



Tender Ref no. - NIA/DDNRO/ESTATE/ALMORA/DEC2025

Offline offers in the form of PRICE BIDS are invited from the interested parties to hire commercial space on lease rent with the following general terms and conditions, located at Almora (Uttarakhand) having easy access to the customers.

Basic requirements of the preferred premise:

Carpet Area: 200 to 250 sq.ft. on a single floor excluding mezzanine floor, Carpet area as defined by IS: 3861 of 2002.

Premise should be located on the main road, preferably on Ground floor or 1st floor. Electricity 3-phase connection with independent meter, adequate water supply & separate Toilet facility.

Bidding GENERAL TERMS AND CONDITIONS

1. The terms and conditions shall form a part of the lease agreement to be executed with the successful bidder.
2. The offer should remain valid at least for a period of 3 months, to be reckoned from the date of receipt of the same.
3. Company reserves the right to accept or reject any or all the bidders, without assigning any reason.
4. The successful bidder shall be required to enter into the "Standard Lease Agreement" for the entire lease term and the same has to be registered with the Govt. Authorities within 30 days from the date of possession of the premise.
5. The entire lease term shall not be less than 6 years with customary automatic escalation in rent after 3 years OR shall not be less than 10 years with customary automatic escalation in rent after 5 years.
6. Negotiations on continuation of the lease for any further period beyond the entire term covered by the registered agreement, shall be completed 3 months in advance.
7. The bids can be submitted in person, courier or by post on or before 07.01.2026 till 5pm at the following address:
THE NEW INDIA ASSURANCE CO. LTD., Dehradun Regional Office (340000), Estate Dept., 430, 2nd Floor, Above SBI, Saharanpur Road, Niranjapur, Dehradun-248171, Uttarakhand
8. Monthly rent will be credited through NEFT/ECS.
9. Relevant documents to be attached by the bidder –
 - I. Ownership proof of the premises
 - II. Municipal Tax/Property Tax bill
 - III. GST certificate (if applicable)
 - IV. Fire safety certificate issued by Competent Authority
 - V. Layout plan of the premises
10. Offers for more than ONE premises owned by the same bidder are to be submitted in the same BID as additional item and no separate bids are to be submitted.
11. Offers are to be given only on "Carpet Area" as defined as per IS:3861 of 2002.





12. The offered space should be located on a single floor excluding mezzanine floor.
 - (a) It should not be located at the basement of the building.
 - (b) It should not be located on 2nd or any upper floors.
 - (c) The offered premise should be in already state of possession.
 - (d) Any offers submitted for the premise located in partly constructed/ under construction/ proposed building/ proposed floor on the existing building shall disqualify the concerned bidder.
 - (e) The offered premise should have separate toilet block (this area not to be included in carpet area of office).
 - (f) The approach road to the offered premise should be minimum 20 feet wide.
 - (g) Premise having glass façade should give specific details of ventilation arrangement.
 - (h) The offered premise should have approval granted by the concerned Municipal Authority/ Town Planning Authority for commercial use and the owner should possess occupancy certificate granted by the concerned authorities.
 - (i) Successful bidder shall undertake timely repairs and maintenance of the premise as well as coloring/ white-wash of the premise once in 3 years, at his own cost.
 - (j) Timely up-keep and maintenance of the common area/passages to be arranged by the landlord.
13. Reimbursement of " GST on Rent" quoted in "Price Bid" over and above the rent, the bidder has to provide "Certificate of Registration" by owner of the premise with concerned Tax Authority for renting out immovable properties.
14. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
15. Registration charges to be shared equally on 50:50 basis
16. (a) Brokerage, Commission, Security deposit, rent advance shall not be paid.
(b) Security deposit can be considered only if any extra facilities (24 x 7 security; un-interrupted power supply; centralized air conditioner; plug & play; etc.) are provided without clamming any extra charges and demand for Security Deposit is clearly defined in the Bid.
17. Income tax and other statutory clearance shall be obtained by the bidders at their own cost, as and when required.
18. There should not be any deviation in terms and conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the bid document, the bidder is required to attach a separate sheet marking "List of deviation".
19. Canvassing in any form will disqualify the bidding.
20. The short-listed bidders will be informed by the Company for arranging site inspection of the offered premises very soon.

Name of the bidder:

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

Date:

Place:

न्यू इंडिया एश्योरंस कंपनी लिमिटेड
(भारत सरकार का उपक्रम)
क्षेत्रीय कार्यालय- 340000
430- द्वितीय तल, निरंजनपुर, सहारनपुर रोड
देहरादून- 248001
दूरभाष: 0135-2528431/429



The New India Assurance Co. Ltd.
(Govt. of India Undertaking)
Regional Office- 340000
430- IInd Floor, Niranjapur, Saharanpur Road
Dehradun- 248001
Tel : 0135-2528431/429

PRICE BID

Tender Ref no. - NIA/DDNRO/ESTATE/ALMORA/DEC2025

To,
The New India Assurance Co. Ltd.
Dehradun Regional Office
430, 2nd Floor, Above SBI,
Saharanpur Road, Niranjapur,
Dehradun-248171, Uttarakhand

Ref: Your advertisement dated _____ in Company's website <https://www.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. 11 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. 11 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, <u>if it is to be borne by the Company</u> 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, <u>if it is to be borne by the Company</u> apportionment on monthly basis	Rs.
8	Charges per month for 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 to be borne by the Company as deviations from the standard terms and conditions:	Rs.

पंजीकृत एवं प्रधान कार्यालय: न्यू इंडिया एश्योरेंस बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई- 400 001
Regd. & Head Office: New India Assurance Building, 87, M. G. Road, Fort, Mumbai- 400 001
CIN No. L6600MH1919GOI000526

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दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड
(भारत सरकार का उपक्रम)
क्षेत्रीय कार्यालय- 340000
430- द्वितीय तल, निरंजनपुर, सहारनपुर रोड
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		Rs.
10	Total of 5 to 9 above	
11	Security Deposit if applicable as defined at Item No.16 (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.5 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 (yes/No)	
15	All taxes, surcharges / cess, etc. to be borne by the lessor	
16	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:	

Declaration

1. 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.
2. It is my/our duty to pay the statutory liabilities/dues as mentioned above to the appropriate authority, within the due date and the Company shall have no responsibility other than payment of the rent, as mentioned above.

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Signature of owner:

Name of owner:

Date:

Place:

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