



# 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

## NOTICE INVITING BID (NIB)

Reference No. F4.3(513)/RISL/Tech/2022/2976

Date: 21-7-2022

Unique Bid No. RIS2223SLOB00040

<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 (Rajasthan)</li></ul>												
<b>Name &amp; Address of the Project Officer In-charge (POIC)</b>	<ul style="list-style-type: none"><li>Name: Sh. Vikram Singh</li><li>Designation: System Analyst (Joint Director)</li><li>Address: First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)</li><li>Email: <a href="mailto:vikramsingh.doit@rajasthan.gov.in">vikramsingh.doit@rajasthan.gov.in</a></li></ul>												
<b>Subject Matter of Procurement</b>	Request for Proposal for Digitization & Microfilming of Records of Govt. Departments through Rate Contract for two years under two Packages (Two Separate Package Bids) <b>Note:</b> Bidder may quote for one or both packages, but for all items in either packages. Bidder needs to submit separate bids for each package												
<b>Duration of Rate Contract</b>	2 years and may be extended further as per RTPP Act & Rules												
<b>Bid Procedure</b>	Single-stage: Two part (envelop) open competitive bidding (e-Procurement) 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 for each Individual Package												
<b>Websites for downloading Bidding Document, Corrigendum's, Addendums etc.</b>	Websites: <a href="https://sppp.rajasthan.gov.in">https://sppp.rajasthan.gov.in</a> , <a href="https://risl.rajasthan.gov.in">https://risl.rajasthan.gov.in</a> , <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a> , <a href="https://doitc.rajasthan.gov.in">https://doitc.rajasthan.gov.in</a>												
<b>Estimated Procurement Cost, Bid Security and Mode of Payment</b>	<table border="1"><thead><tr><th>Package No.</th><th>Package Items/ Services</th><th>Estimated Project Value (Including GST)</th><th>Bid Security Amount (2%)</th></tr></thead><tbody><tr><td>1.</td><td>Scanning &amp; Digitization of Records of Govt. Departments</td><td>Rs. 10.00 Cr.</td><td>Rs. 20.00 Lakh</td></tr><tr><td>2.</td><td>Microfilming of Digitized Records of Govt. Departments</td><td>Rs. 6.00 Cr.</td><td>Rs. 12.00 Lakh</td></tr></tbody></table>	Package No.	Package Items/ Services	Estimated Project Value (Including GST)	Bid Security Amount (2%)	1.	Scanning & Digitization of Records of Govt. Departments	Rs. 10.00 Cr.	Rs. 20.00 Lakh	2.	Microfilming of Digitized Records of Govt. Departments	Rs. 6.00 Cr.	Rs. 12.00 Lakh
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	<b>Bid Security Amount:</b> <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-9: Bid Security Format), of a Scheduled Bank</li><li>Bid Security shall be in favour of "Managing Director, RISL" payable at "Jaipur"</li></ul>												
<b>Fees for Each Bid</b>	<b>Bidding Document Fee / Tender Fee</b>	<ul style="list-style-type: none"><li>Bidding document fee: Rs. 5000/- (Rupees Five Thousand Only) through Banker's Cheque/ Demand Draft of a Scheduled Bank in favour of "Managing Director, RISL" payable at "Jaipur" for each package bid</li></ul>											
	<b>RISL Processing Fee</b>	<ul style="list-style-type: none"><li>RISL Processing fee: Rs. 1000/- (Rupees One Thousand Only) through Banker's Cheque/ Demand Draft of a Scheduled Bank in favour of "Managing Director, RISL" payable at "Jaipur" for each package bid</li></ul>											
<b>Start/ End Date &amp; Time for the Sale of Bid Document</b>	<ul style="list-style-type: none"><li>Start Date: 21-07-2022 at 06:00 PM</li><li>End Date: 01-09-2022 at 04:00 PM</li></ul>												

C-Block, 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 Tel.: 141-2228701, 5103902, Fax: 141-2228701



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CIN: U772200RJ20105GC033185

Start Date & Time of Submission of Bid	• 17-08-2022 at 06:00 PM
End Date & Time of Submission of Bid	• 01-09-2022 at 04:00 PM
Date/ Time/ Place of Pre-Bid Meeting	• Package-1 (Scanning & Digitization): 27-07-2022 at 11:00 AM • Package-2 (Microfilming): 27-07-2022 at 02:30 PM • Place: RISL, Board Room, First Floor, Yojana Bhawan, C-Block, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan) • Last date of submitting of pre-bid queries by the bidder: 29-07-2022 at 6.00 PM • Queries submitted on <a href="mailto:vikramsingh.doit@rajasthan.gov.in">vikramsingh.doit@rajasthan.gov.in</a> will be considered only
Submission of Banker's Cheque/ Demand Draft for Tender Fee, Bid Security, and Processing Fee*	• Up to 01-09-2022 at 04:00 PM (To be submitted by-hand before the end date and time of the bid submission at RISL, Jaipur)
Date/ Time/ Place of Technical Bid Opening	• Date: 01-09-2022 • Time: 4:30 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 as mentioned in NIT/NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee and Bid Security should be drawn in favour of "Managing Director, RISL" payable at "Jaipur". And the RISL Processing Fee in favour of "Managing Director, RISL" 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, 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 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 RISL on a regular basis. Bidders interested in 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 RTPP Act 2012 and Rules thereto, the later shall prevail.

  
(Vikram Singh)  
System Analyst (Joint Director)

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