



**UNITED INDIA INSURANCE COMPANY LIMITED**  
**Regional Office : 136, Feroze Gandhi Market, Ludhiana(Pb.) 141 001**  
**Phone : 0161 5030711, 5030752,**

**OFFICE ACCOMMODATION REQUIRED ON LEASE AT BATHINDA**

Sealed offers are invited for (Commercial) Office premises on lease for Divisional Office Bathinda, having Carpet Area of approximately 2000 sqft in and around Mall Road, Goniana Road, Bibiwala Road and 100 feet Road near Ghorewala Chowk Bathinda, 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 D.O. Bathinda ". This envelope should be addressed to Chief Regional Manager, United India Insurance Co.Ltd., Regional Office, 136, Feroze Gandhi Market, Ludhiana (Pb.) 141 001. 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 psqft on carpet area 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 3.30 p.m. on 30.06.2017. The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Estate Department at above mentioned address or from Local Office, United India Insurance Co Ltd., Mall Road, Bathinda (Phone No. 0164 2236103, 5001923, 5001924) 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 03.07.2017 at 3.00 PM in the presence of the bidders present.

**ANGRUP SONAM**  
**CHIEF REGIONAL MANAGER**



## UNITED INDIA INSURANCE COMPANY LIMITED

Regional Office : 136, Feroze Gandhi Market, Ludhiana(Pb.) 141 001

Phone : 0161 5030711, 5030752,

### OFFICE ACCOMMODATION REQUIRED ON LEASE AT BATHINDA 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. 09.06.2017 to 29.06.2017 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 authorised 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 DO IBATHINDA premises ,addressed to the Chief Regional Manager, at above address and to be received on or before 3.30 p.m. on 30.06.2017.
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 03.07.2017 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 sft. Rent rate psft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges wherever to be borne by the Lessee. **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 find out the lowest bid.**
6. Carpet area offered should be within (-)10% or upto (+)30% of area for which offers are invited. Initial lease period to be minimum for 9/15 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 CO LTD**  
**REGIONAL OFFICE, 136, FEROZE GANDHI MARKET LUDHIANA**  
**TECHNICAL BID**

**Note:- To be put in a separate envelope superscribing "Technical Bid for DO BATHINDA**

**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 \_\_\_\_\_ Years**

**b.(i)Carpet area in sq.ft.(excluding Balcony,  
Staircase, Veranda, Toilers, Common area etc.  
Rent 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 Hall 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/Railways 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 on 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 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

g) Whether Generator/Power backup is available for offered premises Yes/No

#### IV AMENITIES

a)Whether water supply available round the clock

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 Satation \_\_\_\_\_Kms

2)Market/Super Market \_\_\_\_\_Kms

3)Hospital \_\_\_\_\_Kms

4)Bank \_\_\_\_\_Kms

5)Bus Stand \_\_\_\_\_Kms

f)Details of boundry 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 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.

Signature

PLACE:

Name/Seal of bidder

DATE

Note:

This Technical bid should be sent in a separate envelop closed and sealed and superscribed 'TECHNICAL BID' on it, for DO BATHINDA premises

Both the Tehnical ande Financial envelopes shall be put in a biggert envelop which will be superscribed 'OFFER OF PREMEISES FOR DO BATHINDA OFFICE.



**UNITED INDIA INSURANCE CO LTD  
REGIONAL OFFICE  
136, FEROZE GANDHI MARKET LUDHIANA**

**FINANCIAL BID**

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

**Ref : Your Advertisement In \_\_\_\_\_ Newspaper/Company's Website  
on \_\_\_\_\_ for requirement of Office Space for your DO BATHINDA , 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 \_\_\_\_\_per sq ft.(carpet area)  
balcony, common area, pillars, wall, toilets  
etc)**

**b)Maintenance Charges payable, if any by the Rs. \_\_\_\_\_ per month per sq ft  
Lessee (Specify on monthly basis)**

**c)Any other charges payable by the lessee  
per month**

**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**

(FINANCIAL BID CONTINUATION SHEET. )

**I/We agree to bear registration charges on 50:50 basis. I/We held clear title to the property and the lease is offered in compliance or 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/Surcharge & 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 and the company shall have no responsibility other than payment of the rent as mentioned above.**

**PLACE:**

**DATE:**

**SIGNATURE**

**NAME/SEAL**

**Note:**

**This Financial bid should be sent in a separate envelope closed, sealed and superscribed FINANCIAL BID for DO BATHINDA OFFICE \_premises on it.**

**Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed 'OFFER PREMISES FOR DIVISIONAL BATHINDA**

## DRAFT LEASE AGREEMENT (OFFICE PREMISES)

**THIS DEED OF LEASE entered into at ..... on the.....day of.....2017**  
**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 its .....**Manager Sh.....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 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)

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.

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 authorized 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. In the ..... 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 .....

#### **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 :

2. Signatures

Name & Address :

1. Signatures

Name & Address :

2. Signatures

Name & Address