



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref.No.- BRLPS/Proj-NF/1355/18/2655

Date- 09/10/2019

Office order

"Didi Ki Rasoi" is the initiative of Jeevika (BRLPS) based on 'community-based canteen' in which quality and hygienic food are being made available to institutional organization like:- Hospital, Government office etc.

Approval has been given by competent authority regarding operational guidelines of "Didi Ki Rasoi".

Please find attached Didi ki Rasoi operational guideline. This is for your information and needful action please.

By the order of CEO

Rajiv Kumar Singh

(AO cum SPM-NF)

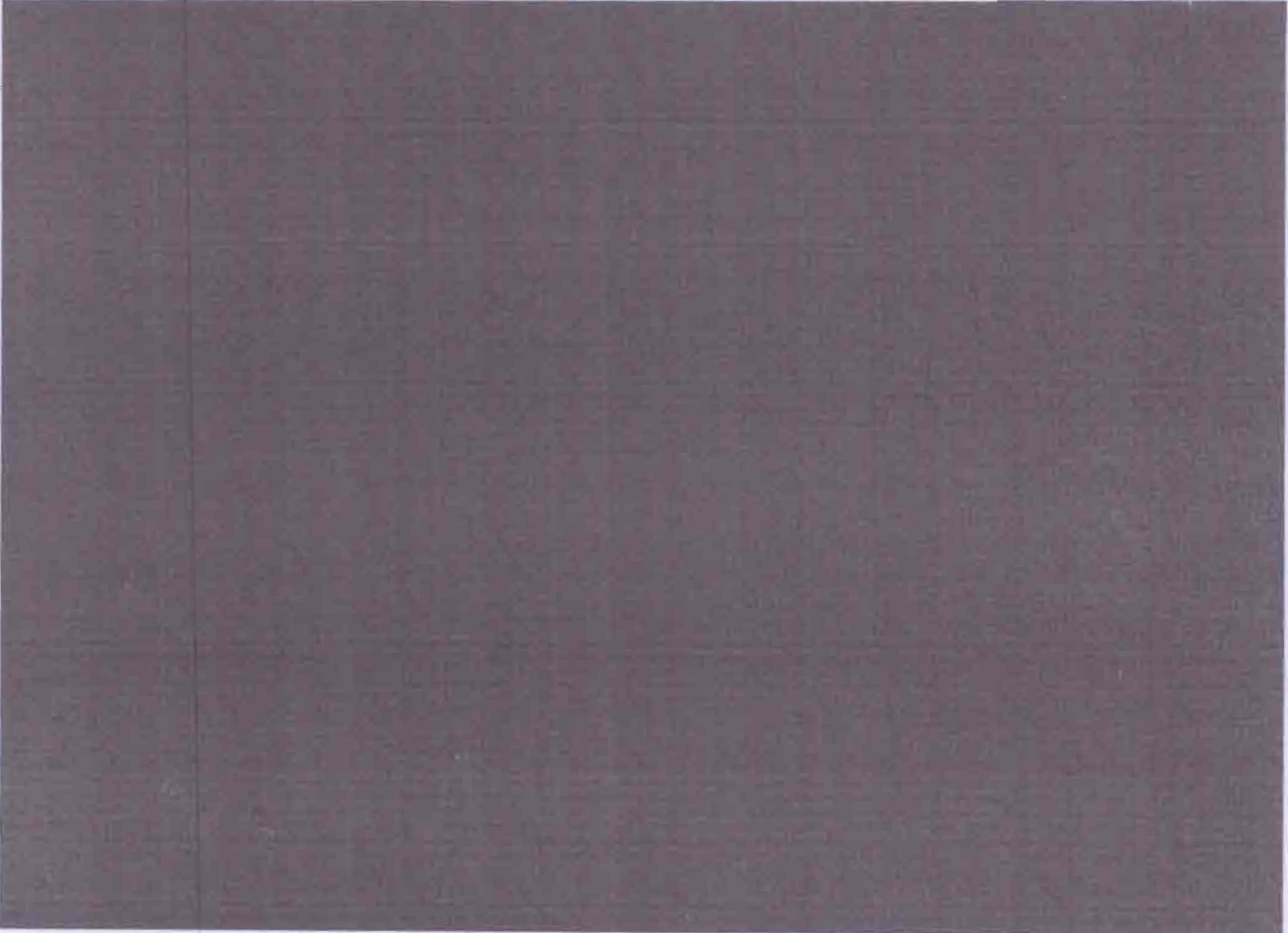
Encl: Non-Farm Didi ki Rasoi policy

Copy to,

1. CEO/OSD/Director/CFO
2. All SPMs/SFMs/PMs
3. All DPMs/FMs
4. Non- Farm and ME Managers/ YP- Non Farm
5. IT Section



Operational Policy of
DIDI KI RASOI



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II. Background

Initiated in 2007, the World Bank supported BRLP has been successful in generating significant development impact in the areas of inclusive social mobilization, financial inclusion and livelihoods strengthening and diversification. Bihar Rural Livelihoods Promotion Society, was also designated as the State Rural Livelihoods Mission (SRLM) for implementing NRLM in the state.

Nearly 95 Lakh households have been mobilized into more than 8 lakh Self-Help Groups and their federations. The SHGs are widely viewed as the ideal platform for efficient targeting and delivery of various social welfare programs and have shown promise in delivering long term behavior change critical in achieving higher outcomes in the areas of health, nutrition and sanitation.

The hygiene and quality of food served at canteens of government institutions such as hospitals, district government offices needs to be improved as per expected quality. Considering the significant number of customers served by these institutions canteens at District and sub-divisional level, make those establishments present a viable enterprise opportunity where women SHG members can participate. Hence, community members of JEEVIKA proposal to operate these canteens would ensure providing high quality hygienic food to customers and at same time it would also generate gainful employment.

III. Objective:-

The objective of this initiative is to create an ecosystem where quality and hygienic food can be made available at fair prices, along with creating livelihoods opportunities for the community.

A. Institution's Objectives

- Hygienic canteens maintained in the institution's premises.
- High quality food made available to officers, staff, visitors etc.

B. Jeevika Objectives

- Entrepreneurs would emerge from the community who would gain the skill of operating a high quality canteen.
- Canteens would act as a source of gainful employment for the community member

IV. Technical Support :-

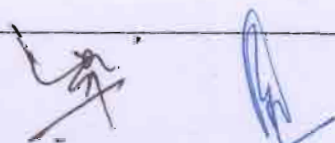
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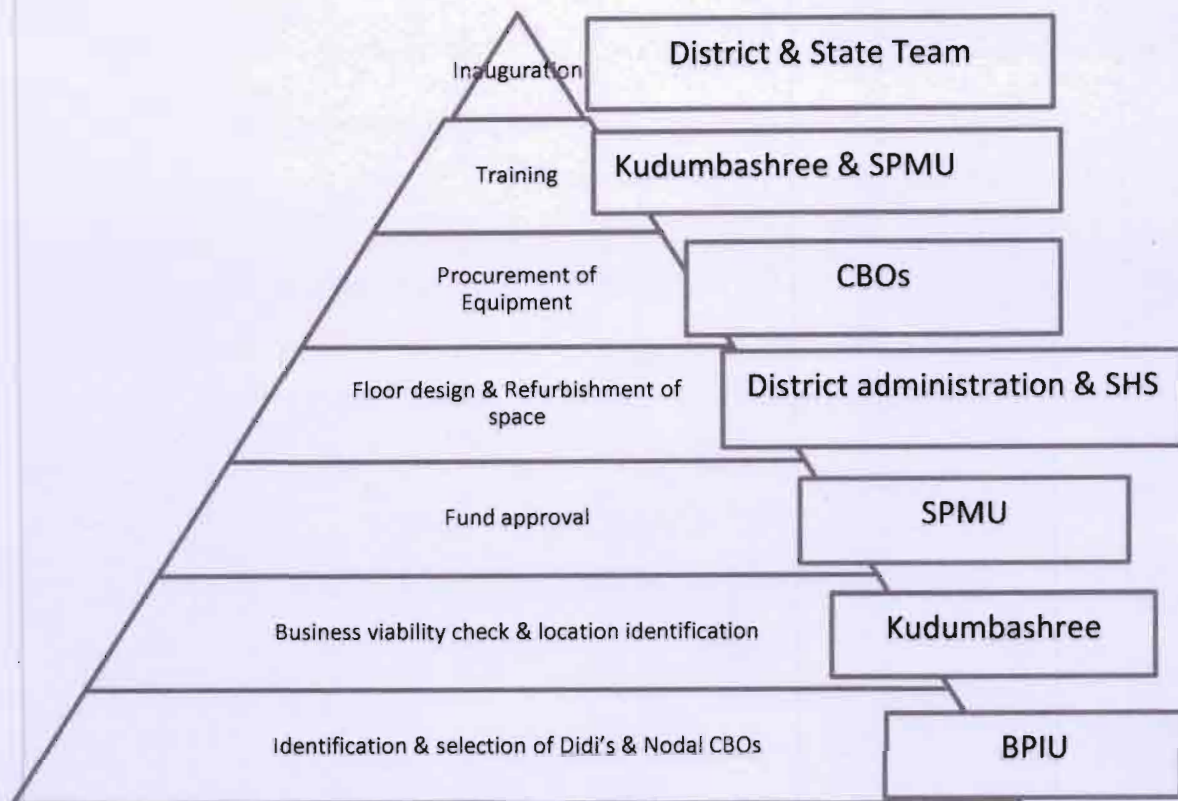
Kudumbashree-NRO had provided the 10 days residential training to members on different parameters such as catering and serving, soft skills and business plan. In training period scoring of each member is given on the basis of scoring members get selected.

V. Process Flow :-

1. Location assessment
2. Refurbishment of location
3. CBOs selection
4. Entrepreneurs selection
5. Member Training
6. Business plan preparation
7. Fund release
8. Procurement process
9. Selection of Consultant, Receptionist & Head Cook
10. MOU between Nodal VO/CLF & Hospital
11. Inauguration of Canteen
12. Partnership firm
13. Partnerships deed
 - A. Profit sharing
 - B. A/c Opening
 - C. Certification & Registration
 - D. Books of Record
14. Governances & Ownership of Nodal VO/CLF
15. S.O.P across all canteen

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1. **Location assessment:** -Based on the location provided by the concerned department, an initial assessment would be done by the nodal VO/CLF for physical and financial feasibility of the unit This assessment would include space available, footfalls, competition in the area etc. Nodal VO/CLF may also take the space on rent basis of business viability.
2. **Refurbishment of location:** - Refurbishment of the physical space of the canteen would be done by institutions itself or through liasioning of district administration.
3. **Identification of nodal VO/CLF :- For managing the community led canteen** would be done by DPCU. The indications like -priority of location with VO/CLF village, No. of members/CLF/VO, Consent of CLF/VO, Readiness of CLF/VO to take up opportunity, Readiness to invest in upcoming venture etc. may be taken in concern during identification of nodal VO/CLF.
4. **Entrepreneur Selection:** Entrepreneurs would be identified among the community members based on their interest, capacity, proximate distance (between home & location) and financial strength. Kudumbashree-NRO will support in selection of entrepreneur

Annexure 1 provides details on the process of entrepreneur selection
Steps involved in selection of entrepreneurs: -

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- a. Mobilization of members in selected VO/CLF
- b. Identification of members
- c. Selection of members on the basis of grading sheets (Annexure-1A)
- d. Scrutinization of grading sheets
- e. Interview of members on the basis of interview score sheets. (Annexure-1B)

5. Entrepreneur Training: Selected members would be provided with a six to ten days training on management, hygiene and quality food preparation by Kudumbashree NRO/Technical agency. This training would also help the members understand the business aspect of running a canteen. (Refer to *Annexure 2* for details).

6. Business Plan preparation: A business plan would be prepared keeping in mind the price of food items, expected foot falls for the proposed canteen and input cost. This would clearly lay out the budgetary requirements for fixed capital, working capital and the owner's contribution. It would also present a tentative growth plan. (**Annexure -5**)

7. Fund release: Based on the business plan, startup cost would be made available to the nodal VO/CLF by SPMU via DPCU. (The details of fund flow are provided in the section of Budget & Financial Management.)

8. Procurement process: Procurement of material, other required assets, by would be done through community procurement norms by identified nodal VO/CLF. Kudumbashree-NRO would provide the list of required equipment and other items based on business viability. (Tentative list is attached **Annexure- 5**)

9. Hiring of consultant, counter staff & Head Cook: A consultant/Manger would be hired for providing handhold support to canteen for period of minimum one year. BRLPS will bear cost of hired consultant for one year and based on requirement and business viability consultant services may get extended maximum up to 6 months

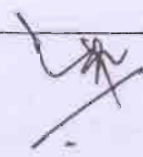
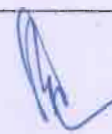
A female counter staff would also require at front desk for billing and other activities. She should be from CBOs community.

Head cook may also be hired for 3-6 months or more depending upon business viability. The cost of counter staff, Head cook and service providing member salary would be borne by Partnership firm.

10. Agreement with Nodal VO/CLF & Hospital: A MOU between concern Hospital/institutions and selected nodal VO/CLF will signed mentioning the details regarding space, rent, electricity, water, number of in-patient & rate of food etc.

As members of CBOs, would be establishing their first enterprise, it is expected that Hospital/Institutions would support in-

- I. Providing rent free adequate space
- II. Basic infrastructure at the earmarked space
- III. Providing free of cost water, electricity
- IV. Proper security arrangement

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- 11. Inauguration of canteen:** Canteen will be inaugurated after one day trial run of equipment and operation, Liasoning of market vendor for supply of vegetables, milk and staple for canteen.
- 12. Partnership firm-** The Nodal VO/CLF would have a mutual agreement with selected entrepreneurs which have formed "Partnership Firm" to run and operate brand canteen " Didi Ki Rasoi" on given terms and condition.
- 13. Partnership Deed:** 10-12 interested and shortlisted CBO's members as will sign a partnership deed among themselves featuring details about purpose of partnership. All such entrepreneur will become shareholder of partnership by contributing a certain minimum amount as capital investment (Minimum 10% share capital of total fixed cost need to be raised /invest by shareholder in partnership)

Partnership firm may hire service provider from CBOs only on monthly payroll basis

The partnership firm deed would also include following clauses:-

- A. Profit sharing- First 2-year profit dividend will not be share among shareholder. It will be kept as a corpus money and used for investment/extension of Didi Ki Rasoi business.
- B. **Account opening:** An account will be opened with brand name Didi Ki Rasoi, Place _____, and two signatories to run the account would also be mentioned in the deed.
- C. **Certification & Registration:** The partnership firm would be fulfill all statutory obligation like registration of firms, GST No, Insurance of assets.
- D. **Books of Record:** - Partnership firm would maintain proper accounting and books of record which would be produced before VO/CLF/DPCU for time to time inspection. Proper BOR may include cash book, stock register and receipt and payment register. DPCU/BPIU may facilitate in Books of records maintenance.

14. Governance & ownership of Didi Ki Rasoi :-

- A. The nodal CLF/VO would be owners of Brand" Didi Ki Rasoi"
- B. All infrastructure/assets and Hardware materials purchased/Procured would be assets of concerned nodal VO/CLF.
- C. Nodal VO/CLF would conduct quarterly audit regarding canteen assets and quality issue of brand canteen " Didi Ki Rasoi" through livelihood committee of Nodal VO/CLF and for which service fee would be given to Livelihood committee members.
- D. Nodal VO/CLF may also take the service from third party for audit and provide the service fees to the third party.

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E. Partnership Firm running the "Didi Ki Rasoi" Canteen has to submit monthly income expenditure report to Nodal VO/CLF for its perusal & needful action.

F. The partnership firm running of Didi Ki rasoi take all the decision regarding procurement & assignments and distribution of work among members for running the Didi Ki Rasoi on day to day basis.

G. *Quarterly Service fee or rental fee will be given to Nodal VO/CLF by the partnership firm "Didi Ki Rasoi". The amount of service fee or rental fee will be decided in AGM.*

H. Based on quarterly Social and Financial audit of "Didi Ki Rasoi" nodal VO/CLF may decide to terminate the agreement with concern partnership firm and allow other CBOs members to form a partnership firm to run and operate " Didi Ki Rasoi". Issues of concern which may be found during quarterly audit are:- Case of financial fraud by member & mismatch in stock verifications



- Continuous loss of canteen for 1 year
- "Didi Ki Rasoi" Canteen is being operated by member's family (Husband/ Son) in personal interest gain
- Reputation and branding of canteen (Didi Ki Rasoi) is at stake such as quality, hygiene and cleanliness.
- Case of disputes among members
- MoU (Partnership) agreement timeline

In case of any dispute the final decision would be taken in to AGM.

15. Standard operating procedure "Didi Ki Rasoi" Canteen across all canteen:

- All the members/staff needs to be in proper uniform of Didi Ki Rasoi as per attached **Annexure-6**.
- Canteen must have green marble table and wooden top chair.
- The colour of interior must be deep green.
- Brand Logo and Design should be uniform (as approved)
- All (Hardware) Procured may be marked as Didi Ki Rasoi or DKR and would be entered in stock
- E-Pos is mandatory in case of outpatient/counter sale

16. The present policy would be revisited based on learning from pilot projects of "Didi Ki Rasoi"

30/04/2014
Ranjit Singh



VI. Budget & Financial Management: -

Canteen Set-UP Cost (Per Canteen- Indicative)

S.No	Head	Amount (in Rs.)
1.	Fixed Cost	10,98,500
2.	Operating Cost	10,64,267
3.	Misc.	2,16,276
	Total	23,79,043
Total canteen Set-Up Cost (Lumpsum)		24 lakhs



The costs indicated here are indicative for a canteen having large operations (350-400 footfall). Actual amount would be released based on the business plan submitted by the canteen firm. Hence, smaller units may seek smaller amounts for their operations.

The setup cost of Rs.24 lakh is supported from project BRLPS as grant. All expense will be booked under Head BTDP.4.A.1 Pilot for livelihood intervention for BTDP Districts/Blocks and NRLM B3.1.2.2 CIF Non-Farm for NRLM Districts/Blocks.

As of now, total project cost (including fixed assets and working capital) up to Rs.24 lakh would be given as one-time grant in CBOs. Whereas CBOs to owner's group the fund would be given as loan, as proposed for next 10 Didi Ki Rasoi project. After 10 more projects, only infrastructure cost would be given as one time grant, whereas working capital would be given as loan to CBOs and CBOs would transfer working capital fund to the Didi Ki Rasoi group as loan.

The business process would be:

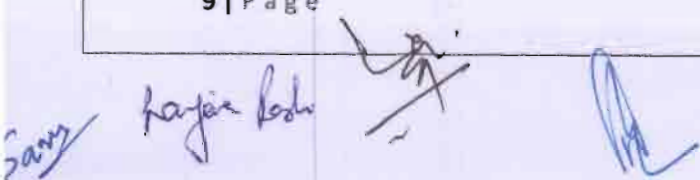
1. Nodal CBOs would prepare the business plan and submit it to BPIU.
2. BPIU would appraise and recommends the business plan to DPCU.
3. At DPCU committee of DPM, FM, Procurement Manger, Manager- NF and one member of CLF would appraise the business plan and recommend to SPMU.
4. At DPCU level committee, will sanction the proposal and would recommend for fund transfer to SPMU.
5. SPMU would provide the recommended fund to the District and District will park the fund to Nodal VO/CLF

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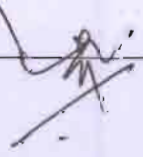

VII. Roles & Responsibilities

Concerned Department	<ol style="list-style-type: none"> 1. Provide locations to open canteens or indicate requirement regarding space. 2. Facilitate partnership with relevant institution (if needed) 3. If required support in civil work for the premise to be ready for canteen operations 4. Ensure timely release of due payments to the canteen (if applicable)
Nodal CLF/VO	<ol style="list-style-type: none"> 1. Conduct initial assessment of the location where the canteen is proposed 2. Mobilize interested candidates for canteens and identify members who are interested to operate the canteen 3. Procurement of fixed assets and responsible for book keeping until such time that a separate firm is established. 4. Hire & manage local resource person to support the enterprise. 5. Appraise and recommend business plan of the canteen to DPCU. 6. Conduct quarterly process, quality and financial audit of the canteen. The CLF/VO may charge a service fee for the same. 7. Recommend & appoint a different set of members if the members operating the canteen are found to be operating not as per set protocol standard.
SPMU	<ol style="list-style-type: none"> 1. Facilitate entrepreneur selection with nodal CLF/VO 2. Facilitate initial location assessment (with nodal CLF/VO) 3. Facilitate Customize training modules for entrepreneurs in partnership with NRO. 4. Facilitate and support compliance of fiduciary & legal requirements of the firm 5. Facilitate support through nodal CLF/VO 6. Implement a robust MIS and monitoring arrangements
DPCU	<ol style="list-style-type: none"> 1. Ensure 2. trainings of CBOs 3. Ensure agreement of the firm/nodal VO with the hospital. 4. Ensure procurement of assets through nodal VO/CLF by following community procurement norms. 5. Assist in registration of the firm. 6. Ensure in timely release of funds to the firm by the hospital 7. Facilitate vendor tie ups along with the local Resource person 8. Monitor the day to day activities of the canteens and provide necessary support
BPIU	<ol style="list-style-type: none"> 1. Provide orientation of the staff on canteens.

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	<ol style="list-style-type: none"> 2. BPM to be on the panel of entrepreneur selection conducted by CLF/VO 3. Enable mobilization of members interested in canteen set up and provide necessary orientation 4. Facilitate proper documentation of each selected entrepreneur. 5. Assist the nodal VO/CLF in managing operations until such time that a separate firm is formed 6. Assist in meeting the legal & fiduciary requirements of the firm. 7. Facilitate timely release of fund from Nodal VO/CLF 8. Ensure MIS is being filled timely by the firm and recommend and forward it to DPCU and SPMU.
AC/CC	<ol style="list-style-type: none"> 1. Provide orientation to its cadre about canteens 2. Provide orientation to CBOs about canteens 3. Ensure timely entrepreneur form submission for all the eligible candidates at CLF/VO 4. Prepare back ground information around credit history, family strength etc. as needed.
Resource Agencies	<ol style="list-style-type: none"> 1. Prepare and customize training modules 2. Conduct in-depth trainings with entrepreneurs and project staff 3. Facilitate Model business plan preparation with entrepreneurs 4. Provide hand holding and oversight support to canteens 5. Recommend relevant Monitoring arrangements and help build performance tracking system for Canteen 6. Support and guide Local Resource Person in on-field activities and enterprise promotion.
Local Resource Person	<ol style="list-style-type: none"> 1. Be part of the interview panel for all short listing at CLF/VO. 2. Conduct in-depth trainings with entrepreneurs with support from Resource Agencies 3. Support business plan preparation entrepreneurs 4. Facilitate local liaison with vendors 5. Provide handholding support to canteen 6. Provide marketing and business promotion support on a need basis
Member entrepreneurs	<ol style="list-style-type: none"> 1. Attend all trainings. 2. Ensure all relevant documentation is available for registrations etc. 3. Co-operate with the trainers, hospital staff and resource agency/person 4. Build a robust financial management system and create democratic functioning mechanisms 5. Ensure that canteen works in a streamlined fashion 6. Maintain brand "Didi Ki Rasoi" by ensuring healthy and quality food.

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VIII. Annexure

Annexure 1: Process for Entrepreneurs' Identification

An orientation would be conducted in the groups around the proposed canteen area. Interested candidates would be mobilised based on the eligibility criteria

**Eligibility**

1. Must be a member of an SHG HH under *Jeevika*, and the SHG must be at least 1 year old.
2. Must have an attendance of at least 60% in their respective SHGs.
3. Must have taken loan from their respective SHG; must have 70% loan repayment percentage as per the repayment schedule.
4. The entrepreneur needs to be literate and adept at handling finances.
5. Prior experience of running small dhabas/café/restaurant would be give preference.
6. Willing and able to undergo training programs and exposure visits.
7. Willingness to contribute own investment.
8. Willingness to work as needed for canteen operation at the canteen premises.

Stage 1: Mobilization at community level

The VOs in the catchment area of the government institution would nominate members according to capacity and willingness.

Form 1-A placed below would be filled up for these and submitted to relevant CLF/VO.

Stage 2: Short listing of members at nodal CLF/VO

The CLF/VO would shortlist the top few applications based on the scores. If more than one-member scores equal marks, then both would be shortlisted. The shortlisted candidates would be called for an interview and selected candidates would be recommended for a final round of interview.

Interview grading sheet in Form 1-B would be used for grading during the interviews

Sanyo Rajiv Kishore

Form 1 A: Café Canteen-Applicant Grading Sheet



Name of Applicant: -

Name of SHG:-

S.No.	Criteria	Scoring	Max. Marks	Marks Obtained
1	Education	Below 8 th Grade	0	
		8 th to 12 th	1	
		Graduate	2	
2	Attendance in Weekly Meeting (To be verified by SHG OB Members)	<50%	0	
		60%-70%	1	
		>70%	2	
3	Loan Amount Taken from SHG (As per Cash Book/Meeting Minutes of SHG)	<Rs. 30,000	0	
		= Rs. 30,000	1	
		>Rs. 30,000	2	
4	Loan Repayment by The Member (To be verified by SHG OB Members)	<60%	0	
		60%-70%	1	
		>70%	2	
5	Has the member ever been part of canteen operations or owner of a canteen	0 years	0	
		1 year	1	
		>1 year	2	
Total Marks			10	

Signature of VO OB Members

Signature of CM

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Form 1 B: Café Canteen-Interview Grading Sheet

Name of Applicant:

Name of SHG:

S No	Criteria	Score (/10)	Remarks
1	Experience		Does the candidate have cooking knowledge, have they ever worked in a canteen, owned a canteen etc.
2	Work Commitment		Enough family support and general wherewithal to work in the canteen. Is it safe and viable for them to travel for work everyday
3	Financial Health		Should have a strong repayment record within groups and with the bank. What is the capacity of the household to bear a risk
4	Entrepreneurial Ability		Can be judged by asking if the member has tried to do any entrepreneurial activity in the past How do they plan to manage the risks, is someone in their family an entrepreneur, their motivations to join the canteen
5	Passion		Passion to work, become an entrepreneur and be open to learning

It is to be noted that a group needs to be formed based on their individual and family consent and cohesiveness of the members than by compulsion or force. Hence interested women from different Jeevika SHG near the proposed sites for the cafe can be motivated to form a team for the café unit.

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Annexure 2: Entrepreneurs' Training

A skill training (residential or Nonresidential) of 6-10 days would be conducted by Kudumbashree-NRO resource persons supported by local resource person and staff on various recipes, quality standards, hospitality restaurant management and interaction with customers. The broad topics covered would include:

- a. Communication with customers
- b. Accounting and Book-keeping
- c. Techniques of bulk cooking and preparation of traditional cuisines of Bihar
- d. Maintenance of cleanliness and hygiene
- e. Group Behavior
- f. Crisis Management
- g. Use of Occupational Safety gear
- h. Waste Management
- i. Technique of purchasing raw materials
- j. Business Promotion

A detailed training module will be prepared along with the resource agency.

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Annexure 3: License and Certification Checklist (Indicative)

A detailed list would be prepared based on the scale of operations of the canteen as all licenses would not be required for small operations while additional licenses may be required for larger operations.

S No	Item	Y/N
1	Partnership Deed	
2	Health Trade License	
3	Eating House License	
4	GST Number	
5	FSSAI License	
6	NOC from Fire Department	
7	Pollution Certificate	
9	Signage License	
10	Assets insurance	

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Annexure 4 -A: Canteen Set Up cost (Indicative list) - For Brand Didi Ki Rasoi

FIXED COST

Fixed Assets (Kitchen) -A			
Description	Nos	Unit Cost	Total Cost
Bain Marie ¹	1	₹ 50,000	₹ 50,000
Working Table	3	₹ 20,000	₹ 60,000
Cooking Range (3 Bunner)	1	₹ 30,000	₹ 30,000
Bulk Cooking Range	1	₹ 30,000	₹ 30,000
Dish Rack	1	₹ 25,000	₹ 25,000
Sink for Dishwash	1	₹ 30,000	₹ 30,000
Refrigerator	1	₹ 20,000	₹ 20,000
Mixer	1	₹ 5,000	₹ 5,000
Wet grinder	1	₹ 60,000	₹ 60,000
Kitchen vessel	Lumpsum	₹ 50,000	₹ 50,000
Tea pantry counter	Lumpsum	₹ 50,000	₹ 50,000
Juice Counter	Lumpsum	₹ 35,000	₹ 35,000
Food service cutleries and crockeries	Lumpsum	₹ 1,00,000	₹ 1,00,000
Total			₹ 5,45,000

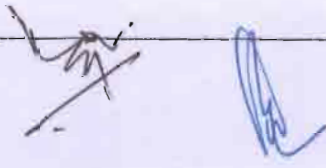
¹Bain Marie: a pan of hot water in which a cooking container is placed for slow cooking

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Fixed Assets (Service Area) -B			
As per space available			
Description	Nos	Unit Cost	Cost
Table	12	₹ 10,000	₹ 120,000
Chairs	46	₹ 1,000	₹ 46,000
Service Trolley	1	₹ 30,000	₹ 30,000
Clearance Trolley	1	₹ 20,000	₹ 20,000
Side Table	1	₹ 12,500	₹ 12,500
Cash counter	1	₹ 25,000	₹ 25,000
Billing Machine	1	₹ 30,000	₹ 30,000
Total			₹ 2,83,500
Total Capital Expenditure (A+B)			8,28,500

Pre -Operative Expenses – C			
Description	Nos	Unit Cost	Cost
Building Refurbishment (Fan/AC)	Lumpsum	₹ 1,00,000	₹ 1,00,000
Uniform (@ 3 sets for all people)	15	₹ 2,000	₹ 90,000
Signboards/glowsign	Lumpsum	₹ 50,000	₹ 50,000
Lighting	Lumpsum	₹ 30,000	₹ 30,000
Total			₹ 2,70,000
Total Pre-operative expense			2,70,000

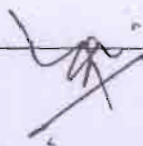

Total Fixed Cost (A+B+C)	10,98,500
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OPERATING EXPENSE (Indicative)

Description	Unit cost	Number/Unit	Monthly Cost
<i>Tentative Salaries/month (Actual Salaries & No. of employee will be fixed by concern nodal VO/CLF)</i>			
Entrepreneurs Salaries	10,000	8	₹ 80,000
Waiters	4,000	4	₹ 16,000
Cleaners	4,000	2	₹ 8,000
Accountant & Billing	8,000	1	₹ 8,000
Head Cook	8,000	1	₹ 8,000
<i>Other operating expense/month</i>			
Marketing	3,000	lumpsum/month	₹ 3,000
Transportation	3,000	Lumpsum/month	₹ 3,000
Others*	20,000	lumpsum/month	₹ 20,000
<i>Annual Maintenance</i>			
Auditor	30,000	Lumpsum	
License(s) Renewal	20,000	Lumpsum	
Insurance	100,000	Lumpsum	
Total Annual Maintenance			
Annual Maintenance split into Monthly cost			₹ 12,500
Raw Material			₹ 5,51,012
Total Monthly Operating Expense (Working capital)			₹ 7,09,512
Total operating Expense (Working capital for 45 days)			10,64,267

*Others: includes Tissue Paper, Soap, Hand wash, Petrol, Newspaper, Billing machine rolls, Garbage bag, Municipality garbage disposal charges, Aluminum Foil, Cloth Duster etc.

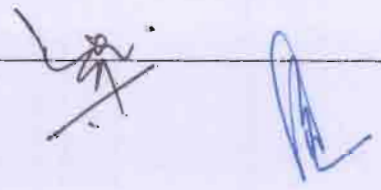
my Rajeev Reddy



A. Annexure-5 Business Plan template

FIXED COST

Fixed Assets (Kitchen) -A			
Description	Nos	Unit Cost	Total Cost
Bain Marie ²			
Working Table			
Cooking Range (3 Bunner)			
Bulk Cooking Range			
Dish Rack			
Sink for Dishwash			
Refrigerator			
Mixer			
Wet grinder			
Kitchen vessel			
Tea pantry counter			
Juice Counter			
Food service cutleries and crockeries			
Total			

²Bain Marie: a pan of hot water in which a cooking container is placed for slow cooking

Sans Rajan Ltd


Fixed Assets (Service Area) -B			
Description	Nos	Unit Cost	Cost
Table			
Chairs			
Service Trolley			
Clearance Trolley			
Side Table			
Cash counter			
Billing Machine			
Total			
Total Capital Expenditure (A+B)			

Pre -Operative Expenses - C			
Description	Nos	Unit Cost	Cost
Building Refurbishment*			
Uniform (@ 3 sets for all people)			
Signboards/glowsign			
Lighting			
Total			
Total Pre-operative expense			

Total Fixed Cost (A+B+C)			
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Sanjay Rajeev Reddy

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OPERATING EXPENSE

Description	Unit cost	Number/Unit	Monthly Cost
Salaries/month			
Member Salaries			
Waiters			
Cleaners			
Accountant & Billing			
Other operating expense/month			
Marketing			
Transportation			
Raw Material			
Others*			
Annual Maintenance			
Auditor			
License(s) Renewal			
Insurance			
Annual Maintenance split into Monthly cost			
Total Monthly Operating Expense			
Total Operating cost (working capital for 45 days)			

B. Annexure- 6 Uniform

S.No	Description	
1	White Salwar & Brown suit	With stitched logo
2.	White lab coat	With stitched logo
3.	Brown apron with logo	With stitched logo
4.	White Caps with logo	
5.	Badge with name	

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