



**UNITED INDIA INSURANCE CO. LTD.**

**REGIONAL OFFICE:**

134, Silingi Buildings, Greams Road  
Phone Nos : 044 - 2824 2942, 2824 2916

**Technical Bid**

**Note :** To be put in a separate envelope superscribing "Technical Bid for 010400 : Divisional Office - 04, CHENNAI."

**Ref:** Your Advertisement for Office space for 010400 : Divisional Office - 04, Chennai 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 (Preferably 15 years lease. (5+5+5). Any offer less than 10 years with an escalation of 25% after five years will be rejected)	
b. i) Carpet area in sq.ft. (excluding Balcony, 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. (Minimum 2 required)	
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	Yes/No .....
ii) Whether the premises requires major repairs.	Yes/No
b) Whether the locality is prone to hazards like Inundation/flood etc.	Yes/No .....
b) Whether there is cross-ventilation and provision for adequate sun light.	Yes/No .....
c) Whether Municipal laws are complied with.	Yes/No .....
d) Availability of covered/open parking place (Minimum for 1 car & 5 two wheelers)	
e) Whether Lift facility is available. If so, give details.	Yes/No .....
f) 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 .....

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 :

SIGN :

DATE :

Name /Seal of bidder

**Note:**

- This Technical bid should be sent in a separate envelope closed and sealed and superscribed "Technical Bid for 010400 : DIVISIONAL OFFICE - 04, CHENNAI".
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER FOR NEW PREMISES : 010400 - DIVISIONAL OFFICE - 04, CHENNAI".
- Please note that any offer of Lease period less than 10 years( escalation of 25% after 5 years) will be rejected in the initial stage itself.



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**Financial Bid**

**Note :** To be put in a separate envelope superscribing "Financial Bid for 010400 : Divisional Office - 04, CHENNAI."

**Ref :** Your Advertisement in \_\_\_\_\_ Newspaper/Company's Website on .....  
for requirement of Office space of 1500 - 2000 sft for your Branch 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	..... 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	Yes/No .....

**III. Terms of lease:**

a) Period of lease (10 or more years )	_____Years
b) Increase of rent after every 5 years	by_____%
c) Rental Deposit demanded	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 of the rent as mentioned above.

PLACE :

SIGNATURE :

DATE :

NAME/SEAL OF THE BIDDER

Note:

- This Financial bid should be sent in a separate envelope closed, sealed and superscribed as "FINANCIAL BID for 010400 : DIVISIONAL OFFICE - 04, CHENNAI" on it.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER FOR NEW PREMISES : 010400 : DIVISIONAL OFFICE - 04, CHENNAI".