

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

Ref. No: F5(503)/DoIT/Tech/11 /4105

Jaipur, Dated: 03.11.11

1. Chairman, Rajasthan Housing Board, Jaipur
2. Additional Chief Secretary, Forest, Secretariat, Jaipur
3. Principal Secretary, PHED & Water Resource, Secretariat, Jaipur
4. Principal Secretary, Home Department, Secretariat, Jaipur
5. Chairman, RIICO, Udyog Bhawan, Jaipur
6. Administrator, Rajasthan Rajya Agriculture Marketing Board, Jaipur
7. Chairman and Administrator, Indra Gandhi Nahar Board, Jaipur
8. Inspector General (Planning & Welfare), Police Department, PHQ, Jaipur
9. Principal Secretary, PWD, Secretariat, Jaipur
10. Principal Secretary to Government, Command Area Development, Raj., Jaipur
11. Chairman & Managing Director, RSRTC, Jaipur

Subject: Training of prospective Bidders on e-Procurement application being implemented through NIC under MMP of Ministry of Commerce

Sir,

This is in continuation to our earlier reference pertaining to implementation of **e-Procurement application in the state** through NIC under MMP of Ministry of Commerce. In light of decision taken at the level of ACS, Finance and subsequently orders issued by Finance Department vide order no. F.1(1)FD/GF&AR/2007 dated 30.09.2011, RISL has already initiated the trainings for the officers/ officials of line departments, and prospective bidders.

Successful implementation of system is highly dependent on the prospective bidders who would be participating in the online bidding through this system. Therefore, following needs to be taken care of, pertaining to bidders:

- Extensive training to bidders on the usage of portal (eproc.rajasthan.gov.in)
- Intimating bidders about the online tendering process.

In view of the above, some information/ points which need to be included at appropriate chapters/ sections/ clause of NIT/ RFP including the processing charges as per FD circular for RISL have also been prepared (copy enclosed for kind reference). RISL has also made a provision for training of prospective bidders as per details given below:

Sno	Date	Time	Venue
1	11 th November, 2011	Batch I 10.00 AM to 12:30 PM Batch II 03:00 PM to 05:30 PM	Training Hall, 3 rd Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
2	16 th November, 2011		
3	23 rd November, 2011		
4	30 th November, 2011		
Note: The training slot would be allotted on first cum first serve basis. For booking the training slots, bidders may Contact: e-Procurement Cell, 1st Floor, Yojana Bhawan, Jaipur. Phone : 0141-4022688 Email: eproc@rajasthan.gov.in			

In light of the above, you are requested to kindly intimate the bidders registered with your organization/participating in tenders to contact the e-Procurement Cell and to book a convenient slot for training. Also, ensure that the information required to be disseminated to the bidders regarding online tendering process have been included in the NIT/RFP for all the tenders being floated through this system.

24/2/25
Secretary & Commissioner

Copy to following for information and necessary action:

1. Principal Chief Conservator of Forests, Rajasthan, Jaipur
2. Dr. Ashwini Kumar Sharma, Director (Technical), RISL, Yojana Bhawan, Jaipur
3. Sh. Anil Bhargava, Chief Engineer, Head Quarter, PHED, Jal Bhawan, Jacob Road, Jaipur
4. Chief Engineer cum Addl. Secy, PWD, Jaipur
5. Chief Engineer (SP), PHED, Jal Bhawan, 2, Civil Lines, Jaipur
6. Chief Engineer, Water Resources, Bhawani Singh Road, Jaipur
7. Secretary, Indira Gandhi Nahar Board, Jaipur
8. Commissioner, Command Area Development, Bikaner
9. Executive Director, RSRTC, Jaipur
10. Smt. Aparna Sahai, Financial Advisor, RIICO, Udyog Bhawan, Jaipur
11. ACE (BSL), PHED, Jal Bhawan, 2, Civil Lines, Jaipur
12. S.E. (PMU), RWSRP, Water Resource Department, Jaipur
13. Shri T.C. Jatol, SE (PMGSY), PWD, (Nodal officer e-proc), Jaipur
14. Shri S.L. Mathur, SE, Bisalpur Project, Jal Bhawan, 2, Civil Lines, Jaipur
15. S.P. (Central Stores), Police Department, PHQ, Jaipur
16. Shri Rajeev Gupta, System Analyst, PWD, Jacob Raod, Jaipur
17. Shri P.K. Singh, Technical Director, NIC
18. Shri Jitendra Kumar Varshneya, ACP, DoIT&C
19. Shri Anuj Mathur, E.E., PHED, Jal Bhawan, Jacob Raod, Jaipur
20. Shri C.B. James, Assistant Regional Manager, RIICO, Udyog Bhawan, Jaipur
21. Dy. S.P. (Central Stores), Police Department, PHQ, Jaipur
22. OIC (Website), DoIT&C, Jaipur.

4/2
System Analyst

Information to be disseminated to prospective bidders through NIT & RFP regarding on line bidding

1	The tender documents can be downloaded from web site http://eproc.rajasthan.gov.in . Detail of this tender notification and pre-qualification criteria can also be seen in NIT exhibited on website www.dipronline.org . Tenders are to be submitted online in electronic format on website http://eproc.rajasthan.gov.in .
2	RISL Processing fees Rs. 1000.00 / 500.00 (in addition to Tender form Fees & EMD) (refer circular no 19/2011 dated 30-09-2011)
3	<p>1. The Tender document can be downloaded from website http://eproc.rajasthan.gov.in. and cost of tender form downloaded from the website shall be deposited by the tenderer separately as applicable by way of D.D. before opening of the Technical Bid.</p> <p>2. In addition to Tender Form Fees, Processing Fees of Rs 1000.00 / Rs. 500.00 has to be deposited by way of D.D in favor of M.D, RISL before opening of the Technical Bid</p>
4	Last date & time for downloading of tender document.
5	Last Date and time of submission of online bids
6	Date and time of Opening of online bids
7	Physical submission of Tender Fee, Processing Fee & EMD at the Office of Tendering Authority
Instruction to Bidders for online tendering (e-tendering)	
1	The bidders who are interested in bidding can download tender documents from http://eproc.rajasthan.gov.in
2	<p>Bidders who wish to participate in this tender will have to register on http://eproc.rajasthan.gov.in (bidders registered on eproc.rajasthan.gov.in before 30-09-2011 needs to registered again). To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type II or type III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.</p> <p>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</p>
3	Bidder shall submit their offer on-line in Electronic formats both for technical and financial proposal, however D.D.for Tender Fees, Processing Fees and E.M.D. should be submitted manually in the office of Tendering Authority before date & time of opening of technical bids and scanned copy of D.D. should also be uploaded along with the online bid.
4	Before electronically submitting the tenders, it should be ensured that all the tender papers including conditions of contract are digitally signed by the tenderer.
5	Training for the bidders on the usage of e-Tendering System is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot.
6	Bidders are also advised to refer " Bidders manual" available under "Downloads" section for further details about the e-tendering process

GOVERNMENT OF RAJASTHAN
FINANCE DEPARTMENT
(General Financial & Accounts Rules)

No.F.1(1)FD/GF&AR/2007

Jaipur, dated: 30-09-2011
Circular No.: 19/2011

ORDER

Government of Rajasthan has decided to implement e-Procurement System for bringing transparency in day to day working of the State. In order to implement the e-procurement system, it has been decided to avail the services of RajCOMP Info Services Ltd. (RISL) for following activities :

1. To arrange/provide training to officers/officials of departments/PSUs and bidders/contractors/vendors for implementation of e-Procurement software.
2. To extend Facility Management Services for implementation of e-Procurement software which includes providing support in e-tendering to bidders/contractors/vendors as well as officers/officials of departments/PSUs.
3. To arrange Digital Signatures as per requirement to officers/officials of departments/PSUs and bidders/contractors/vendors.
4. To provide call centre and help desk services.

For providing the above services, following charges will be payable to RISL :-


S.No.	Particulars	Charges
1.	To extend Facility Management Services for implementation of e-Procurement software which includes providing support in e-tendering to bidders/contractors/ vendors as well as officers/officials of departments/PSUs.	<p>1. If tender value is less than Rs. 50.00 lacs, charges will be Rs. 500/- per bidder per tender.</p> <p>2. If Tender value is Rs. 50.00 lacs or more, charges will be Rs. 1,000/- per bidder per tender.</p> <p>Note : The above charges will be collected additionally in the form of Demand Draft (DD)/Bankers Cheque (BC) in the name of Managing Director, RISL payable at Jaipur along with prescribed tender fee from the bidders.</p>
2.	To arrange Digital Signatures as per requirement to officers/officials of departments/PSUs and bidders/contractors/ vendors.	<p>Charges for arranging/organising Digital Signature along with training will be Rs. 300/- per Digital signature. The cost of digital signature will be extra depending upon the class and type of the digital signature.</p> <p>Note :</p> <p>1. The cost plus charges for the Officers/Officials of Government Department will be borne by DoIT&C from e-Procurement Project Budget head and for PSU officers/officials cost plus charges will be borne by the respective PSU/Institutions, whereas, for bidders, it will be borne by them.</p> <p>2. All Departments/PSUs/Institutions/ Bidders will have to submit individual application in</p>

GFRRULES

		respect of each signature in the prescribed format for availing digital signature along with photograph and Photo ID proof along with DD/BC. In case of Government Officers/ Officials, the request shall be made through DoIT&C, where in case of PSU/Institutions; it shall be made through an authorised officer along with Advance DD/BC. Bidders shall submit the request directly to RISL along with requisite fees in the form of DD/BC in the name of Managing Director RISL , payable at Jaipur.
--	--	--

RISL will open a separate account for the project and will submit quarterly details of Income and Expenditure under this project to Finance Department.

By Order,



(Sanjay Malhotra)
Finance Secretary (Budget)

Copy forwarded for information and necessary action to:

1. S.A. to Governor/C.M./All Ministers/State Ministers.
2. P.S. to Chief Secretary/Addl.Chief Secretaries.
3. P.S. to Principal Secretaries/Secretaries/Special Secretaries.
4. Secretary, Rajasthan Legislative Assembly, Jaipur.
5. Secretary, Lokayukta Sachivalaya, Jaipur.
6. Secretary, Rajasthan Public Service Commission, Ajmer.
7. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
8. Accountant General (Civil & Acctt.) Rajasthan, Jaipur.
9. Accountant General (Receipt & C&E) Rajasthan, Jaipur.
10. Registrar, Rajasthan Civil Service Appellate Tribunal, Jaipur.
11. All OSD/Deputy Secretaries/ Sections of the Secretariat.
12. All Heads of the Departments/All Collectors/Divisional Commissioner.
13. Director, Treasuries and Accounts, Rajasthan, Jaipur.
14. All Treasury Officers.
15. Administrative Reforms (Codification) Department (with spare copy).
16. Vidya Rachana Sangthan for Hindi translation.
17. ~~Analyst-cum-programmer~~, Finance Department. He is requested kindly publish this circular on FD Website.

System Analyst



(Urmila Joshi)
Officer on Special Duty