

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 86-A/Sty./SA-11/DHC/No. 15335

Dated: 19/07/19

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

**SUB.:-Quotation for purchase of five thousand (5000) plain brown A-4 size envelopes (laminated inside and 80 GSM or above).**

This Court intends to purchase five thousand (5000) plain brown A-4 size envelopes (laminated inside and 80 GSM or above) for use of this Court.

Interested firms are requested to submit the quotation for the same in a sealed envelope mentioning the GSM of the envelope(s) offered by them to the AO(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before **01-08-2019**.

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**. It is necessary to **submit sample along with the quotation** failing which quotation 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 and due date be superscribed on the envelope. No quotation shall be entertained **after due date**. Envelopes **without subject** as referred above 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,

*Deepthi*  
18/7/2019

(Deepthi Chhabra)

Assistant Registrar (IT/Sty.)  
for Registrar General

**CC to:-**

1. JD (IT), IT Cell, DHC-for uploading on the website.