



**INDIAN INSTITUTE OF FOREIGN TRADE**  
**B-21 QUTAB INSTITUTIONAL AREA**  
**NEW DELHI 110 016**

14 February, 2025

**Tender Notice**

Indian Institute of Foreign Trade, New Delhi invites quotation for disposal of 01 (One) Tata Indigo Manja Staff car (2010 Model). The car will be disposed off on "as where is basis". The tender document shall be available for downloading from the websites [www.iift.ac.in](http://www.iift.ac.in) from 14.02.2025 - 07.03.2025 at 11:00 AM.

2. The parties interested to purchase the vehicle may send their quotation in the proforma at Annexure II along with earnest money of Rs. 3,800/- (Rupees Three thousand Eight Hundred only) in the form of Demand Draft drawn in favour of Indian Institute of Foreign Trade, payable at New Delhi in a sealed cover super-scribed as "**Quotation for disposal of staff car**". The quotation may be send by registered post or by speed post to the Section Officer (GA), Indian Institute of Foreign Trade, B-21 Qutab Institutional Area, New Delhi-110016 along with EMD and other requisite documents so as to reach on or before 07.03.2025 by 11.00 AM. The quotations can also be handed over personally at the Main Gate of the Indian Institute of Foreign Trade, B-21 Qutab Institutional Area, New Delhi-110016. The bids shall be opened on the same day at 11.30 AM. The tenderers who wish to be present at the time of opening may do so. The terms and conditions of the tender are given in Annexure I.

3. If there is any query, kindly contact over **Mobile no. 8178885831, 7500922883.**

**Section Officer (Admin)**

**Tel No. : 011-39147322 (124)**

**Email ID: [soadmin2@iift.ac.in](mailto:soadmin2@iift.ac.in)**

**Indian Institute of Foreign Trade  
New Delhi**

**TERMS AND CONDITIONS FOR DISPOSAL OF VEHICLE OF INDIAN INSTITUTE OF FOREIGN TRADE, NEW DELHI**

The terms and conditions for the disposal of the vehicles are as follows:

1. An EMD of Rs. 3,800/- (Rupees Three thousand Eight hundred only) for vehicles in the form of Demand Draft/Bankers cheque etc. in of favour of Indian Institute of Foreign Trade, payable at New Delhi should accompany the bid. The bids without EMD will be summarily rejected.
2. The successful bidder has to deposit the entire bid money within two working days after the acceptance of the bid. The EMD of Rs. 3,800/- will be forfeited in case the bidder backs out for whatever reasons. The EMD of unsuccessful bidder will be returned only after the vehicle is removed from the premises of IIFT by the successful bidder.
3. Bidders may visit Indian Institute of Foreign Trade for inspection of vehicle on any working day from 10 AM to 5 PM on or before 06.03.2025.
4. The vehicle will be disposed of on "As is where is basis" and no guarantee to its roadworthiness or quality etc. is given by the Indian Institute of Foreign Trade New Delhi.
5. Quotations received after due date/time and without earnest money/requisite documents will not be entertained.
6. The bids with overwriting/cutting in the quoted rates will not be considered.
7. The disposal will ordinarily be in favour of the highest evaluated bidder, whose bid has been found to be responsive and who is eligible and qualified as per terms and conditions of the tender.
8. The successful bidder has to remove the vehicle from the premises of Indian Institute of Foreign Trade at their own expense within 2 working days of acceptance of the quotation of the successful bidder and after making the required payment. The bid amount by the successful bidder will be deposited by Demand Draft, Bankers cheque etc. in favour of Indian Institute of Foreign Trade, payable at New Delhi.
9. The bidders will not be allowed to withdraw their bids failing which their earnest money will be forfeited.

10. The successful bidder has to submit self-attested copy of (1) Aadhar Card/Voter ID Card and (2) Pan Card and (3) two recent passport size photographs. The Institute reserves the right to verify the antecedents/documentary proof of his address.
11. In case the highest quoting bidder fails to honor the bid, the next opportunity will be given to the next highest eligible bidder (H2).
12. The successful tenderer will be responsible for getting the registration certificate of the vehicle in his name expeditiously. The Indian Institute of Foreign Trade will not be responsible for any lapse on the successful tenderer's part in this regard.
13. The successful bidder who takes possession would be responsible for the bonafide/lawful use of the vehicle.
14. The Indian Institute of Foreign Trade reserves the right to accept or reject any/all the quotation without assigning any reason.
15. The bids should remain valid for 45 days.

**BID FORMAT FOR DISPOSAL OF TATA INDIGO MANZA (2010 MODEL)**

Type of Vehicle	Vehicle No.	Model	Details of EMD furnished by the bidder	Amount quoted in figures(Rs.)
TATA INDIGO MANZA	DL-3BK-0625	2010		

Amount quoted in words (Rupees \_\_\_\_\_ only)

Date:  
Place  
:

Signature of the Bidder  
Name of the Bidder  
Address of the Bidder