



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: L66000MH1919G01000526

Date: 14th January, 2026

Tender Reference No. : JRO/ESTB./SIKAR PREMISES/SHIFTING/2025-26/02

REQUIREMENT OF COMMERCIAL PREMISES ON LEASE FOR SIKAR BO (331600), SUIT CLAIM HUB, NON-SUIT CLAIM HUB, SIKAR

Offline offers in the form of TWO BID (Technical & Price) 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 **Jaipur Road or a nearby, accessible area in Sikar** 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 Price Bid bids 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 send EMD DD/Pay order & copies of relevant documents with technical BID, violation of which will make such bidder liable to be rejected.

Duration of tender: Start date 14th January, 2026 & Last date 30th January, 2026 up to 15.00 Hrs.

Regards,

Chief Regional Manager

Jaipur Regional Office (330000)

बी. सी. सेठी

मुख्य क्षेत्रीय प्रबन्धक

दि न्यू इन्डिया एश्योरेंस कंपनी लि.
क्षेत्रीय कार्यालय, नेहरू प्लेस, टोंक रोड
जयपुर-302015

पंजीकृत एवं प्रथम कार्यालय: 87, महात्मा गांधी रोड, फोर्ट, मुंबई – 400 001

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

14/01/26

14/01/26



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सीआईएन/CIN No: I66000MH1919G01000526

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. 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 price 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 price 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**.

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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 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 price 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 price 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; uninterrupted 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 Price 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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Guidelines To Tenderers for Submission of Tender (Office Premises on lease / rent / ~~outright sale~~)

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-2~~" / "A-3"):
 - i. "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.
 - ii. Separate sealed covers should be used for ~~A-2~~ & 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-2~~" & / or "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./SIKAR PREMISES/shifting/2025-26/02
- 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 JRO/ESTB./Sikar Premises/shifting/2025-26/02
- c. The Cover should be superscribed as: "FINANCIAL BID"tender reference number. "Offer for Office Premises – Lease / Rent" OR "Offer for premises for Sale"
- 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./Sikar premises/shifting/2025-26/02
- 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.





TECHNICAL BID

Tender Reference No.- JRD/ESTB/Sikar premises/Shifting/2025.26/02
Terms and conditions for Rent / Lease / Purchase of Office premises at.....Sikar (Rajasthan)

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).
Regional office: 2nd floor, Nehru Place, Tonk Road, Jaipur-302015, PH. NO. 0141-2745731
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 cheques *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 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".



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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(specify location)'.
Jaipur Road or a nearby accessible area in Sikar
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 *Regional office, Jaipur* 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.



To,

The New India Assurance Co. Ltd.

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

1. Details of Builder / Owner:-

- i. Name : _____
- ii. 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 :
- ii. Usage of property (As approved by Competent Authority)
 - a. Commercial :
 - b. Residential & Commercial :
 - c. Shopping Centre :
- iii. No. of 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 area as included for the purpose of computing Super Built-up Area.
- b) Details of the parking facilities available. :
- c) Whether cross ventilation is available. :
- vii. a) Year of the 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 :
 - iii) Clear height from floor to ceiling (in ft.) :
 - iv) Earth quake resistance level of construction :
- ix Period of lease offered :

4. Details of land/ site:-

- i. Tenure of the land
 - a) Free hold :
 - b) Leasehold :
 - a. If leasehold give residual
Period of lease & name of title holders. :
 - b. Annual lease rent & amount :
- ii. Size/ 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**



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- iv) Safety and Security arrangement : 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/Motor cycle parking space : Number of Vehicles
iii) Lifts and their Nos. :
iv) Generator for emergency : Yes/No
v) Anti Lightening Device/ Lightening Arresters : Yes/No
vi) Security arrangements : Yes/No
vii) Proper sanitary / sewerage system : Yes/No
- 9. Details, of Plans /Blue Prints/ Sanctioned plan :**
- i) Whether the plan of the Property
is sanctioned by Competent Authority : Yes/No
ii) If sanctioned, please enclose copy of
approved land / site plans : Attached / Not Attached
iii) Whether occupancy / completion certificate obtained : Yes/No
- 10. Provision 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 certificates : Attached / Not Attached
- 11. List of annexures :**

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].



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 :

PS: All pages should be signed



FINANCIAL BID FOR LEASE / RENTAL

Tender Reference No.

To,

The New India Assurance Co. Ltd.,

Ref – Your advertisement dated ____ in ____ newspaper / Company's website with regard to lease of premises _____ 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 / surcharges & 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)

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

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

FOREWORD

This Indian Standard (Second Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Methods of Measurement of Works of Civil Engineering (Excluding River Valley Projects) Sectional Committee had been approved by the Civil Engineering Division Council.

Different methods for calculating plinth/carpet areas of buildings were being followed by various departments. This standard was, therefore formulated in 1966 to provide a basis for uniform method of measurement of such areas of buildings. First revision of the standard was brought out in 1975 to include rentable area of the building on the basis of recommendations of Central Public Works Department; also, provisions relating to cubical contents were deleted as these are generally not followed.

This second revision of the standard has been taken up in light of experience gained with the use of the standard and feedback received from time to time. Following are the principal modifications incorporated in this revision:

- a) the list of the items whose areas can not be clubbed together has been made more exhaustive by including additional items where it was found desirable to measure their areas separately;
- b) the areas to be included in case of verandah, balcony and alcove for measurement of plinth area have been detailed;
- c) provision for measurement of areas of walls owned jointly by different owners has been added, for the purpose of measurement of plinth area; and
- d) details on various types of internal shafts/ducts, for the purpose of inclusion of their areas in the calculation of plinth areas has been made exhaustive.

This standard disallows the use of non-standard terminologies like super built areas.

The composition of the Committee responsible for the formulation of this standard is given in Annex A.

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS 2 : 1960 'Rules for rounding off numerical values (revised)'. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

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.

5.1.2 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.