

**THE HIGH COURT OF DELHI AT NEW DELHI**

F. No. Sty./DHC/No. 27

Dated: 24/12/2019

From :

The Registrar General  
Delhi High Court, New Delhi.

To :

(on the website of Delhi High Court)

**Sub.: Quotation for purchase of 25,000 nos. good quality Plain White Envelopes 10" x 4 ½" (80 GSM)**

Sir,

This Court intends to purchase 25,000 nos. of good quality plain white envelopes 10" x 4½" (80 GSM).

Interested firms are requested to submit the quotations for the same in a sealed envelope to AQ (J), IT & Stationery Branch, Ground Floor, Lawyers Chambers Block -3, Delhi High Court on or before 14/1/2020 till 5 pm.

The validity of rates should not be less than 120 days from the last date of submission of quotation and the taxes applicable should be clearly mentioned. Quotation with less period of validity of rates shall be rejected. It is necessary to submit sample of the envelope to be supplied alongwith the quotation, failing which quotation shall be rejected.

The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and subject "Quotation for good quality Plain white envelope(10" x 4 ½") (80 GSM)" should be superscribed on the envelope. No quotation shall be entertained after due date.

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 inclusive of GST.

Yours truly,

  
24/12/2019  
(Deepti Chhabra)

Assistant Registrar (IT/Sty.)

CC to:- JD (IT) for uploading on the website of this Court.

  
24/12/19

(Praveen Kumar Verma)  
Administrative Officer (J) (IT/Sty.)