



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉर्पोरेशन लिमिटेड

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise-Navratna)

CIN: L74899DLI999GOI101707 Website: www.irctc.com, E-mail: info@irctc.com

No. IRCTC/NZ/ZO(NRC)/6/2025/ZO/NZ

Dt. 22.05.2025

PHD Chamber of Commerce & Industry,
PHD House, 4/2 Siri Institutional Area,
August Kranti Marg,
New Delhi 110016
arun.gupta@phdcci.in

"Letter of Award"- (Kind attention Mr. Arun Gupta – 9871193108)

Sub: Appointment of event Management service provided for providing buffet Lunch/ Dinner/ Hi-Tea for approx 100 persons as and when required at Udaan Bhawan near Jor Bagh Metro Station, New Delhi for the period from 22.05.2025 till 21.08.2025 (Three months).

Ref: 1. Your Financial Bid Quotation opened on dt 21.05.25 & Negotiation bid dated 21.05.25.
2. Limited Quotation document No. IRCTC/NZ/ZO(NRC)/6/2025/ZO/NZ.

IRCTC is pleased to inform you that Competent Authority at IRCTC has accepted your Negotiation bid opened on dated 21.05.2025 and has accorded approval for your appointment as event Management service provided for providing buffet Lunch/ Dinner/ Hi-Tea for approx 100 persons as and when required at Udaan Bhawan near Jor Bagh Metro Station, New Delhi for the period from 22.05.2025 till 21.08.2025 (Three months) for the items mentioned under Annexure - 3 & Annexure -4 of the Quotation document. All the terms and condition of the quotation shall be part of this Letter of Award.

In view of the above, you are advised to provide Event Management facility/catering facility i.e. Hi-tea for 100 participants for the event scheduled to be held in AERA office on 23.05.2025 from 02.00 PM onwards at the cost quoted by you. Following points may be noted:-

1. Hi-tea to be provided for 100 participants at AERA office, 3 floor, Udaan Bhawan, Safdarjung Airport, New Delhi - 110003 on 23.05.2025 from 02.00 PM onwards.
2. Utmost priority to be given on providing high quality of food ensuring service of hot snacks.
3. Good quality Table, Cutlery, Crockery, Chafing dish to be used and staff in uniform.
4. As the AERA office is in housed in a control access area, where access is restricted for outsiders. Hence, you are requested to kindly provide the details of the employees/vehicles deputed by your agency for the day of event to arrange gate passes.
5. You are also requested to ensure all the arrangements are made sufficiently in advance to avoid any interruption in the event scheduled to be held on 23.05.2025 from 0200 PM onwards in AERA office.



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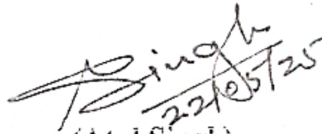
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Menu of the Hi-tea is as under:-

1. Coffee/ Tea / Green Tea
2. Assorted Sweet & Salty Cookies
3. Coleslaw Sandwich
4. Dhokla / Khandvi
5. Cutlets
6. Pastry
7. Packed Juice (Tetra Pack)
8. Cold Drink Can (150 ml)
9. Water Bottle 250 ml

Please acknowledge the receipt of this letter.


(Atul Singh)
Manager/SCS/NZ

Copy to:

1. PS to GGM – for information of GGM sir.
2. AGM/SCS/NZ – for kind information of GGM sir.
3. AGM/Fin./NZ – for information please.


C. S. Chatterjee
MD/CC