

HIGH COURT OF DELHI AT NEW DELHI

No. 1396--1415/STY./DHC
DATED: 22/0/2014

From:-

The Registrar General
High Court of Delhi
New Delhi

To:-

(On the website of Delhi High Court)

SUB.:- QUOTATIONS FOR VARIOUS STATIONERY ITEMS

Sir,

This Court intends to purchase following stationery items for use in this Court as per below details :

S. No.	Name of stationery item	Total Quantity to be purchased
1	Stock register (of approx. 300 pages) 'Shipra' make	30 nos.
2	Table sharpner 'SDI' make no. 0150	20 nos.
3	Plastic folders L-shape (foolscap size) transparent 'Sun' make	400 nos.
4	white plain window envelopes 10"x4½" 75 GSM	2000 nos.
5	brown paper sheets 44" x 28" size approx.80 GSM	200 nos.
6	Brown tape (2" wide x 65 m length)	50 nos.
7	white self adhesive stickers A-4 ST 16 'Desmat' make	5 pkts. (each pkt. Contains 100 sheets)
8	Brown envelope A-4 size approx. 80 GSM	1200 nos.
9	Faber-Castell Eraser (small size)	400 nos.

You are requested to submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 60 days from last date of submission of quotation.

You are further requested to submit sample of plastic folder, window envelope, brown paper sheet, brown envelope A-4 size, eraser and brown tape alongwith the quotation for quality evaluation.

The sealed envelope, superscribing thereon "QUOTATION FOR VARIOUS STATIONERY ITEMS" alongwith the due date and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery Branch), LC-III Basement, Delhi High Court on or before **07.02.2014** upto 5 pm.

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

Yours truly



(Jagdish Lal)

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