

# HIGH COURT OF DELHI AT NEW DELHI

No. F. NO. M-23/15530-15532 /STY./DHC

DATED: 06/08/15

From:-

The Registrar General  
High Court of Delhi  
New Delhi

To:-

(On the website of Delhi High Court)

## **SUB.:- QUOTATIONS FOR VARIOUS STATIONERY ITEMS**

Sir,

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

<b>S. No.</b>	<b>Name of stationery item</b>	<b>Total Quantity to be purchased</b>
1*	White window plain envelopes (10"x4½") 75 GSM*	10,000 nos.
2*	white plain envelopes (10" x 4½ " size) 80 GSM*	20,000 nos.
3	Wooden poker 'National' make	600 nos.
4	Binder clip 32 mm (1/4") 'SDI' make	1200 pkts.
5	Stapler pin big no. 24/6 'Kangaro' make	200 pkts.
6	Scotch/Magic Tape '3 M' make (19 mm x 32.9 m in size) with dispenser	600 nos.
7	Scissor 'Munix' make model no. GL-2160	200 nos.
8	Stamp pad ink – Faber-Castell 60ml- blue	150 nos.
9	Plastic report files 'Solo' make no. RF 111 FC (Foolscap size)	400 nos.

\*For two items white window plain envelopes 10" x 4½" and white plain envelopes 10" x 4½", it is necessary to submit sample alongwith the quotation failing which quotation shall be rejected. Sample of other items need not be submitted.

Interested firm are required to submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 60 days from last date of submission of quotation and quotations with less period of validity of rate shall be rejected.

The sealed envelope, superscribing thereon "QUOTATION FOR VARIOUS STATIONERY ITEMS" alongwith the due date and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery Branch), Lawyers Chamber Block-III Basement, Delhi High Court on or before 17.08.2015

It may be noted that rates should be mentioned as **unit price exclusive of VAT** i.e. VAT EXTRA.

Yours truly



(Manoj Kapoor)

Administrative Officer (J)(Sty.)  
for Registrar General