



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

F.No. DTU/HomecomingMeet2026/2025-26/395

Dated: 22 /01/2026

**NOTICE INVITING QUOTATION**

Sealed spot quotations are hereby invited to printing of materials (Invitation Cards, Badges for golden and silver jubilee and committee members, Form Board, Selfie Point, PVC Flex Banner board.

The quotation, on the firm's letter head should reach department office i.e. printing of materials (Invitation Cards, Badges for golden and silver jubilee and committee members, Form Board, Selfie Point, PVC Flex Banner board, Office of Alumni Affairs, III<sup>rd</sup> floor Civil Engineering Department, DTU, Shahbad Daulatpur, Delhi 110042 by 27 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-I on or before **27 January, 2026** along with the copy of GSTIN number. The specification for the printing of materials (Invitation Cards, Badges for golden and silver jubilee and committee members, Form Board, Selfie Point, PVC Flex Banner board 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. As per GFR172 (i) payments for services rendered or supplies made shall be released only after the services have been rendered or supplies made.
4. Conditional quotations and/ or incomplete quotations in any respect will be rejected.

Estimated cost: 2,00,000 /-( including GST)

(Prof. M. Rizwan)  
Associate Dean Alumni Affairs

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. Delivery Period: \_\_\_\_\_
2. Validity of Offer: \_\_\_\_\_
3. 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

### Specification and Quantity:-

S.No.	Description Of Work	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1.	Providing and fixing flex board for stage backdrop of size 25 ft × 10 ft including designing and printing of approved pattern, fixing complete as per approved design and as per directions of the Engineer-in-Charge.	3.00	Nos.		
2.	Providing and fixing flex board of size 16 ft × 8 ft, including designing and printing of approved design and pattern fixing complete as per approved design and as per directions of the Engineer-in-Charge.	2.00	Nos.		
3.	Providing and fixing flex board of size 12 ft × 8 ft, including designing and printing of approved design and pattern fixing complete as per approved design and as per directions of the Engineer-in-Charge.	2.00	Nos.		
4.	Providing and fixing flex standee/board of size 8 ft × 5 ft, including designing and printing of approved design and pattern fixing complete as per approved design and as per directions of the Engineer-in-Charge.	6.00	Nos.		
5.	Supply of name badges with printed insert, transparent pouch and lanyard (doorri), including designing and printing of approved design and pattern complete as per approved design and as per directions of the Engineer-in-Charge.	350.00	Nos.		
6.	Supply of selfie point foam board stand of size 6 ft × 3 ft with stand including designing and printing of approved design and pattern complete as per approved design and as per directions of the Engineer-in-Charge.	2.00	Nos.		
7.	Supply of invitation cards of size 8" × 5" made of 300 GSM hard card, including designing and printing of approved design and pattern, along with printed envelopes, complete in all respects, as per approved design and as per directions of the Engineer-in-Charge.	300.00	Nos.		
				Total	
				GST @	%
				<b>Grand Total</b>	

