

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 67-B/Sty./SA-11/DHC/No. 25009.

Dated: 27-11-18.

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Quotation for purchase of 15,000 nos. good quality big brown envelopes 16" X 12" size (cloth layer inside).**

This Court intends to purchase 15,000 nos. good quality big brown envelopes 16" x 12" size (cloth layer inside) for use of this Court.

Interested firms are requested to submit the quotations for the same in a sealed envelope **alongwith sample** of above referred envelope to the AO(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 11/12/2018. Quotation submitted **without sample shall not be considered** and shall be summarily rejected.

The validity of rates should not be less than 120 days from the last date of submission of quotation and the taxes applicable should be clearly and separately mentioned. Quotations with **less period of validity of rates shall be rejected**.

The envelope should be addressed in the name of "Registrar General, Delhi High Court, New Delhi" and the subject of quotation letter be superscribed on the envelope. No quotation(s) shall be entertained after due date. Envelope without subject as referred above shall be summarily rejected.

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,

*Deepthi*  
27/11/2018  
(Deepthi Chhabra)

Assistant Registrar (IT/Sty.)  
for Registrar General