

# **HIGH COURT OF DELHI AT NEW DELHI**

No. MISC.F.-20/ <sup>28832-849</sup> /STY./DHC

DATED: 21/11/14

From:-

The Registrar General  
High Court of Delhi  
New Delhi

To:-

(On the website of Delhi High Court)

**SUB.:- QUOTATIONS FOR VARIOUS STATIONERY ITEMS**

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>Total Quantity to be purchased</b>
1	Red & Blue Pencil ' <b>Natraj</b> ' make (checking pencil)	2000 nos.
2	Big Brown Tape (2" wide x 65 metre length) ' <b>Wonder</b> ' make	150 nos.
3	Dak Pad ' <b>Neelgagan</b> ' make (Foolscap size)	100 nos.
4	Paper cutter ' <b>Natraj</b> ' make (code no.-207701001)	1000 nos.
5	Attendance registers (96 pages, size- 10"x 7") ' <b>ABD</b> ' make	150 nos.

The period of validity of rates must not be less than 60 days from last date of submission of quotation. Quotations with less period of validity of rates shall not be entertained.

Interested firms may submit the necessary quotation for abovesaid requirement in a sealed envelope.

The sealed envelope, superscribing thereon "QUOTATION FOR VARIOUS STATIONERY ITEMS" alongwith the due date and addressed to "Registrar General, Delhi High Court, New Delhi", must reach to Administrative Officer (Judl.) (Stationery Branch), Lawyers Chamber Block-III Basement, Delhi High Court on or before 01-12-2014,

It may be noted that rates should be mentioned as **unit price exclusive of VAT** i.e. VAT EXTRA.

Yours truly

*M Kapoor*

(Manoj Kapoor)

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