



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LIMITED

“भारत सरकार का उपक्रम” / “Government of India Undertaking”

क्षेत्रीय कार्यालय : शारदा सेंटर, दूसरी मंजिल, नळ स्टॉप के पिछे, कर्वे रोड, पुणे - ४११ ००४.

Regional Office : Sharada Centre, 2nd Floor, Behind Nal Stop, Off Karve Road, Pune - 411 004.

फोन / Tel. : (020) 67675700. फॅक्स / Fax : 67675700

CIN No. L66000MH1919GOI000526 * GSTIN No. : 27AAACN4165C3ZP * IRDA Regn. No. 190



Commercial Space required for Kolhapur Suit Claims Hub on Lease basis at Kolhapur City

Tender Ref No: 08/PUNE/EST&ESTAB/25-26

Date: 19/09/2025

Offers in the form of TWO BID Tendering are invited from interested parties for commercial office premises on lease rent with the following general terms and conditions, located preferably on single floor (1st, 2nd or 3rd Floor) in a building approved by the Kolhapur Municipal Authority for commercial use and having easy access to the general public including person with disabilities (PWD)/Divyangan.

The details of amenities required is as under:

Preferred Location	Collector Office Road, New Shahupuri to Tarabai Park, Shahupuri, Kolhapur
Carpet Area	1500 to 2000 Sq. Ft. Carpet area as defined by IS: 3861 of 2002
Parking Facility	2 Four Wheeler & 4 Two Wheeler
Electricity Connection	3 Phase connection with adequate approved load, independent meter
Building Age	Not more than 7 Year Old
Other Facilities	Washroom for Gents & Ladies, adequate Water Supply, Provision for Air Conditioning, Pantry & Provision for Company Signboard & Banner

(Intermediary, Brokers & Agents shall not be entertained)

Interested parties may submit their offer in sealed envelopes mentioning technical bid and financial bid placed in an sealed envelope superscript as **“Offer for commercial premises for Kolhapur Suit Claims Hub (156002) at Kolhapur City”** addressed to



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"Regional In-charge"

The New India Assurance Co. Ltd.

Pune Regional Office,

2nd Floor, Sharda Centre, Off Karve Road, Nal Stop, Pune-411004

along with the copies of duly approved plan, title deed, layout of the building, Fire NOC, BU Permission and other relevant documents at the mentioned address by 05/10/2025 up to 05:45 P.M.

For complete details terms and conditions, please log on to the tender section of our website www.newindia.co.in the detailed documents can be downloaded from our website. All updates, corrigendum, addendum etc will be published on our website only.

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

Deputy General Manager

Pune Regional Office (15000)

Date: 19/09/2025



Tender Ref No: 08/PUNE/EST&ESTAB/25-26

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GENERAL TERMS & CONDITIONS

1. The terms and conditions shall form a part of the Lease agreement to be executed with the successful/selected bidder.
2. Tender documents received by the Company after the due date and time given shall be rejected.
3. 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 :-The offers have to be submitted or dropped into a tender box placed at **"The New India Assurance Co. Ltd. Pune Regional Office, 2nd Floor, Sharda Centre, Off Karve Road, Behind Nal Stop, Pune-411004"** by the owner of the premises or duly authorised entity.
4. 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 initiated by the tenderer. The Company reserves the right to reject the incomplete tenders.
5. The terms and conditions are forming a part of the tender to be submitted by the offerer to the Company.
6. Company reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
7. The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.
8. The successful bidder shall be required to enter into '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 on the premises.
9. The entire lease term shall not be less than 6 years with customary automatic escalation in rent after 3 years OR shall not be less than 10 years with the customary automatic escalation in rent after 5 years.
10. The negotiation 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.



11. Rent after execution of deed shall be paid to the landlord by Account payee cheques/NEFT/ECS only and no brokerage shall be paid to any broker.
12. Income tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
13. 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".
14. 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 Commercial office premises at.....
(specify location)".
15. The offers are to be given only on Carpet Area as defined as per IS:3861 of 2002.
16. The offer for more than ONE premises owned by the same bidder are to be submitted in the same BID as additional items & no separate bids to be submitted.
17. The offered space should be located on a single floor excluding mezzanine floor.
 - a. It should not be located in the basement of the building.
 - b. It should not be located on the 3rd or any upper floor, if adequate lift facility is not available.
 - c. The offered premises should be in ready possession.
 - d. Any offer 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 & Ladies.
 - f. The approach road to the offered premises should be minimum 25 feet wide.
 - g. Details of 4 Wheeler & 2 Wheeler parking facilities should be provided.
 - h. Premises having glass facades 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 purpose and the owner possess the occupancy certificate granted by the concerned authority.
 - j. Successful bidder shall undertake timely minor repairs & maintenance as well as colouring/whitewash of the premises once in 5 years at his own cost.
 - k. Timely upkeep and maintenance of the common area/passage to be arranged by the landlord.



18. Reimbursement of "GST on Rent" quoted in Price Bid over and above rent, the bidder has to submit "Certificate of Registration" by the owner of the premises with the GST Authority for renting out immovable property.
19. Municipal Tax/Property Tax, Land Revenue and other outgoings are borne by the owner of the premises.
20. Brokerage, Commission, Security Deposit, Rent Advance shall not be paid. Whereas the Security deposit can be considered only if extra facilities such as 24 x 7 security, un-interrepted power supply, Plug & Play etc are provided without claiming any extra charges and demand for security deposit should be clearly defined in price bid.
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.

Name of the bidder:

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

Date:

Place:



TECHNICAL BID

Tender Ref No: 08/PUNE/EST&ESTAB/25-26

Date: 15/09/2025

To,

The New India Assurance Co. Ltd.

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

Sr. No.	Particulars	Details Provided by Bidder
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): - Commercial - Residential & Commercial - 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 : - Super Built – up Area: - Built- up Area: - Carpet Area: VI. - List of common areas as included for the purpose of computing Super Built-up Area: - Details of the parking facilities available - Whether cross ventilation is available VII. - Year of the Construction of the Building : - Estimated life span of the building : VIII. Specification of the construction / material used : - Class of Construction - Type of construction - RCC framed structure: - Load bearing walls: - Any other. - Clear height from floor to ceiling (in ft.) - Earth quake resistance level of construction :	Sq. Ft. Sq. Ft. Sq.Ft.
4.	Period of lease offered:	



	Details of land/ site:- I. Tenure of the land a. Free hold: b. Leasehold: I. If leasehold give residual Period of lease & name of title holders): Period of lease & name of title holders. II. 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: b. Open area: IV. Whether the building has underground / overhead water storage tank V. Any established easements regarding right of way/ passage for mains of water/ electric: VI. Does the site or portion fall within railway/ National Highway/ underground cable/Metro traverse site: VII. Layout of the building enclosed :	Sq. Ft. Sq. Ft. YES/NO YES/NO YES/NO
5.	Details of the locality: I. Address and locality in which the property is situated : II. Character/ Type of locality: a. Residential b. Commercial c.Shopping complex	a / b / c / d / e



	d. Industrial e. Slum III. Whether the locality is prone to hazards like inundation / flood, etc: IV. Locality's proximity to the following place in kms a) Railway station : b) Market/ supermarket : c) Hospital : d) Bank : e) Bus stand :	YES/NO
6.	a. Details of boundary and adjacent buildings: b. Premises Offered I. Boundary of the Property	a) North : c) South : b) East : d) West :
7.	Amenities Provided I. Provision for no. of toilets II. a) No of phases of electricity connection b) Standards of earthing arrangement III. Facilities for 24 hours water supply IV. Safety and Security arrangement V. Fire Exit VI. Availability of space on roof of the building for installation of V-SAT:	 (Single / Two / Three Phase) YES/NO YES/NO YES/NO 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 : V. Anti Lightening Device/ Lightening Arresters: VI. Security arrangements VII. Proper sanitary / sewerage system	YES/NO YES/NO YES/NO YES/NO
9.	Details, of Plans /Blue Prints/ Sanctioned plan I. Whether the plan of the Property is sanctioned by Competent Authority : II. If sanctioned, please enclose copy of approved land / site plans: III. Whether occupancy / completion certificate obtained	YES/NO Attached / Not Attached YES/NO
10.	Provision of proper arrangement of Fire safety: I. Are the safety measures taken: II. If yes, give details of arrangements: III. No Objection Certificate has been achieved: No Objection Certificate has been achieved secured from fire control Authorities IV. If yes, produce copies of proof	YES/NO YES/NO Attached / Not Attached



	certificates	
11.	List of annexures :	1. 2. 3. 4. 5. 6. 7. 8. 9. 10

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].



PRICE BID

Tender Ref No: 08/PUNE/EST&ESTAB/25-26

Date: 15/09/2025

To,

The New India Assurance Co. Ltd.

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

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: