

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. M-34/Sty./SA-11/DHC/No. 2473

Dated: 01.02.19

From:-

The Registrar General  
High Court of Delhi  
New Delhi.

To:-

(On the website of Delhi High Court)

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

Sir,

This Court intends to purchase various stationery items for use in this Court as per below details:-

S.No.	Name of Stationery item	Quantity to be purchased
1.	Attendance Register (96 pages) ABD make size-10"x7"	300 nos.
2.	Peon Book (Acknowledgement Book) 120 pages (ABD make)	200 nos.
3.	Stapler Pin Big No. 24/6 'Kangaro' make	400 Pkts.
4.	U clip 'Globe' make triangular 26 mm	350 Pkts.
5.	'Natraj' 621 Plasto eraser	8000 nos.
6.	'Faber Castell' Stamp Pad Violet (110 mm X 69 mm)	250 nos.
7.	Magnetic Pin Cushion 'Kebica' make OSCAR-2035	100 nos.
8.	Sealing Wax 'National' make	100 Pkts.

Interested firms are requested to submit the quotations for the aforesaid items in a sealed envelope to the AO(J), Information Technology & Stationery Branch, Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 22.2.2019.

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 and separately mentioned. Quotations with **less period of validity of rates shall be 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 quotations shall be entertained after due date. Envelopes without subject or due date shall be summarily rejected.

This Court reserves the right to modify/amend the quotation letter/Terms and Conditions at a later stage. The Court reserves the right to place the order fully/partly to different vendors and in installments.

It may be noted that final rates should be mentioned **inclusive of GST**.

Yours truly,

*Deepti*  
2/2/2019

(Deepti Chhabra)

Assistant Registrar (IT/Sty.)  
for Registrar General

**CC to:-**

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