

# HIGH COURT OF DELHI AT NEW DELHI

No. <sup>40</sup>21614—/STY./DHC  
DATED:

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 :

<b>S. No.</b>	<b>Name of stationery item</b>	<b>Quantity to be purchased</b>
1.	Red and Blue pencil (checking pencil) 'Natraj' make	500 nos. ✓
2	Stapler big size no. 45 'Kangaro' make	16 nos. ✓
3	Slip pads no. 33 'Neelgagan' make	1,000 nos. ✓
4	Eraser 'Natraj' 621 plasto	2,300 nos. ✓
5	Brown envelope size-16" x 12" (laminated inside)-good quality	8,000 nos. ✓

It may be noted that brown envelope size-16" x 12" must be strong in quality and able to bear weight of papers/files. A sample of Brown envelope size-16" x 12" must be submitted alongwith the quotation.

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.

The sealed envelope, superscribing thereon "QUOTATION FOR STATIONERY ITEMS" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery), LC-III Basement, Delhi High Court on or before 23/09/2013 upto 5 pm. Further, last date must be mentioned on the top of sealed envelope.

Yours truly



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