



**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 BO MANSA.

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.	
	-2-
	-2-
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)Lead 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	-3-
		-3-
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 MANSA premises
Both the Technical and Financial envelopes shall be put in a bigger envelop which will be superscribed 'OFFER OF PREMISES FOR Branch Office MANSA.



**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 MANSA OFFICE

**Ref : Your Advertisement In _____ Newspaper/Company's Website on _____
for requirement of Office Space for your MANSA 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	
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	
	-2-

I/We agree to bear registration charges on 50:50 basis. I/We hld 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 BO MANSA premises on it.

Both the Tehnical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed 'OFFER PREMISES FOR DIVISIONAL OFFICE/BRANCH OFFICE BO MANSA.