

ADVERTISEMENT FOR HIRING OF NEW PREMISES

RAJASTHAN GRAMIN BANK

The Bank is looking for Ready-built Premises for its Head Office at Jaipur. Details are as follows:

Preferred Location	: Jurisdiction area of Municipal Corporation of Jaipur or Jaipur Development Authority
Eligible Applicants	: Central Government Organisations, Rajasthan Government Organisations, Central Public Sector Undertakings, State Public Sector Undertakings and other Government Organisations
Area	: 8,000 to 35,000 square feet Carpet area Required (Acceptable at different locations with minimum 2,000 square feet Carpet area at each location)
Parking	: Adequate Parking Space for 15 Four-Wheelers & 30 Two-Wheelers, however more parking space will be preferred by the Bank.

Sealed applications offering the premises in two bid system are invited from competent authority of the properties on the enclosed formats.

Lease period shall be 15 (5+5+5) years. Bank's standard format of the lease deed is available on the Bank's website.

Technical Bid: Technical bid should contain details of location, built up area, available carpet area and other physical details, building plan of the premises, availability of water and electrical supply etc. Offered premises should have all clearance certificates from the local authority including for commercial use. Copies of all relevant permissions / authorization should be available. Otherwise offer will be rejected. If the building is mortgaged to any other Bank/Fl, the position should be disclosed in the technical bid.

Financial Bid: Financial bid should contain the expected rent per sq.ft. for the carpet area, lease terms along with the future increase in rent, taxes, service tax/GST, advance rent required if any, or any other condition.

These two bids shall be in separate sealed covers. Both the bids should be kept in sealed cover and super subscribed with "Offer for the premises for "Head Office, Jaipur" should reach the office of the undersigned on or before 02.12.2025 (Tuesday) up to 15:00 Hours.

Enclose all documents in support of the offer. Renovation of the premises shall have to be done as per Bank's plan and norms. Lease agreement as per Bank's format shall have to be executed.

The Bank reserves its right to accept or reject any or all the proposal(s) without assigning any reason therefore.

This advertisement is also available on website <https://www.rgb.bank.in> & <https://eprocure.gov.in>.

General Manager



**Submission of Bid Applications in respect of Premises to be Offered on Lease Rent to
Rajasthan Gramin Bank**

General Guidelines for Bidders

Bidders must note that:

1. The "Technical Bid" and "Financial Bid" must be submitted in two separate sealed envelopes at below mentioned address: -

The Chief Manager,
Office Administration Department,
Rajasthan Gramin Bank,
Camp Office – Jodhpur,
Tulsi Tower, 9th B Road,
Sardarpura, Jodhpur (Raj.) - 342003

The last date for submission of the Bids is 02.12.2025 (Tuesday) up to 15:00 Hours.

2. The Bank requires independent ready-built premises for its offices having commercial use permission. 8,000 to 35,000 square feet Carpet area is required (Acceptable at different locations with minimum 2,000 square feet Carpet area at each location). The building should have adequate parking space for nearly 30 two wheelers and 15 four wheelers, however more parking space will be preferred by the Bank.

3. All columns of the forms must be filled in and no column should be left blank.

4. The bid will be valid for at least 3 months from the last date of submission.

5. The advertisement is for ready-built premises. Therefore, necessary occupancy certificate as well as the certificate of commercial use issued by the competent local body / authority must be available.

6. Preference will be accorded to single location applicant.

7. The financial bids will be opened in case of only those bidders who are short listed on the basis of the scrutiny of the technical bids and who also agrees to sign lease agreement with the Bank.

8. No enquiries regarding selection will be replied. This is strictly prohibited.

9. The Bank reserves the right to reject any or all bids applications without giving any reason thereof.

10. Fire NOC of the Premises will be necessary for participating in the tender.

11. The Bank shall be, at liberty, at any time during the period of the lease, to terminate the tenancy under the lease deed and vacate the demised premises by giving three calendar months notice to the lessor/ lessors and in that event, the Bank shall not be liable to pay any rent for the residual period, damages, costs or any other claim or amount whatsoever to the lessor/ lessors.

12. The Bank reserves the right to postpone/cancel the tender. Any amendment / corrigendum to the tender invitation issued by the Bank shall be uploaded on the website <https://www.rgb.bank.in> & <https://eprocure.gov.in>.



13. **Lease shall preferably be 5+5+5 years with increment in rent after each 5 years.**
14. Landlord will have to arrange for a sufficient three-phase commercial electricity connection.
15. Cost of the power connection will be borne by the landlord. However, the Bank will pay bill for consumption of electricity.
16. All the existing liability such as outstanding energy, water consumption charges as well as taxes of local body should be cleared by the land lord before handing over the premises of the Bank.
17. The technical evaluation will be done on the basis of the documents submitted by the bidder and the suitability of the property location ascertained by the Bank.
18. Signature of Bidder/s at bottom of each page/ document is necessary.
19. Bidder must enclose self-attested KYC documents with the Technical Bid. (i.e. PAN Card, GSTIN, Relevant Signing authority Certificate, etc.)

General Manager



Technical Bids Application Form (Part-1)

(Please sign on each page)

In respect of premises to be offered on lease/rent to

Rajasthan Gramin Bank

From:

Date:

To,
The General Manager
Rajasthan Gramin Bank
Head Office Jaipur (Camp Office Jodhpur)

Dear Sir,

Technical Bid (Tender Part-1): Offer for premises for Bank offices on lease/Rental Basis.

With reference to your advertisement published in newspaper dated for hiring of premises on lease/rental at, we submit herewith our offer for the same with the following technical particulars/details for your consideration. (Note: No column should be left blank. If not applicable, please mention "NA") (In case of Premises are available on different locations, Kindly attached annexure having following details of each location):

1. Name of the Landlord :
2. Address and Mobile number :
3. Location and address of property with longitude and latitude :
4. Location of the Offered Property (As per JDA Jaipur Zone) :
5. Whether location is in commercial market or residential area :
6. Plot area (detail of plot such as size, area, FSI, Lease etc.) :
7. Whether Municipal/Local Development Authority permission to construct the premises obtained. :
8. Distance from the Jaipur Airport :



9. Distance from the Jaipur Main Railway Station :
10. Distance from nearest Post/Telephone Office :
11. a) Distance from Sindhi Camp Bus stand :
- (b) Name of nearest Police station :
- (c) Distance from nearest Police station :
12. Details of Proposed Building Offered
- Offered Carpet Area is suited at how many locations : Single/ Two/ Three or More
- Carpet Area of each location : _____ Sq. Ft. 1st Location
 _____ Sq. Ft. 2nd Location
 _____ Sq. Ft. 3rd Location
 and so on
13. a. Foundation (Specifications) :
- b. Frame Structure (Describe loads (per sq. ft.) for which frame has been designed & also please enclose the certificate of structural Engineer that each floor is capable to sustain load of the cluster of compactors will be utilized for storage of records. :
- c. Super Structure (Thickness of wall etc.) :
- Inside & Outside plaster :
- Inside & Outside painting :
- Doors (nos & specifications) :
- Windows (nos & specifications) :
- Flooring (mention room-wise flooring as also in toilet with skirting / dado etc.) :
- If multi-storied complex furnishes details of total no. of floors in the building & whether facility of lift is available. :
- Whether plan approved by local Municipal/Local Development Authority :
- Underground Water Tank Capacity : _____ Litres
- Overhead Water Tank Capacity : _____ Litres
- Sanitary arrangement (no. of W.C/Toilet block) :
- No. of balconies (with size) :



Electricity (no. of points, Type of wiring, meter etc.)
Separate electric meter for Bank will have to be arranged :
by landlord)

Whether agreeable to carry out distemper/ color wash at
your cost once in 2 years. : Yes

Mention details of area in sq.ft. (Carpet) of parking facility,
if any, for scooters / cars that can be available exclusively : Area Sq. Ft.
to the Bank. 2-Wheeler (In Nos.)
4-Wheeler (In Nos.)

14. Condition of Building, e.g. Old building or New building :

15. Details of other infrastructure (compound wall, porches, :
garage, stilt floor etc.)

16. Area of building (please mention super build up /built up :
area along with carpet area with number of floors).

17. Whether willing to carry out additions/ alterations/repairs as (Yes/No)
per specifications / plan given by the Bank?

18. Whether willing to offer premises on lease for period of 15 (Yes/No)
years or more? (Reasonable increase in rent can be
considered after 5 years)

19. Any other information (Give brief details). :

20. List of enclosures (attached) such as copy of plan approved :
by the competent authority, latest Municipal house tax
receipt, last sale deed, approval for commercial use etc.

- A)
- B)
- C)
- D)
- E)

We have not made any alteration in the tender Performa.

We have not charged any interest on our deposit for due performance of tender.

Yours faithfully,

(_____)

Address:

Moblie No.:



Price Bid Application Form (Part-II)

(Please sign on each page)

**In Respect of premise for your Head Office at Jaipur to be-offered on lease/rent to
Rajasthan Gramin Bank**

From:

To,
The General Manager,
Rajasthan Gramin Bank,
Head Office Jaipur (Camp Office Jodhpur)

Dear Sir,

Offer of premises for your Head Office at Jaipur on lease/Rental Basis.

I/we offer my/our premises situated at _____ for use of the Bank at for its Head Office at jaipur on the following terms and conditions:

- i. I/We will carry out additions / alternations to our building as required by you, strictly according to your plan and specifications and carry out the work of decorations etc. in accordance with the details to be furnished by you and as advised by the Bank time to time. You therefore will first approve the plan, before we submit the same to authorities concerned. The building will have a carpet area of about as per details provided in Technical Bid, submitted by us. Carpet area means actual floor area available for use after deducting the areas of walls, passages, staircases, sanitary blocks, water room, entrance area, balcony, garages/parking. etc. The possession of the premises will be given to you only after the Bank is fully satisfied that the entire work has been carried out to the Bank's requirement and specifications and if after taking possession, it is found that any item or work remains unattended or not according to your specifications, I/we undertake to complete the same within a reasonable time frame before the date of possession of premises and in case of default, the Bank will be at liberty to complete the unfinished jobs and realize the expenses incurred, from the monthly rent payable to me/us by the Bank.
- ii. No changes in the plan will be made during the addition/alteration work and if any changes are required the same will be carried out only after obtaining Bank's prior approval in writing therefore, all general notes shown in the plan will be strictly complied with by me/us.

The work of renovation of the building will be entrusted to the contractors of my/our Architect's choice and all expenses in that connection including Architect's fees will be borne by me/us. The electric points will be provided by me/us as per the Bank's requirements. The ceiling fans and tube lights will be supplied by the Bank but will be fitted by me/us at my/our cost in the portion of the building occupied by the Bank. Expenses for loose wires, chain of pipes for handling electrical fixtures, etc. will be borne by me/us. These fans and tube lights will at all times remains the property of Rajasthan Gramin Bank. The premises complete in all respect will be made available as early as possible, but in any case, not later than two months from the date of acceptance of this offer by the Bank

The Bank may at its discretion extend this period. However, it will be open to the Bank or decline to accept the offer, if the delay is in the opinion of the Bank too much.



- iii. I/We will provide the necessary arrangement for the continuous and regular supply of water
- iv. throughout day and night. I/we will provide electric motor and pump of required capacity as suggested by the Bank's Engineer / Architect. All maintenance charges in this connection except actual electrical consumption shall be borne by me/us. The required number of water taps including one directly from Municipal Water Connection, for drinking water will be provided by me/us, in the premises. Water consumption charges / bills of Municipality will be borne by the Bank. I/We provide sanitary, privy, urinals, ladies toilet, hand wash basin, and towel rails etc. as per the Bank's lay out plan exclusively for Bank's use.
- v. Distempering of the building, polishing /oil painting of the wood and ironwork will be carried out by me/us once in Two years, whenever necessary, I/we will carry out tenable repairs to the premises. If I/we fail to do this, the Bank will have right to recover this from me or from the rent payable to me/us.
- vi. During the tenancy of the lease, I/we undertake to carry out the additions/ alterations to suit the Bank's requirements, if the same are structurally feasible and technically permissible by the local authorities, with a suitable increase in rent based strictly on the additional expenditure involved. If the Bank desires to carry out any such alternations at its own cost, I/we will permit it on the existing terms & conditions
- vii. The Municipal Corporation or local authorities' permission to renovate and lease the premises in question to the Bank will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case, I/we will decide to sell the premises, at first it will be offered to Bank at a reasonable price and in case the Bank is not agreeable to purchase the same, I/we shall dispose of the same subject to Banks tenancy rights.
- viii. The lease agreement will contain an undertaking that I/we will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you/with any party affecting your right of occupation and any of the terms of the lease without your consent and only after obtaining due NOC in this regard.
- ix. Expenses in connection with drafting and execution of the lease agreement will be borne half to half between me/us and the Bank, but if the charges for investigation of the title including search charges of Bank's solicitor Advocate will be borne by me/us entirely.
- x. **If Premises is available at multiple locations, then seprate lease agreement will be exeuted for each location.**
- xi. Separate electric meters, shed for parking vehicles, rolling shutter or collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate, all around the building will be provided by me/us at my/our cost. If required by the Bank, 3-phase electric connection will be arranged by me/us at our cost.
- xii. **Rent/lease Charges:**
 - (A) The rent of premises will be charged as per mentioned in Summary per month inclusive of all taxes (excluding GST).
 - B) The house tax and all Municipal / Government present and future taxes will be paid by us (landlord). The present rate of Municipal /Government taxes is _____% of rent per annum.
 - C) Other service charges for garage/parking/lift/Maintenance/ cleaning (if any) will be paid by us (landlord).



D) _____ sq. ft. (Carpet) area will be earmarked for the Bank for parking at _____ for which no rent/cost will be charged.

E) GST on the rent will be exclusive of the Quoted rent of the premises.

xiii. Period of Lease etc.:

The initial period of lease will be for five (5) years. The Bank shall have Two options of renewing the lease of the demised premises at the expiry of first five (5) year term for further five year each at the rent based on an escalation of _____% over present rent and on the same terms & conditions.



SUMMARY:

(Amt. In Rs.) (Area in Sq. Ft.)

Name of the Landlord	
Full Address of the premises (Including Name of building, Plot No., Name or No. of Street, etc.)	
Rentable Carpet Area of the premises offered (Excluding Parking Area)	_____ Sq. Feet at Single Location Or _____ Sq. Feet at First Location _____ Sq. Feet at Second Location _____ Sq. Feet at Third Location and so on _____ Sq. Feet Total
Monthly Rent per Sq. ft or Lump Sum (On carpet area basis exclusive of all taxes as applicable).	_____ Per Sq. Ft. for Single Location or _____ Per Sq. Ft. for First Location _____ Per Sq. Ft. for Second Location _____ Per Sq. Ft. for Third Location and so on
Premises offered for a period of	15 Years
Initial Period of Lease	5 Years
Further option	Two options of 5 years each.
Increase in rent at the time of exercising renewal options within the lease period	_____ %
Service charges per month for additional facilities like exclusive lift, standby generator set, Air conditioning, electrical fixtures if any	_____ Per Sq. Ft. per month
Parking space offered within the monthly rent (No rent shall be charged for parking area)	_____ Sq. Ft.
Municipal and other local taxes will bear by	By Landlord
GST will bear by	By Bank
Other Charges, Rental deposit if any.	
Remarks, if any	

Yours faithfully,

(_____)

Address:

Mobile No.:

