

HIGH COURT OF DELHI AT NEW DELHI

Speed Post

30179-187
No. _____/STY./DHC
DATED - 05/12/14

From:-

The Registrar General
High Court of Delhi
New Delhi

To

(Also on the website of DHC)

Sub: **Quotation for printing 300 nos. reams of A-4 size Azurlaid paper (both sides) as Index sheet.**

Sir,

This Court intends to print 300 nos. reams of A-4 size Azurlaid paper (both sides):

- 1) This Court will provide the 300 nos. reams of A-4 size Azurlaid paper for printing.
- 2) The firm will be required to take 300 nos. reams of A-4 size Azurlaid paper from this court and print them as Index Sheet and return the printed reams properly and securely packed to this Court.
- 3) Printing will be done on both sides of the sheet.

You are, therefore, requested to submit the necessary quotation for abovesaid requirement in a sealed envelope along with the samples. The period of validity of rates should not be less than 90 days from the last date of submission of quotation. The willing parties can see the sample of the printed Index sheet at the Stationery Store of this Court between 2pm to 4pm on any working day.

The sealed envelope, superscribing thereon "**QUOTATION FOR PRINTING A-4 SIZE AZURLAID SHEET AS INDEX SHEET**" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to the Administrative Officer (J)(Sty.), LCB-III Basement, Delhi High Court on or before 15.12.14 5pm.

Yours truly,


4.12.2014

(R. Gopalan)

Joint Registrar (Comp./Sty.)
for Registrar General