



THE NEW INDIA ASSURANCE CO. LTD BLOCK No-3, 2<sup>nd</sup> FLOOR, PARYAVAS  
BHAWAN, ARERA HILLS, BHOPAL -462011.  
PHONE NO-(0755) 4203270, 4203280, 4203290

## Notice inviting Tender for Office Premises

The New India Assurance Co.Ltd. intends to acquire space for BUSINESS OFFICE premises at Sagar on lease / rental basis

Required Carpet area	2000 - 2500 sq.ft
Preferred location	Within range of 2000 meters from Civil Line Square, Bhagwan Ganj, Katra Bazaar, Sagar
Floor	Preferably on the First Floor or 2 <sup>nd</sup> floor with lift facility situated on Main Road.
Stage of completion	Ready possession
Parking facility	Covered / open sufficient parking space for Two Wheelers & Four Wheeler
Amenities required	24 hours water supply, Proper Electrification with separate meter for office, proper ventilation, separate toilets for Ladies & Gents – preference will be given to Air Conditioned premises.

Technical bid to be accompanied with Proof of Title, Approval of Municipal Authority for commercial building and Lay out plan of the premises.

The prospective landlords meeting with the above requirements are requested to collect two tender documents for Technical Bid & Price Bid from 10.00 A.M to 5.00 P.M from our Business office, Sagar, on payment of Rs.1000/- towards the tender fees (non-refundable) in the form of demand draft / pay order payable in favoring of "The New India Assurance Co. Ltd." payable at Sagar. The tender form will be issued from 04.10.2024 to 15.10.2024 at the following address.

Branch Manager, The New India Assurance Co. Ltd.  
Business Office, Akarshiya Building, Opp. Railway Station, Bhagwan Ganj, Sagar-470002

The tender notice can also be downloaded from website <http://newindia.co.in>.

The completed sealed tender documents (Technical Bid and Price Bid in separate covers duly marked) along with the credentials as mentioned therein should be submitted on or before 25.10.2024 during office hours at the address mentioned above. Sealed Technical Bid and Price Bid should again be put in one envelope making "Tender for Business Office premises at Sagar"

The company reserves the rights to reject a single or all tenders without assigning any reason thereof. Canvassing in any form will disqualify the tender. Offers from Brokers will not be entertained.

Rgr del  
21/9/24

**Deputy General Manager.**



दि न्यू इंडिया एश्योरेंस कंपनी लि. क्षेत्रीय कार्यालय भोपाल ब्लॉक-3, द्वितीय तल, पर्यावास भवन अरेरा हिल्स, भोपाल (म.प्र.) दूरभाष: 0755-4203270/280/290

## कार्यालय परिसर हेतु निविदा सूचना

दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड द्वारा सागर व्यवसाय कार्यालय के लिए लीज / किराय पर भवन / परिसर हेतु निविदा आमंत्रित है।

अनुमानित कारपेट एरिया	2000 - 2500 वर्ग फीट
वांछित स्थल	सिविल लाइन चौराहा से 2000 मीटर के दायरे में, भगवान गंज, कटरा बाजार, सागर
वांछित मंजिल	प्रथम तल या द्वितीय तल लिफ्ट सुविधा के साथ
भवन की स्थिति	तत्काल अभिपत्य योग्य
पार्किंग सुविधा	कवर्ड / ओपेन, पर्याप्त पार्किंग जगह, चार और दुपहिया वाहन के लिये
वांछित सुविधाएं	24 घंटे पानी, बिजली- कार्यालय के लिये अलग से मीटर, उचित वेंटिलेशन, महिला एवं पुरुष प्रासाधन अलग-अलग, वातानुकूलित परिसर को वरीयता दी जाएगी।

टेक्निकल बिड में प्रूफ ऑफ टाइटल, भवन के साथ नगर निगम द्वारा व्यवसायिक भवन की अनुमति एवं परिसर के लिये ले-आउट प्लान।

उपरोक्त आवश्यकताओं को पूरा करने वाले संभावित मकान मालिकों से अनुरोध है कि वे तकनीकी बोली और मूल्य बोली के लिए दो निविदा दस्तावेज हमारे व्यावसायिक कार्यालय, सागर से सुबह 10.00 बजे से शाम 5.00 बजे तक निविदा शुल्क (गैर-वापसी योग्य) के रूप में 1000/- रुपये "दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड, सागर में देय" के भुगतान पर प्राप्त करें। निविदा प्रपत्र दिनांक 04.10.2024 से 15.10.2024 तक निम्नलिखित पते पर जारी किया जाएगा।

शाखा प्रबंधक, दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड।

व्यवसाय कार्यालय, आकर्षिया बिल्डिंग, रेलवे के स्टेशन सामने, भगवान गंज, सागर-470002

निविदा फॉर्म वेबसाइट <http://newindia.co.in> से भी डाउनलोड किया जा सकता है।

पूर्ण रूप से तैयार सिलबंद निविदा दस्तावेजों ( टेक्निकल बिड और प्राइज़ बिड लिखा गया अलग अलग लिफाफा ) को एक ही बड़े लिफाफे में " व्यवसाय कार्यालय परिसर, सागर हेतु निविदा " लिखकर कार्यालयीन समय में दिनांक 25.10.2024 तक प्रस्तुत किये जा सकते हैं ।

कंपनी किसी भी या सभी निविदाओं को बिना कारण बताएं निरस्त करने का अधिकार अपने पास सुरक्षित रखती है । किसी भी प्रकार के अनुग्रह के लिये याचना करने पर निविदा को अयोग्य कर दिया जाएगा । ब्रोकेरों की निविदाओं पर विचार नहीं किया जाएगा ।

-हिंदी और अंग्रेजी रूपांतर दोनों समानार्थित है। उपर्युक्त दो संस्करणों में कोई असंगति हो, तो इस सूचना के उद्देश्य, और अर्थ को निर्धारित करने में अंग्रेजी संस्करण को प्रमुख माना जाएगा।

राजीव शिंदे  
30/9/24

उप महाप्रबंधक

## **GENERAL TERMS & CONDITIONS OF THE TENDER**

- The terms and conditions shall form a part of the lease agreement to be executed with the successful bidder.
- Company reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- Tender documents received by the Company after the 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 Address: -

**Branch Manager,  
The New India Assurance Co. Ltd.  
Sagar Business Office,  
Akarshiya Building, Opp. Railway Station,  
Bhagwan Ganj, Sagar-470002**

- All columns of the tender documents must be duly 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 duly signed by the tenderer. The Company reserves the right to reject the incomplete tenders.
- Relevant documents (Photocopy) to confirm ownership of the bidder as well as other related legal requirements (such as power of attorney, Municipal permission for commercial use, Title Clearance certificate from advocate, Layout authorized by municipal authority, occupancy certificate etc.) are to be submitted as a part of Technical Bid.
- Enclosing the price bid with the technical bid or any direct or indirect mention of the price in the technical bid is strictly prohibited. Violation to the same will render the bid liable to be rejected.
- Any offers submitted for the premises located in partly constructed/ under construction (proposed building/ proposed floor) on the existing building shall disqualify the concerned tenderer.
- Successful bidder shall undertake timely repairs and maintenance of the premises as well as coloring of the premises once in 3 years, at his own cost.
- The successful bidder shall be required to enter into the 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 premises
- The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.
- 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 '**Offer of premises for Sagar Business Office**'
- The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises

## 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 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 <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 :**

# 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. **Carpent 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** \_\_\_\_\_ **Ft**  
Plinth height (above / below) road level /  
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**

<b>A</b>	Residential
<b>B</b>	Commercial
<b>C</b>	Shopping complex
<b>D</b>	Industrial
<b>E</b>	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 refuge 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