



Rajasthan State Road Transport Corporation Bundi Depot

(A Government of Rajasthan Undertaking)

Single Source Invitation for Bids (IFB) and Notice inviting BID (NIB)

Date: 6-3-25

Reference No. 1007

Unique Bid No. RTC2425WSSS00852

INVITATION FOR BIDS (IFB) AND NOTICE INVITING BID (NIB) Single Source Procurement (RFP) for "Man with Machine Professional Services for Computer Typing in Hindi & English, Data Entry, MS WORD & EXCEL & Foxpro programme All other allotted Statics Works & Any Other Works activities for a period of One years"

Name and Address of Procuring Authority	Chief Manager Rajasthan State Road Transport Corporation Bundi Depot, Bundi Rajasthan
Subject matter of Procurement	Single Source Procurement (RFP) for "Man with Machine Professional Services for Complete Typing in Hindi & English Computer related work, Typing for a period of One years" 1 Persons Required
Estimated Amount involved	1 Person x 9334 Per Month x 12 Month = 112008 Max
Bid Start Date	04-03-2025
Last Date & Time of Submission of Bid	12/03/2025 up to 03:00 PM
Mode of Bid Submission	Submission of Application to Office of the Chief Manager RSRTC Bundi Depot
Date & Time of Opening of Bid	12/03/2025 up to 04:00 PM
Scope of Work	Computer Typing in Hindi & English, Data Entry, MS WORD & EXCEL & Foxpro programme activities as allotted from time to time
Activity	1. Complete Typing in Hindi & English Computer related work, Typing 2. MS WORD & EXCEL 3. Data Entry 4. Foxpro programme activities as allotted from time to time All other allotted Statics Works & Any Other Works
Payment Terms	Maximum Payment will be 9334 Per Month per Person with Agreement period of 1 Year

5. Procuring Entity reserved the complete right to cancel the Bid process and reject any or all of the bids.
6. No Contractual Obligation whatsoever shall arise from the bidding documents/Bidding process unless and until a formal contract on 500 Stamp is signed and executed between the Procuring entity and the Bidder.
7. 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.
8. The Provisions of RPPP Act 2012 and Rules 2013 and subsequent amendments thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RPPP Act 2012, Rules and Amendments thereto, the latter shall prevail.
9. Bidding Form Fee: Rs. 236 Only (Two Hundred Thirty-Six Only Including GST).

*RFP- Request for Proposal

DRAFT AGREEMENT FORMAT

This Contract is made and entered into on this ___ day of ___, 2025 by and between Chief Manager, RSRTC, Bundi Depot, having its head office at Jaipur, Rajasthan (herein after referred to as Corporation) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

Mr./Miss/Ms _____, a company/Trust/Firm/AOP/individual with its Address at _____ (hereinafter referred to as the "Selected Bidder/Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Corporation is desirous of appointing a Man With Machine for Complete Typing in Hindi & English Computer related work, Typing MS WORD & EXCEL Data Entry Foxpro programme activities as allotted from time to time All other allotted Statics Works & Any Other Works

And whereas

Mr./Miss/Ms _____ represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said Scope of work NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Corporation from time to time.

And whereas

Corporation has accepted the bid of supplier and has placed the Work Order vide Letter No. ----- dated -----, on which supplier has given their acceptance vide their Letter No. ----- dated ----- . And whereas

The supplier has deposited a sum of Rs. -----/- (Rupees -----) in the form of ref no. ----- dated ----- of Bank and valid up to ----- as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

The NIB Ref. No. dated and RFP document dated issued by RSRTC along with its enclosures/ annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.

In consideration of the payment to be made by Corporation to supplier at the rates set forth in the Lol/ work order no. dated will duly supply the said services set forth in scope of work and annexures herein and provide related services in the manner set forth in the RFP, along with its enclosures/ annexures and Technical Bid along with subsequent clarifications submitted by supplier.

The RSRTC do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the RSRTC will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every month deliverable. The mode of Payment will be by Cheque or Transfer to their Bank Account.

The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effective from the date of work order i.e. for a period of One Year.

All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this day of , 2025.

Signed By:	Signed By:
()	()
Designation:, Company:	Chief Manager, RSRCT Bundi Depot