

HIGH COURT OF DELHI AT NEW DELHI

Speed Post

No. 21220-36/STY./DHC
DATED: 16/08/14

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 :

S. No.	Name of stationery item	Total Quantity to be purchased
1	Plastic folder L-type transparent 'Sun 12' foolscap size	1200 nos.
2*	Plain Brown Envelope 11" x 5" size 80 GSM	15000 nos.
3	Dak Pad Neelgagan make (Foolscap size)	40 nos.
4	Cello tape 'Zen' make (2" wide x 65 m length)	600 nos.
5	Plastic Report File 'Solo make RF 111' Foolscap	250 nos.
6*	Brown Paper Sheet 44" x 29" size (approx. 80 GSM)	250 nos.
7*	Plain Brown Envelopes A-4 size 80 GSM	5000 nos.
8*	White Plain Window Envelope 10" x 4½" (80 GSM)	10000 nos.
9	Stamp pad 'Faber-Castell' (110 mm x 69 mm) Violet	150 nos.
10	Stamp pad ink 'Faber-Castell' 30 ml- Violet	150 nos.

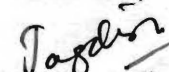
Interested firm are required to submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 60 days from last date of submission of quotation.

For items brown envelope 11" x 5", brown envelope A-4, brown paper sheet and window envelopes, it is necessary to submit sample alongwith the quotation failing which quotation shall be rejected. Sample of other items need not be submitted.

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), LC-III Basement, Delhi High Court on or before 23 AUG. 2014 5 PM.

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

Yours truly


(Jagdish Lal)

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