



Tender Date: – 21.06.2024

**Office Administration Department**

Email ID : oa@rmgb.in

Phone No. : 0291-253188, 189

**Tender No. : RMGB/OAD/01/2024-25**

**NOTICE INVITING TENDER (NIT)**

**Request for Proposal (RFP) for Acquisition of Premises for Guest House (7 and more Rooms with attached lat-bath), Dining Hall and Kitchen under Jodhpur Region**

- 1 **Purpose of RFP:** Rajasthan Marudhara Gramin Bank, Head Office, Jodhpur invites offers from owners/power of attorney holders for the residential well-constructed premises on lease rental basis for Guest House at Jodhpur City, District- Jodhpur, State Rajasthan.

Sr. No.	Place	Tehsil	District	State	Desired Location	Area in Sq.ft.
1.	Jodhpur City	Jodhpur	Jodhpur	Rajasthan	Residential Premises should be located in Prime locality of Jodhpur City	7 and more Rooms with attached lat-bath of carpet area of 150 to 200 Sq. ft. each ( $\pm$ 10% Sq.ft.) & Dining Hall of area 200 to 300 sq. ft. and Kitchen.

The premises should be preferably in prime locality (upto 5 KM from 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	21/06/2024
Last Date of Bid Submission	15/07/2024 Time 3:00 pm
Date of opening of Technical Bid	15/07/2024 Time 3:30 pm
Date of opening of Price Bid	Will be intimated later to shortlisted bidders

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

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 Guest House" and "Price bid for acquiring premises for Guest House" respectively. Both the envelopes should be placed in another sealed envelope superscripted "Offer for acquiring premises for Guest House".



राजस्थान मरुधरा ग्रामीण बैंक

RAJASTHAN MARUDHARA GRAMIN BANK

प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR

कार्यालय प्रशासन विभाग / OFFICE ADM. DEPT

Sr. No.	Envelope	Superscripted	Content
1.	Main Sealed Cover Envelope	"Offer for leasing/renting premises for Guest House".	Consist of separate sealed Technical Bid and Price Bid Envelope.
A.	Technical Bid in separate Sealed cover Envelope	"Technical bid for leasing/ renting premises for Guest House"	<ul style="list-style-type: none"><li>• Covering letter on the prescribed format as per Annexure- III.</li><li>• Technical bid as per Annexure-I</li><li>• Copy of Approved plan and layout.</li><li>• Site plan copy.</li><li>• NOC from the competent authority for residential use of the premises.</li><li>• Relevant copies of documents as per RFP.</li></ul>
B.	Price Bid in another separate Sealed cover Envelope	"Price bid for leasing/ renting premises for Guest House"	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 Marudhara Gramin Bank, 9<sup>th</sup> "B" Road, Sardarpura, Jodhpur-342001** on or before 15.07.2024 3:00 PM. Technical bid will be opened on 15.07.2024 in the presence of bidders at 3:30 PM at the above mentioned address. The bidder or their representative shall also have invited at the time of opening of Technical bid i.e. at 3:30 PM dated 15.07.2024.

**4 Requirement of the Premises:**

1.	Carpet area of rooms	150 to 200 Sq.ft. ( $\pm$ 10% Sq.ft.) of each Rooms & Dining Hall of area 200 to 300 sq. ft. and Kitchen.
2.	Building Frontage	Sufficient frontage space available.
3.	Parking Space	Premises should have sufficient parking space for Guest vehicles.
4.	Amenities	1. Continuous water supply will be ensured at all times by providing under ground tank of capacity 20000 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 Bank's Guest House and the requisite electrical wiring/points will be provided, three phase, etc. as per Bank requirement).



राजस्थान मरुधरा ग्रामीण बैंक

RAJASTHAN MARUDHARA GRAMIN BANK

प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR

कार्यालय प्रशासन विभाग / OFFICE ADM. DEPT

		<ol style="list-style-type: none"><li>The locality shall have basic amenities such as water supply, sewerage, Power supply etc.</li><li>Premises offered should have separate meter for electricity /water etc.</li></ol>
5.	Possession	Ready possession/occupation.
6.	Location	<p>Residential Premises should be located in Prime locality (upto 5 KM from Railway Station) of Jodhpur City, District-Jodhpur. Preference will be given to independent house with the Garden.</p> <p>Note: The objectionable establishment shall not exist in the vicinity/nearby/adjacent to the property to be offered to the Bank.</p>
7.	Preference	<ol style="list-style-type: none"><li>Premises duly completed in all respect with required occupancy certificate and other statutory approval of Local Civil Authority.</li><li>Preference shall be given to independent house with the Garden.</li><li>Offer from Govt./Semi Govt. Departments/PSU/ Bank.</li><li>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).</li></ol>
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 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 requirements with the Garden.
13.	Works to be done by the Landlord	<ol style="list-style-type: none"><li>The premises should be residential and permission for residential use of the premises (NOC) should be obtained from the competent authority within 60 days from finalizing of premises.</li><li>All taxes should be paid, no notices/issues etc. from statutory/regulatory authority should be pending.</li><li>The offered Premises shall be at elevated levels and shall not be prone to water logging, Seepage, etc.</li><li>The structure of the Offered premises should be strong.</li></ol>

		5. Ramp: Premises should be physically challenged friendly and ramps for PWD (Persons with Disability)
--	--	--

**5 Award of Tender:** Offers /tenders/ bids will be evaluated in the following stages:

Sr. 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 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 and the shortlisted bidders. The shortlisted bidders will be informed regarding time and place of the same later on. The Bidders of the lowest rate will be called for negotiation by the premises committee.
5.		Bank reserves 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 residential 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.
- 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 Guest House shall not be considered.
- X. The particulars of premises i.e. Building name, floor, address etc. along with latest



राजस्थान मरुधरा ग्रामीण बैंक  
RAJASTHAN MARUDHARA GRAMIN BANK  
प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR  
कार्यालय प्रशासन विभाग / OFFICE ADM. DEPTT

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.



OFFER OF BANK'S 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 Guest House 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. Sector No.:
  - C. Street:
  - D. Full Address alongwith PIN code & prominent landmark
  - E. Locality (Residential/Commercial/Industrial/Mixed):

**PART B: TECHNICAL INFORMATION**

- i. Building
  - A. Carpet Area of the premises (in sq.ft):  
Whether ready to offer area as required by Bank?

	Dimension in feet (LxWxH)	Carpet Area (Sq.Ft.)
(i) Room(s) Size (with detail)		
(ii) Dining Hall		
(iii) Kitchen		
  - B. Floor Particulars (Basement/Ground/Lower or Upper ground/Mezzanine/1<sup>st</sup> Floor) (give area of each floor)
  - C. Age of the Building:
  - D. Frontage in feet:
  - E. Access / distance from Main Road: (Mention whether it is on main road)



राजस्थान मरुधरा ग्रामीण बैंक  
RAJASTHAN MARUDHARA GRAMIN BANK  
प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR  
कार्यालय प्रशासन विभाग / OFFICE ADM. DEPT

- F. Distance from: (i) Main Railway Station ..... KM  
(ii) Main Bus Station ..... KM  
(iii) RMGB Head Office ..... KM

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

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

I. Pillars in premises offered (Specify No.)

J. 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
  - a. Separate Electricity Meter
  - b. Sanctioned Electrical Power/Load
  - c. Car Parking Facility:
  - d. Continuous Water Supply
  - 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 equipments (YES/NO):
7. Any other information not covered above:

Place :

Signature

Date :

(Landlord/Owner)

Address : .....

.....

Phone No. ....



राजस्थान मरुधरा ग्रामीण बैंक  
RAJASTHAN MARUDHARA GRAMIN BANK  
प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR  
कार्यालय प्रशासन विभाग / OFFICE ADM. DEPTT

Annexure-II

## OFFER OF PREMISES ON LEASE / RENTAL BASIS

### FORMAT OF PRICE BID

With reference to your advertisement in the local dailies/banks Website/e-Procurement Portal dated ..... I/We hereby offer the premises owned by me/us for your Guest House on lease basis:

#### PART A: RATES OFFERED

Rate per sq. ft. (carpet area) / lump sum monthly Rent:

#### PART B: OTHER DETAILS

- i. Amount of Municipal / Panchayat / Local taxes per annum:
- ii. Monthly Maintenance charges (like society charges/charges for amenities, etc):
- iii. Any other charges per month: (please specify)
- iv. Municipal / Panchayat / Local Taxes to be borne by:
- v. Maintenance charges to be borne by:
- vi. Any other charges to be borne by:

\*Please mention (landlord or Bank)

#### PART C: TOTAL DEMAND (per month)

I. Rent.	: Rs.
II. Municipal / Panchayat / Local Taxes	: Rs.
III. Maintenance charges	: Rs.
IV. Any other charges	: Rs.
V. Total	: Rs.

Place :

Signature

Date :

(Landlord/Owner)

Address : .....

.....

Phone No. ....





राजस्थान मरुधरा ग्रामीण बैंक  
RAJASTHAN MARUDHARA GRAMIN BANK  
प्रधान कार्यालय जोधपुर / HEAD OFFICE JODHPUR  
कार्यालय प्रशासन विभाग / OFFICE ADM. DEPT

Annexure – III

To,

Chief Manager (OAD),  
Rajasthan Marudhara Gramin Bank,  
Head Office, Sardarpura,  
Jodhpur. (Raj.)

Sub. Your RFP for scouting of premises for proposed premises for Guest House.

- 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 Guest House.
- 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 :