

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 16-A/Sty./SA-11/DHC/No. 2273

Dated: 20-01-2020

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Quotation for purchase of one thousand (1000) nos. of A-4 size noting pads (containing 100 sheets of 80 GSM each Pad).

This Court intends to purchase **one thousand (1000) nos. of A-4 size noting pads (containing 100 sheets of 80 GSM each Pad)** for the use of this Court.

Interested firms are requested to submit the quotation 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 18/2/2020.

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 summarily 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 the final rates should be mentioned as **unit price inclusive of GST.**

Yours truly,

Deepti
28/1/20

(Deepti Chhabra)

Assistant Registrar (IT/Sty.)

for Registrar General

CC to:-

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