



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
THE NEW INDIA ASSURANCE COMPANY LIMITED  
दिल्ली क्षेत्रीय कार्यालय -I, अर.जी.सिटी सेंटर , दूसरी मंजिल एल.एस.सी. ब्लॉक-बी, लॉरेंस रोड, दिल्ली-110035  
Delhi Regional Office-I, R.G.City Center, 3<sup>rd</sup>Floor,LSC, Block-B, Lawrence Road, Delhi-110035  
CIN: L99999 MH1919 GO1000526  
E-MAIL : nia.310000@newindia.co.in

### e-Tender Notice

Online offers (Technical & Financial) are invited to hire preferably Fully furnished commercial space on lease in and around :

1. Connaught Place, New Delhi (2000-2500 sqft)
2. Green Park New Delhi (1000-1200 sqft)
3. Shakti Nagar, New Delhi (1000-1200 sqft)
4. Sikanderpur, Gurgaon (500-1000 sqft)

The carpet area shall be as per Indian Standard Code No. IS:3861-2002.

Interested parties may visit our Company's office or website <https://newindia.co.in> to download Terms and Conditions of the tender along with the specimen of Technical Bid as well as Price bid.

The Bids are to be submitted online on the company's e-procurement site: <https://www.tenderwizard.com/NIAEPROC>. Offline bids can be submitted at following address:

The New India Assurance Co. Ltd., Delhi Regional Office-1, R.G. City Centre, 3<sup>rd</sup> Floor, LSC, Block-B, Lawrence Road, Delhi-110035.

Last date of submission of bids is 13.04.2026 till 4.00 pm.

The company reserves the right to reject all or any of the offers in full or in part, without assigning any reason thereof.

**Please note that No Advance Rent, Security Deposit & Brokerage payable.**

(S/d)

Dy. General Manager



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### **E-Tender Terms & Conditions**

Online offers in the form of **TWO e-BIDs** Tendering are invited from the interested parties to hire commercial space on lease rent with the following general terms and conditions, preferably fully furnished and The offered premise should be in a ready state of possession. in a commercial building having easy access to the customers, in the vicinity of **in & around**

1. Connaught Place, New Delhi (2000-2500 sqft)
2. Green Park New Delhi (1000-1200 sqft)
3. Shakti Nagar, New Delhi (1000-1200 sqft)
4. Sikanderpur, Gurgaon (500-1000 sqft)

### **Basic Requirements of the Preferred Premises**

**Location** : in & around 1. Connaught Place 2. Green Park 3. Shakti Nagar and  
4. Sikanderpur, Gurgaon (Subhash Chowk to Vatika Chowk, Sohna Road)  
**Carpet Area** : As mentioned above on single floor excluding mezzanine floor  
Carpet area as defined by IS:3861 of 2002  
**Floor** : Entire space should be preferably on single floor, excluding mezzanine floor.  
**Preference** : Should be located on the main road & preferably Fully furnished and  
The offered premise should be in a ready state of possession.

### **Required amenities & Facilities :**

- > 3 Phase Electricity Connection with Independent Meter with generator for 24 hrs.  
Power back up and should be lift facility also.
- > Dedicated Parking slot for 4 numbers of Four wheelers and 10 numbers of Two wheelers
- > 24 hours running water supply
- > 2+2 Toilets
- > Last date of submission of online tender is 13.04.2026 upto 4.00 p.m.

Interested parties may visit our Company's E-Procurement website <https://www.tenderwizard.com/NIAEPROC> to download Terms and conditions of the tender. However, the Technical Bid as well as Price Bid bids are to be submitted online. Scanned copy of therelevant documents are to be uploaded with the Technical Bid. For any clarification/query contact in person Mr. Pramod Kumar Rathore, AO or Mr. Rajiv Kandpal, Deputy Manager at Estate and Establishment Deptt., The New India Assurance Co. Ltd., R.G. City Mall, 3rd Floor, LSC, Block, Keshav Puram, Delhi-110035 may be contacted.

**The Company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.**

## 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. No any item of the tender document to be left blank
3. The offer should remain valid at least for a period of 5 months, to be reckoned from the date of advertisement
4. Company reserves the right to accept or reject any or all the tenders, without assigning any reason.
5. The successful bidder shall be required to enter into the 'Standard Lease Agreement' for the entire lease term and the same has to be registered with the Govt. Authorities within 3 days from the date of possession of the premise.
6. The entire lease term shall not be less than 9 years with customary automatic escalation in rent after 3 years OR shall not be less than 10 years with customary automatic escalation in rent after 5 years.
7. Negotiations on continuation of the lease for any further period beyond the entire term covered by the registered agreement, shall be completed 3 months in advance.
8. (a) Earnest Money of **Rs. 25,000/-** payable by way of Demand Draft/ Pay Order/ Net Banking in favor of **THE NEW INDIA ASSURANCE COMPANY LTD, payable at New Delhi**  
(b) EMD Demand Draft/ Pay Order should reach our office on or before 13.04.2026 **not after 4.00 pm** and Tender opening Committee shall open the Technical Bids after that.  
EMD can also be paid through net banking Account Number **00030350012267**,  
(c) **HDFC BANK, Branch Kasturba Gandhi Marg, New Delhi IFSC code number HDFC0000003 MICR CODE : 110240001**(If EMD is paid through online, kindly upload screen shot or mention UTR no. on our website)  
(d) EMD shall be refunded to UN-successful bidders within 15 days from the opening of the price bid.  
(e) EMD of the successful bidder shall be refunded/ adjusted against lease rent due **only after execution and registration of the standard lease agreement and shall be forfeited in case of back out by the bidder after selection to hand over possession of the premise OR failure to execute and register the standard lease agreement.**
9. Bank Account details given in the Technical Bid shall be used to credit the monthly rent on specific date through net banking/ ECS. Subsequent changes therein shall not be permitted.
10. Relevant documents to confirm ownership of the bidder are to be uploaded by the bidder while submitting the Technical Bid.
11. Offers for more than ONE premises owned by the same bidder are to be submitted in the same BID as additional item and no separate bids are to be submitted.
12. More than one tender for the same premise shall disqualify all the concerned tenders.
13. The offers are to be submitted ONLINE by the owner of the premise or duly authorized entity on his behalf within stipulated date and time and any modification therein after the last date shall not be permitted.
14. Offers are to be given only on 'Carpet Area' as defined as per IS:3861 of 2002.
15. The offered space should be located on a single floor excluding mezzanine floor.  
(a) It should not be located at the basement of the building  
(b) It should be "Divyang/Disability friendly" and should have a lift.  
(c) The offered premise should be in a ready state of possession.  
(d) Any offers submitted for the premise located in partly constructed/ under construction/ proposed building/ proposed floor on the existing building shall disqualify the concerned tender.  
(e) The offered premise should have separate toilet blocks for gents and ladies.  
(f) The approach road to the offered premise should be minimum 25 feet wide.

- (g) Clear details of 2 wheelers and 4 wheelers parking facility to be provided.
  - (h) Premise having glass facade should give specific details of ventilation arrangement.
  - (i) The offered premise should have approval granted by the concerned Municipal Authority Town Planning Authority for commercial use and the owner should possess occupancy certificate granted by the concerned authorities.
  - (j) Successful bidder shall undertake timely repairs and maintenance of the premise as well as colouring/ white-wash of the premise once in 3 years, at his own cost.
  - (k) Timely up-keep and maintenance of the common area/ passages to be arranged by the landlord.
16. Reimbursement of 'GST on Rent' quoted in 'Price Bid' over and above the rent, the bidder has to upload 'Certificate of Registration' by owner of the premise with GST Authority for renting out immovable properties.
  17. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
  18. (a) Brokerage, Commission, Security deposit, rent advance shall not be paid.  
(b) Security deposit can be considered only if any extra facilities (24 x 7 security; Uninterrupted power supply; centralized air conditioner; plug & play; etc.) are provided without claiming extra charges and demand for Security Deposit is clearly defined in the Price Bid.
  19. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
  20. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "List of deviation".
  21. Canvassing in any form will disqualify the tenderer.
  22. The short-listed vendors will be informed by the Company for arranging site inspection of the offered premises very soon after opening of the Technical Bids.
  23. Please note that New India Assurance shall start paying Monthly Rent only after taking the possession of the offered premises.

**Name of the bidder:**

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

**Date:**

**Place:**

## TECHNICAL BID

TENDER REFERENCE NUMBER: \_\_\_\_\_

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

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

### 1. Details of Builder / Owner :

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

### 2. Marketability of Title Deeds of the Vendor:

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

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

### 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.  
**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 : \_\_\_\_\_ **4 Wheelers** \_\_\_\_\_ **2 wheelers**  
 [c] Earmarked and dedicated parking OR first come first served : \_\_\_\_\_  
 [d] Details with regard to ventilation for the offered premise:

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

vii) Year of construction of the building : \_\_\_\_\_  
 viii) Estimated life span (years ) of entire building : \_\_\_\_\_  
 ix) Specification of construction / material used : \_\_\_\_\_  
 [I] Class of construction : \_\_\_\_\_  
 [II] Type of construction : \_\_\_\_\_  
 a) RCC framed structure  
 b) On load bearing walls  
 c) Any other  
 [III] Clear height from floor to ceiling (in Ft) : \_\_\_\_\_  
 [IV] If premise offered is located on ground floor, **above / below**  
 Plinth height (above / below) road level / \_\_\_\_\_ **Ft**  
 ground level  
 [V] Earth Quake resistance level of construction : \_\_\_\_\_

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

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

**5. Details of the locality :**

- i. Address and locality in which \_\_\_\_\_  
 the offered premise is situated \_\_\_\_\_
- ii. Character / Type of locality : **A / B / C / D / E**

A	Residential
B	Commercial
C	Shopping complex
D	Industrial
E	Slum

- iii. Whether the locality is prone to hazards like inundation/ flood etc. **Yes / No**
- iv. Locality's proximity to the following place in Kms.
- Railway station : \_\_\_\_\_ Kms.
  - Market / Supermarket : \_\_\_\_\_ Kms
  - Hospital : \_\_\_\_\_ Kms.
  - Bank : \_\_\_\_\_ Kms.
  - Bus stand : \_\_\_\_\_ Kms.

**6. Amenities provided :**

- Provision for number of toilets : \_\_\_\_\_
- Single phase OR Three phase Electricity connection : **Single / Three**
- Earthing arrangement standard/ capacity : \_\_\_\_\_
- 24 Hours water supply : **Yes / No**
- 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	Number of vehicles _____	Dedicated & earmarked OR first come first served basis	
			Free of any extra charge OR with any additional charges space	
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 :**

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

**9. Provision of proper arrangement of Fire safety:**

- Whether the building is having exit provision in case of fire : **Yes / No**
- In case of multi-storied building, whether refuge floor is available : **Yes / No**

- iii. Are the safety measures taken : **Yes / No**  
iv. If yes, give details of arrangement : \_\_\_\_\_  
v. No objection certificate has been achieved/ : **Yes / No**  
Secured from fire control Authorities.  
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 Number: \_\_\_\_\_

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

\_\_\_\_\_

Ref: Your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ newspaper / Company's website <http://newindia.co.in> with regard to lease of Office premises at \_\_\_\_\_ (Location). I / We offer you the premises described below on lease basis, as under:

Sr No	Decription	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) <b>Item No. 14</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 <b>Item No. 14</b> of General Terms and conditions of the Tender	Rs.
5	Monthly rent of the premise ( item No.3 multiplied by item No.4)	Rs.
6	Contribution towards maintenance charges per Sq. Ft. / Per month on carpet area, <b>if it is to be borne by the Company</b> to Housing Society/ Maintenance contractor	Rs.
7	Municipal Tax/ Property Tax/ Water charges etc. as per Municipal Tax Bill, in proportion to the premise offered, <b>if it is to be borne by the Company</b> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <b>to be borne by the Company</b>	Rs.
9	Any other specific charges fixed on monthly basis related to the offered premise <b>to be borne by the Company</b> as deviations from the standard terms and conditions: _____	Rs.
10	Total of 5 to 9 above	Rs.
11	Security Deposit if applicable as defined at <b>Item No.18 (b)</b> of the General Terms and conditions of the tender	Rs.
	Details of specific facilities/ amenities provided without any extra charge:	
12	Total number of years lease term offered in multiples of 3 OR 5 years as defined at <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	
14	Registration charges to be shared equally on 50 : 50 basis	
15	All taxes, surcharges / cess, etc. To be borne by the lessor	
16	Imposition of any other conditions leading to deviations from the standard terms and conditions (including item No.6 to 9 as stated above, whichever is applicable if any) as defined at <b>Item No.20</b> of General Terms and conditions of the Tender:	

### **Declaration**

**24.** 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.

**25.** 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 :**