

दि न्यू इण्डिया एश्योरन्स कम्पनी लिमिटेड
दिल्ली प्रादेशिक कार्यालय-2 (320000)
दसवौं तल, कोर-1, स्कोप मीनार, लक्ष्मी नगर,
दिल्ली - 110092
दूरभाष: 011-40054613,624



THE NEW INDIA ASSURANCE CO. LTD.
Delhi Regional Office-II (320000)
10th Floor, Core-1, Scope Minar, Laxmi Nagar,
Delhi-110092
Ph.No. 011-40054613,624

Commercial Space Required For Ghaziabad Office (321600) on Lease basis at Ghaziabad

Tender Ref No:01/EST. & ESTAB./COMM. SPACE/DRO-II/2025-26

Offline 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 the single floor (1st, 2nd, OR 3rd floor) in a building **approved by the GHAZIABAD MUNICIPAL AUTHORITY for commercial use** and having easy access to the customers, located on the main road **RDC, RAJ NAGAR, GHAZIABAD, U.P.**

Basic requirements of the preferred commercial premise from RDC, RAJ NAGAR, GHAZIABAD, U.P.

Carpet area: 2200-2500 sq. ft. on a single floor (1st, 2nd OR 3rd floor)

Carpet area as defined by IS: 3861 of 2002

Premise should be located on the main road, preferably on 1st to 3rd floor (should not be in basement/ mezzanine floor)

Lift facility if the office space is situated in a floor above 1st floor

Vehicle parking facility: Minimum 3 numbers of four wheelers and 10 numbers of two wheelers

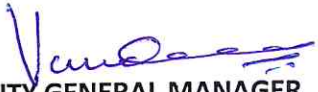
Electricity 3 phase connection with adequate approved load, independent meter and adequate Municipal water supply & 2 separate toilets.

(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. The Technical Bid as well as Price bids are to be submitted Offline in a master envelopes mentioning 'Technical Bid' and 'Financial Bid' placed in an a master envelope super scribed "OFFER OF PREMISES FOR OFFICE AT RDC, GHAZIABAD, U.P." addressed to "THE DEPUTY GENERAL MANAGER, THE NEW INDIA ASSURANCE COMPANY LTD., DELHI REGIONAL OFFICE-II. Copies 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 tender terms and conditions contact No-011-40054677. Offer will be closed on 25TH NOV 2025 at 2.00 PM. Tender will be opened on 25TH NOV 2025 at 3.00 PM at our office premises at

**The New India Assurance Co. Ltd.
Delhi Regional Office-II (320000),
10th Floor, Core-I, Scope Minar,
District Centre, Laxmi Nagar
Delhi-110092"**

We had already upload E-tender on Company website and Advertisement publish in local newspaper on Dt. 02.09.2025 But due to nil participation the competent authority decide to go for offline tender.


DEPUTY GENERAL MANAGER

DELHI REGIONAL OFFICE -II

DATE: - 31.10.2025





TENDERING GENERAL TERMS AND CONDITIONS
Bidder to sign integrity pact

1. The terms and conditions shall form as part of the lease agreement to be executed with the successful bidder.
2. No any item of the tender document should 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' and has to registered with the Government Authorities within 30 days from the date of full & final payment/possession of the premises.
6. (a) Ernest Money of Rs.20,000/- payable by way of Demand Draft/Pay Order/Net Banking in favor of **THE NEW INDIA ASSURANCE COMPANY LTD, payable at Delhi**
(b) EMD Demand Draft/Pay Order/Net Banking should reach our office on or before **25th Nov 2025 at 2.00 PM** & confirmation thereof to be uploaded with the 'Technical Bid'.
(c) EMD can be paid through net banking Account Number 5101010044308335 **BANK** Union Bank of India Branch Laxmi Nagar Delhi IFSC code number UBIN0905062 and confirmation thereof to be uploaded with the 'Technical Bid'
(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 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.
7. Bank Account details given in the Technical Bid shall be used to credit the monthly rent of the premises given on lease to us, through net banking/ ECS. Subsequent changes therein shall not be permitted.
8. Relevant documents to confirm ownership of the bidder are to be uploaded by the bidder while submitting the Technical Bid.
9. 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.
10. More than one tender for the same premise shall disqualify all the concerned tenders.
11. The offers are to be submitted OFFLINE 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 is not permitted.
12. Offers are to be given for size of the premises calculated on 'Carpet Area' as defined as per IS: 3861 of 2002.
13. 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 OR even on ground floor
(b) It should not be located on any upper floors, if adequate lift facility is not available.
(c) The offered premise should be in a ready state of possession with commercial permission within 30 days from finalization of Lease Deed.
(d) The offered premise should have sufficient and separate toilet blocks for gents and ladies.
(e) The approach road to the offered premise should be minimum 25 feet wide.
(f) Clear details with demarcation of 2 wheelers and 4 wheelers parking facility to be provided.
(g) Premise having glass facade, should give specific details of ventilation arrangement.



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- (h) 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.
- (i) Timely up-keep and maintenance of Common area/ passages to be arranged by the Professional Agency.
14. 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 the specific type of services rendered.
15. Municipal Tax/ Property Tax, land revenue and such other outgoings are to be borne by the owner of the premise up to completion of lease agreement.
16. (a) Brokerage, Commission, Security deposit shall not be paid.
17. Income tax and other statutory clearance shall be obtained by the vendors at their own cost and complete the lease registration.
18. 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".
19. Canvassing in any form will disqualify the tenderer.
20. 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.
21. Sufficient load of electricity connection/facility should be provided.
22. Lift facility should be available to our company.
23. Projects having not received completion certificate prior to 1st July 2017 should be registered with U.P. RERA.
24. 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:



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/2025-26/05
- 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/2025-26/05.
"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/2025-26/05.
- 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 NUMBER: 01/EST. & ESTAB. /COMM. SPACE/DRO-II/2025-26

To,
The New India Assurance Co. Ltd.
Delhi Regional Office-II (320000)

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)
 - 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
[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: _____

Attach a list with details

Numbers	Size	Material used	Outside opening protection	Rain water protection
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Windows					
Doors					

- vii. U.P. RERA Reg. No. : _____
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,
Plinth height (above / below) road level /
ground level : _____
above / below
_____ 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	Residential
B	Commercial
C	Shopping complex
D	Industrial
E	Slum

A / B / C / D / E

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

: _____ Kms.
: _____ Kms.
: _____ Kms.
: _____ Kms.
: _____ Kms.

6. Amenities provided :

i. Provision for number of toilets

ii. Single phase OR Three phase Electricity connection

iii. Earthing arrangement standard/ capacity

iv. 24 Hours water supply

v. Space availability on roof of the bldg. for installation of V-SAT

: _____
: Single / Three
: _____
: Yes / No
: 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	
vi	Proper sanitary / sewerage system	Availability	Yes / No
i		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/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

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



■- Tendering PRICE BID

Tender Reference Number : 01/EST. & ESTAB./COMM. SPACE/DRO-II/2025-26

To,

The New India Assurance Co. Ltd.
Delhi Regional Office -II

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 Item No. 14	Rs.
5	Total lease 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 to be borne by the Company 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, if it is to be borne by the Company apportionment on monthly basis	Rs.
8	Vehicle parking space, if it is not provided free of cost and to be borne by the Company	
9	Any other specific charges fixed on monthly basis related to the offered premise to be borne by the Company 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.
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	Rs.
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.18 of General Terms and conditions of the Tender:</i>	

Declaration

1. I / We are aware that the price mentioned above will be inclusive of all amenities, including parking space, 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 :

