

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.....

Technical Bid

Note: To be put in a separate envelope superscribing “Technical Bid for Azad Nagar Micro Office lease.....”

Ref: Your Advertisement for Office space for Azad Nagar Micro Office on Lease basis.

1. Details of Owner

Name and address for communication with the Owner	
Telephone No.	
Mobile No.	
E.Mail ID	

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

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

UNITED INDIA INSURANCE CO. LTD.
REGIONAL OFFICE:
 ADDRESS.....

Financial Bid

Note: To be put in a separate envelope superscribing “Financial Bid for””

Ref: Your Advertisement in _____ Newspaper/Company's Website on
 for requirement of Office space for your 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 (ii) Increase of rent after every 3 years c) Security deposit	by_____ % by_____ %

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 Azad Nagar Micro Office 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 AZAD NAGAR MICRO OFFICE OFFICE