



**UNITED INDIA INSURANCE CO. LTD.**  
**REGIONAL OFFICE: Patna**  
**Chanakya Complex R Block Floor No -3**  
**Bir Chand Patel Marg R,Block Patna Bihar – 800001**  
**Phone 0612- 2507756**

**Tender for Residential Space On lease at Patna for  
use as Transit Camp**

**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 use as Residential property may download the forms from Company's website <http://www.uiic.co.in> under Tenders / RFPs tab.
2. The terms and conditions shall form part of tender to be submitted by the bidder.
3. The bids should be completed in all respects and no column to be left blank. 'NIL' or 'NOT APPLICABLE' to be marked, where there is nothing to report. All pages of tender documents are to be signed by the Owner or authorized signatory of the bidder. There should be no cutting or overwriting. The tender selection committee reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
4. The bids should be duly sealed **separately** in two envelopes super scribed "Technical bid" and "Financial bid". Both the sealed envelopes to be put in **third** envelope super scribed "**Offer for Transit Camp Patna premises**", along with the Terms & Conditions of Tender duly signed and addressed to the Chief Regional Manager at above address and to be received on or before 01:30 PM on 05.05.2025
5. The Company shall not be responsible for tenders lost in Transit / Postal delay. The tender documents received after the due date and time or incomplete tenders shall be rejected summarily. No correspondence in this regard shall be entertained. No Brokerage/Commission is payable. The Technical bids will be opened on 05.05.2025 at 04:00 PM noon in the presence of bidders present.
6. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets, portico/canopy, sanitary shafts, bon louvre, lift walls, air conditioning ducts, portion below window sills, lofts, parking space whether covered or not, open terrace etc.) should be the basis for quoting rent rate per sq.ft. Rent rate per sq.ft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges wherever to be borne by the Lessee.
7. Average monthly outgo (except GST 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.
8. The space required is maximum 1200 sq. ft. carpet area . Initial lease period to be minimum for 9/10 years and maximum rent escalation for the period of 9 years to be up to 15% after every 3 years or for the period of 10 years up to 25% after every 5 years. Security/Deposit to be up to maximum of three 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.

9. In case space in the tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
10. The offer should be valid up to 6 months after closing date of tender. During the validity period of offer the bidder should not withdraw or modify the offer in terms of area, price and other terms and conditions quoted in the technical or financial bids.
11. There should not be any deviation in the terms and conditions as has been stipulated in the tender documents. Any conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated.
12. The tender will be acceptable only from original owner of the building or the person having valid power of attorney. The space offered should be free from all encumbrances/ claims and disputes/ any liabilities and litigations with respect to its ownership, lease/renting and pending payments against the offered space.
13. The premises offered should be ready for immediate occupation.
14. Premises on floors other than Ground floor to have lift facility. The location should be well connected by road including access to public and people with special needs.
15. The particulars of amenities provided/ proposed should be clearly furnished in the technical bid.
16. The premises should have 3 phase meter with minimum 5 KVA load capacity. In case if it unavailable the landlord should arrange for installing the same. It should be done before handing over the premises.
17. The tender selection committee reserves the right to verify or inspect the building before finalization of the tender and reject it out rightly, if the building or any aspect of the building is not according to the specification required. The shortlisted bidders will be informed for arranging site inspection of offered premises.
18. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges and other outgoing of whatsoever description in respect of the said premises payable by the Owner shall be continued to be paid by the landlord/ Owner.
19. The major maintenance works (civil, electrical and plumbing) shall be provided by the Owner and the owner will also undertake to carry out repairs and maintenance. Painting of premises to be carried out by Owner once in 3 years.
20. If the demised premises during the said term or any extension period is damaged, destroyed or rendered inhabitable by fire, earthquake, cyclone, tempest, flood, violence by any mob or other irresistible force or Act of God and be not caused by the acts or negligence of lessee, then in such case it shall be optional with the lessee to determine the lease or to retain occupation of the demised premises, if the lessee so desires with any diminution in rent.
21. The selected party shall be required to sign a Standard registered Lease Agreement with the Company as per format. The lease agreement will be executed after verification of all documents related to the party to the entire satisfaction of lessee. The registration charges, stamp duty etc. to be borne equally by the Company and owner.

22. Participation in the tender process does not entail any commitment from the Company and it reserves right to reject any/all offers including that of lowest bidder without assigning any reasons. The Company also reserves right to amend /modify/ alter any or all of the terms and conditions/ date of the tender at any time before the tendering process is finalized.

23. For any pre- bid queries , submission queries, prospective bidders may contact the Estates Dept, United India Insurance Co Ltd, **Regional Office Patna** or can mail to [bhartiamrita@uiic.co.in](mailto:bhartiamrita@uiic.co.in)

24. Queries/clarification/ documents if any raised/ sought by the Company subsequent to opening of Technical bid to be answered/ submitted by the bidder within the prescribed date. In case no reply is received from bidder the bid shall be rejected.

#### 24. Bid evaluation

- The bid evaluation will be two stage i.e. Technical and Financial. First stage will be technical. The bidders that are technically qualified (I stage) shall be considered for financial evaluation i.e. Stage II in accordance with Financial Bid.
- The bids would be evaluated based on the basis of criteria like connectivity by public transport system, availability of amenities, rates quoted for rental of carpet area of the space, 4 wheeler parking availability and other criteria desired by the Selection Committee.

#### 25. Miscellaneous

- Non- fulfilment of any of the above terms shall result in rejection of the bid.
- The selection committee reserves the right to reject all or any tender without assigning any reasons thereof.