



युनाइटेड इंडिया इन्श्यूरेन्स कं. लि.
UNITED INDIA INSURANCE CO LTD

A Government of India Enterprise

Estate Department - Regional Office
Suraj Plaza – II, 5th Floor, Sayajigunj,
Vadodara – 390005

Phone No :0265- 2361257, 2361014, 2363215

“ United India Insurance Company”, a Government of India Enterprise, requires COMMERCIAL SPACE having carpet area of 1000 sq.ft. (approx.) for its Branch Office at VALSAD. Interested Property Owners may download tender documents from “Tender/RFP” Tab on our Company’s Website www.uicc.co.in Completed bids should reach the aforementioned Address on or before 30.11.2018 by 5.00 PM.

Chief Regional Manager



UNITED INDIA INSURANCE COMPANY LIMITED

Regional Office, Suraj Plaza –II, 5th Floor, Sayajigunj, Vadodara

PHONE: 2361014, 2363215, 2361257

FAX-0265-2362039

OFFICE SPACE REQUIRED ON LEASE AT VALSAD

Sealed offers are invited for (Commercial) Office premises at **Valsad** on lease for Branch Office having Carpet Area of approximately **1000 Sq. ft.** in and around situated on / near Main / Wide Road in clean surroundings, with adequate parking space, drinking water and minimum of two toilets.

Interested Parties may submit offers in two bid system viz. “Technical Bid” and “Financial Bid” in two separate sealed envelopes / covers superscribed as “Technical Bid” and “Financial Bid”. Both these sealed envelopes should be put in one envelope sealed and superscribed “**Offer of premises for Valsad Office**”. This envelope should be addressed to Chief Regional Manager, United India Insurance Co. Ltd., Regional Office, Vadodara.

The Technical bid contains details of locality, carpet area, construction, toilets for exclusive use, water, power supply etc. The Financial bid contains rent rate psqft, carpet area, lease period etc. Bids which are not in the prescribed formats or incomplete bids shall be rejected.

Completed bids should reach at Regional Office only at above address on or before on **30/11/2018**. The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Estates Department at above mentioned address or please contact our Branch Office, **Valsad, Tel. No. 02632-244301** or forms can be downloaded from Company Website, please visit “Tenders / RFP” tab on our Company’s Website <http://www.uiic.co.in>.

No Brokerage or Commission is payable. The Company reserves the right to accept or reject all or any of the offers without assigning any reason thereof.

Date : 31/10/2018

CHIEF REGIONAL MANAGER



UNITED INDIA INSURANCE COMPANY LIMITED

Regional Office, Suraj Plaza –II, 5th Floor, Sayajigunj, Vadodara

PHONE: 2361014, 2363215, 2361257

FAX-0265-2362039

TERMS & CONDITIONS:

- 01) Interested Parties / Builders / Landlords / Owners including Public Sector Enterprises / Govt. Undertaking / Govt. Depts. 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 & conditions, from **05/11/2018 to 30/11/2018** during Office hours from the above address OR these forms can be downloaded from tab Tenders / RFPs on Company’s website <http://www.uiic.co.in>.
- 02) The terms & conditions shall form part of the tender to be submitted by the bidder.
- 03) The bids should be completed in all respects and no column to be left blank. All pages of tender documents are to be signed by authorized signatory of the bidder and the bids should be duly sealed separately in two envelopes super scribed ‘Technical bid for Valsad Office’ and “Financial bid for Valsad office” and both the sealed envelopes to be put in **third** envelope super scribed “OFFER OF PREMISES FOR VALSAD OFFICE”, addressed to the Chief Regional Manager at above address and to be received on or **before 5.00 p.m. on 30/11/2018 at Vadodara.**
- 04) The company shall not be responsible for tenders lost in Transit / Postal delay. The tender documents received after the due date and time will not be entertained. No Brokerage / Commission is payable. The technical bids will be opened on the same day **i.e. 30/11/2018 at 5.00 p.m.** in the presence of bidders present (at Vadodara).
- 05) Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis for quoting rent rate per sft. Rent rate psft. to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges where ever to be borne by the lessee. **Average monthly outgo (except service tax wherever applicable will be extra) per. Sq. feet of carpet area over the entire lease period offered is the basis to findout the lowest bid.**
- 06) Carpet area offered should be within (-) 10% or upto (+) 10% of area for which offers are invited. Initial lease period to be minimum for 10 years and maximum rent escalation to be upto 25% after every 5 years. Security / Deposit to be upto 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.
- 07) Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

Please refer attachments enclosed:

1. Important instructions, **Annexure-A**
2. Format for submitting “Technical Bid” of the offered premises, **Annexure-B**
3. Format for submitting “Financial Bid” of the offered premises. **Annexure-C**