



Indian Council for Technical Research & Development

भारतीय तकनीकी अनुसंधान एवं विकास परीषद्, नागपूर

Secretariat- Plot No. 72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur - 440022
Website- www.ictrd.org Email- ictrd@egov.ind.in Phone: 0712-2244884 Toll Free: 1800 267 6070

Call For Quotation

Indian Council for Technical Research and Development, invites quotations/bid from the reputed agencies for purchase of following goods / Services for our new Secretariat office at Trimurti Nagar, Nagpur 440022. This tender document may be downloaded from <https://www.ictrd.org> website.

Items / Services Required	Last Date of Submission of Quote / Bid
Purchase of Desktop Computers	14-08-2025
Purchase of Laptops	14-08-2025

Tender Document Fee- Rs. 00

Ernest Money Deposit (EMD)- Rs. 00

Vendor Registration Fee- Rs.1000 (Applicable for non-registered / New Vendors only)

Vendors who are not registered with ICTRD can register online via <https://ictrd.org/VendorRegistration/>

Interested agencies may submit their Quotations/Estimate/Bids in hardcopy to our Camp-Office on or before 14-08-2025 or on e-mail contact@ictrd.org with the tender document fees and EMD (if applicable) by Cheque / Demand Draft in favor of Indian Council for Technical Research and Development.

Urja Kurve
Administrative Officer

Tender Details

Name of the work- 1. Purchase of Desktop Computers
2. Purchase of Laptops

Tender Type- Call For Quotation (Direct Purchase)

Tender Date- 01-08-2025

Last Date of Application- 14-08-2025

Bids opening Date- 18-08-2025

Location of Work- Plot No. 72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur – 440022 (Delivery)

Type of Financial Bid- Fixed Rate

Payment Terms- 100% on Receiving of Goods and Starting of Services on Site

Payment will be released immediately after successful delivery and upon receipt of the invoice from the vendor.

Terms-

1. The vendor must supply laptops and desktops strictly as per the detailed specifications mentioned in the Tender Document/Call for Quotation (CFQ) and as per instructions received from the ICTRD office. Vendors may attach additional documents such as brochures, product datasheets, and photographs of previously completed similar work to provide a clearer understanding of their offerings and capabilities.
2. Final payment shall be released only after the successful delivery, installation (if applicable), and verification of all systems by the ICTRD office. The quality, quantity, and configuration must match the approved specifications for payment clearance.
3. All laptops and desktops must be delivered within the stipulated time mentioned in the work order. Delays beyond the agreed completion date or incomplete deliveries may attract penalties as decided by ICTRD.
4. In the event that ICTRD does not receive any response or communication from the vendor for **seven (7) consecutive days** at any stage during the delivery process, ICTRD reserves the right to cancel the work order without issuing further notice. In such a case, ICTRD may assign the remaining work to another vendor, and the original work order shall stand cancelled automatically.

Particulars of Requirements & Technical Specifications

1. Name of the work- Purchase of Desktop Computers

Quotation / Proposals required from reputed firms/companies to purchase of Desktop Computers with following specifications. Vendor can give multiple options with nearly same specifications and different make or brands.

Sr.No.	Particulars	Quantity
1.	Laptop PC (HP/Dell/Lenovo/Acer) Intel Core i3 13th Gen Processor, 8GB DDR4 RAM, 1TB HDD, 128GB SSD, 19-inch LED Monitor, Windows 11 Professional	2

2. Name of the work- Purchase of Laptops

Quotation / Proposals required from reputed firms/companies to purchase of Laptops with following specifications. Vendor can give multiple options with nearly same specifications and different make or brands.

Sr.No.	Particulars	Quantity
1.	Laptop PC (HP/Dell/Lenovo/Acer) Core i3-12Gen, Minimum 8GB Ram, Minimum 512 GB HDD, 14 / 15 inch Screen, FHD Display, Windows and MS Office	2
2	Laptop PC (HP/Dell/Lenovo/Acer) Core i5- 11+Gen, Minimum 8GB Ram, Minimum 512 GB HDD, 14 / 15 inch Screen, FHD Display, Windows and MS Office	
3	Laptop PC (HP/Dell/Lenovo/Acer) AMD Rizen 5, Minimum 8GB Ram, Minimum 512 GB HDD, 14 / 15 inch Screen, FHD Display, Windows and MS Office	

Vendor can give pricing of multiple models related to above specifications.

Date- 01-08-2025

Authorized Signatory

Bid Format

(To Be filled by the Agency / vendor for submission)

Name of the Work- Purchase of Desktop Computers and Laptops

Vendor Name-

ICTRD Vendor Code-

Contact Person Name-

Phone Number-

Email Id-

Sr No	Company and Model No	Specifications	Price (With Taxes)

*Vendor can give pricing of multiple models related to above specifications.

Authorized Signatory with Stamp (Vendor)