



दि न्यू इंडिया एश्योरेंस कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

THE NEW INDIA ASSURANCE CO. LTD.

(Govt. of India Undertaking)

चंडीगढ़ एल.सी.बी.ओ. (850000), 91-92-93, सेक्टर 34 ए, चंडीगढ़-160022

Chandigarh CBO (850000), 91-92-93, Sector 34A, Chandigarh-160022

CIN Number: L66000MH1919GOI000526



Ph: 0172-2601036

Email: [nia.850000@newindia.co.in](mailto:nia.850000@newindia.co.in)

Website: [www.newindia.co.in](http://www.newindia.co.in)

18<sup>th</sup> Oct 2023

## **E-TENDER NOTICE**

### **REQUIREMENT OF COMMERCIAL SPACE ON LEASE FOR CHANDIGARH CBO 850000**

Tender Reference No. NIA/CHD/CBO/ESTB.TENDERS/02

The New India Assurance Company Ltd, Chandigarh CBO requires commercial office on lease, measuring 4000 to 4200 sq. ft approximately carpet area preferably on single floor (any Floor upto 3<sup>rd</sup> Floor), or 2 adjacent floors with common staircase (upto 3<sup>rd</sup> Floor), or 2 vertical floors with common staircase (upto 3<sup>rd</sup> Floor), excluding basement/ mezzanine floor for Chandigarh CBO in a commercial building with adequate lift facility in **Sector 8/ Sector 9/ Sector 17/ Sector 22/ Sector 26/ Sector 34/ Sector 35/ Sector 43.** Carpet area as defined by Indian Standard Code no.:3861-2002.

E-Tenders are invited from interested bidders for their bids/offers on or before **11:00 am, 8<sup>th</sup> November 2023.** Technical & Commercial bids along with EMD of Rs.50,000/-, in the form of DD/ Pay Order/Net Banking in the favor of The New India Assurance Co Ltd payable at Chandigarh, are to be submitted online on [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC), which requires Digital Signature Token in the name of the bidder.

All the tender documents along with the terms and conditions can be downloaded from the company's website [www.newindia.co.in](http://www.newindia.co.in). The tender documents can be collected from the office (address mentioned above) between 9.30 a.m. to 1.00 p.m. and 1.30 to 5.15 p.m. from Monday to Friday excluding Saturday and Sunday and any other holiday.

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

All updates, corrigendum, addendum, etc. shall be published on our website [www.newindia.co.in](http://www.newindia.co.in) only.

  
Chief Regional Manager

पंजीकृत एवं प्रधान कार्यालय : न्यू इंडिया एश्योरेंस बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.  
Regd. & Head Office : New India Assurance Bldg., 87, Mahatma Gandhi Marg, Fort, Mumbai - 400 001.  
TOLL FREE NO. - 1800 209 1415 • IRDA REG NO. 190



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**TENDER REFERENCE NO.-**  
**NIA/CHD/CBO/ESTB./TENDERS/02**

**REQUIREMENT OF**  
**COMMERCIAL PREMISES**  
**ON LEASE**  
**FOR**  
**CHANDIGARH CBO (850000)**  
**OF**  
**THE NEW INDIA ASSURANCE COMPANY LIMITED**



पंजीकृत एवं प्रधान कार्यालय : न्यू इंडिया एश्योरेंस बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.  
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17<sup>th</sup> Oct 2023

**Tender Ref. No.: NIA/CHD/CBO/ESTB./TENDERS/02**

Online offers in the form of TWO BID Tendering are invited from the interested parties for **commercial office premises on lease rent** with the following general terms and conditions, located preferably on single floor (any floor upto 3rd Floor) or 2 adjacent floors with common staircase (upto 3rd Floor) or 2 vertical floors with common staircase (upto 3rd Floor) of a commercial building in Sector 8/ Sector 9/ Sector 17/ Sector 22/ Sector 26/ Sector 34/ Sector 35/ Sector 43.

**Basic requirements of the preferred commercial premises:**

**Carpet area: Approx. 4000 to 4200 sq. ft. preferably on single floor (any floor upto 3rd Floor), or 2 adjacent floors with common staircase (upto 3<sup>rd</sup> floor), or 2 vertical floors with common staircase (upto 3<sup>rd</sup> floor)**

**Carpet area as defined by IS: 3861 of 2002**

**Premise should be in a commercial complex.**

**(should not be on basement/ mezzanine floor)**

**Common Vehicle Parking facility: Min. 25 numbers of four wheelers and 05 numbers of two wheelers**

**Mandatory Lift Facility, Electricity 3 phase connection with adequate approved load, independent meter and adequate Municipal water supply**

**(Intermediary, Brokers & Agents shall not be entertained)**

Interested parties may visit our Company's website <http://newindia.co.in> to download Terms and conditions of the tender. However, the Technical Bid as well as Price bids are to be submitted online through our E-tendering portal [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC). To upload 'TECHNICAL BID' & 'PRICE BID' the vendor should have **DIGITAL SIGNATORY TOKEN**. Scanned copy of the relevant documents related to the property as well as confirmation of earnest money payment made are to be uploaded with the Technical Bid. For any queries regarding e-procurement bidders can contact Mr. Sushant Mobile. No – 9731468511 or 022-66865600, for any queries regarding tender terms and conditions contact person name Ms. Vanita Thakral, Manager, Mobile No – 9417839078.

Last Date and time for the submission of Tender documents is 8<sup>th</sup> November 2023 till 11:00. **Tender will be opened on or after 8<sup>th</sup> November 2023, 12:00 pm** in our office premises at

**The New India Assurance Co. Ltd,  
CBO Chandigarh,  
1<sup>st</sup> Floor, S.C.O. 91-93, Sector 34A,  
Chandigarh – 160022**

  
Chief Regional Manager  
Chandigarh CBO (850000)

The New India Assurance Co Ltd



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## GENERAL TERMS AND CONDITIONS

1. The terms and conditions shall form as part of the lease agreement to be executed with the successful bidder.
2. None of the items 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 thereof.
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 premises.
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.50,000/- payable by way of Demand Draft/ Postal Order/ Net Banking in favour of **THE NEW INDIA ASSURANCE COMPANY LTD, payable at Chandigarh.**
  - b) EMD Demand Draft/ Pay Order of Rs.50,000/- should reach our office in a sealed envelope on or before **11:00 am 8<sup>th</sup> November 2023**. Bidders are requested to kindly upload on our e-procurement portal [www.tenderwizard.com/NIAEPROC](http://www.tenderwizard.com/NIAEPROC), the scanned copy of the Demand Draft/ Pay order submitted offline in our office.
  - c) EMD can be paid to net banking Account Number 00350350000941 **BANK HDFC Bank Branch SECTOR 35B IFSC code number HDFC0000035 and confirmation thereof to be uploaded with the 'Technical Bid'.**
  - d) EMD shall be refunded to un-successful bidders within 1 month from the opening of the price bid or to all the bidders in the event of cancellation of the tendering process. It will be refunded to the Bank account details given in the Technical Bid.
  - e) EMD of the successful bidder shall be refunded/ adjusted against lease rent **only after execution and registration of the standard lease agreement and shall be forfeited in case of back out by the bidder after selection and failure to hand over possession of the premise OR failure to execute and register the standard lease agreement.**



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- f) If Demand Draft/ Pay Order details/ screenshot of depositing EMD are not uploaded on our e-procurement portal, such bidder would be liable to be rejected.
- g) Non- receipt of EMD within stipulated time will amount to the disqualification of the bid.
9. Bank Account details given in the Technical Bid shall be used to refund the EMD as well as to credit the monthly rent of the premises on specific date through net banking/ ECS. Subsequent changes therein shall not be permitted.
10. Relevant documents to confirm ownership of the bidder as well as other related legal requirements (such as power of attorney, Municipal permission for commercial use, Title Clearance certificate from Advocate, Layout authorized by municipal authority, occupancy certificate etc.) are to be uploaded by the bidder while submitting the Technical Bid.
11. Enclosing the price bid with the technical bid or any direct or indirect mention of the price in the technical bid is strictly prohibited. Violation to the same will render the bid liable to be rejected.
12. 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.
13. More than one tender for the same premise shall disqualify all the concerned tenders.
14. The offers are to be submitted ONLINE by the Legal owner of the premises or duly authorized entity (duly supported by legal document) on his behalf, within stipulated date and time and any modification therein after the last date is not permitted.
15. Offers are to be given for size of the premises calculated on 'Carpet Area' as defined as per IS:3861 of 2002.
16. The offered space should be located on a single floor (any floor upto 3rd Floor) or 2 adjacent floors with common staircase (upto 3rd Floor) or 2 vertical floors with common staircase (upto 3<sup>rd</sup> Floor), *excluding mezzanine floor*.
- (a) It should not be located at the basement of the building.
- (b) The offered premises should have mandatory lift facility available for all floors.
- (c) The offered premises should be in a ready state of possession.
- (d) Any offers 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 premise should have sufficient and separate toilet blocks for gents and ladies.
- (f) Sufficient common parking facility should be available with minimum 25 numbers of 4-wheeler parking & 5 numbers of 2-wheeler parking.
- (g) Premises having glass facade, should give specific details of ventilation arrangement.

पंजीकृत एवं प्रमाणित कार्यालय : न्यू इंडिया एश्योरेंस बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.  
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- (h) The offered premises 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.
- (i) Successful bidder shall undertake timely repairs and maintenance of the premises as well.
- (j) Timely up-keep and maintenance of Common area/ passages to be arranged by the Professional Agency.
17. Selected premises shall be refurbished according to the Company's requirements.
18. Successful bidder shall have to arrange for approval from the concerned authorities for installation of SIFY tower on Terrace.
19. In case where the bidder has requested for the reimbursement of GST in the price bid, the proper "Certificate of Registration under GST Law" should be submitted.
20. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise.
21. (a) Brokerage, Commission, Security deposit and 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.
22. Income tax and other statutory clearance shall be obtained by the vendors at their own cost, as and when required.
23. 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".
24. Canvassing in any form will disqualify the tenderer.
25. 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.
26. The terms and conditions for Lease premises will be modified as per our standard proforma/standard lease agreement.

Name of the bidder:

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

Date:

Place:



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## TECHNICAL BID

Tender reference number: NIA/CHD/CBO/ESTB./TENDERS/02

To,

**The New India Assurance Co. Ltd.**  
**Chandigarh CBO - 850000**

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 basis.

### 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 have registered with  
GST Authorities. 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.
- c) Whether the premises offered is free from  
litigations / encumbrance?

Enclosed / Not enclosed  
YES / NO

### 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)
- iii. Total number of floors in the building : \_\_\_\_\_
- iv. At which floor the premises are offered : \_\_\_\_\_
- a. Commercial  
b. Residential & Commercial  
c. Shopping Centre



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

Attach a list with details

Super Built-up Area

[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] 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



Handwritten signature and initials in blue ink.



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	
ii	Two wheeler parking space	Number of vehicles _____	Dedicated & earmarked OR first come first served basis	
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 Free of any extra charge OR with any additional charges	Yes / No
v	Anti-lightening devices		Availability	Yes / No
vi	Security arrangements		Availability Free of any extra charge OR with any additional charges	Yes / No
vi	Proper sanitary / sewerage system		Availability Maintained by Housing Society/ Outside agency	Yes / No

**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/Emergency exit:**

- i. Whether the building is having 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**



① 10-11-22

**10. List of annexures:**

1. Certificate of Registration with GST Authority.
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**



Handwritten signature in blue ink.

## E – TENDERING PRICE BID

Tender Reference Number: **NIA/CHD/CBO/ESTB./TENDERS/02**

To,  
**The New India Assurance Co. Ltd.**  
**Chandigarh CBO - 850000**

Ref: Your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ newspaper / Company's website <http://newindia.co.in> with regard to lease 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)	
4	Rate per Sq. Ft. on carpet area as per IS 3861 of 2002	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, if it is <b>to be borne by the Company</b> to Maintenance contractor	Rs.
7	Any other specific charges (viz. water 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.
8	Total of 5 to 7 above	Rs.
9	Security Deposit if applicable as defined at Item No.21 (b) of the General Terms and conditions of the tender	Rs.
	Details of specific facilities/ amenities provided without any extra charge	
10	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	
11	Rate of percentage for automatic enhancement in rent after completion of every 3 OR 5 years, as applicable.	
12	Registration charges to be shared equally on 50 : 50 basis	
13	<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 <b>Item No.22</b> of General Terms and conditions of the Tender:</i>	



*(Signature)*



**\*Final L1 bidder shall be selected after considering the lease term and automatic enhancement percentage offered.**

### **Declaration**

1. I / We are aware that the price mentioned above will be inclusive of all amenities and other conveniences provided by the landlord, municipal taxes, rates / surcharges and cess etc.
2. 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 :**



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## Indian Standard

# METHOD OF MEASUREMENT OF PLINTH, CARPET AND RENTABLE AREAS OF BUILDINGS

( Second Revision )

### 1 SCOPE

This standard covers method of measurement of plinth, carpet and rentable areas of old and new buildings.

### 2 TERMINOLOGY

2.0 For the purpose of this standard, the following definitions shall apply.

#### 2.1 Plinth Area

Plinth area shall mean the built-up covered measured at the floor level of the basement or of any storey ( see 4 ).

#### 2.2 Carpet Area

Carpet area shall mean the floor area of the usable rooms at any floor level ( see 5 ).

#### 2.3 Rentable Area

Rentable area shall mean the carpet area at any floor level including areas as detained in 6.

#### 2.4 Balcony

A horizontal projection with a hand-rail, balustrade or a parapet, to serve as passage or sitting out place.

#### 2.5 Mezzanine Floor

An intermediate floor in between two main floors having minimum height of 2.2 m from the floor and having a proper and permanent access to it.

NOTE — Where rules of the local bodies permit intermediate floor of minimum 1.8 m clear height, these be also considered as mezzanine floor for the purpose of measurement.

#### 2.6 Stair Cover ( Mumty )

It is a structure with a roof over a staircase and its landing, built to enclose only the stairs for the purpose of providing protection from weather and not used for human habitation.

#### 2.7 Loft

A structure providing intermediate storage space in between two main floors without having a permanent access and at a height not less than 2.0 m from the floor below.

#### 2.8 Porch

It is a covered structure supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building.

### 3 GENERAL

3.1 Linear measurement shall be measured to nearest 0.01 m, and areas shall be worked out to the nearest 0.01 m<sup>2</sup>.

3.2 The areas of each of the following categories shall be measured separately and shall not be clubbed together:

- a) Basement;
- b) Floor without cladding ( stilted floor );
- c) Floors including top floor which may be partly covered;
- d) Mezzanine floor including additional floor for seating in assembly building/theatre, auditorium, etc;
- e) Garage;
- f) Accommodation for service staff;
- g) Stair cover ( mumty );
- h) Machine room;
- j) Porch; and
- k) Towers, turrets, domes projecting above the terrace level at terrace.

### 4 MEASUREMENT OF PLINTH AREA

4.1 Plinth area shall be the built up covered areas measured for the categories mentioned in 3.2 and shall include such areas as given in 4.1.1 and exclude the areas given in 4.1.2.

4.1.1 For the purpose of plinth area, following shall be included:

- a) Area of the wall at the floor level excluding plinth offsets, if any; when the building consists of columns projecting beyond cladding, the plinth area shall be taken up to the external face of cladding ( in case of



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corrugated sheet cladding outer edge of corrugation shall be considered );

NOTE — In case, a common wall is owned jointly by two owners, only half the area of such walls shall be included in the plinth area of one owner.

- b) Shafts for sanitary, water supply installations, garbage chute, telecommunication, electrical, fire fighting, air-conditioning and lifts;
- c) Stair case;
- d) In case of open verandah with parapets:
  - 1) 100 percent areas for the portion protected by the projections above, and
  - 2) 50 percent area for the portion unprotected from above.
- e) 100 percent area of the balcony protected by projection above and 50 percent area of the unprotected balcony; and
- f) In case of alcove made by cantilevering a slab beyond external wall:
  - 1) 25 percent of the area for the alcove of height up to 1 m,
  - 2) 50 percent of the area for the alcove of height more than 1 m and upto 2 m, and
  - 3) 100 percent of the area for the alcove of height more than 2 m.

4.1.2 The following shall not be included in the plinth area ( see 2.1 ):

- a) Area of loft;
- b) Area of architectural band, cornice, etc;
- c) Area of vertical sun breaker or box louver projecting out and other architectural features, for example slab projection for flower pot, etc;
- d) Open platform;
- e) Terrace;
- f) Open spiral/service stair cases; and
- g) Area of mummy, machine room, towers, turrets, domes projecting above terrace level.

## 5 MEASUREMENT OF CARPET AREA

5.1 From the plinth area as worked out in 4, the area of the wall shall be deducted ( see also 5.1.1, 5.1.2 and 5.2 ). Thickness of wall shall be inclusive of finishes.

NOTE — The various dimensions could be measured internally or externally.

5.1.1 The following shall be included in the wall area:

- a) Door and other openings in the wall;
- b) Pillars, intermediate pillars, supports or any other such obstruction within the plinth area irrespective of their location;
- c) Pilaster along wall exceeding 300 cm<sup>2</sup> in area;
- d) Flues which are within the wall;
- e) Built-in cupboard, almirah and shelf appearing within a height of 2.2 m from floor; and
- f) Fire place projecting beyond the face of the wall in living or bed room.

5.1.2 The following shall be excluded from the wall area:

- a) Pilaster along wall not exceeding 300 cm<sup>2</sup> in area, and
- b) Chullah platform projecting beyond the face of the wall.

5.2 The carpet area shall be the area worked out as in 5.1 excluding the area of the following portion:

- a) Verandah;
- b) Corridor and passage;
- c) Entrance hall and porch;
- d) Staircase and stair-cover ( mummy ) ( see Note );
- e) Shaft and machine room for lift;
- f) Bathroom and lavatory;
- g) Kitchen and pantry;
- h) Store;
- i) Canteen;
- k) Air-conditioning duct and plant room; and
- m) Shaft for sanitary/water supply installations and garbage chute, electrical and fire fighting, air-conditioning, telecommunication, lift.

NOTE — In a hall or basement, areas of portion 1 m beyond last step shall be part of the staircase.

5.2.1 The carpet areas of category mentioned in 3.2 b), e), g), h), k) and m) are not required to be calculated.

## 6 MEASUREMENT OF RENTABLE AREA

### 6.1 Residential Buildings

6.1.1 The rentable area shall be carpet area as worked out in 5 but shall further include the following:

- a) The carpet area of kitchen, pantry, store, lavatory, bath room; and



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- b) Fifty percent of carpet area of unglazed and 100 percent of glazed verandah.

6.1.1.1 It shall, however, exclude the carpet area of the covered portion of the building specified in 5.1 such as storage space on top landings of staircase, under first landing and waist slab on floor one.

6.1.2 While accounting the rentable area for category mentioned in 3.2 b), one-fourth carpet area shall be accounted for.

## 6.2 Non-Residential Buildings

The rentable area shall be carpet area as worked out in 5 increased by the carpet area of the canteen including store, kitchen and pantry attached to it.

6.2.1 It shall, however, not include carpet areas of bathroom and lavatory.

6.2.2 While accounting the rentable area for the category mentioned in 3.2 b), one-fourth carpet area shall be accounted for.

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