



दि न्यू इन्डिया एश्योरेंस कंपनी लिमिटेड

The New India Assurance Co. Ltd.

(भारत सरकार का उपक्रम/Govt. of India Undertaking)

जयपुर क्षेत्रीय कार्यालय/ Jaipur RO-330000

द्वितीय तल, नेहरू प्लेस, टोंक रोड, जयपुर – 302015

2nd Floor, Nehru Place, Tonk Road, Jaipur -302015



दूरभाष/Telephone No: 2745701 से 2745775

फैक्स/Fax No. : 0141-2743405, 2740616

वेबसाइट/Website: <http://www.newindia.co.in>

सीआईएन/CIN No: L66000MH1919GOI000526

Date: 11th February, 2026

Tender Reference No. : JRO/ESTB./SRIGANGANAGAR PREMISES /2025-26/04

REQUIREMENT OF COMMERCIAL PREMISES ON LEASE FOR BUSINESS OFFICE, SUIT CLAIM HUB, NON-SUIT CLAIM HUB, SRI GANGANAGAR (RAJASTHAN)

Offline offers in the form of TWO BID (Technical & Financial) are invited from the interested parties to hire commercial space on lease rent located preferably on the 1st floor of a commercial building (facing main road) in a commercial area at **Sukharia Circle to New Loha Mandi on Suratgarh Road and Shiv Circle to Balaji Kiryana Store Chowk on Hanumangarh Road, Sri Ganganagar (Rajasthan)** with the following general terms and conditions.

Basic requirements of the preferred premises:

1. Carpet area: Approx. 2000 Sq. Ft. on a single floor excluding mezzanine floor.
2. Carpet area as defined by IS: 3861 of 2002.
3. Premises should be located on the main road, preferably on 1st floor.
4. Vehicle parking facility (allotted): Minimum 4 numbers of four wheelers and 15 numbers of two wheelers.
5. Electricity 3 phase connection with independent meter and adequate water supply.
6. Separate toilets for men & women.

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 Financial Bid should be dropped in the tender box which is kept at the aforementioned address (refer letter head).

It is to be clearly noted that bidder should enclose demand draft or pay order as EMD & copies of relevant documents with technical bid, violation of which will make such bidder liable to be rejected.

Tender Commencement Date: 11.02.2026, Closing Date & time: 06.03.2026, up to 18:00 Hrs.

Regards,

Chief Regional Manager

Encl : General terms & conditions, Annexure 'A', Annexure 'A' 1(Contd.) & Annexure 'A' 3

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11/2/26
11/02/26



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GENERAL CONDITIONS

1. The terms and conditions shall form a part of the lease agreement to be executed with the successful bidder.
2. None of the items of the tender document to be left blank
3. The offer should remain valid at least for a period of 6 months, to be reckoned from the date of advertisement
4. Company reserves the right to 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 premises.
6. The entire lease term shall not be less than 9 years with customary automatic escalation in rent after every 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 6 months in advance.
8. (a) Earnest Money Deposit (EMD) of **₹ 25,000/-** payable by way of Demand Draft/ Pay Order in favor of **THE NEW INDIA ASSURANCE COMPANY LTD, payable at Jaipur**
(b) EMD Demand Draft/ Pay Order of ₹ 25,000/- drawn on Nationalized/Scheduled Bank in favor of The New India Assurance Company Limited should be attached with the technical BID.
(c) EMD shall be refunded to un-successful bidders within a month from the opening of the financial bid or to all the bidders in the event of cancellation of the tendering process. It will be refunded in the Bank Account as attached cancel check.
(d) 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 premises OR failure to execute and register the standard lease agreement.**
9. Relevant documents to confirm ownership of the bidder as well as other related legal requirements (such as power of attorney, Municipal permission for commercial use, Title Clearance certificate from advocate, Layout authorized by municipal authority, occupancy certificate etc.) are to be uploaded by the bidder while submitting the Technical Bid.
10. Enclosing the financial bid with the technical bid or any direct or indirect mention of the price in the technical bid is strictly prohibited. Violation to the same will render the bid liable to be rejected.
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. In such situation separate or additional EMD need not be paid.
12. More than one tender for the same premises shall disqualify all the concerned tenders.
13. The offers are to be submitted **OFFLINE** by the Legal owner of the premises or duly authorized entity (duly supported by legal documents) 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**

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- (b) It should not be located on 3rd or any upper floors, if adequate lift facility is not available.
 - (c) The offered premises should be in a ready state of possession.
 - (d) Any offers submitted for the premises located in partly constructed/ under construction (proposed building/ proposed floor) on the existing building shall disqualify the concerned tender.
 - (e) The offered premises should have separate toilet blocks for gents and ladies.
 - (f) The approach road to the offered premises should be minimum 25 feet wide.
 - (g) Clear details of 2 wheelers and 4 wheelers parking facility to be provided.
 - (h) Premises having glass façade should give specific details of ventilation arrangement.
 - (i) The offered premises 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 premises as well as coloring of the premises 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. In case where the bidder has requested for the reimbursement of GST in the financial bid, the proper "Certificate of Registration under GST Law" should be submitted.
 17. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be clearly mentioned in the financial bid.
 18. (a) Brokerage, Commission shall not be paid.
(b) Security deposit:- It 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 claiming any extra charges and demand for Security Deposit is clearly defined in the financial Bid.
 19. Income tax and other statutory clearances 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 soon after opening of the Technical Bids.
 23. It is desirable to have a ramp for the Divyangjan from the entrance to the Lift of the building.

Name of the bidder

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

Date:

Place:

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Annexure 'A'

Guidelines to Tenderers for Submission of Tender (Office Premises on lease / rent)

Tenderers are advised to study the following procedures carefully before submission of Tenders:-

1. It is proposed to follow the TWO BID Tender System for this Tender and this BID should be submitted in the prescribed formats (Annexure- "A-1", "A-3"):
 - a. "TECHNICAL BID" (Annexure – "A-1") in ONE COVER duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area, quality of construction, floor, ventilation, surroundings, electrical load available, water supply, parking facilities, term of lease, its renewal and other terms and conditions etc.

Please note that rent / advances / maintenance charges etc. should not be indicated in the Technical Bid.
 - b. Separate sealed covers should be used for A-3 (Financial Bid). This Bid is meant only for all Financial Details of the Offered Premises e.g. sale price/rent/ rate, maintenance charges, air conditioning charges, generator set charges, taxes if any to be borne by the Company, rent escalation on renewal, advances if any etc.
2. All the points in the Tender Forms (Technical & Financial Bids) are to be answered only. Tenderer is expected to furnish all information required in both the BIDS. Failure to furnish all information required by the BIDS (Annexure –"A1" & "A-3") in every respect may result in to rejection of the TENDER.
3. Tenderer should put full signatures on all the pages of the Tender Forms.
4. Over writing/ white inking of any word/ figure in the Tender Forms, unless duly authenticated by the Tenderer, are liable to be rejected at the option of the Company.
5. Separate Tender Forms should be used for separate premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used. If any tenderer offers the same premises on rent / lease as well as on outright sale basis, separate tender form should be used (both Technical & Financial)
6. The tender should be submitted by the tenderer by Registered Post/ Speed Post/ Recorded Delivery/ Courier.
7. Since TWO BID Tender System is to be followed, 3 covers should be used for submission of Tender as detailed below:

I. Cover – "1" for Technical Bid.

- a. "TECHNICAL BID" duly completed and signed should be put in this cover with tender reference number.

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- b. The cover should be sealed properly with lac.
- c. The Cover should be superscribed as: “TECHNICAL BID” “Offer for Office Premises – Lease / Rent” OR “Offer for premises for Sale” tender reference number JRO/ESTB./SRIGANGANAGAR PREMISES /2025-26/04.
- d. Tenderer’s Name & Address should be written below the superscription.

II. Cover – “2” for Financial Bid.

- a. “FINANCIAL BID” duly completed and signed should be put in this cover tender reference number.
- b. The cover should be sealed properly with lac
- c. The Cover should be superscribed as: “FINANCIAL BID” JRO/ESTB./SRIGANGANAGAR PREMISES /2025-26/04 “Offer for Office Premises – Lease / Rent”
- d. Tenderer’s Name & Address should be written below the superscription.

III. Cover – “3” (containing both the above BIDS).

Both the Technical Bid Cover & Financial Bid Cover, prepared as above, are to be put in this Cover. Use separate cover for “Offer for premises on Lease / Rent” & “Offer for premises on Sale”.

- a. The cover should be sealed properly with lac
- b. The Cover should be superscribed as: “PLEASE PLACE IN TENDER BOX TO BE OPENED ONLY BY TENDER COMMITTEE” “Offer for Office Premises on Lease/ Rent” or “Offer for premises on Sale” and tender reference number: JRO/ESTB./SRIGANGANAGAR PREMISES /2025-26/04.
- c. Tenderer’s Name & Address should be written below the superscription.

8. Sealed Offers prepared in accordance with the procedures enumerated above should be sent only by Registered Post/ Speed Post/ Recorded delivery/ Courier and should reach on or before the prescribed date & time to the Address mentioned in the Advertisement. Any Tender received after the date specified in Advertisement will be rejected.

9. After 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.

10. The Company reserves the right to accept any bid or to annul the Tender Process and reject all bids at any time without assigning any reason thereof.

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Annexure 'A' 1

TECHNICAL BID

Tender Reference No. JRO/ESTB./SRIGANGANAGAR PREMISES /2025-26/04

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

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 online 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

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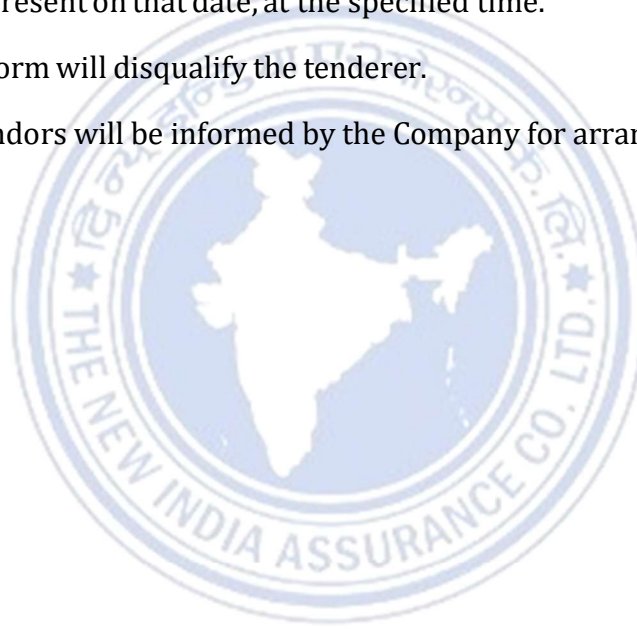
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deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviation”.

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 Sriganganagar’.
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 **The New India Assurance Co. Ltd., Regional Office: 2nd floor, Nehru Place, Tonk Road, Jaipur-302015** 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.



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Annexure 'A' 1 (Contd.)

To,
The New India Assurance Co. Ltd.
Jaipur Regional Office (330000)

Ref: Your advertisement dated _____ in _____ newspaper / Company's website
http://newindia.co.in on _____ (Date) with Tender Reference Number: JRO/ESTB./SRIGAN-
GANAGAR PREMISES/2025-26/04 for requirement of commercial space at SRI GANGANAGAR 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**
YES / NO
- c) Whether the premises offered is free from
Litigations / encumbrance?

3. Details of the property offered :

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- i. Full address of the property offered : _____
_____ (shop Number/ Gala 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)
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.

- v. [a] List of common area, as included for the purpose of computing Super Built-up Area **Attach a list with details**
[b] Details of parking facilities available (allotted): _____ **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 | | | | | |

- iv. Year of construction of the building : _____
- v. Estimated life span (years) of entire building : _____
- vi. 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) : _____
If premise offered is located on ground floor, **above / below**
Plinth height (above / below) road level / ground level _____ **Ft**
- [IV] Earth Quake resistance level of construction : _____

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

- i. Tenure of the land

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Regd. & Head Office : 87, M. G. Road, Fort, Mumbai – 400 001



दि न्यू इन्डिया एश्योरंस कंपनी लिमिटेड

The New India Assurance Co. Ltd.

(भारत सरकार का उपक्रम/Govt. of India Undertaking)

जयपुर क्षेत्रीय कार्यालय/ Jaipur RO-330000

द्वितीय तल, नेहरू प्लेस, टोंक रोड, जयपुर – 302015

2nd Floor, Nehru Place, Tonk Road, Jaipur -302015



दूरभाष/Telephone No: 2745701 से 2745775

फैक्स/Fax No. : 0141-2743405, 2740616

वेबसाइट/Website: <http://www.newindia.co.in>

सीआईएन/CIN No: L66000MH1919GOI000526

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 /
National highway / Underground cable /
Metro traverse site. **Yes / No**

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(Kilometers).

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)**

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| | | | | |
|-----|-----------------------------------|------------------------|---|----------|
| 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 | |
| vi | 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**

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- 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/ Secured from fire control Authorities. : **Yes / No**
- 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:

(Owner / Authorized Representative)

PLACE :

Date :

[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].

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Annexure 'A' 3

FINANCIAL BID FOR LEASE/ RENTAL **Tender Reference No. JRO/ESTB./SRIGANGANAGAR PREMISES/2025-26/04**

To,

The New India Assurance Co. Ltd.,

Ref – Your advertisement dated _____ in _____ newspaper / Company's website with regard to lease of premises at **Sri Ganganagar**. 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 / sur-charges & 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)

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Regd. & Head Office : 87, M. G. Road, Fort, Mumbai – 400 001

Date:-----

Place:-----

भारतीय मानक
भवनों के प्लिंथ, कारपेट व रेन्टेबल क्षेत्रों की
मापन पद्धति
(दूसरा पुनरीक्षण)

Indian Standard

METHOD OF MEASUREMENT OF PLINTH,
CARPET AND RENTABLE AREAS OF BUILDINGS
(*Second Revision*)

ICS 91.060.01; 91.200

34148

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BUREAU OF INDIAN STANDARDS
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110002

*Indian Standard***METHOD OF MEASUREMENT OF PLINTH,
CARPET AND RENTABLE AREAS OF BUILDINGS***(Second Revision)***1 SCOPE**

This standard covers method of measurement of plinth, carpet and rentable areas of old and new buildings.

2 TERMINOLOGY

2.0 For the purpose of this standard, the following definitions shall apply.

2.1 Plinth Area

Plinth area shall mean the built-up covered measured at the floor level of the basement or of any storey (*see 4*).

2.2 Carpet Area

Carpet area shall mean the floor area of the usable rooms at any floor level (*see 5*).

2.3 Rentable Area

Rentable area shall mean the carpet area at any floor level including areas as detained in 6.

2.4 Balcony

A horizontal projection with a hand-rail, balustrade or a parapet, to serve as passage or sitting out place.

2.5 Mezzanine Floor

An intermediate floor in between two main floors having minimum height of 2.2 m from the floor and having a proper and permanent access to it.

NOTE — Where rules of the local bodies permit intermediate floor of minimum 1.8 m clear height, these be also considered as mezzanine floor for the purpose of measurement.

2.6 Stair Cover (Mumty)

It is a structure with a roof over a staircase and its landing, built to enclose only the stairs for the purpose of providing protection from weather and not used for human habitation.

2.7 Loft

A structure providing intermediate storage space in between two main floors without having a permanent access and at a height not less than 2.0 m from the floor below.

2.8 Porch

It is a covered structure supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building.

3 GENERAL

3.1 Linear measurement shall be measured to nearest 0.01 m, and areas shall be worked out to the nearest 0.01 m².

3.2 The areas of each of the following categories shall be measured separately and shall not be clubbed together:

- a) Basement;
- b) Floor without cladding (stilted floor);
- c) Floors including top floor which may be partly covered;
- d) Mezzanine floor including additional floor for seating in assembly building/theatre, auditorium, etc;
- e) Garage;
- f) Accommodation for service staff;
- g) Stair cover (mumty);
- h) Machine room;
- j) Porch; and
- k) Towers, turrets, domes projecting above the terrace level at terrace.

4 MEASUREMENT OF PLINTH AREA

4.1 Plinth area shall be the built up covered areas measured for the categories mentioned in 3.2 and shall include such areas as given in 4.1.1 and exclude the areas given in 4.1.2.

4.1.1 For the purpose of plinth area, following shall be included:

- a) Area of the wall at the floor level excluding plinth offsets, if any; when the building consists of columns projecting beyond cladding, the plinth area shall be taken up to the external face of cladding (in case of

corrugated sheet cladding outer edge of corrugation shall be considered);

NOTE — In case, a common wall is owned jointly by two owners, only half the area of such walls shall be included in the plinth area of one owner.

- b) Shafts for sanitary, water supply installations, garbage chute, telecommunication, electrical, fire fighting, air-conditioning and lifts;
- c) Stair case;
- d) In case of open verandah with parapets:
 - 1) 100 percent areas for the portion protected by the projections above, and
 - 2) 50 percent area for the portion unprotected from above.
- e) 100 percent area of the balcony protected by projection above and 50 percent area of the unprotected balcony; and
- f) In case of alcove made by cantilevering a slab beyond external wall:
 - 1) 25 percent of the area for the alcove of height up to 1 m,
 - 2) 50 percent of the area for the alcove of height more than 1 m and upto 2 m, and
 - 3) 100 percent of the area for the alcove of height more than 2 m.

4.1.2 The following shall not be included in the plinth area (see 2.1):

- a) Area of loft;
- b) Area of architectural band, cornice, etc;
- c) Area of vertical sun breaker or box louver projecting out and other architectural features, for example slab projection for flower pot, etc;
- d) Open platform;
- e) Terrace;
- f) Open spiral/service stair cases; and
- g) Area of mumty, machine room, towers, turrets, domes projecting above terrace level.

5 MEASUREMENT OF CARPET AREA

5.1 From the plinth area as worked out in 4, the area of the wall shall be deducted (see also 5.1.1, 5.1.2 and 5.2). Thickness of wall shall be inclusive of finishes.

NOTE — The various dimensions could be measured internally or externally.

5.1.1 The following shall be included in the wall area:

- a) Door and other openings in the wall;
- b) Pillars, intermediate pillars, supports or any other such obstruction within the plinth area irrespective of their location;
- c) Pilaster along wall exceeding 300 cm² in area;
- d) Flues which are within the wall;
- e) Built-in cupboard, almirah and shelf appearing within a height of 2.2 m from floor; and
- f) Fire place projecting beyond the face of the wall in living or bed room.

5.1.2 The following shall be excluded from the wall area:

- a) Pilaster along wall not exceeding 300 cm² in area, and
- b) Chullah platform projecting beyond the face of the wall.

5.2 The carpet area shall be the area worked out as in 5.1 excluding the area of the following portion:

- a) Verandah;
- b) Corridor and passage;
- c) Entrance hall and porch;
- d) Staircase and stair-cover (mumty) (see Note);
- e) Shaft and machine room for lift;
- f) Bathroom and lavatory;
- g) Kitchen and pantry;
- h) Store;
- j) Canteen;
- k) Air-conditioning duct and plant room; and
- m) Shaft for sanitary/water supply installations and garbage chute, electrical and fire fighting, air-conditioning, telecommunication, lift.

NOTE — In a hall or basement, areas of portion 1 m beyond last step shall be part of the staircase.

5.2.1 The carpet areas of category mentioned in 3.2 b), e), g), h), k) and m) are not required to be calculated.

6 MEASUREMENT OF RENTABLE AREA

6.1 Residential Buildings

6.1.1 The rentable area shall be carpet area as worked out in 5 but shall further include the following:

- a) The carpet area of kitchen, pantry, store, lavatory, bath room; and

- b) Fifty percent of carpet area of unglazed and 100 percent of glazed verandah.

6.1.1.1 It shall, however, exclude the carpet area of the covered portion of the building specified in 5.1 such as storage space on top landings of staircase, under first landing and waist slab on floor one.

6.1.2 While accounting the rentable area for category mentioned in 3.2 b), one-fourth carpet area shall be accounted for.

6.2 Non-Residential Buildings

The rentable area shall be carpet area as worked out in 5 increased by the carpet area of the canteen including store, kitchen and pantry attached to it.

6.2.1 It shall, however, not include carpet areas of bathroom and lavatory.

6.2.2 While accounting the rentable area for the category mentioned in 3.2 b), one-fourth carpet area shall be accounted for.

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