

**BID SUBMISSION DOCUMENT**

Date: \_\_\_\_\_

Name & Address of the Bidder

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Admin Coordinator

\_\_\_\_\_ (Company name)

The IL&FS Financial Centre

Plot C-22, G- Block, Bandra Kurla Complex

Bandra (E), Mumbai- 400051

Sub : **Bid for Sale of Scrap office equipment, Furniture & fixtures, IT assets (Separate quotes for Scrap office equipment, Furniture & fixtures, IT assets For INTL & Group Companies Assets)**

Dear Sir / Madam,

This refers to your Advertisement dated Mar 25, 2022 in Newspaper \_\_\_\_\_ and Location \_\_\_\_\_ for sale of Scrap office equipment, Furniture & fixtures, IT assets as per Annexure No \_\_\_\_\_ and subsequent inspection done by me/us.

I/we are offering a lump sum quote of Rs \_\_\_\_\_ (Rupees: \_\_\_\_\_), inclusive of all taxes, for purchase of office equipment, / Furniture & fixtures, / IT assets at the premises (choose the type of assets)

Address \_\_\_\_\_

I/We am/are aware that asset use are on "As is where is basis".

Thanking you,

\_\_\_\_\_

PAN / Address proof of the Bidder (pls attach copy): \_\_\_\_\_

**Bids are to be sent in sealed envelope clearly mentioning –**

**"BIDS for office equipment, Furniture & fixtures, IT assets," (Separate envelopes for office equipment, Furniture & fixtures, IT assets for INTL & Group companies) and sent to The Administration Department at Head Office Mumbai at the registered office address The IL&FS Financial Centre, Plot no. C-22, G-Block, Bandra- Kurla Complex, Bandra (E), Mumbai 4000 051**

Encl: Copy of the applicable Annexure