

Request for Quotations for procuring laptops for Ranchi, Hyderabad and Assam

About Centre for Catalyzing Change

Centre for Catalyzing Change (C3) is a national level non-governmental organisation that works with a visionary zeal to enable women and girls in India to be fully empowered, equipped to realize their rights, access opportunities and achieve gender equality. C3 has remained focused on one single mission – to make the lives of girls and women in India better. By enabling an environment which provides an equal opportunity to them. By ensuring that they grow up as educated, informed, confident citizens of India; live dignified and healthy lives; and emerge as leaders at the frontline. This is what C3 strives to achieve – “For EveryGirl, EveryWoman, EveryWhere”.

2.0 Specifications

We request quotations for the purchase of laptops with the following specifications delivered to different locations.

The quotation should:

- Include **all applicable taxes** and **delivery charges** to the respective locations mentioned below.
- Show **taxes and delivery charges separately** in the quotation.
- Ensure **delivery to multiple locations** as specified.

S.No	Laptop Requirement	Delivery Location	Quantity
1	Lenovo IdeaPad Slim 3 82X700HMIN Intel Core i3-1315U 13th Gen, 8GB RAM, 512GB SSD, Windows 11 Home, MS Office 2024 Integrated 15.6" FHD TN 250nits AG Arctic Grey, Bag, 3 Years Premier Support + 3 Years ADP support	Ranchi, Jharkhand	3 nos.
		Hyderabad, Telangana	3 nos.
		Barpeta, Assam	4 nos.
		Darrang, Assam	3 nos.

2.1 General Instructions and Considerations

2.1 Bidders must provide all the information requested below. Quotations that do not provide the required information and certifications, or do not follow the submission requirements may not be reviewed.

2.2 Bidders are responsible for all costs associated with quotation preparation.

2.3 Requests for further information prior to the Closing Date should be made to: **Email: procurement@c3india.org**

2.4 C3 reserves the right to accept or reject any quotation in whole or in part and to reject all quotations at any time without assigning any reason whatsoever before award of Contract.

3.0 Submission of Quotations

3.1 The Closing Date for submission of quotations is on or before **August 06, 2026**. Late or incomplete quotations will not be considered.

3.2 The Quotations along with company profile must be submitted by e-mail in English at the following e-mail address: procurement@c3india.org

3.3 For any clarification required, please write an email at procurement@c3india.org

3.4 Only email bids will be accepted. Only those short-listed will receive an acknowledgment and will be called for a personal interaction, if required, at their own cost. The interaction will be held at the C3 office in New Delhi.

3.5 Late quotations will not be accepted in any circumstances. Quotations received after the due date and time will not be considered.

Please mention **PNR-PN152.10.01-2026-27-087 – RFQ for Laptops** on the subject line of email.