

# HIGH COURT OF DELHI AT NEW DELHI

No. 19727-52 /STY./DHC  
DATED: 22/8/13

From:-

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

To:-

(On the website of Delhi High Court)

**Sub:- QUOTATIONS FOR VARIOUS STATIONERY ITEMS & 'CANON' BLACK CARTRIDGE NO. 318**

Sir,

This Court intends to purchase following stationery items for use in this Court as per below details :

<b>S. No.</b>	<b>Name of stationery item</b>	<b>Quantity to be purchased</b>
1*	Noting pad plain A-4 size of 100 sheets (80 gsm)	250 nos.
2	'Canon' Cartridge no. 318-black color	4 nos.
3	Dak folder Foolscap 'Neelgagan' make	12 nos.
4	Pencil tray 'Kebika' make	12 nos.
5*	File Flapper	1200 no's
6	Shorthand/steno HB pencil 'Apsara' make	750 pkts.
7	Shorthand notebook 'Bittoo' make - 200 pages	1500 nos.

\*Sample/quality of items (Noting pad & file flapper) may be assessed at Stationery Store, Delhi High Court on any working day between 10 am to 4 pm.

You are requested to submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 60 days from last date of submission of quotation.

The sealed envelope, superscribing thereon "QUOTATION FOR STATIONERY ITEMS & CANON BLACK CARTRIDGE NO. 318" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery), LC-III Basement, Delhi High Court on or before 09/09/2013 upto 5 pm. Further, last date must be mentioned on the top of sealed envelope.

Yours truly

  
(Jagdish Lal)  
Administrative Officer (J)(Sty.)  
for Registrar General