



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड THE NEW INDIA ASSURANCE COMPANY LTD.

GST No. 27AAACN4165C3ZP / IRDA Registration No.: 190 / CIN No. L66000MH1919GQI000526

मुंबई क्षेत्रीय कार्यालय - 5 (170000) / Mumbai Regional Office : V (170000)

विंध्या कमर्शियल कॉम्प्लेक्स, दुसरी मंजिल, विंध्या Commercial Complex, 2nd Floor,

सेक्टर 11, सी. बी. डी. बेलार, नवी मुंबई - 400 614. Sector 11, C.B.D., Belapur, Navi Mumbai - 400 614.

दूरध्वनी / Phone : 2757 0270/

ईमेल /Email : Email : nia170000@newindia.co.in - वेबसाईट / Website : www.newindia.co.in

Commercial Space required for Panvel Operating office on Lease basis at Panvel City

Tender Ref No: 02/IMRO V/EST&ESTAB/25-26

Date: 19/01/2026

Offers in the form of Two BID tendering are invited from interested parties for commercial office premises on lease rent with the following general terms and conditions, located preferably on single floor in a building approved by the Panvel Municipal authority for commercial use and having easy access to the general public including person with disabilities

The details of amenities required are as follows

Preferred Location	Panvel City
Carpet area	Approx. 1000 Sq. Ft.
Parking Facility	2 Four wheeler & 4 two wheeler
Electricity connection	3 phase connection with adequate approved land, independent meter
Building Age	Not more than 10 Year old
Other facilities	Washroom for gents & ladies, adequate water supply, provision for Air conditioning, pantry & provision for Company Signboard & Banner

(Intermediary, Brokers & Agents shall not be entertained)

Interested parties may submit their offer in sealed envelopes mentioning technical bid and financial bid placed in an sealed envelope superscript as "Offer for commercial premises for Panvel Divisional office (171000) at Panvel" addressed to

Handwritten signature

" We Insure - To Ensure Your Peace of Mind "

पंजीकृत एवं प्रधान कार्यालय : न्यू इंडिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Building, 87, M. G. Road, Fort, Mumbai - 400 001.

"Regional In-charge"

The New India Assurance Co. Ltd.
Mumbai Regional Office V,
2nd floor, Vindhya Commercial Complex, Sector 11,
CBD Belapur, Navi Mumbai - 400614

Along with the copies of duly approved plan, title deed, layout of the building, Fire NOC, BU permission and other relevant documents at the mentioned address by ~~16~~10/02/2026 upto 5.45 PM.

For complete details terms and conditions, please log on to the tender section of our website www.newindia.co.in the detailed documents can be downloaded from our website. All updates, corrigendum, addendum etc. will be published on our website only.
The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof

Sreedharan
20/1/26

Shashikala Sreedharan
Deputy General Manager
Mumbai Regional Office V
19.01.2026

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**THE NEW INDIA ASSURANCE CO. LTD.
MUMBAI R.O. - V (1700000)**

Tender Ref No: 02/MRO V/EST&ESTAB/25-26

General Terms & Conditions

1. The terms and conditions shall form a part of the lease agreement to be executed with the successful/selected bidder.
2. Tender documents received by the company after the due date and time given shall be rejected
3. 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:
The offers have to be submitted at "The New India Assurance Co. Ltd., Mumbai Regional Office 5, 2nd floor, Vindhya Commercial complex, CBD Belapur, Navi Mumbai - 400614" by the owner of the premises or duly authorized entry.
4. 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. The company reserves the right to reject the incomplete tenders.
5. The terms and conditions are forming part of the tender to be submitted by the offerer to the company.
6. Company reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
7. The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.
8. The successful bidder shall be required to enter into "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 on the premises.
9. Rent after execution of deed shall be paid to the landlord by account payee cheques/NEFT/ECS only and no brokerage shall be paid to any broker.
10. Income tax and other statutory clearances shall be obtained by the vendors at their own cost as and when required.

Handwritten signature



11. 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".
12. The tenderer shall submit tender documents in separate sealed envelopes mentioning 'Technical Bid' and 'Financial Bid' and enclose both in one envelope super scribed as "Tender for commercial office premises at Panvel.
13. The offers are to be given only on carpet area as defined as per IS : 3861 of 2002
14. The offer for more than One premises owned by the same bidder are to be submitted in the same BID as additional items & no separate bids to be submitted.
15. The offered space should be located on a single floor excluding mezzanine floor
- It should not be located in the basement of the building
 - It should not be located on the 3rd or any upper floor, if adequate lift facility is not available
 - The offered premises should be in ready possession
 - Any offer submitted for the premises located in partly constructed/under construction/ proposed building/proposed floor on the existing building shall disqualify the concerned tender.
 - The offered premises should have separate toilet blocks for Gents & Ladies.
 - The approach road to the offered premises should be minimum 25 feet wide.
 - Details of 4 wheeler & 2 wheeler parking facilities should be provided.
 - Premises having glass facades should give specific details of ventilation arrangement
 - The offered premises should have approval granted by the concerned Municipal authority/Town planning authority for commercial purpose and the owner possess the occupancy certificate granted by the concerned authority
 - Successful bidder shall undertake timely minor repairs & maintenance as well as colouring/whitewash of the premises once in 5 years at his own cost.
 - Timely upkeep and maintenance of the common area/passage to be arranged by the landlord.

AS - [Signature]
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TECHNICAL BID

Tender Ref No: 02/MRO V/EST&ESTAB/25-26

Date: 19/01/2026

To

The New India Assurance Co. Ltd.

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

Sr. No.	Particulars	Details Provided by Bidder
1.	Details of Builder/Owner: Name - 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:	



	<p>II. Usage of property (As approved by Competent Authority):</p> <ol style="list-style-type: none"> Commercial Residential & Commercial Shopping Centre <p>III. No. of floors in the building</p> <p>IV. At which floor the premises is offered (Preferably the offered premises should be on a single floor)</p>	
	<p>V. Area of premises offered :</p> <ol style="list-style-type: none"> Super Built – up Area: Built- up Area: Carpet Area: <p>VI.</p> <ol style="list-style-type: none"> List of common areas as included for the purpose of computing Super Built-up Area: Details of the parking facilities available Whether cross ventilation is available <p>VII.</p> <ol style="list-style-type: none"> Year of the Construction of the Building : Estimated life span of the building : <p>VIII. Specification of the construction / material used :</p> <ol style="list-style-type: none"> Class of Construction Type of construction <ol style="list-style-type: none"> RCC framed structure: Load bearing walls: Any other. Clear height from floor to ceiling (in ft.) Earth quake resistance level of construction : 	<p>Sq. Ft. Sq. Ft. Sq. Ft.</p>
4.	<p>Period of lease offered:</p>	



<p>Details of land/ site:-</p> <p>I. Tenure of the land</p> <p>a. Free hold;</p> <p>b. Leasehold:</p> <p> I. If leasehold give residual Period of lease & name of title holders);</p> <p> II. Annual lease rent & amount:</p> <p>II. Size/ Dimension of the plot in ft.</p> <p>a. Frontage:</p> <p>b. Depth:</p> <p>c. Other sides:</p> <p>III. Area of the plot</p> <p>a. Covered area:</p> <p>b. Open area:</p> <p>IV. Whether the building has underground / overhead water storage tank</p> <p>V. Any established easements regarding right of way/ passage for mains of water/ electric:</p> <p>VI. Does the site or portion fall within railway/ National Highway/ underground cable/Metro traverse site:</p> <p>VII. Layout of the building enclosed :</p>	<p>Sq. Ft.</p> <p>Sq. Ft.</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>
<p>5. Details of the locality:</p> <p>I. Address and locality in which the property is situated :</p> <p>II. Character/ Type of locality:</p> <p>a. Residential</p> <p>b. Commercial</p> <p>c. Shopping complex</p>	<p>a / b / c / d / e</p>



	<p>d. Industrial e. Slum</p> <p>III. Whether the locality is prone to hazards like inundation / flood, etc:</p> <p>IV. Locality's proximity to the following place in kms</p> <p>a) Railway station : b) Market/ supermarket : c) Hospital : d) Bank : e) Bus stand :</p>	YES/NO
6.	<p>a. Details of boundary and adjacent buildings:</p> <p>b. Premises Offered I. Boundary of the Property</p>	<p>a) North : c) South :</p> <p>b) East : d) West :</p>
7.	<p>Amenities Provided</p> <p>I. Provision for no. of toilets</p> <p>II. a) No of phases of electricity connection b) Standards of earthing arrangement</p> <p>III. Facilities for 24 hours water supply</p> <p>IV. Safety and Security arrangement</p> <p>V. Fire Exit</p> <p>VI. Availability of space on roof of the building for installation of V-SAT:</p>	<p>(Single / Two / Three Phase)</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>
8.	<p>Common Facilities Provided :</p> <p>I. Car parking space: (Number of Vehicles):</p>	



	certificates	
11.	List of annexures :	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10

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].



PRICE BID

Tender Ref No: 02/MRO V/EST&ESTAB/25-26

Date: 19/01/2026

To

The New India Assurance Co. Ltd.

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

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.	ANY OTHER TAXES/ CESS/ CHARGES	Property tax to be borne by owner
5.	DEPOSIT	
6.	PERIOD OF LEASE (MINIMUM 9 YEARS WITH RENEWAL OF EVERY 3 YEARS OR 10 YEARS WITH RENEWAL ON EXPIRY OF 5 YEARS)	
7.	PERIODICAL ENHANCEMENT IN % (AFTER EVERY 3 OR 5 YEARS AS APPLICABLE)	
8.	REGISTRATION CHARGES TO BE BORNE EQUALLY ON 50:50 BASIS	

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:

