

Indira Gandhi National Open University
Refreshment Committee for 39th Convocation
MaidanGarhi, New Delhi – 110 068

F. No. IG/39th Conv./2026

Date :25/03/2026

To,
The Manager

Notice Inviting Quotations (NIQ)

Greetings from IGNOU!

It is to inform you that IGNOU is organising its **39th Convocation on 07th April 2026** 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/Box** 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. **07th April 2026** at University guest house, IGNOU Campus (by their own transportation and at their own cost). 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. However, the refreshment committee shall examine the

quality and hygiene of food items of sample refreshment packets brought by the vendors on the day of opening of the tender and decide the vendor for the supply of refreshment packets.

- (7) The University reserves the right to increase or decrease the quantity and cancel the tender without assigning any reason.
- (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 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/Boxes** 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 39th Convocation), School of Agriculture (SOA), New Academic Blocks, IGNOU, MaidanGarhi, New Delhi-110068 in a sealed envelope at the earliest but not later than **01st April 2026 (by 03.00 PM)** positively. **The Quotations shall be opened on the same day at 03.30 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 2025)
Phone Number: 011-29537067, 29573088

ANNEXURE A**Suggested Menu for Refreshments Items for
39th Convocation**

Sl. No.	Items	Weight	Quantity
1.	Butter Milk (Amul/Mother Dairy)	200 ml	One
2.	Rose kajuLaddoo(packed)	40 gm	One
3.	Dal Pinni (packed)	40 gm	one
4.	Thandai Laddoo(packed)	40 gm	One
5.	Fafda with Pickle (Packed)	50 gm	One
6.	Pudina mathari(packed)	50 gm each	two
7.	Green pea stuffed Samosa (Packed)	50 gm each	two
8.	Namkeen Pouch (Navratan/Mix)	Small	One
9.	Muffin (egg less)(packed)		one
10.	Paper Napkin, Tomato Ketchup, and Mouth Freshener		

