



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
(भारत सरकार का एक उपक्रम)  
**THE NEW INDIA ASSURANCE COMPANY LIMITED**  
( A Govt. of India Undertaking )  
CIN No. : L66000MH1919GOI000526



कोलकाता क्षेत्रीय कार्यालय - 510000  
प्रथम तल, 4, मैंगो लेन, कोलकाता - 700 001  
Kolkata Regional Office - 510000  
1st Floor, 4, Mangoe Lane, Kolkata - 700 001

दूरभाष / Phone : 2248 0445 / 46 / 48, 2248 7720  
फैक्स / Fax : 033 2248 7781  
वेब / Web : www.newindia.co.in  
ई-मेल / e-mail : nia.510000@newindia.co.in

18<sup>th</sup> March, 2024

**NOTICE INVITING TENDER**

Ref. No. KRO/ESTATE & ESTABLISHMENT/2024

Tender No: 513000/L/01/2023-24

**Re : Commercial Space on Lease for minimum 09 (nine) years on monthly rental basis for our Malda Operating Office (Business office/ Divisional Office/ CCH) at Malda, West Bengal on Search & Select Basis.**

Sealed offers are invited for acquiring on lease (at least for 09 years on renewal basis at 03 years interval) commercial space of nearly 900 sq.ft. carpet area (excluding common area facilities, amenities etc.) in a commercial locality (preferably in the close vicinity of present 'Divisional Office/ Operating office' of Malda D.O. (513000) and should be in a commercially viable and easily accessible area to customers.

**Address of the present Divisional/ Operating Office :-  
THE NEW INDIA ASSURANCE CO. LTD.  
MALDA DIVISIONAL OFFICE/ OPERATING OFFICE (513000)  
21/22, RABINDRA AVENUE, MALDA,  
WEST BENGAL, PIN – 732101**

The premises should have 24 hours water supply and 3 phase electricity connection in a ready state of possession preferred. Interested parties may apply with all documents such as :- (a) copy of title deed, (b) latest municipal tax receipt, (c) lay out plan (d) no encumbrance certificate etc. in an envelope and super subscribed as "Offer of Premises for 'Malda Divisional/ Operating Office (513000) & addressed to :

**The Manager,  
Estate & Establishment Dept.  
The New India Assurance Co. Ltd., Kolkata Regional Office  
4, Mangoe Lane, 1<sup>st</sup> floor, Kolkata – 700001**

The last date for submission of the tender is 26/03/2024 at 4:30 p.m. at the above mentioned address.

The Tender documents can be collected from the above mentioned office on all days between 10:00 a.m. to 1:30 p.m. and 2:00 p.m. to 5:30 p.m. 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 Company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

  
MANAGER

Estate and Establishment Department  
Kolkata Regional Office

## OFFER LETTER FOR LEASE/RENTAL

TENDER REFERENCE NUMBER: 513000/L/01/2023-24

**TO THE NEW INDIA ASSURANCE COMPANY LIMITED  
KOLKATA REGIONAL OFFICE (510000)**

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 3 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

3. 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.
4. 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 :**