



UNITED INDIA INSURANCE CO LTD

REGIONAL OFFICE -JAIPUR

7th & 8th Floor,NBBC Centre,17,Sahkar Marg,Jaipur-302007

Ph.:0141-2742331

Tender for Office Space on lease at Branch Office Harmara

1. Interested Parties / Builders / Landlords / Owners including Public Sector Enterprises / Govt. Undertakings / Govt. Depts. scouting new premises in the **locality of Road No. 14, Sikar Road Jaipur** for housing BO Harmara (Jaipur) with carpet area of **1000 sft (maximum)** with clear marketable title deeds and proper Building plan approved by the Competent Authority with permission from local Authorities to carry out Commercial activities may collect tender documents (two different forms) i.e. "Technical bid" and "Financial bid" along with terms and conditions, from 15/05/2023 to 08/06/2023 during Office hours from the above address OR these forms can be downloaded from tab Tenders / RFPs on Company's website <https://uiic.co.in/en/tenders-rfp>
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 authorised signatory of the bidder. Any cutting/ overwriting/ use of white ink etc. should be duly signed by the bidder. 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 "Tender documents for BO_Harmara premises", along with the Terms & Conditions of Tender duly signed and addressed to the Dy. General Manager at above address and to be received on or before 3.30 PM on 08/06/2023.
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 the same day i.e. 08/06/2023 at 4.30 p.m. in the presence of bidders present.
6. Carpet area (excluding balcony, veranda, common area, pillars, walls, staircase, toilets, portico/canopy, sanitary shafts, bon louver, 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 1000 sq. ft. carpet area in a single building for setting up of Office. Initial lease period to be minimum for 9/10 years and maximum rent escalation to be up to 15% after every 3 years or up to 25% after every 5 years. Security/Deposit to be up to maximum of six 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 building offered should be ready for immediate occupation.
 14. There should be adequate electrical fixtures with provision for installation of independent meters/ sub meters. The space should have all required electrical fixtures such as switches, power points etc. The premises should have 24 hr full power backup facilities.
 15. 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.
 16. The particulars of amenities provided/ proposed should be clearly furnished in the technical bid.
 17. There should be provision for 24 hr running water supply for both drinking and utility facilities and enough arrangements for public utilities (toilets etc.) for men and women separately.

18. Technical bid is required to be submitted along with copies of relevant documents like approved drawings, building completion certificate from concerned authority, copy of land deed, municipal receipt, approved plan of building, copy of Ownership of the building, copy of power of attorney and no objection certificate from the Fire Dept. for use of the office premises. Technical bids received without these documents are liable to rejection without any reference to the parties whatsoever.
19. The tender selection committee reserves the right to verify or inspect the building before finalisation 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.
20. 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.
21. Maintenance of the premises to be made (external and common area) by the Owner. The Company may carry out alterations to the existing building such as partition, office fixtures and fittings as may be easily removable during the lease period or extended lease period.
22. 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.
23. 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 demises premises, if the lessee so desires with any diminution in rent.
24. The possession of the premises will be handed over to the Company within One month of the communication of acceptance of Offer. While the space is not occupied due to issues like interior, minor work in premises yet to be completed, etc. rent holidays to be considered for the period when premises is not occupied by the Company.
25. Procedure for submission of tender:
 - Both the bids, Technical and Financial duly signed by Owner or his authorised signatory should be sealed in two separate envelopes as described below.
 1. Envelope 1: Containing Technical Bid duly completed in all respects along with all relevant documents

2. Envelope 2: Containing Financial Bids showing rates, financial terms and conditions etc.
 - Both the envelopes should be super scribed in BOLD LETTERS with the statement **Technical Bid for Office Space** and **Financial bid for Office Space** respectively.
 - The above mentioned two envelopes should be sealed in a single cover and addressed The technical bid should be accompanied with copy of this document of Terms and Conditions with each page duly signed by authorised signatory of the bidder, who has signed the bid, in token of acceptance of terms and conditions of tender.

26. The selected party shall be required to sign a Standard 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.

27. 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 finalised.
 - For any pre- bid to DGM, UNITED INDIA INSURANCE COMPANY LTD, Regional Office, 7th & 8th Floor, NBBC Centre,17, Sahkar Marg, Jaipur-302007 super scribed as **“Tender documents for BO_Harmara premises”** and must be submitted before the closing time and date indicated in the beginning of this document.

28. queries , submission queries, prospective bidders may contact the to DGM, UNITED INDIA INSURANCE COMPANY LTD, Regional Office, 7th & 8th Floor, NBBC Centre,17, Sahkar Marg, Jaipur-302007 .

29. 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.

30. 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, parking availability and other criteria desired by the Selection Committee.

31. 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.

32. List of Enclosures:

Each page and all details provided should be duly signed by the Authorised signatory. All undertakings provided shall be on the letterhead duly signed and stamped by the Authorised signatory.



UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE: JAIPUR

7th & 8th Floor, NBCC Centre, 17, Sahkar Marg, Jaipur-302007

Technical Bid

Note: To be put in a separate envelope super scribed "Technical Bid for "Office Premises of Branch Office Harmara, Jaipur"

Ref: Your Advertisement for Office space for Divisional Office/Branch Office on Lease basis.

Fields marked * are mandatory

1. Details of Owner

*Name and address for communication with the legal Owner	
Name and Contact details of the person(s) offering the premises on lease and submitting the tender. (Enclose Power Of Attorney if applicant is other than Owner)	
Telephone No.	
Mobile No.	
email ID	

II. Details of Premises Offered :

*a) i) Address of the premises offered.	
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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) Only commercial approval property will be considered	
*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 separately for Men , Women	Men: _____ Women: _____
h) Whether provision of toilet for Persons with Disabilities	Yes/No.....
i) No. of Toilets outside the premises but on the same floor for common use.	
*j) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.	

<p>*k) Specification of the construction/material used.</p> <p>1) Class of construction</p> <p>2) Type of construction</p> <p> i) RCC framed construction</p> <p> ii) Load bearing walls</p> <p> iii) Any other construction</p> <p> iv) Clear height from floor to ceiling (in ft.)</p>	
<p>l) Special Hazards like water logging etc. in the area.</p>	
<p>m) Adverse features like polluting Industries, Garbage Yard etc. situated nearby, if any</p>	
<p>*n) Whether the premises ready for occupation</p>	<p>Yes/No</p>
<p>o) Whether the building has underground/overhead water storage tank?</p>	<p>Yes/No</p>
<p>p) Any established easements regarding right of way/passage for mains of water/electricity?</p>	<p>Yes/No</p>
<p>q) Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site?</p>	<p>Yes/No</p>
<p>*r) Enclose Lay-out plan of the building</p>	<p>Yes/No</p>
<p>*s) Type of flooring provided in premises</p>	
<p>* t) Whether building plan approved by the local authorities or not</p> <p>Enclose copy of the approval</p>	
<p>u) Whether accommodation offered for rent is free from litigation including any encumbrances, disputes with regard to Ownership, pending taxes, dues or life</p>	

v) Whether Clearances, no objection certificate obtained from all relevant central/state/ municipal authorities for use as Office/commercial premises	
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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. No. of vehicles that can be parked (Cars/ Two Wheelers)	
*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 Km:	
1) Railway Station Km
2) Market/Super Market Km
3) Hospital Km
4) Bank Km
5) Bus stand Km
f) Details of boundary and adjacent buildings:	
1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Fire Exit	Yes/No
* h) Is Proper sanitary/sewerage system available?	Yes/No
i) Other facilities and amenities available with the building	
j) Any other salient aspect of the building, which the party may like to mention:	

I/We confirm that I/we have read the terms and conditions. I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

It is hereby declared that the particulars of the building furnished are true and correct as per my /our knowledge and belief. In the event of any the same being found to be false, I/we shall be liable to such consequences/ lawful action as the Company may wish to take.

DATE:

PLACE:

SIGNATURE

Name /Seal of bidder

Note:

- This Technical bid should be sent in a separate envelope closed and sealed and super scribed "TECHNICAL BID" on it, for Branch Office Harmara, Jaipur Premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be super scribed "Tender documents for BO_Harmara premises"



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REGIONAL OFFICE

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Financial Bid

Note: To be put in a separate envelope super scribing "Financial Bid for "Office Premises Branch Office Harmara, Jaipur"

Ref: Your Advertisement in _____ Newspaper/Company's Website onfor requirement of Office space for your Office, on lease basis.

I. Details of Owner:

Name and address for communication with the legal Owner	
Name and Contact details of the person(s) offering the premises on lease and submitting the tender.	
Mobile Number	
E-Mail ID:	
Address of the premises offered for lease (Clearly mention the floor level)	

II. Details of Rent claimed(All rates to be mentioned in figures and words):

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 GST payable by the lessee?	
e) Total Amount payable per month (mention in figures and words)	

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 (Tick whichever applicable)	By 25% By 15%
c) Security Deposit (Maximum 6 months)	

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. I-(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 including property tax, municipal tax, corporation tax 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.

Note: Rates should be quoted in figures and words without any errors, overwriting or corrections. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

DATE:

PLACE:

SIGNATURE

Name/Seal of Bidder

Note:

This Financial bid should be sent in a separate envelope closed, sealed and super scribed "FINANCIAL BID for Premises" on it.

Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be super scribed "Tender documents for BO_Harmara premises"