



# RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email: [info.risl@rajasthan.gov.in](mailto:info.risl@rajasthan.gov.in)  
website: [www.risl.rajasthan.gov.in](http://www.risl.rajasthan.gov.in)  
CIN: U772200RJ2010SGC033185

## INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

Reference No. : F4.3 (381)/RISL/Tech/2019/Part-I/ 2312

Date : 30-06-2023

Unique Bid No. : RIS2324SLOB00032

RISL invites bids for Procurement of one-year complete Annual Technical Support(ATS) of OmniDocs, OmniScan Web & FTS of existing Newgen's DMS Solution and one onsite DMS Support Resource of OEM for one year

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| <b>Name &amp; Address of the Procuring Entity</b>                                | <ul style="list-style-type: none"><li>Name: RajCOMP Info Services Limited (RISL)</li><li>Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li></ul>   |
| <b>Name &amp; Address of the Project Officer In-charge (POIC)</b>                | <ul style="list-style-type: none"><li>Name: Sh. Rajesh Gupta</li><li>Designation: Additional Director, DoIT&amp;C</li><li>Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li><li>Email: rajeshgupta@rajasthan.gov.in</li></ul>  |
| <b>Subject Matter of Procurement</b>   | Procurement of one-year complete Annual Technical Support(ATS) of OmniDocs, OmniScan Web & FTS of existing Newgen's DMS Solution and one onsite DMS Support Resource of OEM for one year   |
| <b>Bid Procedure</b>   | Single-stage: Two part (envelop) open competitive bidding (e-Proc.) e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>   |
| <b>Bid Evaluation Criteria (Selection Method)</b>                                | Least Cost Based Selection (LCBS) – L1   |
| <b>Websites for downloading Bidding Document, Corrigendum's, Addendums, etc.</b> | <ul style="list-style-type: none"><li><a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a></li><li><a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a></li><li><a href="http://risl.rajasthan.gov.in">http://risl.rajasthan.gov.in</a></li><li><a href="http://doitc.rajasthan.gov.in">http://doitc.rajasthan.gov.in</a></li></ul>  |
| <b>Estimated Procurement Cost</b>  | <ul style="list-style-type: none"><li>50 Lakhs incl. GST</li></ul>   |
| <b>Fees</b>  | <b>Bidding Document Fee / Tender Fee</b> <ul style="list-style-type: none"><li><b>Bidding Document Fee: Rs. 1000/-</b> (Rupees One Thousand Only) in Banker's Cheque/ Demand Draft of a Scheduled Bank in favour of "Managing Director, RISL" payable at "Jaipur".</li></ul>   |
|  | <b>RISL Processing Fee</b> <ul style="list-style-type: none"><li><b>RISL Processing Fee: Rs. 1500/-</b> (Rupees One Thousand Five Hundred only) in Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur".</li></ul>  |
|  | <b>Bid Security (EMD)</b> <ul style="list-style-type: none"><li><b>Rs. 1,00,000.00</b> (2% of Estimated Procurement Cost)</li><li>Bid Security Amount:<ul style="list-style-type: none"><li>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 &amp; Financial Reconstruction.</li><li>Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee (in specified format in Annexure-12: Bid Security Format), of a Scheduled Bank</li><li>Bid Security shall be in favour of "Managing Director, RISL" payable at "Jaipur"</li></ul></li></ul> |



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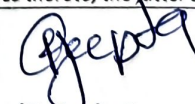
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|---|--|
| Start/End Date for the sale of Bid document   | <ul style="list-style-type: none"><li>Start Date: 30-06-2023 at 05:00 PM</li><li>End Date: 24-07-2023 at 03:00 PM</li></ul>  |
| End date & time of submission of bid  | <ul style="list-style-type: none"><li>24-07-2023 at 04:00 PM</li></ul>   |
| Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee* | <ul style="list-style-type: none"><li>Up to 24-07-2023 at 04:00 PM</li></ul> <p>(To be submitted by-hand before the end date and time of the bid submission at RISL, Jaipur)</p>                             |
| Date/ Time/ Place of Technical Bid Opening  | <ul style="list-style-type: none"><li>Date: 24-07-2023</li><li>Time: 04:30 PM</li><li>Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, TilakMarg, C-Scheme, Jaipur-302005 (Rajasthan)</li></ul> |
| 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 (the authorized signatory) shall submit their offer online 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 fail to physically submit the Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and RISL Processing Fees mention in NIT/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 the 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, Safe crypt, Ncode, 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 11<sup>th</sup>-hour issues like slow speed; choking of the website 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 RISL, on a regular basis. Bidders interested for training may contact e-Procurement Cell, RISL 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](mailto: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 formal contract is signed and executed between the procuring entity and the successful bidder.
- 9) Procurement 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 RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPPA Act 2012 and Rules thereto, the latter shall prevail.

Date : 30-06-2023

  
(Rajesh Gupta)

Additional Director, DoIT&C