

HIGH COURT OF DELHI : NEW DELHI

No. 20231 /STY./DHC/SA-12

DATED 20-9-19

From:-

The Registrar General
High Court of Delhi
New Delhi

To,

(on the website of DHC)

Sub: Quotation for 4,000 Nos. reams of A4 size Azurlaid Paper of 95 GSM (Green Colour)

Sir,

This Court intends to purchase 4000 Nos. of reams (four equal installments of 1000 reams at an interval of 45-60 days) of A-4 size Azurlaid Paper of 95 GSM (Green Colour) for the official use of this court.

Interested vendors are, therefore, requested to submit the necessary quotation for 4000 Nos. of ream of A4 size Azurlaid paper of 95 GSM (Green Colour). The quotation for A4 size Azurlaid paper of 95 GSM (Green Colour) be submitted in a sealed envelope along with the half ream of said paper as sample and separate envelope containing an Earnest Money Deposit (EMD) worth ₹ 20,000/- by way of Demand Draft or Bankers Cheque drawn in favour of "The Registrar General, Delhi High Court payable at New Delhi. The period of validity of rates should not be less than 180 days from the last date of submission of quotation and the taxes applicable should be clearly and separately mentioned. Quotations submitted without sample of paper, EMD and with less period of validity of rates shall be summarily rejected.

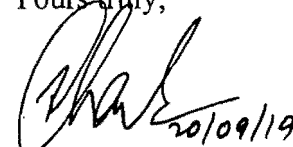
The successful vendor shall be required to furnish a Bank Guarantee before clearance of first bill equivalent to 8% of total value of tender to remain valid initially for one year or till the completion of the order (whichever is later). On acceptance of the Bank Guarantee of the successful bidder/vendor, the EMD will be released on written request. The EMD of unsuccessful vendor/bidder will be returned (after awarding P.O. to successful vendor/bidder) upon written request.

The sealed envelopes, one containing quotation and half ream of paper as sample, and another containing EMD superscribing thereon "QUOTATION FOR A-4 SIZE AZURLAID PAPER OF 95 GSM (GREEN COLOUR)" and addressed to "The Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Room No. 6, Ground Floor, LCB-III, Delhi High Court on or before 10-10-2019 (5.00 pm). No quotation/s shall be entertained after due date.

This Court reserves the right to modify/amend the quotation letter/terms and conditions at a later stage.

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

Yours truly,



(Rajeev Chauhan)

Deputy Registrar (IT/Sty./Dig.)
for Registrar General

CC: Joint Director (IT), Delhi High Court- for uploading on the website of this Court.