

HIGH COURT OF DELHI : NEW DELHI

Speed Post

No. 16173 /STY./DHC

DATED 7/8/18

From:-

The Registrar General
High Court of Delhi
New Delhi

To,

(Also on the website of DHC)

Sub: Quotation for 20,000 Nos. of reams of Foolscap size Photocopier Paper, Fresh (A Grade mill pack) of 75 GSM in weight (dust free).

Sir,

This Court intends to purchase 20000 Nos. of reams (five equal installments of 4000 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 20,000 Nos. of ream of Foolscap size paper. Kindly submit quotations for 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 Earnest Money Deposit (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. No quotation will be accepted without EMD.

The successful vendor shall be required to furnish a Bank Guarantee before clearance of first bill equivalent to 8% of total value of tender to remain valid initially for one year or till the completion of the order (whichever is later). On acceptance of the Bank Guarantee of the successful bidder/vendor, the EMD will be released on written request.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR FOOLSCAP SIZE PAPER OF 75 GSM" and addressed to "The Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before 20/08/2018. (5.00 pm).

Yours truly,



(Rajeev Chauhan)

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

CC: Joint Director (IT), Delhi High Court- for uploading on the website of this Court.