



**UNITED INDIA INSURANCE COMPANY LIMITED**

Regional Office : CHENNAI

Address : "Silingi Buildings", No.134, Greams Road, Chennai 600 006

Phone : (044) 28242970

**Office Accommodation Required on Lease at – SEMBAKKAM/SELAIYUR**

Offers are invited for (Commercial) Office premises on lease for Micro Office, having Carpet Area ranging between 500 and 750 sq.ft. near Sembakkam/Selaiyur.

Interested Parties may submit offers in the prescribed format viz., "Technical Bid" and "Financial Bid" in two separate envelopes sealed and 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 SEMBAKKAM / SELAIYUR". This envelope should be addressed to Deputy General Manager of Region at the above address on or before 2 p.m. on 31/07/2020.

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 per sq.ft. on carpet area, and terms of lease etc.

The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Marketing Department at above mentioned address or from Local Office situated at Micro Office, New no.57, Velachery Main Road, Mahalakshmi Nagar, Selaiyur Post, Sembakkam, Chennai 600 073. (Mobile : 9282105245).

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 31/07/2020 @ 3.00 p.m. in the presence of the bidder present.

Deputy General Manager



**Specimen Terms & Conditions For Micro Office Premises**

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**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, 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 authorized 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 "Tender documents for Micro Office SEMBAKKAM premises, addressed to the Dy. Gen Manager at the above address and to be received on or before 2.00 p.m. on 31/07/2020.
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. 31/07/2020 at 3.00 p.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 sqft. Rent rate per sqft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges wherever to be borne by the Lessee.
6. Carpet area offered should be within (-)10% or upto (+)10% of area for which offers are invited. Initial lease period to be minimum for 9/10 years and maximum rent escalation to be upto 15% after every 3 years or 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.

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## UNITED INDIA INSURANCE COMPANY LIMITED

Regional Office : CHENNAI

Address:134, Greams Road, Chennai 600 006

### Technical Bid

Ref: Your Advertisement for Office space on lease for Micro Office SEMBAKKAM.

#### 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) Period of lease offered	<u>Years</u>
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) Whether the premises ready for occupation	Yes/No .....
k) Whether the building has underground/overhead water storage tank?	Yes/No .....
l) Any established easements regarding right of way/passage for mains of water/electricity?	Yes/No .....
m) Enclose Lay-out plan of the building	Yes/No .....
n) Type of flooring provided in premises	

### 3. Other Details

a) i) Whether the Premises is in good condition.	Yes/No .....
ii) Whether premises requires major repairs	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 .....

### 4. 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) 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", for \_\_\_\_\_premises.

Both the Technical Bid and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR \_\_\_\_\_ OFFICE"



**UNITED INDIA INSURANCE COMPANY LIMITED**

Regional Office:CHENNAI  
ADDRESS: 134, Greams Road, Chennai 600 006

**Financial Bid**

Ref: Your Advertisement for Office space on lease for Micro Office SEMBAKKAM\_\_\_\_\_

**1.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)	

**2.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?	

**3.Term of Lease**

a) Period of lease	_____Years
b) (i) Increase of rent after every 5 years (ii) Increase of rent after every 3 years	By 25 % By 15%
c) Security deposit	_____ <b>(Month)</b>

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".

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