

दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड

चंडीगढ़ क्षेत्रीय कार्यालय (350000)

36-37, सेक्टर 17 ए, चंडीगढ़-160017

दूरभाष क्रमांक: 0172-2703155 / 2702806 / 2703972

सी.आई.एन. क्रमांक: L66000MH1919GOI000526

वेबसाइट: www.newindia.co.in



The New India Assurance Co. Ltd.

Chandigarh Regional Office (350000)

S.C.O. 36 - 37, Sector 17A, Chandigarh - 160017

Phone No.: 0172-2703155 / 2702806 / 2703972

CIN Number: L66000MH1919GOI000526

Website: www.newindia.co.in

COMMERCIAL SPACE ON LEASE BASIS AT BHIWANI (HARYANA)

Sealed offers (Technical and Financial) are invited for acquiring on lease Commercial space of 750 Sq.foot approximately with 24 hrs.drinking water supply and 3 phase electricity connection, in a ready state of possession, with car parking facilities preferably.

Interested parties may submit their offers in sealed envelope mentioning 'Technical Bid'and 'Financial Bid' placed in an envelope super scribed"Offer of Premises for Bhiwani" addressed to "The Establishment Department" alongwith copies of duly approved plan, title deed , layout of the building etc. at the above mentioned address latest by 26.05.2023.

The tender documents can be collected from the office (address mentioned above) on any working day during office hours from Monday to Friday excluding Saturday and Sunday and any other holiday. The tender forms can be downloaded from Website <http://newindia.co.in>.

The Company reserves the right to reject all or any of the offers in full or in part without assigning any reasons thereof.

REGIONAL MANAGER



Guidelines To Tenderers for Submission of Tender (Office Premises on lease / rent / outright sale)

Tenderers are advised to study the following procedures carefully before submission of Tenders:-

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", "A-2" / "A-3"):
 - i. "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.
 - ii. Separate sealed covers should be used for A-2 & A-3 (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" & / or "A-3") 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.
 - 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: "TECHNICAL BID" "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.

- 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: "FINANCIAL BID"tender reference number. "Offer for Office Premises – Lease / Rent" OR "Offer for premises for Sale"
- d. Tenderer's Name & Address should be written below the superscription.

iii. Cover –"3" (containing both the above BIDS).

Both the Technical Bid Cover & Financial Bid Cover, prepared as above, are to be put in this Cover. Use separate cover for "Offer for premises on Lease / Rent" & "Offer for premises on Sale".

- a. The cover should be sealed properly with lac
- b. The Cover should be superscribed as: "PLEASE PLACE IN TENDER BOX TO BE OPENED ONLY BY TENDER COMMITTEE" "Offer for Office Premises on Lease/ Rent" or "Offer for premises on Sale" and tender reference number _____.
- c. 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.



TECHNICAL BID

Tender Reference No.- _____

Terms and conditions for Rent / Lease / Purchase of Office premises at.....

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 :- (Address of the office, where tenders are to be accepted is to be given).
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 initialed 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 Account payee cheques only 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 'Tender for office premises at(specify location)'.
11. 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 _____ 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.
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.



To,

The New India Assurance Co. Ltd.

Ref - Your advertisement in - _____ newspaper / Company's website on _____ for requirement of premises at _____ on Rent / Lease / Purchase. Tender Reference no. _____

1. Details of Builder / Owner:-

- i. Name : _____
- ii. Address & Phone no. : _____

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 is enclosed :
- c) Whether the premises offered 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 Competent Authority)
 - a. Commercial :
 - b. Residential & Commercial :
 - c. Shopping Centre :
- iii. No. of 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 area as included for the purpose of computing Super Built-up Area.
- b) Details of the parking facilities available.
- c) Whether cross ventilation is available.
- vii. a) Year of the Construction of the Building
- b) Estimated life span of the building
- viii. Specification of the construction / material used
 - i) Class of Construction
 - ii) Type of construction
 - a) RCC framed structure
 - b) Load bearing walls
 - c) Any other
 - iii) Clear height from floor to ceiling (in ft.)
 - iv) Earth quake resistance level of construction
- ix. Period of lease offered

4. **Details of land/ site:-**

- i. Tenure of the land
 - a) Free hold
 - b) Leasehold
 - a. If leasehold give residual
Period of lease & name of title holders. :
 - b. Annual lease rent & amount :
- ii. Size/ 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**



- iv) Safety and Security arrangement : 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/Motor cycle parking space : Number of Vehicles
- iii) Lifts and their Nos. :
- iv) Generator for emergency : Yes/No
- v) Anti Lightening Device/ Lightening Arresters : Yes/No
- vi) Security arrangements : Yes/No
- vii) Proper sanitary / sewerage system : Yes/No

9. Details, of Plans /Blue Prints/ Sanctioned plan :

- i) Whether the plan of the Property is sanctioned by Competent Authority : Yes/No
- ii) If sanctioned, please enclose copy of approved land / site plans : Attached / Not Attached
- iii) Whether occupancy / completion certificate obtained : Yes/No

10. Provision 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 certificates : Attached / Not Attached

11. List of annexures :

Signature
(Owner/ Authorized Representative)
PLACE :
DATE :
PS : All pages should be signed.

[Tenderers are advised in their 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 / RENTAL

Tender Reference No.

To,

The New India Assurance Co. Ltd.,

Ref - Your advertisement dated ____ in ____ newspaper / Company's website with regard to lease of premises _____ | 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 landlord, municipal taxes, rates / surcharges & cess etc.
2. It is my / our duty to pay the statutory liabilities / dues in relation to the premises offered above, to the appropriate authority within the due date & the Company shall have no other responsibility other than payment of the rent as mentioned above.

Signature
(Owner/ Authorized Representative)

Date:
Place:

