



Indira Gandhi National Open University
Refreshment Committee for Convocation 2020
Maidan Garhi, New Delhi – 110 068

F. No. IG/34th Conv./2021

Date : -----

To,
The Manager

Notice Inviting Quotations (NIQ)

Greetings from IGNOU!

It is to inform you that IGNOU is organising its 34th Convocation shortly at IGNOU Campus. During the programme, the University needs **Refreshment Packets**. Thus, an arrangement of **2600 Refreshment Packets (approx)** are required.

The quotations are invited for the supply of **Refreshment Packets** from reputed firms/supplier like yours having due approvals(licence) of FSSAI and sufficient experience. The items/menu for the **Refreshment Packets** are given in Annexure A.

The terms and conditions for the supply of the **Refreshment Packets** (packed food items) are as follows:

TERMS AND CONDITIONS

- (1) Refreshment Packets are to be handed over by 07.00 AM on the day of Convocation i.e. 15th April 2021 at Dr. S. Radhakrishnan Block, Opp. Convention Centre, IGNOU Campus. The distribution of packets will begin from 8 AM on the day of Convocation till 9.30 AM.
- (2) All items of the Refreshment Packets are to be kept in a food grade box of appropriate size with event specific information printed on the top of the box.
- (3) The food items are to be provided in strict adherence to the menu as enclosed.
- (4) The selected vendor will assist in distribution of refreshment packets at 8.00 AM. Adequate number of helping personnel in proper uniform will be deployed for better facilitation and coordination.

- (5) The University reserves the right to award the work or not depending upon the Govt. guideline for the Covid-19 safety.
- (6) All the items should be according to the FSSAI guidelines and individually wrapped.
- (7) The selected vendor will use best possible quality ingredients in preparation of refreshments with a view to provide quality food items failing of which will attract 25% deduction from the bill. Also avoid any non-degradable material for packing.
- (8) The vendor shall follow covid-19 safety guidelines as issued by the govt while preparation and distribution of the refreshment packets.

Within this framework, it is requested to furnish your quotation for the supply of **Refreshment Packets** as per the menu given in the Annexure A. The quotations are to be forwarded to Prof. S.K. Yadav, The Chairperson (Refreshment Committee for 34th Convocation), School of Agriculture (SOA), New Academic Blocks, IGNOU, Maidan Garhi, New Delhi – 110 068 in a sealed envelope at the earliest but not later than **07 April (by 02.00 PM)** positively. **The quotations shall be opened on the same day at 0430 pm.**

Please do not hesitate to revert to the undersigned in case of any doubt/query.

With regards,

Prof. SK Yadav
Chairman (Refreshment Committee – Convocation 2021)
Phone Number: 011-29533167

ANNEXURE A

**Suggested Menu for Refreshments Items for
34th Convocation to be held on 15th April 2021**

Sl. No.	Items	Weight(appx.)	Quantity
1.	Amul/Mother dairy Chhachh	200 ml	One
2.	Milk Cake	50 gm	One pc
3.	Nut cracker/Navratan namkeen small Pouch	50 g	One
4.	Fruits Cake –Britannia –pure veg	60 g	One
5.	Samosa (fried green pea stuffed)	40g	one