



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

The New India Assurance Company Limited

(A Government of India Undertaking)

क्षेत्रीय कार्यालय, द्वितीय तल, एल आई सी इन्वेस्टमेंट बिल्डिंग, पंडरी, रायपुर (छ.ग) - 492004

Regional Office, 2nd Floor, LIC Investment Building, Pandri, Raipur, CG-492004

CIN No. L66000MH1919GOI000526

Tel.No.0771-2582390, 2583812

Website: www.newindia.co.in



RPR RO/E&E/JAGDALPUR MBO/461000/SHIFTING/SEARCH & SELECT/2025-26

DATE: 03.07.2025

OFFER FOR PREMISES

Offers are invited from interested parties to hire commercial space on lease rent basis located preferably on the Ground Floor / First Floor of the Commercial building having easy access to the customers for Jagdalpur Medium Business Office on "SEARCH & SELECT BASIS".

Basic requirements of the preferred premises are as follows:

Sl. No.	Particulars	Requirements
1	Carpet Area	1000-1500 Sq.ft on a single floor excluding mezzanine floor
2	Location of Premises	Preferably on Ground floor / First floor
3	Vehicle Parking Facility	Four Wheeler 2 nos. and Two Wheeler Min. 10
4	Electricity Connection	Three Phase connection with independent meter
5	Water Supply	Adequate uninterrupted continuous water supply
6	Toilet Facility	Two nos.(one for gents & other for ladies) should be available.

Interested parties are requested to submit proposals/offers as per format uploaded in Company's Website www.newindia.co.in & send us in sealed envelope along with the details of the premises to the below mentioned address:

To,

The Establishment Department,
The New India Assurance Co. Ltd.
Regional Office, Raipur
2nd floor, LIC Investment Building,
Jeevan Bima Marg, Pandri,
Raipur (C.G).

OR

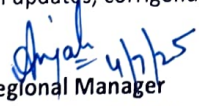
The Business Manager,
The New India Assurance Co. Ltd.
Jagdalpur Medium Business Office,
Akashwani Road, 1st Floor M.M Tower,
Jagdalpur (Bastar), C.G 494001

Offers can be submitted on or before 15.07.2025 up to 05:00 PM at the above address. Offers submitted after the stipulated date & time will not be entertained.

The shortlisted parties will be informed by the company for arranging site inspection of the offered premises very soon after the last date of submission of offers.

The New India Assurance Company does not bind itself to accept any or all the bids and reserves the right to reject any or all the bids without assigning any reason.

All updates, corrigendum, addendum etc. will be published on www.newindia.co.in only.


Regional Manager
Raipur RO (460000)

पंजीकृत एवं प्रधान कार्यालय : न्यू इंडिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई -400001
Regd. & Head Office: New India Assurance Building, 87, Mahatma Gandhi Rd., Fort, Mumbai-400001

सि.आई.एन क्रमांक /CIN No. L66000MH1919GOI000526

फोन / Phone: 022-22874817, 22874822, फैक्स / Fax: 022-22822355

Interested parties may visit our Company's website <http://newindia.co.in> to download Terms and conditions of the tender. However, the Technical Bid as well as Price Bid bids are to be submitted offline.

Tendering 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. No any item of the tender document to be left blank
3. The offer should remain valid at least for a period of 3 months, to be reckoned from the date of advertisement
4. Company reserves the right to accept or reject any or all the tenders, without assigning any reason.
5. 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.
6. 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.
7. 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.
8. (a) Earnest Money of **Rs.5,000/-** payable by way of Demand Draft/ Pay Order/ Net Banking in favor of
THE NEW INDIA ASSURANCE COMPANY LTD, payable at Raipur.
(b) EMD Demand Draft/ Pay Order should reach our office on or before **15.07.2025**
(c) EMD can be paid through net banking Account Number **914020024099426**

BANK	AXIS BANK
Branch	PANDRI
IFSC code number	UTIB0000139

(d) EMD shall be refunded to un-successful bidders within 15 days from the opening of the price bid. (e) EMD of the successful bidder shall be refunded/ adjusted against lease rent due only after execution and registration of the standard lease agreement and shall be forfeited in case of back out by the bidder after selection to hand over possession of the premise OR failure to execute and register the standard lease agreement.
9. Bank Account details given in the Technical Bid shall be used to credit the monthly rent on specific date through net banking/ ECS. Subsequent changes therein shall not be permitted.
10. Relevant documents to confirm ownership of the bidder are to be submitted by the bidder in the Technical Bid.
11. 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.
12. More than one tender for the same premise shall disqualify all the concerned tenders.
13. The offers are to be submitted OFFLINE by the owner of the premise or duly authorized entity on his behalf within stipulated date and time and any modification therein after the last date shall not be permitted.
14. Offers are to be given only on „Carpet Area“ as defined as per IS:3861 of 2002. 15. 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 OR even on ground floor (b) It should not be located on 3rd or any upper floors, if adequate lift facility is not available. (c) The offered premise should be in a ready 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 tender.
 - (e) The offered premise should have separate toilet blocks for gents and ladies.
 - (f) The approach road to the offered premise should be minimum 25 feet wide.
 - (g) Clear details of 2 wheelers and 4 wheelers parking facility to be provided.
 - (h) Premise having glass façade should give specific details of ventilation arrangement. (i) 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.
 - (j) 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.
 - (k) Timely up-keep and maintenance of the common area/ passages to be arranged by the landlord. 16. Reimbursement of „Service Tax on Rent“ quoted in „Price Bid“ over and above the rent, the bidder has to upload „Certificate of Registration“ by owner of the premise with Service Tax Authority for renting out immovable properties.
17. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
18. (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 Price Bid.

19. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
20. 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 conditions, 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".
21. Canvassing in any form will disqualify the tenderer.
22. The short-listed vendors will be informed by the Company for arranging site inspection of the offered premises very soon after opening of the Technical Bids.

Name of the bidder:

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

Date:

Place:

TECHNICAL BID

TENDER REFERENCE NUMBER: _____

To,
The New India Assurance Co. Ltd.

Ref: Your advertisement dated _____ in _____ newspaper / Company's website <http://newindia.co.in> on _____ (Date) with Tender Reference Number: _____ for requirement of commercial space at _____ (Location) on lease rent.

1. Details of Builder / Owner :

- i. Name : _____
- ii. Address : _____
- iii. Contact Phone Number : Land-line number : _____
Mobile Number : _____
e-mail : _____
- iv. Bank Account details of the owner of the premise:
Name and style of the Bank account : _____
Type of Account (Current Account/ Saving Account/Any other): _____
Account Number : _____
Name of the Bank : _____
Branch : _____
IFSC code : _____
- v. Whether owner of the premise has registered with
Service Tax Authorities for renting out immovable properties? **YES / NO (If 'Yes' a copy of the Certificate of Registration to be enclosed)**

2. Marketability of Title Deeds of the Vendor:

(latest title search & non-encumbrance report to be submitted)

- a) Solicitor's / Advocate's name and address: _____
- b) Detailed report of the Solicitor / Advocate,
for Marketability of titles is to be enclosed. **Enclosed / Not enclosed**
- c) Whether the premises offered is free from
litigations / encumbrance? **YES / NO**

3. Details of the property offered :

- i. Full address of the property offered : _____ (shop Number/ Gali Number/
House Number)
_____ (Name of the building/ land mark/
lane/ street/ road)
_____ (specific location/ area/town/ Dist/
Pin code)

Property Identification code as per Municipal Tax Bill : _____

- ii. Usage of property (As approved by the Competent Authority) **a. Commercial**
b. Residential & Commercial
c. Shopping Centre
- iii. Total number of floors in the building : _____
- iv. At which floor the premises are offered : _____ (Preferably the offered premises should be on a single floor, other than basement & ground floor)
- v. Area of premises offered:
a. Super Built-up Area : _____ Sq. Ft.
b. Built-up Area : _____ Sq. Ft.
c. **Carpet Area (as per IS:3861 of 2002)** : _____ Sq. Ft.
- vi. [a] List of common area, as included for **Attach a list with details** the purpose of computing Super Built-up Area
[b] Details of parking facilities available : _____ **4 Wheelers** _____ **2 wheelers**
[c] Earmarked and dedicated parking OR first come first served : _____
[d] Details with regard to ventilation for the offered premise : _____

	Numbers	Size	Material used	Outside opening protection	Rain water protection
Windows					
Doors					

vii. Year of construction of the building : _____
viii. Estimated life span (years) of entire building : _____
ix. Specification of construction / material used : _____

[I] Class of construction : _____
[II] Type of construction: : _____
a) RCC framed structure
b) On load bearing walls
c) Any other

[III] Clear height from floor to ceiling (in Ft) : _____
[IV] If premise offered is located on ground floor, **above / below**
Plinth height (above / below) road level / _____ **Ft**
ground level

[V] Earth Quake resistance level of construction : _____

4. Details of land / site on which building is constructed:

- i. Tenure of the land
a) Free hold : _____
b) Lease Hold : _____
- ii. Whether the building has under-ground/
Over-head water storage tank **Yes / No**
- iii. Any established easements regarding right
of way / passage for mains of water / electric **Yes / No**
- iv. Does the site or portion, fall within railway / **Yes / No**
National highway / Underground cable /
Metro traverse site.

5. Details of the locality :

- i. Address and locality in which _____
the offered premise 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 : _____ Kms.
b. Market / Supermarket : _____ Kms.
c. Hospital : _____ Kms.
d. Bank : _____ Kms.
e. Bus stand : _____ Kms.

6. Amenities provided :

- i. Provision for number of toilets : _____

- ii. Single phase OR Three phase Electricity connection : **Single / Three**
 iii. Earthing arrangement standard/ capacity : _____
 iv. 24 Hours water supply : **Yes / No**
 v. Space availability on roof of the bldg. for installation of V-SAT : **Yes / No**

7. Common facilities provided : (Please do not quote rate in this form)

i	Car parking space	Number of vehicles____	Dedicated & earmarked OR first come first served basis	
			Free of any extra charge OR with any additional charges	
ii	Two wheeler parking space	Number of vehicles____	Dedicated & earmarked OR first come first served basis	
			Free of any extra charge OR with any additional charges	
iii	Lift facility	Number of lifts____	Capacity of each lift: ____ number of persons	
			Free of any extra charge OR with any additional charges	
iv	Generator backup availability		Availability	Yes / No
			Free of any extra charge OR with any additional charges	

v	Anti-lightening devices	Availability	Yes / No
vi	Security arrangements	Availability	Yes / No
		Free of any extra charge OR with any additional charges	
vii	Proper sanitary / sewerage system	Availability	Yes / No
		Maintained by Housing Society/ Outside agency	

8. Details of Plans / Blue prints / Sanctioned plan :

- i. Whether the plan for construction of the Property is Sanctioned by the Municipal Authority/ Town planning authority? **Yes / No**
- ii. If sanctioned, please enclose of approved plan **Attached / Not attached**
- iii. Whether occupancy / completion certified obtained **Yes / No**
- iv. Nature of use of the offered premise approved for: **Commercial / Residential**

9. Provision of proper arrangement of Fire safety:

- i. Whether the building is having exit provision in case of fire: **Yes / No**
- ii. In case of multi-storied building, whether refugee floor is available: **Yes / No**
- iii. Are the safety measures taken : **Yes / No**
- iv. If yes, give details of arrangement : _____
- v. No objection certificate has been achieved/ : **Yes / No**
 Secured from fire control Authorities.
- vi. If yes, produce copies of proof certificate : **Attached / Not attached**

10. List of annexures:

1. Certificate of Registration with Service Tax Authority for renting out immovable properties.
2. Title Search & non-encumbrance report from Advocate
3. List of common area, as included for the purpose of computing Super Built-up Area
4. Plan approved by Municipal Authority/ Town Planning Authority for construction of the premise
5. Fire Safety Certificate issued by the Competent Authority

6. Completion Certificate/ Occupancy Certificate Issued by Municipal Authority/ Town planning
7. Municipal Tax/ Property Tax bill

Signature :

Name :
(Owner / Authorized Representative)

PLACE :

Date :

PS : All pages should be signed

PRICE BID

Tender Reference Number: _____

To,

The New India Assurance Co. Ltd. _____

Ref: Your advertisement dated _____ in _____ newspaper / Company's website
http://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. 14 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. 14 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, if it is to be borne by the Company 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, if it is to be borne by the Company apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and to be borne by the Company	
9	premise to be borne by the Company as deviations from the Any other specific charges fixed on monthly basis related to the offered standard terms and conditions: _____	Rs.
10	Total of 5 to 9 above	Rs.
11	Security Deposit if applicable as defined at Item No.18 (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.6 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	

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.20 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 in 1 above to the appropriate authority, within the due date and the Company shall have no other responsibility other than payment of the rent, as mentioned above.

Signature :
(Owner / Authorized Representative)

Date :
Place :