

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 25-A/Sty./SA-11/DHC/No. 2818

Dated: 03-02-2020

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:-Quotation for thirty thousand (30,000) nos. of plain brown envelope 11" X 5" size (80 GSM).**

Sir,

This Court intends to purchase **thirty thousand (30,000) nos. of plain brown envelope 11" X 5" size (80 GSM)** for the use of this Court.

Interested firms are requested to submit the quotation **along with their sample** 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 24/2/2020. Quotation **without sample** shall be summarily rejected.

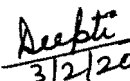
The validity of rates should not be less than 180 days from the last date of submission of quotation and the taxes applicable should be clearly mentioned. Quotations without sample and with **less period of validity of rates shall be rejected**.

The envelope containing quotation 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 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 final rates should be mentioned as **per item inclusive of GST**.

Yours truly,

  
3/2/2020  
(Deepti Chhabra)

Assistant Registrar (IT/Sty.)  
for Registrar General

**CC to:-**

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