



Rajasthan RERA

Rajasthan Real Estate Regulatory Authority

2nd & 3rd Floor, RSIC Wing, Udyog Bhawan,
Tilak Marg, C-Scheme, Jaipur-302005

Phone No.: 0141-2851900 Website: <http://rera.rajasthan.gov.in/>

F.1 (129) RJ/RAJ-RERA/2019 /

Dated: 19/02/2020

EXPRESSION OF INTEREST FOR HIRING OF OFFICE ACCOMODATION ON LEASE/RENT BASIS

DOCUMENT

Mode of proposal Submission	Offline
Procuring Authority	Registrar, Rajasthan Real Estate Regulatory Authority
Last Date & Time for Submission of Proposal	03.03.2020 at 03:00 PM
Date & Time of Opening of Proposal	03.03.2020 at 03:30 PM



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F: 1(129)/Raj/RERA/Office rent RREAT/

Dated: 19.02.2020

PREMISES REQUIRED ON RENT AT JAIPUR

Commercially approved Premises are required on rent in Jaipur having carpet area of 5000-8000 sq ft within a radial distance of 3 Kms from the Government Secretariat Building, or C-Scheme. Interested parties [PSUs, Govt. and Non-Govt.] may send their sealed proposal super-scribed "PROPOSAL FOR LEASED ACCOMMODATION FOR RAJASTHAN REAL ESTATE APPELLATE TRIBUNAL, JAIPUR" in the prescribed format up to 03.03.2020 at 3.00 PM. Prescribed format and other details may be downloaded from websites <http://RAJ-RERA.rajasthan.gov.in> and www.sppp.rajasthan.gov.in. The Proposal shall be opened on 03.03.2020 at 3.30 PM.

REGISTRAR
RAJASTHAN RERA,
Jaipur



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Dated:

EXPRESSION OF INTEREST FOR HIRING OF OFFICE ACCOMODATION ON LEASE/RENT BASIS

RAJASTHAN REAL ESTATE REGULATORY AUTHORITY, Jaipur (RERA) intends to hire office premises in a building or part of a building for Rajasthan Real Estate Appellate Tribunal, Jaipur (REAT) on lease/ rent basis in Jaipur city. The authority hereby invites technical proposals from legal owners and/ or Power of Attorney holders. The premises should be within a radial distance of 3 Kms from the Government Secretariat Building, or C-Scheme (Detail conditions is mentioned in the EOI document).

The space required for the office is around 5000-8000 sq ft of built-up area as a single unit (excluding the common areas like lift, staircase, etc if it is a multi-storeyed building).

1. The details and EOI form can be obtained from the office of the Rajasthan Real Estate Regulatory Authority, Jaipur, **2nd & 3rd Floor, RSIC Wing, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur PIN-302005 (Raj.)**, on all working days in office time from 20.02.2020 or it can be downloaded from RAJ-RERA's website <http://RAJ-RERA.rajasthan.gov.in> and state procurement portal www.sppp.rajasthan.gov.in.
2. Interested parties [PSUs, Govt. and Non-Govt.] may send their sealed offers super-scribed "PROPOSAL FOR LEASED ACCOMMODATION FOR RAJASTHAN REAL ESTATE APPELLATE TRIBUNAL, JAIPUR" in the prescribed format.
3. Documents related to Commercial use of premises must be enclosed with the proposal; otherwise the proposal will be rejected outright.
4. The terms & conditions of the lease/rent can be downloaded from the above mentioned websites. The proposal, in the prescribed format, must reach the office of RERA on or before 03.03.2020 at 3.00 P.M. Proposal will not be accepted by FAX or email or Courier. The Proposal shall be opened on 03.03.2020 at 3.30 PM.

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EOI DOCUMENT FOR HIRING OF OFFICE ACCOMODATION ON LEASE/RENT BASIS FOR RAJASTHAN REAL STATE APPELLATE TRIBUNAL, JAIPUR

1. Background and Objective and EOI Schedule:

- 1.1. RAJASTHAN REAL ESTATE REGULATORY AUTHORITY, JAIPUR (RERA) intends to hire office premises in a building or part of a building approx. 5000-8000 sq. ft built-up area for Rajasthan Real Estate Appellate Tribunal, Jaipur (REAT) on lease/ rent basis in Jaipur city, for an initial period of 5 (Five) years which may be renewed from time to time, if required by the Authority.
- 1.2. The authority hereby invites technical proposals from legal owners and/ or Power of Attorney holders. The premises should be within a radial distance of 3 Kms from the Government Secretariat Building or C-Scheme
- 1.3. In case a particular Applicant owns more than one premises and he wishes to submit proposals in respect of those premises, he should submit separate proposals containing legal documents in respect of each premises separately.
- 1.4. Schedule of the proposal is define as below:

Last date and time of submission of sealed proposals	03.03.2020 at 3:00 PM
Last date and time of opening of sealed proposals	03.03.2020 at 3:30 PM
Venue for submission and opening of the proposals	2nd & 3rd Floor, RSIC Wing, Udhog Bhawan, Tilak Marg, C-Scheme, Jaipur PIN-302005 (Raj.),
EOI to be sent to:	Registrar, RAJASTHAN RERA

2. TERMS AND CONDITIONS

- 2.1. The detailed terms and conditions of the hiring of office accommodation required to be provided by the legal owners and/ or Power of Attorney holders, is as under:
1. The proposal will be acceptable only from the owner of the building or the person having valid power of attorney.
 2. The office premises should be legally free from all encumbrances. No legal disputes should be on the title of the property. If the property is owned by more than one person, then there should not be any kind of dispute between the co-owners and the title should be clear.



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3. Building plan of the proposed building should be approved by Jaipur Development Authority/ Jaipur Municipal Corporation.
4. The Building offered should be structurally sound and suitable for use as office and ready to be occupied with partitions, cupboards, toilets, lifts, complete air conditioning etc. in place / fully working conditions.
5. However, if the proposal is made for bare shell building, the successful legal owners and/ or Power of Attorney holders will have to undertake the required partitioning of space with provision of lighting, air conditioning, fire fighting system, data /network/communication and electrical cabling etc. as per the requirement / specification given by the RERA/REAT, at his own cost within one month of the date of agreement for the hiring of the office space. It is clarified that the RERA/REAT will not incur any expenditure on these heads other than removable furniture.
6. The premises should be complete and suitable for use as office and well furnished with cabins and cubicles / work stations ready to be occupied. If not, the owner of the building or the person having valid power of attorney would be required to make partitions/ alteration to the premises as required by the department for seating of its officers and staff as also in case the ones provided already are not found suitable.
7. Payment of rent shall commence with effect from the date of taking over possession of the fully furnished /operational building /space.
8. The Building offered should be located within a radial distance of 3 Kms from the Government Secretariat Building or C-Scheme.
9. There should be natural lighting in the campus/compound.
10. There should be provision of sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc.
11. The building should have requisite fire safety and security measures as per legal requirement. The building should be free from any hazards and surroundings which make it harmful for human occupation.
12. The area offered should be in a single independent building and the floors offered for rent in a multi-storeyed building should be contiguous.
13. It should have sufficient provision of lifts of reputed make if the space offered is on upper floors.
14. The premises should have suitable power supply for commercial operations.
15. Uninterrupted power supply / back up for all essential services, working spaces and common area lighting.



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16. It is desirable that the building should have free dedicated parking facilities. Earmarked parking exclusively for the hirer will be further desirable. The building having better parking facilities may be given preference.
17. The building should have provisions as required under the **“Rights of persons with Disability Act, 2016”** for creating barrier free environment for persons with disabilities.
18. The layout of the offered space should be suitable for Govt. office.
19. The area surrounding the building and approach road leading to the building should not be congested and the front road / approach road should be at least 40 feet wide. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and related factors will be important criteria to decide the suitability of the offered premises.
20. The premises should have proper connectivity with local transport.
21. The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner / landlord shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner / landlord and the user charges of the water supply, electricity and sewerage shall be paid by the RERA/REAT.
22. All Building services such as Lift, Power supply, Plumbing, Toilets, and Sewerage System should be fully operational at the time of submission of the offer by the owner. All internal and external walls should be painted with good quality paint at the time of handing over the premises. This would obviate any wastage of time and lead to smooth running of the office right from day one.
23. The building should be operative 24 x 7 so that the office work beyond normal working hours and on non-working days is not hampered or stalled.
24. The building should be under proper maintenance and having all the general facilities viz: permanent arrangement for adequate supply of potable water (separate overhead tanks should be provided for drinking water) and sufficient water for toilets, wash-basins, housekeeping, other cleaning purposes etc on 24 x 7 basis.
25. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the RERA/REAT will be carried out by the owner / landlord periodically. In case the owner fails



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to do so, the RERA/REAT shall have the right to arrange it at the cost of the owner/landlord and deduct the amount from the rent payable or that may become payable, or otherwise recover from the owner.

26. All statutory clearances and permissions required for construction/modification/ additions/alterations and leasing of the premises to RERA/REAT shall be obtained by the owner at his own cost.
27. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of RERA/REAT. The registration charges, stamp duty for registration of lease deed to be borne by the owner.
28. The rent period is initially for **Five** years, it can be extended with mutual consent of the both parties.
29. Tenancy may be terminated by either party earlier than the prescribed period/extended period, as the case may be, by giving 3 months notice.

3. Requirement of office space

- 3.1. The built-up area for the proposed building is expected to be around 5000-8000 sq ft.
- 3.2. The proposed office is required to have a minimum of 4 big room (more than 250 sq ft) with attached toilet, one hall (more than 500 sq ft), 4 PA room (more than 100 sq ft each), court room (more than 1000 sq ft) apart from cabinet/ working stations and other requirement of office.

4. Evaluation criteria and assessment of rent of the premises

- 4.1. Applicant (authorised person) shall submit their proposal as per format attached with this document physically at the address mentioned at clause-1. The proposal should also contain copy of legal documents required for the proposal.
- 4.2. Proposals will be opened as per date/time as mentioned in the schedule of clause-1. After opening of proposals, the original documents as per requirement of the EOI may be verified by this office during evaluation of the proposals. A committee will visit the site and assess the suitability of the premises.
- 4.3. After the most appropriate premises are identified by the committee, the initial rent will be fixed as per assessment of Public Works Department.
- 4.4. All other terms and conditions of PWD and any other law shall also be applicable.

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Proposal Form

1. Details of the owner

A. Name:

B. Address

C. Telephone Number/

Mobile Number

D. Email ID

2. Details of the Property offered:

A. Address of the property

B. Road width

C. Nearby land mark

3. Description of the property offered:

(Which floors/ part of the building is offered)

4. Built-up Area: _____sq ft

5. Details of the property

1. Built-up Area of the premises: _____sq ft

(Excluding Bathroom and lavatory/
Verandah/Corridors and
passage/Entrance hall and porches/
staircase and mum ties/shaft and
Machine room for lift/ Ait
conditioning plant rooms/ shaft for
sanitary piping etc.)

2. Whether premises are for ready use Yes/ No

3. Year of construction

4. Whether parking space will be provided Yes/NO



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6. Terms of lease offered:

Minimum period of lease

5 years

7. Other facilities available:

A. Water availability	Municipal water/bore well water
B. Electrical power phase and sanctioned load	
C. Lift facility	Yes/ No
D. Generator/ Power backup facility	Yes/ No
E. Fire fighting arrangements	
F. Distance from nearest bus stand Railway station Airport	
G. Type of flooring Granite/Marble/Vitrified tiles/mosaic/ordinary flooring	
H. Natural light and ventilation	
I. Whether premises is fitted with Air conditioner	Yes/ No
J. Whether premises is fitted with furniture & Fixtures	Yes/ No
K. Located on	Road side/ Back side
L. Parking space available for free parking	



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✓ No. of CAR/Two wheelers M.For dedicated use for RERA/REAT ✓ No. of CAR/Two wheelers	
N. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/dues or the like (affidavit of owner or Power of attorney holder to be enclosed)	
O. Clearances/ no-objection certificate from all the relevant central/state/municipal authorities and fire department for use as office /commercial	
P. Any other relevant information	

8. Documents submitted:

- Ownership documents
- Type of building- Commercial/Institutional/Mixed land use
- Detail approved plan of the premises
- Affidavits as required above



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- e. Clearances/ no-objection certificate from all the relevant central/state/municipal authorities and fire department for use as office /commercial

I/We confirm that the entire information above are true, I/We also confirm that we hold clear title to the property and all construction of the premises offered are carried out as per local rules and regulations. We have taken all the required permissions to build and operate this building. I/We also agree to provide space on the terrace of the premises (or at any other suitable area) for installation of Antenna or any other like devise to facilitate the business operations of RERA/REAT without any extra charges.

Signature

Name:

Status (land Owner/ Power of Attorney holder):

Duly authorized Attorney

Place:

Date: