



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

F. No. IG/36th Conv./2023
Date :03.03.2023

**To,
The Manager**

Notice Inviting Quotations (NIQ)

Greetings from IGNOU!

It is to inform you that IGNOU is organising its 36th Convocation April 03, 2023 at IGNOU Campus. During the programme, the University needs **Refreshment Packets**. Thus, an arrangement of **2900 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 Good 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. **April 03, 2023** at University guest house, IGNOU Campus. The distribution of Refreshment Packets will begin from 08.00 AM on the Day of Convocation till 10.00 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 but not less than three 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 Government Guideline for the Covid-19 safety.
- (6) The rates should be quoted packet-wise not individual item-wise. Item-wise rate shall not be accepted.
- (7) All the items should be according to the FSSAI Guidelines and individually wrapped.
- (8) The University reserves the right to increase or decrease the quantity.
- (9) 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.
- (10) The vendor shall follow Covid-19 Safety Guidelines as issued by the Government while preparation and distribution of the Refreshment Packets.
- (11) The payment shall be made after the job is successfully over following the university norms.

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 36th Convocation), School of Agriculture (SOA), New Academic Blocks, IGNOU, Maidan Garhi, New Delhi-110068 in a sealed envelope at the earliest but not later than **March 16, 2023 (by 04.00 PM)** positively. **The Quotations shall be opened on the same day at 04.30 PM.**

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

With regards,

Prof. S. K. Yadav
Chairman (Refreshment Committee – Convocation 2022)
Phone Number: 011-29537067, 29573088

ANNEXURE A**Suggested Menu for Refreshments Items for
36th Convocation to be held on April 03,2023**

Sl. No.	Items	Weight	Quantity
1.	Amul/Mother Dairy Butter Milk (Tetra Pack)	200 ml	One
2.	Urad Dal Kachori	60 gm	One
3.	Haldiram Light Mixture Pouch	50 gm	One
4.	Aachari Matthi (packed)	30 gm each	Two
5.	Muffin Cake (Veg.) packed	40 gm	one
6.	Jodhpuri Laddoo (packed)	40 gm	One
7.	Paper Napkin, Tomato Ketchup, and Mouth Freshener		One each