



दि न्यू इन्डिया एश्योरन्स कम्पनी लिमिटेड

**THE NEW INDIA ASSURANCE COMPANY LIMITED**

एर्णाकुलम क्षेत्रीय कार्यालय(760000) **ERNAKULAM REGIONAL OFFICE(760000)**  
KANDUMKULATHY TOWERS, P.B.NO.1049, M .G. ROAD, OPP.MAHARAJA's COLLEGE GROUND,  
ERNAKULAM, KOCHI – 682 011.  
PHONE Nos. (0484) 2361556 FAX No.2370593

**ADVERTISEMENT FOR COMMERCIAL SPACE ON LEASE BASIS**

Tender Ref.No.ERO/ESTT/2024-25/02

Sealed offers (Technical and Financial) are invited for acquiring commercial premises on lease for 1500 sft (approx) carpet area, in a prominent location, preferably First Floor, for its Tirur BO (761900) & NSCH (769010) Premises combined premises to be located at a prominent place in the following cities/town:

Government Hospital Road at Tirur area PIN Code:670001 under Malappuram District;

Interested parties having commercial space, at a prominent area in a ready to occupy condition, with parking facilities for minimum two nos 4-wheelers, private attached bathrooms & proper fire safety measures, preferably having lift facility, may submit their offers in separate sealed envelopes mentioning 'Technical Bid' and 'Financial Bid' placed in an a master envelope super-scribed **"OFFER OF PREMISES FOR OFFICE AT TIRUR, TENDER REF NO: ERO/ESTT/2024-25/02"** addressed to "The Dy.General Manager, The New India Assurance Company Ltd., Ernakulam Regional Office", along with copies of duly approved plan, title deed, layout of the building etc. at the above mentioned address latest by **05/11/2024**.

The tender documents can be collected from the office (address mentioned above) or from our Tirur BO (761900) & NSCH (769010) offices at following address : TAREEF BAZAAR, OPP. TOWN HALL,TIRUR,676101, between 10.00 a.m. to 1.30 p.m. and 2.00 pm to 5.45 p.m. from Monday to Friday excluding Saturday and Sunday and any other holiday.

Brokerage is not allowed. 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



## 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.
    - 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: **ERO/ESTT/2024-25/02**
- 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 **ERO/ESTT/2024-25/02**.  
"Offer for Office Premises – Lease / Rent"
- 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".

- 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" and tender reference number **ERO/ESTT/2024-25/02**.
  - 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.

# TECHNICAL BID

**Tender Reference No.- ERO/ESTT/2024-25/02**

Terms and conditions for Rent / Lease / Purchase of Office premises at Government Hospital Road at Tirur area PIN Code:670001 under Malappuram District

## 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 the following Address:-

**The Dy.General Manager  
The New India Assurance Company Ltd.,  
Ernakulam Regional office  
Kandamkulathy Towers, 2<sup>nd</sup> & 3<sup>rd</sup> Flr.,  
Opp- Maharaja's College Ground,  
MG Road, Cochin-682011  
Ernakulam**

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".
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 Government Hospital Road at Tirur area PIN Code:670001 under Malappuram District (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 **The New India Assurance Company Ltd., Ernakulam Regional 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 renderer.
13. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

**Annexure 'A' 1(Contd.)**

**To**  
**Dy.General Manager,**  
**The New India Assurance Co. Ltd.**  
**Ernakulam Regional Office**

Ref - Your advertisement in \_\_\_\_\_ newspaper / Company's website on \_\_\_\_\_ for requirement of premises at Government Hospital Road at Tirur area PIN Code:670001 under Malappuram District on Rent / Lease / Purchase.

Tender Reference no.ERO/ESTT/2024-25/02

**1. Details of Builder / Owner:-**

- i. Name :
- ii. Address & Phone no. :

**2. Marketability of Title Deeds of the vendor :**

- a) Solicitor's/ Advocate's Name & Address :
- b) Whether detailed report of the Solicitor/Advocate for marketability of titles is enclosed:
- c) Whether the premises offered is free from litigation / encumbrance:

**3.Details of the property offered :-**

- i. Full address of the premises offered :
- ii. Usage of property (As approved by Competent Authority)
  - a. Commercial :
  - b. Residential & Commercial :
  - c. Shopping Centre :
- iii. No. of floors in the building :
- iv. At which floor the premises is offered : (Preferably the offered premises should be on a single floor)
- v. Area of premises offered :
  - a. Super Built – up Area : \_\_\_\_\_sq.ft.
  - b. Built- up Area : \_\_\_\_\_sq.ft.
  - c. Carpet Area : \_\_\_\_\_sq.ft.
- vi. a) List of common area as included for the purpose of computing Super Built-up Area.
  - b) Details of the parking facilities available. :
  - c) Whether cross ventilation is available. :
- vii. a) Year of the Construction of the Building :
  - b) Estimated life span of the building :

viii. Specification of the construction / material used :

- i) Class of Construction :
- ii) Type of construction
  - a) RCC framed structure :
  - b) Load bearing walls :
  - c) Any other :

iii) Clear height from floor to ceiling (in ft.) :

iv) Earth quake resistance level of construction :

ix) Period of lease offered :

#### 4. Details of land/ site:-

i. Tenure of the land

- a) Free hold :
- b) Leasehold :
  - a. If leasehold give residual Period of lease & name of title holders. :
  - b. Annual lease rent & amount :

ii. Size/ Dimension of the plot in ft.

- a) Frontage :
- b) Depth :
- c) Other sides :

iii. Area of the plot :

- a) Covered area : \_\_\_\_\_ sq.ft.
- b) Open area : \_\_\_\_\_ sq.ft.

iv. Whether the building has underground / overhead water storage tank : **Yes/No**

v. Any established easements regarding right of way/ passage for mains of water/ electric:

vi. Does the site or portion fall within railway/National Highway/ underground cable/Metro traverse site : **Yes/No**

vii. Layout of the building enclosed : **Yes/No**

#### 5. Details of the locality:-

i. Address and locality in which the property 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 :
- b) Market/ supermarket :
- c) Hospital :
- d) Bank :
- e) Bus stand :

**6. a.) Details of boundary and adjacent buildings b.) Premises Offered**

i) Boundary of the Property :

a) North :

b) East :

c) South :

d) West :

**7. Amenities Provided**

i) Provision for no. of toilets :

ii) a) No of phases of electricity connection : (Single / Two / Three Phase)

b) Standards of earthing arrangement : **Yes/No**

iii) Facilities for 24 hours water supply : **Yes/No**

iv) Safety and Security arrangement : **Yes/No**

v) Fire Exit : **Yes/No**

vi) Availability of space on roof of the building for installation of V-SAT : **Yes/No**

**8. Common Facilities Provided :**

i) Car parking space : Number of Vehicles :

ii) Scooter/Motor cycle parking space : Number of Vehicles:

iii) Lifts and their Nos. :

iv) Generator for emergency : **Yes/No**

v) Anti Lightning Device/ Lightning Arresters : **Yes/No**

vi) Security arrangements : **Yes/No**

vii) Proper sanitary / sewerage system : **Yes/No**

**9. Details, of Plans /Blue Prints/ Sanctioned plan :**

i) Whether the plan of the Property is sanctioned by Competent Authority : **Yes/No**

ii) If sanctioned, please enclose copy of approved land / site plans : **Attached / Not Attached**

iii) Whether occupancy / completion certificate obtained : **Yes/No**

**10. Provision of proper arrangement of Fire safety :**

i) Are the safety measures taken : **Yes/No**

ii) If yes, give details of arrangements :

iii) No Objection Certificate has been achieved /secured from fire control Authorities: **Yes/No**

iv) If Yes, produce copies of proof certificates : **Attached / Not Attached**

**11. List of Annexures :**

**Signature**

**(Owner/ Authorized Representative)**

PLACE :

DATE :

PS : All pages should be signed.



**PRICE BID**

To  
The Deputy General Manager  
The New India Assurance Co. Ltd.,  
Ernakulam Regional Office-760000  
Kandamkulathy Towers,  
Ernakulam-682011

Ref – Your advertisement dated \_\_\_\_\_ in \_\_\_\_\_ newspaper / Company's website with regard to lease of premises at Government Hospital Road at Tirur area PIN Code:670001 under Malappuram District I / We offer you the premises described below on lease basis as under :

- 1) ADDRESS OF THE PREMISES OFFERED:
- 2) CARPET AREA OF THE PREMISES OFFERED:
- 3) MONTHLY RENTAL IN RS. \_\_\_\_\_ PER SQ. FT. PER MONTH ON CARPET AREA
- 4) MAINTENANCE CHARGES, if applicable(in case of lift/Security etc) Rs. \_\_\_\_\_ PER SQ. FT. / PER MONTH / ON CARPET AREA
- 5) ANY OTHER TAXES / CESS / CHARGES:
- 6) TOTAL OF 3, 4 & 5 ABOVE (RENT):
- 7) PERIOD OF LEASE (MINIMUM 3 YEARS OR 5 YEARS WITH RENEWAL ON EXPIRY ON MUTUALLY AGREED BASIS)
- 8) PERIODICAL ENHANCEMENT IN \_\_\_ % (AFTER EVERY 3 OR 5 YEARS AS APPLICABLE)
- 9) SECURITY DEPOSIT/ADVANCE, IF ANY:-
- 10) REGISTRATION CHARGES TO BE BORNE EQUALLY ON 50:50 BASIS

**DECLARATION:**

1. I / We are aware that the 'RENT' (no 6 above) mentioned above will be inclusive of all

Amenities including parking space, other conveniences provided by the landlord, municipal taxes, rates / surcharges & cess etc.

2. It is my / our duty to pay the statutory liabilities / dues in relation to the premises offered above, to the appropriate authority within the due date & the Company shall have no other responsibility other than payment of the rent as mentioned above.

Date:

Signature

Place:

(Owner/Authorized Representative)

Address: