



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya- 793003  
(CIN No. U75144ML2012NPL008509)  
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MBMA/2022/809 (i)

Dated 29th September 2022

### OFFICE ORDER

In order to streamline activities and cost relating to refreshment/food and accommodation across MBDA / MBMA, the following shall be followed:

- For all meetings / trainings/ workshops etc, refreshments and food shall paid be as per rates of the Secretariat Administrative Department (SAD), Main Secretariat, Government of Meghalaya (Copy of the order enclosed)
- For internal meetings / trainings/ workshops of staff, refreshments and food to be arranged on rates not exceeding Ordinary category of SAD rates
- VIP/buffet rates shall be applicable only for meetings involving external guests / non –MBDA guests and with the prior approval of Director and above.
- For arrangements for workshops / meetings / trainings etc , written request with details of work and budget approvals to be sent to the concerned team for necessary action
- Accommodation, wherever and whenever arranged by the Organization and where Organization is paying the room rent, written request with approval from reporting officers shall be sent to concerned team for necessary action. However, charges related to food and refreshments at place of stay shall be borne by respective Staff / Consultant / Official.
- Accommodation for staff on official visits shall be arranged on sharing basis or as per entitlement on the basis of TA/DA rules of the organization.
- A deviation on the above, if any, is subjected to approval from the competent authority.

The above comes into effect with immediate date and until further orders.

**Gunanka DB, IFS**

**Executive Director**

**Meghalaya Basin Development Authority**

**Additional Project Director, CLLMP & MegLIFE**

#### Copy to:

1. Chief Executive Officer, Meghalaya Basin Development Authority & PD, CLLMP
2. Chief Executive Officer, Meghalaya Basin Management Agency & PD, Megha LAMP / MegLIFE
3. Executive Director, Meghalaya Basin Development Authority / Meghalaya Basin Management Agency
4. Director, Meghalaya Basin Development Authority
5. Deputy Project Director, Megha-LAMP
6. General Managers, Meghalaya Basin Management Agency, All Divisions / Components
7. All Components / Divisions, Meghalaya Basin Management Agency / Meghalaya Basin Development Authority
8. All DPMs (EKH/WKH/WGH/SWGH/NGH/EGH/SGH/EJH/WJH/RB)

**GOVERNMENT OF MEGHALAYA**  
**SECRETARIAT ADMINISTRATION DEPARTMENT, NAZARAT**

119/98,

Dated Shillong, the 1<sup>st</sup> November, 2019

**OFFICE ORDER**

The Government of Meghalaya is please to appoint the under mentioned Firms as approved suppliers of refreshments to the Meghalaya (Civil) Secretariat for the year 2019 – 2022 at the rates indicated against each item with immediate effect and until fresh appointment is made: -

**Particulars & Rates Approved :-**

| Sl. No. | Name of the approved firm | Particulars of approved items |                                                                                                                                            | Approved Rates in |
|---------|---------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.      | M/s Eden Restaurant       | Packed Lunch Ordinary         | <b>Veg Packed Lunch Ordinary : Any five items including Mineral water</b>                                                                  | 190/-             |
|         |                           |                               | a. Plain Rice/ Veg Fried Rice                                                                                                              |                   |
|         |                           |                               | b. Peas Pulao/ Lemon Rice/ Veg Pulao/ Kaju Peas Pulao                                                                                      |                   |
|         |                           |                               | c. Mix Veg/ Methi Veg/ Methi Chaman/ Veg Kolapuri/ Veg Jal Frizi/ Dum Alu Kashmiri                                                         |                   |
|         |                           |                               | d. Dal Fried/ Dal Mahuni/ Plain Dal/ Dal Tadka/ Dal Pachmela.                                                                              |                   |
|         |                           |                               | e. Panner Butter Masala/ Panner Makhanwalu/ Panner Pasanda/ Panner Bagam Bhar/ Mattor Panner/ Palak Panner/ Panner Labchdar/ Panner Burji. |                   |
|         |                           |                               | f. Alu Bhaji/ Brinjal/ Fried/ Karela Fried/ Finger Chips/ Potato Chips/ Banana Chips/ Bhindi Fried.                                        |                   |
|         |                           |                               | g. Rosmalai/ Gulab Jamun/ Kalakand/ Kaju Barfi/ Gajar ka Halwa/ Mug Dal Halwa.                                                             |                   |
|         |                           |                               | h. Mineral Water/ Papad/ Salad/ Pickle (Complimentary)                                                                                     |                   |
|         |                           |                               | <b>Non – Veg Packed Lunch Ordinary : (Any five items including Mineral Water)</b>                                                          | 225/-             |
|         |                           |                               | a. Plain Rice/ Chicken s/w fried Rice/ Chicken Fried Rice                                                                                  |                   |
|         |                           |                               | b. Chicken Pulao/ Mutton Pulao/ Chana Pulao/ Kashmiri Pulao                                                                                |                   |
|         |                           |                               | c. Dal Fri/ Dal Tadka/ Plain Dal/ Mix Dal/ Dal Makhani/ Dal Pachmela                                                                       |                   |
|         |                           |                               | d. Murg Laziz/ Murg Afgani/ Mottor Masala/ Mottor Bhuni/ Badami Godst.                                                                     |                   |
|         |                           |                               | e. Mix Veg/ Kadai veg/ Methi Mottor Malai/ Veg Kolapuri                                                                                    |                   |
|         |                           |                               | f. K. Panner/ Panner Pasand/ Panner Kurchan/ Panner Angara                                                                                 |                   |
|         |                           |                               | g. Mineral Water/ Papad/ Salad/ Pickle (Complimentary)                                                                                     |                   |
| 2.      | M/s Eden Restaurant       | Buffet Lunch V.I.P.           | <b>Veg Buffet Lunch V.I.P ( Eight Items including Mineral Water And Complimentary Dessert</b>                                              | 350/-             |
|         |                           |                               | 1. Plain Rice/ Vg Fried Rice/ Lemon rice/ Zeera Rice                                                                                       |                   |
|         |                           |                               | 2. Peas Pulao/ Veg. Pulao/ Kaju Pulao Peas Pulao/ Kashmiri Pulao/ Chana Pulao.                                                             |                   |
|         |                           |                               | 3. Mix. Veg/ Alu Mottor/ Dum Alu/ Lachale Alu Udaipuri/ Veg Jal Frazi                                                                      |                   |
|         |                           |                               | 4. Dal Fri/ Dal Tadka/ Dal Makhani/ Plain Dal/ Dal Dhuba Tadka                                                                             |                   |
|         |                           |                               | 5. Mattor Panner/ Panner Labahdar/ Panner Pasanda/ Panner Burji                                                                            |                   |
|         |                           |                               | 6. Alu Bhaji/ Brinjal/ Fried/ Karela Fried/ Finger Chips/ Potato Chips/ Banana Chips/ Bhindi Fried.                                        |                   |
|         |                           |                               | 7. Achi Panner Tekka/ Malai Panner Tekka/ Veg Sheek Kabab/ Ajwani Panner                                                                   |                   |
|         |                           |                               | 8. Rosmalai/ Gulab Jamun/ Kalakand/ Kaju Barfi/ Gajar ka Halwa/ Mug dal Halwa                                                              |                   |
|         |                           |                               | 9. Mineral Water/ Papad/ Salad/ Pickle (complimentary)                                                                                     |                   |

| Sl. No. | Name of the approved firm | Particulars of approved items |                                                                                                                          | Approved Rates in |
|---------|---------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|
| 2.      | M/s Eden Restaurant       | Buffet Lunch V.I.P.           | Non- Veg Buffet Lunch V.I.P ( Eight Items including Mineral Water And Complimentary Dessert)                             | 390/-             |
|         |                           |                               | 1. Plain Rice/ Veg. fried Rice/ Lemon rice/ Jeera Rice                                                                   |                   |
|         |                           |                               | 2. Peas Pulao/ Veg Pulao/ Kaju Peas Pulao/ Kashmiri Pulao/Chana Pulao                                                    |                   |
|         |                           |                               | 3. Veg Palau/kasmiri Palau/ Kaju Palau/ Peas Palau/ Chana Palau.                                                         |                   |
|         |                           |                               | 4. Plain Dai/ Dal Dadkhu/ Dal Dhaha Tadkhu/ Dal Makhani/ Dal fri                                                         |                   |
|         |                           |                               | 5. Mix Veg./Kadai Veg/ Veg Chatpata/ Dum Alu Kashmiri/ Alu Udaipuri.                                                     |                   |
|         |                           |                               | 6. K. Panner/Panner Pasanda/Panner Bagam Bhut/ Methi Mottor Malai/ Panner Burji/                                         |                   |
|         |                           |                               | 7. Chitekka Masala/Murgh Methi/ Murgh Laziz/ Murgh Anarkali/ Kichi Mugh Labahdar/ Chi Keshu/ Chi Farid puri/ Chi Bhartu. |                   |
|         |                           |                               | 8. Mutton Bhunu. Mutton Masala/ K. Dry Mutton/ Mutton Rogan lush/ Badami Gosist.                                         |                   |
|         |                           |                               | 9. Fawa Fish/ Fish Masala/ Estm Fish Masted Sake/ Fish Takva Masala.                                                     |                   |
| 3.      | M/s United Food Centre    | Ordinary                      | 2 items & Tea @ 85/- (Per Person)                                                                                        |                   |
|         |                           |                               | 1. Veg Sandwich                                                                                                          | 20/-              |
|         |                           |                               | 2. Cheese Sandwich                                                                                                       | 30/-              |
|         |                           |                               | 3. Veg. Envelop                                                                                                          | 35/-              |
|         |                           |                               | 4. Veg Patties                                                                                                           | 30/-              |
|         |                           |                               | 5. Paneer Patties                                                                                                        | 40/-              |
|         |                           |                               | 6. Veg Samusa                                                                                                            | 15/-              |
|         |                           |                               | 7. Veg Pakora                                                                                                            | 25/-              |
|         |                           |                               | 8. Veg. Chop                                                                                                             | 40/-              |
|         |                           |                               | 9. Paneer Pakora                                                                                                         | 30/-              |
|         |                           |                               | 10. Veg. Nuggets                                                                                                         | 30/-              |
|         |                           |                               | 11. Veg. Finger                                                                                                          | 40/-              |
|         |                           |                               | 12. Cheese Ball                                                                                                          | 40/-              |
|         |                           |                               | 13. Cheese Potato Shoot                                                                                                  | 25/-              |
|         |                           |                               | 14. Finger Chips                                                                                                         | 30/-              |
|         |                           |                               | 15. Veg. Cutlet                                                                                                          | 30/-              |
|         |                           |                               | 16. Veg. Spring Roll                                                                                                     | 40/-              |
|         |                           |                               | 17. Cheese corn nuggets                                                                                                  | 40/-              |
|         |                           |                               | 18. Veg. pie                                                                                                             | 10/-              |
|         |                           |                               | 19. Potato Chips                                                                                                         | 40/-              |
|         |                           |                               | 20. Paneer nuggets                                                                                                       | 25/-              |
|         |                           |                               | 21. Kalakand Pista                                                                                                       | 20/-              |
|         |                           |                               | 22. Kalakand Plain                                                                                                       | 20/-              |
|         |                           |                               | 23. Boiled Cake                                                                                                          | 25/-              |
|         |                           |                               | 24. Rasgullah Big                                                                                                        | 20/-              |
|         |                           |                               | 25. Rasgullah Medium Size                                                                                                | 20/-              |
|         |                           |                               | 26. Sandesh                                                                                                              | 15/-              |
|         |                           |                               | 27. Kaju Barfi                                                                                                           | 15/-              |
|         |                           |                               | 28. Barfi Plain                                                                                                          | 25/-              |
|         |                           |                               | 29. Cham Cham                                                                                                            | 25/-              |
|         |                           |                               | 30. Gulab Jamun Big                                                                                                      | 20/-              |
|         |                           |                               | 31. Gulab Medium                                                                                                         | 10/-              |
|         |                           |                               | 32. Sweet Etc.                                                                                                           | 20/-              |
|         |                           |                               | 33. Mineral Water                                                                                                        | 15/-              |
|         |                           |                               | 34. Coffee                                                                                                               | 15/-              |
|         |                           |                               | 35. Milk Tea                                                                                                             | 15/-              |
|         |                           |                               | 36. Black Coffee                                                                                                         | 15/-              |

| No. | Name of the approved firm | Particulars of approved items | Approved Rates in                       |
|-----|---------------------------|-------------------------------|-----------------------------------------|
| 3.  | M/s United Food Centre    | Ordinary                      | 37. Red Tea                             |
|     |                           |                               | 38. Green Tea                           |
|     |                           |                               | 39. Bakery Biscuit (2 pc)               |
|     |                           |                               | 40. Digestive Biscuit (2 pc)            |
|     |                           |                               | 41. Biscuits                            |
|     |                           |                               | Cake                                    |
|     |                           |                               | 42. Plain Cake (1 pc)                   |
|     |                           |                               | 43. Marble Cake (1 pc)                  |
|     |                           |                               | 44. Chocolate Cake (1 pc)               |
|     |                           |                               | 45. Fruit Cake (1 pc)                   |
|     |                           |                               | Pasty                                   |
|     |                           |                               | 46. Black Forest Pasty                  |
|     |                           |                               | 47. Pineapple Pasty                     |
|     |                           |                               | 48. Chocolate Pasty                     |
|     |                           |                               | 49. Butter Scotch Pasty                 |
|     |                           |                               | 50. Cereal Pasty                        |
|     |                           |                               | 51. Swiss Pasty                         |
|     |                           |                               | Nuts                                    |
|     |                           |                               | 52. Almond Fry (8 pc)                   |
|     |                           |                               | 53. Cashewnut Fry                       |
|     |                           |                               | 54. Nuts etc.                           |
| 4.  | M/s United Food Centre    | For VIP                       | 3 items with Tea & Mineral Water @115/- |
|     |                           |                               | 1. Chicken Sandwich                     |
|     |                           |                               | 2. Chicken Envelop                      |
|     |                           |                               | 3. Chicken Patties                      |
|     |                           |                               | 4. Chicken tikka patties                |
|     |                           |                               | 5. Chicken Tikka Roll                   |
|     |                           |                               | 6. Mutton Samusa                        |
|     |                           |                               | 7. Chicken Pakora                       |
|     |                           |                               | 8. Chicken Chop                         |
|     |                           |                               | 9. Chicken Wanton Fry (2 pc)            |
|     |                           |                               | 10. Veg Wanton Fry                      |
|     |                           |                               | 11. Chicken Nuggets (2 pc)              |
|     |                           |                               | 12. Chicken Finger (2 pc)               |
|     |                           |                               | 13. Chicken Ball fry (4 pc)             |
|     |                           |                               | 14. Fish Finger (2 pc)                  |
|     |                           |                               | 15. Fish Finger (2 pc)                  |
|     |                           |                               | 16. Chicken outlet                      |
|     |                           |                               | 17. Chicken Spring Roll                 |
|     |                           |                               | 18. Chicken Pie                         |
|     |                           |                               | 19. Fish Outlet                         |
|     |                           |                               | 20. Fish Ball fry (4 pc)                |
|     |                           |                               | Cake                                    |
|     |                           |                               | 21. Plain Cake (1 pc)                   |
|     |                           |                               | 22. Marble Cake (1 pc)                  |
|     |                           |                               | 23. Chocolate Cake (1 pc)               |
|     |                           |                               | 24. Fruit Cake (1 pc)                   |
|     |                           |                               | Pasty                                   |
|     |                           |                               | 25. Black Forest Pasty                  |
|     |                           |                               | 26. Pineapple Pasty                     |
|     |                           |                               | 27. Chocolate Pasty                     |
|     |                           |                               | 28. Butter Scotch Pasty                 |
|     |                           |                               | 29. Cereal Pasty                        |
|     |                           |                               | 30. Swiss Pasty                         |
|     |                           |                               | Nuts                                    |
|     |                           |                               | 31. Almond Fry (8 pc)                   |
|     |                           |                               | 32. Cashewnut Fry                       |
|     |                           |                               | 33. Nuts etc.                           |

**Approved Suppliers :-**

1. M/S.Eden Restaurant, G.S.Road,Shillong -I

2. United Food Centre, Secretariat Hills Shillong-I — 9402178961 — Raju.

The supply should be made from time to time and immediately on demand. The materials supplied should strictly conform to the quality as approved by the Government.

The Government reserve to themselves the right to cancel the supply at any time during the period of supply (contract), if the supply is found to be irregular, not punctual or not of approved quality. The security deposit of the firm (s) may also be forfeited to the Government and the firm(s) in question may be debarred from taking any Government supply (contract) in future, if needed.

The rates approved are exclusive of all taxes etc. payable, free delivery at the site of the indenting office.

*M. Kharpan*  
(M. Kharpan)

Deputy Secretary to the Govt. of Meghalaya,  
Secretariat Administration Department (Nazarat).

Dated Shillong, the 1<sup>st</sup> November, 2019.

Memo No. SAN.39/2019/98-A,

**Copy forwarded to :-**

1. All approved suppliers.
2. Accountant General (Audit) Meghalaya Addl. M.S. Building, Shillong-I
3. Secretariat Administration Department (Accounts)
4. Director of Printing & Stationery (Gazette Wing), Meghalaya, Shillong for favour of publication in the next issue of the Meghalaya Gazette.
5. Printing & Stationery Department.
6. Chief Minister's Secretariat.
7. Commissioner of Taxes, Meghalaya, Shillong.
8. All Heads of Department for information. They are at liberty to have their own rates approved by their own Departmental Purchase Boards. This may be brought to the notice of all District Offices under their control.

By order etc.,

*M. Kharpan*  
Deputy Secretary to the Govt. of Meghalaya,  
Secretariat Administration Department (Nazarat).