

दि न्यू इण्डिया एश्योरन्स कम्पनी लिमिटेड
दिल्ली प्रादेशिक कार्यालय-2 (320000)
दसवाँ तल, कोर-1, स्कोप मीनार, लक्ष्मी नगर,
दिल्ली - 110092
दूरभाष: 011-40054613,624



THE NEW INDIA ASSURANCE CO. LTD.
Delhi Regional Office-II (320000)
10th Floor, Core-1, Scope Minar, Laxmi Nagar,
Delhi-110092
Ph.No. 011-40054613,624

REF: DRO-II/EED/Web. Insertion/01/2025

19th August 2025

NOTICE

REQUIRES COMMERCIAL SPACE FOR OFFICE PREMISES IN & AROUND

POCHANPUR DWARKA DELHI (NEARBY MANISH GLOBAL MALL)

ON SEARCH & SELECT BASIS

The New India Assurance Co. Ltd., Delhi Regional Office –II requires space for office premises in a prime location at **Pochanpur Dwarka Delhi (Nearby Manish Global Mall)** in a commercially viable and easily accessible area to customers.

Requirements:-

Carpet Area: Around 150-200 Sq. Ft

Floor: Preferably in Ground Floor

Amenities required: Un-interrupted Power Supply, 24x7 running water, 3 phase electricity, separate restroom facility within the premises.

Offers are invited from the interested parties, having ownership of a commercial office space of around **150-200 Sq. Ft.** Carpet area (as per IS 38610 of 2002), preferably located on the ground floor/first floor, in and around **Pochanpur Dwarka Delhi (Nearby Manish Global Mall)**. Interested parties may apply with all mandatory documents such as Copy of title deed, Latest Municipal Tax Receipt, Layout Plan, Approval from the authority for the commercial use of the building, Encumbrance Certificate as on date etc., in a closed envelope super scribed with "Proposal for the Office Premise" addressed to "THE DEPUTY GENERAL MANAGER, DELHI REGIONAL OFFICE-II, 10th Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092 on or before

Tender Opening date and time : 19.09.2025 & 11:00 PM @ Delhi Regional Office –II

The company reserves the right to reject all or any of the proposals without assigning any reason thereof.


Dy. General Manager


Delhi Regional Office - II

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IMPORTANT INSTRUCTIONS FOR TENDER SUBMISSION

1. Tender document consists of

(a) Technical Bid Form &

(b) Price Bid Form

2. Technical Bid to be put up in **envelope-1** duly sealed and super scribed as "Technical Bid" and mentioning your name, address and telephone number thereon.

3. Price Bid to be put in **envelope-2** duly sealed and super scribed as "price Bid" and mentioning your name, address and telephone number thereon.

4. Both Price and Technical Bid envelopes are to be put up in the **envelope-3** duly sealed and super scribed as "Offer for Office Premises on Lease basis" and mentioning your name, address and telephone number thereon,

5. The envelope-3 should be dropped in the Tender box/Sent to The New India Assurance Co. Ltd. DELHI REGIONAL OFFICE-II, 10th Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092.

Latest by 19.09.2025 at 10 AM.

6. Any offer received after this date and time shall not be considered.

7. Offers received through post should also reach before the stipulated last date. For offers lost in transit, company will not be liable.

The Company reserves the right to reject all or any of the offers without assigning any reason.

Name of the bidder:

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

Date:

Place:

TECHNICAL BID

TENDER REFERENCE NUMBER: 02/EST. & ESTAB. /COMM. SPACE/DRO-II/2025-26

To,
The New India Assurance Co. Ltd.
Delhi Regional Office-II (320000)

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 basis.

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 have registered with GST Authorities. **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**
YES / NO
- c) Whether the premises offered is free from Litigations /encumbrance?

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. Carpet 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
[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:

Attach a list with details

	Numbers	Size	Material used	Outside opening protection	Rain water protection
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Windows					
Doors					

- vii. U.P. RERA Reg. No. : _____
- 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

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 : _____ 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	Yes / No
		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	
vi	Proper sanitary / sewerage system	Availability	Yes / No
i		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/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: **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 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

Tendering PRICE BID

Tender Reference Number: 02/EST. & ESTAB./COMM. SPACE/DRO-II/2025-26

To,

The New India Assurance Co. Ltd.
Delhi Regional Office -II

Ref: Your advertisement dated _____ in _____ newspaper / Company's website <http://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) Item No. 14 of General Terms and conditions of the Tender	
4	Rate per Sq. Ft. on carpet area as per IS 3861 of 2002 Item No. 14 of General Terms and conditions of the Tender	Rs.
5	Total lease 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 to be borne by the Company 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, if it is to be borne by the Company apportionment on monthly basis	Rs.
8	Vehicle parking space, if it is not provided free of cost and <u>to be borne by the Company</u>	
9	Any other specific charges fixed on monthly basis related to the offered premise <u>to be borne by the Company</u> 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 Item No.18 (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 Item No.6 of General Terms and conditions of the Tender	Rs.
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 Item No.18 of General Terms and conditions of the Tender:</i>	

Declaration

1. I / We are aware that the price mentioned above will be inclusive of all amenities, including parking space, 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 :