



दि न्यू इंडिया एश्योरंस कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LTD.

अहमदाबाद क्षेत्रीय कार्यालय (210000)

AHMEDABAD REGIONAL OFFICE (210000)

5वीं मंजिल पोप्युलर हाउस, आश्रम रोड

5th Floor, Popular House, Ashram Road,


अहमदाबाद - 380 009

Ahmedabad - 380 009

दूरभाष /Phone : (079)26553200(एक्स 201 से 260) फ़ैक्स /Fax : (079) 2658 5639, 2658 2709

Ref.: ARO/Estate/Premises-Kuvadva MO/2020-21

Date: 21.09.2020

Requires Commercial Space on Lease for our  Kuvadva Micro Office
On "SEARCH & SELECT Basis" at Rajkot

The New India Assurance Company Limited requires Commercial Space on lease measuring 200 to 300 Sq. ft. (carpet area) for its Micro Office in commercially viable and easily accessible area to customers on "SEARCH & SELECT Basis".

Interested parties can send in their proposals/offers in attached format in sealed envelope along with the details of the premises with all relevant document such as Layout Plan of the premises, Permission for commercial use of the premises, photographs, land and building documents etc. to the below mentioned persons on or before date : **11.10.2021**, time: 04.00 p.m.

Mr. Mahesh Tailwani, Divisional Manager,
Rajkot Divisional Office (212500)
E-mail : mahesh.tailwani@newindia.co.in
Contact No.: 9427527815

Mr. Vishal Vamja, In charge
Micro Office (212505)
E-mail : vishal.vamja@newindia.co.in
Contact No.:9537192833

The Company does not bind itself to accept any or all proposals and reserves the right to reject any or all proposals without assigning any reason thereof.


Deputy General Manager



**OFFER LETTER FROM LANDLORD
FOR OFFICE PREMISES ON LEASE/RENT**

AT

From:	Name: <u>Premise offer</u> Contact No.	To:	The New India Assurance Co. Ltd. Ahmedabad Regional Office Ahmedabad.
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I have offered my above mentioned commercial premises on Lease/Rent to The New India Assurance Co. Ltd. The Terms & Conditions are as under:

Sr. No.	Points Discussed	Points Agreed
1	Total Lease Term	
2	Area of the Premises	
3	Monthly Rent – Per Sq. Ft. on Carpet Area Basis/Fixed Rent/Total Rent	
4	Additional facilities	
5	Customary Increase	
6	Liability towards payment of Municipal & all other Government Taxes and water charges	
7	Maintenance of Common Area	
8	Electricity Charges	
9	Timely Repairs & Maintenance of the Building	
10	Painting of Internal Office Premises	
11	Service Tax on Rent	
12	Sharing of Lease Agreement Registration Expenses	
13	Security Deposit	
14	Possession & Rent	

Note: Subject to clearance of all property documents.

Signature _____

Date:

Name: