

Guidelines To Tenderers for Submission of Tender (Office Premises on lease / rent / outright sale)

Tenderers are advised to study the following procedures carefully before submission of Tenders:-

1. It is proposed to follow the TWO BID Tender System for this Tender and this BID should be submitted in the prescribed formats (Annexure- "A-1", "A-2" / "A-3"):
 - i. "TECHNICAL BID" (Annexure – "A-1") in ONE COVER duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area, quality of construction, floor, ventilation, surroundings, electrical load available, water supply, parking facilities, term of lease, its renewal and other terms and conditions etc.

Please note that rent / advances / maintenance charges etc. should not be indicated in the Technical Bid.
 - ii. Separate sealed covers should be used for A-2 & A-3 (Financial Bid). This Bid is meant only for all Financial Details of the Offered Premises e.g. sale price/rent/ rate, maintenance charges, air conditioning charges, generator set charges, taxes if any to be borne by the Company, rent escalation on renewal, advances if any etc.
2. All the points in the Tender Forms (Technical & Financial Bids) are to be answered only. Tenderer is expected to furnish all information required in both the BIDS. Failure to furnish all information required by the BIDS (Annexure –"A1" & "A-2" & / or "A-3") in every respect may result in to rejection of the TENDER.
3. Tenderer should put full signatures on all the pages of the Tender Forms.
4. Over writing/ white inking of any word/ figure in the Tender Forms, unless duly authenticated by the Tenderer, are liable to be rejected at the option of the Company.
5. Separate Tender Forms should be used for separate premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used. If any tenderer offers the same premises on rent / lease as well as on outright sale basis, separate tender form should be used (both Technical & Financial)
6. The tender should be submitted by the tenderer by Registered Post/ Speed Post/ Recorded Delivery/ Courier.
7. Since TWO BID Tender System is to be followed, 3 covers should be used for submission of Tender as detailed below:
 - I. Cover – "1" for Technical Bid.
 - a. "TECHNICAL BID" duly completed and signed should be put in this cover with tender reference number.



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- b. The cover should be sealed properly with lac.
 - c. The Cover should be superscribed as: "TECHNICAL BID" "Offer for Office Premises – Lease / Rent" OR "Offer for premises for Sale" tender reference number NTA/BLR/BAH/ESTB/TENDERS/01
 - d. Tenderer's Name & Address should be written below the superscription.
- II. Cover –"2" for Financial Bid.
- a. "FINANCIAL BID" duly completed and signed should be put in this cover tender reference number.
 - b. The cover should be sealed properly with lac
 - c. The Cover should be superscribed as: "FINANCIAL BID"tender reference number. "Offer for Office Premises – Lease / Rent" OR "Offer for premises for Sale"
 - d. Tenderer's Name & Address should be written below the superscription.
- iii. Cover –"3" (containing both the above BIDS).
- Both the Technical Bid Cover & Financial Bid Cover, prepared as above, are to be put in this Cover. Use separate cover for "Offer for premises on Lease / Rent" & "Offer for premises on Sale".
- a. The cover should be sealed properly with lac
 - b. The Cover should be superscribed as: "PLEASE PLACE IN TENDER BOX TO BE OPENED ONLY BY TENDER COMMITTEE" "Offer for Office Premises on Lease/ Rent" or "Offer for premises on Sale" and tender reference number _____.
 - c. Tenderer's Name & Address should be written below the superscription.
8. Sealed Offers prepared in accordance with the procedures enumerated above should be sent only by Registered Post/ Speed Post/ Recorded delivery/ Courier and should reach on or before the prescribed date & time to the Address mentioned in the Advertisement. Any Tender received after the date specified in Advertisement will be rejected.
9. After Technical Bids are opened and evaluated, a list of short-listed Tenderers will be prepared. The short-listed Tenderers will be contacted for inspection of the premises.
10. The Company reserves the right to accept any bid or to annul the Tender Process and reject all bids at any time without assigning any reason thereof.

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TECHNICAL BID

Tender Reference No. - NIA/BLR/BAH/ESTB/TENDERS/01

Terms and conditions for Rent / Lease / Purchase of Office premises ~~at~~

TERMS & CONDITIONS

1. The terms and conditions are forming a part of the tender to be submitted by the offerer to the Company.
2. Company reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
3. Tender document received by the Company after due date and time given shall be rejected.
4. 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 :- (Address of the office, where tenders are to be accepted is to be given).
5. 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 initialed by the tenderer. The Company reserves the right to reject the incomplete tenders.
6. Rent after execution of deed shall be paid to the landlord by Account payee cheques only and no brokerage shall be paid to any broker.
7. Income tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
8. The offer should remain valid at least for a period of 6 months to be reckoned from the date of advertisement.
9. 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".



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10. 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 office premises at(specify location)'.
11. Separate tender forms in original are to be submitted for each proposal/location. No Xerox copies will be entertained. The Technical Bids will be opened in the presence of tenderers at Bangalore Auto Hub office on a date & time intimated to all tenderers. All tenderers are advised in their own interest to be present on that date, at the specified time.
12. Canvassing in any form will disqualify the tenderer.
13. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

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 litigations / encumbrance? **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)
 - 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.
 - 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: _____ **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
- [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**
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.

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 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 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 Service Tax 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

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.	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	Municipal Tax/ Property Tax/ Water charges etc. as per Municipal Tax Bill, in proportion to the premise offered, <i>if it is to be borne by the Company</i> apportionment on monthly basis	Rs.
8	Charges per month for vehicle parking space, if it is not provided free of cost and <i>to be borne by the Company</i>	
9	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.
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	Registration charges to be shared equally on 50 : 50 basis	
15	All taxes, surcharges / cess, etc. To be borne by the lessor	
16	<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, other conveniences provided by the landlord, 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 :