



Tender Date: - 14.03.2026

Office Administration Department

Email ID: oa@rgb.bank.in

Phone No.: 0291-253188, 189

Tender No.: RGB/OAD/STC JAIPUR/06/2025-26

NOTICE INVITING TENDER (NIT)

Request for Proposal (RFP) for Acquisition of Premises for Staff Training Centre, Jaipur (15 Rooms with attached lat-bath), Dining Hall, Kitchen, Class Rooms under Jaipur Nagar Nigam Jurisdiction.

1. **Purpose of RFP:** Rajasthan Gramin Bank, Camp Office, Jodhpur invites offers from owners/power of attorney holders for the preferably Commercial used well-constructed premises on lease rental basis for Staff Training Centre at Jaipur City, District – Jaipur, State Rajasthan.

S. No	Place	Tehsil	District	State	Desired Location	Area in Sq. ft.
1.	Jaipur City	Jaipur	Jaipur	Rajasthan	Govt local bodies Commercial approved Premises should be located in locality of Nagar Nigam Jaipur City	15 Rooms with attached lat-bath of carpet area of 125 to 200 sq.ft. each (+/- 10% Sq.ft.), 03 Rooms for Classroom of carpet area of 500 to 600 sq.ft. each (+/- 10% Sq.ft.), Dining Hall of area 800 to 1000 sq. ft., Kitchen area 250 to 300 sq.ft. and 01 additional Hall of area 500 to 600 sq.ft.

Note: - The premises should be in prime locality (**upto 15 KM from Jaipur Main Railway Station**) on a main road with adequate dedicated parking space ready/likely to be ready for immediate possession.

2. **Important Dates:**

Tender Issue Date	14.03.2026
Last Date of Bid Submission	04.04.2026 Time 5:00 pm
Date of opening of Technical Bid	04.04.2026 Time 5:30 pm
Date of opening of Price Bid	Will be intimated later to shortlisted bidders

3. **Tendering Process:** Two Bid system namely technical bid and price bid is to be followed for selection of premises. Details of process is as follows: -

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The Offer will be in two parts, technical bid and price bid. The Bidder shall submit the technical bid and price bid duly supported by relevant documents as per formats appended as Annexure I to III.

Both (Technical Bid & Price Bid) parts will be submitted in separate sealed cover duly superscripted "Technical bid for acquiring premises for Staff Training Centre, Jaipur" and "Price bid for acquiring premises for Staff Training Centre, Jaipur" respectively. Both the envelopes should be placed in another sealed envelope superscripted "Offer for acquiring premises for Staff Training Centre, Jaipur".

S. No	Envelope	Superscripted	Content
A.	Main Sealed Cover Envelope	"Offer for leasing/renting premises for Staff Training Centre, Jaipur"	Consist of separate sealed Technical Bid and Price Bid Envelope.
i.	Technical Bid in Separate Sealed cover Envelope	"Technical bid for leasing/renting premises for Staff Training Centre, Jaipur"	<ul style="list-style-type: none">➤ Covering letter on the prescribed format as per Annexure -III.➤ Technical bid as per Annexure-ICopy of Approved plan and layout.➤ Site plan copy.➤ NOC from the competent authority for Commercial activity use of the premises (if land uses is other than commercial).➤ Construction Permission.➤ Relevant copies of documents as per RFP.
ii.	Price Bid in another separate Sealed cover Envelope	"Price bid for leasing/renting premises for Staff Training Centre, Jaipur"	The Price bid (as per Annexure-II) will be in respect of rent quoted by the Bidder. The other outgoings like taxes, maintenance charges etc. will also be taken into account to ascertain lowest cost per Sq. Ft area.

The tenders complete in all respect along with all the requisite papers/documents should be submitted by hand /through courier/post addressed to **Chief Manager (OAD), Rajasthan Gramin Bank, 9th B Road, Sardarpura, Jodhpur-342001** on or before 04.04.2026 5:00 PM. Technical bid will be opened on 02.04.2026 at 5:30 PM at the above mentioned address. In case of non-availability of tender committee members on the scheduled date the technical bid opening shall be conducted as per their availability.



4. Requirement of the Premises:

1.	Carpet area of rooms	15 Rooms with attached lat-bath of carpet area of 125 to 200 sq.ft. each (+/- 10% Sq.ft.), 03 Rooms for Classroom of carpet area of 500 to 600 sq.ft. each (+/- 10% Sq.ft.), Dining Hall of area 800 to 1000 sq. ft., Kitchen area 250 to 300 sq.ft. and 01 additional Hall of area 500 to 600 sq.ft.
2.	Building Frontage	Sufficient Frontage approx. 50 feet space available.
3.	Parking Space	Premises should have sufficient parking space for Staff vehicles.
4.	Amenities	a. Continuous water supply will be ensured at all times by providing underground tank of capacity 20000 litre and overhead tank of capacity 10000-15000 litre and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided. Electrical Load (Required power load for the normal functioning of the Bank's Staff Training Centre and the requisite electrical wiring/points will be provided, three phase, etc. as per Bank requirement). b. The locality shall have basis amenities such as water supply, sewerage, Power supply etc. c. Premises offered should have separate meter for electricity / water etc.
5.	Possession	Ready possession / occupation
6.	Location	Premises must be situated in prime locality within a radius of upto 15 Kms from Jaipur Main Railway Station, Jaipur City, District Jaipur. The distance will be measured using Google Maps from the offered premises to Jaipur Main Railway Station. Bidders are required to attach a screenshot of the Google Maps route as proof of the distance. Note: The Objectionable establishment shall not exist in the vicinity/nearby/adjacent to the property to be offered to the Bank.
7.	Preference	a. Premises duly completed in all respect with required occupancy certificate and other statutory approval of Local Civil Authority.

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		<p>b. Offer from Govt./Semi Govt. Department/ PSU/ Bank.</p> <p>c. Ready to occupy premises/expected to be ready within one month from the last date of submission of proposal (Open plot application will not be considered).</p>
8.	Initial Period of Lease	Premises shall be taken on lease basis and minimum Period of lease will be 15 years (each 5 years block). After expiry of the initial lease the lease may be extended on mutually agreed terms and conditions.
9.	Selection Procedure	The premises finalized by Committee of the Bank in respect of technical parameters, site inspection and Techno-Commercial evaluation will be final and binding to the applicant/Bidder.
10.	Validity of Offer	The validity period of the bid submitted by the bidders should be for a period of minimum 180 days from the date of opening of the technical bid.
11.	Stamp/Duty	Legal expenses such as stamp charges/registration cost of lease deed may be shared 50:50 with Landlords.
12.	Age of Premises	Offered Premises should have strong structure and preference should be given to newly constructed premises as per Bank requirement.
13.	Works to be done by the Landlord	<p>a. The premises should be commercial uses. If the land use is classified otherwise, the necessary permission (NOC) for commercial usage must be obtained from the competent authority within 30 days of finalizing the premises.</p> <p>b. All taxes should be paid, no notices/issues etc. from statutory/regulatory authority should be pending.</p> <p>c. The offered Premises shall be at elevated levels and shall not be prone to water logging, Seepage, etc.</p> <p>d. The structure of the Offered premises should be strong.</p>



		e. Ramp: Premises should be physically challenged friendly and ramps for PWD (Persons with Disability)
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5 Award of Tender: Offers/tenders/bids will be evaluated in the following stages:

S. No	Stage	Particulars
1.	Stage 1	Checking of the offers regarding submission of technical bids and documents related to technical bids as stated above. Incomplete offers will be rejected.
2.	Stage 2	The members of Bank committee will visit the locations/ premises offered and the offers will be evaluated keeping in view the points mentioned above.
3.	Short-listing of offers	After short listing of premises based on technical bid and scoring as per Annexure I followed by inspection by Bank Officials, Price Bids will be opened. It may be noted that all other Price Bids i.e. for the offers, that are rejected "Technically" will remain closed.
4.		Sealed price bids of only shortlisted Bidders will be opened in the presence of tender opening committee. The Bidders of the lowest rate on the basis of Techno-Commercial scoring will be called for negotiation by the premises committee.
5.		Bank reserve the right to accept or reject any or all the tenders/offers without assigning any reason whatsoever.
6.		Any Corrigendum will be published on our Bank's Website and Govt. e-procurement websites only, no newspaper publication will be given for corrigendum (if any).

6 Terms & Conditions of RFP:

- I. Offered premises should meet all our eligibility criteria, as stated in the RFP. Please note that the first choice/weightage shall be given to the premises with good frontage and amenities etc. as specified in the RFP.
- II. Legal opinion from our empaneled advocate will be obtained regarding title certificate of the premises and training & commercial use of property. The offers not confirming to the legal opinion will be rejected in the Technical Bid/Assessment itself.
- III. Premises should be located in area in specified locations with congenial surroundings. No objectionable establishment should be exist in the vicinity/nearby the premises to be offered.
- IV. Offered Premises should be located in the Specific Area/ Mohalla / Sector/ Lane mentioned in the RFP document/advertisement.

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- V. Offered premises should be in one place only and not broken, segregated, separated in two buildings etc. Offers not confirming to the same may be disqualified in the Technical Bid / Assessment itself.
- VI. All columns in the Annexure I (Technical bid) and Annexure-II (Price bid) should be filled in. No column should be left Blank. Nil or Not applicable should be marked where there is nothing to report.
- VII. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
- VIII. Canvassing in any form will automatically disqualify the bidder. No brokerage will be paid to any of the Offeror/mediators/brokers, if any in the offering of procedure.
- IX. Areas which are low lying/flood prone, secluded area with outer wall open to vacant plot and locations which are not conducive to ambient/peaceful functioning of Staff Training Centre shall not be considered.
- X. The particulars of premises i.e. Building name, floor address etc. along with latest photographs should be furnished in the Technical Bid. Details (map with measurements) of the proposed premises offered should invariably be furnished in the Technical Bid.
- XI. While acquiring premises on lease from Public Charitable Trust, lessor to obtain necessary permission from Charity Commissioner for entering into a lease. The permission should be in place before submitting the tender.
- XII. The building should present a congenial and impressive appearance with all the basic amenities such as water supply, ventilation, power supply etc.
- XIII. The carpet area will be measured by Bank's Architect in presence of the landlord.
- XIV. Bidder should allow space for fixing bank's signage board on entire frontage of the premises.
- XV. Bidder should agree for all the clauses of the Bank's Standard lease deed format.
- XVI. If there is holiday on tender opening date, then the tender will be opened on next working day.
- XVII. Bidder must renovate/repair premises after every two years to give ambience equivalent to today's ambience.
- XVIII. Landlord will have to arrange for **three-phase commercial electricity connection of 10 to 15 KVA.**



- XIX. **Cost of the power connection will be borne by the landlord.** However, the Bank will pay bill for consumption of electricity.
- XX. Bidder must enclose self-attested KYC documents with the Technical Bid. (i.e. PAN Card, Aadhar Card, Relevant Registration Certificate).
- XXI. Bidder must enclose **self-attested Ownership documents** of the offered premises with the Technical Bid.
- XXII. 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.
- XXIII. **The Final Evaluation of premises will be done on the basis of techno commercial valuation. 70% weightage will be given for technical parameters and 30% weightage for financial/ price bid. Details of parameters and the technical score has been incorporated in 'Annexure 1'.**
- XXIV. **Minimum 50% technical score will be required for qualification in technical bid.**
- XXV. **Signature of Bidder/s at bottom of each page/ document submitted is necessary.**
- XXVI. Demand draft / Pay Order for Rs. 2,00,000/- must be enclosed with the tender document in favour of Rajasthan Gramin Bank, payable at Jodhpur, as earnest money deposit to be enclosed with the technical bid. It will be refundable, immediately after selection of premises to the unsuccessful bidders. For successful bidder, it will be refunded on handing over the premises; it will not bear any interest. The amount of earnest money will be forfeited in full, in case the selected bidder does not enters into the agreement with Bank or after entering into agreement, does not hand over the premises after making suggested changes as per Bank's requirement and instructions. Technical bids not accompanied with the Demand draft / Pay Order will not be considered.
- XXVII. Every offer should contain details of one property only and every offer should be supported by separate Demand draft/Pay Order for Rs. 2,00,000/-as stated above.

General Manager

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OFFER OF BANK PREMISES ON LEASE /RENTAL BASIS

FORMAT OF TECHNICAL BID

With reference to your advertisement in the local daily/Bank's website/e-Procurement Portal dated, I/We hereby offer the premises owned by me/us for your Staff Training Centre, Jaipur on lease basis:

PART A: GENERAL INFORMATION

- I. Name of the owner/s:
- II. Share of each owner, if any, under joint ownership:
- III. Location:
 - A. Name of the building/scheme:
 - B. Plot or House No
 - C. Sector No.:
 - D. Street:
 - E. Full Address alongwith PIN code & prominent landmark
 - F. Locality (Residential/Commercial/Industrial/Mixed):

PART B: TECHNICAL INFORMATION

- I. Building
 - A. Total Carpet Area of the premises (in sq. ft):

	Dimension in feet (L x W x H)	Carpet Area (Sq. Ft.)
(i) Room(s) Size (with detail)		
(ii) Dining Hall		
(iii) Kitchen		
(iv) Class Room		

* If the rooms differ in size, an annexure shall be provided specifying the dimensions of each room.

- B. No of Floor Particulars:
- C. Age of the Building (Year of Construction):
- D. Frontage in feet:
- E. Mention if it is not on main road:
- F. If not than access/distance from Main Road:
- G. Distance from: (i) Jaipur Main Railway Station: KM
(ii) Jaipur Main Bus Station: KM

(iii) Jaipur Airport: KM

H. Type of Building (Residential/Commercial/Industrial):

I. Type of Construction (Load bearing/RCC/Steel framed):

J. Pillars in premises offered (Specify No.):

K. Floor numbers and height of each floor including Basement, if any (Clear floor height from floor to ceiling):

PART C: OTHER PARTICULARS

1. Lease period offered:Years

a. Separate Electricity Meter: (Yes / No)

b. sanctioned Electrical Power/Load:KVA

c. Car Parking Facility (As per JDA Norms):Nos

d. Continuous Water Supply: (Yes /No)

e. Water Supply Facility (Municipal supply/Well/Borewell):

f. Number of Toilets:

2. Amenities available / proposed:

3. Whether separate water meter is provided:

4. Whether plan(s) is/are approved by local authorities:

5. Time required for giving possession:

6. Whether agreeable to provide rooftop for installation of V-SAT/Solar panels/Tower any other Bank's equipment's (YES/NO):

7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address:

.....

Phone No.

Email ID

TECHNICAL SCORING MODEL FOR THE PREMISES

Parameters based on which technical score will be assigned by Bank

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL SCORING FOR THE PREMISES

S. No	CRITERIA	MAX. MARKS	MARKS OBTAINED
1.	Location of Premises (On Inspection) i. On main road : 10 ii. 100 Mtr from main road : 7 iii. More than 100 Mtr from main road : 5	10	
2.	Front Side Road of Premises i. ≥ 100 feet : 10 ii. ≥ 80 feet & < 100 feet : 7 iii. ≥ 60 feet & < 80 feet : 5 iv. < 60 feet : 0	10	
3.	Surrounding of the premises (On Inspection) i. Adequate natural light and ventilation : 5 ii. Inadequate natural light and ventilation : 0	05	
4.	Age of the building i. ≤ 1 Year Old : 10 ii. > 1 Year & ≤ 5 Year Old : 8 iii. > 5 Year & ≤ 10 Year Old: 6 iv. > 10 Year & ≤ 15 Year Old: 4 v. > 15 Year Old : 0	10	
5.	Average area in Sq Ft of all Class Room shall be taken into consideration i. ≥ 600 Sq ft : 10 ii. ≥ 550 Sq ft & < 600 Sq ft : 7 iii. ≥ 400 Sq ft & < 550 Sq ft : 5 iv. < 400 Sq ft : 0	10	
6.	Average area in Sq Ft of all Room shall be taken into consideration i. ≥ 200 Sq ft : 10 ii. ≥ 170 Sq ft & < 200 Sq ft : 7 iii. ≥ 125 Sq ft & < 170 Sq ft : 5 iv. < 170 Sq ft : 0	10	
7.	Dining Area in Sq Ft i. ≥ 1000 Sq ft : 10 ii. ≥ 900 Sq ft & < 1000 Sq ft : 7 iii. ≥ 800 Sq ft & < 900 Sq ft : 5 iv. < 800 Sq ft : 0	10	
8.	Four-Wheeler Parking* i. ≥ 10 Vehicles : 7 ii. ≥ 05 Vehicles & < 10 Vehicles : 5 iii. < 05 Vehicles : 0	07	

9.	Two-Wheeler Parking* (Excluding of four wheeler parking as per JDA Norms) i. >= 10 Vehicles : 4 ii. >= 05 Vehicles & < 10 Vehicles : 2 iii. < 05 Vehicles : 0	04	
10.	Availability of the Open Park/Garden Facility i. Yes : 04 ii. No : 00	04	
11.	Suitability and construction of building for the Office as assessed by Premises selection committee	10	
12.	Ambience, Convenience, Elevation, Planning and utilization of space and construction with latest technologies as assessed by Premises selection committee	10	
	TOTAL MARKS	100	

* Parking Count will be considered as mentioned in construction permission of Premises & Dedicatedly for Bank only.

Example For Evaluation of Proposals for Office Premises on Lease Basis

- Offers to be invited in two cover system-Technical bid and financial bid.
- Premises Selection Committee shall screen the offers received with reference to parameters given in advertisement.
- Short list premises qualifying the norms mentioned in the advertisement.
- Short listed premises shall be inspected by Premises Selection Committee.
- Premises Selection Committee, will give marks to the shortlisted premises based on norms disclosed earlier.
- Norms: Location, Area, Prominence, Parking etc.
- Marks given based on rankings of technical bids will be added to the price quote at proportions prescribed in the advertisement.
- Lowest offer may be arrived based on combined score.
- Negotiations, even with L1 is encouraged.

EXAMPLE:

Area requirements spelled out as below-

- 15 Rooms with attached lat-bath of carpet area of 200 to 250 sq.ft. each (+/- 10% Sq.ft.), 02 Rooms for Classroom of carpet area of 500 to 600 sq.ft. each (+/- 10% Sq.ft.), Dining Hall of area 800 to 1000 sq. ft., Kitchen area 250 to 300 sq.ft. and 01 additional Hall of area 500 to 600 sq.ft. Jurisdiction Area of Nagar Nigam, Jaipur.
- Front side main road minimum 60 feet
- Parking space for Minimum 05 two-wheelers and 05 four-wheelers (as per approved construction permission)
- Building specifications
- Ambience, convenience and suitability of premises as assessed by Premises Selection Committee
- Each of the above parameters given marks in technical scoring model in premises.
 - Total marks 100.
 - Three premises short listed- A, B, & C (who got equal to more than 50% marks in technical)
 - They get following marks: A-75; B-85; C-70
- Convert them to percentiles
 - A : $(75/85)*100 = 88.23$
 - B : $(85/85)*100 = 100.00$
 - C : $(70/85)*100 = 82.35$
- Now that technical bids are evaluated, financial bids can be opened. Financial quotes for three premises are as follows:
 - A : Rs. 300 per sq. ft. for carpet area
 - B : Rs. 250 per sq. ft. for carpet area
 - C : Rs. 210 per sq. ft. for carpet area
- As desired one is lowest, to work out percentile score, we will get
 - C : $(210/210)*100 = 100$
 - B : $(210/250)*100 = 84$
 - A : $(210/300)*100 = 70$
- Technical score (percentile form)
 - A : $(110/128)*100 = 88.23$
 - B : $(128/128)*100 = 100.00$
 - C : $(84/128)*100 = 82.35$
- Financial score (percentile form)
 - A : $(210/300)*100 = 70$
 - B : $(210/250)*100 = 84$
 - C : $(210/210)*100 = 100$
- proportion of technical and financial score is specified to be 70:30, then final scores will work out as follows:
 - A : $(88.23*0.7) + (70*0.3) = 82.76$

$$\begin{aligned} \text{➤ B} &: (100.00 \times 0.7) + (84 \times 0.3) &= 95.20 \\ \text{➤ C} &: (82.35 \times 0.7) + (100 \times 0.3) &= 87.64 \end{aligned}$$

- Desired premises would be one with highest percentile score viz. B with score of 95.20.
- Based on this criterion, Bank would shortlist the offers. Then open the financial tenders of all the qualified offers and select the highest one in terms of score.
- Suppose in the above example, premises A, B and C are shortlisted, then the lowest quote is that of B. B will be considered as L1 & negotiation with L1 will be done by the Bank.
- Final score should be arrived at in objective manner.

OFFER OF PREMISES ON LEASE /RENTAL BASIS
FORMAT OF PRICE BID

With reference to your advertisement in the local dailies/Bank's website/e-Procurement Portal dated, I/We hereby offer the premises owned by me/us for your Staff Training Centre, Jaipur on lease basis:

PART A: RATES OFFERED

Rate per sq. ft. (Carpet area):

PART B: OTHER DETAILS

- i. Municipal / Panchayat / Local Taxes to be borne by: Landlord
- ii. Maintenance charges to be borne by: Landlord
- iii. Any other charges to be borne by: Landlord

Place:

Signature

Date:

(Landlord/Owner)

Address:

.....

Phone No

Email ID

To,
Chief Manager (OAD),
Rajasthan Gramin Bank
Camp Office, Sardarpura,
Jodhpur. (Raj.)

Sub: Your RFP for scouting of premises for proposed premises for Staff Training Centre, Jaipur.

- 1- With reference to your tender notice published in newspaper dated and the RFP published in your website. Having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the proposed Staff Training Centre, Jaipur.
- 2- We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
- 3- We hereby confirm that we have read the terms/conditions of the RFP and agree to them fully.
- 4- We understand that the Bank is not bound to accept the offer either in part or in full and the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Signature of the owner(s)

Date: