The New India Assurance Company Limited

Bhubaneswar Regional Office

Annexure ‘A’ 1

TECHNICAL BID

Tender Reference No: BBSR RO/Cuttack Dist. OO Shifting\_Search/Select/550401 Date: 21.03.2024

Last Date of Submission: 01.04.2024

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

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

1

1. 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”
2. 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 **Link Road or Bajrakabati Road areas in Cuttack.**
3. 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.
4. Canvassing in any form will disqualify the tender.
5. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

**2**