



**UNITED INDIA INSURANCE CO. LTD.  
REGIONAL OFFICE : DEHRADUN**

**Address : 899/1, Kaulagarh Road, Hotel Ratna Palace, Dehradun.**

**Technical Bid**

**Note :** To be put in a separate envelope superscribing "Technical Bid for Office space for DO 2 Meerut

**Ref:** Your Advertisement for Office space for Divisional Office Two ,Meerut 2000 sq.ft. 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 ? lii) Period of lease offered	15 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 ? lii) No. of Halls or rooms	2000 Sq.Ft.
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) Whether the Premises is in good condition or requires major repairs.	Yes/No .....
b) Whether the locality is prone to hazards like Inundation/flood etc.	Yes/No .....
b) Whether there is cross-ventilation and provision for adequate sun light.	Yes/No .....
c) Whether Municipal laws are complied with.	Yes/No .....
d) Availability of covered/open parking place	
e) Whether Lift facility is available. If so, give details.	Yes/No .....
f) 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 :  
bidder

Name /Seal of

**Note:**

- This Technical bid should be sent in a separate envelope closed and sealed and superscribed “**TECHNICAL BID for DIVISIONAL OFFICE OFFICE II,MEERUT**” 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 II,MEERUT**”



**UNITED INDIA INSURANCE CO. LTD.  
REGIONAL OFFICE:DEHRADUN**

**Address : 899/1, Kaulagarh Road, Hotel Ratna Palace, Dehradun.**

**Financial Bid**

Note: To be put in a separate envelope superscribing "Financial Bid for Divisional Office 2 Meerut "

Ref: Your Advertisement in \_\_\_\_\_ Newspaper/Company's Website on  
..... for requirement of Office space 2000 Sq. Ft. for your Divisional Office 2 Meerut 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 (5+5+5 or more years )	_____Years
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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 rental agreement 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 Divisional Office II, Meerut** ” 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 II,MEERUT** ”