



Manipal University Jaipur

Policy on Ethical Sourcing of Food and Supplies

1. Introduction

Manipal University Jaipur values the role of ethical sourcing in fostering sustainability, responsible procurement, and the ethical treatment of workers and communities involved in producing the food and supplies utilized at the university. This policy outlines our commitment to aligning our practices with responsible sourcing for food and supplies, reinforcing our values through sustainable and ethical procurement.

2. Objectives

2.1. Sustainability

To encourage sustainable practices that reduce environmental impact and contribute to conservation efforts and raise awareness about sustainable food amongst stakeholders.

2.2. Ethical Treatment

To guarantee the ethical treatment of workers and communities involved throughout the production and supply chain of our food and supplies.

2.3. Transparency

To ensure transparency in our sourcing practices and to share information about the origin and impact of our products with the university community.

3. Ethical Sourcing Principles

3.1. Environmental Responsibility

Manipal University Jaipur is committed to sourcing food and supplies produced through environmentally responsible practices, such as sustainable agriculture, responsible fishing, and practices that minimize environmental impact.

3.2. Fair Labor Practices

We expect our suppliers to uphold fair labor practices, providing fair wages, safe working conditions, and protection of workers' rights.

3.3. Local and Community Support





Whenever possible, the university will prioritize local and regional suppliers to bolster local economies and community development.

3.4. Animal Welfare

We advocate for the humane treatment of animals in food production and support sourcing products from suppliers who follow ethical animal welfare standards.

3.5. Certifications

Manipal University Jaipur will prioritize products that bear recognized certifications for ethical sourcing and sustainability, such as Fair Trade, USDA Organic, or Rainforest Alliance.

4. Supplier Selection and Evaluation

4.1. Supplier Assessment

The university will evaluate and select suppliers based on their adherence to our ethical sourcing principles.

4.2. Ongoing Evaluation

Regular evaluations of suppliers will ensure continued compliance with ethical sourcing standards.

5. Transparency and Communication

5.1. Information Disclosure:

Manipal University Jaipur will communicate information about ethical sourcing practices, certifications, and the impact of sourced products to the university community.

6. Education and Awareness

6.1. Education Programs:

The university will conduct educational programs, workshops, and campaigns to raise awareness about ethical sourcing and its importance within the university community.

7. Evaluation and Improvement





7.1. Regular Assessment:

- a. This policy will be periodically reviewed to evaluate its effectiveness in promoting ethical sourcing.
- b. Feedback from the university community and suppliers will be considered for improvements.

8. Conclusion

Manipal University Jaipur is dedicated to ethical sourcing practices that align with our commitment to sustainability, responsibility, and ethical treatment of workers and communities. This policy document reflects our pledge to ensure that the food and supplies used within our institution uphold these principles and contribute to a better future for all.

Version History

Number	Year	Major Revision
Version 4.0	2023	Focus on awareness
Version 3.0	2022	Modification in procurement process
Version 2.0	2021	Special Clauses due to COVID 19
Version 1.0	2020	Initial policy

Approval

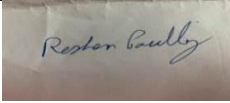
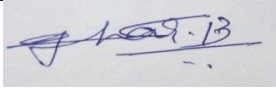





STANDARD OPERATING PROCEDURE

Quess Food Services (QFS) – Raw Material Specification (For commonly consumed raw materials across QFS)

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DOCUMENT DETAILS

This is a new SOP made for Quess Food Services (QFS). Timely revisions going forward made will be updated in below list.

DOCUMENT CODING

QFS –Quess Services, PR- Procurement, Issue Number 01



Revision -01- Any timely revisions made will follow a sequence of 1, 1.1 etc

Issue date --06-2021

EX - QFS/PR/01 Issue No 01 Revision -1 Issue date -10/09/2021

SL No	Description of document	Revision	Reason for change
1	New document specific to raw material specification for Procurement	1	COVID-19

INTRODUCTION

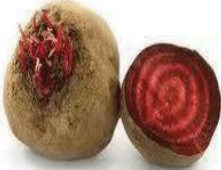
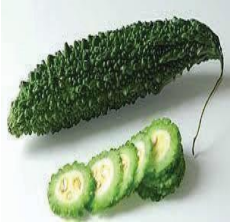


Procurement team - To ensure best quality raw materials are sourced from reputed/well established suppliers confirming to availability across the Pan India. The procurement team shall ensure that vendor provide the samples where ever required when opting.

Corporate Chef and Food Safety - Quality team - Need to approve and verify certain brands if there is any change of brands as required.

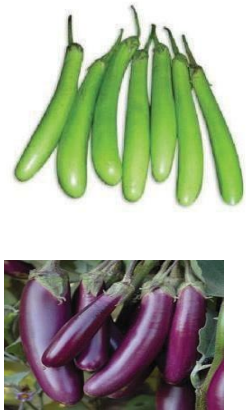


GENERAL INSTRUCTIONS FOR VEGETABLES/FRUITS

1. Fruits and vegetables shall be sourced from authentic producers and suppliers. Their details shall be maintained to mitigate unauthorized or adulterated products in the supply chain.
2. The vendors of fruits and vegetables shall be registered/licensed under Food Safety and Standards (Licensing and Registration of Food Business) Regulations 2011 & should share the license.
3. All fruits and vegetables delivered shall be free from colouring matter, mineral oils or any other harmful chemicals.
4. Stickers without any relevant information such as traceability, grade, price, barcode, etc. should not be used directly on fruits and vegetables.
5. Eating, chewing, smoking, spitting shall be prohibited within the supplier premises especially while handling/transporting fruits and vegetables.
6. The transport vehicle used shall be free from pest, holes, debris of fruits and vegetables, objectionable odor and visible molds. It should be clean and hygienic
7. No vegetables/fruits to be received in gunny bags/disposable plastic covers/wrapped with newspaper/tied with jute threads/rubber bands.
8. Vegetables/Fruits to be received in clean and good condition crates.
9. As a thumb rule vegetable/fruits size range shall be from medium to large size.
10. No rotten, damaged, inferior/low quality vegetables/fruits should not be given.
11. Vegetables/fruits should be free from worm/insect infestation, free from molds and soil /mud residues on the surfaces.
12. The mentioned specifications covers the generally used varieties of vegetables /fruits widely available and used across Pan India round the year. There could be regional/seasonal specific varieties available and it has to be discussed with Corporate Chef /Unit Chef/Unit Head before opting.




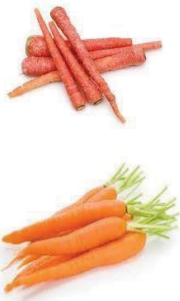
COMMONLY USED INDIAN VEGETABLES

SL No	GENERAL NAMES OF ITEM	REFERENCE IMAGE	REQUIRED SPECS.	UOM
1	Beetroot		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Should be dark purple with smooth skin, tender surface, free of scars. <input type="checkbox"/> No leaves shall be attached to it. <input type="checkbox"/> Ideal Size -Large to Medium (8 to 10 in a kg). 	Kg
2	Bitter Gourd /Karela		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Bright green with smooth ridged surface. <input type="checkbox"/> Should be firm & tender Should be free from moulds growth (whitish at the edges) Ideal size -Large to Medium (8-10 number/Kg) 20-25 cm length. 	Kg
3	Bottle Gourds/Lauki		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Light green cylindrical with smooth skin with white inner flesh with smooth ridged surface. <input type="checkbox"/> Ideal Size -Medium-Large - 300 g-500 g / 2-4 pieces/Kg 	Kg
4	Brinjal (Big/Bartha type)		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Round /oval /pear shape, uniform dark purple, free of damage. Should have green stems with fine spines on it. <input type="checkbox"/> Shall not have any spots/worms/pest infestation spots. <input type="checkbox"/> Ideal Size - Large to Medium (350 -400 g/Piece or 3-4 pieces/Kg). 	Kg







5	Brinjal Long - (Green/ Purple)		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Elongated and frim with uniform dark purple/green, free of damage. <input type="checkbox"/> Should not be soggy and soft when touched. <input type="checkbox"/> Should have green stems with fine spines on it. <input type="checkbox"/> Should not have any spots/worm/pest infestation spots. <input type="checkbox"/> Ideal Size - 15-20 cm in length 	Kg
6	Brinjal Round (Green/purple stripped)		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Round /oval /pear shape, uniform dark purple/Green with distinguish strips on the surface, free of damage. <input type="checkbox"/> Should have green stems with fine spines on it. Should not have any spots/worm/pest infestation spots 	Kg
7	Beans - French		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Tender, light green in appearance, can be uneven. <input type="checkbox"/> Should have green stems with fine spines on it. Should not have any spots/worm/pest infestation spots Snaps with a distinctive sound. Less fibre in the flesh and all beans should be of same maturity. <input type="checkbox"/> Ideal Size - Large to Medium (350 -400 g/Piece or 3-4 pieces/Kg). 	Kg



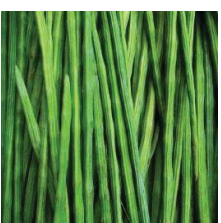



8	Beans - Haricot		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Bright green, thinner, long and straighter. Snaps with a distinctive sound. <input type="checkbox"/> There should be no fibre in the flesh and all beans should be of same maturity. <input type="checkbox"/> Should not have any spots/worm/pest infestation spots. <input type="checkbox"/> Ideal size -10 -15 Cm in length. 	Kg
9	Cabbage		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Heavy head, firm and solid. Colour may vary from lightest yellow green to dark green. <input type="checkbox"/> Leaves should be crisp with no decay, worm holes or spots. <input type="checkbox"/> Ideal size -Weight 300 - 400 g/Piece or 3-4 pieces/Kg 	Kg
10	Capsicum		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Should have dark green shiny skin, tender, firm & no discoloration. <input type="checkbox"/> Should not be too soft when touched. When split there should be no browning of seeds. <input type="checkbox"/> Ideal size - Large to Medium (7-10 pc/Kg. 	Kg
11	Carrots Preferred varieties - a)Ooty b)Bengaluru c)Delhi d) Any regional specific variety		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Should have a smooth skin, even conical shape, should break with a snap when bent. Colour can vary from deep rusty red to light orange. <input type="checkbox"/> Ideal Size -Large to Medium (8 to 10 in a kg) 	Kg







12	Chayote- Chow		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Roughly pearshaped, somewhat flattened and with coarse wrinkles <input type="checkbox"/> Green skin fused with the green to white flesh, and a single, large, flattened pit <input type="checkbox"/> Ideal Size- It can range from 12 to 20 cm in length. 	Kg
13	Colacasia/Arbi// Taro		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - brown fibrous exterior and a white, slightly slimy flesh inside. <input type="checkbox"/> Shall carry unique mix of a deep nutty and a mild sweet taste. 	Kg
14	Cauliflower /Gobi		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Bright white to creamy white flower with outer leaves fresh, crisp. Clean, heavy, firm and compact head 	Kg
			<ul style="list-style-type: none"> <input type="checkbox"/> with outer leaves trimmed down to not more than 4 cm. <input type="checkbox"/> No plant lice or smudgy/black spots should be found on the head. <input type="checkbox"/> Ideal Size - Large to Medium (400 -600g/Piece or 2-3 pieces/Kg). 	
15	Cluster Beans/Guar Beans		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Long and narrow with tapered ends. The smooth pods are green when young and have a slightly slimy, soft <input type="checkbox"/> Shall have less fibre. <input type="checkbox"/> Ideal Size -Small to medium averaging length 3-10 centimeters 	Kg







16	Coconut (Prefer old/aged one)		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Dark brown husk covering. <input type="checkbox"/> Presence of water should be felt on shaking. <input type="checkbox"/> No offensive odour to be felt when opened. <input type="checkbox"/> Ideal Size - Medium to Large 400 -500 g/Piece. 	Per piece/ Number
17	Cucumber a) Green strip variety b) White strip skinned		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Green/Whitish with strips, firmness and good even shape. <input type="checkbox"/> Should not be over ripen/soggy/watery at the time o delivery. <input type="checkbox"/> Ideal size -Large to Medium (6-8 number/Kg), 10-25 cm length 	Kg
18	Drumstick		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Dark to Light Green, firmness long and pointed end. <input type="checkbox"/> Should not be dried /ripen/soggy/watery. <input type="checkbox"/> Ideal Size - 1-2 cm broad, 3050 cm in Length and weight from 80 to 120 g/each pod, 	Kg
19	Garlic (Whole/Peeled)		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Well filled bulbs, heavy in size, covered with dry outer sheet. <input type="checkbox"/> Interior of good quality with large pods. Should not have sprouted shoot. <input type="checkbox"/> Peeled Garlic - Appearance - Creamy and whitish. No any blacks spots and should not be soggy and watery when packed. <input type="checkbox"/> No sprouted ones to be receive 	Kg

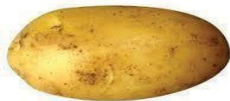





20	Ginger		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Large fresh, even pieces with no mud/soil residue. <input type="checkbox"/> Pulp should not be stringy or dry. <input type="checkbox"/> Should have a clean surface with fine hair roots, interior should be moist with sharp smell. <input type="checkbox"/> It should be properly matured. 	Kg
21	Green Chilly		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Dark to light green with a smooth skin surface, having long even shape. <input type="checkbox"/> Should snap when bent and seeds will be soft, white and not be over ripe. <input type="checkbox"/> Ideal Size - 3-10 inches in length with uniformly narrow shape. 	Kg
22	Ivy Gourd / Tidily		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Firm hard surface, bottle shape with pale yellow. <input type="checkbox"/> When split should have bright white pulp and soft small seeds. Should not be soggy. <input type="checkbox"/> To be free from moulds <input type="checkbox"/> 	Kg
23	Lady s Finger/Bhindi		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Should be 3-5 inches long with a bright green, smooth velvety surface, with fine hair like spikes on the surface. <input type="checkbox"/> They should be crisp and tips snap off when bent. 	Kg
			<ul style="list-style-type: none"> <input type="checkbox"/> Should be free from infestation/any black spots. 	







24	Lemon		<ul style="list-style-type: none">• Appearance - Light to bright yellow and firm, heavy for its size. Should be resilient to thumb pressure No scars, browning, spots on the skin to be apparent.• Should not be hard and immature size• Ideal Size - Medium to large size 20-25 pcs in Kg or 30-45 g/Piece	Kg
25	Onions (Red)		<ul style="list-style-type: none">• Appearance - Dry surface, white/pinkish, pulpy internally, sharp taste. Firm bulb with clean skin of pinkish. □ No stems/sprouted shoots.• Moisture at neck indicate interior decay.• No black spots on the surface.• Ideal size -Large to medium (8 to 10 in a kg)	Kg
26	Pointed Gourd/ Parwal		<ul style="list-style-type: none">• Appearance - Firm hard surface, bottle/oval shape with green.• When split should have bright white pulp and soft small seeds.• Should not be soggy.• To be free from moulds. It is similar to Ivy Gourd/Thildli but much bigger in shape/size.	Kg
27	Pumpkin/Kaddhu		<ul style="list-style-type: none">• Appearance -Slightly ribbed skin, colour might vary from deep yellow to orange or Creamy green outer skin with bright pulp.• There should be no spots or discoloration.	Kg




28	Potato/Aloo		<ul style="list-style-type: none"> • Appearance -Dry with preferably dark brown skinned (old/aged potatoes). • Should not have eyes, spots, sprouted, worm infested and greening. • Free from mud/soil residues. 	Kg
			<ul style="list-style-type: none"> <input type="checkbox"/> Ideal Size - Large to Medium <input type="checkbox"/> (7-10 number/Kg) 	
29	Ridge Gourd/Tori		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Skin color varies from light green and dark-green. <input type="checkbox"/> Free from mud/soil residues and soft spots, darkened areas on the surface. White spongy flesh with soft seeds. <input type="checkbox"/> Should be with green fresh stem <input type="checkbox"/> Should not have bitter taste. <input type="checkbox"/> Ideal Size - Large to Medium <input type="checkbox"/> 5-7 number/Kg or 200-300 g/piece 	Kg
30	Snake Gourd/Chichinda		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Elongated, slender, curved. The gourd can be straight or twisted curls and spirals. <input type="checkbox"/> Can have waxy green skin or striped with a lighter shade of green. <input type="checkbox"/> Ideal Size -range from medium to large ,upto 40-45 centimeters in length with minimum requirement of 15-20 centimeters in length 	Kg
31	Shallots		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - shallot, which is a type of onion, looks like a small, elongated onion but with a milder flavor and a hint of garlic. <input type="checkbox"/> Typically, it is a small bulb with copper, reddish, or gray skin 	Kg



32	<p>Tomatoes Preferred varieties a) Farm type round/oval shape b) Any regional specific variety</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Mature but not over ripe and soft. Colour should be bright red free from decay, growth cracks. <input type="checkbox"/> Should not have worm holes, mould or wateriness. <input type="checkbox"/> Uniform shape (oval/round) large size, smooth, firm and pulpy. <input type="checkbox"/> It should have lesser seeds and not sour in taste. 	Kg
			<ul style="list-style-type: none"> <input type="checkbox"/> Ideal size - Large to medium (10-12 in a kg) 	
33	Radish/Mooli		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Skin creamy white, with tapering tail end. Tender and free from mud/soil residues. <input type="checkbox"/> Should not have leaves and any black spots on the surface. <input type="checkbox"/> Ideal Size - Should be 18-30 cm in length, Large to medium (10-12 in a kg). 	Kg
34	Round Melon/Apple gourd/Tinda		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Light green firm, crisp skin, small seeds. Bright white pulp. Oval in shape <input type="checkbox"/> 	Kg
35	Sweet Potatoes/ Shakarkand		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Clean dry surface, no incrustated soil residues. Pinkish, with tapering tail, <input type="checkbox"/> No irregular shape <input type="checkbox"/> Ideal Size - Large to medium (7-9 number/Kg) 	Kg







36	Yam (Elephant) /Survan		<ul style="list-style-type: none"> ☐ Appearance - Dark brown, almost black skin, its beige colored flesh has a texture like that of a sweet potato, crisp and firm. ☐ Should have an earthy flavor that can also be nutty, ☐ Clean dry surface, no incrustated mud/soil residues. ☐ Ideal Size - Large to medium of one yam -1 to 2.5 Kg/Piece 	Kg
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Reference - 1) www.iihr.res.in. 2) Foodsafetyhelpline.com





QFS/PR/01 Issue No 01 Revision -1 Issue date -10/09/2021



COMMONLY USED EXOTIC VEGETABLES

SI NO	COMMON NAME	IMAGE	SPECIFICATIONS	UOM
1	Cabbage - Chinese		<ul style="list-style-type: none">• Appearance - Slender cylindrical head, light/parrot green with whit stalk/base.• Should be free from worms/insects interiorly• Ideal size - 12 inch (30 cm) length	Kg
2	Cabbage -Red		<ul style="list-style-type: none">• Appearance - Heavy head, firm and solid, colour may vary from light purple to deep reddish purple.• Leaves should be crisp with no decay, worm holes or spots.• Ideal size -Weight 300 - 400 g/Piece or 3-4 pieces/Kg	Kg
3	Broccoli		<ul style="list-style-type: none">• Appearance - bright green, fresh and free from yellow florets.• Clean, heavy, firm and compact head with outer leaves trimmed down to not more than 4 cm.• Should be free from worms/insects.• Ideal Size - 150- 200 g one piece	Kg
6	Celery		<ul style="list-style-type: none">• Appearance - Clean, crisp, brittle stalks with bright green leaves, length should be 40 cm approx.• Stalks should not be wilted, spotted or soft.• They should be in good thickness with straight stems.	Kg



5	Mushroom Button variety		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Firm white stems properly trimmed not exceeding 2 cms in length. Colour can be from white to light brown. <input type="checkbox"/> Should not be misshaped or dark, bruised, mouldy, or soaked in water to gain weight. <input type="checkbox"/> Should not be muddy/without soil residues. <input type="checkbox"/> Ideal requirement - Packet of 200 g -250 g 	Kg/ Packet
6	English Cucumber		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -Long, thin, shiny in nature, straight & cylindrical shape. <input type="checkbox"/> The skin shall be dark green and smooth. It can be twice the length of a regular cucumber; <input type="checkbox"/> Ideal Size -10-12 inch long, Medium size - 1012 no /Kg. 	Kg
7	Lettuce		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Colour could vary from reddish to green, with smooth texture of leaves. <input type="checkbox"/> Should be free from any black spots/worn infestation 	Bunch/Kg
8	Parsley		<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Should be bright green with delicate fragrance free from dirt, dust and yellow leaves. 	Bunch/Kg







9	Pepper - Red/Yellow Capsicum		<ul style="list-style-type: none">□ Appearance -Dark yellow /red with shiny skin, firm tender crisp & no discoloration. When split there should be no browning of seeds.□ Ideal size - Large to Medium (7-10 pc/Kg.	Kg
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QFS/PR/02 Issue No 01 Revision -1 Issue date -10/09/2021




COMMONLY USED INDIAN GREEN LEAFY VEGETABLES

MANDATORY REQUIREMENTS

- 1) Should be brought in crates with trimmed roots and avoid the mud/soil particles while delivering to which ever green leafy required.
- 2) Not to be supplied in disposable plastic bags/covers/wrapped in newspaper/gunny bags
- 3) No rubber band/jute thread to be tied to the bunches.

SI NO	COMMON NAMES	IMAGE	SPECIFICATIONS	UOM
1	Coriander Leaves		<ul style="list-style-type: none"> • Appearance - Bright green, fresh, wide leaves, standing leaves not wilted with fresh aroma. Should be without flowers and trimmed of any root. • Minimum 100 g in a bunch 	Bunch/ Kg
2	Curry Leaves		<ul style="list-style-type: none"> • Appearance - Leaves must be wide with a fresh aroma, mature. • Leaves to be free of black spotting, white patches and any worm /pest infestation. • Should be given in uniform size/trimmed with proper main stem in it 	Bunch/ Kg
3	Dil leaves		<ul style="list-style-type: none"> • Appearance - Bright green, fresh, standing leaves not wilted with fresh aroma. • The leaves to be soft and reminiscent of small needles/fibre like which are arranged into open cone. • Should be without flowers (white/yellow) and trimmed of any root. • Minimum 100 g in a bunch 	Bunch/ Kg
4	Methi leaves		<ul style="list-style-type: none"> • Appearance - Fresh wide leaves green, slender leaves, minimum stem, no browning or wilted leaves. • 100 g minimum weight of bunch 	Bunch/ Kg



5	Mint		<ul style="list-style-type: none"><input type="checkbox"/> Appearance - Wide dark green leaves and not wilting. There is sharp aroma when leaf is crushed.<input type="checkbox"/> Stems should be trimmed above the roots and mint should not have been soaked in water to increase weight.<input type="checkbox"/> Minimum 100 g each bunch.	Bunch /Kg
6	Palak/Spinach		<ul style="list-style-type: none"><input type="checkbox"/> Appearance -Bright green, triangular or ovate and flat leaves with larger leaves at the base of stem.<input type="checkbox"/> Should be free from black spots/worm infestation in the leaves.<input type="checkbox"/> Minimum 100 -200 g each bunch	Bunch / Kg
7	Onion -Spring		<ul style="list-style-type: none"><input type="checkbox"/> Appearance - Even spherical or oval shaped bulb with juicy pulpy leaves.<input type="checkbox"/> Colour should be white without traces of purple except on stems. Leaves should be unbroken, bright green with up to 7-10 Inches	Bunch /Kg



QFS/PR/03 Issue No 01 Revision -1 Issue date -10/09/2021

COMMONLY USED FRUITS

SI NO	COMMON NAMES	PREFERED VARITIES	SPECIFICATIONS	UOM
1	Apple -	<p>a) Shimla/Kashmiri b) Fuji/Gala/Washington c) Green apple d) Any other local variety apple specific to geographical region need to be discuss and approval needed from Corporate Chef/Unit Chef/Unit Head</p> <p>Prefer Grade A & B types based on Unit requirement</p>	<ul style="list-style-type: none"> • General Appearance - Bright brick red /Green in colour without any discoloration or cracks. • Crisp pulp with typical flavour, No any bruises or injury. • No any worm hole. • Ideal size - 5-7 in a kilo. 	Kg
2	Avocado	Nil	<ul style="list-style-type: none"> • General Appearance Mid -dark green skin Oval to round oval, slightly pear shaped, • Fruit needs to be clean, bright, fresh and firm, even colour and uniform shape. • Ideal size requirement - Medium size, 4-5 in a kilo. 	Kg
3	Banana - Chef/Unit Chef	<p>a) Yellaki b) Robusta c) Cavendish d) Rastali e) Malbhog f) Poovan g) Karpoorvali</p>	<ul style="list-style-type: none"> • General Appearance - Should be yellow in colour, skin thin, no bruises, blemishes or black patches. • Flesh should be soft yet firm and sweet • Ideal size -Varies from each variety. Should be even & medium size. 	Kg



4	Grapes	Seedless (Green /Black)	<ul style="list-style-type: none"> • Colour purple black, full bunches/Colour yellow to green, full bunches. • Each bunch of even conical shapes, firmly attached to the stem. • No loose squashed, over ripe brown/green grapes to be accepted. 	Kg
			<ul style="list-style-type: none"> <input type="checkbox"/> Skin should be thin. Pulp juicy and sweet. <input type="checkbox"/> Ideal weight of each bunch - min 100 to 250 g 	
5	Kiwi	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance -About the size of a chicken egg, with brown fuzzy skin, vibrant green or yellow flesh, small black seeds and a tender white core. <input type="checkbox"/> Ideal weight of per kiwi- min 75-90 g 	Kg
6	Mangoes (Seasonal)	a)Alphonso b)Bagepalli c)Dusshera d) Raspuri e) Langara	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - Bright orange/yellow/green with thin skin, smooth surface, no blemishes, firm and resilient to gentle pressure. <input type="checkbox"/> Should have a typical flavour, very sweet and strong, free from any whitish powder on its surfaces. <input type="checkbox"/> Ideal size varies from varieties -3-7 in a Kg. 	Kg



7	Musk melon	With Strip -Green type Without strip -Whitish	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance - ribbed, tan skin and a sweet, musky flavor and aroma. Color may vary from whitish to green stripped appearance, Smooth surface, firm and resilient to gentle pressure. <input type="checkbox"/> Should be free from any whitish powder on its surfaces. <input type="checkbox"/> Ideal size of of one fruit 500 g upto 1.2 Kg 	Kg
8	Oranges (Seasonal)	a)Coorg b)Nagapuri c)Kamala	<ul style="list-style-type: none"> <input type="checkbox"/> Bright orange colour, not over ripe, semi green, acceptable off season. <input type="checkbox"/> No discoloration or browning or dry patches. Spherical, firm and 	Kg
			<ul style="list-style-type: none"> resilient to thumb pressure. <input type="checkbox"/> Squashed not to be accepted. <input type="checkbox"/> Should be ripe, sweet and juicy. <input type="checkbox"/> Approx. 5 -7 number / kg, 	
9	Papaya	a)With seed b)Seedless	<ul style="list-style-type: none"> <input type="checkbox"/> Orange yellow colour, traces of green permitted. Softness at the apex of the fruit. <input type="checkbox"/> Interior should have a bright orange colour without orange traces Ideal weight - 1 to 1.5 kilo per no 	Kg



10	Pineapple	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Appearance greenishyellow from outside with green-gray to yellow as it ripens, so as a general rule, the more yellow a pineapple's exterior is, the ripier the <input type="checkbox"/> fruit will be. Cylindrical in shape with diamond pattern skin and spine, cactus like leaves and a sweet, yellow, tangy fiber like flesh that is quite juicy with a characteristic fragrance. <input type="checkbox"/> Ideal weight of one fruit -750 to 900 g 	Kg
11	Pears	Indian variety US variety	<ul style="list-style-type: none"> <input type="checkbox"/> Clean, bright and typically colour for the variety, soft, juicy flesh and good flavour, not mis-shaped, wrinkled or soft to touch. Flesh to be firm without <input type="checkbox"/> scars, dents insect or worm injury <input type="checkbox"/> Approx. - 5-6 number / kg, 	Kg
12	Pomegranate/ Anar	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Ideally pomegranate to be about 5-12 cm (2-5 inches) in diameter. <input type="checkbox"/> Red, round and looks kind of like a red apple. <input type="checkbox"/> The skin should be thick and loose and dry. <input type="checkbox"/> Average weight -200250 g/piece 	Kg
13	Sweet lime or Moosumbi	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Bright greenish yellow colour, thin skin, sweet juice. Should be firm and but not raw/hard. <input type="checkbox"/> Approx. -5-6 number / kg, 	



13	Sapoto/Chiku		<input type="checkbox"/> Dark brown, thin skin, firm surface, no bruises or soft patches, Pulp should be <input type="checkbox"/> dark brown. Should not be very hard like ball and also soggy when delivered. <input type="checkbox"/> Approx. 8 to 10 number / kg	Kg
14	Water melon	a) Kiran - Available throughout the year b) Green strip (Seasonal)	<input type="checkbox"/> Smooth white rind which is yellow at maturity. <input type="checkbox"/> Flesh must be thick, greenish, fine grain, juicy and sweet. <input type="checkbox"/> Sour smell indication of over ripeness. <input type="checkbox"/> Ideal Size - One fruit ideally be 1 kg and above.	Kg

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COMMONLY USED DAIRY BASED PRODUCTS

Below is the listed brand of commonly used brands which compile to FSSAI requirements.

- 1) Nandini /Heritage/Dodala/ Milky mist / Cavin Care -Mainly in southern region of India.
- 2) Amul/ Mother Dairy/ President - Throughout India.
- 3) Verka-North Region of India.
- 4) Govardhar -South and Western region of India.
- 5) Dreamery - Throughout India.

General instructions

- To ensure FSSAI licence copy is shared.
- At the time of delivery the supplier/distributor should ensure that delivered products have proper visible labelling with mfg. and expiry date.
- Milk/milk product testing reports to be shared biannually or as and when demanded.
- A copy certification of packing material details should compile to FSSAI packing & labelling Regulations 2011.1.12 to be shared.

SI NO	ITEM	TYPES	REQUIRED SPECIFICATION	UOM
1	Butter	a) Low Fat b) Salted c) Unsalted	<ul style="list-style-type: none"> • “Butter” means the fatty product principally in the form of an emulsion of the type water-in-oil derived exclusively from milk or milk products, or both. • Butter must arrive in original packing and should not have been found tampered or moist packing and soggy at the time of delivery. 	Packet in g/Kg
2	Butter	Chiplet	<ul style="list-style-type: none"> □ Butter Chiplets must arrive in original packing and should not have been found tampered or moist packing 	Chiplet of 5 g



3	Cheese	Slices/ Block/ Mozzarella (Block type	<ul style="list-style-type: none"> <input type="checkbox"/> Cheese slices/blocks must arrive in original packing and should not have been found tampered or moist <input type="checkbox"/> packing. Shall be creamy brown to whitish in <input type="checkbox"/> appearance No offensive odour should be felt. <input type="checkbox"/> Firm texture and shall not be soggy/watery at the time of delivery 	Packet in g/Kg
4	Paneer	Plain	<ul style="list-style-type: none"> <input type="checkbox"/> Paneer means the product obtained from any variant of milk, with or without added milk solids, by precipitation with permitted acidulates and heating. <input type="checkbox"/> Permitted ingredients in it - Acidulants such as lactic acid, citric acid, malic acid, vinegar, glucono delta lactone, sour whey. <input type="checkbox"/> Paneer packet must arrive in original packing and should not have been found tampered or moist packing. No offensive odour should be felt. <input type="checkbox"/> Paneer to be creamy white and should not crumble on cutting 	Packet in g/kg
5	Tofu -Soy Paneer	Soy based -Fermented	<ul style="list-style-type: none"> <input type="checkbox"/> Should be made from soya milk. Colour should be creamy white and should not crumble on cutting. 	Packet in g/kg
6	Cream	a) Fresh b) Whipping Cream	<ul style="list-style-type: none"> <input type="checkbox"/> Cream defined in fssai regulation & refers to Cream, Reconstituted cream, Recombined Cream, "Prepared creams" "pre-packaged liquid cream, "whipping cream" "cream packed under pressure" "whipped cream "fermented/cultured/sour cream" "acidified cream" <input type="checkbox"/> Should not have curdle texture when opened 	Packet in Lt



6	Milk	a) Toned milk - Min 3% fat content b) Double toned milk Min 1.5% fat c) Skim Milk not more than 0.5% fat content	<input type="checkbox"/> .The milk should be fresh, clean only from dairy cows/buffalo, free from objectionable odour or flavour. <input type="checkbox"/> The packets should not be bloating at the time of delivery. <input type="checkbox"/> Ideal Receiving temperature - at 5°C or less.	Packet in ml/Lt
7	Curd	Regular usage	<input type="checkbox"/> Curd - Microbes Cultures specified as per FSSAI - Symbiotic cultures of Streptococcus thermophiles and Lactobacillus delbruecki sub sp. Bulgaricus. <input type="checkbox"/> Shall have smooth texture and no watery. No leakage/bloating in the packet.	Packet in ml/Lt
8	Curd	Cup type/Set Curd	<input type="checkbox"/> Curd - Microbes Cultures specified as per FSSAI - Symbiotic cultures of Streptococcus thermophilus and Lactobacillus delbrueckii sub sp. Bulgaricus. <input type="checkbox"/> Shall be thick and smooth texture. No leakage/bloating in the cups. <input type="checkbox"/> There shall not be any opening in the seal.	
9	Ghee	Regular usage	<input type="checkbox"/> The ghee should be fresh, clean only from dairy cows, free from objectionable odour or flavour. <input type="checkbox"/> Should have smooth /crystalline texture and whitish to mild yellow appearances.	Packet in ml/Lt
11	Khova/ Mawa	Regular usage	<input type="checkbox"/> It shall be free from added starch and added sugar. Raw <input type="checkbox"/> materials- Milk and milk powders, cream and cream powder and milk fat products. <input type="checkbox"/> Should have smooth texture with creamy white yellow	Packet in g/Kg

Reference - www.foodsafetyhelpline.com

QFS/PR/05 Issue No 01 Revision -0 Issue date -10/09/2021

COMMONLY USED SEA FOODS BASED PRODUCTS

Below are the listed sea foods commonly used across Pan India.

Fish - Basa, Bangda, Pomfret, Seer

Any other local variety apart from this specific to geographical region same need to discuss and approval needed from Corporate Chef/Unit Chef/Unit Manager

Prawns - Tiger prawns.

General instruction

- To ensure FSSAI licence copy is shared.
- At the time of delivery the supplier/distributor should ensure that delivered products have proper visible labelling with mfg. and expiry date.
- Testing reports to be shared biannually or as and when demanded.
- A copy certification of packing material details should compile to FSSAI packing & labelling Regulations 2011.1.12 to be shared.

SI NO	ITEM	TYPE	REQUIRED SPECIFICATION	UOM
1	Basa	Frozen	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and insects, objectionable odour, or flavour. • Display on the label must mention that the product (name) shall be stored at -18°C or lower. 	Kg
2	Bangda	Whole & Fresh	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and insects, objectionable odour, or flavour. • Should be 2 days aged after catching. □ Ideal size -10-12 piece/Kg 	Kg
3	Pomfret	Whole & Fresh	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and insects, objectionable odour, or flavour. • Should be 2 days aged after catching. □ Ideal size -7-10 piece/Kg 	Kg
4	Seer	Sliced & Fresh	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and insects, objectionable odour, or flavour. • Should be 2 days aged after catching. 	Kg



			<input type="checkbox"/> Ideal size -80-100 g/slice	
5	Prawns	Nil	<input type="checkbox"/> The product shall be free from foreign materials such as sand, dirt and insects, objectionable odour, or flavour. <input type="checkbox"/> Display on the label must mention that the product (name) shall be stored at -18°C or lower	Kg

COMMONLY USED MEAT BASED PRODUCTS

Below are the listed commonly used meat based products across Pan India.

Meat - Mutton, Poultry - Chicken & Egg

General instruction

- To ensure FSSAI licence copy is shared.
- At the time of delivery the supplier/distributor should ensure that delivered products have proper visible labelling with mfg. and expiry date.
- Testing reports to be shared biannually or as and when demanded.
- A copy certification of packing material details should compile to FSSAI packing & labelling Regulations 2011.1.12 to be shared.

SI NO	ITEM	TYPES	REQUIRED SPECIFICATION	UOM
1	Mutton/ Goat meat	Fresh	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and objectionable odour, or flavour. • Can be with bone/boneless. • Flesh red colour in appearance, less of fat. 	Kg
2	Chicken	a)Broiler b)Country Shall be fresh	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as sand, dirt and objectionable odour, or flavour. • Neck and head to be avoided. Whole chicken 900 g -1.2 Kg, • Skin should be uniform without any bruises. Without blood clot and physical injury. • If pieces -40-50 g or as per site requirement 	Kg
3	Egg -	Hen	<ul style="list-style-type: none"> • Eggs should be fresh, clean with unbroken shell and white in colour cell. Should be free from blood spots/feather residues/faecal matters. • Ideal requirement - does not exceed 3mm in diameter • Approximately. 50-60 g/Egg At the time of delivery egg should not be more than 2-4 day. 	Number



QFS/PR/07 Issue No 01 Revision -0 Issue date -10/09/2021

COMMONLY USED FROZEN PRODUCTS

Below are the listed commonly used frozen products used across Pan India.

- 1) Frozen peas
- 2) Frozen French Fries/potato wedged
- 3) Frozen American corn

General instruction

- To ensure FSSAI licence copy is shared.
- At the time of delivery the supplier/distributor should ensure that delivered products have proper visible labelling with mfg. and expiry date.
- Testing reports to be shared biannually or as and when demanded.
- A copy certification of packing material details should compile to FSSAI packing & labelling Regulations 201.1.12 to be shared.

SI NO	ITEM	PREFERED BRANDS	REQUIRED SPECIFICATION	UOM
1	Frozen Peas	Safal preferred one Any brand compiling to FSSAI standards	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as worm/any physical pieces/any odour • Uniform green colour • Packets at the time of delivery shall not be soggy/watery and should be firm 	Kg
2	Frozen French fries/ Potato wedges	a)Mc cain b)Sumeru c)Any brand compiling to FSSAI standards	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as worm/any physical pieces/any odour • Uniform colour • Packets at the time of delivery shall not be soggy/watery and should be firm 	Kg
3	Frozen corn	a)Safal b) American garden c)Any brand compiling to FSSAI standards	<ul style="list-style-type: none"> • The product shall be free from foreign materials such as worm/any physical pieces/any odour • Uniform golden yellow colour • Packets at the time of delivery shall not be soggy/watery and should be firm 	Kg

QFS/PR/08 Issue No 01 Revision -0 Issue date -10/09/2021

COMMON SPECIFICATIONS OF CEREALS/PULSES & OTHER DRY GROCERIES

Food Hygiene - The products shall be prepared and handled in accordance with the guidance provided in the Schedule 4, of the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulations, 2011 and any other such guidance provided from time to time under the provisions of the Food Safety and Standard Act, 2006.

The product shall conform to the microbiological requirement given in Appendix B of the Food Safety and Standards (Food Products Standards and Food Additives) Regulation, 2011

Packaging & Labelling - The product covered by this Standard shall be labelled in accordance with the Food Safety and Standards (Packaging & Labelling) Regulation, 2011

SL	ITEM DESCRIPTION	TYPES/VARITIES	SPECIFICATION / BRAND	UOM
A	CEREALS/PULSES			
1	Rice -	a) Sona masuri b) Basmathi c) Bullet rice d) Red Rice e) Jeera rice f) Brown rice Commonly preferred varieties	<ul style="list-style-type: none"> • Free from waste part (husk), foreign particles and infestation. • No mixing of the other type of grains. • No broken pieces • Free from weevils/any worms • Specification for Basmathi - Ideally • Ideally 9 months to 2 year aged rice. • Basmati rice shall possess natural fragrance, characteristic of basmati rice both in raw and cooked forms. • It shall be free from artificial coloring, polishing agents and artificial fragrances. • It shall also be free from obnoxious smell. 	Pack of 25 Kg

2	Flatten Rice flake/Poha	Depending on menu requirement the flakes thicknesses may vary (flat/thin/thick).	<ul style="list-style-type: none"> • Also called Poha is rice that has been parboiled, rolled, flattened and then dried to produce flakes. • Color -Greyish white in color 	Pack of 5-10 Kg
3	□ Rava	Sooji Rava. Lapsi Rava - Bansi Rava - Rice Rava- As the name says, it is made using rice grain	<ul style="list-style-type: none"> □ Colour -May vary from whitish/creamy/light brown colour. □ Free from white worms/weevils means the product prepared from clean wheat free from rodent hair and excreta by process of grinding and bolting. It shall be free from musty smell and off-odor and shall be creamy yellow in color. 	Pack of 5-10 Kg
4	Vermicelli/ Semiya	Wheat/Ragi/Rice based	<ul style="list-style-type: none"> □ Should be stiff and firm, hard and not broken pieces. □ Colour -Brownish to white 	Pack of 1-5 Kg
5	Toor Dhal	Nil	<ul style="list-style-type: none"> □ Free from waste part (husk), foreign particles and infestation like black spots. □ No mixing of the other type of grains. No broken pieces. □ Colour should bright yellow. 	Pack of 5-10 Kg
6	Moong Dhal	Spilt	<ul style="list-style-type: none"> □ Free from waste part (husk), foreign particles and infestation. □ No mixing of the other type of grains. □ Colour should bright yellow. 	Pack of 5-10 Kg
7	Moong Dhal	Whole	<ul style="list-style-type: none"> □ Free from waste part (husk), foreign particles and infestation. □ No mixing of the other type of grains. □ Colour should be bright green/Black 	Pack of 5-10 Kg

8	Chana Dhal	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Free from waste part (husk), foreign particles and infestation like black spots. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces. <input type="checkbox"/> Colour should bright yellow. 	Pack of 5-10 Kg
9	Red Chana	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Free from waste part (husk), foreign particles and infestation like black spots. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces. Colour should dull red to dark red 	Pack of 5-10 Kg
10	Urad Dhal	Whole/Split	<ul style="list-style-type: none"> <input type="checkbox"/> Free from waste part (husk), foreign particles and infestation like black spots. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces or powdery form. <input type="checkbox"/> Colour should dull whitish black skins covering creamy white interiors 	Pack of 5-10 Kg
11	Moth Beans /Matki -	Whole	<ul style="list-style-type: none"> <input type="checkbox"/> Free from waste part (husk), foreign particles and infestation like black spots. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces or powdery form. <input type="checkbox"/> Colour ranges from light brown through to tan. The inner part of the bean is yellow 	Pack of 5-10 Kg
12	Masoor Dhal	Nil	<ul style="list-style-type: none"> <input type="checkbox"/> Free from waste part (husk), foreign particles and infestation like black spots. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces or powdery form. <input type="checkbox"/> Colour ranges from light orange to yellow. 	Pack of 5-10 Kg
13	Red/white Kidney beans	Commonly called as Rajma bean used in Rajma preparation.	<ul style="list-style-type: none"> <input type="checkbox"/> It should be dry, hard, and shiny/dull without any pest infestation. <input type="checkbox"/> Shape - Kidney shape <input type="checkbox"/> Colour -Bright red to white 	Pack of 5-10 Kg

14	Dry Peas/Vatana -	White/Green	<input type="checkbox"/> Free from waste part (husk), foreign particles and infestation. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces. <input type="checkbox"/> Colour should dull green to white	Pack of 5-10 Kg
15	Chick Peas / Kabuli channa	Nil	<input type="checkbox"/> Free from waste part (husk), foreign particles and infestation. <input type="checkbox"/> No mixing of the other type of grains. No broken pieces. Colour should whitish	Pack of 5-10 Kg

B	FLOURS			
16	Atta/Whole wheat flour	Brands preferred 1) Ashirwad 2) Ice/Orange 3) Pillsbury 4) Samrat 5) LT foods Any local/regional brand which complies to FSSAI standards	<input type="checkbox"/> Colour -Brownish, Smooth texture. Not adulterated with maida. means the coarse product obtained by milling or grinding clean wheat free from rodent hair and excreta	Kg
17	Maida/Plain flour/Allpurpose flour	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Maida should have a soft, creamy appearance. <input type="checkbox"/> Should not have rancid/any offensive odour. <input type="checkbox"/> Free from rodent hairs/excreta. Any local/regional brand which complies with FSSAI standards.	Kg
18	Rice flour	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Rice flour shall have mild taste , sand-like texture. <input type="checkbox"/> Should not have rancid/any offensive odour. <input type="checkbox"/> Free from rodent hairs/excreta.	Kg

19	Ragi flour	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Ragi flour shall be free from added coloring matter, flavoring substances, molds, weevils, obnoxious substances, discoloration, and all other impurities <input type="checkbox"/> It shall be free from rodent hair and excreta.	Kg
20	Corn flour/Makki flour	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> It shall be odorless and white to pale yellow color free flowing powder. <input type="checkbox"/> It shall contain no added color, flavors or other chemicals. It shall also be free from dirt, insects, larvae and impurities or other extraneous matter.	Kg
21	Gram flour/Besan	Tata Bhagyalakshmi Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> It shall be odorless/free from rancid odor and yellowish in appearance. <input type="checkbox"/> It shall contain no added color, flavors or other chemicals. It shall also be free from dirt,	Kg

			insects, larvae and impurities or other extraneous matter	
C	NUTS			
22	Cashew nut	Whole 2 piece 4 Piece Powder Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Cashew kernels shall be free from any rancidity, shell liquid, foreign smell and/or taste, living insects, mites and molds. <input type="checkbox"/> It shall also be free from any, dead insects, rodent contamination, insect fragments and damage caused by insects, mites or other parasites visible to the naked eye.	Kg
23	Charmagaz	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Free from waste part, foreign material and <input type="checkbox"/> infestation. . No broken pieces and no powdery	Kg/g

24	Dates	Seedless Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Free from waste part, foreign material and infestation. <input type="checkbox"/> Shall not contain any artificial colour and shall not be shiny in nature.	Kg/g
24	Walnut -	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Free from waste part, foreign material and infestation.	Kg/g
25	Almond	Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> Free from waste part, foreign material and infestation.	Kg/g
26	Pista	Salted/Unsalted Any local/regional brand which complies with FSSAI standards	<input type="checkbox"/> The product shall be free from foreign matter, living insects, mold, dead insects, insect fragments and rodent contamination. <input type="checkbox"/> The product shall be free from food additives.	Kg/g
27	Raisins	1st quality, big size 0.450 gms	<input type="checkbox"/> Raisins means the product obtained by drying sound, clean grapes of proper maturity belonging to <i>Vitis vinifera</i> L. <input type="checkbox"/> The product may be washed, with or without seeds and stems and may be bleached with Sulphur Dioxide.	<input type="checkbox"/> Kg/g
			<input type="checkbox"/> The product shall be free from foreign matter, living insects, mold, dead insects, insect fragments and rodent contamination. <input type="checkbox"/> The product shall have uniform color, pleasant taste and flavor, free from odor and taste and evidence of fermentation. <input type="checkbox"/> The product shall be free from added coloring matter Moisture (m/m) Not more than 15.0 percent	
D	OTHERS		<input type="checkbox"/>	<input type="checkbox"/>

28	Sauf	Lucknow variety Badi sauf Regular sauf	<ul style="list-style-type: none"> <input type="checkbox"/> It shall have characteristic aromatic flavor and shall be free from mustiness. <input type="checkbox"/> It shall be free from mold, living and dead insects, insect fragments, and rodent contamination. <input type="checkbox"/> The product shall be free from added coloring matter and harmful substances. 	Kg/g
29	Custard Powder	Any local/regional brand which complies with FSSAI standards	<ul style="list-style-type: none"> <input type="checkbox"/> Custard powder means the product obtained from maize (<i>Zea mays</i> L.) or sago/tapioca with or without the addition of small quantities of edible starches obtained from arrowroot, potato or jawar (<i>sorghum vulgare</i>) and with or without the addition <input type="checkbox"/> of edible common salt, milk and aluminous matter. It may contain permitted colors <input type="checkbox"/> and flavors. It shall be free from any other foreign matter. It shall be the form of fine powder, free from rancidity, fermented and musty odor. 	Kg
30	Jaggery	Round/Square shaped/Bucket variety But not be powdery/whitish at the time of receiving	<ul style="list-style-type: none"> <input type="checkbox"/> Jaggery means the product obtained by boiling or processing juice pressed out of sugarcane or extracted from palm, date palm or coconut palm. 	Kg
		Any local/regional brand which complies with FSSAI standards	<ul style="list-style-type: none"> <input type="checkbox"/> It shall be free from substances deleterious to health. <input type="checkbox"/> Colour -Dull brown to dark brown <input type="checkbox"/> Free from any infestation. 	

31	Salt -	<p>Powder Crystalline /rock Iodised</p> <p>Tata I Shakti Annapoorna Ashrivada</p> <p>Salt must be free flowing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Iodized Salt means a crystalline salt, white or pale, pink or light grey in color, free from contamination with clay, grit, and talc and other extraneous adulterants and impurities. <input type="checkbox"/> Iodine -content Not less than 30 parts per million on dry weight basis <input type="checkbox"/> Sodium Chloride (NaCl) Not less than 96.0 per cent by weight on dry basis. 	Kg
32	Salt	Black/powder form	<ul style="list-style-type: none"> <input type="checkbox"/> Black in colour and free from adulteration. 	Kg
33	Sugar	<p>Size of granules must be small to medium</p> <p>Any local/regional brand which complies with FSSAI standards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> White colour, particles with uniformity and without any foreign matter. <input type="checkbox"/> It shall be free from dirt, filth, iron filings and added coloring matter. 	Kg
34	Coconut powder	Any local/regional brand which complies with FSSAI standards	<ul style="list-style-type: none"> <input type="checkbox"/> No offensive odour/rancid odour 	Packet/Kg
35	Honey	Any local/regional brand which complies with FSSAI standards	<ul style="list-style-type: none"> <input type="checkbox"/> Honey means the natural sweet substance produced by honey bees from the nectar of blossoms or from secretions of plants which honey bees collect, transform store in honey combs for ripening. <input type="checkbox"/> When visually inspected, the honey shall be free from any foreign matter such as mold, dirt, scum, pieces of beeswax, the fragments of bees and other insects and from any other extraneous matter. 	Bottle/MI
36	Pickle	Regional /Unit Specific	<ul style="list-style-type: none"> <input type="checkbox"/> Shall compile to FSSAI food grade regulations. 	Bottle/Kg

			<input type="checkbox"/> Avoid pickle with bottle/carton box based packing.	
37	Kewra water	Shall compile to FSSAI food grade regulations.	Nil	Bottle/MI
38	Rose water	Dabur	<input type="checkbox"/> Shall compile to FSSAI food grade regulations and no cosmetic type to be opted	Bottle/ml
39	Ground nut	No small size. Should be of even regular medium to large size seeds	<input type="checkbox"/> No offensive odour/rancid odour, no powdery. Free from <input type="checkbox"/> worms/weevils Shall compile to <input type="checkbox"/> FSSAI food grade regulations	Kg
40	Tamarind	Deseeded/Pulp Shall compile to FSSAI food grade regulations	<input type="checkbox"/> Preferably deseeded, Black and shall not be sticky.	Kg
41	Coffee powder (with Chicory mixture)	Bru/Nescafe/Cottas Malgudi/LOI Shall compile to FSSAI food grade regulations	<input type="checkbox"/> Coffee — Chicory Mixture means the product prepared by mixing roasted and ground coffee and roasted and ground chicory and shall be in a sound, dry and dust free condition with no rancid or obnoxious <input type="checkbox"/> flavor. It shall be in the form of a free flowing powder having the color, taste and flavor characteristic of coffee - chicory powder. <input type="checkbox"/> It shall be free from any impurities and shall not contain any other added substance. The coffee content in the mixture shall not be less than <input type="checkbox"/> 51 per cent by mass	Kg

42	Tea leaves	Kannan Devan Broke Bond Taj Mahal Red Labels 3 Roses Tata -Agni	<ul style="list-style-type: none"> ☐ TEA means tea other than Kangra tea obtained by acceptable processes, exclusively from the leaves, buds and tender stems of plant of the <i>Camellia sinensis</i> (L) O. Kuntze. ☐ It may be in the form of black or oolong tea. ☐ The product shall have characteristic flavor free from any off odor, taint and mustiness. It shall be free from 	Kg
			<ul style="list-style-type: none"> living insects, molds, dead insects, insect fragments and rodent contamination visible to the naked eye. ☐ The product shall be free from extraneous matter, added coloring matter and harmful substances. ☐ Tea may contain “natural flavors” and “natural flavoring substances” which are flavor preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical processes from materials of plants origin either in their natural state or after processing for human consumption in packaged tea only. ☐ It may also contain 0.2 per cent Pectinase enzyme 	
43	Tea Bags - Flavours as per requirement of individual sites	Lipton Taj Tetley Typhoon	<ul style="list-style-type: none"> ☐ Staple free bags 	Boxes/Packs

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SPICES MASALA/POWDER/WHOLE

Preferred brands are mentioned in the list - Any other local brands apart from these need to be approved from Corporate Chef/Unit Chef/Unit Manager

As a thumb rule whole spices shall be free from adulteration/foreign residues/soil/worms/ mold, living and dead insects, insect fragments, and rodent contamination.

Supply shall be made with proper labeling details compiling to FSSAI standards of packing and with clear mention of date of packing/manufacturing and best before date (Ideally 6 months to 12 months)

The packing materials shall be air tight for retention of aroma and free from any cut/holes/leakage at the time of receiving.

Items shall not be supplied in disposable plastic bags/wrapped in newspaper/Jute bags.

SPICES MASALA/POWDER

Si no	Name	Prefer Brands	Specification
1	Amchur powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"> <input type="checkbox"/> Means the powder obtained by grinding clean and dried mango slices having characteristic taste and flavour. Shall be <input type="checkbox"/> free from musty odour and objectionable flavour, rodent contamination, mould, fungus and insect infestation, extraneous matter and added colouring, flavouring matter. Shall also be free from deleterious <input type="checkbox"/> substances injurious to health. It shall not contain any preservative except edible common salt which may be added to the extent of 5 per cent by weight on dry base.
2	Asafoetida /Hing	1) LG 2) Everest 3) Eastern 4) MDH 5) MTR	<ul style="list-style-type: none"> <input type="checkbox"/> Shall not contain any colophony resin, galbanum resin, ammoniacum resin or any other foreign resin. <input type="checkbox"/> Free from soap stones or other earthy materials Soap stone, foreign resins It <input type="checkbox"/> may contain any cereal like rice/maida flour in it as part of processing.



3	Black pepper powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"><input type="checkbox"/> Black pepper powder means the powder obtained by grinding dried berries of Piper nigrum L without addition to any other matter.<input type="checkbox"/> Shall be free from mould, living and dead insects, insect fragments, and rodent contamination.<input type="checkbox"/> The powder shall be free from added colouring matter, mineral oil and any other harmful substances
4	Coriander/ Dhaniya powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"><input type="checkbox"/> The powder must be yellowish to reddish brown in colour with characteristic odour and flavour and must be free from off flavour and mustiness.<input type="checkbox"/> It must be free from mould, living and dead insects, insect fragments, and rodent contamination, added colouring matter, foreign vegetable matter and other harmful substances.<input type="checkbox"/> Free from Cow dung powder, Common salt, and sawdust.
5	Jeera/Cumin - Powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"><input type="checkbox"/> It shall have characteristic aromatic flavour free from foreign odour and mustiness<input type="checkbox"/> Shall be free from mould, living and dead insects, insect fragments, and rodent contamination.
6	Kasuri Methi	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"><input type="checkbox"/> It shall have characteristic aromatic flavour free from foreign odour and mustiness<input type="checkbox"/> Shall be free from mould, living and dead insects, insect fragments, and rodent contamination.
7	Mixed masala powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"><input type="checkbox"/> It shall have characteristic aromatic flavour free from foreign odour, mustiness or rancidity.



8	Red Chilli powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"> <input type="checkbox"/> It shall be free from mould, living and dead insects, insect fragments, and rodent contamination. <input type="checkbox"/> The powder shall be dry, free from dirt, extraneous colouring matter, and brick powder, dye, flavouring matter, mineral oil, rice husk and other harmful substances.
			<ul style="list-style-type: none"> <input type="checkbox"/> The chili powder may contain any edible vegetable oil to a maximum limit of 2.0 percent by weight under.
9	Turmeric powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"> <input type="checkbox"/> Free from colour, saw dust, Lead chromate, metallic yellow, Chalk powder or yellow soapstone powder
10	White pepper powder	1) MTR 2) Everest 3) Eastern 4) MDH 5) Teju	<ul style="list-style-type: none"> <input type="checkbox"/> White pepper means the powder obtained by grinding dried berries of Piper nigrum L. from which the outer pericarp is removed and to which no foreign matter is added. <input type="checkbox"/> Shall have characteristic aromatic flavour and shall be free from mustiness. <input type="checkbox"/> Shall be free from mould, living and dead insects, insect fragments, and rodent contamination. <input type="checkbox"/> The powder shall be free from added colouring matter and any other harmful substances. However cereals like rice flour/maida may be part of its composition.

WHOLE SPICES

Si no	Name	Labelling details	Specifications
1	Ajwain (Bishop Seeds)	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"> <input type="checkbox"/> It shall have characteristic aromatic flavour and shall be free from mustiness, mould, living and dead insects, insect fragments, and rodent contamination.



2	Bay leaves/ Tej Patta	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> Tejpat means the dried leaves of the tree Cinnamomum tamala, Nees and Ebermof family lauraceae.<input type="checkbox"/> It shall have characteristic aroma.<input type="checkbox"/> It shall be free from admixture of leaves other than Tejpat
3	Black pepper - Whole	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> These are long, deep red and wrinkled, uniform pieces and without bruises. It shall<input type="checkbox"/> be dried berries having unbroken pericarp. The product shall be whole with globular shape and wrinkled pericarp and shall have diameter of minimum 2.0 mm.<input type="checkbox"/> It shall be brownish to dark brownish or blackish in colour.<input type="checkbox"/> It should be free from mixing of Papaya seeds, light berries and may even filler such as sawdust
4	Black Cumin /Kalonji	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> Means the seeds of Nigella sativa L. It shall have characteristic aromatic flavour free from mustiness. Shall be free from mould,<input type="checkbox"/> living and dead insects, insect fragments, and rodent contamination.



5	Cinnamon /Dalchini - Whole	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> It shall have characteristic sweetish flavour free from foreign odour, mustiness and rancidity.<input type="checkbox"/> Shall not be adulterated with cassia<input type="checkbox"/> It shall be free from mould, living and dead insects, insect fragments, rodent contamination
5	Cardamom - Green/Black	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> Shall have characteristic sweetish flavour free from foreign odour, mustiness and rancidity.<input type="checkbox"/> Shall be free from mould, living and dead insects, insect fragments, rodent contamination
6	Cloves	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> It shall be of a reddish brown to blackish brown color with a strong aromatic odour free from off flavour, mustiness, mould, living and dead insects, insect fragments, and rodent contamination and from added colouring matter.
7	Cumin/Jeera - Shahi Jeera	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"><input type="checkbox"/> Shall be free from grass seeds coloured , charcoal dust, powder & sawdust



8	Mace (Javathri)	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<input type="checkbox"/> Both Mace whole and powder shall be free from mould, living and dead insects, insect fragments, rodent contamination, and any added colouring matter <input type="checkbox"/> Shall be free from Addition of Argemone seed. <input type="checkbox"/> It shall have characteristic aromatic flavour free from foreign odour, mustiness or rancidity.
9	Mustard Black/Yellow	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<input type="checkbox"/> It shall be free from mould, living and dead insects, insect fragments, and rodent contamination <input type="checkbox"/> Size might vary from small to large seeds
10	Nutmeg - Whole	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<input type="checkbox"/> It shall have characteristic aromatic flavour free from foreign odour and mustiness. <input type="checkbox"/> It shall be free from mould, living and dead insects, insect fragments, and rodent contamination.
11	Star anise	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing	<input type="checkbox"/> Star Anise means the dried mature fruit of the tree <i>Illiciumverum</i> hook of the family Illiaceae.
		Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none"> • The fruit shall comprise of boat-shaped follicles arranged radially around a central stalk. • The colour of star anise shall be brownish red or reddish brown.



12	Sesame seeds /Till seeds - White/Black	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<ul style="list-style-type: none">• It shall have characteristic aromatic flavour free from foreign odour and mustiness.• It shall be free from mould, living and dead insects, insect fragments, and rodent contamination.• The colour of the same can vary from black to white based on menu/unit requirement.
13	Red Chillies whole-	Vendor /Trader Name - FSSAI number - Date of packing/manufacturing Best before date - Ideally 6 months to 12 months	<p>Preferred types/varieties of it</p> <ol style="list-style-type: none">1) Bedagi2) Kashmiri.3) Guntur4) Round type5) Any other regional varieties need Corporate/Unit Chef approval <ul style="list-style-type: none">• The chilled shall be dry and firm with stalk.• Free from moisture

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Standard Operating Policy – Procurement

PURPOSE

To ensure the sourcing of high-quality raw materials from reputed and well-established suppliers who comply with FSSAI and other regulatory standards, ensuring product safety and reliability.

SCOPE

This SOP outlines the procurement function, covering:

- a) **Planning & Purchase Committee Meeting**
- b) **Ordering**
- c) **Introduction of New Products & New Brands**
- d) **Vendor Management**

PROCEDURE:

a) Planning & purchase committee meeting

- Purchase volume of each unit is planned based on the last 3 months average consumption.
- Purchase team invites minimum 2 quotation for all the category of materials with the sample of ingredients by last week of every month.

(The committee includes Purchase head, Business finance head, Business head, regional purchase in-charge, regional operation heads)

- The quotations are finalized and approved by business finance head & purchase head.
- Concern purchase in-charge shall coordinate & ensure the approved rates are updated in the system/software by the last day of the month.
- A copy of approved price is shared with the store in-charge, site account in-charge, internal auditor, and business finance head
- Change in cost of any materials needs to be approved by Business finance head & purchase head and the same shall be updated in system/software and communicated to all relevant stake holders.

b) Ordering

- Order shall be always be placed with approved vendors provided with approved price list. It is placed by the store in-charge on authorization of unit head keeping purchase in loop
- Perishables (Vegetable, fruit, dairy products, non-veg products etc.) are ordered daily based on the requirement.
- The lead time for purchase order placement is as below:
 - Dairy products, bakery & sweet items, Meat & poultry - 1 -2 day before
 - Vegetables & fruits - 2 -3 working days before
 - Dry provision - 4 -5 working days before

- Non availability of any materials shall be communicated by the vendor in prior.
- In case of non-availability of any materials Store in-charge can change the requirement with consultation of Unit chef & Unit head and raise a fresh order to the vendor. The confirmation of change in materials needs to be recorded in the mail internally and will be considered for vendor evaluation as well.
- Any kind of concerns in ordering needs to be communicated internally & externally by mail. When the purchase needs to procure from an unapproved source, the same shall be approved prior to effecting purchase from business finance head.

c) Introduction of new products & new brands

- Introduction of new products/brand is initiated in case of any one of the reason mentioned below
 - Repeated rejections
 - Repeated delay in delivery
 - If any opportunity of cost saving without compromising quality
 - In case of new product/brand to be introduced as per client requirement
 - If vendor performance score is equal or less than 70% for 2 consecutive quarter.
- Change in product/brand is first intimated & discussed with the Corporate/Unit Chef.
- Purchase team shall provide the required licenses, certificates, analysis reports & sample of the product to Quality team relevant to the product/brand.
- Purchase team shall coordinate vendor & Quality team/Ops team for process audit. The audit report shall be submitted to purchase team by Quality team/Ops Team.

- On successful clearance of vendor qualifying process the vendor will be added in the approved vendor list.

d) Vendor Management

Introduction of new vendor - Introduction of a new vendor is initiated in case of any of the following reasons:

- If the vendor is not complying to the legal & statutory requirement,
 - If the vendor performance rating is not acceptable against the desired.
 - If there is repeated quality & delivery issues of existing vendor,
 - If there is an opportunity of cost saving keeping the quality specification right or exceeding it.
- Introduction of a new vendor or change in vendor will be decided in the purchase committee meeting after thorough discussion in the team and with agreement of the Ops team.
 - On agreeing upon the criteria there will be a vendor evaluation done by the Quality team/Ops team & purchase team.
 - During vendor evaluation, mandate legal requirements, like FSSAI license, Trade license, GST Certificate, metrology compliance, FSSAI license for transport services & standard compliance are verified.
 - On successful clearance of vendor qualifying process the vendor will be added in the approved vendor list

Supplier performance evaluation

- Supplier will be audited timely by the Quality team /Ops team with coordination of purchase team to verify the compliance.
- Major supplier shall be audited once in 6 months and all rest required other supplier once in a year subjected to geographical location and availability of Quality team.
- Uninformed supplier audit will be conducted by Quality team in case of emergencies with coordination of purchase in-charge
- Supplier performance is evaluated using standard format compiling to FSSAI guidelines
- If the supplier rating comes below 80% the vendor will be asked for corrective action and improvement will be monitored for next 30 days.
- If any supplier rating comes below 70% for two successive audits then the vendor will be considered as blacklisted vendor and will be removed from authorized vendor list which shall be discussed in purchase committee meeting & finalized

GENERAL INSTRUCTIONS TO BE COMMUNICATED TO VENDOR

- The vendors/suppliers shall be registered/licensed under Food Safety and Standards (Licensing and Registration of Food Business) Regulations 2011 & should share the license.
- Raw materials supplied shall be free from adulteration and should compile to FSSAI labelling details, fruits and vegetables delivered shall be free from colouring matter, mineral oils or any other harmful chemicals.

- Eating, chewing, smoking, spitting shall be prohibited within the supplier premises especially while handling/transporting raw materials.
- The transport vehicle used shall be free from pest, holes, objectionable odor and visible molds. It should be clean and hygienic.
- Raw materials shall not be received/supplied in gunny bags/disposable plastic covers/wrapped with newspaper/tied with jute threads/rubber bands.
- Stickers without any relevant information such as traceability, grade, price, barcode, etc. should not be used directly on fruits and vegetables.
- Vegetables/Fruits to be received in clean and good condition crates.
- Vegetable/fruits size range shall be from medium to large size for smooth operation.
- No rotten, damaged, inferior/low quality vegetables/fruits should not be given.
- Vegetables/fruits should be free from worm/insect infestation, free from molds and soil Or mud residues on the surfaces

Records:

Format/ Record name	Format number	Responsible
Raw Material specification	QFS/HC/PRO/ANX/01	Procurement team/Quality Team
Approved supplier List	QFS/HC/STR/ANX/02	Store In charge
Supplier performance evaluation and Rating	Compile to FSSAI guidelines	Quality Team/Purchase in-charge

COMPLIANCE

All procurement activities must comply with FSSAI standards and other applicable regulations. Non-compliance may result in disciplinary action and corrective measures.

RELEVANT STAKE HOLDERS

S.No	Process step	Responsibility	Authorized by
1	Purchase committee meeting	Purchase Team	Purchase Head
2	Quotation Collection	Purchase Team	Purchase head
3	Ordering the purchase requirement	Store in-charge	Unit head/ Chef
4	Indenting	Store In-charge	Unit head/ Business finance head
5	Receiving & communication to purchase team	Store in-charge	Unit chef/ Chef
6	Introduction of new vendor	Purchase Team	Corporate chef/Unit Chef

7	Evaluation of vendor	Purchase head & Quality Team	Head of finance
8	Vendor rating & Rejection of vendor	Purchase head & Quality Team	Purchase head

QFS/HC/PRO/SOP/02

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