



दि न्यू इंडिया एश्योरन्स कम्पनी लिमिटेड

(भारत ससकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(A Government of India undertaking)

क्षेत्रीय कार्यालय : 730000 सीएमटीएस भवन (बीएसएनएल एक्सचेंज)  
70 फीट रोड, एल्लिस नगर, मदुरै - 625 016. तमिलनाडु.

Regional Office : 730000 CMTS Bhavan (BSNL Exchange)  
70 Feet Road, Ellis Nagar, MADURAI - 625 016. Tamilnadu.

ई-मेल / E-mail : nia.730000@newindia.co.in  
CIN : L66000MH1919G01000526

Ph : 0452 - 2302177,  
0452 - 2605854

Website : www.newindia.co.in

REF:MDU RO/EED/INSERTION/01/2024

26<sup>th</sup> March 2024

**NOTICE**

**REQUIRES COMMERCIAL SPACE FOR OFFICE PREMISES AT TRICHY ON  
"SEARCH & SELECT BASIS"**

The New India Assurance Co. Ltd., Madurai Regional Office requires space for office premises in a prime location at TRICHY in a commercially viable and easily accessible area to customers.

**Requirements:**


Carpet Area : ~~2000~~ 2500 Sq. ft TO 3000 Sq. ft

Floor : Preferably in Ground floor or First floor

Amenities required : Uninterrupted Power supply with Genset facility, Covered Parking for two wheelers and four wheelers, 24X7 running water, Lift and Restroom facilities.

Offers are invited from the interested parties, having ownership of a commercial office space of around 2500 sq. ft carpet area (as per IS3861 of 2002), preferably located on ground or on first floor, in the vicinity of Trichy. Interested parties may apply with all documents such as Copy of Title Deed, Latest Municipal Tax Receipt, Layout Plan, Encumbrance Certificate etc., in a closed envelope superscribed with " PROPOSAL FOR TRICHY OFFICE PREMISES" along with duly filled Technical Bid and Financial Bid as per Annexure addressed to THE CHIEF REGIONAL MANAGER, REGIONAL OFFICE, CMTS BHAVAN, (BSNL EXCHANGE CAMPUS), 70 FEET ROAD, ELLIS NAGAR, MADURAI - 625 016 on or before 08.04.2024.

The Company reserves the right to reject all or any of the proposals without assigning any reason thereof.

 05/3/2024.

CHIEF REGIONAL MANAGER  
MADURAI REGIONAL OFFICE.





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**IMPORTANT INSTRUCTIONS FOR TENDER SUBMISSION**

1. Tender document consists of
  - (a) Technical Bid Form &
  - (b) Price Bid Form - attached herewith.
2. Technical Bid to be put up in envelope-1 duly sealed and superscribed as "Technical Bid" and mentioning your name, address and telephone number thereon.
3. Price Bid to be put in envelope-2 duly sealed and superscribed as " Price Bid" and mentioning your name, address and telephone number thereon.
4. Both Price and Technical Bid envelopes are to be put up in the envelope-3 duly sealed and superscribed as " Offer for Office Premises on Lease basis" and mentioning your name, address and telephone number thereon.
5. The envelope-3 should be dropped in the Tender box/Sent to  
Auto Tie-up Hub In-charge-730900  
The New India Assurance Co. Ltd.  
Jerome Building, II Floor,  
Fort Station Road, Trichy – 620 002.  
OR  
in the cited Regional Office Tender Box.

**Latest by 08.04.2024 at 11 am.**

6. Any offer received after this date and time shall not be considered.
7. Offers received through post should also reach before the stipulated last date. For offers lost in transit, company will not be liable.

  
25/3/2024.  
CHIEF REGIONAL MANAGER



# TECHNICAL BID

TENDER REFERENCE NUMBER: \_\_\_\_\_

To,  
**The New India Assurance Co. Ltd.**

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.
- vi. [a] List of common area, as included for the purpose of computing Super Built-up Area **Attach a list with details**  
[b] Details of parking facilities available: \_\_\_\_\_ 4 Wheelers \_\_\_\_\_ 2 wheelers  
[c] Earmarked and dedicated parking OR first come first served : \_\_\_\_\_  
[d] Details with regard to ventilation for the offered premise:

	Numbers	Size	Material used	Outside opening protection	Rain water protection
Windows					
Doors					

- vii. Year of construction of the building : \_\_\_\_\_  
viii. Estimated life span (years ) of entire building : \_\_\_\_\_  
ix. Specification of construction / material used : \_\_\_\_\_  
[I] Class of construction : \_\_\_\_\_  
[II] Type of construction: : \_\_\_\_\_  
a) RCC framed structure  
b) On load bearing walls  
c) Any other  
[III] Clear height from floor to ceiling (in Ft) : \_\_\_\_\_  
[IV] If premise offered is located on ground floor, above / below  
Plinth height (above / below) road level / \_\_\_\_\_ Ft  
ground level  
[IV] Earth Quake resistance level of construction : \_\_\_\_\_

**4. Details of land / site on which building is constructed:**

- i. Tenure of the land  
a) Free hold : \_\_\_\_\_  
b) Lease Hold : \_\_\_\_\_  
ii. Whether the building has under-ground/ Over-head water storage tank Yes / No  
iii. Any established easements regarding right of way / passage for mains of water / electric Yes / No  
iv. Does the site or portion, fall within railway / National highway / Underground cable / Metro traverse site. Yes / No

**5. Details of the locality :**

- i. Address and locality in which the offered premise 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 : \_\_\_\_\_ 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 backup availability	Availability		<b>Yes / No</b>
		Free of any extra charge OR with any additional charges		

v	Anti-lightening devices	Availability	Yes / No
vi	Security arrangements	Availability	Yes / No
		Free of any extra charge OR with any additional charges	
vii	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**

**10. List of annexures:**

1. Certificate of Registration with Service Tax 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: \_\_\_\_\_

To,  
The New India Assurance Co. Ltd.

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) <b>Item No. 14</b> of General Terms and conditions of the Tender	
4	Rate per Sq. Ft. / per month on carpet area as per IS 3861 of 2002 <b>Item No. 14</b> 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, <b><i>if it is to be borne by the Company</i></b> 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, <b><i>if it is to be borne by the Company</i></b> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <b><i>to be borne by the Company</i></b>	
9	Any other specific charges fixed on monthly basis related to the offered premise <b><i>to be borne by the Company</i></b> 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 <b>Item No.18 (b)</b> of the General Terms and conditions of the tender	Rs.
	Details of specific facilities/ amenities provided without any extra charge:	
12	Total number of years lease term offered in multiples of 3 OR 5 years as defined at <b>Item No.6</b> 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 <b>Item No.20</b> of General Terms and conditions of the Tender:</i>	

### Declaration

- 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.
- 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 :**