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Interested Applicants have to submit their completed application in the prescribed Performa at below mentioned address up to 27/10/2026 by 05:00 P.M.: -

The Regional Manager,
Rajasthan Gramin Bank,
Regional Business Office – Jodhpur,
Ground Floor, Tulsi Tower, 9th B Road
Sardarpura, Jodhpur, 342003,





राजस्थान ग्रामीण बैंक

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)

Regional Business Office-Jodhpur, District-Jodhpur

Website: <https://www.rgb.bank.in>

लीज पर परिसर की आवश्यकता

बैंक के लिए क्षेत्रीय व्यवसाय कार्यालय जोधपुर हेतु दो बोली प्रणाली (तकनीकी और वित्तीय) में पर्याप्त पार्किंग स्थान के साथ तैयार (वाणिज्यिक अनुमोदित) परिसर को पट्टे के आधार पर 2250-3000 (+/- 10 %) वर्गफुट कारपेट एरिया किराए पर लेने के लिए प्रस्ताव आमंत्रित किए जाते हैं।

अधिक जानकारी के लिए वेबसाइट <https://www.rgb.bank.in> और <https://www.eprocure.gov.in/epublish/app> पर विजिट करें।

आवेदन की अंतिम दिनांक 27/10/2026 साय 05.00 बजे तक।

क्षेत्रीय प्रबन्धक, जोधपुर



Rajasthan Gramin Bank

(Scheduled Bank Owned by Government)

Regional Business Office- Jodhpur, District- Jodhpur

Website : <https://www.rgb.bank.in>

REQUIREMENT OF PREMISES ON LEASE

Offers are invited for hiring on lease basis ready built (commercial approved) premises with adequate parking space in two bid system (Technical & Financial) for the Bank for Regional Business Office Jodhpur having about 2250-3000 (+/- 10 %) sq. ft. Carpet Area.

Please Visit our website <https://www.rgb.bank.in> & <https://www.eprocure.gov.in/epublish/app> for formats & other details.

Last date of receipt of the offers is 27/10/2026 up to 5.00 PM.

Regional Manager, Jodhpur





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सरकार के स्वामित्वाधीन अनुसूचित बैंक
Scheduled Bank Owned by Government

Tender Date: - 07/10/2026

Regional Business Office-Jodhpur

NOTICE INVITING TENDER (NIT)

Request for Proposal (RFP) for Acquisition of Premises for Regional Business Office Jodhpur.

1. **Purpose of RFP:** Rajasthan Gramin Bank, Regional Business Office, Jodhpur invites offers from owners/power of attorney holders for the Commercially approved preferably ready built premises on lease rental basis for Regional Business Office at Jodhpur City at given desired location.

S. No	Place	Tehsil	District	State	Desired Location	Area in Sq. ft.
1.	Jodhpur City	Jodhpur	Jodhpur	Rajasthan	The proposed premises should be located within a 5 km radius of the present premises, i.e., Tulsi Tower, 9th B Road, Sardarpura.	2250-3000 sq.ft. (Carpet area)($\pm 10\%$)

Note: -1. The premises should be in prime locality, on a main road with adequate dedicated parking space ready/likely to be ready for immediate possession.

2. If the offered premises are situated on the first floor or any higher floor, installation and availability of a functional lift/elevator shall be mandatory.

2. Important Dates:

Tender Issue Date	07/10/2026
Last Date of Bid Submission	27/10/2026 Time 5:00 pm
Date of opening of Technical Bid	28/10/2026 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: -

RAJASTHAN GRAMIN BANK, REGIONAL BUSINESS OFFICE, JODHPUR
TULSI TOWER, GROUND FLOOR, 9th B ROAD, SARDARPURA, JODHPUR, 342003

राजस्थान ग्रामीण बैंक, क्षेत्रीय व्यवसाय कार्यालय, जोधपुर
तुलसी टावर, भूतल 9th, बी रोड, सरदारपुरा, जोधपुर, 342003





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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 Annexures.

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

S. No	Envelope	Superscripted	Content
A.	Main Sealed Cover Envelope	"Offer for leasing/renting premises for Regional Business Office, Jodhpur"	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 Regional Business Office, Jodhpur"	➤ Covering letter on the prescribed format as per Annexure -III. ➤ Technical bid as per Annexure-IV - Copy of Approved plan and layout. ➤ Site plan copy. ➤ The Premises must be approved for commercial use by the competent authority. ➤ 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 Regional Business Office, Jodhpur"	The Price bid (as per Annexure-V) 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 **Regional Manager Jodhpur, Rajasthan Gramin Bank, Tulsi Tower, Ground Floor, 9th B Road, Sardarpura, Jodhpur-342003** on or before 27/10/2026 by 5:00 PM. Technical bid will be opened on 28/10/2026 at 5:30 PM at the above mentioned address. In case of non-availability of tender committee

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members on the scheduled date, the technical bid opening shall be conducted as per their availability.

4. Requirement of the Premises:

1.	Carpet area	2250-3000 sq.ft. (Carpet area) ($\pm 10\%$)
2.	Building Frontage	Sufficient Frontage space available
3.	Parking Space	Premises should have sufficient parking space for vehicles.
4.	Amenities	a. Continuous water supply will be ensured at all times by providing underground tank of capacity of minimum 5000 litre and overhead tank of capacity 2000-3000 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 Regional Business Office Jodhpur and the requisite electrical wiring/points will be provided, three phase, etc. as per Bank requirement). b. Premises offered should have separate meter for electricity / water etc.
5.	Possession	Ready possession / occupation
6.	Location	The proposed premises should be located within a 5 km radius of the present premises, i.e., Tulsi Tower, 9th B Road, Sardarpura. The distance will be measured using Google Maps. Bidders are required to attach a screenshot of the Google Maps route as proof of the distance.
7.	Preference	a. Premises duly completed in all respect with required occupancy certificate and other statutory approval of Local Civil Authority. b. Offer from Govt./Semi Govt. Department/ PSU/ Bank. 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).

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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, Security parameters and site inspection 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	a. The premises should be Commercially approved. b. All taxes must be paid and no notices/issues/any kind of stay etc. from statutory/regulatory/judicial authority should be pending. c. The offered Premises shall be at elevated levels and shall not be prone to water logging, Seepage, etc. d. The structure of the Offered premises should be strong. e. Ramp: Premises should be physically challenged friendly and ramps for PWD (Persons with Disability)

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तुलसी टावर, भूतल 9th, बी रोड, सरदारपुरा, जोधपुर, 342003





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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 along with security considerations.
3.	Short-listing of offers	After short listing of premises based on technical bid, technical scoring and security clearance 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 Commercial stage. The Bidders of the lowest rate on the basis of Techno-Commercial method 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 empanelled advocate will be obtained regarding title certificate of the premises and 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.
- IV. Offered Premises should be located in the Specific Area/ Mohalla / Sector/ Lane mentioned in the RFP document/advertisement.
- 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.

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- VI. All columns in the Annexure-IV (Technical bid) and Annexure-V (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 Regional Business Office 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. The bidder shall renovate and/or repair the premises every two years to maintain an ambience and condition equivalent to that existing on the date of taking possession.
- XVIII. Landlord will have to arrange for three-phase commercial electricity connection of 30 KVA.
- XIX. Cost of the power connection will be borne by the landlord. However, the Bank will pay bill for consumption of electricity.

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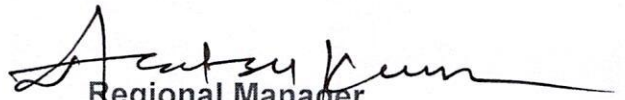


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- XX. Bidder must enclose self-attested KYC documents with the Technical Bid. (i.e. PAN Card, Aadhar Card, Relevant Registration Certificate).
- XXI. Bidder must enclose self-attested Ownership documents of the offered premises with the Technical Bid.
- 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 evaluation. 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 I'.
- 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. 20,000/-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. 20,000/-as stated above.
- XXVIII. If the offered premises are situated on the first floor or any higher floor, installation and availability of a functional lift/elevator shall be mandatory.


Regional Manager

RAJASTHAN GRAMIN BANK, REGIONAL BUSINESS OFFICE, JODHPUR
TULSI TOWER, GROUND FLOOR, 9th B ROAD, SARDARPURA, JODHPUR, 342003

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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 : 12 ii. 100 Mtr from main road : 10 iii. More than 100 Mtr from main road : 8	12	
2	Front Side Road of Premises i. ≥ 60 feet : 12 ii. ≥ 50 feet & < 60 feet : 10 iii. ≥ 40 feet & < 50 feet : 8 iv. < 40 feet : 0	12	
3	Surrounding of the premises (On Inspection) i. Adequate natural light and ventilation : 6 ii. Inadequate natural light and ventilation : 3	6	
5	Age of the building i. ≤ 2 Year Old : 12 ii. > 2 Year & ≤ 5 Year Old : 10 iii. > 5 Year & ≤ 10 Year Old : 8 iv. > 10 Year & ≤ 15 Year Old : 6 v. > 15 Year Old : 0	12	
6..	Ownership of the premises i. Single Owner: 10 ii. 2 owners : 8 iii. 2 to 4 owners : 6 iv. More than 4 owners : 4	10	
7	Floor Marking i. Ground Floor : 12 ii. First floor: 11 iii. Second Floor : 10 iv. Third floor and above : 9	12	
8	Four-Wheeler Parking* i. ≥ 10 Vehicles : 10 ii. ≥ 06 Vehicles & < 10 Vehicles : 8 iii. < 06 Vehicles : 6	10	



9	Two-Wheeler Parking* (Excluding of four wheeler parking as per JDA Norms) i. ≥ 20 Vehicles : 6 ii. ≥ 15 Vehicles & < 20 Vehicles : 5 iii. ≥ 10 Vehicles & < 15 Vehicles : 4 iv. < 10 Vehicles : 3	6	
10	Suitability and construction of building for the Office as assessed by Premises selection committee	10	
11	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.

* If the offered premises are situated on the first floor or any higher floor, installation and availability of a functional lift/elevator shall be mandatory.



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-

- Location of Premises
- Front side main road minimum 40 feet
- Parking space for Minimum 20 two-wheelers and 10 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 : $(75/85)*100 = 88.23$
 - B : $(85/85)*100 = 100.00$
 - C : $(70/85)*100 = 82.35$
- 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 : $(88.23 \times 0.7) + (70 \times 0.3) = 82.76$
 - B : $(100.00 \times 0.7) + (84 \times 0.3) = 95.20$
 - C : $(82.35 \times 0.7) + (100 \times 0.3) = 87.64$
- 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.



To,
Regional Manager,
Rajasthan Gramin Bank,
Regional Business Office,
Jodhpur. (Raj.)

Sub: Your RFP for scouting of premises for proposed premises for Regional Business Office, Jodhpur.

- 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 Regional Business office, Jodhpur.
- 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:



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 Regional/General Manager

Rajasthan Gramin Bank

R.O./H.O.

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")

1. Name of the Landlord/Developer :
2. Address and telephone number :
3. Location and address of property :
4. Whether location is in commercial market or residential area :
5. Plot area (detail of plot such as size, area, FSI, Lease etc.) :
6. Whether Municipal/Local Development Authority permission to construct the premises obtained. :
7. Front Road of the Premises (In Feet) :
8. Roadside frontage of Premises (In Feet) :
9. Floor on which offered premises is present :
10. Number of ownership of premises :
11. Distance of the offered premises from the existing premises of Rajasthan Gramin Bank, Regional Business Office, Jodhpur, located at Tulsi Tower, 9th B Road, Sardarpura. :



12. Details of Proposed Building Offered :
13. Distance from Bus stand /police station (In KM) :
14. a. Foundation :
- 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 :
- Situation of building i.e., floor on which located. :
- Water supply arrangement. :
- 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) :
- Mention whether additional 3 phase electric connection if required by the Bank will be provided at your cost? :
- Mention whether agreeable to carry out distemper/ color wash at your cost once in 2 years. :
- Mention details of area in sq.ft. (Carpet) of parking facility, if any, for scooters / cars that can be available exclusively to the Bank. :



15. Condition of Building, e.g., old building, new building or :
under construction (mention likely date of completion).
16. Details of other infrastructure (compound wall, porches, :
garage, stilt floor etc.)
17. Area of building (please mention super build up /built up area :
along with carpet area with number of floors).
18. Whether willing to carry out additions/ alterations/repairs as (Yes/No)
per specifications / plan given by the Bank?
19. 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)
20. Whether any deposit / loan will be required? (Give brief :
details).
21. Any other information (Give brief details). :
22. Space available for Car Parking :
23. 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)

Demand Draft/Banker's Cheque/Pay Order No. _____ Dated for Rs. 20,000.00
in favour of the Rajasthan Gramin Bank is enclosed.

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:

Telephone No.



Price Bid Application Form (Part-II)

(Please sign on each page)

**In Respect of premise for _____ to be-offered on lease/rent to
Rajasthan Gramin Bank**

From:

To,

The Regional/General Manager
Rajasthan Gramin Bank
R.O./H.O.

Dear Sir,

Offer of premises for _____ on lease/Rental Basis.

I/we offer my/our premises situated _____ for use of the Bank
at for its offices 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/covered car 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 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.
- iv. 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.
- v. 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
- vi. 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.
- vii. 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.
- viii. 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 loan is required the charges for investigation of the title including search charges of Bank's solicitor Advocate will be borne by me/us entirely.
- ix. The Bank will have the right to sub-let the premises, but that should be for the un-expired period of lease and any extension thereto and with prior approval.
- x. 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.

xi. Rent/lease Charges:

(A) The rent of premises will be Rs. per sq. ft. (Carpet area) per month inclusive of all taxes.

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) Service Tax on the rent will be inclusive / exclusive of the Quoted rent of the premises.

xii. Period of Lease etc.:

The initial period of lease will be for _____ years with subsequent renewal, at the option of the Bank for _____ further terms of _____ years each on the same terms & contentions with reasonable increase @ _____ % in monthly rent after every _____ years.

xiii. Loan / Advance Requirements:

I/we require a loan/advance of _____ from the Bank for construction of the building. I/we agree to pay _____ % interest, installments of the loan and create/furnish necessary security to the Bank therefore, including equitable mortgage of my/our property, the loan will be recoverable with interest as per RBI directives and Bank's norms.



SUMMARY:

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

Name of the owner/landlord/s	
Full Address of the premises (Including Name of building, Plot No., Name or No. of Street, etc.)	
Rentable Carpet Area of the premises offered	_____ Sq. Ft. Full Premises or _____ Sq. Ft. in Basement _____ Sq. Ft. in Ground Floor _____ Sq. Ft. in First Floor _____ Sq. Ft. in Second Floor _____ Sq. Ft. in Third Floor _____ Sq. Ft. in Fourth Floor _____ Sq. Ft. Total
Monthly Rent per Sq. ft or Lump Sum (On carpet area basis exclusive of all taxes as applicable).	_____ Per Sq. Ft. for Basement _____ Per Sq. Ft. for Ground Floor _____ Per Sq. Ft. for First Floor _____ Per Sq. Ft. for Second Floor _____ Per Sq. Ft. for Third Floor _____ Per Sq. Ft. for Fourth Floor or Lump sum _____ Per Month
Premises offered for a period of	15 Years
Initial Period of Lease	5 Years
Further option	Two options of Five 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/ By Bank
GST will bear by	By Landlord/ By Bank
Other Charges, Rental deposit if any.	
Remarks, if any	

Yours faithfully,

(_____)

Address:

Telephone No.

