

HIGH COURT OF DELHI AT NEW DELHI

No. 22647 /STY./DHC
DATED - 02/11/2018

From:-

The Registrar General
High Court of Delhi
New Delhi

To

(on the website of Delhi High Court)

Sub: **Quotation for printed spiral pad in size of 5" x 4" (approx) with good quality 50 nos. ruled sheets.**

Sir,

This Court intends to purchase 2000 nos. printed spiral pads in size of 5" x 4" (approx) containing following specifications :-

- 1) Printed logo of High Court of Delhi on the front cover (made of cardboard) and High Court of Delhi written below.
- 2) Good quality 50 nos. ruled sheets with spiral binding on the top (14 holes approx).
- 3) Cardboard sheets on the both sides of the spiral pad.

Interested vendors are 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 and the taxes applicable should be clearly mentioned. Quotations with less period of validity of rates shall be summarily rejected. The interested vendors can see the sample of the printed spiral pad presently used in this Court at the Stationery Store of this Court on working days between 2pm to 4pm. Quotation submitted without actual sample of paper/cardboard should not be considered and summarily rejected.

The sealed envelope, superscribing thereon "**QUOTATION FOR PRINTED SPIRAL PAD**" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to the Administrative Officer (J)(Sty.), Room No. 6 Ground Floor, Lawyers' Chambers Block -III, Delhi High Court on or before 22-11-2018 by 5pm. No quotations shall be entertained after due date. Envelops without subject shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and conditions at a later stage.

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

Yours truly,



(Rajeev Chauhan)

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