



Ahmedabad Regional Office.
Office Code: 210000
5th floor, Popular House, Ashram
Road, Ahmedabad – 380 009.
(Phone: 079-26553247, 26553245)
CIN: L66000MH1919GOI000526

Tender ref: ARO/Estb/Ahmedabad Key Business Office_212300/2025-26/2

Tender Notice for COMMERCIAL SPACE ON LEASE

Offers in the form of TWO BID Tendering are invited by **The New India Assurance Co. Ltd.** from the interested parties to hire us commercial space on lease for our Key Business Office – 212300. Office premises should be accessible to general public including persons with disabilities (PwDs) / Divyangjan. Details of amenities we require are mentioned hereunder.

Preferred location: Nehru Nagar to Shyamal Cross Road.
Carpet area (as defined by IS: 3861 of 2002): 1500 to 1700 sq. ft.

Required Amenities & Facilities:

- Vehicle parking facility: Minimum 2(two) four wheelers and 12(twelve) two wheelers and parking for visitors.
- 3-phase electricity connection with independent meter and adequate water supply, Fully Air Conditioning, 2 Washroom facilities separate for male & Female, provision for canteen/pantry and Provision for installation of company signboards, the building offered **must not be more than 5 years old.**

Interested parties may submit their offers in sealed envelopes mentioning technical bid and financial bid placed in an sealed envelope superscripted **“offer of premises for Ahmedabad Key Business Office_212300 at Ahmedabad”** addressed to “Regional In-Charge” along with copies of duly approved plan, title deed, layout of the building, Fire NOC, BU permission, and other relevant documents at the above mentioned address **latest by 22.09.2025 up to 05.45. p.m.**

For complete details terms & condition, please log on to tender section of our website <https://newindia.co.in>. Our Tender documents can be downloaded from there. All updates, corrigendum, addendum etc. will be published on <https://newindia.co.in> only.

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


Regional Manager
Ahmedabad Regional Office



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 item of the tender document should be left blank
3. The offer should remain valid at least for a period of 4 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 30 days from the date of possession of the premise.
6. 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 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. 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.
9. Relevant documents to confirm ownership of the bidder are to be submitted by the bidder while submitting the Technical Bid.
10. 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.
11. More than one tender for the same premise shall disqualify all the concerned tenders.
12. **The offers have to be submitted or dropped into tender box placed at The New India Assurance Company Limited, Ahmedabad Regional Office, 5th Popular House, Ashram Road, Ahmedabad, 380009 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.**
13. Offers are to be given only on 'Carpet Area' as defined as per IS: 3861 of 2002.
14. 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 not be located on 3rd or any upper floors, if adequate lift facility is not available.
 - (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, 4 wheelers and visitors' parking facility to be provided.
 - (h) Premise having glass façade should give specific details of ventilation arrangement and preferably be double glazed glass.
 - (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 coloring/ whitewash 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.
 - (l) Air Conditioning details of premises.
 - (m) Provision of fire sprinkler within office premises.
15. Reimbursement of 'GST on Rent' quoted in 'Price Bid' over and above the rent, the bidder has to submit 'Certificate of Registration' by owner of the premise with GST Authority for renting out immovable properties.



16. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
17. (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; 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.
18. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
19. 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".
20. Canvassing in any form will disqualify the tenderer.
21. 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.

Name of the bidder:

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

Date:

Place:



TECHNICAL BID

Tender Ref No: ARO/Estb/Ahmedabad Key Business Office_210600/2025-26/2

Date: 29.08.2025

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: ARO/Estb/Ahmedabad Key Business Office_212300/2025-26/2 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 : _____
- a. Mobile Number : _____
- b. e- mail : _____
- IV. Bank Account details of the owner of the premise:
- a. Name and style of the Bank account : _____
- b. Type of Account (Current Account/ Saving Account/Any other): _____
- c. Account Number : _____
- d. Name of the Bank : _____
- e. Branch : _____
- f. IFSC code : _____
- V. Pan Card : _____
- VI. Whether owner of the premise has registered with
- a. GST Authorities for renting out immovable properties? YES / NO
- b. (If 'Yes' a copy of the Certificate of Registration to be enclosed)

2. Marketability of Title Deeds of the Vendor:

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

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

3. Details of the property offered :

- i. Full address of the property offered : _____

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) : _____
- 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: No of _____ 4 Wheelers No. of _____ 2 wheelers & visitors' parking _____
- [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, Plinth height (above / below) road level / ground level : _____ above / below _____ Ft
- [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

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.
- 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
- vi. Air Conditioning details (quantity) : _____



PRICE BID

to: ARO/Estb/Ahmedabad Key Business Office_212300/2025-26/2

Date: 29.08.2025

India Assurance Co. Ltd.

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	Yes / No
			Free of any extra charge OR with any additional charges	
v	Anti-lightening devices		Availability	Yes / No
vi	Security arrangements		Availability	Yes / No
			Free of any extra charge OR with any additional charges	
vii	Proper sanitary / sewerage system		Availability	Yes / No
			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**
- Fire sprinkler within office premises **Yes / No**
- In case of multi-storied building, whether refugee floor is available: **Yes / No**
- Are the safety measures taken : **Yes / No**
- If yes, give details of arrangement : _____
- No objection certificate has been achieved/ Secured from fire control Authorities. : **Yes / No**
- If yes, produce copies of proof certificate : **Attached / Not attached**

10. List of annexures:

- Certificate of Registration with GST Authority for renting out immovable properties.
- Title Search & non-encumbrance report from Advocate
- List of common area, as included for the purpose of computing Super Built-up Area
- Plan approved by Municipal Authority/ Town Planning Authority for construction of the premise
- Fire Safety Certificate issued by the Competent Authority
- Completion Certificate/ Occupancy Certificate issued by Municipal Authority/ Town planning
- Municipal Tax/ Property Tax bill

Signature :

(Owner / Authorized Representative)

PLACE :

Date :

PS : All pages should be signed



PRICE BID

Tender Ref No: ARO/Estb/Ahmedabad Key Business Office_212300/2025-26/2

Date: 29.08.2025

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.	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) Item No. 14 of General Terms and conditions of the Tender	
4	Rate per Sq. Ft. / per month on carpet area as per IS 3861 of 2002 Item No. 14 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, <i>if it is to be borne by the Company</i> to Housing Society/ Maintenance contractor	Rs.
7	Charges per month for vehicle parking space, if it is not provided free of cost and <i>to be borne by the Company</i>	
8	Any other specific charges fixed on monthly basis related to the offered premise <i>to be borne by the Company</i> as deviations from the standard terms and conditions: _____	Rs.
9	Total of 5 to 9 above	Rs.
10	Security Deposit if applicable as defined at Item No.18 (b) of the General Terms and conditions of the tender	Rs.
	Details of specific facilities/ amenities provided without any extra charge:	
11	Total number of years lease term offered in multiples of 3 OR 5 years as defined at Item No.6 of General Terms and conditions of the Tender	
12	Rate of percentage for automatic enhancement in rent after completion of every 3 OR 5 years, as applicable.	
13	Registration charges to be shared equally on 50 : 50 basis	
14	All taxes, surcharges / cess, etc. To be borne by the lessor	
15	<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 Item No.20 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, 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:

