



दि न्यू इण्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Govt. of India Undertaking)

क्षेत्रीय कार्यालय : 'ग्रीन हाउस', 15/60, सिविल लाइन्स, कानपुर - 208 001

Regional Office : "Green House", 15/60, Civil Lines, KANPUR-208001

CIN No.: L66000MH1919GOI000526



Tel. : (0512) 2305036
(0512) 2305127

Date:- 09th January 2024

Commercial space required for Kanpur Business Office on lease basis in Kanpur

Tender Ref No: 01/KRO/ESTAB/KBOCOMMSPACE/2023-24

Sealed offers (Technical and Financial) are invited for Commercial space on lease for our Office (as per Indian standard Code No.IS:3861 of 2002)(excluding staircase and common area) located in **and/around Kakadeo area in Kanpur** in a commercially viable area with easy accessibility for customers. Basic requirements of the preferred premises are as follows:-

SR.	Particulars	Response
1	Carpet Area	Approximately 2500 Sqft
2	Location of premises	Premise should be in the area around Kakadeo, Kanpur and on the main road
3	Vehicle parking	Four Wheeler :- Minimum 3 and two-wheelers:- Minimum 10
4	Space for Generator	Space should be present for accommodating a 100 KVA generator
5	Water Supply	Adequate and continuous water supply
6	Lift facility	Lift facility if the office space is situated in a floor above 1 st floor
7	Other required facilities	2 separate toilets, 3 phase electricity connection with independent meter

Interested parties may submit their offer in two separate sealed envelopes mentioning "**Technical Bid**" and "**Financial Bid**" and thereafter both these envelopes are to placed in a third envelope super scribed "**Offer of premises for Kanpur Business Office**" addressed to Regional Manager as under:-

“The Regional Manager,
Establishment Department,
The New India Assurance Company Limited
Kanpur Regional Office,
Green House, 15/60,
Civil Lines, Kanpur -208 001”

along with copies of 1)Duly approved plan, 2) Title Deed , 3) Layout of the building ,
4) Certificate from Competent Authority for commercial use of the building and other relevant documents.

The last date for submission of the tender is 30th January 2024, 5 PM at the above mentioned address.

The Tender document can be downloaded from website www.newindia.co.in/tendernotice .

The sealed tender should be submitted by the tenderers by RPA/D/Speed post/Courier/Hand Delivery so as to reach the above address on or before the prescribed last date and time.

Any tender received after the last date and time specified above will be rejected.



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आजादी का
अमृत महोत्सव

Tel. : (0512) 2305036
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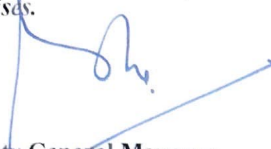
After the technical bids are opened and evaluated, a list of shortlisted tenderers will be prepared. The shortlisted tenderers will be contacted for inspection of the premises.

The Company does not bind itself to accept any or all the bids and reserves the right to reject any or all the bids without assigning any reason.

Canvassing in any form will disqualify the tender/offer.

Tenders/Offers from Brokers will not be entertained.

After opening the technical bids, the qualified bidders will be intimated the date of inspection of premises.


Deputy General Manager
Kanpur Regional Office
420000

Guidelines To Tenderers for Submission of Tender

1. It is proposed to follow the TWO BID Tender System for this Tender and this BID should be submitted in the prescribed formats (Annexure- “A-1” and “A-2”):
 - a. “TECHNICAL BID” (Annexure – “A-1”) in ONE COVER duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area ,quality of construction, floor, ventilation, surroundings, electrical load available ,water supply, parking facilities, term of lease, its renewal and other terms and conditions etc.
Please note that rent / advances / maintenance charges etc. should not be indicated in the Technical Bid.
 - b. Separate sealed covers should be used for A-2 (Financial Bid). This Bid is meant only for all Financial Details of the Offered Premises e.g. sale price/rent/ rate, maintenance charges, air conditioning charges, generator set charges, taxes if any to be borne by the Company, rent escalation on renewal, advances if any etc.
2. All the points in the Tender Forms (Technical & Financial Bids) are to be answered only. Tenderer is expected to furnish all information required in both the BIDS. Failure to furnish all information required by the BIDS (Annexure –“A1” & “A-2”) in every respect may result in to rejection of the TENDER.
3. Tenderer should put full signatures on all the pages of the Tender Forms.
4. Over writing/ white inking of any word/ figure in the Tender Forms, unless duly authenticated by the Tenderer, are liable to be rejected at the option of the Company.
5. Separate Tender Forms should be used for separate premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used. If any tenderer offers the same premises on rent / lease as well as on outright sale basis, separate tender form should be used (both Technical & Financial)
6. The tender should be submitted by the tenderer by Registered Post/ Speed Post/ Recorded Delivery/ Courier.
7. Since TWO BID Tender System is to be followed, 3 covers should be used for submission of Tender as detailed below:
 - I Cover – “1” for Technical Bid (Annexure A-1)
 - (a) “TECHNICAL BID” duly completed and signed should be put in this cover with tender reference number.
 - (b) The cover should be sealed properly with lac.
 - (c) The Cover should be superscribed as: “T E C H N I C A L B I D ” “Offer for Office Premises – Lease / Rent” OR “Offer for premises for Sale” tender reference number_____.
 - (d) Tenderer’s Name & Address should be written below the superscription.

- II** Cover –"2" for Financial Bid (Annexure A-2)
- (a) "FINANCIAL BID" duly completed and signed should be put in this cover tender reference number.
 - (b) The cover should be sealed properly with lac
 - (c) The Cover should be superscribed as: "F I N A N C I A L B I D".tender reference number. "Offer for Office Premises – Lease / Rent"
 - (d) Tenderer's Name & Address should be written below the superscription.

- 8.** Sealed Offers prepared in accordance with the procedures enumerated above should be sent only by Registered Post/ Speed Post/ Recorded delivery/ Courier and should reach on or before the prescribed date & time to the Address mentioned in the Advertisement. Any Tender received after the date specified in Advertisement will be rejected.
- 9.** After Technical Bids are opened and evaluated, a list of short-listed Tenderers will be prepared. The short-listed Tenderers will be contacted for inspection of the premises.
- 10.** The Company reserves the right to accept any bid or to annul the Tender Process and reject all bids at any time without assigning any reason thereof.

11. Incase of any queries, the bidders may contact the following persons:-

Atul Tiwari	8707786831
Gaurav Tripathi	9582523685

TECHNICAL BID

Tender Reference No. 01/KRO/ESTAB/KBOCOMMSPACE/2023-24

TERMS & CONDITIONS

1. The terms and conditions are forming a part of the tender to be submitted by the offerer 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.
4. 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 :-

**The Regional Manager
Establishment Dept.
The New India Assurance Co. Ltd.
Kanpur Regional Office
15/60, Green House,
Civil Lines, Kanpur -208001**

5. 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 initiated by the tenderer. The Company reserves the right to reject the incomplete tenders.
6. Rent after execution of deed shall be paid to the landlord by way of ELECTRONIC TRANSFER and no brokerage shall be paid to any broker.
7. Income tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
8. The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.
9. 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 condition, 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".

10. 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 Kanpur Business Office'**
11. Separate tender forms in original are to be submitted for each proposal/location. No Xerox copies will be entertained.
12. Canvassing in any form will disqualify the tenderer
13. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises

Annexure A-1(Continued)

To
The New India Assurance Company Limited

Ref: Your Advertisement in _____ Newspaper / Company Website on _____ for
requirement of premises at Kakadeo, Kanpur on Rent / Lease.

Tender Reference No _____

1. Details of Builder / owner

I Name	
II Address & Phone No, Email	

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 enclosed:	
c whether the premises occupied 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 the competent Authority) :	
A) Commercial	
B) Residential & Commercial	
C) Shopping Centre	
iii No. 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 areas 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 construction of the building	
b) Estimated Life span of the building	

viii) Specification of the construction / material used

Class of Construction	
Type of Construction	
a) RCC framed Structure	
b) Load bearing walls	
c) Any other	

ix) Period of lease offered

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4 Details of Land / Site**i) Tenure of the Land**

a) Free hold	
b) Lease Hold	
a) If lease hold give residual period of lease & name of the title holder	
b) Annual lease rent and amount	

ii) Size and 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 building enclosed : YES / NO

5 Details of the locality

i) Address 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 inundation / Floods etc. : YES / NO

iv) **Locality to the following places in KMS**

a) Railway Station	
b) Market / Supermarket	
c) Hospital	
d) Bank	
e) Bus stand	

6 a) Details of boundary and adjacent buildings

b) Premise 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 electric connection : SINGLE / TWO / THREE

b) Standards of earthing arrangements :

iii) Facilities for 24 hours water supply : YES / NO

iv) Safety and Security arrangements : YES / NO

v) Fire Exit : YES / NO

vi) 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 / Motorcycle parking space	Number of Vehicles
iii) Lift and their numbers	
iv) Generator for emergency	YES / NO
iv) Anti lightning device / lightning arrester	YES / NO
vi) Security arrangements	YES / NO
vii) Proper sanitary / sewerage system	YES / NO

9 Details of Plan / Blue prints / Sanctioned plans

- i) Whether the plan of the property is sanctioned
by Competent Authority : YES / NO
- ii) If sanctioned, please enclose copy of approved land / site plan : ATTACHED / NOT ATTACHED
- iii) Whether occupancy / completion certificate obtained : YES / NO

10 Provisions 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
- iv) If yes produce copies of proof of certificates : ATTACHED / NOT ATTACHED

11 List of Annexures

Signature

(Owner / Authorised Representative)

PLACE:

DATE:

PS: ALL PAGES SHOULD BE SIGNED

(Tenderers are advised in their own interest to 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)

Financial bid for Lease

Tender Reference No. 01/KRO/ESTAB/KBOCOMMSPACE/2023-24

To,

The New India Assurance Company Limited

REF: Your Advertisement dated _____ in _____ Newspaper / Company's website with regard to lease Premises.

I / 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 land lord, municipal taxes,/ rates / surcharges and cess etc.
2. It is our duty to pay the statutory liabilities / dues in relation to the premises offered above, to the appropriate authority within due date and the Company will have no other responsibility other than payment of the rent as mentioned above.

Signature(Owner / Authorised Representative)

Date

Place