



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

E-mail: rndoffice@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/R&D/PUR/Project/PCT/2026/33

Date: 08/01/2026

NOTICE INVITING QUOTATION

-: CRUCIAL DATES & INFORMATION: -

Name of Item(s):	Supply, Installation, Testing & Commissioning of Laptop
Date of Issue of NIQ:	08/01/2026
Last Date & Time for Physical Submission of NIQ offer:	29/01/2026 till 17:00 Hrs.
Date & Time of opening of NIQ offer:	02/02/2026 at 11:30 Hrs. (at IITRAM Campus)
Bid Validity Period	90 (ninety) days from the end date i.e. 29/01/2026
Quotation Inviting Authority	The I/c. Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430

Institute of Infrastructure, Technology, Research And Management

NOTICE INVITING QUOTATION

Subject: Inviting Quotation through NIQ format for ‘Supply, Installation, Testing & Commissioning of Laptop’ –reg.

About Institute:

The Institute of Infrastructure, Technology, Research And Management (IITRAM) has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure.

The Institute offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.

The Institute is located at Khokhara Circle (Nearby), Maninagar (East), Ahmedabad, Gujarat, India – 380026.

Sirs,

The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotation(s) for “**Supply, Installation, Testing & Commissioning of Laptop**” as per details shown in the Annexure-I on the following General Terms & Conditions:

1. General Terms and Conditions (GTC):

- 1.1 The bidder should have valid PAN Card. Copy of PAN Card to be submitted.
- 1.2 The bidder should have valid GST Registration. Copy of GST Registration to be submitted.
- 1.3 The bidder has to quote the price for the items as per specifications mentioned in Annexure-I.
- 1.4 The price quoted shall include taxes, other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply the item(s)/goods/services mentioned in Annexure-I at our site.
- 1.5 The rates quoted also shall include training, installation, commissioning, erection and demonstration of items/goods/ services at our site.

- 1.6 The bidder will have to submit duly filled & properly signed bid in the attached performa(s)/ formats and annexures.
- 1.7 The bidder shall have to submit quotation to the IITRAM office on or before **29/01/2026 till 17:00 Hrs.** in sealed envelope super-scribed “*Supply, Installation, Testing & Commissioning of Laptop*”.
- 1.8 The Institute reserves the right at the time of purchase/contract award to increase or decrease quantity of item(s).
- 1.9 Material used must be as specified and other unspecified material should be good quality.
- 1.10 If there happens to be a holiday on any date indicated in this NIQ notice, the transaction shall be performed on the next working day.
- 1.11 The quotations will be opened on **02/02/2026, at 11:30 Hrs.** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - The bidders or their authorized representative may remain present during the opening of the quotations, if they desire so, at their own expenses.
- 1.12 Incomplete quotations, amendments and additions to quotations after opening or late quotations are liable to be ignored and rejected.
- 1.13 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

2. Validity of Quotation:

The offer shall be valid up to 90 (ninety) days from the end date i.e. 29/01/2026 mentioned in this NIQ for submission of quotation.

- No bidder shall withdraw his rates after the quotation is opened. If a bidder does so, that bidder shall be considered ineligible for work/contract in IITRAM in future.

3. Evaluation of Quotation:

The NIQ evaluation committee of the Institute will evaluate and compare the received quotation(s) to determine the substantially responsive quotations i.e. (i) NIQ is complete (ii) properly signed (iii) confirm with the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive bid based on the following parameter(s):

- Total Price quoted at Annexure–III [Format for Submission of Financial Details]

4. Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation for requested items:

- 4.1 Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the NIQ process and reject all quotations at any time prior to the award of contract without giving any reason.
- 4.2 The bidder whose quotation is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The T&Cs of the accepted offer shall be incorporated in the Purchase Order.

5 Delivery Period & Penalty:

- 5.1 **Delivery & Installation:** The ordered items/goods are to be delivered (Installation, Testing & Commissioning), within a maximum time limit of 04 (four) weeks from the issue date of Purchase Order.
- 5.2 **Penalty:** Time allowed for completion of delivery and installation shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of @0.5% of the order value for per week of delay.

6 Warranty:

- 6.1 Minimum 03 (three) years complete ONSITE warranty for all item(s) from the date of successful installation of all items/goods at our site.

7 Terms of Payment:

- 7.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactorily receipt, installation and commissioning of ordered items/goods, submission of clear tax-invoice(s) and supporting documents.
- 7.2 Advance payment will not be made under any circumstances.
- 7.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

8 Address for the submission of physical NIQ offer:

The I/c. Registrar
Institute of Infrastructure, Technology, Research And Management
Office No. G2,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat.

We look forward to receiving your quotation.

Sd/-
I/c. Registrar

(Schedule of Quantity)

Name of Item(s): Supply, Installation, Testing & Commissioning of Laptop

Sr. No.	Item Specification	Required Qty.
1	Laptop <ul style="list-style-type: none">• Processor- AMD Ryzen 7 7435HS• Display: 15.6" FHD (1920x1080) IPS Technology• RAM: 16GB RAM DDR5• Graphics: NVIDIA GeForce RTX 4050 6GB GDDR6• Storage: 512 GB SSD• OS: Windows 11• Ports: USB Type A & C, RJ-45• Connectivity: Wifi and Bluetooth• Special Feature: Backlit keyboard• Warranty: 3 Years	01 No.

Seal & Signature of Company

Date: _____

Place: _____

*(To be printed on firm's letterhead)***FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION**

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none"> • Proprietary Firm • Partnership Firm (if yes, give partnership deed) • Company or LLP • Government/ Public Sector Undertaking • Member of a group of companies (if yes, give name, address & details of group companies) • Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project. 	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID

(Format for Submission of Financial Details)

Name of Item(s): **Supply, Installation, Testing & Commissioning of Laptop**

Sr. No.	Name of Item(s)	Qty.	Rate <i>(Without GST)</i>	Total Amount <i>(Without GST)</i> <i>(Rs)</i>	Applicable GST Slab Rate (%)	Gross Total Amount <i>(Including GST)</i> <i>(Rs)</i>
1.	Laptop	01 Nos.				
TOTAL AMOUNT (INCL. OF GST)						
(Rupees in Words:						

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item descriptions as stipulated in the NIQ. I/we shall abide by the terms/conditions/clauses contained in the NIQ document(s) (page 1 to 7) and unconditionally accept it in totality/entirety.

Seal & Signature of Company

Date: _____

Place: _____