



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE COMPANY LTD.

(Govt. of India Undertaking)

मुंबई क्षेत्रीय कार्यालय - 1 : न्यू इन्डिया सेंटर, 6वीं मंजिल, 17-ए, कूपरेज मार्ग, डॉ. बी. आर. आंबेडकर चौक, मुंबई - 400 001.

Mumbai Regional Office - 1 : New India Centre, 6th Floor, 17-A, Cooperage Road, Near Dr. B.R. Ambedkar Chowk, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526

Phone : 022-22817198
Toll Free No. : 18002091415

e-Tender Notice

Online offers (Technical & Financial) are invited to hire preferably fully furnished commercial space on lease near:

1. Sion Area, Mumbai (825 sq. ft.)

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>.

Last date of submission of bids is 21 days from the date of publishing of tender i.e. **1 /05/2026** 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.

(S/d)

Dy. General Manager



विराग कुमार
उप महाप्रबंधक
Virag Kumar
Dy. General Manager

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M. G. Road, Fort, Mumbai - 400 001.

दुरभाष / Phone : 022-2270 8100 / 022-2270 8400 वेबसाइट / Website : www.newindia.co.in



दि न्यू इंडिया एश्योरेन् कंपनी लिमिटेड
THE NEW INDIA ASSURANCE COMPANY LIMITED
मुंबई क्षेत्रीय कार्यालय-I, न्यू इंडिया सेंटर, 17-A, कूपरेज रोड, डॉ. बी. आर. अंबेडकर के निकट, मुंबई-
400001. Mumbai Regional Office-I, New India Centre, 6th Floor, 17-A, Cooperage Road, Near Dr.
B. R. Ambedkar, Mumbai-400001.
CIN: L66000MH1919GOI000526

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 Sion Rly. Station.

1. Sion Railway Station Area, Mumbai (825 sq. ft.)

Basic Requirements of the Preferred Premises

- 1. Location** : in & around 1. Sion Railway Station Area, Mumbai (825 sq. ft.) within the walking distance radius of 1-1.5 kms from Sion Railway Station and the age of the building should not be more than 10 years.

Carpet Area : 825 Sq. Ft on single floor excluding mezzanine floor

Carpet area as defined by IS:3861 of 2002

Floor : Entire space should be 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.

Lease Term: At least 5 years renewable for 2 more terms.

Required amenities & Facilities :

- > 3 Phase Electricity Connection with Independent Meter for 24 hrs. and lift facility also.
- > Dedicated Parking slot for 2 numbers of Four wheelers and 2 numbers of Two wheelers.
- > 24 hours running water supply
- > 1+1 Toilets
- > Last date of submission of online tender is 21 days from the date of publishing of the tender upto 4.00 p.m.
- > Tender Float Date- 10/04/2026
- > Date of Closing of Tender- 1/05/2026
- > Date of Opening of Technical Bids- 4/05/2026
- > Date of Opening of Financial Bids- To be decided later
- > Pre bid meeting- 17/04/2026 at 3.00 pm. Venue- Mumbai Regional Office-I, New India Centre, 6th Floor, 17-A, Cooperage Road, Near Dr. B. R. Ambedkar, Mumbai-400001.

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 the relevant documents are to be uploaded with the Technical Bid. For any clarification/query contact in person Mr. Jitendra Hargude , AM or Mr. Gaurav Turkar, AO at Estate and Establishment Deptt., The New India Assurance Co. Ltd., Mumbai Regional Office-I, New India Centre, 6th Floor, 17-A, Cooperage Road, Near Dr. B. R. Ambedkar, Mumbai-400001 may be contacted.

For e-tendering helpdesk Contact number-9731468511, Mr. Sushant and email id-
lokesh.hr@etenderwizard.com

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 6 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 of 5 years and the same has to be registered with the Govt. Authorities within 3 days from the date of possession of the premise.
6. Bidders last 3 years copy of ITR, KYC details (Pan and addhaar) to be provided.
7. GST Registration Number to be provided.
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 Mumbai.**
(b) EMD Demand Draft/ Pay Order should reach our office on or before 15.03.2026 **before 4.00 pm** and Tender opening Committee shall open the Technical Bids after that. EMD can also be paid through net banking Account Number **-510101005902990,**
(c) **Union Bank Of India, Mumbai Samachar Branch, Branch Fort, Mumbai** IFSC code number **UBIN0531791** (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, 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 & Seal 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.

- 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	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	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**

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 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 obtained/ Secured from fire control Authorities. : **Yes / No**
If yes, produce copies of proof certificate : **Attached / Not attached**

10. List of annexures:

- 1. Certificate of Registration with Service Tax Authority & GST Registration 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

Seal & 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) 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, <u>if it is to be borne by the Company</u> 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, <u>if it is to be borne by the Company</u> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <u>to be borne by the Company</u>	Rs.
9	Any other specific charges fixed on monthly basis related to the offered premise <u>to be borne by the Company</u> 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 Item No.18 (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 Item No.6 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 Item No.20 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 :