

1. **INVITATION FOR BIDS (IFB)& NOTICE INVITING BIDS (NIB)**

UBN - ITC262767LRC00048

NIB

Reference No. : F4(182)/DoIT&C/2023-10701- 4212151		Dated: - 30.09.2026
Unique Bid Number: ITC2627A0051 ITC2627A0052		
Name & Address of the Procuring Entity	- Name: Technical Director and Joint Secretary - Address: IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (Rajasthan)	
Name & Address of the Project Officer In-charge (POIC)	- Name: Sh. Rajesh Asawa - Designation: System Analyst (Joint Director) & OIC Store - Tel. No. (0141)-2921180 - Email: rajeshasawa@rajasthan.gov.in, storehq.doit@rajasthan.gov.in	
Subject Matter of Procurement	RFP for Rate Contract for Supply of Stationary, Computer Media, Consumables and other Office items for a period of 1 Year	
Bid Procedure	Single-stage: Two-envelop open competitive e-Bid procedure at http://eproc.rajasthan.gov.in	
Bid Evaluation Criteria (Selection Method)	Technically responsive & lowest financially evaluated bidder for a particular category shall be awarded the contract for that category	
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	- Websites: https://sppp.rajasthan.gov.in https://doitc.rajasthan.gov.in - Bidding document fee: Rs. 1000/- (Rupees One Thousand only) in → Cash Challan/Demand Draft in favour of "Commissioner, DoIT&C" payable at "Jaipur". → e-GRAS - Department Code – 195 (Information Technology and Communication Department) - Office Code – 1888 (Information Technology and Communication Department) - Budget Head – 0075-00-800-52-01 - RISL Processing Fee: Rs. 500 (Rupees Five Hundred only) in → Demand Draft in favour of "Managing Director, RISL" payable at "Jaipur". → e-GRAS - Budget Head – 8658-00-102-16-01	
Period of Sale of Bidding Document	From 05.10.2026 at 02:00 PM to 16.10.2026 at 02:00 PM	
Estimated Procurement Cost	- Category 1(Compatible Toner & Refurbishing of Toner): Rs. 5. Lacs (As per Bill of Material) - Category 2(Storage, Memory & Others): Rs. 5.48 Lacs (As per Bill of Material) - Category-3 (Office/Computer Stationary & Other Office Items): Rs. 13.90 Lacs (As per Bill of Material)	
Bid Security and Mode of Payment	- 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 of Guarantee (in specified format), of a Scheduled Bank in favour of "Commissioner DoIT&C" Payable at "Jaipur" Note: Any bidder may participate in any one or more category. If the bidder is bidding for more than one category, then bidder shall submit the cumulative amount required for those number of categories.	
Submission of Banker's	Start Date: 05.10.2026 at 02:00 PM	

Cheque/ Demand Draft for Processing Fee and Bid Document Fee	• End Date: 16.10.2026 up to 02:00 PM
Manner, Place & Deadline for the bid submission	• Manner: Online at e-Proc • Start Date: 05.10.2026 at 02:00 PM • End Date: 16.10.2026 at 02:00 PM
Date/ Time/ Place of Technical Bid Opening	• Date: 16.10.2026 at 04:00 PM • Place: DoIT&C, Store Section, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur (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 and RISL Processing Fees 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/ e-Grass Single Challan for Tender Fee, and RISL Processing Fee as specified in NIB, its Bid shall not be accepted. The Banker's Cheque/ Demand Draft for Bidding document fee should be drawn in favour of "Commissioner DoIT&C, Jaipur" and the RISL Processing Fee in favour of "Managing Director, RajCOMP Info Services Ltd." payable at "Jaipur" from any Scheduled Commercial Bank or shall be paid through e-Grass Single Challan.
- 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) DoIT&C 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 eProc website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoIT&C 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 RTPP Act 2012 and Rules thereto, the later shall prevail.

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OIC Store, Doit&C, HQ

एनालिस्ट-कम-प्रोग्रामर (उप-निदेशक)
सूचना प्रौद्योगिकी और संचार विभाग
राजस्थान, जयपुर