

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 56-A/Sty./SA-11/DHC/No. 21580

Dated: 01/10/19

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Quotation for Twenty Five Thousand (25,000) Nos. Printed White Envelopes 9" X 4" SIZE (80 GSM).**

Sir,

This Court intends to purchase **Twenty Five Thousand (25,000) Nos. Printed White Envelopes 9" X 4" SIZE (80.GSM)** for the use in this Court.

A sample of the single color printed white envelope 9" x 4" size (80 GSM) with printed matter for reference can be seen in the store of the stationery branch of this Court on any working day.

Interested firms are requested to submit the quotation **alongwith their sample** to be supplied by them in a sealed envelope to the AO(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 21-10-2019.

The validity of rates should not be less than 180 days from the last date of submission of quotation and the taxes applicable should be clearly mentioned. Quotations with **less period of validity of rates shall be rejected**. Quotation **without sample** shall be summarily rejected. The rates quoted should include the cost of single colour printing on the envelope.

The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter and due date be superscribed on the envelope. No quotation shall be entertained **after due date**. Envelopes **without subject** as referred above and due date shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of above-mentioned item.

It may be noted that the final rates should be mentioned as unit price **inclusive of GST**.

Yours truly,



(Rajeev Chauhan)

Deputy Registrar (IT/Sty.)  
for Registrar General

CC to:- Sr. System Analyst, Computer Cell, DHC-for uploading on the website.