



युनाइटेड इंडिया इंश्यूरेंस कंपनी लिमिटेड

क्षेत्रीय कार्यालय: 647ए, 648, 649, छठवाँ तल, मेग्नेटो ऑफिसो,

मेग्नेटो द मॉल, लाभांडी, रायपुर - 492010, फ़ोन नं. - 0771-2259373

धमतरी में कार्यालय परिसर को लीज पर लेने हेतु बाबत

हमारी माइक्रो शाखा धमतरी के लिए कार्यालय परिसर (वाणिज्यिक) को लीज पर लेने हेतु सीलबंद प्रस्ताव आमंत्रित किये जाते हैं। कार्यालय परिसर लगभग 600-700 वर्गफुट कार्पेट क्षेत्र का होना चाहिए और विशेष रूप से ग्राउंड फ्लोर पर, स्वच्छ परिवेश में, पर्याप्त पार्किंग सुविधायुक्त, पेयजल और कम से कम दो शौचालयों की सुविधा उपलब्ध होनी चाहिए।

इच्छुक पक्ष दो बीड प्रणाली के अंतर्गत "टेक्निकल बीड" और "फाइनेंसियल बीड" नाम से दो अलग-अलग मुहरबंद लिफाफो या कवर के रूप में उल्लिखित कर प्रस्ताव जमा कर सकते हैं। इन दोनों मुहरबंद लिफाफो को एक अलग लिफाफे में सील कर "माइक्रो ऑफिस, धमतरी कार्यालय परिसर हेतु प्रस्ताव" शीर्षक के साथ दिया जाना चाहिए। लिफाफे उपरोक्त पते पर **मुख्य क्षेत्रीय प्रबंधक** को संबोधित कर प्रेषित किये जाने चाहिए। टेक्निकल बीड में इलाका, कार्पेट क्षेत्र, निर्माण, विशिष्ट उपयोग के लिए दिए गए शौचालयों, पानी, बिजली की आपूर्ति, लीज अवधि का विवरण शामिल है। फाइनेंसियल बीड में किराया दर प्रति वर्गफीट कार्पेट क्षेत्र एवं अन्य विवरण शामिल है। बीड निर्धारित प्रारूप में नहीं होने या अपूर्ण होने पर खारिज कर दिये जायेंगे।

पूर्णांकित बीड क्षेत्रीय कार्यालय के केवल उपरोक्त पते पर **28/09/2018 को दोपहर के 3.30 बजे तक या उसके पहले** पहुंच जाने चाहिए। निर्धारित टेक्निकल और फाइनेंसियल बीड के फॉर्म उपरोक्त पते पर एस्टेट विभाग से कार्यालयीन समय के दौरान प्राप्त किए जा सकते हैं। इन फॉर्मों को कंपनी वेबसाइट से भी डाउनलोड किया जा सकता है, उसके लिए कृपया हमारी कंपनी की वेबसाइट <http://www.uiic.co.in> पर "निविदाएं/आरएफपी" टैब पर जाएं।

इसमें कोई ब्रोकरेज या कमीशन देय नहीं है। कंपनी को किसी भी कारण के बिना सभी या किसी प्रस्ताव को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

क्षेत्रीय कार्यालय में उपरोक्त पते पर मौजूद आवेदकों की उपस्थिति में **28/09/2018 को शाम 4:00 बजे** टेक्निकल बीड खोले जाएंगे।

मुख्य क्षेत्रीय प्रबंधक



UNITED INDIA INSURANCE COMPANY LIMITED

Regional Office Raipur : 647A, 648, 649, 6th Floor, Magneto Offizo,
Magneto The Mall, Labhandi, Raipur- 492010 Phone : 0771-2259373/2259375

OFFICE ACCOMMODATION REQUIRED ON LEASE AT DHAMTARI

Sealed offers are invited for (Commercial) Office premises on lease for Micro Office, Dhamtari having Carpet Area of approximately 600-700 sqft preferably on Ground Floor, in clean surroundings, with adequate parking space, drinking water and minimum of two toilets.

Interested Parties may submit offers in two bid system viz., "Technical Bid" and "Financial Bid" in two separate sealed envelopes / covers superscribed as "Technical Bid" and "Financial Bid". Both these sealed envelopes should be put in one envelope sealed and superscribed "**Offer of premises for Micro Office, Dhamtari**". This envelope should be addressed to **Chief Regional Manager at above address**. The Technical bid contains details of locality, carpet area, construction, toilets for exclusive use, water, power supply, lease period etc. The Financial bid contains rent rate psqft on carpet area etc. Bids which are not in the prescribed formats or incomplete bids shall be rejected.

Completed bids should reach at Regional Office only at above address **on or before 3.30 p.m. on 28/09/2018**. The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Estate Department at above mentioned address. These forms can be downloaded from Company Website, please visit "Tenders / RFP" tab on our Company's Website <http://www.uiic.co.in>.

No Brokerage or Commission is payable. Company reserves the right to accept or reject all or any of the offers without assigning any reason thereof.

Technical Bid would be opened on **28/09/2018** at **4:00** pm in the presence of the bidders present **at Regional Office at above address**.

CHIEF REGIONAL MANAGER



UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE: RAIPUR

ADDRESS : 647A, 648, 649, 6th Floor, Magneto Offizo,
Magneto The Mall, Labhandi, Raipur- 492010
Phone Nos. 0771-2259373/2259375

TENDER FOR OFFICE SPACE ON LEASE AT DHAMTARI

TERMS AND CONDITIONS

1. Interested Parties / Builders / Landlords / Owners including Public Sector Enterprises / Govt. Undertakings / Govt. Depts. with clear marketable title deeds and proper Building plan approved by the Competent Authority with permission from local Authorities to carry out Commercial activities may collect tender documents (two different forms) i.e. "Technical bid" and "Financial bid" along with terms and conditions, from **13/09/2018 to 28/09/2018** during Office hours from the above address OR these forms can be downloaded from tab Tenders / RFPs on Company's website <http://www.uiic.co.in>.
2. The Terms and conditions shall form part of the tender to be submitted by the bidder.
3. The bids should be completed in all respects and no column to be left blank. All pages of tender documents are to be signed by authorised signatory of the bidder and the bids should be duly sealed **separately** in two envelopes superscribed "**Technical bid**" and "**Financial bid**" and both the sealed envelopes to be put in **third** envelope superscribed "**Offer of premises for Micro Office, Dhamtari**, addressed to the **Chief Regional Manager**, at above address and to be received on or before 3:30 p.m. on 28/09/2018.
4. The Company shall not be responsible for tenders lost in Transit / Postal delay. The tender documents received after the due date and time will not be entertained. No Brokerage/Commission is payable. The Technical bids will be opened on the same day i.e. **28/09/2018 at 3:30p.m.** in the presence of bidders present.
5. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis for quoting rent rate per sq.ft. Rent rate per sq.ft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges wherever to be borne by the Lessee. Average monthly outgo (except service tax wherever applicable will be extra) per sq. feet of carpet area over the entire lease period offered is the basis to find out the lowest bid.
6. Carpet area offered should be within (-)10% or upto (+)30% of area for which offers are invited. Initial lease period to be minimum for 15 years and maximum rent escalation to be upto 15% after every 3 years. Security/Deposit to be upto maximum of six months' rent. Other terms and conditions will be as per Company's standard format of lease agreement a copy of which is uploaded on Company's website with tender documents.
7. Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.
8. The bidder is required to attach floor space layout along with technical bid format.

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Financial Bid

Note: To be put in a separate envelope superscribing “**Financial Bid for Micro Office- Dhamtari**”

Ref: Your Advertisement in Newspaper/Company's Website on for requirement of Office space for your Office, on Lease basis.

I. Details of Owner:

Name and address for communication with the Owner	
Telephone No.	
Mobile Number	
E-Mail ID:	
Address of the premises offered for lease (Clearly mention the floor level)	

II. Details of Rent claimed:

a) Rent Rate per sq.ft. Carpet area (excluding balcony, common area, pillars, wall, toilets etc.) per sq.ft (carpet area)
b) Maintenance Charges payable, if any by the Lessee (Specify on monthly basis)	Rs..... per month per sq. ft
c) Any other charges payable by the lessee per month	Rs..... per month per sq. ft
d) Whether service tax payable by the lessee ?	

III. Terms of lease:

a) Period of lease (9,10 or more years)	_____Years
b) (i) Increase of rent after every 5 years	by_____%
(ii) Increase of rent after every 3 years	by_____%
c) Security deposit	

I/We agree to bear lease registration charges on 50:50 basis. I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

I/We are aware that the 'RENT' (Item No.II-(a)) mentioned above will be inclusive of all amenities including Parking space, other conveniences, municipal taxes, rates/Surcharges & Cess etc.

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

PLACE:

SIGNATURE

DATE:

NAME/SEAL

Note:

- This Financial bid should be sent in a separate envelope closed, sealed and superscribed “**FINANCIAL BID for Micro Office Dhamtari Premises**” on it.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed “**OFFER OF PREMISES FOR MICRO OFFICE DHAMTARI**”

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Technical Bid

Note: To be put in a separate envelope superscribing “**Technical Bid for Micro Office- Dhamtari**”

Ref: Your Advertisement in Newspaper/Company's Website on for requirement of Office space for your Office, on Lease basis.

1. Details of Owner

Name and address for communication with the Owner	
Telephone No.	
Mobile No.	
E.Mail ID	

2. Details of Premises offered :

a) i) Address of the premises offered.	
ii) Whether premises offered is in a Mall?	
iii) Period of lease offered	_____ Years
b) i) Carpet area in sq.ft. (Excluding Balcony, staircase, Veranda, toilets, Common area etc. Rent rate will be considered on the basis of Carpet area only).	
ii) Whether premises offered is in the shape of a Hall or rooms ?	
Iii) No. of Halls or rooms	

<p>c) (i) On which floor, the premises offered is situated?</p> <p>(ii) Is it a Multi-storied Building? If yes, mention the total no. of floors in the building.</p>	
<p>d) Usage of Property (As approved by Competent Authority) (Commercial/Residential/others)</p>	
<p>e) Year of Construction of the Building:</p>	
<p>f) Width of the road where the property is located</p>	
<p>g) No. of Toilets provided inside the premises.</p>	
<p>h) No. of Toilets outside the premises but on the same floor for common use.</p>	
<p>i) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.</p>	
<p>j) Specification of the construction/material used.</p> <p>1) Class of construction</p> <p>2) Type of construction</p> <p> i) RCC framed construction</p> <p> ii) Load bearing walls</p> <p> iii) Any other construction</p> <p> iv) Clear height from floor to ceiling (in ft.)</p> <p> v) Earthquake resistance level of construction</p>	
<p>k)Special Hazards like water logging etc. in the area.</p>	
<p>l) Adverse features like polluting Industries, Garbage Yard etc. Situated nearby, if any</p>	
<p>m) Whether the premises ready for occupation</p>	<p>Yes/No</p>
<p>n) Whether the building has underground/overhead water storage tank?</p>	<p>Yes/No</p>

o) Any established easements regarding right of way/passage for mains of water/electricity?	Yes/No
p) Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site?	Yes/No
q) Enclose Lay-out plan of the building	Yes/No
r) Type of flooring provided in premises	

III) **Other Details:**

a) i) Whether the Premises is in good condition. ii) Whether premises requires major repairs.	Yes/No Yes/No
b) Whether the locality is prone to hazards like Inundation/flood etc.	Yes/No
c) Whether there is cross-ventilation and provision for adequate sun light.	Yes/No
d) Whether Municipal laws are complied with.	Yes/No
e) Availability of covered/open parking place	
f) Whether Lift facility is available. If so, give details.	Yes/No
g) Whether Generator/Power backup is available for offered premises.	Yes/No

IV) **Amenities:**

a) Whether water supply available round the clock	Yes/No
b) Whether 3-Phase Power supply available; if not, whether the owner is ready to provide 3-phase electric supply	Yes/No
c) Sanctioned Load of electricity.	KVA/MVA

d) Availability of Fire Station in the vicinity.	Yes/No
e) Locality's proximity to the following places in Kms:	
1) Railway Station KMs
2) Market/Super Market KMs
3) Hospital KMs
4) Bank KMs
5) Bus stand Kms
f) Details of boundary and adjacent buildings:	
1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Safety and Security arrangement	Yes/No
h) Fire Exit	Yes/No
i) Availability of space on roof of the building for installation of V-SAT:	Yes/No.....
j) Is Anti-lightning device/lightning arrester available?	Yes/No
k) Is Proper sanitary/sewerage system available?	Yes/No

I/We confirm that I/we have read the terms and conditions and that the above information is true.
I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

PLACE:
SIGNATURE

DATE:

Name /Seal of bidder

Note:

- This Technical bid should be sent in a separate envelope closed and sealed and superscribed “**TECHNICAL BID**” on it, for **Micro Office Dhamtari Premises** Premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed “**OFFER OF PREMISES FOR MICRO OFFICE DHAMTARI**.”

