



Leadership and beyond

दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड
The New India Assurance Co. Ltd

India's Premier Multinational General Insurance Company

Regional Office (550000), Alok Bharati Towers, 1st Floor, Sahid Nagar, Bhubaneswar

OFFER FOR PREMISES

OFFER REF. No: BBSR RO/Cuttack DO-II shifting_ Search/Select/550400

Dated: 20.11.2025.

Offers are invited from interested parties to hire commercial space on lease rent basis located preferably on the Ground Floor/First floor of the commercial building having easy access to the customers from CDA sector 5 to CDA Sector 8 Cuttack.

Basic requirement of the preferred premises are as follows;

Sl.No	Particulars	Requirement
1	Carpet Area	1000 - 1300 Sq.ft on a single floor excluding mezzanine floor
2	Location Of Premises	As stated above (from CDA sector 5 to CDA Sector 8 Cuttack.) preferably on Ground Floor/First floor with two attached bathroom.
3	Vehicle Parking Facility	Four-wheeler 2 nos. and Two wheeler minimum 10 nos.
4	Electricity Connection	Three Phase connection with independent meter
5	Water Supply	Adequate uninterrupted continuous water supply
6	Toilet Facility	Two nos.
7	Fire Exit	Preferably to be present

Interested Parties are requested to submit their offers to The Establishment Department, The New India Assurance Company Limited, BBS RO, 1st Floor, Alok Bharati Towers, Saheed Nagar, Bhubaneswar-751007

Offers can be submitted on or before 10.12.2025 up to 5 P.M at the above said address. Offers submitted after the stipulated date & time will not be entertained.

The shortlisted parties will be informed by the company for arranging site inspection of the offered premises very soon after the last date of submission of offers.

The New India Assurance 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.

All updates, corrigendum, addendum etc. will be published on www.newindia.co.in only.


Chief Regional Manager
Bhubaneswar RO (550000)

दिल्लीप कुमार पात्र / Dillip Kumar Patra.
मुख्य क्षेत्रीय प्रबंधक / Chief Regional Manager
दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड
The New India Assurance Co. Ltd.
भुवनेश्वर क्षेत्र का. / Bhubaneswar, R.O

The New India Assurance Company Limited
Bhubaneswar Regional Office

Annexure 'A' 1

TECHNICAL BID

Tender Reference No: BBSR RO/Cuttack DO-II shifting_Search/Select/550400

Date: 20.11.2025

Last Date of Submission: 10.12.2025

Terms and Conditions for Rent/Lease of Office Premises at CDA, Cuttack

TERMS & CONDITIONS

1. The Terms and conditions are forming a part of the tender to be submitted by the offeror 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.

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 NEW INDIA ASSURANCE COMPANY LIMITED, BHUBANESWAR REGIONAL OFFICE, ALOK BHARATI TOWER, 1st FLOOR, SAHID NAGAR-751007.

All columns of the tender documents must be dully 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 dully initialed by the tenderer. The Company reserves the right to reject the incomplete tenders.

1. Rent after execution of deed shall be paid to the landlord by Account Payee Cheques /ECS only and no brokerage shall be paid to any broker.
2. Income Tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
3. The offer should remain valid at least for a period of 06 months to be reckoned from the date of advertisement

4. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition, 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"
5. 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 CDA sector 5 to CDA sector 8 at Cuutack.
6. 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 Bhubaneswar 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.
7. Canvassing in any form will disqualify the tender.
8. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

**The New India Assurance Company Limited
Bhubaneswar Regional Office**

Annexure 'A' 2

To
The Regional Manager
The New India Assurance Company Limited
Bhubaneswar Regional Office

Ref- Your advertisement in _____ newspaper / Company's website on 21.11.2025
for requirement of premises at CDA, Cuttack on Rent / Lease.

Tender Reference No: BBSR RO/Cuttack DO-II shifting_Search/Select/550400

Date: 20.11.2025

Last Date of Submission: 10.12.2025

1. Details of Builder/ Owner:-

- i. Name:
- ii. Address & Phone Number:

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 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: Rs.

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**

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 the building enclosed: Yes/No

5. Details of the locality:-

- i. Address and locality 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 hazards like inundation / flood etc.: **Yes/ No**
- iv. Locality's proximity to the following place in kms:
 - a) Railway station
 - b) Market / Supermarket:
 - c) Hospital
 - d) Bank
 - e) Bus stand

6. a). Details of boundary and adjacent buildings b) Premises 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 electricity connection: (Single /Two / Three Phase)

b) Standards of earthing arrangement:

iii) Facilities for 24 hours water supply: Yes / No

iv) Safety and security arrangement: Yes / No

v) Fire Exit: Yes / No

vii) 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 Lightning Device / Lightning 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**

v) 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 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].

The New India Assurance Company Limited
Bhubaneswar Regional Office

Annexure 'A' 3

FINANCIAL BID FOR LEASE / RENTAL

Date: 20.11.2025

Tender Reference No: BBSR RO/Cuttack DO-II shifting_Search/Select/550400

Last Date of Submission: 10.12.2025

To
The Regional Manager
The New India Assurance Company Limited
Bhubaneswar Regional Office

Ref- Your advertisement in _____ newspaper / Company's website on 21.11.2025 with regard to lease of premises at Cuttack. 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: