

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 25-A/Sty./SA-11/DHC/No. 05

Dated: 14/08/2020

From:-

The Registrar General
High Court of Delhi
New Delhi.

To:-

(On the website of Delhi High Court)

SUB.:- Quotation for purchase of 30,000 nos. of good quality plain brown envelopes 11" X 5" size (80 GSM).

This Court intends to purchase 30,000 nos. of good quality plain brown envelopes 11" X 5" (80 GSM).

Interested firms are requested to submit the quotations for the same along with sample in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before **04.09.2020** till 5:00 P.M.

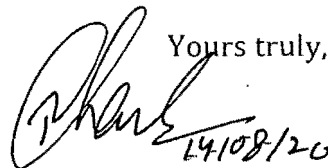
The validity of rates should not be less than 180 days from the last date of submission of quotation. Quotations with **less period of validity of rates shall be summarily rejected**. It is necessary to submit sample of the envelope to be supplied alongwith the quotation, failing which quotation shall be summarily rejected.

The envelope containing quotations and sample should be addressed in the name of "Registrar General, Delhi High Court, New Delhi" and the subject of this letter be superscribed on the envelope. No quotation shall be entertained after due date. Envelopes without subject as referred above & due date shall also be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/terms and Conditions at a later stage. This Court further reserves the right to increase or decrease the quantity of the above said item.

It may be noted that final rates should be mentioned **inclusive of GST** and the taxes applicable should be clearly and separately mentioned.

Yours truly,



(RAJEEV KUMAR CHAUHAN)
Joint Registrar (IT/Sty.)
for Registrar General

CC to:-

1. Sr. System Analyst, Computer Cell, DHC-for uploading on the website.