



Short term RFP 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 for one year

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

Reference NIB No. F4.3 (664)/RISL/Tech/2025/ 6395

Dated :11-02-2026

Unique Bid number: RIS2526SLOB00081

Name & Address of the Procuring Entity	<ul style="list-style-type: none">Name: Managing DirectorOrganisation: 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. Vivek VermaDesignation: General Manger (Technical)Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)Email: vivek.risl@rajasthan.gov.in
Subject Matter of Procurement	Short Term RFP 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 for one year
Bid Procedure	Single-stage: Two part (envelop) open competitive Bid procedure https://eproc.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS) – Lowest evaluated technically responsive bid
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	<ul style="list-style-type: none">Websites: https://sppp.rajasthan.gov.in, https://eproc.rajasthan.gov.in, https://www.doitc.rajasthan.gov.in, https://risl.rajasthan.gov.inBidding document fee: Rs. 1,000/- (Rupees One Thousand only) in Cash/Demand Draft/Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur".RISL Processing Fee: Rs. 1500/- (Rupees One Thousand Five Hundred only) in Demand Draft/ Banker's Cheque in favour of "Managing Director, RISL" payable at "Jaipur".
Estimated Procurement Cost	65 Lakhs (Inclusive GST)
Bid Security and Mode of Payment	<ul style="list-style-type: none">Amount (INR): 2% of the estimated procurement cost, 0.5% for M.S.M.E of Rajasthan, 1% for Sick Industries, other than M.S.M.E, whose cases are pending with Board of Industrial & Financial Reconstruction.Mode of Payment: Banker's Cheque or Demand Draft or Bank Guarantee or e-BG (in specified format) or Fixed Deposit Receipt (FDR) of a scheduled bank in favour of "Managing Director, RISL" payable at "Jaipur"
Period of Sale of Bidding Document (Start/ End Date)	<ul style="list-style-type: none">Start Date: 11/02/2026 at 5:00 PMEnd Date: 16/02/2026 at 3:00 PM
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none">Manner: Online at eProc website (https://eproc.rajasthan.gov.in)Start Date: 11/02/2026 at 5:00 PMEnd Date: 16/02/2026 at 3:00 PM



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Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	Upto 16/02/2026 till 3:00 PM
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none">Date: 16/02/2026, Time: 4:00 PMPlace: 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 as specified 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, 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 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 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 later shall prevail.


General Manager (Technical)