

# HIGH COURT OF DELHI

NO. 8511-22/STY/DHC  
DATED 05/05/16

From:-

**The Registrar General**  
High Court of Delhi  
New Delhi

To,

(Also on the website of DHC)

Sub: Quotation invited for 4000 Nos. of reams of A-4 size Photocopier Paper of 75 GSM in weight.


Sir,

This Court intends to purchase 4000 Nos. of reams (five equal installments of 800 reams at an interval of 60-90 days) of A-4 size Photocopier Paper of 75 GSM in weight for the official use of this court.

You are therefore, requested to submit the necessary quotation for 5000 Nos. of ream of A-4 size photocopier paper of 75 GSM in weight in a sealed envelope along with the half ream of paper as sample and an EMD worth Rs.20,000/- by way of Demand Draft or Bankers Cheque drawn in favour of the "Registrar General, Delhi High Court" payable at New Delhi. The period of validity of rates should not be less than 180 days from the last date of submission of quotation.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR A-4 SIZE PHOTOCOPIER PAPER OF 75 GSM" and addressed to "The Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Lawyer's Chamber Block-III Ground Floor, Delhi High Court, New Delhi-110503 on or before 18.05.2016 at 05:00 PM.

Yours truly,



(Rajeev Chauhan)

Assistant Registrar(Comp./Sty.)  
for Registrar General