

REF: CBERO/EED/Web. Insertion/07/2025-26

26TH March 2026

NOTICE
REQUIRES COMMERCIAL SPACE FOR OFFICE PREMISES IN & AROUND
OOTY MAIN AREA, ON SEARCH & SELECT BASIS

The New India Assurance Co. Ltd., Coimbatore Regional Office requires space for office premises in a prime location at **OOTY MAIN AREA, NILGIRIS DISTRICT** in a commercially viable and easily accessible area to customers.

Requirements:

Carpet Area : Around 600 Sq. ft.
Floor : Preferably in first/second floor
Amenities required : Un-interrupted Power supply with Genset facility ,Lift ,Covered Parking facility for four wheelers & two wheelers, 24X7 running water, 3 Phase Electricity - separate restroom facility for Gents & ladies within the premises.

Offers are invited from the interested parties, having ownership of a commercial office space of around **600 sq. ft. carpet area** (as per IS3861 of 2002), preferably located on the first/second floor, in and around **OOTY MAIN AREA, NILGIRIS DISTRICT**. 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 OFFICE PREMISES"** addressed to **THE DEPUTY GENERAL MANAGER, REGIONAL OFFICE, 594, OBLI TOWERS, DB ROAD, RS PURAM, COIMBATORE-641002** on or before **10/04/2026, 11 am.**

Tender Opening date and time: 13/04/2026, 3 pm. @ Regional Office Premises

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



REGIONAL MANAGER
COIMBATORE REGIONAL OFFICE





The New India Assurance Co. Ltd.
(A Gov. of India Undertaking)
Regional Office-720000
"Obli Towers", No: 594, D B Road,
R S Puram, Coimbatore-641002
www.newindia.co.in

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.
OOTY BUSINESS OFFICE,
2ND FLOOR, MOOSA SAIT COMPLEX,
COMMERCIAL ROAD,
OOTY, TAMIL NADU-643001. OR in the cited Regional Office Tender Box.
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.

Latest by 10/04/2026 at 11 am.

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

REGIONAL MANAGER
COIMBATORE REGIONAL OFFICE



PRICE BID

Tender Reference Number: _____

To,
The New India Assurance Co. Ltd.

Ref: Your advertisement dated _____ in _____ newspaper / Company's website
http://newindia.co.in with regard to lease of Office 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. / per month on carpet area as per IS 3861 of 2002 Item No. 14 of General Terms and conditions of the Tender	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, <i>if it is to be borne by the Company</i> 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, <i>if it is to be borne by the Company</i> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <i>to be borne by the Company</i>	
9	Any other specific charges fixed on monthly basis related to the offered premise <i>to be borne by the Company</i> 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	Rs.
	Details of specific facilities/ amenities provided without any extra charge:	
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	
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.20 of General Terms and conditions of the Tender:</i>	

Declaration

- I / We are aware that the rent mentioned above will be inclusive of all amenities, including parking space, other conveniences provided by the landlord, municipal taxes, rates / surcharges and cess etc.
- 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 :



TECHNICAL BID

TENDER REFERENCE NUMBER: _____

To,
The New India Assurance Co. Ltd.

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 rent.

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 has registered with Service Tax Authorities for renting out immovable properties? **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**
- c) Whether the premises offered is free from litigations / encumbrance? **YES / NO**

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 **Attach a list with details**
 [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:

	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] 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	
vii	Proper sanitary / sewerage system	Availability	Yes / No
		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:

- 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 Service Tax Authority for renting out immovable properties.
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

