

# HIGH COURT OF DELHI : NEW DELHI

Speed Post

No. 27797-816/STY./DHC

DATED 03/10/2011

From: -

**The Registrar General**

High Court of Delhi

New Delhi

Sub: Quotation invited for 10,000 Nos. of reams of A-3 size Photocopier Paper, Recycled as well as Fresh (A Grade mill pack) of 75 GSM in weight (dust free).

Sir,

This Court intends to purchase 10,000 Nos. of reams (Five equal installments of 2000 reams at an interval of 45-60 days) of Foolscap size Photocopier Paper of 75 GSM in weight (dust free) for the official use of this court.

You are therefore requested to submit the necessary quotation for 10,000 Nos. of ream of A-3 size paper, Recycled as well as Fresh (A Grade mill pack) photocopier paper of 75 GSM in weight in a sealed envelope along with the half ream of paper as sample and an 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. The period of validity of rates should not be less than 180 days from the last date of submission of quotation.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR A-3 SIZE PAPER OF 75 GSM" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Delhi High Court on or before **18/10/2011 (1.00 pm)**.

Yours truly,

-sd-

**(Girish Sharma)**

Registrar (Comp.)

for Registrar General