

Rajasthan State Industrial Development & Investment Corporation Ltd.
Udyog-Bhawan, Tilak-Marg, Jaipur-302005

No: IPI/P.6/Policy/310/2024
Date: 16.07.2025

713

ORDER (31/2025)

Sub: Policy for Allotment of built-up module in Flatted Factory Complex on License basis.

An agenda item (17) was placed before the IDC in its meeting held on 10.07.2025 for making a policy for Allotment of built-up module in Flatted Factory Complex on license basis.

The Committee discussed the proposal for making a policy to make available built-up module on license basis for a maximum period of seven years and to keep 30 modules (10 modules at 1st floor, 10 modules at 2nd floor and 10 modules at 3rd floor) specially for garment and apparel sector units and 3 modules at ground floor for general units.

The Committee also accorded approval to keep license fee @ Rs. 20 per sqft/month for leasable area on ground floor and @ Rs.18 per sqft / month for higher floors with annual increment of 5%. The rate for non-industrial modules shall be fixed by the Management separately.

In addition to above, the O&M charges shall be levied as per the rates fixed/arrived on the basis of Facility Management Service (FMS) contract.

The Committee has accorded approval to insert a new Rule 3(AL) in the RIICO Disposal of Land Rules, 1979 for policy for Allotment of built-up module in Flatted Factory Complex on license basis as under:

“Rule 3(AL): Allotment of built-up module in Flatted Factory Complex on license basis.

1. Definition:

- i) **Flatted Factory:** - A Flatted Factory, in technical terms, refers to a multistoried industrial building designed to house multiple small-scale, non-polluting industrial units, each occupying a separate unit within the structure and sharing common infrastructure and services.
- ii) **License:** - Means giving right to use the built-up module in flatted factory for a certain period by Rajasthan State Industrial Development & Investment Corporation Limited on license fee.
- iii) **Licenser:** - Means Rajasthan State Industrial Development & Investment Corporation Limited who transfers built-up module in flatted factory on license to licensee for a certain period as defined in the policy.
- iv) **Licensee:** - Means transferee of possession of a built-up module in flatted factory on license from Rajasthan State Industrial

Development & Investment Corporation Limited for a certain period as defined in the policy.

2. **Purpose**

To provide build to suit flexible space for manufacturing units and provide an inspiring environment to work, collaborate and grow its enterprise.

3. **Facilities & Amenities that may be made available**

- (i) Manufacturing area
- (ii) Conference Hall and Meeting Rooms
- (iii) Electricity supply, water supply, Power backup (for common area)
- (iv) Canteen/ Cafeteria
- (v) Reception area
- (vi) Passenger and Service Elevators
- (vii) Cleaning & Maintenance Services
- (viii) 24 x 7 Security
- (ix) On site staff & support
- (x) On-site parking facilities
- (xi) Any other facility as may be required as per need of the time.

4. **Eligibility:**

Only Micro Entrepreneurs registered under MSME policy will be eligible with turnover not more than Rs. 5 Crore and the applicant shall submit self-attested documents on the online portal as under:

- (a) Copy of PAN Card and AADHAR Card of the applicant;
- (b) Brief about the Project;
- (c) Copy of relevant certificate for entitlement in reserved category of module as per rule 3(A) (iv) of RIICO Disposal of Land Rules, 1979;
- (d) Copy of Partnership deed alongwith registration certificate, in case of partnership firm;
- (e) Copy of certification of incorporation of Company/LLP and memorandum & articles of association of the Company, in case of Company;
- (f) Registration of micro entrepreneurs in MSME.

5. **Reservation of Module for special category of entrepreneur:**

- (i) Reservation of built-up modules within the total number of built-up modules shall be made to the following categories of entrepreneurs & allotted to such category of entrepreneurs in accordance with reservation, so made, as under:



S. No.	Category of entrepreneurs	% of total built up module
1.	SC/ST	6%
2.	Women	5%
3.	Persons with Benchmark Disabilities	3%
4.	Ex-Servicemen	2%
5.	Dependents of deceased armed forces service personnel /Paramilitary personnel	1%

Note: The number of % module(s) calculated as per above table will be rounded off to nearest whole number.

- (ii) Earmarking of reserved modules having specific module number shall be made by draw of lots for the respective categories by the committee comprising of the concerned Unit Head, Senior Most Technical Officer and Senior Most Account Officer posted in concerned Unit Office prior to initiation of allotment through license by way of bidding process.
- (iii) No concession on the license fee be given for such reserved category of entrepreneurs.
- (iv) Such reserved category of entrepreneurs will be required to produce the Certificate in support of allotment against reserved plot of respective category as per table appended with Rule 3(A) (iv) of RIICO Disposal of Land Rules, 1979.
- (v) In case no bid is received from the reserved category of entrepreneurs then module will be allotted to general category of entrepreneur in next round of allotment.

6. Procedure and Conditions of Allotment of Built-up Module:

- (i) The applicant will be required to pay EMD + applicable GST as mentioned in online auction portal.
- (ii) On-line applications for bidding will be invited for allotment of built-up module on license basis from Micro entrepreneurs (turnover not more than Rs. 5 Crore) only as defined in MSME Policy of Government of India. The bidding will be online through ERP Portal on such dates as decided by the Corporation.
- (iii) One applicant shall be eligible for allotment of only one module.
- (iv) The allotment of the built-up module to the licensee shall only be on license basis on the prescribed terms and conditions.
- (v) In case of single bid is received for a particular module, then module will directly be allotted to successful bidder on the rate offered by the bidder more than reserve rate.
- (vi) Allotment of modules in favour of the eligible applicant will be decided by e-Auction. To notify the public at large about starting the process of allotment, a public notice will be issued in leading newspapers. Subsequently, information regarding allotment and

availability of plot will be uploaded on website of RIICO, as and when required.

- (vii) Different Modules may be reserved for particular type of industries by the Management of the Corporation.
- (viii) Only non-polluting units (white and green category) with light weight machineries will be permitted to operate in the premises.
- (ix) The application for allotment of built-up module will be accepted by RIICO on its online portal as may be decided by the Corporation.
- (x) Water will be provided only for drinking & domestic use.
- (xi) Applicant to submit Project Report about project details, bio-data of the promoters, requirement of module size, financial arrangement made etc. as requested in the application.
- (xii) Letter of Offer to successful bidder for a particular module will be issued on SSO ID within 3 working days for acceptance and to deposit 100% license fee of 3 months (including 2 months license fees as security money) within 15 days from the issuance of Letter of Offer.
- (xiii) In case successful bidder fails to deposit the above-mentioned amount within stipulated time period, then Letter of Offer will be treated as withdrawn without any notice. No time extension will be granted for deposition of above-mentioned amount.
- (xiv) On deposition of license fee as above, within prescribed time, the allotment of module on license basis will be issued in favour of successful bidder within 3 working days.

7. **Finalization of bids:** The bids received from the applicants shall be finalized by a committee comprising of following Officers:

- (a) Unit Head of the concerned Unit Office
- (b) Senior Most Technical Officer of Unit Office
- (c) Senior Most Account Officer posted in concerned Unit Office.

Explanation: In case, any discrepancy is found in the submitted document, the aforesaid committee will ask the applicant to submit his response

8. **License Fee & Security Deposit:** - The Licensee shall pay to the Licensor the following amount for the use of the Licensed built-up module as per the Letter of Offer.

a. **Security Deposit:** - Two months refundable license fee without interest for the use of the licensed built-up module. Security deposit shall be refundable upon end of the term of agreement & settlement of accounts.

b. **License Fee:** -

- I. The Licensee shall pay the license fee per sqm of built-up area per month as offered by Licensor. All taxes including GST

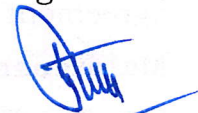
related to license fee shall be payable by the licensee in addition to the license fee.

- II. The amount of monthly license fee shall be payable in advance within first 7 days of the concerned month of license otherwise interest @ 8.5% per annum will be charged from the first day of the month till date of deposition.
 - III. The license fee shall be increased by 5% every year from the date of commencement of license.
9. **Allotment of Module:** Immediately after deposition of amount as per Letter of Offer, the allotment letter of module on license basis will be issued by the concerned Unit Head within a period of 3 working days.
 10. **Possession of Built-up Module:** The Licensee will have to execute the License agreement in two sets and take possession of the module within next 7 days from the date of issue of allotment letter. If possession is not taken within 7 days, then the possession will be deemed to have been taken on the next day of deposition of demand note for the purpose of calculation of License fees. The period of License will be started from the date of handing over possession/deemed possession, as the case may be.
 11. **Registration of License Agreement:** The license agreement will be registered in sub-registrar office by Licensee at its own expenses within 30 days from the date of execution of license agreement/possession of built-up module by the concerned Unit Office, failing which penalty will be imposed towards delay on the part of Licensee in execution of license agreement @ ₹ 500 per month or part thereof.
 12. **Maintenance of Flatted Factory & its Charges: -**
 - (i) The Flatted Factory premise will be maintained by concerned Unit Office or any other agency authorized by the Corporation. Maintenance charge for common facility area, passengers & service lift, cleaning and maintenance of common area, Parking, security, lighting, common STP charges, water charges etc. in respect of the said premises shall be paid by the Licensee as determined by the licensor from time to time on per sqft of built-up area of module per month basis alongwith monthly license fee in advance otherwise interest @ 8.5% per annum will be charged from the first day of the month till date of deposition.
 - (ii) For conference hall and meeting room, separate charges will be levied as per actual usage by the individual Licensee on the rate as determine by the Licensor from time to time.
 13. **Electricity Charges: -** The Licensee shall take power connection from the concerned power distribution company at its own level by seeking NOC of the Licensor. Electricity charges for the electricity consumption shall be paid directly to the concerned power distribution company. Licensor shall not bear the responsibility of the payment of electricity consumption of Licensee in any manner.



14. The licensee to undertake due verification of the staff/ workers, all liabilities related to the workers/ lessee will remain with the licensee. RIICO shall not be responsible to any third party/ government agency for any losses incurred on account of the licensee/ co-workers.
15. **Period to Occupy the Built-up Module:** - The license period will be for a minimum period of one year and a maximum period of 7 years.
16. **Authority to decide License fee & Maintenance Charges:** Initially the license fee of built-up module will be decided by the Managing Director of the Corporation.

The Common Monthly maintenance charges will be finalized by Head of Technical Cell from time to time with the approval of Managing Director.
17. **Termination of license:** The license agreement would be terminated at the end of the license period or the license agreement may be terminated as under:
 - (i) The licensor after giving notice of 30 days in writing to the licensee in case of breach of any terms & conditions of the allotment or rules; or
 - (ii) The licensee after giving notice of 30 days in writing to the licensor.
18. **Refund of Security Deposit:** The security deposit shall be refunded after handing over the module by the licensee and on submission of no dues certificate from the concerned power distribution company. The outstanding dues, if any, shall be deducted while refunding the security deposit.



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