

# HIGH COURT OF DELHI : NEW DELHI

Speed Post

No. 26937-56/STY./DHC

DATED 24.09.11

From: -

**The Registrar General**

High Court of Delhi

New Delhi

To,

Sub: Quotation invited for 15,000 Nos. of reams of Foolscap size Photocopier Paper, Recycled as well as Fresh (A Grade mill pack) of 75 GSM in weight (dust free).

Sir,

This Court intends to purchase 15000 Nos. of reams (Five equal installments of 3000 reams at an interval of 45-60 days) of Foolscap size Photocopier Paper of 75 GSM in weight (dust free) for the official use of this court.

You are therefore requested to submit the necessary quotation for 15,000 Nos. of ream of Foolscap size paper, Recycled as well as Fresh (A Grade mill pack) photocopier paper of 75 GSM in weight in a sealed envelope along with the half ream of paper as sample and an 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.

The sealed envelopes, one containing quotation and EMD and other containing half ream of paper, superscribing thereon "QUOTATION FOR FOOLSCAP SIZE PAPER OF 75 GSM" and addressed to "Registrar General, Delhi High Court, New Delhi", must reach the Administrative Officer (J), Stationery Branch, Delhi High Court on or before 15.10.2011 (1.00 pm).

Yours truly,

Sd/-

**(Girish Sharma)**

Registrar (Comp.)

for Registrar General