

HIGH COURT OF DELHI AT NEW DELHI

29196-242
No. /STY./DHC
DATED: 25/11/14

From:-

The Registrar General
High Court of Delhi
New Delhi

To:-

(On the website of Delhi High Court)

SUB:- QUOTATION FOR A-4 SIZE NOTING PADS 100-SHEETS (80 GSM)

Sir,

This Court intends to purchase **A-4 SIZE NOTING PADS 100-SHEETS (80 GSM)** in light green colour paper for the use of this Court.

A sample of such A-4 noting pad for reference may be seen in the stationery store of this Court.

The period of validity of rates must not be less than 60 days from last date of submission of quotation. Quotations with less period of validity of rates shall not be entertained.

Interesting firm may submit necessary quotation for abovesaid requirement in a sealed envelope **alongwith sample of paper/complete pad** offered to be supplied. Quotation submitted without actual sample of paper/pad shall not be considered and summarily rejected.

The sealed envelope, superscribing thereon "**QUOTATION FOR A-4 NOTING PADS**" alongwith the due date and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery Branch), Lawyers Chambers Block-III Basement, Delhi High Court on or before 10-12-2014.

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

Yours truly



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