

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. M-34/Sty./SA-11/DHC/No. 19290

Dated: 6-9-19

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB:- QUOTATION FOR VARIOUS STATIONERY ITEMS.

Sir,

This Court intends to purchase various stationery items for use in this Court as per below details:-

| S. No. | Name of Stationery item | Quantity to be purchased |
|--------|---|--------------------------|
| 1. | U clip 'Globe' make triangular 26 mm | 500 Pkts. |
| 2. | 'Faber Castell' Stamp Pad Violet (110 mm X 69 mm) | 450 nos. |
| 3. | Sealing Wax 'National' make (one pkt. Containing 10 sticks) | 50 Pkts. |
| 4. | Awl Pins 'Bell' make (one packet containing 500 pins) | 150 Pkts. |
| 5. | Stamp Pad Ink (60 ml) bottle -Blue | 120 nos. |
| 6. | Yellow Re-Stick Notes 'Oddy' make (2"X3" size) | 750 pkts. |

Interested firms are requested to submit the quotations for the aforesaid items 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 27/9/2019.

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 and separately mentioned. Quotations with **less period of validity of rates shall be rejected.**

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 quotations shall be entertained after due date. Envelopes without subject or due date shall be summarily rejected. This Court also reserves the right to increase or decrease the quantity of above mentioned items.

This Court also reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court further reserves the right to place the order fully/partly to different vendors and in installments.

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

Yours truly,


(Deepti Chhabra)

Assistant Registrar (IT/Sty.)
for Registrar General

CC to:-

1. Sr. System Analyst, Computer Cell, DHC-for uploading on the website.