

**HIGH COURT OF DELHI AT NEW DELHI**

No. 78 /RKD/DHC/2019

Dated : 15.11.2019

From :

The Registrar General,  
High Court of Delhi,  
New Delhi.

To

(On the website of Delhi High Court)

Subject : **Quotation for selling waste papers and file covers/boards.**

Sir,

This Court intends to sell waste papers and file covers/boards which are required to be shredded/destroyed by a Shredding Machine to be installed in the High Court premises on the conditions as enclosed herewith.

You are requested to submit necessary quotation mentioning separately rates for waste papers and file covers/boards in a sealed envelope. The period of validity of rates should not be less than two years from last date of submission of quotation.

The sealed envelope superscribing thereon "QUOTATION FOR WASTE PAPERS AND FILE COVERS/BOARDS" addressed to the Registrar General, Delhi High Court, Shershah Road, New Delhi, must reach to the Administrative Officer (Judl.), RKD Branch, 6th Floor, Administrative Block, Delhi High Court on or before 30<sup>th</sup> November, 2019.

Yours truly,



(Manoj Kumar)  
Administrative Officer, J. (RKD)  
for Registrar General

## TERMS & CONDITIONS

1. That the selected dealer would furnish security deposit within 7 days of the receipt of letter by way of bank draft in the name of The Registrar General, Delhi High Court in the sum of Rs.75,000/- which shall be non-interest bearing.
2. That the selected dealer shall deploy sufficient labour for removal of the waste papers as per the requirement of the High Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which engagement shall be liable to be terminated without giving any further notice or opportunity.
3. That the selected dealer shall install a heavy duty shredding machine for tearing/shredding of waste papers as per the rules, under the supervision of Deputy Registrar/Assistant Registrar of Delhi High Court.
4. That the High Court shall weigh the waste paper/file covers on its own weighing machine and shall have the weightment done in the presence of Higher Authorities of Delhi High Court who will certify the net weight of waste paper and file covers/boards.
5. In case of default of condition No.2 to 4 above by the selected dealer during the period of contract, the security deposit shall stand forfeited without any further notice or opportunity.

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