



UNITED INDIA INSURANCE COMPANY LTD.

**REGIONAL OFFICE, 30-15-153, 3rd & 4th Floors, Pavan Enclave, Dabagardens,
VISAKHAPATNAM**

PHONE NO.0891-2551742 & 2571352

TENDER FOR OFFICE SPACE ON LEASE IN NARASAPURAM TOWN.

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 28.06.2019 to 17.07.2019** during Office hours from the above address OR these forms can be downloaded from 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 should 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 as "Technical bid" and Financial bid" and both the sealed envelopes to be put in third envelope superscribed as **"Tender documents for MICRO OFFICE PREMISES IN NARASAPURAM"**, addressed to the **Chief Regional Manager**, at above address and to be received **on or before 3.30 p.m. on 17.07.2019**.
- 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 18.07.2019 @ 3.30 p.m. in the presence of bidders, if they want to be 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 convenience, municipal taxes/surcharges wherever to be borne by the Lessee.
- 6.** Carpet area of offered premises should be around **500 sq. ft.** (-) 10% or up to (+) 30% for which offers are invited. Initial **lease period to be minimum for 10/15 (5+5+5) years and maximum rent escalation to be up to 25% after every 5 years**. Security/Deposit to be up to maximum of three/ 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.

UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE:

ADDRESS: 30-15-153, 3rd & 4th Floors, Pavan Enclave, Dabagardens, VISAKHAPATNAM

Technical Bid

Note : To be put in a separate envelope superscribing "Technical Bid for"

Ref: Your Advertisement for Office space for Divisional Office/Branch Office on Lease basis.

1. Details of Owner

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

II. Details of Premises offered :

a) i) Address of the premises offered.	
ii) Whether premises offered is in a Mall ?	
iii) Period of lease offered	<u> </u> 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	
c) (i) On which floor, the premises offered is situated?	
(ii) Is it a Multi-storied Building? If yes, mention the total no. of floors in the building.	
d) Usage of Property (As approved by Competent Authority) (Commercial/Residential/others)	

e) Year of Construction of the Building:	
f) Width of the road where the property is located	
g) No. of Toilets provided inside the premises.	
h) No. of Toilets outside the premises but on the same floor for common use.	
i) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.	
j) Specification of the construction/material used. 1) Class of construction 2) Type of construction i) RCC framed construction ii) Load bearing walls iii) Any other construction iv) Clear height from floor to ceiling (in ft.) v) Earthquake resistance level of construction	
k) Special Hazards like water logging etc. in the area.	
l) Adverse features like polluting Industries, Garbage Yard etc., situated nearby, if any	
m) Whether the premises ready for occupation	Yes/No
n) Whether the building has underground/ overhead water storage tank?	Yes/No
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 premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR OFFICE.

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REGIONAL OFFICE:

ADDRESS: 30-15-153, 3rd & 4th Floors, Pavan Enclave, Dabagardens, VISAKHAPATNAM

Financial Bid

Note: To be put in a separate envelope superscribing "Financial Bid for"

Ref: Your Advertisement in _____ Newspaper/Company's Website on
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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 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 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 DIVISIONAL OFFICE / BRANCH OFFICE"