

Speed Post

**HIGH COURT OF DELHI AT NEW DELHI**

No. 20872-02  
/STY./DHC

DATED: 20/10/15

From :

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

To

(Also on the website of DHC)

Sub: **Quotation for printing of letterheads, visiting card and envelopes**

Sir,


This Court intends to get letterheads, visiting card and envelopes printed for the use of Hon'ble Chief Justice, Hon'ble Judges and Officers of this Court. Interested firms are requested to submit necessary quotations for the following:

Letterheads (single colour printing) provide additional charges, if any	A4 size & A5 size	Rate with/without paper
Envelops (single colour printing)	10 x 4 ½ " size A4 size Foolscap size	Rate with/without envelop
Visiting cards (single colour printing)	3.5" x 2"	Including paper card
Dye printing/Emblem Dye making charges on letterhead & envelopes		Mention the rates for different sizes
Emboss printing on letterhead & envelops		Mention the rates for different sizes

The period of validity of rates should not be less than One year. Quotation may also include the model of printing machines used by the printer. Interested firms are also requested to attach two printouts (one black & white and one coloured) to show the quality of the printing work. The vendors should also attach the sample of paper, where the rates are quoted inclusive of paper/card, clearly mentioning the details.

The sealed envelope, super scribing thereon "**QUOTATION FOR PRINTING OF LETTERHEADS, VISTING CARDS & ENVELOPS**" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to the Administrative Officer (J)(Sty.), Room No.6, LCB-III Ground Floor, Delhi High Court on or before 16.11.15 5pm.

Yours truly,

  
(Girish Sharma)  
Registrar (Comp./Sty.)  
for Registrar General