



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

E-Tender ref: ARO/Estb/Ahmedabad Regional Office_210000/2025-26/1

E-Tender Notice for COMMERCIAL SPACE ON LEASE

Offers in the form of TWO BID E-Tendering are invited by **The New India Assurance Co. Ltd.** from the interested parties to hire us commercial space on lease for our Regional Office – 210000. 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 Circle to Jhansi ki Rani to Shivrangani to Shyamal Cross Road to 100 Feet Road, Satellite Area-Ahmedabad

Carpet area (as defined by IS: 3861 of 2002): Approximately 9000 sq. ft. of area.

Required Amenities & Facilities:

- Vehicle parking facility: Minimum ten (10) four wheeler and provision of minimum Fifty (50) numbers of two wheelers along with parking for visitors.
- Electricity 3-phase connection with independent meter and adequate water supply, Fully Air Conditioning, Washroom facilities (separate for male, female and PWD), pantry/ Canteen and Provision for installation of company signboards, the building offered **must not be more than 5 years old.**
- Proper Fire Safety measurement in building along with separate fire exit provision in offered premises

Interested parties may submit their offers online on www.tenderwizard.com/NIAEPROC **“offer of premises for Ahmedabad Regional Office_210000 at Ahmedabad”** along with scanned copies of duly approved plan, title deed, layout of the building, Fire NOC, BU permission, and other relevant documents at the above mentioned online address latest by 14.11.2025 up to 03:00. p.m.

For complete details terms & condition, please log on to tender section of www.tenderwizard.com/NIAEPROC. Our Tender documents can be downloaded from there. All updates, corrigendum, addendum etc. will be published on www.tenderwizard.com/NIAEPROC 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
Ahmedabad Regional Office

दि न्यू इंडिया एश्योरंस कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LTD.

अहमदाबाद क्षेत्रीय कार्यालय (210000)

AHMEDABAD REGIONAL OFFICE (210000)

5वीं मंज़िल पोप्युलर हाउस, आश्रम रोड

5th Floor, Popular House, Ashram Road,

अहमदाबाद - 380 009

Ahmedabad – 380 009

दूरभाष /Phone :

(079)26553200(एक्स 201 से 260)

E-Tender Ref No: ARO/Estb/Ahmedabad Regional Office_210000/2025-26/1

Dated: 11.10.2025

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 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. 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. Interested parties may submit their offers online on www.tenderwiz-ard.com/NIAEPROC "offer of premises for Ahmedabad Regional Office_210000 at Ahmedabad" along with scanned copies of duly approved plan, title deed, layout of the building, Fire NOC, BU permission, and other relevant documents at the above mentioned online address latest by 14.11.2025 up to 03:00. p.m
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.

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- (e) The offered premise should have separate toilet blocks for gents, ladies and PWD.
- (f) The approach road to the offered premise should be minimum 25 feet wide.
- (g) Minimum ten (10) four wheeler and provision of minimum Fifty (50) numbers of two wheelers along with parking for visitors
- (h) Premise having glass façade 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/ 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.
- 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, refundable interest free Security deposit, rent advance shall not be paid.
(b) Refundable Interest Free 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.
- 22. Minimum lock period of 5 years.
- 23. Strictly adherence with AMC guidelines.
- 24. Office premises should be accessible to general public including persons with disabilities (PwDs) / Divyangjan.
- 25. Proper Fire Safety measurement in building along with separate fire exit provision in premises

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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. 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
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. 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 i.e 14.11.2025 at 3:00 pm.
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.

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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) 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.
 - 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

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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, if any 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.

**Note: In case of any difficulty in submission of E-tender please contact @ Below;
Mr. Sushant Panchal, Mobile: 9731468511, Email : lokesh.hr@etenderwiz-ard.com**

Name of the bidder:

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

Date:

Place:

TECHNICAL BID

E-Tender Ref No: ARO/Estb/Ahmedabad Regional Office_210000/2025-26/1 Dt : 11.10.2025

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 Regional Office_210000/2025-26/1** for requirement of commercial space at _____ (Location) on lease rent.

1. Details of Builder / Owner :

- I. Name : _____
- II. Address : _____
- III. Contact Phone Number : a. Land-line number : _____
b. Mobile Number : _____
c. E- mail ID : _____
- 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 **Attach a list with details**
The purpose of computing
Super Built-up Area
- [b] Details of parking facilities available: **No of _____ 4 Wheelers & No. of _____ 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/Age of 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
- [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 / **Yes / No**
National highway / Underground cable /
Metro traverse site.
- v. Strictly adherence with AMC guidelines **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 separate for male, female and PWD : _____ no. of male, _____ no. of female & _____ no. of PWD 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. Requirement of Fully Air conditioned premises :

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 :

- 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 separate 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 GST 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

PRICE BID

E-Tender Ref No: ARO/Estb/Ahmedabad Regional Office_210000/2025-26/1

Dt: 11.10.2025

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. 13 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. 13 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.17 (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.19 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: