

HIGH COURT OF DELHI AT NEW DELHI

No. 3270 /STY./DHC
DATED 08.02.19

To,

(on the website of Delhi High Court)

Sub:- Quotations for 30,000 nos. (in three equal installments) Plain Yellow File Covers (without printing) made from the file board of 465 GSM or above of the size 14" x 10" & weighing minimum 90 to 100 gms with single hole at top left and with a cloth strip (patti) 14" x 2" inside at bend of the file.

This Court intends to purchase 30,000 nos. (in three equal installments) Plain Yellow File Covers (without printing) made from the file board of 465 GSM or above of the size 14" x 10" & weighing minimum 90 to 100 gms with single hole at top left and with a cloth strip (patti) 14" x 2" inside at bend of the file for the use of this Court. The interested vendors can see the sample of the plain yellow file cover presently being used in this Court at the Stationery Branch of this Court at Ground Floor Lawyer's Chamber Block III between 2pm to 4pm on any working day.

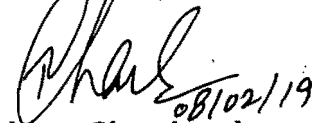
The interested vendors may submit the necessary quotation for abovesaid requirement in a sealed envelope along with the samples of the file covers. Kindly mention file cover specification as requested on the quotation letter. The period of validity of rates should not be less than 90 days from the last date of submission of quotation. The quotations received without samples and with less period of validity of rates will be summarily rejected.

The sealed envelope, superscribing thereon "**QUOTATION FOR PLAIN YELLOW FILE COVERS WITHOUT PRINTING**" along with sample(s) of the file cover(s) proposed to be supplied by the vendor(s) and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to the Administrative Officer (J)(Sty.), Stationery Branch, Room No. 6, Ground Floor, Lawyers Chamber Block-III, Delhi High Court on or before 02-03-2019. No quotation shall be entertained after due date. Envelopes without subject as referred above shall be summarily rejected.

This Court reserves the right to modify/amend the Quotation Letter/Terms & Conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of file covers.

It may be noted that final rates (clearly mentioning the applicable tax rates) should be mentioned inclusive of GST.

Yours truly,



(Rajeev Chauhan)

Deputy Registrar (IT/Sty./Dig.)
for Registrar General