



दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड  
(भारत सरकार का उपक्रम)  
**THE NEW INDIA ASSURANCE CO. LTD.**  
(Govt. of India Undertaking)  
Bangalore CBO  
Email: [nia.870000@newindia.co.in](mailto:nia.870000@newindia.co.in)  
Website: [www.newindia.co.in](http://www.newindia.co.in)



2<sup>nd</sup> February 2024

### NIA/BLR/CBO/ESTB./TENDERS/01

Online offers through the form of a TWO BID Tendering process are invited from interested parties for letting out a commercial office premises fully furnished, on lease rent. The preferred location is **INFANTRY ROAD, MG ROAD, BRIGADE ROAD, CUNNINGHAM ROAD**, on a single floor of a commercial building.

#### **Basic requirements of the preferred commercial premises:**

1. Carpet area: **Approx. 4000 sq. ft.**  
-Carpet area as defined by IS: 3861 of 2002
2. Vehicle Parking facility: Minimum 3 numbers of four-wheelers and 10 numbers of two-wheelers.
3. Facilities:
  - Electricity 3 phase connection with adequate approved load, independent meter, and adequate Municipal water supply.
  - Modular Furnishings and Interiors with bright lightings suitable for a corporate office.
  - Conference hall (15 People seating + provision for 65" TV+ White Board - 4ftx5ft)
  - 3 discussion rooms (Approx 80 sq feet each, comfortably accommodating 4 people with a table for discussion)
  - 3 cabins (In-charge cabin approx. 150 sqft, other cabins approx 100 sqft each. All well-furnished.)
  - 30 or more workstations for desktop PCs (Sufficient table space - at least 4ft width per station - with scribbling boards and power sockets and LAN cable/Ethernet facility).
  - Separate washrooms for men and women (Not on sharing basis with other co-tenants.)
  - Cafeteria with Kitchen slab and Washing sink (With 16A power sockets for induction stoves & microwave ovens)
  - 1 server room (approx 50 sq feet - suitable for server & UPS batteries.)
  - Record Room with cupboard and storage (Size of at least 150 square feet)
  - Reception area / Waiting area furnished with at least 2 sofas (At least 100 square feet)
  - Uninterrupted Power Supply with Generator Back up for a full working day(The backup should be sufficient for entire AC and Workstations)
  - Lift facility (Uninterrupted lift facility)
4. **Other Requirements :**
  - Building should be within 750 meters from Metro Station
  - Quoted rent should be inclusive of monthly maintenance cost.
  - Lease Term should be for 6/9 years (Revision of rent to be once in 3 years). Revision of rent as mutually agreed.



#### **Important Information:**

##### **- Intermediary, Brokers & Agents shall not be entertained.**

Interested parties may download the Terms and conditions of the tender from our Company's website <http://newindia.co.in>. The Technical Bid and Price bids are to be submitted online through our E-tendering portal <https://newindia.eproc.in>. To upload 'TECHNICAL BID' & 'PRICE BID,' the vendor should have a DIGITAL SIGNATORY TOKEN.

पंजीकृत एवं प्रधान कार्यालय : न्यू इंडिया एश्योरेंस बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, Mahatma Gandhi Marg, Fort, Mumbai - 400 001.

TOLL FREE NO. - 1800 209 1415 • IRDA REG. NO. 190



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All updates, corrigendum, addendum, etc. shall be published on our website [www.newindia.co.in](http://www.newindia.co.in) only.

For any queries, bidders can contact **Mr. Suraj S, Deputy Manager, Corporate Business Office, The New India Assurance Co Ltd Bangalore** on Mobile No **+91-8089610979**.  
Last date and time for the submission of Tender document is **23rd Feb 2024 till 17:00 HRS**. Tender will be opened on **26th Feb 2024 at 11:00 HRS** at our office premises at:

**The New India Assurance Co. Ltd, CBO Bangalore,  
1st Floor, Fortune Park, Tasker Town,  
Shivaji Nagar, Bangalore -560051**

## GENERAL TERMS AND CONDITIONS

1. The terms and conditions shall form as part of the lease agreement to be executed with the successful bidder.
2. None of the items of the tender document to be left blank.
3. **The offer should remain valid at least for a period of 6 months, to be reckoned from the date of advertisement.**
4. Company reserves the right to accept or reject any or all the tenders, without assigning any reason.
5. The successful bidder shall be required to enter into the 'Standard 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.
6. The entire lease term shall not be less than 6 years with customary automatic escalation in rent after 3 years.
7. Negotiations on continuation of the lease for any further period beyond the entire term covered by the registered agreement, shall be completed 3 months in advance.
8.
  - a) Earnest Money of **Rs.50,000/-** payable by way of Demand Draft/ Postal Order/ Net Banking in favour of **THE NEW INDIA ASSURANCE COMPANY LTD, payable at Bangalore.**
  - b) EMD Demand Draft/ Pay Order of Rs.50,000/- should reach our office on or before **23rd February 2024 till 17:00**. Bidders are requested to kindly upload on our e-procurement portal <https://newindia.eproc.in>, the scanned copy of the Demand Draft/ Pay order submitted offline in our office.
  - c) EMD can be paid through net banking Account Number **923020018298941 Axis BANK Bangalore Main Branch, MG Road, IFSC code UTIB0000009** and confirmation thereof to be uploaded with the 'Technical Bid'





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- d) EMD shall be refunded to un-successful bidders within 1 month from the opening of the price bid or to all the bidders in the event of cancellation of the tendering process. It will be refunded to the Bank account details given in the Technical Bid.
- e) EMD of the successful bidder shall be refunded/ adjusted against lease rent **only after execution and registration of the standard lease agreement and shall be forfeited in case of back out by the bidder after selection and failure to hand over possession of the premise OR failure to execute and register the standard lease agreement.**
- f) If Demand Draft/ Pay Order details/ screenshot of depositing EMD are not uploaded on our e-procurement portal, offer from such bidder would be liable to be rejected.
- g) Non- receipt of EMD within stipulated time will amount to the disqualification of the bid.
9. Bank Account details given in the Technical Bid shall be used to refund the EMD as well as to credit the monthly rent of the premises on specific date through net banking/ ECS. Subsequent changes therein shall not be permitted.
10. Relevant property documents 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) are to be uploaded by the bidder while submitting the Technical Bid.
11. 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.
12. Offers for more than ONE premises owned by the same bidder are to be submitted in the same BID as additional item and no separate bids are to be submitted.
13. More than one tender for the same premises shall disqualify all the concerned tenders.
14. The offers are to be submitted ONLINE by the Legal owner of the premises or duly authorized entity (duly supported by legal document) on his behalf, within stipulated date and time and any modification therein after the last date is not permitted.
15. Offers are to be given for size of the premises calculated on 'Carpet Area' as defined as per IS:3861 of 2002.
16. The offered space should be located on a single floor.  
(a) The offered premises should have adequate lift facility available.  
(b) The offered premises should be in a ready state of possession.  
(c) Any offers submitted for the premises located in partly constructed/ under construction (proposed building/ proposed floor) on the existing building shall disqualify the concerned tender.  
(d) The approach road to the offered premise should be minimum 25 feet wide.  
(e) Clear details with demarcation of 2 wheelers and 4 wheelers parking facility to be provided.  
(f) Premises having glass facade, should give specific details of ventilation arrangement.  
(g) The offered premises should have approval granted by the concerned Municipal Authority/ Town Planning Authority for commercial use and the owner should possess occupancy certificate granted by the concerned authorities.  
(h) Successful bidder shall undertake timely repairs and maintenance of the premises as well.  
(i) Timely up-keep and maintenance of Common area/ passages to be arranged by a Professional Agency.
18. In case where the bidder has requested for the reimbursement of GST in the price bid, the proper "Certificate of Registration under GST Law" should be submitted.  
Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
19. (a) Brokerage, Commission, Security deposit and Rent advance shall not be paid.



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- (b) Security deposit can be considered for only if any extra facilities (24 x 7 security; un-interrupted power supply; centralized air conditioner; plug & play; etc.) are provided without claiming any extra charges and demand for Security Deposit is clearly defined in the Price Bid.
20. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
  21. 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 conditions, 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".
  22. Canvassing in any form will disqualify the tenderer.
  23. The short-listed vendors will be informed by the Company for arranging site inspection of the offered premises very soon after opening of the Technical Bids.
  24. The terms and conditions for Lease premises will be modified as per our standard proforma/standard lease agreement.

*Ush. Kumar*

**Chief Regional Manager  
The New India Assurance Co Ltd  
Bangalore CBO (870000)  
The New India Assurance Co Ltd**

*[Signature]*



*[Signature]*

Name of the bidder:

Name of Company (if applicable):

Signature of the bidder as consent to the above terms and conditions:

Date:

Place:



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## E – TENDERING PRICE BID

Tender Reference Number: **NIA/BLR/CBO/ESTB./TENDERS/01**

To,  
The New India Assurance Co. Ltd.  
Bangalore CBO - 870000

Ref: Your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ newspaper / Company's website [www.newindia.co.in](http://www.newindia.co.in) with regard to lease 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)	
4	Rate per Sq. Ft. on carpet area as per IS 3861 of 2002	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, if it is <b>to be borne by the Company</b> to Maintenance contractor	Rs.
7	Any other specific charges (viz. water charges) fixed on monthly basis related to the offered premise <b>to be borne by the Company</b> as deviations from the standard terms and conditions:	Rs.
8	Total of 5 to 7 above	Rs.
9	Security Deposit if applicable as defined at Item No.21 (b) of the General Terms and conditions of the tender	Rs.
	Details of specific facilities/ amenities provided without any extra charge	

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10	Total number of years lease term offered in multiples of 3 OR 5 years as defined at Item No.6 of General Terms and conditions of the Tender	
11	Rate of percentage for automatic enhancement in rent after completion of every 3 OR 5 years, as applicable.	
12	Registration charges to be shared equally on 50 : 50 basis	
13	<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 Item No.22 of General Terms and conditions of the Tender:</i>	
<b>*Final L1 bidder shall be selected after considering the lease term and automatic enhancement percentage offered.</b>		

#### Declaration

1. I / We are aware that the price mentioned above will be inclusive of all amenities and other conveniences provided by the landlord, municipal taxes, rates / surcharges and cess etc.
2. 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 :**





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## TECHNICAL BID

Tender reference number: NIA/BLR/CBO/ESTB./TENDERS/01

To,

**The New India Assurance Co. Ltd.**  
**Bangalore CBO - 870000**

Ref: Your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ newspaper /  
Company's website [www.newindia.co.in](http://www.newindia.co.in) on \_\_\_\_\_ ( Date) with Tender Reference  
Number: \_\_\_\_\_ for requirement of commercial space at \_\_\_\_\_  
(Location) on lease basis.

### 25. 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 have registered with  
GST Authorities.

**YES / NO**

**(If 'Yes' a copy of the Certificate of Registration to be enclosed)**





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**26. Marketability of Title Deeds of the Vendor:**  
(latest title search & non-encumbrance report to be submitted)

- (j) Solicitor's / Advocate's name and address: \_\_\_\_\_  
(k) Detailed report of the Solicitor / Advocate,  
for Marketability of titles is to be enclosed.  
(l) Whether the premises offered is free from  
litigations / encumbrance?

Enclosed / Not enclosed  
YES / NO

**27. 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  
\_\_\_\_\_

- 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  
details

the purpose of computing  
Super Built-up Area

- [b] Details of parking facilities available:

wheelers

- [c] Earmarked and dedicated parking OR first come first served : \_\_\_\_\_  
[d] Details with regard to ventilation for the offered premise:

Attach a list with

\_\_\_\_\_ 4 Wheelers \_\_\_\_\_ 2





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	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] Earth Quake resistance level of construction \_\_\_\_\_ :

**28. 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/  
Yes / No \_\_\_\_\_

Over-head water storage tank  
Yes / No \_\_\_\_\_

iii. Any established easements regarding right  
Yes / No \_\_\_\_\_  
of way / passage for mains of water / electric

iv. Does the site or portion, fall within railway /  
Yes / No \_\_\_\_\_  
National highway / Underground cable /  
Metro traverse site.

**29. Details of the locality \_\_\_\_\_ :**

- i. Address and locality in which  
\_\_\_\_\_ the offered premise is situated  
\_\_\_\_\_





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ii. Character / Type of locality :  
/ D / E

A / B / C

A	Residential
B	Commercial
C	Shopping complex
D	Industrial
E	Slum

iii. Whether the locality is prone to hazards like inundation/ flood etc.  
/ No

Yes

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.

30. 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

31. 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	
ii	Two wheeler parking space	Number of vehicles___	Dedicated & earmarked OR first come first served basis	
iii	Lift facility		Capacity of each lift: ___ number of persons	



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	Number of lifts	Free of any extra charge OR with any additional charges	
iv	Generator backup availability	Availability Free of any extra charge OR with any additional charges	Yes / No
v	Anti-lightening devices	Availability	Yes / No
vi	Security arrangements	Availability Free of any extra charge OR with any additional charges	Yes / No
vi	Proper sanitary / sewerage system	Availability Maintained by Housing Society/ Outside agency	Yes / No

**32. Details of Plans / Blue prints / Sanctioned plan:**

- i. Whether the plan for construction of the Property is  
Yes / No  
Sanctioned by the Municipal Authority/  
Town planning authority?

- ii. If sanctioned, please enclose of approved plan  
Not attached

Attached /

- iii. Whether occupancy / completion certified obtained  
Yes / No

- iv. Nature of use of the offered premise approved for:  
Residential

Commercial /

**33. Provision of proper arrangement of Fire safety/Emergency exit:**

- 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:  
/ No
- iii. Are the safety measures taken  
Yes / No
- iv. If yes, give details of arrangement

Yes

- v. No objection certificate has been achieved/  
/ No

- Secured from fire control Authorities.  
vi. If yes, produce copies of proof certificate  
Attached/Not Attached

Yes





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**34. List of annexures:**

1. Certificate of Registration with GST Authority.
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

  
  
