



UNITED INDIA INSURANCE COMPANY LTD

**Government of India Enterprise, Estate Department,
Regional Office, Suraj Plaza-II, 05th Floor, Sayajigunj, Vadodara-390 020
Phone No. 0265-2361257, 2361014, 2363215**

United India Insurance Company, a Government of India Enterprise, requires COMMERCIAL SPACE having carpet area of 2000 Sq. Ft. (+10% - 10% approx) for its Divisional Office at Surat, areas preferably – 1. Adajan 2. Nanpura 3. Athwa Gate / Majura Gate. Interested property owners may download tender documents from “Tender / REP” Tab on our Company’s Website www.uiic.co.in, Completed bids should reach the aforementioned address on or before 20/09/2019 by 3.00 pm.

Date: 25/08/2019

Chief Regional Manager

IRDA REGN No.545

CIN U 9309 Otn 1938 GO11000108

Note;- RO may add/suitably alter terms and conditions as per requirement and as per HO advice

UNITED INDIA INSURANCE CO. LTD.
REGIONAL OFFICE:
ADDRESS: SURAJ PLAZA II, 5th FLOOR, SAYAJI GUNJ,
VADODARA 390020.
Technical Bid

Note: To be put in a separate envelope superscribing "Technical Bid for DIVL. OFFICE, SURAT

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

I. 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 _____ 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 Yes/No
underground/overhead water storage tank?

o) Any established easements regarding right Yes/No
of way/passage for mains of water/electricity?

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.

Yes/No

Yes/No

ii) Whether premises requires major repairs.

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 DIVL OFFICE, SURAT Premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR SURAT DIVL OFFICE.



UNITED INDIA INSURANCE COMPANY LIMITED
REGIONAL OFFICE – VADODARA

5th Floor, Suraj Plaza-II, Sayajigunj, Vadodara – 390 020.
Telephone Nos. 0265-2363215/ 2361014 / 2361086 Fax – 0265-2362039

TERMS & CONDITIONS :

1. Interested parties / Builders / Landlords / Owners including Public Sector Enterprises / Govt. Undertaking / 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 & conditions, from **25/08/2019 to 20/09/2019** during Office hours from the above address OR these forms can be downloaded from tab Tenders / REPs on Company’s website <http://www.uic.co.in>.
2. The terms & 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 authorized signatory of the bidder and the bids should be duly sealed separately in two envelopes super scribed “Technical bid for Surat Office” and “Financial bid for Surat office” and both the sealed envelopes to be put in third envelope super scribed “**OFFER OF PREMISES FOR SURAT OFFICE**”, addressed to the Chief Regional Manager at above address and to be received on or **before 3.00 p.m. on 20/09/2019 at Vadodara.**
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. **20/09/2019 at 4.00 p.m.** in the presence of bidders present (at Vadodara).
5. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis for quoting rent rate per Sq. Ft. to be inclusive of all amenities including parking space, other conveniences, Municipal taxes / surcharges where ever to be borne by the lesser. **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 findout the lowest bid.**
6. Carpet area offered should be within (-) 10% or upto (+) 10% area for which offers are invited Initial lease period to be minimum for 10 years and maximum rent escalation to be upto 25% after every 5 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.

Please refer attachments enclosed:

1. Important instructions, **Annexure-A.**
2. Format for submitting “Technical Bid” of the offered premises, **Annexure-B**
3. Format for submitting “Financial Bid” of the offered premises, **Annexure-C**

DRAFT LEASE AGREEMENT (OFFICE PREMISES)

THIS DEED OF LEASE entered into at on the.....dayof.....2019
BETWEEN.....s/d/o.....,aged.....years, residing at
..... hereinafter referred to as the LESSOR on the one part

AND

M/s. United India Insurance Co. Ltd., a limited liability company incorporated under Companies Act, 1956 having its Registered office at No.24, whites Road, Chennai – 600 014 represented herein by itsManager, Shri.....of UNITED INDIA INSURANCE CO. LTD..... Office, hereinafter referred to as the LESSEE on the other part.

The expressions LESSOR and LESSEE shall wherever the context so require be deemed to include their heirs, executors, legal representatives, successors-in-interest and assigns.

WHEREAS

- a) the LESSOR represents that he is the sole and absolute owner of the property in door no. and entitled to lease out the same;
- b) the LESSEE required the afore-mentioned property / portion thereof comprising an extent of..... Sq.ft. Carpet area (excluding Toilet, Verandah, Balcony & Thickness of wall) more fully described in the schedule hereunder and hereinafter referred to as the PREMISES for use as its Office.
- c) the LESSOR has agreed to provide and the LESSEE has agreed to take on lease the PREMISES, subject to terms set out hereunder;

NOW THIS INDENTURE OF LEASE WITNESSETH:

- 1. The lease shall be for a period of years commencing from..... and ends on and shall be renewed at the option of the Lessee.
- 2. The rent is agreed and fixed at Rs.....p.m. (at the rate of Rs.....per Sq.ft.) for a period of years initially and shall be increased by% of the rent being paid thereafter, for terms of**years** each, as detailed below:

w.e.f.....Rs. p.m.
w.e.f.....Rs. p.m.
w.e.f.....Rs. p.m.

The rent shall be payable for each month on or before the 10th day of every succeeding month.
The lessee shall pay in addition to the rent a sum of as maintenance charges every month.(if applicable)

Payment of rent starts from 3 months of the date of execution of lease deed or date on which the premises is occupied for functioning as office, whichever is earlier.

Further after completion of the interior furnishing of the office, LESSOR shall paint the office before occupying the premises by the LESSEE

- 3. The LESSEE has paid to the LESSOR an advance / deposit of Rs..... which shall be refunded to the LESSEE at the time of surrendering or handing over vacant possession of the PREMISES by the LESSEE.
- 4. Besides rent, LESSEE shall pay Electricity charges and Water charges in respect of leased premises as levied by the Municipal or other statutory authorities.

5. Unless otherwise agreed in writing, the LESSEE shall not be liable for any other payment and LESSOR shall bear the Property Tax and all other taxes, levies or outgo in respect of the PREMISES.

6. The LESSOR shall provide sufficient parking space for cars, Scooters, & other vehicles and also a Cycle stand for LESSEES .

7. This Lease may be terminated by the LESSEE at any time by giving three month's notice in writing to the LESSOR.

8. The LESSEE shall deduct income Tax deduction at source, which shall be on the rent paid by the LESSEE, and necessary Certificate shall be provided at the end of each financial year.

9. It is mutually agreed between the parties that the cost of Stamp papers and expenses of registration of lease deed in respect of this lease and its renewals if any shall be shared equally by the LESSORS and LESSEES.

10. The LESSOR COVENANTS as follows:

i) On the LESSEE paying the rents and other charges as stipulated herein, it shall be entitled to hold and enjoy the PREMISES on lease without any let or hindrance from the LESSOR or any one claiming through or under him.

ii) Not to do or cause to be done anything within or outside the PREMISES preventing, obstructing or interrupting business of the LESSEE or its use and occupation of the PREMISES including free ingress or egress.

iii) The LESSEE, its employees, customers, visitors or servants shall be entitled to unfettered use of all entrances, passages, common areas, parking areas, staircases, lifts, amenities and conveniences in and outside the PREMISES in common with other occupants as the case may be.

iv) To maintain the PREMISES in good and tenantable condition including provision of uninterrupted electricity, water supply and other amenities and to perform necessary repairs to the PREMISES whenever necessary without delay. Lessor shall arrange painting / white washing of premises every 5 years.

v) The LESSEE shall be entitled to put up fixtures and fittings in or upon the PREMISES including Name Boards or Sign Boards, Partitions, Cabins, Lightings, Fans, Air conditioners, provisions for computers or other interior work of a removable nature including incidental electrical works for the same for the purpose of using the PREMISES.

vi) That at the time of LESSEE surrendering vacant possession of the PREMISES, the LESSOR shall forthwith refund the advance/deposit without any delay or default.

vii) In the event that the LESSOR fails or neglects to

a) Perform necessary maintenance or repairs despite intimation by the LESSEE,

b) Pay any property Tax /other taxes, levies or outgo in respect of the PREMISES which

The LESSOR is thereby required to pay, the LESSEE is hereby permitted and authorised to effect necessary repairs and / or maintenance and the costs thereof or any other payments made by it shall be adjusted from the rent payable to the LESSOR.

11) THE LESSEE agrees and undertakes as follows:

- i) To pay the rent, electricity and water charges punctually as and when falling due.
- ii) Not to sub-let, assign or part with his leasehold estate or interest in the said PREMISES.
- iii) To maintain the PREMISES in a clean, tidy, healthy and good condition as may be practicable, normal wear and tear excepted.
- iv) Not to do or cause any major modifications, additions or alterations in the building of the PREMISES without the permission of the LESSOR.
- v) To permit the LESSOR or his/her/their duly authorized agent, representative to enter the PREMISES at all reasonable times without interrupting or disputing the functioning of LESSEE's office.
- vi) To remove all fixtures and fittings put up by it in the PREMISES at the time of vacation of the premises.

SCHEDULE OF PROPERTY

All that piece and parcel of the premises of carpet Area Sq.ft. On thefloor at Door no..... street / locality / road.....(complete address) together right of use of common stair cases, common passages, areas, lifts and other common amenities in the building bounded on the

North by

South by

East by and

west by within the Registration

A sketch / plan of premises is attached in casae of new premises leased for the first time.

LIST OF FIXTURES & FITTINGS

IN WITNESS WHEREOF the parties hereto have executed this LEASE DEED on the day, month and year first above written.

LESSOR

LESSEE

WITNESSES :

1. Signatures
Name & Address :

1. Signatures
Name & Address :

2. Signatures
Name & Address :

2. Signatures
Name & Address :

UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE:

ADDRESS: SURAT PLAZA II, SAYAJI GUNJ,

VADODARA 390020.

Financial Bid

Note: To be put in a separate envelope superscribing "Financial Bid for DIVL OFFICE, SURAT

Ref: Your Advertisement in _____ Newspaper/Company's Website on
.....
for requirement of Office space for your DIVL OFFICE, SURAT 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 <u>25</u>	%
(ii) Increase of rent after every 3 years	by <u>15</u>	%
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 DIVL OFFICE SURAT 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~~ OFFICESURAT....."



**UNITED INDIA INSURANCE COMPANY LIMITED
REGIONAL OFFICE – VADODARA**

5th Floor, Suraj Plaza-II, Sayajigunj, Vadodara – 390 020.
Telephone Nos. 0265-2363215/ 2361014 / 2361086 Fax – 0265-2362039

OFFICE SPACE REQUIRED ON LEASE AT DO-2, SURAT

Sealed offers are invited for (Commercial) Office premises at **Surat** on lease for Divisional Office having Carpet Area of approximately **2000 Sq. Ft.** (-) 10% or up to (+) 10% in and around situated on / near Main / Wide Road 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 Surat Office**”. This envelope should be addressed to Chief Regional Manager, United India Insurance Co. Ltd., Regional Office, Vadodara.

The Technical bid contains details of locality, carpet area, construction, toilets for exclusive use, water, power supply etc. The Financial bid contains rent rate per Sq. Ft., carpet area, lease period 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 on 20/09/2019 by 3.00 p.m. The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Estate Department at above mention address or please contact the Divisional Office, Surat, Tel. No.0261-2423242, 2492294 or 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. The Company reserves the right to accept or reject all or any of the offers without assigning any reason thereof.

Date: 25/08/2019

CHIEF REGIONAL MANAGER