

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 26-A/Sty./SA-11/DHC/No. 7075.

Dated: 16-3-2020

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Quotation for purchase of 1500 nos. White Correction Fluid Pens of reputed brand/make.**

This Court intends to purchase **1500 nos. White Correction Fluid Pens of reputed brand/make with approximate quantity of 7ml/7gm (to be mentioned on the product or packing)**, for the use of this Court, in two or three installments.

Interested firms are requested to submit the quotations for the same in a sealed envelope along with sample of the product to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 01/04/2020. The sample can be collected back after finalization of tender, on written request.

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 or with **less period of validity of rates shall be summarily 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 & due date shall also be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court reserves the right to place the order fully/partially to different firms/vendors.

It may be noted that final unit rates should be mentioned **inclusive of GST.**

Yours truly,

  
(Shakeel Ahmed)

Deputy Registrar (IT/Sty./Dig.)  
for Registrar General