

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

No. F. NO. M-27/ 20966-83/STY./DHC

DATED: 17/11/16

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             | Yellow noting pad A-4 size 'Shipra' make (code no. PN 181)                        | 80 nos.                               |
| 2             | Stapler Pins (big) no. 24/6 'Kangaro' make  | 150 nos.                              |
| 3             | Paper Cutter-Big size 'SDI' make no. 0425   | 20 nos.                               |
| 4             | Thin Black Marker 'Faber-Castell' make Multimark 1523 (in two equal installments) | 200 nos.                              |
| 5             | Yellow re stick notes 'Oddy' make (2" x 3" size) (in two equal installments)      | 600 pkts.                             |
| 6             | Big stapler 'Kangaro' make No. HDZ-45   | 25 nos.                               |
| 7             | Punching machine 'Kangaro' make no. DP 520  | 20 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 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 **02.12.16**.

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

Yours truly



(Rajeev Chauhan)

Assistant Registrar (Comp./Sty.)  
for Registrar General