

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 32-A/Sty./SA-11/DHC/No. 9636

Dated: 09/07/2020.

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:- Quotation for purchase of 2,500 nos. of shorthand note books 200 pages (broadline) 'Bittoo' make.**

This Court intends to purchase **2,500 nos. of shorthand note books 200 pages (broadline) 'Bittoo' make** for the use of this Court.

Interested firms are requested to submit the quotations for the same in a sealed envelope to the A.O.(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 29/7/2020 till 5:00 P.M.

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.**

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

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

It may be noted that final rates should be mentioned as unit price **inclusive of GST** and the taxes applicable should be clearly and separately mentioned.

Yours truly,

*Deepthi*  
8/7/2020  
(Deepthi Chhabra)

Deputy Registrar (IT/Sty.)  
for Registrar General

**CC to:-**

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