



दि न्यू इन्डिया एश्योरन्स कम्पनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LIMITED

एर्णाकुलम क्षेत्रीय कार्यालय(760000) **ERNAKULAM REGIONAL OFFICE(760000)**

(Wholly owned by the Govt.of India)

KANDUMKULATHY TOWERS, P.B.NO.1049, M .G. ROAD, OPP.MAHARAJA's COLLEGE GROUND,
ERNAKULAM, KOCHI – 682 011.

PHONE Nos. (0484) 2361556 FAX No.2370593

ADVERTISEMENT FOR COMMERCIAL SPACE ON LEASE BASIS

The Company requires commercial premises of around 1150 sft carpet area (the required AREA shall be as per Indian Standard Code No. IS:3861-1975) for its Adoor BO (762101) Premise to be relocated in a prominent place in the following cities/town:

Within Adoor Municipality Adoor Town, Pathanamthitta-691523;

Interested parties, having commercial premises for lease, may apply with sketch & plan of the Building, Permit for commercial use from Local Authorities, Total Lease Term, Expected Rent per month, Maintenance of Common Area, if applicable, Electric and Water charges, GST on Rent, if applicable, sharing of lease registration expenses and other amenities available etc, in sealed envelope, super-scribed **“OFFER OF PREMISES FOR OFFICE AT ADOOR, PATHANAMTHITTA, TENDER REF NO: ERO/ESTT/2025-26/06”** addressed to :

“Dy.General Manager,
The New India Assurance Co.Lt.d.;
Ernakulam Regional Office,
Kandamkolathy Towers, M.G. Road,
Opp-Maharaj's College Ground,
Kochi-682011, Dist.Ernakulam”

The last date for receipt of offers is on or before 10/10/2025. The tender documents can be collected from the office (address mentioned above) or from our Adoor BO (762101) office at following address: K G BUILDING,SOUTH OF CENTRAL JUNCTION, M C ROAD, ADOOR, 691523, between 10.00 a.m. to 1.30 p.m. and 2.00 pm to 5.45 p.m. from Monday to Friday excluding Saturday and Sunday and any other holiday.

No brokerage is allowed. The Company reserves the right to reject or cancel all or any of the offers in full or in part without assigning any reason thereof.


REGIONAL MANAGER



Offer-letter

To
The Deputy General Manager
The New India Assurance Co. Ltd.,
Ernakulam Regional Office-760000
Kandamkulathy Towers,
Ernakulam-682011

Ref – Your advertisement dated _____ in _____ newspaper / Company's website with regard to lease of premises _____ I / 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, (if applicable in case of lift/Security etc) Rs. _____ 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 (3 OR 5 YEARS)
- 8) RENEWAL : ON MUTUALLY AGREED RENTAL RATE ON EXPIRY OF CURRENT LEASE
- 9) SECURITY DEPOSIT/ADVANCE, IF ANY:-
- 10) 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.

Date:

Signature

Place:

(Owner/Authorized Representative)

Address: