

HIGH COURT OF DELHI AT NEW DELHI

No. F. NO. M-32/ ²³¹⁷⁻³⁴ /STY./DHC

DATED: 24/1/18

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 :

S. No.	Name of stationery item	Total Quantity to be purchased
1	Stapler pin big no. 24/6 'Kangaro' make	250 pkts.
2	Sealing wax 'National' make	30 nos.
3	Awl pins 'Bell' make (one packet contains 500 pins)	80 pkts.
4	Magnetic Pin Cushion 'Kebica' make OSCAR-2035	30 nos.
5	Stamp pad ink - Faber-Castell 60ml- violet	80 nos.
6	Attendance registers (96 pages) 'ABD' make, size-10"x7"	100 nos.
7	Yellow re stick notes 'Oddy' make (2" x 3" size)	550 pkts.
8	Stamp pad 'Faber-Castell' (110 mm x 69 mm) Violet	250 nos.
9	Plastic Lever file 'Solo' make no. PL 311 Foolscap size	100 nos.

Interested firms are required to submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 90 days from last date of submission of quotation. Quotations with less period of validity of rates shall be rejected.

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.) (IT/Sty. Branch), Lawyers Chamber Block-III Ground Floor, Delhi High Court on or before 07/02/2018. No quotation shall be entertained after due date. The quotation received after due date shall be summarily rejected.

It may be noted that rates should be mentioned as **each price exclusive of tax/GST** i.e. GST EXTRA. The Court reserves the right to place the order fully/partly to different vendors

Yours truly

Deepti
24/01/2018

(DEEPTI CHHABRA)
Assistant Registrar (IT/Sty.)
for Registrar General