



# Rajasthan State Road Transport Corporation Tonk Depot

(A Government of Rajasthan Undertaking)

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

ReferenceNo. 1377

Date: 22/05/2026

UniqueBidNo.

**INVITATION FOR BIDS (IFB) AND NOTICE INVITING BID (NIB)**  
**Single Source Procurement (RFP) for "Man with Machine Professional Services for Tally, All Accounting MS Office and related allied activities for a period of One years"**

<b>Name and Address of Procuring Authority</b>	Chief Manager Rajasthan State Road Transport Corporation Deoli Road Tonk, Rajasthan
<b>Subject matter of Procurement</b>	Single Source Procurement (RFP) for "Man with Machine Professional Services for Tally, All Accounting, MS Office and related allied activities for a period of One years" 1 Persons Required
<b>Estimated Amount involved</b>	2 Person x12000 Per Month x12 Month= 288000 Max
<b>Bid Start Date</b>	22-05-2026
<b>Last Date &amp; Time of Submission of Bid</b>	29-05-2026 up to 03:00 PM
<b>Mode of Bid Submission</b>	Submission of Application to Office of the Chief Manager RSRTC Tonk Depot
<b>Date &amp; Time of Opening of Bid</b>	29-05-2026 up to 04:00 PM
<b>Scope of Work</b>	Tally, Computer, Accounting and related allied activities as allotted from time to time
<b>Activity</b>	1. Tally Complete Work 2. Computer related work as MS Office and Others 3. Maintenance of Books of Accounts 4. All other allied Works Assigned for Proper & Efficient financial management and Payment System.
<b>Payment Terms</b>	Maximum Payment will be 12000 Per Month per Person with Agreement period of 1 Year

1. Procuring Entity reserved the complete right to cancel the Bid process and reject any or all of the bids.
2. 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.
3. 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.
4. The Provisions of RTPP 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 RTPP Act 2012, Rules and Amendments thereto, the latter shall prevail.
5. Bidding Form Fee: Rs. 236 Only (Two Hundred Thirty-Six Only Including GST).

\*RFP=Request for Proposal

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टोंक आगरा





# Rajasthan State Road Transport Corporation Tonk Depot

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Sr No:-

Date:-

Tender Form 236/-

CRNO..... DT.....

Name of the Bidding Company /Firm / Person:			
Contact Person (Authorized Bid Signatory):			
Correspondence Address:			
Mobile No.:		Telephone & Fax Nos.:	
Website & E-Mail:			
Bid Rate Quote			
Experience (if Any)			
List of Documents attached	<ol style="list-style-type: none"><li>1. Registration Certificate and other tax related Certificate Like GST, PAN Aadhar Card ETC</li><li>2. In case of Individual Educational, Other Qualification Certificate with Experience Certificate if any.</li><li>3. Complete Bank Account Details preferred Cancelled Cheque or Copy of Bank Passbook.</li></ol>		

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टोंक आगर



## Conditions

1. Person applying for the bid for Man with Machine Must have complete computer, Tally and Accounting Professional Knowledge Preferred with commerce Background.
2. Person must work for Daily Basis and should be present at Duty hours of office, no Part time person will be allowed.
3. There will be no advance payment system Payment will only be paid for satisfactory services being rendered and on Fund received from Head office.
4. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
5. Being a single source method, the bid may be accepted for its financial quote or agreed price after negotiations, as the case may be.
6. The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
7. The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.
8. A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
9. The successful bidder shall sign the procurement contract within 7 days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
10. If the bidder fails to sign a written procurement contract, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the contract with the bidder and debar the bidder to participate in any future bid.
11. The bidder will be required to execute the agreement on a non-judicial stamp paper of Rs 500 Value at its cost and to be purchase from anywhere in Rajasthan only.
12. After signing of procurement contract/ agreement, The RSRTC will issue the work order to successful bidder.
13. The TDS, GST, etc. if applicable, shall be paid / deducted at source from the payment to the Selected Bidder as per the law in force at the time of execution of contract.
14. The Selected bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
15. Any dispute arising shall be settled as per the below


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ANNEXURE-1

DISPUTE RESOLUTION & ARBITRATION:

- (I) **Dispute Resolution:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall, in the first instance, be resolved by referring such dispute or difference to the Standing Committee constituted vide Rajasthan State Road Transport Corporation's office order No. HO/Law/Gen/ 17/781 dated 03.10.2017. The Standing Committee so constituted shall ensure full compliance with the office order referred to above.
- (II) **Arbitration:** If the second party (lessee/contractor etc.) does not wish to take recourse to the dispute resolution mechanism outlined vide Rajasthan State Road Transport Corporation's office order No. HO/Law/Gen/ 17/781 dated 03.10.2017 referred to above, or if the second party is not satisfied with the decision of the Standing Committee constituted thereunder, then such dispute or difference relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by a Sole Arbitrator to be appointed by the first party (Rajasthan State Road Transport Corporation) following the qualifications and disqualifications laid down under Section 12 of the Arbitration & Conciliation Act, 1996 as amended.

  
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