

TENDER NOTICE

Tender No.: 03/MRO-II(E&E)/2016-17

Date : 12/09/2017

The New India Assurance Company Ltd.
Mumbai Regional Office – II
Jeevanseva Building, 2nd Floor
S.V. Road, Santacruz (West)
Mumbai 400 054

RE : COMMERCIAL SPACE ON LEASE BASIS AT VIRAR (WEST)

Offers in **TWO BID** form are invited from interested parties to hire commercial space on lease rent for our **Virar Branch Office (140501)** with the following general terms and conditions, located preferably on the 1st floor or above with lift facility of a commercial building having easy access to the customers, in the vicinity of Virar (West) Railway Station.

Basic requirements of the preferred premise :

Carpet Area : 2000 sq.ft. on a single floor excluding basement & mezzanine floor
Carpet Area as defined by Indian Standard Code IS:3861 of 2002
Premise should be located on the main road, preferably on 1st floor
Vehicle Parking facility : Minimum 2 Nos. of four wheelers & 2 Nos. of two wheelers
Electricity : 3 phase connection with independent meter and adequate water supply

Interested parties may visit our Company's website <http://newindia.co.in> to download Terms and conditions of the Tender. **The Technical Bid & Price Bid formats are to be put in two separate sealed envelopes & these two envelopes are to be put in one big sealed envelop, superscribing Tender No. & Tender Title.** EMD & copies of all relevant documents are to be attached with the Technical Bid only. Interested parties should drop the sealed envelop containing Technical Bid & Price Bid, in the Tender Box kept in MRO-II office at above address **on or before 27/09/2017 by 3.00 PM.**


REGIONAL IN-CHARGE (Offg.)
MUMBAI REGIONAL OFFICE - II



GENERAL TERMS AND CONDITIONS :

1. The terms and conditions shall form a part of the Lease Agreement to be executed with the successful bidder.
2. No item of the tender document to be left blank.
3. The offer should remain valid at least for a period of 3 months, to be reckoned from the date of advertisement.
4. Company reserves the right to accept or reject any or all the tenders, without assigning any reason.
5. The successful bidder shall be required to enter into the 'Standard Lease Agreement' for the entire lease term and the same has to be registered with the Govt. Authorities within 30 days from the date of possession of the premise.
6. The entire lease term shall not be less than 6 years with customary automatic escalation in rent after 3 years OR shall not be less than 10 years with customary automatic escalation in rent after 5 years.
7. Negotiations on continuation of the lease for any further period beyond the entire term covered by the registered agreement, shall be completed 3 months in advance.
8. (a) Earnest Money of Rs.25,000/- payable by way of Demand Draft/Pay Order/Net Banking in favour of "**THE NEW INDIA ASSURANCE COMPANY LTD.**", payable at Mumbai
(b) EMD Demand Draft /Pay Order should reach our office on or before **27/09/2017 by 3.00 PM.**
(c) EMD can be paid through net banking **Account Number 910020014416930 BANK Axis Bank Branch Santacruz (West) IFSC code number UTIB0000778** on or before **27/09/2017 by 3.00 PM.**
(d) EMD shall be refunded to un-successful bidders within 15 days from the opening of the price bid.
(e) EMD of the successful bidder shall be refunded/adjusted against lease rent due **only after execution and registration of the standard lease agreement and shall be forfeited in case of back out by the bidder after selection to hand over possession of the premise OR failure to execute and register the standard lease agreement.**
9. Bank Account details given in the Technical Bid shall be used to credit the monthly rent on specific date through net banking/ECS. Subsequent changes therein shall not be permitted.
10. Relevant documents to confirm ownership of the bidder, are to be submitted by the bidder alongwith the Technical Bid.
11. Offers for more than ONE premises owned by the same bidder are to be submitted in the same BID as additional item and no separate bids are to be submitted.
12. More than one tender for the same premise shall disqualify all the concerned tenders.
13. The offers are to be submitted by the owner of the premise or duly authorized entity on his behalf within stipulated date and time.
14. Offers are to be given only on '**Carpet Area**' as defined as per IS: 3861 of 2002.
15. The offered space should be located on a single floor excluding mezzanine floor.
(a) It should not be located at the basement of the building OR even on the ground floor
(b) It should not be located on 3rd or any upper floors, if adequate lift facility is not available.
(c) The offered premise should be in a ready state of possession.
(d) Any offers submitted for the premise located in partly constructed/under construction/ proposed building/proposed floor on the existing building shall disqualify the concerned tender.

- (e) The offered premise should have separate toilet blocks for gents and ladies.
 - (f) The approach road to the offered premise should be minimum 25 feet wide.
 - (g) Clear details of 2 wheelers and 4 wheelers parking facility to be provided
 - (h) Premise having glass facade should give specific details of ventilation arrangement.
 - (i) The offered premise should have approval granted by the concerned Municipal Authority/Town Planning Authority for commercial use and the owner should possess Occupancy Certificate granted by the concerned authorities.
 - (j) Successful bidder shall undertake timely repairs and maintenance of the premise as well as coloring/white-wash of the premise once in 3 years. at his own cost.
 - (k) Timely up-keep and maintenance of the common area/passages to be arranged by the landlord.
16. Reimbursement of ' GST ' quoted in 'Price Bid' over and above the rent, the bidder has to submit 'Certificate of Registration' issued by GST Authority for renting out immovable properties.
17. Municipal Tax / Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
18. (a) Brokerage, Commission, Security Deposit, rent advance shall not be paid.
(b) Security Deposit can be considered only if any extra facilities (24 x 7 security, uninterrupted power supply, centralized air conditions, plug & play etc.) are provided without claiming any extra charges and demand for Security Deposit is clearly defined in the Price Bid.
19. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
20. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "List of deviation".
21. Canvassing in any form will disqualify the tenderer.
22. The short-listed vendors will be informed by the Company for arranging site inspection of the offered premises very soon after opening the Technical Bids.

Name of the Bidder : _____

Signature of the Bidder as consent to the above terms and conditions : _____

Date : _____

Place : _____

TECHNICAL - BID

TENDER REFERENCE NUMBER: 03/MRO-II(E&E)/2017-18

To,
The New India Assurance Co. Ltd.
Mumbai Regional Office II
Jeevan Seva Bldg., 2nd Floor, S.V. Road
Santacruz (W), Mumbai 400054.

Ref: Your advertisement dated _____ in _____ newspaper / Company's website <http://newindia.co.in> on _____ (Date) with Tender Reference Number: _____ for requirement of commercial space at _____ (Location) on lease rent.

1. Details of Builder / Owner :

- i. Name : _____
- ii. Address : _____
- iii. Contact Phone Number : Land-line number : _____
Mobile Number : _____
e- mail : _____
- iv. Bank Account details of the owner of the premise:
Name and style of the Bank account : _____
Type of Account (Current Account/ Saving Account/Any other): _____
Account Number : _____
Name of the Bank : _____
Branch : _____
IFSC code : _____
- v. Whether owner of the premise has registered with Service Tax Authorities for renting out immovable properties? **YES / NO**
(If 'Yes' a copy of the Certificate of Registration to be enclosed)

2. Marketability of Title Deeds of the Vendor:

(latest title search & non-encumbrance report to be submitted)

- a) Solicitor's / Advocate's name and address: _____
- b) Detailed report of the Solicitor / Advocate, for Marketability of titles is to be enclosed. **Enclosed / Not enclosed**
- c) Whether the premises offered is free from litigations / encumbrance? **YES / NO**

3. Details of the property offered :

- i. Full address of the property offered : _____ (shop Number/ Gala Number/ House Number) _____
_____ (Name of the building/ land mark/ lane/ street/ road) _____
_____ (specific location/ area/town/ Dist/ Pin code) _____

Property Identification code as per Municipal Tax Bill : _____

- ii. Usage of property (As approved by the Competent Authority)
 - a. Commercial
 - b. Residential & Commercial
 - c. Shopping Centre
- iii. Total number of floors in the building : _____
- iv. At which floor the premises are offered (Preferably the offered premises should be on a single floor, other than basement & ground floor) : _____
- v. Area of premises offered:
 - a. Super Built-up Area : _____ Sq. Ft.
 - b. Built-up Area : _____ Sq. Ft.
 - c. Carpet Area (as per IS:3861 of 2002) : _____ Sq. Ft.

- iv. Locality's proximity to the following place in Kms.
- a. Railway station : _____ Kms.
 - b. Market / Supermarket : _____ Kms.
 - c. Hospital : _____ Kms.
 - d. Bank : _____ Kms.
 - e. Bus stand : _____ Kms.

6. Amenities provided :

- i. Provision for number of toilets : _____
- ii. Single phase OR Three phase Electricity connection : **Single / Three**
- iii. Earthing arrangement standard/ capacity : _____
- iv. 24 Hours water supply : **Yes / No**
- v. Space availability on roof of the bldg. for installation of V-SAT : **Yes / No**

7. Common facilities provided : (Please do not quote rate in this form)

i	Car parking space	Number of vehicles _____	Dedicated & earmarked OR first come first served basis	
			Free of any extra charge OR with any additional charges	
ii	Two wheeler parking space	Number of vehicles _____	Dedicated & earmarked OR first come first served basis	
			Free of any extra charge OR with any additional charges	
iii	Lift facility	Number of lifts _____	Capacity of each lift: _____ number of persons	
			Free of any extra charge OR with any additional charges	
iv	Generator availability	backup	Availability	Yes / No
			Free of any extra charge OR with any additional charges	
v	Anti-lightening devices		Availability	Yes / No
			Free of any extra charge OR with any additional charges	
vi	Security arrangements		Availability	Yes / No
			Free of any extra charge OR with any additional charges	
vi	Proper sanitary / sewerage system		Availability	Yes / No
			Maintained by Housing Society/ Outside agency	

8. Details of Plans / Blue prints / Sanctioned plan :

- i. Whether the plan for construction of the Property is Sanctioned by the Municipal Authority/ Town planning authority? **Yes / No**
- ii. If sanctioned, please enclose of approved plan **Attached / Not attached**
- iii. Whether occupancy / completion certified obtained **Yes / No**
- iv. Nature of use of the offered premise approved for: **Commercial / Residential**

9. Provision of proper arrangement of Fire safety:

- i. Whether the building is having exit provision in case of fire: **Yes / No**
- ii. In case of multi-storied building, whether refugee floor is available: **Yes / No**
- iii. Are the safety measures taken : **Yes / No**
- iv. If yes, give details of arrangement : _____
- v. No objection certificate has been achieved/ Secured from fire control Authorities. : **Yes / No**
- vi. If yes, produce copies of proof certificate : **Attached / Not attached**

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10. List of annexures:

1. Certificate of Registration with GST Authority for renting out immovable properties.
2. Title Search & non-encumbrance report from Advocate
3. List of common area, as included for the purpose of computing Super Built-up Area
4. Plan approved by Municipal Authority/ Town Planning Authority for construction of the premise
5. Fire Safety Certificate issued by the Competent Authority
6. Completion Certificate/ Occupancy Certificate issued by Municipal Authority/ Town planning
7. Municipal Tax/ Property Tax bill

Signature :

(Owner / Authorized Representative)

PLACE :

Date :

PS : All pages should be signed

PRICE - BID

TENDER REFERENCE NUMBER: 03/MRO-II(E&E)/2017-18

To,
The New India Assurance Co. Ltd.
Mumbai Regional Office II
Jeevan Seva Bldg., 2nd Floor, S.V. Road
Santacruz (W), Mumbai 400054.

Ref: Your advertisement dated _____ in _____ newspaper / Company's website
http://newindia.co.in with regard to lease of Office premises at _____ (Location). I / We
offer you the premises described below on lease basis, as under:

Sr. No.	Description	Offer
1	Name of the bidder: (As shown in Technical Bid without deviation)	
2	Address of the premise offered: (As shown in Technical Bid without deviation)	
3	Carpet area of the offered premise in sq. ft. (as per IS 3861 of 2002) Item No. 14 of General Terms and conditions of the Tender	
4	Rate per Sq. Ft. / per month on carpet area as per IS 3861 of 2002 Item No. 14 of General Terms and conditions of the Tender	Rs.
5	Monthly rent of the premise (item No.3 multiplied by item No.4)	Rs.
6	Contribution towards maintenance charges per Sq. Ft. / Per month on carpet area, <i>if it is to be borne by the Company</i> to Housing Society/ Maintenance contractor	Rs.
7	Municipal Tax/ Property Tax/ Water charges etc. as per Municipal Tax Bill, in proportion to the premise offered, <i>if it is to be borne by the Company</i> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <i>to be borne by the Company</i>	
9	Any other specific charges fixed on monthly basis related to the offered premise <i>to be borne by the Company</i> as deviations from the standard terms and conditions:	Rs.
10	Total of 5 to 9 above	Rs.
11	Security Deposit if applicable as defined at Item No.18 (b) of the General Terms and conditions of the tender Details of specific facilities/ amenities provided without any extra charge:	Rs.
12	Total number of years lease term offered in multiples of 3 OR 5 years as defined at Item No.6 of General Terms and conditions of the Tender	
13	Rate of percentage for automatic enhancement in rent after completion of every 3 OR 5 years, as applicable.	
14	Registration charges to be shared equally on 50 : 50 basis	
15	All taxes, surcharges / cess, etc. To be borne by the lessor	
16	<i>Imposition of any other conditions leading to deviations from the standard terms and conditions (including item No.6 to 9 as stated above, whichever is applicable if any) as defined at Item No.20 of General Terms and conditions of the Tender:</i>	

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Declaration

1. I / We are aware that the rent mentioned above will be inclusive of all amenities, including parking space, other conveniences provided by the landlord, municipal taxes, rates / surcharges and cess etc.
2. It is my / our duty to pay the statutory liabilities / dues as mentioned in 1 above to the appropriate authority, within the due date and the Company shall have no other responsibility other than payment of the rent, as mentioned above.

Signature :
(Owner / Authorized Representative)

Date :
Place :