

The New India Assurance Company Limited  
Bhubaneswar Regional Office

Annexure 'A' 1

TECHNICAL BID

Tender Reference No: BBSR RO/Nayagarh SBO Shifting\_Search/Select/551004

Date: 19.05.2025

Last Date of Submission: 28.05.2025

Terms and Conditions for Rent/Lease of Office Premises at Nayagarh

TERMS & CONDITIONS

1. The Terms and conditions are forming a part of the tender to be submitted by the offeror to the Company.
2. Company reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
3. Tender document received by the Company after due date and time given shall be rejected.

All tenderers are requested to submit the tender documents including TECHNICAL BID AND FINANCIAL BID duly filled in with the relevant documents / information at the following Addresses:-

**THE NEW INDIA ASSURANCE COMPANY LIMITED, BHUBANESWAR REGIONAL OFFICE, ALOK BHARATI TOWER, 1st FLOOR, SAHID NAGAR-751007.**

All columns of the tender documents must be dully filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be dully initialed by the tenderer. The Company reserves the right to reject the incomplete tenders.

1. Rent after execution of deed shall be paid to the landlord by Account Payee Cheques /ECS only and no brokerage shall be paid to any broker.
2. Income Tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
3. The offer should remain valid at least for a period of 06 months to be reckoned from the date of advertisement

4. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition, 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”
5. The tenderer shall submit tender documents in separate sealed envelopes mentioning as Technical Bid and Financial Bid and enclose both in one envelope super scribed as Tender for Office Premises at **Nayagarh Bus Stand to Khandapada Road areas in Nayagarh.**
6. Separate tender forms in original are to be submitted for each proposal/location. No Xerox copies will be entertained. The Technical Bids will be opened in the presence of tenderers at Bhubaneswar on a date & time intimated to all tenderers. All tenderers are advised in their own interest to be present on that date at the specified time.
7. Canvassing in any form will disqualify the tender.
8. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

The New India Assurance Company Limited  
Bhubaneswar Regional Office

Annexure 'A' 2

To  
The Dy.General Manager  
The New India Assurance Company Limited  
Bhubaneswar Regional Office

Ref- Your advertisement in \_\_\_\_\_ newspaper / Company's website on \_\_\_\_\_ for requirement of premises at Nayagarh on Rent / Lease.

Tender Reference No: BBSR RO/Nayagarh SBO Shifting\_ Search/Select/551004.

Date: 19.05.2025

**Last Date of Submission: 28.05.2025**

**1. Details of Builder/ Owner:-**

- i. Name:
- ii. Address & Phone Number:

**2. Marketability of Title Deeds of the Vendor:**

- a) Solicitor's/Advocate's Name & Address:
- b) Whether detailed report of the Solicitor/Advocate  
For marketability of titles is enclosed.
- c) Whether the premises offered is free from litigation / encumbrance

**3. Details of the Property offered:-**

- i. Full address of the premises offered:
- ii. Usage of property (As approved by Competent Authority)
  - a. Commercial:
  - b. Residential & Commercial:
  - c. Shopping Centre:

- iii. No of floors in the building:
- iv. At which floor the premises is offered:  
(Preferably the offered premises should be on a single floor)
- v. Area of premises offered:
  - a. Super Built- up Area: \_\_\_\_\_ sq.ft.
  - b. Built- up Area: \_\_\_\_\_ sq.ft.
  - c. Carpet Area : \_\_\_\_\_ sq.ft.
- vi.
  - a) List of common area as included for the purpose of computing Super Built-up Area
  - b) Details of parking facilities available:
  - c) Whether cross ventilation is available:
- vii.
  - a) Year of the construction of the Building:
  - b) Estimated life span of the building:
- viii. Specification of the construction / material used:
  - i) Class of construction:
  - ii) Type of construction
    - a) RCC framed Structure:
    - b) Load bearing walls:
    - c) Any other:
  - iii) Clear height from floor to ceiling (in ft.):
  - iv) Earth quake resistance level of construction:
  - ix) Period of lease offered:

#### **4. Details of land/ site:-**

i. Tenure of the land

a) Free hold:

b) Leasehold:

a. If leasehold give residual

Period of lease & name of title holders:

b. Annual lease rent & amount: Rs.

ii. Size / Dimension of the plot in ft.:

a) Frontage:

b) Depth:

c) Other sides:

iii Area of the Plot:

a) Covered area: \_\_\_\_\_ sq.ft.

b) Open Area: \_\_\_\_\_sq.ft.

iv. Whether the building has underground / overhead water storage tank: **Yes / No**

v. Any established easements regarding right of way / passage  
for mains of water / electric:

vi. Does the site or portion fall within Railway/National Highway/  
Underground cable/ metro traverse site: **Yes/No**

vii. Layout of the building enclosed: Yes/No

## **5. Details of the locality:-**

- i. Address and locality in which the property is situated:
- ii. Character/Type of locality: **a / b / c/ d / e**
  - a.** Residential **b.** Commercial **c.** Shopping complex **d.** Industrial **e.** Slum
- iii. Whether the locality is prone to hazards like inundation / flood etc.: **Yes/ No**
- iv. Locality's proximity to the following place in kms:
  - a) Railway station
  - b) Market / Supermarket:
  - c) Hospital
  - d) Bank
  - e) Bus stand

## **6. a). Details of boundary and adjacent buildings b) Premises Offered**

i) Boundary of the Property:

- a) North    b) East    c) South    d) West

## **7. Amenities Provided**

i) Provision for no of toilets:

ii) a) No of phases of electricity connection: (Single /Two / Three Phase)

b) Standards of earthing arrangement:

iii) Facilities for 24 hours water supply: **Yes / No**

iv) Safety and security arrangement: **Yes / No**

v) Fire Exit: **Yes / No**

vii) Availability of space on roof of the building for installation of V-SAT:  
Yes/No

## **8. Common Facilities Provided:**

- i) Car parking Space: Number of Vehicles:
- ii) Scooter/Motor Cycle parking space: Number of Vehicles-
- iii) Lifts and their Nos:
- iv) Generator for emergency: **Yes/No**
- v) Anti Lightning Device / Lightning Arresters: **Yes / No**
- vi) Security arrangements: **Yes / No**
- vii) Proper Sanitary/Sewerage system: **Yes/No**

## **9. Details of Plans/Blue Prints/Sanctioned Plan:**

- i) Whether the plan of the Property is sanctioned by Competent Authority: **Yes/No**
- ii) If sanctioned, please enclose copy of Approved land /site plans: **Attached/Not Attached**
- iii) Whether occupancy / completion certificate Obtained: **Yes/No**

## **10. Provision of Proper arrangement of Fire Safety:**

- i) Are the safety measures taken: **Yes/No**
- ii) If yes, give details of arrangements:
- iii) No Objection Certificate has been achieved/ Secured from fire control Authorities: **Yes/No**

v) If yes, produce copies of proof certificates: Attached / Not Attached.

**11. List of annexures:**

Signature  
(Owner/Authorized Representative)

PLACE:

DATE:

PS: All pages should be signed.

**[Tenderers are advised in their interest not to leave any of the aforesaid columns blank under any circumstances. Tenderers are also required to enclose layout plans of the premises on offer].**



The New India Assurance Company Limited  
Bhubaneswar Regional Office

Annexure 'A' 3

**FINANCIAL BID FOR LEASE / RENTAL**

Date: 19.05.2025

Tender Reference No: BBSR RO/ Nayagarh SBO Shifting\_ Search/Select/551004

Last Date of Submission: 28.05.2025

To  
The Dy.General Manager  
The New India Assurance Company Limited  
Bhubaneswar Regional Office

Ref- Your advertisement in \_\_\_\_\_ newspaper / Company's website with regard to lease of premises at Nayagarh. We offer you the premises described below on lease basis as under

1. ADDRESS OF THE PREMISES OFFERED:
2. CARPET AREA OF THE PREMISES OFFERED:
3. MONTHLY RENTAL IN RS. PER SQ.FT. PER MONTH ON CARPET AREA:
4. MAINTENANCE CHARGES PER SQ.FT./ PER MONTH /ON CARPET AREA:
5. ANY OTHER TAXES / CESS / CHARGES:
6. TOTAL OF 3,4, & 5 ABOVE (RENT):
7. PERIOD OF LEASE (MINIMUM 9 YEARS WITH RENEWAL ON EVERY 3 YEARS OR 10 YEARS WITH RENEWAL ON EXPIRY OF 5 YEARS)
8. PERIODICAL ENHANCEMENT IN % (AFTER EVERY 3 OR 5 YEARS AS APPLICABLE)
9. REGISTRATION CHARGES TO BE BORNE EQUALLY ON **50:50 BASIS**

## **DECLARATION**

1.I / We are aware that the 'RENT'(no 6 above) mentioned above will be inclusive of all amenities including parking space, other conveniences provided by the landlord, municipal taxes, rates / surcharges & cess etc.

2. It is my / our duty to pay the statutory liabilities / dues in relation to the premises offered above to the appropriate authority within the due date & the Company shall have no other responsibility other than payment of the rent as mentioned above.

Signature  
(Owner/Authorized Representative)

Date:

Place: