राजभाषा हिन्दी देश की एकता का प्रतीक

दि न्यू इण्डिया एश्योरंस कं. लि.
हैदराबाद क्षेत्रीय कार्यालय
न्यू इंडिया भवन , प्लॉट न1, 2 & 3
हब्सीगुडा, आई पी – उप्पल
हैदराबाद -500007

THE NEW INDIA ASSURANCE CO.LTD.
HYDERABAD REGIONAL OFFICE
NEW INDIA BHAVAN PLOT NO 1, 2 & 3
HABSIGUDA,IP - UPPAL
HYDERABAD - 500007

CIN No: L66000 MH1919 GOI 000526

TENDER NOTICE

COMMERCIAL SPACE REQUIRED FOR MEERPET SMALL BUSINESS OFFICE ON LEASE

Tender Ref No: 18072025/EST&ESTB/SBO/SEARCHSELECT/612808

The New India Assurance Co. Ltd, Hyderabad Regional office is inviting sealed tenders for acquiring commercial space on lease for Meerpet Small Business Office 612808 for approximately 400 sq.ft. carpet area in the locality of Meerpet, RCI Road preferably 1 St. Floor situated on a wide road in clean surrounding and with 24 hrs drinking water supply and 3 phase electricity connection with separate meter, in a ready state of possession with car & 2-Wheelers parking facilities preferably.

The interested legitimate owners of premises having clear titles may submit their tender form duly filled in sealed envelopes. Each bid should be put in separate envelope and superscribed as Technical Bid and Financial Bid and both the envelopes to be kept in sealed cover duly superscribed as "Tender for Lease of Office Space for Meerpet Small Business Office". The tender should be submitted on or before 3:00 PM, 24th July 2025 at below address.

The New India Assurance Co. Ltd.,
Hyderabad Regional Office,
NewIndia Bhavan, plot no 1,2&3,
Genpact Road, Habsiguda,
IP-Uppal, Hyderabad-500 007

The technical bids shall be opened on the same day at 16:00 hrs. The financial bids will be opened only of those bidders who qualify in technical bid and site inspection. Short listed parties will be informed by the Company for arranging Site inspection of the offered premises.
The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

C. Chelumpuri 18/7/2025

REGIONAL MANAGER

610000 Hyderabad Regional Office The New India Assurance Co. Ltd.

HYDERABAD REGIONAL OFFICE 610000

Date: 18-07-2025

Annexure 'A' 1

TECHNICAL BID

Tender Reference No.-_____

Terms and conditions for Rent / Lease / Purchase of Office premises at.....

TERMS & CONDITIONS

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

4. 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 :- (Address of the office, where tenders are to be accepted is to be given).

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

6. Rent after execution of deed shall be paid to the landlord by Account payee cheques only and no brokerage shall be paid to any broker.

7. Income tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.

8. The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.

9. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, 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".

10. 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(specify location)'.

11. 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 ——————————————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.

12. Canvassing in any form will disqualify the tenderer.

13. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

TECHNICAL BID

Annexure 'A' 1(Contd.)

To,

The New India Assurance Co. Ltd.

Ref - Your advertisement in -_____ newspaper / Company's website on _____ for requirement of premises at _____ on Rent / Lease / Purchase.Tender Reference no.

1. Details of Builder / Owner:-

i. Name : _____

ii. Address & Phone no. : _____

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 the 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 :

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**

vi) 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 Lightening Device/ Lightening 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**

iv) 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 to 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].

★★★★★

Annexure 'A' 3

FINANCIAL BID FOR LEASE / RENTAL

Tender Reference No.

To,

The New India Assurance Co. Ltd.,

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 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:

★★★★★