



Guru Gobind Singh Indraprastha University
Dwarka, New Delhi – 110078
(General Administration Branch)
Phone: 011-25302138, 139

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F. No. GGSIPU/GA/2019/Cafeteria/199

Dated: 27 December 2021

CIRCULAR

Subject: Approved Rate List of food items of University Canteen.

The University has awarded the work for Operation of University Canteen, Catering and Cafeteria Services at Guru Gobind Singh Indraprastha University to M/s. Commercial Food Services.

As per approval of Competent Authority, concerned Branch/School/Deptt. would now be required to submit their requisition alongwith approval of Competent Authority to G. A. Branch within specified time frame for necessary hospitality arrangements. Accordingly, the payment to the vendor will also be made in a centralized manner through G.A. Branch.

Performa of Requisition Form, to be furnished and submitted by concerned branch/school/deptt. to GA Branch for necessary hospitality arrangement for official meetings/functions and Performa of Work Competition Report to be submitted by Canteen Contractor to GA Branch after necessary compliance, are enclosed herewith.

All Branch/School/Deptt. are requested to adhere the above SOP for awarding the work of hospitality arrangement for official meeting/function only. Further, in case any complaint w.r.t. quality of food, hygiene, cleanliness etc is observed. kindly intimate to G. A. Branch, in writing, for taken further necessary action against the Canteen Contractor in this regard, if so required.

The list of food items to be sold and their rates as approved by the Competent Authority, are as under:

LIST OF MENU

Segment-A: Running Food Items

S. No.	Items Description	Qty/ Wt.	Rate	Daily
I. SNACKS & CHAT				
1.	Sandwich (Veg) – 1 pc	80 gm	12.00	Daily
2.	Samosa/Bread Pakora - 1 pc	80 gm	10.00	Daily
3.	Paneer Pakora/Paneer Cutlet -1 pc	60 gm	12.00	Daily
4.	Gol-Gape	6 pc	24.00	Daily
5.	Allo Tikki	2 pc	20.00	Daily
6.	Papri/Bhel Puri/Bhalla Papri/Dahi Bhalla	150 gm	22.00	Daily
7.	Raj Kachori	200 gm	25.00	Daily
II. MINI MEAL				
1.	Chole Bhatura – 2 pc	250gm	30.00	Daily
2.	Pav Bhaji – 2 pc	250gm	20.00	Daily
3.	Kadhi / Rajma / Chole with Rice	250gm	20.00	Daily
4.	Masala Dosa with Sambhar	300gm	26.00	Daily
5.	Idli Sambhar	02 pc	20.00	Daily
6.	Vada Sambhar	02 pc	20.00	Daily
III. MEALS/LUNCH				
(i)	Dal /Channa Masala/Rajma/Kadhi Pakora	150gm	12.00	Daily
(ii)	Seasonal Vegetable	100gm	10.00	Daily
(iii)	Sahi Panner/ Kadahi Panner /Mutter Panner	150gm	16.00	Daily
(iv)	Raita	100gm	10.00	Daily
(v)	Butter Naan / Lachha Paratha / Stuffed Naan / Stuffed Paratha	80gm	12.00	Daily
(vi)	Plain Roti	25gm	10.00	Daily
(vii)	Plain Rice/Jeera Rice	200gm	16.00	Daily
(viii)	Veg. Biryani	250 gm	22.00	Daily

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(iv)	Mini Veg. Thali – Dal (150gm), Seasonal Veg (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar	Per plate	35.00	Daily
(x)	Deluxe Veg. Thali - Dal Tadka/Dal Makhani (150gm), Mix Veg (100gm), Sahi Panner/Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar and Gulab Jamun/ Rasgulla (100gm)	Per plate	50.00	Daily
IV.	<u>DRINK / BEVERAGES</u>			
(i)	Normal Tea	100ml	8.00	Daily
(ii)	Hot Coffee (Nescafe/BRU)	100ml	8.00	Daily
(iii)	Veg Tomato/Sweet Corn Soup	120ml	12.00	Daily
(iv)	Soda Lime (Sweet/Salted)	200ml	15.00	Daily
(v)	Lassi (Sweet/Salted)	200 ml	12.00	Daily
V.	<u>DESERT</u>			
(i)	Rasgulla/Gulab Jamun-1Pc.	80gm	8.00	Daily
(ii)	Gajar/Moong Dal Halwa (Seasonal)	100gm	18.00	Daily
(iii)	Rasmalai - 2 pc	125 gm	30.00	Daily

Rate of above mentioned food items for Segment-A are inclusive tax.

Segment- B: Regular High tea & Buffet (Lunch/Dinner)

NORMAL BUFFETS OR TABLE SERVICES OF FOOD PACKAGES FOR MEETINGS/FUNCTIONS

S. No.	Packages for each Person	Quantity to be Served	Rate
I.	LIGHT HIGH TEA:		23.00
	i. Tea/Coffee	120 ml	
	ii. Salted Wafers	5 gm	
	iii. Mix Veg Pakora	80 gm	
	iv. Cookies 2 Pcs. (each Sweet & Salted Britannia/McVities/Frontier)	25 gm	
II.	HIGH TEA:		50.00
	i. Tea/Coffee (as per requirement)	120 gm	
	ii. Salted Wafers	5 gm	
	iii. Samosa/Dhokla /Khandvi / Veg. Cutlet/ Veg. Sandwich	80 gm	
	iv. Cookies 2 Pcs. (each Sweet & Salted Britannia/ McVities/Frontier)	25 gm	
	v. Paneer Pakora	60 gm	
	vi. Gulab Jamun / Rasgulla / Ice Cream /Gajar Halwa /Moong Dal Halwa	80 gm	
III.	FIXED MENU LUNCH BUFFET:		80.00
	Dal, Seasonal Vegetable, Sahi/Kadhai Paneer, Zeera Rice, Roti, Naan/ Laccha Parantha, Raita, Sweet /Ice Cream, Achar, Papad and Salads, Water Glass	Per plate	

Rate of above mentioned food items for Segment-B are exclusive tax.

Segment- C: Special High tea & Buffet (Lunch/Dinner)

SPECIAL BUFFET/TABLE SERVICE OF FOOD PACKAGE FOR STATUTORY BODY MEETINGS / INTERNATIONAL CONFERENCE / SPECIAL FUNCTIONS

S. No.	Special High Tea	Qty to be served	Rate
1.	Cold Drinks / Real Juices (Branded)	150 ml	65.00
2.	Tea / Coffee / Green Tea / Black Tea / Herbal Tea	120 ml	
3.	Salted Kaju/Roasted Kaju/Roasted Badam (50 Gram)	50 gm	
4.	Paneer Pakora / Veg Cutlet / Paneer Cutlet/Hara Bhara Kabab	60 gm	
5.	Dhokla / Khandvi/ Cocktail Samosa	60 gm	
6.	Gulab Jamun/ Chenna Toast/ Sandesh/ White Rasgulla/ Raj Bhog/ Fruit Cream	80 gm	
7.	Glass Bottled Water – 200 ml (Catch)	200 ml	

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Table -II: Packages For Each Person				
S. No.	Item List	Special Lunch/Dinner		Rate
1.	Soup	Cream of tomato / Sweet corn Soup	Per plate	100.00
2.	Dal	Pind Chana (White) / Dal Makhni / Yellow Dal /Rajma Tadka		
3.	Paneer	Kadhai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom /Paneer Korma / Malai Kofta / Paneer Lababdar		
4.	Seasonable Veg.	Mix Veg / Veg. Jalfreji / Shahi Gobi / Bhindi Masala / Gobhi Masala / Stuffed Aloo/ Stuffed Tomato/ Stuffed Capsicum		
5.	South Indian	Idli / Vada / Dosa / Dal Vada / Utthpam / Uthpam		
6.	Curd	Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita / Dahi Bhalla		
7.	Rice	Rice / Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice		
8.	Breads	Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan (Any Two)		
9.	Salad (Veg.)	Green Salad / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad		
10.	Accompaniments	Achaar / Chutni / Papad		
11.	Deserts	Gulab Jamun / Rasgula / Ice cream / Stick Kulfi / Gajar Halwa / Moong Dal Halwa		

Rate of above mentioned food items for Segment-C are exclusive tax.

Note: Canteen Contractor/Caterer is required to maintain sufficient stock of all approved running items, as mentioned above, as well as packed items, to be sold in University Canteen on the basis of requirement.

(Dr. Pankaj Agrawal)
Deputy Registrar (GA)

Copy to the following for kind information:-

1. All Deans of University Schools of Studies
2. Controller of Examination
3. All Directors
4. Librarian
5. Chief Warden
6. Proctor
7. Head, UITS with a request to upload the same on University website
8. All Joint Registrars/Deputy Registrars/Branch Head
9. Executive Engineer, UWD
10. Hostel Wardens
11. Public Relation Officer (PRO)
12. AR to VC for kind information of Hon'ble Vice Chancellor
13. AR to Registrar for kind information of the Registrar
14. PS to COF
15. Accounts Branch with a request to release the payment for the work of catering for Canteen to M/s. Commercial Food Services only as per the approved rates and terms & conditions.
16. M/s. Commercial Food Services (University Canteen) (Mr. Ganesh Kumar).
17. Office Copy

(Vijendra Singh)
Assistant Registrar (GA)



Guru Gobind Singh Indraprastha University
 Sector – 16 C, Dwarka, New Delhi – 110078
 (General Administration Branch)
 Ph. 011-25302138/139/145, e-mail: gabranch@ipu.ac.in

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Req. No..... (To be filled by GA Branch)

Dated:.....

Requisition Form
Catering Services for official Meeting/Function only

1. Name of the School/Department : _____
2. Name of Requisitioner & Mobile No. : _____
3. Date & Time of Hospitality Arrangement : Date _____, Time _____
4. Venue (Block/Room No. or any other) : _____
5. No. of officials (**Minimum 05 officials**) : Nos. _____, Words _____
6. Purpose/Detail of Activity : _____
7. Please Tick () the Segment /package required :
 (Please attach the approved notified menu list, specifying/ selecting the package/items from the list, duly signed by the concerned officer.)

Segment	Mark the Tick	Detail of Package/Items	Mark the Tick
Segment 'A' - Running Food Items		Mini Veg. Thali:	
		Deluxe Veg. Thali:	
		Others (Please Specify):	
Segment 'B' - Regular High Tea & Buffet (Lunch/Dinner) (For Normal Buffets or Table Services of Food packages)		Light High Tea:	
		High Tea:	
		Fixed Menu Lunch Buffet:	
Segment 'C' - Special High Tea & Buffet (Lunch/Dinner) (For Statutory Body Meetings/ International Conference/ Special Function)		Special High Tea:	
		Special Lunch/Dinner:	

Note:-

1. The requisitioner is requested to submit the duly fill up requisition form alongwith Administrative Approval/Sanction of Competent Authority on or before at least five (05) working days prior to the date of programme.
2. The Canteen Contactor will provide the food items and to give service at above designated location within the University Campus for package items for minimum order of at least 05 persons or more, as mentioned above.
3. The requisitioner will have to ensure that name of package/items must be clearly mentioned in the proposal for which approval of Competent Authority is obtained. No change in the menu will be accepted at last moment.

Signature of Requisitioner

Signature of Dean/Director/Branch Head

Name & Designation _____

Name & Designation _____

Mobile No. _____

Seal of the School/Branch _____

To,

General Administration Branch