



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

F.No. GGSIPU/GA/Canteen Tender/2023/515

Dated: 04.07.2023

CIRCULAR


Subject: Approved Rate List of food items of University Canteen (Dwarka & East Campus).

The University has awarded the work for Operation of University Canteen, Catering and Cafeteria Services at Guru Gobind Singh Indraprastha University at Dwarka & East Delhi Campus to M/s. Premanand Canteen Contractor w.e.f. 16.06.2023.

All concerned Branch/School/Deptt. would now be required to submit their requisition form alongwith Performa of Work Competition Report followed by the approval of Competent Authority to G. A. Branch within specified time frame for necessary Hospitality Arrangements. Accordingly, the payment to the canteen contractor will be made in a centralized manner through G.A. Branch.


All Branch/School/Deptt. are requested to adhere the above procedure 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 appended herewith.


(Dr. Pankaj Agrawal)
Dy. Registrar (GA)

Copy to the following for kind information:-

1. All Deans of University Schools of Studies of Dwarka Campus & East Campus
2. Controller of Examination
3. All Directors of Dwarka Campus & East Campus
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. Premanand Canteen Contractors only as per the approved rates and terms & conditions.
16. M/s. Premanand Canteen Contractors (University Canteen)
17. Office Copy


(Vijendra Singh)
Astt. Registrar (GA)

LIST OF MENU

Annexure 'A'

1. Rate List of Approved Running Food Items to be sold in the both campuses i.e. Dwarka Campus & East Campus of the GGSIP University Canteen.

RUNNING FOOD ITEMS

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
<u>DRINK / BEVERAGES</u>			
i.	Regular Tea - Hand made	100 ml	10
ii.	Special Tea - Hand made (With Ginger & Cardamom)	100 ml	15
iii.	Coffee (Regular)	100 ml	15
iv.	Coffee (Cappuccino)	100 ml	20
v.	Soup (Tomato/Veg./Sweet Corn/Hot & Sour)	100 ml	20
vi.	Soda Lime (Sweet/Salted)	200 ml	20
vii.	Lassi (Sweet/Salted)	200 ml	20
<u>SNACKS & CHAT</u>			
i.	Samosa - 1 pc	80 gm	12
ii.	Bread Pakora- 1 pc	100 gm	15
iii.	Paneer Pakora/Paneer Cutlet -1 pc-60 gm	80 gm	20
iv.	Sandwich (Veg) – 1 pc	80 gm	20
v.	Grilled Sandwich (Veg) – 1 pc	100 gm	35
vi.	Veg patty – 1 pc	80gm	12
vii.	Paneer Patty – 1 pc	Per pc	15
viii.	Gol-Gappe- 5 pc		20
ix.	Allo Tikki -2pc	150 gm	25
x.	Dahi Bhalla Papri/Dahi Bhalla	150 gm	30
xi.	Raj Kachori- 200 gm	200 gm	50
xii.	Veg. Chowmin – Full Plate	250 gm	30
xiii.	Chilli Potato – Full Plate	250 gm	40
xiv.	Spring Roll – 2 Roll	200 gm	40
xv.	Veg. Momos with mayonnaise and schwezwanz chutney – 6 pc	100 gm	20
<u>MINI MEAL</u>			
i.	Masala Dosa with Sambhar and Coconut Chutney	200 gm 150 gm	40
ii.	Vada (2 pc) with Sambhar and Chutney	150 gm 150 gm	30
iii.	Idli (2 pc) with Sambhar and Chutney\	150 gm 150 gm	30
iv.	Upma with Sambhar and Chutney	250 gm 100 gm	30
v.	Mix Veg. Uthpam with Sambhar and Chutney	200 gm 150 gm	40
vi.	Chole Bhatura – 2 pc	200 gm	40
vii.	Chole Kulche – 2 pc	150 gm	30
viii.	Pav Bhaji – 2 pc	150 gm	40
<u>DESERT</u>			
i.	White Rasgulla/Gulab Jamun-1Pc	50 gm	15
ii.	Gajar/Moong Dal Halwa (Seasonal)	80 gm	30
iii.	Rasmalai - 2 pc	100 gm	40



S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
<u>MEALS/LUNCH</u>			
i.	Rice with Kadhi / Rajma / Chole - 250 gm	150 gm	40
ii.	Plain Rice/Jeera Rice	150 gm	
iii.	Veg. Biryani	200 gm	30
iv.	Plain Roti- 1 pc	250 gm	40
v.	Puri with Aloo Subzi (4 pc)	25 gm	5
vi.	Plain Paratha/Roti with 1 seasonable vegetable (2 pc)	200 gm	30
vii.	Stuffed Paratha (Potato/Onion/Mixed) with Curd and Pickle – 2pc	200 gm	30
viii.	Seasonal Vegetable/ Dal	200 gm	40
ix.	Sahi Panner/ Kadahi Panner /Matar Paneer/Palak Paneer	150 gm	20
x.	Raita	150 gm	30
xi.	Mini Veg. Thali – Dal (150gm), Seasonal Veg (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar	100 gm	15
xii.	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	60
		Per Plate	80
<u>REFRESHMENT BOX</u>			
i.	Samosa/ Bread Pakoda (Any One)		
ii.	Sandwich/Veg Patty (Any One)		
iii.	Chips (Rs.5)		
iv.	Biscuit (Rs.5)		
v.	Tetra Pack Juice (Rs.10)		
vi.	Muffin/Cake (Rs.10)		
		Per Box	60

- Note:**
1. The rate of Running Food Items and Refreshment Box, as mentioned above, will be inclusive of GST and other applicable taxes.
 2. Packing & Service charge of Rs.15/- and Rs.10/- will be charged for Thali and other individual item respectively over and above the approved rates.
 3. 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.
 4. The cost of Refreshment Box will be increased with the respective MRP/Cost of item for the items added over and above the items given at S. No. 6.

Rate List:-

Approved Packages for 'Regular Light Tea/High Tea/ Lunch/ Dinner'

Category:-

"General/Regular Hospitality Arrangements"

Hospitality Categories:-

Academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Annual Day/Convocation, Teachers Day, Republic Day, Independence Day and other functions as well as CET Examinations and Admission/Counseling related activities

Venue:-

At both the campuses of the GGSIP University i.e. Dwarka Campus & East Campus, as per the requirement.

Service Provider:-

University Canteen Contractor

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
1.	Light Tea i. Tea/Coffee ii. Salted Wafers iii. Cookies - Sweet & Salted (Britania/McVities/Unibic/Sunfeast) (Any Two)	Per Plate	35
2.	High Tea i. Tea/Coffee ii. Salted Wafers iii. Samosa/Dhokla /Khandvi / Veg. Cutlet/ Veg. Sandwich/Paneer Pakora (Any Two) iv. Cookies - Sweet & Salted (Britania/McVities/Unibic/Sunfeast) v. Gulab Jamun / Rasgulla / Ice Cream /Gajar Halwa /Moong Dal Halwa (Any One) vi. Water Bottle (200 ml)	Per Plate	90
3.	Fixed Menu Buffet (Lunch/Dinner):- Dal, Seasonal Vegetable, Shahi/ Kadhai Paneer, Zeera Rice, Roti, Naan/ Laccha Parantha, Raita, Sweet /Ice Cream, Achar, Papad and Salads, Water Bottle (200 ml)	Per Plate	200

Note:

1. The above food items, for desired hospitality arrangements, will be served in Bio-degradable plates/bowl/cups.
2. The above rates would be exclusive of GST and other applicable taxes.



Rate List

:- Approved Packages for 'Special Buffet High Tea/Lunch/Dinner'

Category

:- "Special Hospitality Arrangements"

Hospitality Categories:-

Exclusively for Statutory Body Meetings, Lt. Governor's Visit, Chief Minister's Visit, Convocations, International Conferences, Foreign Delegations etc, only.

Venue

:- At both the campuses of the GGSIP University i.e. Dwarka Campus & East Campus, as per the requirement.

Service Provider:-

University Canteen Contractor

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
1.	Special High Tea i. Cold Drinks / Real Juices (Branded) (Any One) ii. Tea / Coffee / Green Tea / Black Tea / Herbal Tea (As per requirement) iii. Salted Kaju/Roasted Kaju/Roasted Badam (Any One) iv. Paneer Pakora / Veg Cutlet / Paneer Cutlet/Hara Bhara Kabab/Dahi ke sholay – (Any Two) v. Dhokla / Khandvi/ Cocktail Samosa (Any One) vi. Gulab Jamun/ Chenna Toast/ Sandesh/ White Rasgulla/ Raj Bhog/ Fruit Cream (Any One) vii. Glass Bottled Water (Reputed Brand)	Per Plate	200
2.	Special Lunch/Dinner i. Soup -Cream of tomato / Sweet corn Soup (Any One) ii. Dal -Pind Chana (White) / Dal Makhni / Yellow Dal Tadka /Rajma (Any One) iii. Paneer -Kadhai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom /Paneer Korma / Malai Kofta / Paneer Lababdar (Any Two) iv. Seasonable Veg.- Mix Veg / Veg. Jalfreji / Ghobi Korma / Bhindi Masala / Gobhi Masala / Stuffed Aloo/ Stuffed Tomato/ Stuffed Capsicum (Any Two) v. Curd - Raita Mix / Dahi / Pincapple Raita / Bhoondi Raita (Any One) vi. Dahi Bhalla vii. Rice - Plain Rice / Matar Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice/ Veg. Biryani (Any One) viii. Breads - Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan (Any Two) ix. Salad - Green Salad / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad (Any Two) x. Accompaniments - Achaar / Chutni / Papad xi. Deserts - Gulab Jamun / Rasgula / Ice cream / Stick Kulfi / Gajar Halwa / Moong Dal Halwa (Any Two)	Per Plate	600

Note:

- The above food items, for desired hospitality arrangements, will be served in bone-china crockery.
- The above rates would be exclusive of GST and other applicable taxes.





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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 15 officials) : Nos. _____, Words _____
6. Purpose/Detail of Activity/meeting : _____
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)

Sl. No.	Segment	Annexure	Detail of Package/Items	Rates (per person)	No. of Persons	Total estimated Expenditure
				A	b	c=(axb)
1.	Running Food Items	A	Mini Veg. Thali	@60/-		
			Deluxe Veg. Thali	@80/-		
			Refreshment Box	@60/-		
			Others (Please Specify)	As per approved rate		
2.	General/Regular Hospitality Arrangements	B	Light Tea	@35/-		
			High Tea	@90/-		
			Fixed Menu Buffet (Lunch/Dinner)	@200/-		
3.	Special Hospitality Arrangements <u>Exclusively for Statutory Body Meetings, Lt. Governor's Visit, Chief Minister's Visit, Convocations, International Conferences, Foreign Delegations etc. only</u>	C	Special High Tea	@200/-		
			Special Lunch/Dinner	@600/-		
Grand Total						

Note:

1. The requisitioner are required to submit/enclosed the duly fill up requisition form alongwith A/A& E/S of Competent Authority for anticipated expenditure to be incurred **at least two (02) 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 15 persons or more, as mentioned above.
3. The approved packing & services charges for the running food items (as per annexure A) will also be applicable over & above the approved rates.
4. 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.
5. The above said request for hospitality arrangement is for official Meetings / Activities after due approval of the Competent Authority.

Signature of Requisitioner

Signature of Dean/Director/Branch Head

Name & Designation _____

Name & Designation _____

Mobile No. _____

Seal of the School/Branch _____

To,

General Administration Branch



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Date:.....

Work Completion Report after Hospitality Arrangement for Official Meeting/Function Only

1. Name of Deptt./School :
2. Name of Function (if any) :
3. Date of Function :
4. Venue :
5. Requisition Ref. No & Date : Req. No., Date.....

Sl. No.	Segment	Annexure	Detail of Package/Items	Rates (per person)	No. of Persons	Total estimated Expenditure
				A		
1.	Running Food Items	A	Mini Veg. Thali	@60/-		
			Deluxe Veg. Thali	@80/-		
			Refreshment Box	@60/-		
			Others (Please Specify)			
			As per approved rate		
2.	General/Regular Hospitality Arrangements	B	Light Tea	@35/-		
			High Tea	@90/-		
			Fixed Menu Buffet (Lunch/Dinner)	@200/-		
3.	Special Hospitality Arrangements Exclusively for Statutory Body Meetings, Lt. Governor's Visit, Chief Minister's Visit, Convocations, International Conferences, Foreign Delegations etc. only	C	Special High Tea	@200/-		
			Special Lunch/Dinner	@600/-		
Grand Total						

It is to certify that M/s Premanand Canteen Contractors has made hospitality arrangement for the above said programme, satisfactorily.

.....
Signature of authorized person
of Canteen Contractor

.....
Signature of Officer/Official
of University alongwith Stamp

Note: This work completion certificate is required to be enclosed with related bill and be submitted to General Admin. Branch by the Canteen Contractor.



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Dated: .../.../.....

Feedback form for Canteen Services

1. Are you satisfied with quality of Food : Yes No
2. Are you satisfied with hygiene of Food : Yes No
3. Are you satisfied with cleanliness of Canteen premises : Yes No
4. Have you charged extra amount beyond rate list/MRP : Yes No
5. Are you satisfied with behavior of Canteen Staff : Yes No
6. Satisfied with quantity of food as per menu/rate list : Yes No
7. Cleanliness of utensils : Yes No
8. Service given by canteen vendor : Poor Good

Any other issues/suggestions for improvement.....

Overall feedback: Very Good Good Satisfactory Poor

Signature

(Name & Mobile No. of Customer)