



UNITED INDIA INSURANCE COMPANY LIMITED

REGIONAL OFFICE: United India Towers, P.B.No.1020, 3-5-817&818,
Basheerbagh, Hyderabad-500029.
Phone :040-23236367(six lines) 23292066(D), Fax 040-23243595,23231847,23230496

OFFICE PREMISES REQUIRED ON LEASE FOR OUR ADONI BRANCH

Sealed offers are invited in two-bid system from interested landlords/landladies for acquiring Office Premises for our Company on long term lease (minimum of 9 years). The premises should have a **maximum carpet area of 1000 sq.ft.**, and should be situated in ADONI Town, Kurnool District, Andhra Pradesh, on a main road in clean surroundings, preferably on the ground or first floor, with adequate drinking water facility & availability of parking space for vehicles of our staff as well as customers.

Interested parties may submit their bids in two separate envelopes, duly superscribed as “**Technical Bid**” and “**Financial Bid**”. Both these bids should be put in a single envelope which should be superscribed “**Offer of premises for BO ADONI**”. This should be addressed to **The Deputy General Manager, United India Insurance Co. Ltd., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh, Hyderabad – 500 029.**

The formats for the Technical and Financial Bids are given below. These bids can also be obtained from our Hyderabad Regional Office or from our Branch Office, Door No.18/318, 1st Floor, P.N. Road, Beside Syndicate Bank, Adoni PIN:518301 (**Phone No. 08512 253166 or Cell No.98497-44035 Shri P. Rajagopal, Branch Manager**) between 10.00 A.M. and 5.00 P.M. on all working days **till 20/02/2013**, on payment of Rs.100/- by Cash/DD.

The completed bids may be deposited in person or sent by post so as to be received at **Stationery Department, II Floor, United India Insurance Co. Ltd., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh, Hyderabad – 500 029** before **5.00 P.M. on 22nd February 2013**. Bids received late will not be entertained. Bids which are incomplete, or not in the prescribed format, are liable to be rejected. The Company shall not be responsible for delay or non-receipt of bids sent by post.

No brokerage or commission is payable by the Company. Third parties submitting the bids shall submit the Power of Attorney / Proper Authorization from the owners. The Lessor should agree to enter into lease deed as per company's standard format and should also bear 50% of the registration expenses. A specimen copy of the Company's Standard Lease agreement can be obtained on request from Estates Department, Regional Office, Hyderabad at the address given above (Contact person: Mr. V.S.K. Rao, Manager – email: vsaikrishnarao@uiic.co.in).

The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

DY. GENERAL MANAGER

**UNITED INDIA INSURANCE COMPANY LIMITED**

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TECHNICAL BID

I. Details of Owner	
Name & Residential Address of the owner	
Telephone no.	
Mobile no.	
II. Details of premises offered	
Address of the Premises offered. If it is located in Multistoried building, mention the floor in which the premises is located.	
Floor & Carpet area in Sft.,	
Width of the Road where the property is located	
Whether separate toilets provided for gents and ladies	
Proximity to Banks / Commercial complexes, Transport/Railway facilities	
Whether the area is prone to Hazards like water logging etc.,	
Adverse features like Polluting industries, Garbage Yard etc., situated nearby, if any	
Whether the premises is ready for occupation	
III Other details	
Year of construction	
Whether there is cross-ventilation and provision for adequate sun light	
Whether all municipal and local laws and regulations are complied with	

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Whether the owner has clear legal and marketable title to the property	
Availability of Covered / Open Parking place. Please specify whether the parking would be exclusive or shared	
Whether Lift facility is available. If so, the number of lifts provided	
Whether Generator is available for common facilities only or including the premises offered	
IV Amenities Offered	
Whether water supply is available round the clock	
Whether 3 Phase Power supply is available	
Sanctioned Load	
Whether separate meter or sub-meter is available for the premises to be let out	
Whether the electric supply / meter is for domestic or commercial usage	
Availability of Fire Station in vicinity	
Details of Banks/ Govt. offices in vicinity	

I / We confirm that the above information is complete and true in all respects. I / We hold clear title to the property and the lease is offered in full and complete compliance of all applicable local rules and regulations. I / We also confirm that if our premises is selected, we shall enter into a lease with United India Insurance Company Limited as per the said Company's Standard Lease format and shall also bear 50% of the Stamp Duty and other expenses incurred in connection with the registration of the Lease Deed.

PLACE:

Date:

SIGNATURE

IMPORTANT : The Technical Bid above, and the Financial Bid given below should **be sent in two separate** envelopes closed and sealed and super scribed "TECHNICAL BID" & "FINANCIAL BID" respectively on them. Both the envelopes shall be put in a bigger envelope which will be super-scribed 'OFFER OF PREMISES FOR BRANCH OFFICE, ADONI'. This bigger envelope containing the two bids in separate sealed envelopes should be submitted to our office.

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FINANCIAL BID**I. Details of Owner**

Name & Address of the Owner	
Telephone No.	
Mobile No.	
Address of the premises offered on lease	

II. Details of Rent Claimed

Rate Per Sft. and Total Rent	
Municipal Taxes payable, if any by the lessee (specify on annual basis)	Rs. _____ per annum
Maintenance charges payable, if any by the lessee (specify on monthly basis)	Rs. _____ per month
Any other charges payable by the lessee per month or otherwise	Rs. _____ per month

III. Details of Deposit/ Renewal

Interest free Rental deposit	_____ months
Period of lease	Initial 3 yrs with two automatic renewals with ____ % escalation after every 3 year period OR Initial 5 yrs with one automatic renewal with ____ % escalation after 5 year period

IV. Registration charges

Whether agreeable to share the registration charges on 50% basis:	YES / NO
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PLACE:

Date:

SIGNATURE