



DELHI TECHNOLOGICAL UNIVERSITY

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110 042

www.dtu.ac.in, E-mail: ga@dtu.ac.in

Tel: + 91-11-2729 4673

F. No. DTU/G.A./32/2014-15/427/V-5/521

Dated: 10.10.2024

NOTICE

The quotations are invited from reputed Vendors latest by 21.10.2024 for providing the items as per details given below: -

S.No	Particular
1.	Brass/ Crystal/ Metal/ Acrylic/ Wooden finish plate embossed with DTU Name, Logo and the Name of the person presented to, with box.

The vendor must submit the quotation of the abovementioned items with rate per item and GST in a sealed envelope in the office of Dy. Registrar (Gen.Admn.), DTU.

Terms and conditions: -

- 1) A Rate Contract will be signed between the vendor and the DTU for providing the memento on demand basis for 02 years initially which may be extended further with the consent of both the parties.
- 2) The FOR will be Delhi Technological University.
- 3) The requirement of memento and the name of the honorary guest for printing will be shared one or two day prior and the delivery will be done in one day irrespective of any national holiday or weekend.
- 4) 100% Payment will be done on satisfactory receipt of the memento alongwith the original bill.
- 5) The DTU is not liable to pay any advance to the vendor.
- 6) The vendor should discuss the details of the specification before manufacturing the memento.
- 7) The material used for making the memento should be of superior quality. The final finishing of the product should be neat without any sharp edges.
- 8) The printing should be embossed; no adhesive/removable sticker should be used on the memento.
- 9) If the quality of the memento is not meeting the expected required standards, the DTU has all the rights to cancel the order completely.
- 10) If any item/piece is damaged, the DTU is not liable to pay for the damages. Accordingly, deductions shall be accounted during payment.
- 11) The quotations may be submitted in the following manner: -

S.No.	Dimension	Material	Rate Quoted per item	GST	Total Amount
1.	4*4 inches	Brass			
		Crystal			



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		Metal			
		Acrylic			
		Wooden			
2.	6*6 inches	Brass			
		Crystal			
		Metal			
		Acrylic			
		Wooden			
3.	8*8 inches	Brass			
		Crystal			
		Metal			
		Acrylic			
		Wooden			

(Dr. Anil Kumar)
Dy. Registrar (G.A)