

HIGH COURT OF DELHI AT NEW DELHI

No. F. NO. M-24/ ²⁰¹⁵²⁻⁴⁶⁸ /STY./DHC

DATED: 16/10/15 *Speed post*

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	Permanent black marker 107R 'Artline' make	1000 nos.
2	Paper cutter 'Natraj' (code no.-207701001 or 207701003)	800 nos.
3	Re Stick Plastic Flag 'Oddy' make (12.7 X 43.7 mm)	800 pkts.
4	Punching machine 'Kangaro' make no. DP 520	20 nos.
5	Magnetic Pin Cushion	20 nos.
6	Yellow re stick notes 'Oddy' make (2" x 3" size)	800 pkts.

Interested firm may submit necessary quotation for abovesaid items in a sealed envelope. The period of validity of rates should not be less than 60 days from last date of submission of quotation and quotations with less period of validity of rate 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.) (Stationery Branch), Lawyers Chamber Block-III Ground Floor, Delhi High Court on or before 30.10.2015

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

Yours truly

Manoj Kapoor

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