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HIGH COURT OF DELHI : NEW DELHI

No. 114/RKD/DHC/2023

Dated: 21.11.2023

From

The Registrar General  
Delhi High Court  
New Delhi.

To

Sub.: QUOTATION FOR SELLING WASTE PAPERS AND FILE COVERS/BOARDS

I am directed to inform you that this Court intends to sell waste papers and file covers/boards which are required to be shredded/destroyed by a Shredding Machine to be installed in the RKD Branch of this Court on the conditions as enclosed herewith.

You are requested to submit necessary quotation mentioning separately rates for waste papers and file covers/boards in a sealed envelope. The period of validity of rates should not be less than two years from last date of submission of quotation i.e. 16<sup>th</sup> December, 2023.

The sealed envelope super scribing thereon "QUOTATION FOR WASTE PAPERS AND FILE COVERS/BOARDS" addressed to "The Registrar General, Delhi High Court, New Delhi" must reach to the Administrative Officer (Judicial), RKD Branch, 06<sup>th</sup> Floor, Administrative Block, Delhi High Court on or before 16<sup>th</sup> December, 2023.

148/RKD(w)  
23/11/23

Yours Truly,

*Nisha Rani Sharma*  
21/11/2023

(Nisha Rani Sharma)  
Deputy Registrar (RKD Branch)  
for Registrar General

In Pursuance to the approval of the worthy Registrar General dtd-18/11/23, the above matter may kindly be uploaded on the website of Delhi High Court.

*W*  
22/11/23

A.O.J. RKD(w).

Needful may be done P.L.

*Chowdhury*  
22/11/2023

3798/IT Cell  
22/11/2023  
A (GT)

A.O.J. (IT Cell) Disha (SJA)

*Jain*  
22-11-2023

M. Manish, DFO

## TERMS & CONDITIONS

1. That the selected dealer would furnish security deposit within 7 days of the receipt of letter by way of Bank Draft in the name of The Registrar General, Delhi High Court for the sum of *Rs.75,000/-* which shall be non-interest bearing and will be refundable at completion of the contract period.
2. That the selected dealer shall deploy sufficient number of labour for tearing/shredding and removal of the waste papers as per the requirement of this Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which engagement shall be liable to be terminated without giving any further notice or opportunity.
3. That the selected dealer shall install a heavy duty shredding machine at RKD Branch of Delhi High Court, New Delhi for tearing/shredding of waste papers as per the Rules, under the supervision of Deputy Registrar/Assistant Registrar (RKD) of Delhi High Court.
4. That the High Court shall weigh the waste paper/file covers on its own on the weighing machine installed for the purpose and shall have the weighing done in the presence of Higher Authorities of Delhi High Court who will certify the net weight of waste paper and file covers/boards.
5. In case of default of condition No.2 & 3 above by the selected dealer during the period of contract, the security deposit shall stand forfeited without any further notice or opportunity.

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