



Guru Gobind Singh Indraprastha University
"A State University established by the Govt. of NCT of Delhi"
Dwarka, Sector-16/C, Delhi-110078
Website: <http://ipu.ac.in>



F. No. GA(15)2025/FEB/00003/ 519

Dated: 24/2/25

CIRCULAR

Subject: Operation of University Catering Services at Dwarka Campus, Guru Gobind Singh Indraprastha University, Sector 16/C, Dwarka, New Delhi - 110078.

This is to notify that the work relating to the subject captioned above has been awarded to M/s Kritika Hospitality, initially for the period w.e.f. 22nd December 2025 to 19th June 2027, as per Annexure 'B' annexed herewith. The list of running items i.e. Annexure 'A' has already been notified vide Circular of even number dated 25.06.2025.

All the University Schools / Centres / Departments are required to submit their Requisition form (enclosed) accompanied by a copy of Administrative Approval within the specified time frame for necessary Hospitality arrangements to the General Administration Branch. Upon completion of the event, the Performa of Work Completion Report (enclosed) is also required to be filled in all respect and handed over to the Canteen Contractor.

(Prabhat Mishra)
Assistant Registrar, GA

Encl.: As Above.

F. No. GA(15)2025/FEB/00003/ 519

Dated: 24/2/25

Copy forwarded to the following for information:

1. All Deans / Directors / Incharges, GGS IP University
2. Controller of Examinations – I & II, GGS IP University
3. Controller of Finance, GGS IP University
4. Librarian, GGS IP University
5. Chief Warden, GGS IP University
6. Proctor, GGS IP University
7. SE, UWD, GGS IP University
8. All Branch Heads, GGS IP University
9. Project Director, UITS, with the request to upload the same on the University Website
10. A.R. to Vice Chancellor, GGSIP University
11. A.R. to Registrar, GGSIP University
12. M/s Kritika Hospitality
13. Guard File

(Neelam Bareja)
Section Officer, GA



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Requisition 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 the Requisitioner & Mobile No. : _____
3. Date & Time of Hospitality Arrangement : Date _____, Time _____
4. Venue (Block / Room No. or any other) : _____
5. No. of Persons (Minimum 25 for Buffet) : Nos. _____, Words _____
6. Purpose / Detail of Activity / Meeting : _____
7. Please Tick () the Segment / Package required :

S. No.	Segment	Annexure	Detail of Package / Items	Rate (per person) (in Rs.)	No. of Persons	Total estimated Expenditure (Excluding GST)
1.	Running Food Items	A	Mini Veg Thali	55/-		
			Deluxe Veg. Thali	80/-		
			Refreshment Box	75/-		
			Others (Please Specify)			
					
2.	General / Regular Hospitality Arrangements	B	Light Tea	35/-		
			High Tea	111/-		
			Fixed Menu Buffet (Lunch / Dinner)	230/-		
			Grand Total			

Note:

1. The requisitioner is required to submit the duly filled up form along with a copy of A7A of Competent Authority to undertake the given activity / meeting, **at least two (02) working days prior** to the date of programme.
2. The Canteen Contractor will provide the food items and give service at the above designated location within the University Campus.
3. **The minimum order for Buffet shall be accepted for persons not less than 25.**
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.
4. The above said request for hospitality arrangement is for official Meetings / Activities after due approval of the Competent Authority.

(Signature of the Requisitioner)
Name & Designation: _____
Mobile No.: _____

(Signature of Dean / Director / Branch Head)
Name & Designation: _____
Seal of the School / Branch: _____

To,

General Administration Branch



Date: _____

WORK COMPLETION REPORT AFTER HOSPITALITY ARRANGEMENT FOR OFFICIAL MEETING / FUNCTION ONLY

1. Name of the School / Department : _____
2. Name of function (if any) : _____
3. Date & Time of Hospitality Arrangement : Date _____, Time _____
4. Venue (Block / Room No. or any other) : _____
5. Requisition Ref. No. & Date : _____

Details of arrangement provided by the Vender:

S. No.	Segment	Annexure	Detail of Package / Items	Rate (per person) (in Rs.)	No. of Persons	Total Estimated Expenditure (Excluding GST)
1.	Running Food Items	A	Mini Veg Thali	55/-		
			Deluxe Veg. Thali	80/-		
			Refreshment Box	75/-		
			Others (Please Specify)			
					
2.	General / Regular Hospitality Arrangements	B	Light Tea	35/-		
			High Tea	111/-		
			Fixed Menu Buffet (Lunch / Dinner)	230/-		
			Grand Total			

Certified that the work assigned has been completed by the Canteen Contractor as per the details mentioned above.

Please give your Feedback (✓):

Very Good

Good

Satisfactory

Poor

Remark / Suggestions for improvement (if any):

(Signature of Authorized Person)
Of Canteen Contractor

(Signature of Dean / Director / Branch Head)
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 Administration Branch by the Canteen Contractor.

 

Annexure 'B'

S. No.	Item Description	Qty / Wt.	Approved Rates (in Rs.) + GST Extra
1.	<u>Light Tea (Table Serve / Buffet)</u> i. Special Tea/ Special Coffee ii. Salted Wafers (40 gms) iii. Assorted Cookies – Two Sweet & Two Salted (10 gms each) iv. Water Bottle (200 ml)	Per Plate	35/-
2.	<u>High Tea (Table Serve / Buffet)</u> xv. Special Tea/ Special Coffee xvi. Salted Wafers (40 gms) xvii. Samosa/ Paneer Pakora/ Veg. Cutlet (Any One) xviii. Dhokla / Khandvi / Veg. Sandwich (Any One) xix. Assorted Cookies - Two Sweet & Two Salted (10 gms each) xx. Gulab Jamun / Rasgulla /Gajar ka Halwa / Moong Dal Halwa / Ice Cream (Any One) xxi. Water Bottle (200 ml)	Per Plate	111/-
3.	<u>Fixed Menu Buffet:-</u> Dal Makhani / Dal Bukkhara Mix/Seasonal Vegetable Shahi Paneer/ Kadhai Paneer/Matar Paneer/ PalakPaneer (Any one) Zeera Rice / Matar /Veg Pullao Roti, Naan/ Laccha Parantha Boondi /Pineapple Raita Gulab Jamun / Rasgulla /Gajar ka Halwa / Moong Dal Halwa /Ice Cream (Any One) Achar, Masala Papad and Green Salads, Water Bottle (200 ml)	Per Plate	230/-

Note:

1. The above food items will be served in bowl/cups/ Plates (Bone china).
2. The Canteen Contractor shall be required to provide appropriate Stewards / utility persons commensurate with the hospitality event(s).

