

HIGH COURT OF DELHI NEW DELHI

NO. 14174 /RKD/DHC/2025
Dated 11.08.2025

From

The Registrar General
Delhi High Court
New Delhi,

To

Interested Scrap Dealers

Sub: QUOTATION FOR SELLING WASTE PAPERS AND FILE COVERS/BOARDS

I am directed to inform you that this Court intends to sell waste papers and file covers/boards which are required to be shredded/destroyed manually or by a Shredding Machine to be installed in the RKD Branch of this Courts situated in Karkardooma Court Complex on the Conditions as enclosed herewith.

Interested Scrap dealers may submit necessary quotations mentioning separate rates for waste papers and file covers/boards in a sealed envelope. The period of validity of rates should not be less than two years from last date of submission of quotations.

The sealed envelope super scribing thereon "QUOTATION FOR SELLING WASTE PAPERS AND FILE COVERS/BOARDS" addressed to Room no. 512-A RKD(A) Branch, 5th Floor, Admn. Block, Delhi High Court, Sher Shah Road, New Delhi -110003 should reach on or before date 30 Aug 2025 at 05.30 P.M.

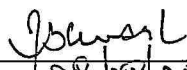

(Asha Bansal)

AOJ (RKD/KKD)

For Registrar General

TERMS & CONDITIONS

1. That the selected dealer would furnish security deposit within 7 days of the receipt of letter by way of Bank Draft in the name of The Registrar General, Delhi High Court for a sum of **Rs. 15000/-** which shall be non-interest bearing and will be refundable at completion of the contract period.
2. That the selected dealer shall deploy sufficient number of labour for tearing/shredding and removal of the waste papers as per the requirement of this Court immediately on demand and in any case not later than three days of the receipt of intimation, failing which engagement shall be liable to be terminated without giving any further notice or opportunity.
3. That the selected dealer shall either depute manpower to tear the waste papers/file covers or install a shredding machine in RKD/DHC at Karkardooma Courts Complex under the supervision AOJ (RKD/KKD).
4. That the RKD/KKD Branch shall weight the waste papers/file covers on its own on the weighing machine installed for the purpose and shall have the weighing done in the presence of Higher Authorities of RKD/KKD Branch who will certify the net weight of waste papers and file covers/boards.
5. In case of default of condition No. 2 & 3 above by the selected dealer during the period of contract, the security deposit shall stand forfeited without any further notice or opportunity.

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08/08/2025

AOJ(RKD/KKD)
For Registrar General