

HIGH COURT OF DELHI AT NEW DELHI

No. 3273 - /STY./DHC
DATED - 08-2-19

From:-

The Registrar General
High Court of Delhi
New Delhi

To

(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) as per following details :-

- 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.

Interested firms are, therefore, requested to submit the necessary quotation for abovesaid requirement in a sealed envelope along with the samples of the Index sheet printed by them on the A-4 size Azurlaid paper supplied by the Court. 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 quotations received without samples and with less period of validity of rates shall be summarily rejected.

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.), Stationery Branch, Room No. 6, Ground Floor, Lawyers Chamber Block-III, Delhi High Court on or before 22/02/2019. No quotation shall be entertained after due date. Envelopes without subject as referred above shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms & Conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of reams to be printed.

It may be noted that final rates (clearly mentioning the applicable tax rates) should be mentioned inclusive of GST.

Yours truly,

Deepti
8/2/19

(Deepti Chhabra)

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