

Sub: Sale of Old Office Car

It is proposed to sell of the following Office Car "as is where is basis"

S. No.	Registration No.	Model	Make
1	HR 26 CN 6886	Maruti Ciaz ZXI Plus	2015

Quotes are invited for the disposal of the aforesaid vehicle on the terms & conditions as mentioned below. Interested persons to buy the aforesaid car are required to submit the highest quote via email. The quotes would be put up to the management for final decision. The car is available for inspection from 11 a.m. to 3 p.m. on all working days (with prior appointment, pls call : 7835027708).

The sale is governed by following Terms & Conditions:

- 1) The delivery of the vehicle shall be given to bidder, who submits all the documentary evidence like Aadhar Card, election card in case of individual and Registration Certificate incase of firm).
- 2) The successful bidder shall be responsible for getting the Registration Certificate of the vehicle transferred in his name at his own cost expeditiously. The office shall not be responsible for any lapse on his part in this regard.
- 3) CEO reserves the right to accept or reject any quote submitted without assigning any reason.

x-----x-----x-----x-----x-----x-----x

Proforma for offering rate for Disposal of Old Car

Name of the Bidder	
Address	
Telephone / Mobile No	

The address should be supported with the proof (copy of aadhar card, election card, registration card).

S. No.	Registration No.	Model	Make	Amount in words and figures
1	HR 26 CN 6886	Maruti Ciaz ZXI Plus	2015	Words _____ Figures _____

I / we undertake that the vehicle will be used for bonded/lawful purpose only.

Name : _____ Signature : _____ Place/Date: _____