

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 8-A/Sty./SA-11/DHC/No. 17081

Dated: 07/08/19

From:

The Registrar General
High Court of Delhi
New Delhi.

To

(On the website of Delhi High Court)

SUB.:- QUOTATION FOR GOOD QUALITY 5,000 GUCHHIS SMALL COTTON WHITE TAGS.

Sir,

This Court intends to purchase 5,000 guchhis good quality small cotton white tags of approximate length 6 inches (1 guchhi contains 50 tags) for the use in this Court.

The interested firms may submit the quotation **alongwith their sample of small white cotton tags** in a sealed envelope to the AO(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 28/8/2019. Quotation **without sample** shall be summarily rejected.

The envelope should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter be superscribed on the envelope. No quotations shall be entertained after due date. Envelopes without subject as referred above 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 mentioned. Quotations with **less period of validity of rates shall be summarily rejected**.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. This Court also reserves the right to increase or decrease the quantity of above-mentioned item.

It may be noted that the final rates should be mentioned as unit price **inclusive of GST**.

Yours truly,

Deepti

7/8/2019

(Deepti Chhabra)

Assistant Registrar (IT/Sty.)

for Registrar General

CC to:-

1. Sr. System Analyst, Computer Cell, DHC-for uploading on the website.