

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 25-A/Sty./SA-11/DHC/No. 1294

Dated: 26/5/2018

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. of plain brown envelope 11" X 5" size (80 GSM).**

Sir,

This Court intends to purchase **twenty five thousand (25,000) nos. of plain brown envelope 11" X 5" size (80 GSM)** for the use of this Court.

Interested firms are requested to submit the quotations for the same 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 16.06.2018.

The validity of rates should not be less than 120 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.**

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

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. The envelopes will have to be supplied in two/three installments.

It may be noted that rates should be mentioned as **per item inclusive of GST**.

Yours truly,

*Deepti*  
26/5/2018  
(Deepti Chhabra)

Assistant Registrar (IT/Sty.)  
for Registrar General