

HIGH COURT OF DELHI : NEW DELHI

Speed Post
30845-859
No. _____/STY./DHC

DATED 15/12/14

From:-

The Registrar General
High Court of Delhi
New Delhi

Sub: Quotation invited for approx. 1000 Nos. of reams of A-3 size Photocopier Paper, Recycled as well as Fresh (A Grade mill pack) of 75 GSM in weight (dust free).

Sir,

This Court intends to purchase 1000 (approx) Nos. of reams of A-3 size Photocopier Paper of 75 GSM in weight (dust free) for the official use of this court.

You are therefore requested to submit the necessary quotation for 1000 (approx) Nos. of ream of A-3 size paper, Recycled as well as Fresh (A Grade mill pack) photocopier paper of 75 GSM in weight in a sealed envelope along with the half ream of paper as sample and an EMD worth ₹ 20,000 by way of Demand Draft or Bankers' Cheque drawn in favour of "The Registrar General, Delhi High Court payable at New Delhi. The period of validity of rates should not be less than 180 days from the last date of submission of quotation. Any quotation received without EMD worth ₹ 20,000/- will be rejected.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR A-3 SIZE PAPER OF 75 GSM" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Delhi High Court on or before 18.12.2014.

Yours truly,

[Handwritten signature]
15-12-14

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

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