



## UNITED INDIA INSURANCE CO. LTD.

### REGIONAL OFFICE:

Address: SCO No. 123-124, Sector 17-B, Chandigarh

### TECHNICAL BID

**Note:** To be put in a separate envelope superscribing "Technical Bid for....."

**Ref.:** You Advertisement for Office space for your Divisional Office / Branch Office on Lease basis.

#### I. 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, 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	
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 toilet 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 hereby, 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	Yes / No .....
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-lighting device / lightning arrester available?	Yes / No .....
k) Is Proper sanitary / sewerage System	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:**

**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: SCO No. 123-124, Sector 17-B, Chandigarh

### FINANCIAL BID

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

**Ref.:** You 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 (exculuding balcony, staircase, common area, pillar, wall, toilet 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.

**III. Terms of lease:-**

a)	Period of lease (10-15 or more years)	..... Years
b)	i) Increase of rent after 5 years (ii) Increase of rent after every 5 years	by .....% by .....%
c)	Security deposit	

I/We agree to bear lease registration charges on 50:50 bssis. 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 ..... 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 DIVISIONAL OFFICE / BRANCH OFFICE....."