



युनाइटेड इंडिया इंश्योरेंस कम्पनी लिमिटेड
United India Insurance Company Limited

ANNEXURE- A

क्षेत्रीय कार्यालय /Regional Office

आरिफ चैम्बर्स 1,द्वितीय एवं तृतीय तल, कपूरथला कॉम्प्लेक्स अलीगंज , लखनऊ
Arif Chambers-1, 2nd &3rd floor, Kapoorthala Complex, Aliganj, Lucknow

IMPORTANT INSTRUCTIONS

- (1) Technical details to be submitted as per the Prescribed format (Annexure-B) and to be put up in the **envelope duly sealed** and super-scribed as “Technical Bid for Branch Office BASTI” and mentioning your name, address and telephone no. (if any) thereon.
- (2) Financial details to be submitted as per the Prescribed format (Annexure-C) and to be put up in the other **envelope duly sealed** and super-scribed as “Financial Bid for Branch Office BASTI” and mentioning your name, address and telephone no. (if any) thereon.
- (3) Both the above envelopes containing “Technical Bid” and “Financial Bid” of the offered premises are to be put in the third big **envelope duly sealed** and super scribed as “Offer of premises for Branch Office BASTI” and mentioning your name, address and telephone no. (if any) thereon.
- (4) The above mentioned third sealed envelope containing both “Technical Bid” and “Financial Bid” of the offered premises is to be submitted/to be received Latest by **02/02/2018 upto 3.00 p.m.** in the office of the **Chief Regional Manager, United India Insurance Co. Ltd., Regional Office, Arif Chambers-1, 2nd Floor, Kapoorthala Complex, Aliganj, Lucknow.**
- (5) Any offer received after time and date i.e. **02/02/2018 up-to 3.00 p.m.** would not be considered in any case.
- (6) Offers received through post should also reach before the stipulated date and time. For offers lost/ delayed in transit, Company will not be held responsible.
- (7) Brokers will not be paid any commission by the Company and their every offer must accompany a letter from the owner authorizing them to quote on their behalf.