

# HIGH COURT OF DELHI : NEW DELHI

No. 3257 /STY./DHC

DATED 15.02.2020

From:-

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

To,

(on the website of DHC)

Sub: Quotation for purchase of 10,000 Nos. of reams of A4 size Photocopier Fresh (A Grade mill pack) Paper of 75 GSM (dust free).

Sir,

This Court intends to purchase 10000 Nos. of reams (five equal installments of 2000 reams at an interval of 45-60 days) of A-4 size Photocopier fresh (A Grade mill pack) paper of 75 GSM (dust free) for the official use of this Court.

Interested vendors are requested to submit the necessary quotation for 10,000 Nos. of ream of A4 size paper. The quotations for Fresh (A Grade mill pack) A4 size photocopier paper of 75 GSM (dust free) shall be submitted in a sealed envelope along with the half ream of paper being offered as sample and an Earnest Money Deposit (EMD) worth ₹ 20,000/- by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court" payable at New Delhi. No quotation will be accepted without EMD. The period of validity of rates should not be less than 180 days from the last date of submission of quotation and the taxes applicable should be clearly and separately mentioned. Quotations submitted without EMD, sample and with less period of validity of rates shall be summarily rejected.

The successful vendor shall be required to furnish a Bank Guarantee before clearance of first bill equivalent to 8% of total value of tender to remain valid initially for one year or till the completion of the order (whichever is later). On acceptance of the Bank Guarantee of the successful bidder/vendor, the EMD will be released on written request.

The DD/Payorder towards EMD of unsuccessful vendors will be returned on written request after awarding the Purchase Order to successful vendor. If the offer of quotation is withdrawn by the vendors after opening of tender or any other default, the amount of EMD will be forfeited and the firm will be blacklisted to participate in future tenders of this Court.

Two sealed envelopes, one containing quotation and EMD and other containing half ream of paper being offered as sample, superscribing thereon "QUOTATION FOR A-4 SIZE PHOTOCOPIER FRESH (A GRADE MILL PACK) PAPER OF 75 GSM (DUST FREE)" and addressed to "The Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before 07-03-2020 (5.00 pm). No quotation/s shall be entertained after due date.

This Court reserves the right to modify/amend the quotation letter/terms and conditions at a later stage.

It may be noted that final rates should be mentioned inclusive of GST.

Yours truly,



(Rajeev Chauhan)

Joint Registrar (IT & Sty.)  
for Registrar General

CC: Joint Director (IT), Delhi High Court- for uploading on the website of this Court.