gm + Veg 150gm], Veg potato fry [Veg 50gm + Potato 25gm]
Wednesday	Banana one and Suji Kheer	Rice Khichdi [Veg 100gm + Rice 25] Potato Varta- [Potato 50gm]	Rice Khichdi [Veg 100gm + Rice 25] Potato Varta- [Potato 50gm]
Thursday	Apple one and Simei kheer	Rice-50gm Dalma- [Dal 15gm + Vegetable 75gm + Potato-25gm] Veg fry- 100gm	Rice-50gm Dalma- [Dal 15gm + Vegetable 75gm + Potato-25gm] Veg fry- 100gm
Friday	Orange one and Custard	Rice-50gm Dal-15gm Egg Curry- [Egg one]	Rice-50gm Dal-15gm Egg Curry- [Egg one]
Saturday	Banana one and Bread-100gm	Rice-50gm Dal-15gm Soyabean-20gm	Rice-50gm Dal-15gm Soyabean-20gm
<p>Note: The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality</p>			

A 1.2 Therapeutic Diet:

The progressive therapeutic diet is classified as follows:

1. Liquid Diets: [i] Clear liquid and [ii] Full liquid
2. Soft diets
3. Light diets

A 1.2.1 Liquid Diet-Clear / Full Liquid Diet

Clear Liquid Diet is for patients in the pre or post operative stage for one or two days. This diet should be completely free of any solids even those found in the milk. Only clear liquids such as tea or coffee without cream or milk, clear soup etc. should be given. This diet is nutritionally inadequate but to be used for a very short period of time. Full liquid diet should be given for all acute conditions before diagnosis

Table 8: Full Liquid Diet for Adults

SN	Food Items	Vegetarian
A	Calories	1500
B	Protein	45 gm
C	Fat	60 gm
D	Carbohydrates	190 gm
	Diet Specification	
1	Milk	1 lt.
2	Bread	100 gm
3	Butter	20 gm
4	Egg / Milk	One / 100 ml milk [Veg.]
5	Green & other Vegetables [for soup]	150 gm
6	Potato or substitutes	100 gm
7	Sugar	50 gm
8	Seasonal fruit	150 gm
9	Tea / Coffee	7 gm / 15 gm
10	Salt	10 gm
Note:		
1. Patients who do not take egg may be given 100 ml of milk		
2. Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm		

Liquid diet is suitable for the conditions such as [1] Head injuries [2] Gastrostomy cases [3] Paralytic Syndrome and other conditions where patients are unable to swallow [4] First 24-48 hrs in cardiovascular disorders [5] Post operative cases [6] Severe burns etc.

Table 9: Liquid Diet by Calorie Norm

SN	Particular	Diet	Quantum
A	Diet of 1000 Calories	Milk	750 ml.
		Sugar	50 g
		Fruit for juice	200 g
		Dal/protein hydrolysate*	25 g
		Oil	10 g
		Approx. Nutritive Value	
		Calories	980
		Protein	30 g
		Fat	40 g
		Carbohydrate	125 g

		Note-if milk is not tolerated, equal amount of curd can be given; * Any high protein product.	
B	Diet of 1500 Calories	Milk	1 Litre
		Sugar	100 g
		Fruit for juice	200 g
		Vegetables for soup	200 g
		Dal/Egg	50 g
		Oil	10 g
		Approx. Nutritive value	
		Calories	1510
		Protein	50 g.
		Fat	50 g.
		Carbohydrate	215 g.
		Note-if milk is not tolerated, equal amount of curd can be given	
		Sugar	100 g
		Fruit for juice	200 g
		Vegetables for soup	200 g
		Dal/Egg	50 g
		Oil	10 g
		Approx. Nutritive value	
		Calories	1510
		Protein	50 g.
		Fat	50 g.
		Carbohydrate	215 g.
		Note-if milk is not tolerated, equal amount of curd can be given	

Breakfast	Milk-300ml
Mid-Morning [10.00 AM]	Plain Custard Milk-150ml 30gm Custard Sugar-5gm to 7gm
Lunch [1.00 PM]	Grinded & Stained Rice + Dal + Oil [5ml] rich in MUF & DUF
Evening Tea [4.00 PM]	Milk with/without sugar 300ml
Dinner [7.00 PM]	Rice & porridge (30gm Rice / suji sugar-5gm, milk-100ml)
Bed Time [10.00 PM]	Barley Water [15gm Barley+150ml milk] vol. 300ml
Note: The diet menu is suggestive & may be changed based on the recommendation of the dietician / medical officer	

A 1.2.2 Soft Diet

This diet is intermediate between a full liquid and light diet. It should be served to patients who are convalescing from surgery, gastro-intestinal disturbances and acute infections. This diet can be nutritionally adequate when planned on the basis of a normal diet. The food should

be soft in texture and consistency, easy to chew and contain low roughage. The diet would be made of simple, easily digestible foods and should contain no harsh fibre and no rich or highly flavoured foods. It should be a high calorie-high protein diet. A slight modification of this diet may be mechanically softened or dental soft diet which requires little or no chewing.

SN	Food Items	Vegetarian	Non-Vegetarian
A	Calories	2250	2250
B	Protein	60 gm	65 gm
C	Fat	55 gm	60 gm
D	Carbohydrates	360 gm	360 gm
	Diet Specification		
1	Rice or Dalia	200 gm	200 gm
2	Bread	50 gm	50 gm
3	Pulses	100 gm	100 gm
4	Milk/Curds	500 ml	200 ml
5	Egg or Paneer	25 gm	One

6	Green & other Vegetables	300 gm	300 gm
7	Potato or substitutes	100 gm	100 gm
8	Butter	10 gm	10 gm
9	Fats & oils	20 gm	30 gm
10	Sugar	50 gm	50 gm
11	Seasonal fruit	150 gm	150 gm
12	Meat/Fish/Chicken or Egg	-	100 gm; 2 egg
13	Tea / Coffee	7 gm / 15 gm	7 gm / 15 gm
14	Salt	10 gm	10 gm
15	Condiments	15 gm	15 gm

Note:

1. Vegetables should be cooked, Mashed [Pureed] and sieved, Dieticians should prepare a detail weekly diet calendar without altering the nutritional and calorie norm
2. Dietician should prepare a weekly diet calendar in accordance to the calorie and nutritional norm

Table 12: Weekly Semi-Solid Diet menu

Day	Breakfast	Lunch	Dinner
Sunday	Bread-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml
Monday	Suji Halwa-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti/Rice-50gms,Dal-15gm,Vegetable-50gm,Potato-25gm,Paneer-25gm
Tuesday	Bread-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml
Wednesday	Semia-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml
Thursday	Custard-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml

Friday	Rice-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml
Saturday	Sugar-100gm	Khichdi(Rice-100gm+Dal50gm),Sntula Bharta(Mixed/Brinjal bharta-100gm),Kheer-150gm	Roti-100gm Dalma-150gm/Santula-250gm Kheer/Milk-250ml

Note:

The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality

A 1.2.3 Light Diet:

This diet is very similar to a soft diet and includes all foods mentioned in the soft diet in addition to simple salads such as fruits or sliced tomato.

A 1.2.4 Diet for Diabetes Mellitus

Table 13: Diet by Calorie Norm for patients suffering from Diabetes					
Food Items	1200 Cal	1500 Cal	1800 Cal	2000 Cal	2500 Cal
Cereals & millets.	125g	175 g	225g	225 g	350g
Pulses legumes	50 g.	50g.	50g	75g	75g
Milk products.	500 ml.	500 ml.	750 ml.	750 ml.	750 ml.
Green Vegetables	200 g	200 g	200 g	200 g	200 g
Other Vegetables	200 g	200 g	200 g	200 g	200 g
Fruits	1 Portion.	1 Portion.	1 Portion.	1 Portion	2 Portion
Paneer/egg	30g/one	30g/one	30g/one	30g/one	30g/one
Oil Sugar	10 g	15 g	15 g	20 g	25 g
Sugar	-	-	-	-	-
Approx Nutritive Value					
Calories	1195	1485	1795	1960	2490
Protein	50	60	70	80	90
Fat	35	45	55	60	70
Carbohydrate [CHO]	170	240	255	275	375

Foods can be allowed liberally: Green leafy vegetables, vegetable salads without oil dressings, Lime, Lemonade, clear soups.

Note:

1. Roasted Bengal gram and fenugreek seeds can be included in the diet as these have been shown to have a hypoglycaemic effect.
2. One portion of fruit providing 10 g. carbohydrate can be determined from the fruit exchange list.
3. Black coffee or tea without milk or with milk from the day's allowance.
4. Chutneys and pickles without oil, Pepper [Golamaricha] and Cumin [zeera] water, Jamun [Jamu Koli], Phalse, rasbbery

Foods to be avoided:

1. Soft drinks, all beverages not listed above
2. Alcohol and wines,
3. Fried foods, Sugar. Honey, Jams, sweets, cakes, pastries.

Note: Potatoes, Colocasia [Saru], yam [Khamba Alu], mangoes, banana are to be avoided but may be consumed as food alternatives, strictly in accordance to the Food Exchange List.

Table 14: Weekly Diet Menu for Diabetes Mellitus

Day	Breakfast	Lunch	Dinner
Sunday	Idli 3pc -240gm Sambar-100gm Fruit-80gm (Orange/Apple)	1 Cup rice-150gm or 3 Roti, Dal-100gm, Non- Veg. Curry-100gm or Paneer-100gm	Rotti-2-100gm Dalma-100gmm Milk & Milk product- 1glass(240ml)
Monday	Phulka-2-100gm Santula-100gm Fruit-80gm	1 Cup Rice-150gm/3 Roti Dal-100gm Veg Curry-100gm Salad-1 Quarter plate	Rotti-2-100gm Cholle masala-100gm Santula-100gm Milk & Milk Product-1glass
Tuesday	Dalia Upma- Vegetable- Fruit-80gm	1 Cup Rice/3 Roti-150gm Dalma-100gm Karela bharta-100gm Salad-100gm	Rotti-2-100gm Vegetable Curry-150gm Dal-100gm Milk & Milk Product(240ml)
Wednesday	Chakuli-2-100gm Matar Curry-150gm Fruit-80gm	1 Cup Rice/3 Roti-150gm Dal-100gm Non Veg. Curry-100gm Paneer-100gm	Rotti-2 Veg. curry-150gm Dal-100gm Milk & Milk Product(240ml)
Thursday	Idli-3 Sambar-100gm Fruit-80gm	1 Cup Rice/Roti-3- 150gm, Dalma-100gm, Brinjal bharta 100gm, Curd-80gm	R o t i - 2 - 1 0 0 g m , D a l - 100gm, mix bhaja- 100gm, Milk & Milk Product(240ml)

Friday	Roti-2-100gm Santula-100gm Fruit-80gm	1 Cup Rice/3 Roti-150gm Dal-100gm Veg Curry-100gm	Roti-2-100gm Rajmah-100gm Santula-100gm, Milk & Milk Product(240ml)
Saturday	Dalia Upma- Vegetable- Fruit-80gm	1 Cup Rice/Roti- 150gm, Dal-100gm Veg curry-100gm Raita-50gm	Roti-2-100gm, Dal-100gm Brinjal bharta-100gm, Milk & Milk product(240ml)
<p>Note: The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality</p>			

A 1.2.5 Diet for Cardio-Vascular Disorders

Acute myocardial infarction or cardiac failure

Salient features: Low cholesterol, low fat (unsaturated), sodium restricted, low calories and frequent liquid feeds. Low & Modified Fat Diet for Atherosclerotic Conditions:

SN	Particulars	Diet Specification	Quantum
A	1000 Calories liquid diet.	Milk and milk products	750 ml.
		Egg [white]	One
		Fruit for juice	200 g.
		Vegetables for soup	200 g.
		Cereal (for porridge, bread)	150 g.
		Sugar	20 g.
		Oil (unsaturated)	10 g.
		Approximate Nutritive Value	
		Calories	1020
		Protein	40 g.
		Fat	40 g.
		Carbohydrate	150 g.
		Sugar	20 g.
		Oil (unsaturated)	10 g.
		Note: Light tea, Coffee, jelly, sweet drinks can be given.	
B	Maintenance Diet – 1800 Calories	Milk and milk products	750 ml.
		Egg [white]	One

	Paneer / meat/chicken	30/50 g.
	Fruit	200 g.
	Dal	25 g.
	Vegetables	400 g.
	Cereal	200 g.
	Sugar	20 g.
	Oil (unsaturated)	15 g.
	Approximate Nutritive Value	
	Calories	1815
	Protein	70 g.
	Fat	55 g.
	Carbohydrate	260 g.
	Sodium	385 g.
	Potassium	2671 mg.
	Note: Salt and foods in which salt or baking power has been added are to be avoided	
<p>Foods to avoid:</p> <ol style="list-style-type: none"> 1. Glandular meat e.g. Kidney, liver and brain 2. Whole milk, cream, ice cream and other preparations made out of whole milk 3. Butter, ghee, hydrogenated fat, coconut oil, palm oil, Egg yolk, processed cheese 4. Sweets of all kinds, cakes, pastries 5. Dry nuts like almonds, walnut, groundnut, coconut 6. Fried foods 7. Cocoa and chocolate based drinks 8. All aerated waters 9. Alcohols and wines <p>High sodium foods – (To be avoided if the person has hypertension and oedema)</p> <ol style="list-style-type: none"> 1. Bread, biscuits, eggs, cakes, pastries. 2. Canned vegetables, soups and fruits. 3. Salted or smoked fish, chicken, cheese etc. 4. Salted nuts, peanut butter, salted pickles, samosa etc. 5. Any other food in the preparation of which baking powder has been used <p>Note: Green leafy vegetables have high sodium content and therefore should be consumed after boiling the vegetable and discarding the water.</p>		

Table 16: Weekly Diet Menu for Patients of Heart Disease

Day	Breakfast	Lunch	Dinner
Sunday	Roti 3pc medium size, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable Chicken/fish-75 gm/ Egg-2pc/ Paneer 50gm exchange	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk
Monday	Idli 3pc medium size, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable, Meal Maker/Sola curry/ Besan curry Fruits-apple/orange/ banana-one medium size	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk
Tuesday	Chakuli 3pc medium size, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable, Meal Maker/Sola curry/ Besan curry Fruits-apple/orange/ banana-one medium size	Roti Dalma/Mixed bhaja/ Mixed vegetable curry, One glass of milk
Wednesday	Upama, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable Chicken/fish-75 gm/ Egg-2pc/ Paneer 50gm exchange	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk
Thursday	Chuda Puha, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable, Meal Maker/Sola curry/ Besan curry Fruits-apple/orange/ banana-one medium size	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk

Friday	Roti 3pc medium size, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable Chicken/fish-75 gm/ Egg-2pc/ Paneer 50gm exchange	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk
Saturday	Idli 3pc medium size, sambar and chatni	Rice/Roti-150gm, Dal-25-25gm Sabaji(mixed)-150gm- Seasonal vegetable, Meal Maker/Sola curry/ Besan curry Fruits-apple/orange/ banana-one medium size	Roti/Dalma/Mixed bhaja/Mixed vegetable curry, One glass of milk

Note:

The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality

A 1.2.6 Diet for in Acute & Chronic Renal Disease**Salient Features:**

1. Provision of low protein, low sodium and low potassium diet
2. The protein given should be of good quality to minimize workload of kidneys
3. Adequate calories to prevent utilization of protein for energy

Table 17: Diet by Protein Requirement

SN	Particulars	Food Items	Quantum
A	20 g. Protein diet	Milk and Milk Products	200 ml.
		Egg/ Panner	One/30 g.
		Cereals	50 g
		Potato or root vegetable	100 g
		Other vegetables	100 g
		Sago	100 g
		Arrowroot powder	100 g.
		Unsalted butter	25g
		Cooking fat	25 g
		Sugar	75 g

		Approx Nutritive Value	
		Calories	1900
		Protein	20 g
		Fat	60 g
		Carbohydrate	320 g
		Sodium	136 g
		Potassium	922 mg
		Note: 1. Sugar can be increased as the diet aims at providing enough calories. 2. Use of salt during cooking is to be avoided 3. All green leafy vegetables and potato should be boiled and water is to be discarded.	
B	30 gm. Protein diet	Milk and Milk Products	250 ml.
		Egg	1/30 g
		Paneer	75 g
		Cereals	100 g
		Potato	100 g
		Other vegetables	100 g
		Fruit	100g
		Sago	100g
		Arrowroot powder	100g
		Unsalted butter	25g
		Cooking fat	25g
		Sugar or glucose	50g
		Approx Nutritive Value	
		Calories	2070
		Protein	30 g
		Fat	70g
		Carbohydrate	330 g
		Sodium	225 mg
		Potassium	1545 mg

		Note: 1. Sugar can be increased as the diet aims at providing enough calories. 2. Use of salt during cooking is to be avoided 3. All green leafy vegetables and potato should be boiled and water is to be discarded.	
C	40 gm. Protein diet	Milk and Milk Products	350 ml.
		Egg/ Paneer	1/30
		Cereals	30
		Other vegetables	150 g
		Potato	100 g.
		Sago	50 g.
		Arrowroot Powder	100 g.
		Unsalted Butter	25 g.
		Cooking fat	25 g.
		Sugar	50 g.
		Approximate Nutritive Value	
		Calories	2155
		Protein	40 g.
		Fat	75 g.
		Carbohydrate	330 g.
		Sodium	230 mg.
		Potassium	1552 mg.
	Foods to avoid in Renal disorders: 1. Extra milk or milk products 2. Meat, Fish, Chicken, extra egg etc. 3. Pulses, extra cereals, legumes, peas, beans. 4. Dry fruits, peanut, coconut, cashew nuts & other nuts. 5. Cakes, pastries, jam, jellies 6. Squash, lemon, fruit, juices 7. Vegetables which are rich in protein, sodium and potassium such as dried peas, spinach etc.		

Table 18: Weekly Diet Menu for Chronic Renal Failure [CRF] / Chronic Kidney Disease [CKD]			
Day	Breakfast	Lunch	Dinner
Sunday	Porridge (Sagoo) Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato, Egg white of one egg	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar
Monday	Sagoo Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar
Tuesday	Semia Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar
Wednesday	Semia Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato, Egg white of one egg	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar
Thursday	Chuda Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar
Friday	Chuda Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato, Egg white of one egg	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cerels 100gm-Milk 30gm-Sugar

Saturday	Rice Raw-100gm Milk-100gm Sugar-30gm to taste	Rice-150gm Dal-1 cup(15gm) Sabji(Seasonable vegetable except Green Leafy Vegetable, Potato & Tomato	Rice/Rotti Sabji-150gm Porridge-(kheer)-50gm- Cereals 100gm-Milk 30gm-Sugar
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Note:

The diet menu is suggestive and may change as per the availability of the proposed items. The concerned dietician / medical officer would be the final authority to take appropriate decision on the menu without compromising the quality

A 1.2.7 High Protein High Calorie Diet:

This type of diet is suitable for [1] Tuberculosis [2] Chronic fevers and infections [3] Post- surgical Cases and [4] Burns.

Food Items	Quantum
Cereals	400 g.
Pulses	50 g.
Roots & tubers	100 g.
Green leafy vegetables	200 g.
Other vegetables	200 g.
Eggs / Panner	2/60 g.
Fruit	200 g.
Milk & Milk Products	1 litre
Fats and oils	25 g.
Sugar	50 g.
Tea or coffee	7 / 15 g.
Approximate Nutritive Value	
Calories	3085
Protein	110 g.
Fat	85g.
Carbohydrate	470 g.

Note:

Nutritive value of the diet may be further enhanced by addition of 100 gm. of full cream milk powder. Diet may also be supplemented with high protein foods.

Annexure II: Diet Prescription Slip

Diet Prescription Slip

Sl. No.	Date of Issue						
District		Institution Type			MCH	DHH	
Block / Sub-division					SDH	AH	
Patient's Name					CHC	PHC	
Patient's Age		Gender			Male	Female	
Diagnosed Disease		Diagnosis Date					
Name of the Doctor		Admission Date					
Expected days of stay		Expected Discharge Date					
Prescribed Diet:							
Date	Breakfast		Lunch		Dinner		Special Diet, if any
	Diet Type	Diet	Diet Type	Diet	Diet Type	Diet	
<p>Signature of the Dietician</p> <p>Name:</p> <p>Place:</p> <p>Please mention the Diet Type by date: [1] Normal Diet; [2] Semi-solid Diet; [3] Full-Liquid Diet; [4] Diet for Cardio-Vascular; [5] Diet for Diabetic; [6] Diet for CRF/CKD; [7] Diet for Paediatric</p>							

[Handwritten Signature]

Annexure IV: Stock Issue Register

Stock Issue Register:

Month	Date	Voucher / Bill No	Particular	Received		Issued		Balance Stock	Remark
				QT.	Price	Date	QT		

Annexure V: Indent Slip

Indent Slip:

Date:

Ward:

Diet Time	Diet Type	No. of Persons
Breakfast		
Lunch		
Dinner		
Signature		

