



Dean Alumni Affairs
Delhi Technological University
(Formerly Delhi College of Engineering)
Established under Delhi Act 6 of 2009, Govt of NCT of Delhi
Shahbad Daultapur, Bawana Road-Delhi-110042, India

F. No. DTU/HomecomingMeet2026/2025-26/391

Dated: 22/01/2026

NOTICE INVITING QUOTATION

Sealed spot quotations are hereby invited to supply of Memento both Golden and Silver (with DCE and DTU Logo)

The quotation, on the firm's letter head should reach department office i.e. Procurement of Memento both Golden and Silver (with DCE and DTU Logo inside), Office of Alumni Affairs, IIIrd floor Civil Engineering Department, DTU, Shahbad Daultapur, Delhi 110042 by 27th January 2026 till 5:00 PM.

The manufacturers or their Authorized Distributors/ Dealers / Agents who wish to participate in the quotation shall submit their sealed quotation in the prescribed NIQ format given in Annexure-1 on or before 27th January, 2026 along with the copy of GSTIN number. The specification for the shawl are given in Annexure- II.

Terms & Conditions:

1. Supplied items shall meet satisfaction level of the user.
2. Quoted rates shall be inclusive of all taxes applicable and F.O.R.
3. Warranty: all products must have minimum of 1 year warranty.
4. As per GFR172 (i) payments for services rendered or supplies made shall be released only after the services have been rendered or supplies made.
5. Conditional quotations and/ or incomplete quotations in any respect will be rejected.

Estimated cost: 3,00,000 /- (including GST)

Dr. Roli Purwar
22/1/2026

(Prof. Roli Purwar)

Department of Applied Chemistry
Coordinator- Souvenir/Memento Committee

Copy to: -

1. Sr. Account officer, DTU
2. Notice Board

Annexure- I
Quotation

GSTIN:- _____

Dated: _____

To,

Dean (Alumni) Office
Delhi Technological University
Shahbad Daulatpur,
New Delhi 110042

Sir,

We are quoting our lowest price as per requirements:

| S.No | Description | Packing | Brand | Price | Quantity | Amount |
|-----------------------|---|---------|-------|-------|----------|--------|
| 1. | (Detailed description with specification) | | | | | |
| 2. | | | | | | |
| GST (% extra) | | | | | | |
| Total | | | | | | |
| Amount (RS) | | | | | | |
| Total Amount in Words | | | | | | |

Terms and condition of the trade

1. Warranty: _____
2. Delivery Period: _____
3. Validity of Offer: _____
4. Payment: 100% payment can be made after the delivery of all the items.

Regards
Signature
Name of the Company
(with seal)
Address:
Contact no.



Annexure II

Specifications

| S. No | Golden Memento |
|-------|---|
| 1. | 8-inch Metal Plate with golden plating |
| 2. | Coloured printing on Metal plate |
| 3. | Fixing on a wooden base with golden and maroon colour combination |
| | Silver Memento |
| 1. | 8-inch Metal Plate with silver plating |
| 2. | Coloured printing on Metal plate |
| 3. | Fixing on a wooden base with golden and maroon colour combination |
| 4. | Total no. of pieces (Golden and Silver) 225 |

28.