

HIGH COURT OF DELHI AT NEW DELHI

Speed Post

No. 2479-98 /STY./DHC

DATED: 31/1/14

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	Cello tape small (1.25 x 36 yards)	2000 nos.
2	U-clip 'Globe' triangular 26mm	450 pkts.
3	Red and Blue checking pencil 'Natraj' make	1600 nos.
4	Thin black marker 'Faber-Castell' make Multimark 1523	280 nos.
5	Scissor 'Munix' make model GL 2160	130 nos.
6	Magic/Scotch tape '3M' make (19 mm x 32.9 mm size) with dispenser	300 nos.
7	Eraser 621 plasto 'Natraj' make	7500 nos.
8	Slip pad 'Neelgagan' make No. 33 (40 sheets)	3000 nos.
9	Stamp pads 'Faber-Castell' make (110 mm x 69 mm)	70 nos.
10	Gum bottle 'National' make 150 gm	550 nos.

Interested firm are required 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.

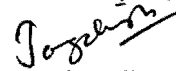
It is also necessary to submit sample of cello tape (1.25 x 36 yards) for quality evaluation. Sample of other items need not be submitted.

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 within 10 days from the issuance of this letter.

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

Last Date - 10/2/2014.

Yours truly



(Jagdish Lal)

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