

IN THE HIGH COURT OF DELHI AT NEW DELHI

DHC/Sty./SA-12/No. 10764

Dated: 14/08/2020

From:
The Registrar General
High Court of Delhi
New Delhi.

To:

(On the website of Delhi High Court)

SUB.:- Quotation for purchase of Three Hundred (300) Nos. of Good quality spiral pads (i.e. printed note pad/gum pad) with High Court image and logo (coloured) on front cover of size 10.6 cm x 16 cm approx. (with 20 pages of 75 GSM pure white paper with mild black ruling at both sides of each leaf).

Sir,

This Court intends to purchase **Three Hundred (300) Nos. of Good quality spiral pads (i.e. printed note pad/gum pad) with High Court image and logo (coloured) on front cover of size 10.6 cm X 16 cm approx. (with 20 pages of 75 GSM pure white paper with mild black ruling at both sides of each leaf)** for the use of Hon'ble Judges of this Court.

A sample of the afore-mentioned Spiral Pad for ease of reference may be seen in the Stationery Store, Lawyers Chamber Block-III, Basement, of this Court on any working day between 10:00 AM to 01.00 PM and 02:00 PM to 04:00 PM.

Interested firms are requested to submit the quotation **alongwith the sample of spiral pad** to be supplied by them 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 04-09-2020 till 05:00 P.M.

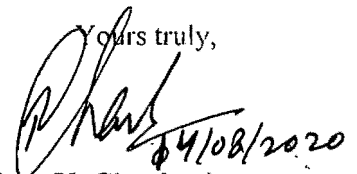
The validity of rates should not be less than 180 days from the last date of submission of quotation and the taxes applicable should be clearly mentioned. Quotations with **less period of validity of rates shall be rejected**. Quotation **without Actual sample** shall be summarily rejected. The rates quoted per Spiral Pad shall be inclusive of all charges.

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 quotation shall be entertained **after due date**. Envelopes **without subject** as referred above and due date 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 the final rates should be mentioned as unit price **inclusive of GST**.

Yours truly,



(Rajeev K. Chauhan)
Joint Registrar (IT & Sty.)
for Registrar General

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