



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

F. No. IG/37th Conv./2024  
Date : 23.01.2024

**To,  
The Manager**

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**Notice Inviting Quotations (NIQ)**

**Greetings from IGNOU!**

It is to inform you that IGNOU is organising its **37th Convocation on Feb 20, 2024** at IGNOU Campus. During the programme, the University provides refreshment for its students and guests. An arrangement of **3000 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** is 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. **Feb 20, 2024** 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 rates should be quoted packet-wise not individual item-wise. Item-wise rate shall not be accepted.
- (6) All the items should be according to the FSSAI Guidelines and individually and hygienically wrapped.
- (7) The University reserves the right to increase or decrease the quantity.
- (8) The selected vendor will use best possible quality ingredients in preparation of refreshments with a view to provide quality food items and also avoid any non-degradable material for packing, failing of which will attract 25% deduction from the bill.
- (9) The vendor shall follow Covid-19 Safety Guidelines as issued by the Government while preparation and distribution of the Refreshment Packets.
- (10) 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 37<sup>th</sup> 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 **05 Feb (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  
37<sup>th</sup> Convocation to be held on Feb 20, 2024**

<b>Sl. No.</b>	<b>Items</b>	<b>Weight</b>	<b>Quantity</b>
1.	Butter Milk (spiced Tetra Pack)	200 ml	One
2.	Urad Dal Kachori	60 gm	One
3.	Nut Cracker	30 gm	One
4.	Emariti (packed)	40 gm	One
5.	Muffin Cake (Veg.) wrapped	40 gm	one
6.	Boondi Laddoo (packed)	40 gm	One
7.	Cocktail Samosa (Deep fried, green pea stuffed)	30 g	2 pcs
8.	Cheese Sandwich (king size)	-	1 pc
9.	Paper Napkin, Tomato Ketchup, and Mouth Freshener	-	One each