



**दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड**

(भारत सरकार का उपक्रम)

**THE NEW INDIA ASSURANCE COMPANY LTD**

(Govt. of India Undertaking)

चेन्नै क्षेत्रीय कार्यालय - 710000, देवा टावरस, III फ्लोर, अन्ना सलाई, चेन्नै - 600 002.

**Chennai Regional Office** - 710000, 770-A, "Dewa Towers", III Floor,  
Anna Salai, Chennai - 600 002.

CIN No. : L66000MH191900000526



Phone : 044-23456701 (10 Lines)  
Email : nia.710000@newindia.co.in  
Web : www.newindia.co.in

01.11.2023

## NOTICE INVITING TENDER

**CHNRO: E&E: IMA:2023-24**

**Tender No:713400/LEASE/09/2023-24**

**Re: COMMERCIAL SPACE ON LEASE/ RENTAL BASIS AT KOLATHUR**

Sealed offers (Technical & Financial) are invited for acquiring on lease / rental commercial space of nearly 1100 sq.ft -1500 Sq.ft carpet area (subject to actual measurement as per IS 3861 of 2002) (Excluding staircase and common area) in a commercial locality at Kolathur .

The Premises should have 24 Hours water supply and 3 phase electricity connection in a ready to use state of possession preferably with car and two wheeler parking facility. Interested parties may submit their offers in two separate sealed envelopes mentioning 'TECHNICAL BID' and 'FINANCIAL BID' and thereafter both these envelopes are to be placed in a third envelope sealed and super subscribed as **"Offer of Premises for Kolathur Operating Office 713400"** and addressed to

**The Regional Manager  
Estates & Establishment Dept.  
The New India Assurance Co. Ltd.  
Regional Office  
Dewa Towers  
770-A, Anna Salai, III Floor,  
Chennai 600 002.**

**The last date for submission of the tender is 16/11/2023, 5 PM at the above mentioned address.**

The Tender documents can be collected from the above mentioned office on all days between 10 AM to 1:30 PM and 2:00 PM to 5:30 PM from Monday to Friday excluding Saturday & Sunday and any other Holiday.

The Tender forms can also be downloaded from the Company website <http://newindia.co.in>.

The sealed tender should be submitted by the tenderers by RPAD/ Speed post/ recorded / hand delivery/ Courier so as to reach the above address on or before the prescribed last date and time.

Any Tender received after the last date and time specified above will be rejected.

After the technical Bids are opened and evaluated, a list of short listed tenderers will be prepared. The short listed tenderers will be contacted for inspection of the premises.

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

Canvassing in any form will disqualify the Tender / Offer.

***Tenders / Offers from brokers will not be entertained. The tender will be opened for Technical Bid on 17/11/2023 at 4:PM in the following address***

The New India Assurance Co. Ltd.  
Regional Office  
Dewa Towers  
770-A, Anna Salai, III Floor,  
Chennai 600 002.

After opening the Technical bid, the qualified bidders will be intimated of the date of inspection of premises



REGIONAL MANAGER  
ESTATE AND ESTABLISHMENT DEPARTMENT  
CHENNAI REGIONAL OFFICE.



# TECHNICAL BID

**Tender Reference NO:713400/LEASE/09/2023-24**

Terms & Conditions for Rent / Lease / Purchase of Office Premises at Kolathur

## **TERMS & CONDITIONS**

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- 1 The terms & Conditions are forming 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 The 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 the TECHNICAL BID & FINANCIAL BID duly filled in with the relevant documents / information at the following address:  
  

**The Regional Manager  
Estates & Establishment Dept.  
The New India Assurance Co. Ltd.  
Regional Office  
Dewa Towers  
770-A, Anna Salai, III Floor,  
Chennai 600 002.**
- 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 land lord by way of ELECTRONIC TRANSFER 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 six months to be reckoned from the date of advertisement.
- 9 There should not be any deviation in terms & 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 & 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 **"Offer of Premises for Kolathur Operating Office 713400"**

11 Separate tender form is to be submitted for each proposal /location. No Xerox copies will be entertained. The Technical Bid Will be opened at

**The New India Assurance Co. Ltd.**  
**Regional Office**  
**Dewa Towers**  
**770-A, Anna Salai, III Floor,**  
**Chennai 600 002.**

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

The New India Assurance Company Limited

Ref: Your Advertisement in \_\_\_\_\_ Newspaper / Company Website on \_\_\_\_\_ for requirement of premises at Kolathur on Rent / Lease / Purchase. Tender Reference No \_\_\_\_\_

**1 Details of Builder / owner :**

I	Name
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II Address &amp; 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 enclosed

c whether the premises occupied 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 the competent Authority)

A) Commercial

## B) Residential & Commercial

C) Shopping Centre

- iii No. 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 areas as included for the purpose of  
Computing super built up area :
  - b) Details of parking facilities available :
  - c) Whether cross ventilation is available :
- vii
  - a) Year of 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 :
- ix Period of lease offered :

#### 4 Details of Land / Site

- i)Tenure of the Land
  - a) Free hold :
  - b) Lease Hold
    - a) If lease hold give residual period of  
lease & name of the title holder :
    - b)Annual lease rent and amount :

ii) Size and 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 building enclosed : YES / NO

## 5 Details of the locality

i) Address 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 inundation / Floods etc. : YES / NO

iv) Locality's to the following places in KMS:

a) Railway Station :

b) Market / Supermarket :

c) Hospital :

d) Bank :

e) Bus stand :

## 6

**b) Premise offered**

i) Boundary of the property :

a) North: b) East

b) South

## 7 Amenities Provided

i) Provision for no. of toilets :

ii) a) No. of phases of electric connection : SINGLE / TWO / THREE

b) Standards of earthing arrangements :

iii) Facilities for 24 hours water supply : YES / NO

iv) Safety and Security arrangements : 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 / Motorcycle parking space : Number of Vehicles -

iii) Lift and their numbers :

iv) Generator for emergency : YES / NO

iv) Anti lightning device / lightning arrester : YES / NO

vi) Security arrangements : YES / NO

vii) Proper sanitary / sewerage system : YES / NO

**9 Details of Plan / Blue prints / Sanctioned plans**

- i) Whether the plan of the property is sanctioned by Competent Authority : YES / NO
- ii) If sanctioned, please enclose copy of approved land / site plan : ATTACHED / NOT ATTACHED
- iii) Whether occupancy / completion certificate obtained : YES / NO

**10 Provisions 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 of certificates : ATTACHED / NOT ATTACHED

**11 List of Annexures**

**Signature**

**(Owner / Authorised Representative)**

**PLACE:**

**DATE:**

**PS: ALL PAGES SHOULD BE SIGNED**

**(Tenderers are advised in their own 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)**

# FINANCIAL BID FOR LEASE / RENTAL

**TENDER REFERENCE NUMBER:713400/LEASE/09/2023-24**

**TO**

**THE NEW INDIA ASSURANCE COMPANY LIMITED**

REF: Your Advertisement dated \_\_\_\_\_ in \_\_\_\_\_ Newspaper / Company's website with regard to lease Premises

I /We offer you the premises described below on lease basis as under

1. ADDRESS OF THE PREMISES OFFERED :
2. CARPET AREAS OF THE PREMISES OFFERED :
3. MONTHLY RENTALS IN RUPEES PER SQ.FT. PER MONTH ON CARPET AREA :
4. MAINTENANCE CAHRGES PER SQ.FT. PER MONTH ON CARPET AREA :
5. ANY OTHER TAXES/ CESS / CHARGES :
6. TOTAL OF 3,4& 5 (RENT) :
7. PERIOD OF LEASE ( MINIMUM NINE YEARS WITH RENEWAL ON EVERY THREE YEARS OR TEN YEARS WITH RENEWAL ON EXPIRY OF FIVE YEARS) :
8. PERIODICAL ENHANCEMENT IN % ( AFTER THREE OR FIVE YEARS AS APPLICABLE) :
9. REGISTRATION CAHRGES 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 land lord, municipal taxes,/ rates / surcharges and cess etc.

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

**SIGNATURE**

**(Owner / Authorised Representative)**

**DATE:**

**PLACE:**