



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
(भारत सरकार का उपक्रम)  
सुरत क्षेत्रीय कार्यालय (230000)  
THE NEW INDIA ASSURANCE COMPANY LTD.  
(Government of India Undertaking)  
SURAT REGIONAL OFFICE (230000)



पहली मंज़िल, "ए विंग", तिरुपति  
प्लाज़ा, बहुमाली बिल्डिंग के नज़दीक,  
अठवागेट, सुरत, 395001

1<sup>st</sup> Floor, "A-Wing", Tirupati  
Plaza, Near Family Court,  
Athwagate, Surat – 395001

Website: [www.newindia.co.in](http://www.newindia.co.in)  
E-mail: [nia.230000@newindia.co.in](mailto:nia.230000@newindia.co.in)  
☎ 0261- 2461589 / 2461690, 2460691, 2461582  
CIN: L66000 MH1919 GOI 000526

**SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26/01**

**Extension Notice for the requirement of Commercial Premises on Lease for Surat LBO (230100) under Surat Regional Office (230000) of The New India Assurance Company Limited.**

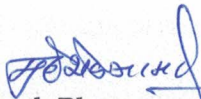
With reference to the e-tender notice which was published on our website [www.newindia.co.in](http://www.newindia.co.in) and [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC) vide reference number **SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26** dated **7<sup>th</sup> October 2025**, owing to the insufficient participation of the bidders it has been decided to extend the bid submission last date to **14<sup>th</sup> November 2025** up to **05:30 PM**.

Bidders can submit their Bids on or before **14<sup>th</sup> November 2025** up to **05:30 pm** on [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC) only. No other mode of submission of tenders will be accepted.

It is to be noted that bidder should not send any hard copies other than EMD DD/Pay order, violation of which will make such bidder liable to be rejected.

Other terms and conditions of the e tender remain unaltered.

The earlier issued tenders are attached herewith this notice for reference.

  
**Mahesh Bhamre**  
**Regional Manager**  
**Surat Regional Office (230000)**



**महेश के.भामरे**  
क्षेत्रीय प्रबंधक  
सुरत क्षेत्रीय कार्यालय (230000)  
**MAHESH K.BHAMRE**  
REGIONAL MANAGER  
SURAT REGIONAL OFFICE (230000)



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CIN: L66000 MH1919 GOI

TENDER REFERENCE NO.-

**SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26**

**REQUIREMENT OF**  
**COMMERCIAL PREMISES**  
**ON LEASE**  
**FOR**  
**SURAT LBO (230100)**  
**UNDER**  
**SURAT REGIONAL OFFICE (230000)**  
**OF**  
**THE NEW INDIA ASSURANCE COMPANY LIMITED**



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Date: **07/10/2025**

Tender Reference No.

**:-SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26**

**REQUIREMENT OF COMMERCIAL PREMISES ON LEASE FOR SURAT LBO (230100)**

Online offers in the form of **TWO BID** Tendering are invited from the interested parties to hire commercial space on lease rent with the following general terms and conditions, located preferably on the 1<sup>st</sup> floor of a commercial building (facing main road) in a commercial area having easy access to the customers, in the vicinity of either in **God-Dhod Road Area or in Pal & Palanpore Area or in Parle Point Area or in Ring Road Area.**

**Basic requirements of the preferred premises:**

**Carpet area: Approx. 1212.5 sq. ft. on a single floor excluding mezzanine floor**

**Carpet area as defined by IS: 3861 of 2002**

**Premises should be located on the main road, preferably on 1<sup>st</sup> floor**

**Vehicle parking facility (Allotted): Minimum 3 numbers of four wheelers and 20 numbers of two wheelers**

**Electricity 3 phase connection with independent meter and adequate water supply**

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 online only through [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC). **Scanned copies of relevant documents are to be uploaded in the mentioned website [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC). It is to be clearly noted that bidder should not send any hard copies other than EMD DD/Pay order, violation of which will make such bidder liable to be rejected.**

**Last date and time for the submission of the tender document is 30<sup>th</sup> October 2025 till 17:30 Hrs.**

Deputy General Manager

Surat Regional Office (230000)

The New India Assurance Company Ltd.



सुभाष मेहता  
उप महाप्रबंधक  
सूरत क्षेत्रीय कार्यालय (230000)  
SUBHASH MEHTA  
DEPUTY GENERAL MANAGER  
SURAT REGIONAL OFFICE (230000)



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### **E-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. 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 Surat**  
(b) EMD Demand Draft/ Pay Order of ₹ 25,000/- drawn on Nationalized/Scheduled Bank in favor of The New India Assurance Company Limited should reach our office on or before **30<sup>th</sup> October 2025 till 17:30 Hrs.** at the aforementioned address (refer letter head). **Bidders are requested to kindly upload the scanned copy of the Demand Draft/Pay Order submitted in our office on our e-procurement portal [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC)**  
(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 details given in the Technical Bid.  
(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.**  
(e) If Demand Draft/Pay Order details/screen shot of depositing EMD are not uploaded on our e-procurement portal, such bidder would liable to be rejected.  
(f) Non-receipt of the EMD within stipulated time will amount to the disqualification of the bid.  
(g) Bidders are requested to mention the tender reference number on the EMD envelope.
9. Bank Account details given in the Technical Bid shall be used to refund the EMD as well as 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 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.
11. 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.
12. 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.
13. More than one tender for the same premises shall disqualify all the concerned tenders.
14. The offers are to be submitted **ONLINE** 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.
15. Offers are to be given only on '**Carpet Area**' as defined as per **IS: 3861 of 2002.**
16. The offered space should be located on a single floor excluding mezzanine floor.



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- (a) It should not be located at the basement of the building OR even on ground floor
- (b) It should not be located on 3<sup>rd</sup> 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.
17. 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.
18. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be clearly mentioned in the price bid.
19. (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 Price Bid.  
(c) Rent Advance:- The Lessee will deposit with the Lessor an interest free advance. This advance would be adjusted against rent payable in twelve/twenty four installments, respectively, *i.e.* the rent of the 1<sup>st</sup> month.
20. Income tax and other statutory clearances shall be obtained by the vendors at their own cost, as and when required.
21. 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”.
22. Canvassing in any form will disqualify the tenderer.
23. 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.
24. It is to be noted that the company has advertised and/or released two e-tenders for the shifting of the two offices to new location(s) vide tender reference no.- **SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26** (Existing E-Tender) & vide tender reference no.- **SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230102/2025-26** (other published tender). The bidder can apply in any or both of the tenders provided the properties are exclusive i.e. a bidder cannot apply in both the tenders for the same property. If the bidder has applied for both the bids for the same property, then one of the bids will stand cancelled as per the competent authority decision.
25. 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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### SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Tender document with detailed terms and conditions is available on our Website [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC). Interested parties may download the same and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender shall have to be submitted online through the e-Procurement system on [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC)
2. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class IIB (with both signing and encryption component) and above as per Indian IT Act from the licensed Certifying Authorities (For ex. N-codes, Sify, E-mudra etc.) operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the vendor. In case any vendor so desires, he may contact our e-Procurement service provider **M/s. Antares Systems Limited**, Mumbai for obtaining the Digital Signature Certificate.
3. Corrigendum / amendment, if any, shall be notified on the site [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC). In case any corrigendum / amendment is issued after the submission of the bid, then such vendors, who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email (In case of open tender corrigendum / amendment will be on the public dash board and no mail will be fired for the vendor who has not participated by that time). It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
4. Vendors are required to complete the entire process online on or before the due date of closing of the tender.
5. The Commercial/Price bid of only those vendors shall be opened whose Technical bid is found to be acceptable to us. The schedule for opening the price bid shall be advised separately.
6. Directions for submitting online offers, electronically, against e-Procurement tenders directly through internet:
  - i. Vendors are advised to log on to the website ([www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC)) and arrange to register themselves at the earliest.
  - ii. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
  - iii. Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system well before the closing date and time of bid. If the vendor intends to change/revise the bid already entered, he may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.



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- iv. Once the entire process of submission of online bid is complete, the vendors are required to go to option own bid view through dashboard and take the print of the envelope receipt as a proof of submitted bid.
  - v. Bids / Offers shall not be permitted in e-Procurement system after the due date / time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.
  - vi. No manual bids / offers along with electronic bids / offers shall be permitted.
7. Once the Commercial/Price bids are opened, vendors can see the rates quoted by all the participating bidders by logging on to the portal under their user ID and password and clicking on other bid view.
  8. No responsibility will be taken by and/or the e-Procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date / time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as New India Assurance officials.
  9. New India Assurance and/or the e-Procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.
  10. Bidder should arrange for the Tender Cost/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time of the tender.
  11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
  12. The details of the Tender Cost/ Earnest Money Deposit(EMD) document submitted physically to the Department before due date of submission of tender and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected. Ensure that the copies of Tender Cost/EMD are submitted under their respective heads only.



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13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
14. Bidder should take into account all the corrigenda published before submitting the bids online.
15. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
16. Please note that if rates are not filled in BOQ, then system will show it as zero. If bidder fails to quote any rates in the BOQ, then their bid will be considered ‘incomplete bid’ and their bid will be rejected. Only complete bids will be considered for further evaluation.
17. Tender cost/EMD exemption will be as per government rules applicable to MSME. Please submit relevant certificates in respective heads.
18. Only bids submitted through online mode will be considered for evaluation.
19. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies / personnel:

| S.N | Particulars             | Company Name             | Contact Details                                |
|-----|-------------------------|--------------------------|------------------------------------------------|
| 1   | FOR e-Tendering Support | M/s Antares Systems Ltd. | Mr. Sushant Panchal,<br>Contact No.-9923972175 |

भारतीय मानक

भवनों के प्लिंथ, कारपेट व रेंटेबल 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

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Price Group 2

# 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 detailed 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 m<sup>2</sup>.

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 cm<sup>2</sup> 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 cm<sup>2</sup> 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.

## TECHNICAL BID

TENDER REFERENCE No. : SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26

To,

**The New India Assurance Co. Ltd.**

Surat Regional Office (230000)

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/ 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)
- 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 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   |         |      |               |                            |                       |

- 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** \_\_\_\_\_ **Ft**
- Plinth height (above / below) road level / ground level
- [IV] 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 / 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**

|          |                  |
|----------|------------------|
| <b>A</b> | Residential      |
| <b>B</b> | Commercial       |
| <b>C</b> | Shopping complex |
| <b>D</b> | Industrial       |
| <b>E</b> | 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)**

|     |                                   |                         |                                                         |                 |
|-----|-----------------------------------|-------------------------|---------------------------------------------------------|-----------------|
| 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                                            | <b>Yes / No</b> |
|     |                                   |                         | Free of any extra charge OR with any additional charges |                 |
| v   | Anti-lightening devices           |                         | Availability                                            | <b>Yes / No</b> |
| vi  | Security arrangements             |                         | Availability                                            | <b>Yes / No</b> |
|     |                                   |                         | Free of any extra charge OR with any additional charges |                 |
| vii | Proper sanitary / sewerage system |                         | Availability                                            | <b>Yes / No</b> |
|     |                                   |                         | 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/ 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 :**

PS: All pages should be signed

## e- Tendering PRICE BID

**Tender Reference No. : SRO/ESTB./SURAT/LBO/OFFICE/PREMISES/SHIFTING/230100/2025-26**

To,

**The New India Assurance Co. Ltd.**

Surat Regional Office (230000)

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) as per <b>Item No. 15</b> of General Terms and conditions of the Tender                                                                                                                   |       |
| 4       | Rate per Sq. Ft. / per month on carpet area as per IS 3861 of 2002 of <b>Item No. 15</b> of General Terms and conditions of the Tender                                                                                                                           | ₹     |
| 5       | Monthly rent of the premise ( item No.3 multiplied by item No.4)                                                                                                                                                                                                 | ₹     |
| 6       | Contribution towards maintenance charges per Sq. Ft. / Per month on carpet area, <b><i>if it is to be borne by the Company</i></b> to Housing Society/ Maintenance contractor                                                                                    | ₹     |
| 7       | Municipal Tax/ Property Tax/ Water charges etc. as per Municipal Tax Bill, in proportion to the premise offered, <b><i>if it is to be borne by the Company</i></b> apportionment on monthly basis                                                                | ₹     |
| 8       | Charges per month for vehicle parking space, if it is not provided free of cost and <b><i>to be borne by the Company</i></b>                                                                                                                                     |       |
| 9       | Any other specific charges fixed on monthly basis related to the offered premise <b><i>to be borne by the Company</i></b> as deviations from the standard terms and conditions: _____                                                                            | ₹     |
| 10      | Total of 5 to 9 above                                                                                                                                                                                                                                            | ₹     |
| 11      | Security Deposit if applicable as defined at <b>Item No.19 (b)</b> of the General Terms and conditions of the tender                                                                                                                                             | ₹     |
|         | 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 <b>Item No.6</b> 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 expenses (including advocate fees) to be shared equally on 50 : 50 basis                                                                                                                                                                            |       |
| 15      | All taxes, surcharges / cess, etc. To be borne by the lessor                                                                                                                                                                                                     |       |
| 16      | <i>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 <b>Item No.21</b> of General Terms and conditions of the Tender:</i> |       |

### Declaration

- 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.
- 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:**