

To,
The Manager

Notice Inviting Quotations (NIO)

Greetings from IGNOU!

It is to inform you that IGNOU is organizing its **38th Convocation on 5th March, 2025** (Wednesday) at Mata Sundri College for Women, University of Delhi Mata Sundri Lane, Mata Sundri Women's College, New Delhi, 110002. During the programme, the University needs Refreshment Packets. Thus, an arrangement of 3500 Refreshment Packets (approx) are required.

The quotations are invited for the supply of Refreshment Packets from reputed firms/suppliers like yours having due approvals (license) 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. 5th March, 2025 at Mata Sundri College for Women, University of Delhi Mata Sundri Lane, Mata Sundri Women's College, New Delhi, Delhi, 110002. The distribution of packets will begin from 8 AM on the day of Convocation till 11.00 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 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 (If any).
- (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 hygiene guidelines as issued by the govt. while preparation and distribution of the refreshment packets.
- (9) The University reserves the right to cancel the work at any point of time without assigning any reason thereof which cannot be challengeable.
- (10) All the edible items must be 100% vegetarian only.

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 **Sr. Regional Director, The Chairperson (Refreshment Committee for 38th Convocation), IGNOU RC Delhi-2, 17-B, (IAEA House) I.P. Estate, New Delhi-110002** in a sealed envelope at the earliest but not later than **28th February, 2025 (Friday by 03.00 PM)** positively. The **quotations shall be opened on the same day at 04:00 pm** in front of the representative of the vendors.

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

With regards,

Sr. Regional Director
IGNOU RC Delhi-2

Chairperson (Refreshment Committee — 38th Convocation 2025 of Delhi-NCR RCs)
Phone Number: 011-23379747

ANNEXURE – A

**Suggested Menu for Refreshments Items for
38th Convocation to be held on 05th March 2025**

SI. NO.	Item	Weight	Quantity
1	Fruit Juice	200 ml	1
2	Fruit Cake (100% Veg, Gobbles, Fruity Fun)	60 gm	1
3	Diet Namkeen Packet (khatta meetha)	25 gm	1
4	Kachori (urad daal)	50 gm	1
5	Boondi Ladoo	40 gm	1
6	Paper Napkin, Tomato Catch-up		1

*The cost of the items must be included GST/transportation cost or any applicable taxes (if any).