

HIGH COURT OF DELHI AT NEW DELHI

Speed Post

No. 16155-72/STY./DHC
DATED 17/08/15

From:-

The Registrar General
High Court of Delhi
New Delhi

To

As per list enclosed.

Sub:- QUOTATION FOR 10,000 PKTS COTTON WHITE TAGS 36" IN LENGTH WITH 1" PLASTIC ENDS

Sir,

This Court intends to purchase 10,000 packets (Each packet containing 100 tags) of good quality Cotton White Tags of 36 inches length with 1 inch each side plastic ends for the use of this Court.

The period of validity of rates must not be less than **90 days** from last date of submission of quotation. Quotations with less period of validity of rates shall not be entertained.

Interested firm may submit the necessary quotation **alongwith the sample of their white long tags 36" length with 1" both side plastic ends** in a sealed envelope. Quotation without sample of desired long tag shall be summarily rejected.

Sample of white long tag 36" with plastic ends which is in existing usage for reference may be seen in the stationery branch of this Court on any working day between 10.00 AM to 5.00 PM.

The sealed envelope, superscribing thereon "QUOTATION FOR WHITE LONG TAGS" alongwith the due date and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery Branch), Lawyers Chamber Block-III Ground Floor, Delhi High Court on or before 07-09-2015

It may be noted that rates should be mentioned as **unit price exclusive of VAT** i.e. VAT EXTRA.

Yours truly



(Manoj Kapoor)
Administrative Officer (J)(Sty.)
for Registrar General