



RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email: info@rajcomp.net
website: www.rajcomp.net
CIN: U72200RJ2010SGC033185

INVITATION FOR BIDS (IFB) & NOTICE INVITING BIDS (NIB)

Reference No.: F3.9(456)/RISL/Store/2024-25/ 8505

Dated: 21-02-2025

Unique Bid number: RIS2425GLUB00078

Name & Address of the Procuring Entity	<ul style="list-style-type: none">Name: RajCOMP Info Services Limited (RISL)Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none">Name: Sh. Aqeel AhmedDesignation: Group General Manager (Technical), RISLAddress: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)Email: aqueel.risl@rajasthan.gov.in
Subject Matter of Procurement	RFP for Rate Contract for Supply of Stationary, Consumables & Other Office items for One year from the date of Lol.
Bid Procedure	Single-stage: Two part (envelop) Open competitive e-bid procedure at http://eproc.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Technically responsive & Package Wise Best Value Bid (Maximum No. of Items L1 for that respective package)
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none">Websites: https://eproc.rajasthan.gov.in, https://sppp.rajasthan.gov.in, https://www.doite.rajasthan.gov.in, https://risl.rajasthan.gov.inBidding document fee: Rs. 1000/- (Rupees One Thousand only) in Cash/Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".RISL Processing fees: Rs. 500/- (Rupees Five Hundred Rupees only) in Cash/Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".
Estimated Procurement Cost	<ul style="list-style-type: none">Package-A : Rs. 10.00 LacsPackage-B : Rs. 5.00 LacsPackage-C : Rs. 10.00 LacsPackage-D : Rs. 5.00 LacsPackage-E : Rs. 5.00 Lacs
Bid Security and Mode of Payment	<ul style="list-style-type: none">Amount (INR): 2% of the estimated procurement cost, 0.5% for S.S.I. of Rajasthan, 1% for Sick Industries, other than S.S.I., whose cases are pending with Board of Industrial & Financial Reconstruction. (Package Wise)Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format), of a Scheduled Bank in favour of "Managing Director, RISL" payable at "Jaipur"Rs. 20,000 for Package ARs. 10,000 for Package BRs. 20,000 for Package CRs. 10,000 for Package DRs. 10,000 for Package E <p>Note: A bidder may participate in any number of packages. All items listed in package must be quoted. If the bidder is bidding for more than one package, then Bidder shall submit the cumulative EMD/SD amount required for those numbers of packages.</p>



RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email: info@rajcomp.net
website: www.rajcomp.net
CIN: U72200RJ2010SGC033185

Period of Sale of Bidding Document (Start/ End Date)	<ul style="list-style-type: none">• Start Date: 21/02/2025 at 05:00 PM• End Date: 03/03/2025 at 04:00 PM
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none">• Manner: Online at e-Proc website http://e-proc.rajasthan.gov.in• Start Date: 21/02/2025 at 05:00 PM• End Date: 03/03/2025 at 04:00 PM
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	Up to 03/03/2025 at 03:00 PM
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none">• Date: 03/03/2025 at 05:00 PM• Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)
Date/ Time/ Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders.
Bid Validity	90 days from the bid submission deadline

Note:

- 1) Bidder (authorised signatory) shall submit their offer on-line in electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.
- 2) * In case, any of the bidders fails to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee up to date/time mentioned in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee, RISL Processing Fee and Bid Security should be drawn in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, SafeCrypt, Neode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 4) RISL will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 5) Bidders are also advised to refer "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot.
Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)
e-mail: eproc@rajasthan.gov.in
Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a LoI has been issued or a formal contract is signed and executed between the procuring entity and the successful bidder.
- 9) Procuring entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) The provisions of RTTP Act, 2012 and Rules, 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTTP Act 2012 and Rules thereto, the later shall prevail.


**Group General Manager
(Technical)**