



**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**O/o The Superintendent, Railway Mail Service, Jalandhar-144001**  
1<sup>st</sup> Floor, Head Post Office Building, Opp. Company Bagh, Jalandhar City  
(Telephone No. 0181 2282918, 2282950)  
e-mail ID: rmsdoi.pb@indiapost.gov.in

**TENDER NOTICE**

**No:-F-4/Building/Jalandhar RMS**  
**Dated at Jalandhar the 25.06.2026**

Sealed tenders are invited on plain paper from interested parties/owners for hiring of a **suitable building/warehouse on lease/rent basis** for accommodating the office and operational requirements of RMS 'I' Division, Jalandhar.

**1. Location**

The building should preferably be located on or near **GT Road, Jalandhar** with good road connectivity and easy access for heavy mail vehicles (RTNs).

**2. Accommodation Requirement**

Covered area: Approximately **12340 sq. ft.**, Open space: Minimum **895 sq. ft. (uncovered)** in front for vehicle movement and parking. The Premises should be suitable for **24x7 operational use**.

**3. Essential Requirements**

The building should be structurally sound and in good condition, Easily accessible for heavy vehicles, Well ventilated with adequate natural light, Equipped with basic amenities such as water supply, electricity, toilets, etc.

**4. Usage Requirement**

The premises will be used for Loading/unloading of mail from Road Transport Network (RTN), parking of departmental vehicles and Processing and handling of mail

**5. Lease Terms**

Initial lease period: 10 years (extendable on mutual consent), The owner of the Building shall be liable to register the Lease Deed in the Court of Law at his own expenses in the first instance, which can be extended for a longer period at the direction of the Department.

**6. Ownership**

The bidder should have **clear title/ownership** of the property. Relevant documents must be submitted as proof.

**7. Maintenance & Taxes**

Maintenance of the building shall be the responsibility of the landlord. All municipal/property taxes shall be borne by the landlord, Electricity and water charges shall be borne by the Department of Posts

**8. Interference Clause**

The landlord shall not interfere in the day-to-day functioning of the office after handing over possession.

**9. Submission of Tender**


Tender should include the following details, Name and address of the owner with contact details, Complete location and description of the property, Covered and open area details, Photographs of the building/premises, Proof of ownership/title (Patwari/Revenue record), Year of construction, Details of basic amenities available, Financial bid indicating monthly rent

**10. Last Date & Opening of Tender**

Last date for submission: **17.07.2026 up to 1500hrs**, Place of submission: Office of the Superintendent, RMS 'I' Division, Jalandhar, Tenders will be opened on the same day at 1600hrs in presence of bidders who wish to attend.

**11. General Conditions**

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason. Incomplete or late tenders will not be considered. **Only sealed tenders (sealed with Wax/ Laakh) will be accepted**

  
**Superintendent,**  
**RMS 'I' Division,**  
**Jalandhar - 144001**

Copy to:-

- 01 The Chief Post Master General Punjab Circle, Chandigarh.
- 02-25. The Sr.Suptd/Supdt of Post, Offices Kapurthala, Amritsar, Hoshiapur, Gurdaspur, Chandigarh, Bathinda, Patiala, Sangrur, Ferozpur, Faridkot, Ludhiana City and Ludhiana 'M' Division, for giving wide publicity amongst the Public.
- 26-27 The Suptd RMS 'LD' Division Jalandhar for giving wide publicity amongst the Public.
- 28-29 The Sr Suptd/Supdt of Post Offices Jalandhar Division with 02 copy for displaying on the notice board and also requested to display/publicity through All SOs under your jurisdiction for giving wide publicity amongst the Public, please
- 30 The DAP Kapurthala for information
- 31-32 The HRO/SRO of RMS I Division for information and publicity
- 33 Office copy/spare