

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR**

(An Autonomous Body under Ministry of Tourism, Government of India)

P.O. Industrial Estate HAJIPUR – 844 102, VAISHALI, BIHAR

Phone: Office- 06224- 275354, 274937, Telefax- 276486

E-mail- hajipurihm@gmail.com, Website- www.ihmhajipur.net

E-TENDER NOTICE

No.IHM:E-Tender(FS)(5.13)/2019-12

Date :- 04/01/2019

Online E-Tender (Two Bid System: Technical and Financial) are invited from reputed Firms for SUPPLY OF MEAT, FISH, CHICKEN AND EGG materials etc. at Institute of Hotel Management, Catering Technology & Applied Nutrition, P.O. Industrial Area, Hajipur- 844 102, Vaishali, Bihar for training purpose.

Sl. no	Name of work	Annual Contract value	EMD	Contract period	Cost of Tender document	
					Tender Cost	Online Processing fee
1.	Supply of Meat, Fish, Chicken & Egg etc.	Rs.10.00 lacs per annum Approx	Rs.30,000/-	one (01) years from 01/03/2019 to 28/02/2020	Rs.1,000/-(Non Refundable) payment through NEFT	Rs 826 (Tender processing Fee will be paid only online mode i.e., e payment mode as provided bank gateway. https://www.tenderwizard.com/CTANIHM)
			The bank accounts details of the Institute is mentioned below; Name of Bank A/c holder:- Secretary, IHM, Hajipur Bank Name & Branch:- Allahabad Bank, IHM Hajipur Branch Account no.:-20800983875 Account type:- CURRENT IFSC Code:-ALLA0212327 MICR Code:- 844010003			

Sd/-
Principal
Institute of Hotel Management, Catering
Technology & Applied Nutrition, Hajipur
(Vaishali) Bihar

NOTE:- Tender documents Terms & Conditions & Online tender Schedules etc. are also available in our website www.ihmhajipur.net but for participation purpose, tenderer has to go through Website: <https://www.tenderwizard.com/CTANIHM> for uploading & submitting the requisite documents of Technical & Financial Bids.

**INSTITUTE OF HOTEL MANAGEMENT
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Online Tender Schedule:

Sl.no.	Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From 06/01/2019 (10:00 Hrs.) to 28 /01/2019(14:00Hrs) https://www.tenderwizard.com/CTANIHM
2.	Last Date/Time for submission/uploading of offer/Bid	29/01/2019 up to 14Hrs. https://www.tenderwizard.com/CTANIHM
3.	Date & time for opening of Technical Bid	30/01/2019 at 17:00 Hrs. https://www.tenderwizard.com/CTANIHM
4.	Contact person for queries	Mr. Amit Mohan Singh, Storekeeper, Institute of Hotel Management, Catering Technology & Applied Nutrition, Hajipur. Mobile no: 9430485073
5.	Date & time for opening of Financial Bid	Date to be announced later by competent authority.

Note: Online submission <https://www.tenderwizard.com/CTANIHM> of tender is mandatory.

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**INSTITUTE OF HOTEL MANAGEMENT
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**Information to the Tenderers/Bidder towards participation in E-Tender
Notice for Supply of Meat, Fish, Chicken and Egg etc. at IHM, Hajipur.**

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal *Website: [https:// www.tenderwizard.com/CTANIHM](https://www.tenderwizard.com/CTANIHM)*. Enrollment on the above mentioned Portal is mandatory.
2. The Tenderers have to digitally sign their bids before submitting the bids online thus the tenderers are advised to obtain Digital Certificate or Signature). The Bidders may contact e-tendering helpline queries. Kindly contact Mr. Santosh Kumar, e procurement helpdesk, First floor, M/22, Road no.25, Sri Krishna Nagar, Patna-800 001., Ph : 0612-2523006, Mob:7763816416, 7542028164, Visiting 8 AM to 8PM. for obtaining Class – III Digital Signature Certificate and get registration.
3. Tender documents, terms & conditions & online tender Schedules etc. are also available in our website www.ihmhajipur.net but for participation purpose, tenderer has to go through *Website: [https:// www.tenderwizard.com/CTANIHM](https://www.tenderwizard.com/CTANIHM)* for uploading the requisite documents in Technical & Financial Bids.
4. The tenders are required to upload on e-tendering portal: *Website: [https:// www.tenderwizard.com/CTANIHM](https://www.tenderwizard.com/CTANIHM)* as per dates indicated in Key Dates.
5. Tender cost and processing fee are non-refundable.
6. **(a) Tender fee** (non-refundable) for Rs. 1,000=00 (Rupees one thousand only) to be remitted to the Institute's account through NEFT/ RTGS before last date of submission of e-tender. The accounts details of the Institute is below;

Name: Secretary, Institute of Hotel Management, Hajipur,

Bank: Allahabad Bank

Branch: IHM Branch

Account Name & Number: Current A/c , 20800983875

IFSC Code: ALLA0212327

(Tender fee is subject to credited in the Institute accounts as mentioned above prior to opening of Technical bid)

(b) Earnest Money Deposit (EMD) (Refundable) of Rs. 30,000=00 (Rupees Thirty thousand only) through NEFT/RTGS to the Institute's Accounts before last date of submission of e-tender. The accounts detail of the Institute is as below;

Name: Secretary, Institute of Hotel Management, Hajipur,
Bank: Allahabad Bank
Branch: IHM Branch
Account Name & Number: Current A/c , 20800983875
IFSC Code: ALLA0212327

(EMD is subject to credited in the Institute accounts as mentioned above prior to opening of Technical bid). Bidder has to ensure that EMD is credited to Institute account prior to opening of Technical bid otherwise bidder will not qualify the financial bid.)

7. Tenderer which qualifies the Technical Bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. Institute of Hotel Management, Catering Technology & Applied Nutrition, Hajipur reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. The Successful supplier/bidder shall have to deposit a Security Deposit for an amount of 7% of the value of the contract with the institute after the contract is awarded.

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**INSTITUTE OF HOTEL MANAGEMENT
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Procedure for submission of E-tender by bidder:-

Interested bidders who wish to participate should visit *Website: <https://www.tenderwizard.com/CTANIHM>* which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in *Website: <https://www.tenderwizard.com/CTANIHM>* for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
4. Submit the tender. You will receive a system generated “Acknowledgement Copy” of tender submission.
5. Bidder can change quoted rates any time before of closing date & time.
6. Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date & time.

E-tendering helpline queries. Kindly contact Mr. Santosh Kumar, e procurement helpdesk, First floor, M/22, Road no.25, Sri Krishna Nagar, Patna-800 001., Ph : 0612-2523006, Mob:7763816416, 7542028164, Visiting 8 AM to 8PM.

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**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR**

Terms & Conditions and General Information for Meat, Fish, Chicken and Egg etc. to be supplied at IHM, Hajipur on Annual Rate Contract basis period from 01/03/2019 to 28/02/2020.

Institute of Hotel Management, Hajipur, Vaishali, Bihar an Autonomous Body under Ministry of Tourism, Government of India invites e tenders as against E-Tender Notice published in the newspaper Hindustan, Bihar edition & Times of India, Bihar edition datedfor supply of **Meat, Fish, Chicken and Egg etc.** for IHM, Hajipur on annual rate contract effective from 01/03/2019 to 28/02/2020 as per detailed list enclosed.

Accordingly, it is requested to quote your reasonable rates keeping in view of the following terms & conditions;

1. The offered rates enclosing Technical & Financial bids Annexure –A,B, & C should be uploaded & submitted online **on or before 29th January, 2019 upto 1400 hrs. (2.00 PM)** The tender submitted thereafter will not be entertained. On line **Tender opening (Technical Bid)** is **30th January, 2019** up to 1700 hrs. (5.00PM)
2. **Tender fee** (non-refundable) for Rs. 1,000=00 (Rupees one thousand only) to be remitted to the Institute's account through NEFT/ RTGS before last date of submission of E-Tender. The accounts details of the Institute is below;

Name: Secretary, Institute of Hotel Management, Hajipur,

Bank: Allahabad Bank

Branch: IHM Branch

Account Name & Number: Current A/c , 20800983875

IFSC Code: ALLA0212327

(Tender fee is subject to credited in the Institute accounts as mentioned above prior to opening of Technical bid)

3. **Earnest Money Deposit (EMD)** (Refundable) of Rs. 30,000=00(Rupees Thirty thousand only) through NEFT/RTGS to the Institute's Accounts before last date of submission of E-Tender. The accounts detail of the Institute is as below:

Name: Secretary, Institute of Hotel Management, Hajipur,

Bank: Allahabad Bank

Branch: IHM Branch

Account Name & Number: Current A/c , 20800983875

IFSC Code: ALLA0212327

(EMD is subject to credited in the Institute accounts as mentioned above prior to opening of Technical bid)

4. Conditional offers are liable to be rejected summarily.

5. Kindly note that lowest offer should not be mandatory to accept on part of this institute as the reasonable rates, quality of the meat, fish, chicken and egg etc. and credentials of the tenderer will also be one of criteria for consideration. L-I (Lowest offer) will be decided for the overall value of quotation (Considering the approximate quantity requires to be supplied during one year contact period) and not item wise. Tenderer is mandatorily required to fill in the rates of each & every items of Meat, Fish, Chicken and Egg etc. as mentioned in the price bid or else the price bid shall be disqualified.
6. On mutual agreement, the annual contract may be considered to extension for further period of one year on the same rates & conditions if institute is satisfied with the quality of meat, fish, chicken and egg etc. supplied by the contractor during the contract period as well as his overall performance.
7. The Principal, IHM, Hajipur reserves the absolute right to accept or reject any of the quotations/tender without assigning any reasons thereof.
8. The E-Tenders should be addressed to the Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, Hajipur, Opp. State Govt. Circuit House, P.O. Industrial Area, Hajipur – 844 102, Dist. Vaishali, Bihar, as well as super-scribes as “ Supply of materials” meat, fish ,chicken and egg etc. with Tender Reference number & date.
9. The Successful supplier/bidder shall have to deposit a Security Deposit for an amount of 7% of the value of the contract with the institute in the form of an Account payee Demand Draft/Bank Guarantee form a commercial bank. Security deposit to be refunded to the Party by the institute after completion of the contract period. No interest will be paid on Security Deposit by the institute to the party during retainion of the security deposit.
10. Payment will be made fortnightly on submission of invoice & Bills etc.
11. Place of delivery- Store Department, Institute of Hotel Management, Opp. State Govt. Circuit House, Hajipur., Vaishali., Bihar and no freight charge shall be paid by the institute to the supplier towards delivery/supply of meat, fish ,chicken and egg etc. at IHM, Hajipur.
12. The institute has absolute right to cancel the contract any time during the contract period and therefore the institute will not be liable to refund the Security Deposit of 7% of value of the contract for not fulfilling any of the following conditions:
 - a) If quality of food materials meat, fish, chicken and egg is not served/supplied to the institute,
 - b) If materials supplied by supplier are found underweight,
 - c) If the specifications of materials are not at par Indent,
 - d) If meat, fish, chicken and egg are not supplied by supplier in time.
 - e) If the supply of meat, fish, chicken and egg etc. is erratic or stopped abruptly by the supplier for what so ever reason may be.
13. The rates of the meat, fish, chicken and egg etc. shall not be changed during the contract.
14. It is not obligatory to accept the lowest rate and decision of the Tender Committee (IHM, Hajipur) will be final and binding to all bidders/tenderers.

15. The bid must be valid for a period of 90 (ninety) days from the last date of submission of the tenders.
16. In case of exceptional case, the authority of the institute at its discretion may relax any of the eligible conditions prescribed in the documents / terms & condition.
17. The supplier/bidder of meat, fish, chicken and egg etc. shall be wholly responsible for payment of Govt. Taxes/Levies/Charges etc. if any, applicable from time to time, without increasing the rates of the materials.
18. **Supplier requires to submit online following copies of documents under Technical Bid:**
 - (i) GST Registration of the firm, (ii) PAN Card
 - (iii) Food license from Govt. (iv) Experience certificate of last three years of supply of Food materials (v) I. T. Return of last three Assessment years (2016-2017, 2017-2018, and 2018-2019) (vi) Annual turnover of bidder /contractor should be minimum Rs.9,00,000/-(Rupees nine lac only) on average during last 3 (three) Financial years 2015-2016, 2016-2017, 2017-2018 and should be supported with valid document.(vii) An affidavit on non-Judicial stamp paper of Rs.10/-(Rupees ten only) stating that the agency is/ has not been blacklisted by Central government/State Government/any PSU etc. in any of its previous contract during the last three years. (viii) Copy of pay order Bank UTR/Transaction no.....
19. In case the rate quoted in financial Bid from the various bidder is same the overall value of quotation (Considering the approximate quantity requires to be supplied during one year contract period) shall be the deciding parameters for the award of the contract.

(Technical bid of the tender shall be disqualified in the absence of any of the above mentioned document.)

Principal
IHM, HAJIPUR(VAISHALI) BIHAR

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR**

ANNEXURE- I
**TECHNICAL BIDDING DOCUMENT FOR SUPPLY OF MEAT, FISH,
CHICKEN AND EGG ETC.**

UNDERTAKING

Certified that I/we have gone through the contents of the E-Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions at sl. no.1 to 19 mentioned in the tender documents are being issued against the Tender Ad published in the newspaper ‘.....’.

Signature of the bidder/tenderer

Name (In block letter).....

Designation.....

Name of the firm.....

Complete address with area pin no.....

.....

.....

Tele No.....

Date.....

PAN no.....

GST no.....

Email no.....

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR**

ANNEXURE- II

**TECHNICAL BIDDING DOCUMENT FOR SUPPLY OF MEAT, FISH,
CHICKEN AND EGG ETC.**

1. Particulars of Earnest Money Deposit (EMD) (Refundable) of Rs. 30,000=00(Rupees thirty thousand only) through NEFT/RTGS to the Institute's Accounts. The accounts detail of the Institute is as below:

Name: Secretary, Institute of Hotel Management, Hajipur,
Bank: Allahabad Bank
Branch: IHM Branch
Account Name & Number: Current A/c, 20800983875
IFSC Code: ALLA0212327

NAME OF AGENCY:-.....

PERIOD OF SALE OF TENDER DOCUMENT:-.....

LAST DATE & TIME FOR RECEIPT OF TENDER:-.....

TIME & DATE OF OPENING OF TENDER:-.....

PLACE OF OPENING OF BID:-.....

DETAILS OF EMD:-

a) AMOUNT:-.....

b) NAME OF BANK:-.....

c) NAME OF THE BANKPAY
ORDER BANK UTR/TRANSACTION NO.....
DATE(EMD is subject to credited in the
Institute account as mentioned above prior to opening of Technical
bid)

**INSTITUTE OF HOTEL MANAGEMENT
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Annexture-III

**Check List of Documents to be attached with Technical Bid for supply of Meat, Fish,
Chicken & Egg etc.**

Sl.no.	Name of Document	Attached or not (please mention yes or no against each column)
1.	Details of Permanent Account Number (PAN No.) (Attach documentary proof)	
2.	Three years experience of supply of Food Materials (Attach documentary proof)	
3.	GST Registration No. of the Firm: (Attach documentary proof)	
4.	Details of Food License from Govt. of Bihar (Attach documentary proof)	
5.	Rs.1,000=00 (Rupees one thousand only) tender fee (non – refundable) deposited through RTGS/NEFT in the institute’s Bank A/c. (Attached pay order Bank UTR/Transaction no. and date.)	
6.	I.T. Return of last three Assessment years(2016-17,2017-18,2018-19)	
7.	Annual turnover of bidder /contractor should be minimum Rs.10,00,000/-(Rupees Ten lac only) on average during last 3 (three) Financial years 2015-2016, 2016-2017, 2017-2018 and should be supported with valid document.	
8.	An affidavit on non-Judicial stamp paper of Rs.10/-(Rupees ten only) stating that the agency is/ has not been blacklisted by Central Government/State Government/any PSU etc. in any of its previous contract during the last three years.	
9.	Earnest Money Deposit (EMD)- Rs.30,000/-(Rupees thirty thousand only) (refundable) deposited through RTGS/NEFT in the institute’s Bank A/c. (Attached pay order Bank UTR/Transaction no. and date.)	

**INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION, HAJIPUR**

ANNEXURE –IV

**FINANCIAL (PRICE) BID FOR SUPPLY OF MEAT, FISH, CHICKEN AND EGG ETC. ON
ANNUAL RATE CONTRCT BASIS FROM 01/03/2019 to 28/02/2020.**

Price bid should be given in the format Annex A, B and C) attached.

Annex -A = Meat

Annex -B = Fish

Annex -C = Chicken and Egg.

ANNEX-A

(FINANCIAL BID)

NIT No-IHM:E-Tender (FS) (5.13)/2019-12

Dated :-04/01/2019

Name of Work:- SUPPLY OF MEAT, FISH, CHICKEN AND EGG materials etc.**NAME OF THE FIRM:-****ADDRESS OF THE FIRM:-****INSTITUTE OF HOTEL MANAGEMENT, HAJIPUR-844 102**

ANNEX-A

INSTITUTE OF HOTEL MANAGEMENT, HAJIPUR-844 102

LIST OF FOOD MATERIALS (MEAT ITEMS) TO BE REQUIRED TO SUPPLY IN IHM, HAJIPUR DURING CONTRCT PERIOD AND RATES OF MEAT ITEMS ETC. BEING QUOTED BY THE BIDDER/SUPPLIER AT COLOUM NO.5

SL.NO.	PARTICULARS	SPECIFICATION	APPROX REQUIREMENT OF MATERIALS IN KG	QUOTED RATES BY THE BIDDER/SUPPLIER IN KG WITH ALL TAXES
1	2	3	4	5
1	Mutton (khassi) leg 1 to 1.5 kg.	Fresh,no fat, bright red and moist	8	kg
2	Mutton kidney (khassi)	Fresh, no fat, no bad odour, pinkish and moist	2	kg
3	Mutton liver (Khassi)	Fresh, no fat, no bad odour and deep red	2	kg
4	Mutton cubes (Khassi)	Each weighing 50 to 60 grms fresh, bright red and moist	155	kg
5	Mutton paya (khassi)	Fresh, free from fat	5	kg
6	Mutton (khassi) Mince (Keema)	Fresh, with out fat, bright red finely minced	44	kg
7	Mutton B/L (Khassi)	Fresh, free from fat	5	kg
8	Mutton whole 5 to 6 kg. carcass	Good quality, should be compact evenly, flesh should be firm red in color, fine texture, even distributino of fat,	10	kg

ANNEX-B
INSTITUTE OF HOTEL MANAGEMENT, HAJIPUR-844 102

LIST OF FOOD MATERIALS (FISH ITEMS) TO BE REQUIRED TO SUPPLY IN IHM, HAJIPUR DURING CONTRCT PERIOD AND RATES OF FISH ITEMS ETC. BEING QUOTED BY THE BIDDER/SUPPLIER AT COLOUM NO.5

SL.NO.	PARTICULARS	SPECIFICATION	APPROX REQUIREMENT OF MATERIALS IN KG	QUOTED RATES BY THE BIDDER/SUPPLIER IN KG WITH ALL TAXES
1	2	3	4	5
9	Fish fillet (Bhekti) without skin	Fillet should be fresh, firm, free from bad odour and each fillet should not be less then 750gms.	5	kg
10	Rohu (dressed)	clean from inside, Fresh, flesh firm not less then 2 kg without head & tail, free from bad odour	1022	kg
11	Katala (dressed)	clean from inside, Fresh, flesh firm not less then 2 kg without head & tail, free from bad odour	5	kg
12	Kingfish (dressed)	Fresh, firm, flesh not less then 1 kg without head & tail, free from bad odour	5	kg
13	Pomfret white 200 to 250 gm each	4 to 5 nos. in a kg, fresh, firm, eyes are bright and full not sunken, gills are bright and red in color, flesh should be firm and no bad odour	5	kg
14	jasar whole 2 to 2.5 kg.	Fresh, firm, eyes are bright and full not sunken, gills are bright and red in color, flesh should be firm and no bad odour	225	kg
15	Jasar (Boneless) fillet (without skin)	Fillet should be fresh, firm, free from bad odour and each fillet should not less than 750 gms.	180	kg
16	Prawns (A) 10 to 12 per kg.	No ice, fresh, firm & no bad odour	4	kg
17	Prawns (B) Medium 12 to 22 per kg.	No ice, fresh, firm & no bad odour	8	kg
18	Prawns (C)small 23 to 33 per kg	No ice, fresh, firm & no bad odour	4	kg
19	Hilsa (dressed)	Fresh, flesh firm, not less then 2kg no head & tail firm bright eyes & gill, no bad odour	5	kg
20	Tengra (dressed)	No ice, fresh, firm & no bad odour	5	kg
21	Solefish (dressed)	No ice, fresh, firm & no bad odour	2	kg
22	Mackerals(dressed)	No ice, fresh, firm & no bad odour	2	kg
23	Crabs (Black)	No ice, fresh, firm & no bad odour	2	kg

ANNEX-C

INSTITUTE OF HOTEL MANAGEMENT, HAJIPUR-844 102

LIST OF FOOD MATERIALS (CHICKEN & EGG ITEMS) TO BE REQUIRED TO SUPPLY IN IHM, HAJIPUR DURING CONTRCT PERIOD AND RATES OF CHICKEN & EGG ITEMS ETC. BEING QUOTED BY THE BIDDER/SUPPLIER AT COLOUM NO.5

SL.NO.	PARTICULARS	SPECIFICATION	APPROX REQUIREMENT OF MATERIALS IN KG/PC	QUOTED RATES BY THE BIDDER/SUPPLIER IN KG/PC WITH ALL TAXES	
1	2	3	4	5	
24	Chicken whole 1 kg. each (Dressed) without skin	No neck, organs and knuckles, firm, fresh, no bad odour, breast should be pliable and soft	2024		kg
25	Chicken whole 600 gms to 750 gms each (dressed) without skin	No neck, organs and knuckles, firm, fresh, no bad odour, breast bone should be pliable and soft	8		kg
26	Chicken (dressed with skin 1 to 1.5 kg	No neck, organs and knuckles, firm, fresh, no bad odour, breast bone should be pliable and soft	42		kg
27	Chicken Breast Boneless	No fat, fresh, no bad odour	43		kg
28	Chicken leg boneless 100 to 150 gm ech	No fat, fresh, no bad odour	5		kg
29	Capons	No neck, organs and knuckles, firm, fresh, no bad odour	5		kg
30	Chicken Sausages	Fresh & packing as per Govt. standard and product as per FSSAI norms	5		kg
31	Chicken Salamais	Fresh & packing as per Govt. standard and product as per FSSAI norms	5		kg
32	Chicken Drumstick	Fresh, firm, bones intact	2		kg
33	Chicken liver	Fresh no bad odour	2		kg
34	Chicken mince(keema)	No bones, no fat and no bad odour	5		kg
35	Eggs 55 to 60 gms.	Yolk should be bright yellow, dome shape and fresh	29950		Pc.