

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.666/Comp./DHC/No. 16951

Dated: 16.12.2020

From,
The Registrar General
Delhi High Court
New Delhi

To, (On the website of High Court)

Sub: Quotation for original Toner Cartridge No.TN2280 for Brother make 2840 Laser Plain Paper Fax Machines.

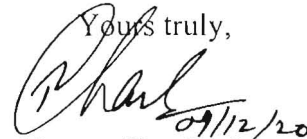
This Court intends to purchase ten nos. of original Toner Cartridges No.TN2280 for Brother make 2840 Laser Plain paper Fax Machine.

The terms & conditions of this tender are as under:

1. The authorized vendors are requested to submit the necessary quotation(s) clearly mentioning the guarantee/warranty period of the product alongwith the copy of current authorization letter of the OEM.
2. Sealed envelope containing the quotation must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 02-01-2021 till 5:00 P.M.
3. The validity of rates should not be less than 180 days from the last date of submission of quotation and tax rate applicable should be clearly mentioned.
4. Quotations with less period of validity of rates shall be summarily rejected.
5. The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi"
6. The subject "**Original Toner Cartridge No.TN2280 for Brother make 2840 Laser Plain Paper Fax Machines.**" and due date should be superscribed on the envelope.
7. No quotations shall be entertained after due date. Envelope(s) without subject shall be summarily rejected.
8. Selected Vendor will be required to submit valid authorization letter in original or copy of valid Authorization letter issued by OEM duly attested under the seal of selected vendor at the time of submitting Invoice/Bill for payment.

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

Yours truly,



(Rajeev Kumar Chauhan)

Joint Registrar (IT/Sty./Dig.)

for Registrar General

CC to:- Joint Director (IT), DHC.- for uploading on the official website of Delhi High Court.