

# IN THE HIGH COURT OF DELHI AT NEW DELHI

NO. 26957-76/STY/DHC

DATED 24.09.2011

From: -

**The Registrar General**  
High Court of Delhi  
New Delhi

To,

Sub: Quotation invited for 2,500 Nos. of reams of A-4 size Photocopier Paper of 75 GSM in weight.

Sir,

This Court intends to purchase 2,500 Nos. of reams (Five equal installment of 500 reams at an interval of 45-60 days) of A-4 size Photocopier Paper of 75 GSM in weight for the official use of this court.

You are therefore requested to submit the necessary quotation for 2,500 Nos. of ream of A-4 size photocopier paper of 75 GSM in weight in a sealed envelope along with the half ream of paper as sample and an EMD worth Rs.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.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR A-4 SIZE PHOTOCOPIER 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 15.10.2011 (1.00 pm).

Yours truly,

Sd/-

**(Girish Sharma)**

Registrar (Comp.)

for Registrar General