



युनाइटेड इंडिया इंश्योरेन्स कंपनी लिमिटेड  
UNITED INDIA INSURANCE COMPANY LTD.  
(A Govt. of India Undertaking)

Regional Office: Sahara Chambers, Tonk Road, Jaipur-302015.  
Phone No. : 0141-2741243, 2742242

**OFFICE SPACE REQUIRED ON LEASE AT ALWAR**

United India Insurance Company Ltd., a PSU, requires Commercial Premises having Carpet Area of 1500-2000 sq ft. for **TP HUB ALWAR** at **ALWAR** City, on prime location (Preferable from Bhawani Top Circle to Jail Circle Alwar). For details and tender documents, please contact Mr. Ajay Khandelwal, Asstt. Manager/ Mr. Vinod Tak, Sr. Asstt. Telephone No. 0141-2743612. To download tender documents, please visit the "Tenders/RFP" tab on our Company's Website <http://www.uiic.co.in>. Completed bids should reach Regional Office, at above Office address, on or before 3.30 p.m. On 25/01/2018.

DY. GENERAL MANAGER

IRDA Regn. NO. 545

CIN : U93090TN1938G01000108



युनाइटेड इंडिया इंश्योरेन्स कंपनी लिमिटेड  
**UNITED INDIA INSURANCE COMPANY LTD.**

(भारत सरकार का उपक्रम)

क्षेत्रीय कार्यालय - सहारा चैम्बर्स , टोंक रोड, जयपुर - 302015

टेलिफोन न : 0141- 2741243, 2742242

अलवर शहर में लीज पर कार्यालय परिसर की आवश्यकता

युनाइटेड इंडिया इंश्योरेन्स कं लि. ,सार्वजनिक क्षेत्र के उपक्रम, को अलवर शहर में अपने टी.पी. हब अलवर कार्यालय हेतु मुख्य स्थान पर (भवानी तोप चौराया से जेल चौराया - अलवर को प्राथमिकता ) व्यावसायिक परिसर हेतु 1500-2000 स्कवायर फीट कारपेट एरिया के कार्यालय परिसर की आवश्यकता है। निविदा दस्तावेज एवं विवरण हेतु श्री अजय खंडेलवाल सहायक प्रबंधक या श्री विनोद टाक वरि. सहा. से दूरभाष नम्बर 0141-2743612, पर संपर्क करे या निविदा दस्तावेज डाउन लोड करने हेतु कंपनी की वेबसाइट पर [www.uiic.co.in](http://www.uiic.co.in) पर Tender/RFP Tab को Access करें। पूर्णतः भरी हुई निविदाएं दिनांक 25.01.2018 सांय 03.30 बजे तक क्षेत्रीय कार्यालय के उक्त पते पर पहुंच जानी चाहिये।

उप महाप्रबंधक

IRDA Regn.No.545 CIN:U93090TN1938G01000108



UNITED INDIA INSURANCE COMPANY LIMITED  
 REGIONAL OFFICE : SAHARA CHAMBERS, TONK ROAD JAIPUR  
 TELEPHONE NO.0141-2742242,2741243  
 CIN NO.U93090TN1938GO1000108

### **OFFICE ACCOMMODATION REQUIRED ON LEASE AT ALWAR**

Sealed offers are invited (only Commercial )Office premises on lease for our TP HUB ALWAR at ALWAR City, for minimum of 15 years with carpet area 1500-2000 sqft. on prime location (Preferable from Bhawani Top Circle to Jail Circle Alwar) The offered premises should be Situated on/near Main/Wide Road in clean surrounding with adequate parking space,drinking water and minimum of two toilets.

Interested parties may submit offers in two bids 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 super scribe "OFFER of premises: TP HUB ALWAR" This envelope should be addressed to: The Deputy General Manager, United India Insurance Co. Ltd, . Regional Office,Sahara Chamber, Tonk Road Jaipur 302015. The "Technical bid contains details of locality carpet area,construction,toilets for exclusive use. Water ,power supply etc.( Approval of local authority to use the proposed premises for Commercial use must be attached with Technical Bids, failing which it shall be straight way rejected ). The Financial bid contains rent rate per sqft, 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 3.30 P.M. On **25/01/2018**. The prescribed Technical and Financial bids forms can be obtained during office working hours from the Estate Department at above mentioned address or our Local Office 1, Ashok Circle ALWAR PH. 0144-**2340842**. These forms can also be downloaded from Company Website, Please visit "Tenders/PEP" tab on our Company's Website <http://www.uiic.co.in>.

No brokerage or commission is payable. The company reserve the right to accept or reject all or any of the offers without assigning any reason there of. Technical Bid to be open on 30/01/2018 at 5.00 p.m. in the presence of the bidders present.

Insurance is the subject meter of solicitation.

DY.GENERAL MANAGER



UNITED INDIA INSURANCE CO.LTD.

REGIONAL OFFICE :JAIPUR  
ADDRESS- SAHARA CHAMBERS, TONK ROAD, JAIPUR  
Phone Nos- 0141-2741243, 2742242

TENDER FOR OFFICE SPACE ON LEASE AT TP HUB ALWAR

TERMS AND CONDITIONS

1. Interested Parties/Builders/Landlords/Owners including Public Sector Enterprises/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" s and "Financial bid" along with term and conditions, from 01 to 07 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>  
(Approval of local authority to use the proposed premises for Commercial use must be attached with Technical Bids, failing which it shall be straightaway rejected )
2. The Terms and conditions shall form part of the tender to be submitted by the bidder.
3. The bids should be completed in all respects and no column should 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 superscribed "Technical bid" and Financial bid" and both the sealed envelopes to be put in **third** envelop superscribed "Tender documents for **TP HUB ALWAR** premises , addressed to the Dy. General Manager, at above address and to be received on or before 3.30 p.m. on dated **25/01/2018**
4. 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/Commissions is payable. The Technical bids will be opened on the dated **30/01/2018** at 5 p.m. in the presence of bidders present.
5. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis for quoting rent rate per sq. feet. Rent rate psft to be inclusive of all amenities including parking space, other conveniences, municipal taxes/surcharges wherever to be borne by the Lessee.
6. Carpet area of offered should be **1500-2000 sqft** of area for which offers are invited. Initial lease period to be minimum for 15 years and maximum rent escalation to be up to 25% after every 5 years. Security / Deposit to be upto maximum of 3/6 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.
7. Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

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युनाईटेड इंडिया इंश्योरेंस कम्पनी लिमिटेड  
 क्षेत्रीय कार्यालय—सहारा चैम्बर्स, टोंक रोड़, जयपुर 302015  
 टेलिफोन नम्बर 0141-2742242, 2741243, 5113150, 51  
 CIN NO. U93090TN1938GO1000108

### अलवर शहर में पट्टे पर कार्यालय स्थान की आवश्यकता

टी0 पी0 हब अलवर कार्यालय हेतु पट्टे पर (लीज) न्यूनतम 15 वर्ष हेतु (व्यावसायिक) परिसर, कारपेट एरिया 1500-2000 वर्गफीट मुख्य स्थान (भवानी तोप चौराहे से जेल चौराहे अलवर को प्राथमिकता) पर अलवर शहर में चाहिये । परिसर चौड़ी सड़क, साफ-सुथरी जगह पर स्थित हो, जिसमें पर्याप्त पार्किंग स्थान, पीने के पानी की व्यवस्था और कम कम दो शौचालय हो, हेतु मोहर बंद निवादाएँ (bids) आमंत्रित की जाती है ।

इच्छुक व्यक्ति बोली को दो प्रकार से प्रस्तुत कर सकता है जैसे — तकनीकी बोली और वित्तीय बोली दोनों दस्तावेजों को अलग-अलग लिफाफों में मुहर बंद करके उन पर तकनीकी बोली और वित्तीय बोली लिखकर दोनों को मुहर बंद लिफाफे को एक और सील बंद लिफाफे में डाले और उसके उपर "टी0 पी0 हब अलवर परिसर हेतु बोली प्रस्तुत है " लिखे । इस लिफाफे को उप महा प्रबन्धक युनाईटेड इंडिया इंश्योरेंस कं. लि. क्षेत्रीय कार्यालय सहारा चैम्बर्स टोंक रोड़ जयपुर 302015 के पते पर भेजे । तकनीकी बोली में स्थान का विवरण कारपेट एरिया, कन्ट्रक्शन, शौचालय सिर्फ पृथक रूप से उपयोग हेतु पानी, बिजली, आपूर्ति इत्यादी का विवरण होना चाहिये । तकनीकी बोली के साथ में व्यावसायिक उपयोग हेतु अनुमति दस्तावेज आवश्यक रूप से सलग्न होने चाहिये । वित्तीय बोली में किराया दर प्रति वर्ग फीट, कारपेट एरिया, लीज अवधि इत्यादी का विवरण होना चाहिये । बोली दस्तावेज चिन्हित प्रारूपों में नहीं होने अथवा अपूर्ण होन पर अस्वीकृत कर दिया जाएगा ।

पूरी तरह से पूर्ण बोली दस्तावेज क्षेत्रीय कार्यालय के उपरोक्त उल्लेखित पते पर दिनांक 25.01.2018 को 3.30 बजे से पहले या तक पहुँच जाने चाहिये । विहित तकनीकी बोली और वित्तीय बोली प्रारूप कार्यालयीन समय में उपरोक्त उल्लिखित पते के संपदा विभाग से अथवा स्थानीय कार्यालय अशोक सर्किल-अलवर फोन नंबर 0144-2340842, से प्राप्त कर सकते हैं । ये प्रारूप कंपनी की वेबसाइट से भी डाउनलोड कर सकते हैं । कृपया टैंडर्स/आरएफपी हमारी कम्पनी की वेबसाइट <http://www.uiic.co.in> पर जाएँ । किसी भी प्रकार की दलाली या कमीशन देय नहीं होगा । कंपनी को अधिकार रहेगा की वह किसी भी बोली आदेश को बिना कारण बताये अस्वीकृत कर सकती है । तकनीकी बोली दिनांक 30.01.2018 को सांय 5.00 बजे समय पर बोलीदाताओं के समक्ष खोली जायेगी

(बीमा आग्रह की विषय वस्तु है)

उप महाप्रबन्धक



# UNITED INDIA INSURANCE CO. LTD.

## REGIONAL OFFICE:

ADDRESS.....SAHARA....CHAMBERS, TONK ROAD, JAIPUR-  
302015.....

### Technical Bid

Note : To be put in a separate envelope superscribing "Technical Bid for TP HUB ALWAR."

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) Address of the premises offered.	
b) Carpet area in sq.ft. (excluding Balcony, Veranda, toilets, Common area etc. Rent rate will be considered on the basis of Carpet area only).	
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.	
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	
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### III) Other Details:

a) Whether the Premises is in good condition or 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.	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-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:

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 TP HUB ALWAR premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR TP HUB ALWAR OFFICE."



## UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE:

ADDRESS....SAHARA CHAMBERS, TONK ROAD, JAIPUR-302015.....

### Financial Bid

Note : To be put in a separate envelope superscribing "Financial Bid for TP HUB ALWAR "

Ref: Your Advertisement in \_\_\_\_\_ Newspaper/Company's Website on .....  
for requirement of Office space of 1500-2000 sq.ft for your TP HUB ALWAR 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

### III. Terms of lease:

a) Period of lease (15 or more years )	_____Years
b) Increase of rent after every 5 years (upto 25% after every 5 years)	by _____%
c) Security deposit	

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

Note:

- This Financial bid should be sent in a separate envelope closed, sealed and superscribed "FINANCIAL BID for T.P. HUB ALWAR 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 "T.P. HUB ALWAR."

**DRAFT LEASE AGREEMENT (OFFICE PREMISES)**

THIS DEED OF LEASE entered into at ..... on the.....day of.....2018

BETWEEN.....s/d/o....., aged.....years, residing at .....  
 ..... hereinafter referred to as the **LESSOR** on the one part

AND

M/s. United India Insurance Co. Ltd., a limited liability company incorporated under Companies Act, 1956 having its Registered office at No.24, whites Road, Chennai – 600 014 represented herein by its  
 ..... **Manager Sh.....** of **UNITED INDIA INSURANCE CO.LTD.,** .....  
 Office, ..... hereinafter referred to as the **LESSEE** on the other part.

The expressions LESSOR and LESSEE shall wherever the context so require be deemed to include their heirs, executors, legal representatives, successors-in- interest and assigns.

WHEREAS

- a) the LESSOR represents that he is the sole and absolute owner of the property in door no. .... and entitled to lease out the same;
- b) the LESSEE required the afore-mentioned property / portion thereof comprising an extent of ..... Sq.ft. Carpet area more fully described in the schedule hereunder and hereinafter referred to as the PREMISES for use as its Office.
- c) the LESSOR has agreed to provide and the LESSEE has agreed to take on lease the PREMISES, subject to terms set out hereunder;

NOW THIS INDENTURE OF LEASE WITNESSETH: -

1. The lease shall be for a period of ..... years commencing from..... and ends on ..... and shall be renewed at the option of the Lessee.
2. The rent is agreed and fixed at Rs.....p.m. (at the rate of Rs.....per Sq.ft.) for a period of ..... years initially and shall be increased by .....% of the rent being paid thereafter, for ..... terms of .....years each, as detailed below: -

w.e.f.....Rs. .. ..... p.m.

w.e.f.....Rs. .. ..... p.m.

w.e.f.....Rs. .. ..... p.m.

The rent shall be payable for each month on or before the 10<sup>th</sup> day of every succeeding month. The lessee shall pay in addition to the rent a sum of ..... as maintenance charges every month.(if applicable)

3. The LESSEE has paid to the LESSOR an advance / deposit of **Rs.....** which shall be refunded to the LESSEE at the time of surrendering or handing over vacant possession of the PREMISES by the LESSEE.
4. Besides rent, LESSEE shall pay Electricity charges and Water charges in respect of leased premises as levied by the Municipal or other statutory authorities.

5. Unless otherwise agreed in writing, the LESSEE shall not be liable for any other payment and LESSOR shall bear the Property Tax and all other taxes, levies or outgo in respect of the PREMISES.
6. The LESSOR shall provide sufficient parking space for cars, Scooters, & other vehicles and also a Cycle stand for LESSEES.
7. This Lease may be terminated by the LESSEE at any time by giving three month's notice in writing to the LESSOR.
8. The LESSEE shall deduct income Tax deduction at source, which shall be on the rent paid by the LESSEE, and necessary Certificate shall be provided at the end of each financial year.
9. It is mutually agreed between the parties that the cost of Stamp papers and expenses of registration of lease deed in respect of this lease and its renewals if any shall be shared equally by the LESSORS and LESSEES.
10. The LESSOR COVENANTS as follows: -
  - i) On the LESSEE paying the rents and other charges as stipulated herein, it shall be entitled to hold and enjoy the PREMISES on lease without any let or hindrance from the LESSOR or any one claiming through or under him.
  - ii) Not to do or cause to be done anything within or outside the PREMISES preventing, obstructing or interrupting business of the LESSEE or its use and occupation of the PREMISES including free ingress or egress.
  - iii) The LESSEE, its employees, customers, visitors or servants shall be entitled to unfettered use of all entrances, passages, common areas, parking areas, staircases, lifts, amenities and conveniences in and outside the PREMISES in common with other occupants as the case may be.
  - iv) To maintain the PREMISES in good and tenantable condition including provision of uninterrupted electricity, water supply and other amenities and to perform necessary repairs to the PREMISES whenever necessary without delay.
  - v) The LESSEE shall be entitled to put up fixtures and fittings in or upon the PREMISES including Name Boards or Sign Boards, Partitions, Cabins, Lightings, Fans, Air conditioners, provisions for computers or other interior work of a removable nature including incidental electrical works for the same for the purpose of using the PREMISES.
  - vi) That at the time of LESSEE surrendering vacant possession of the PREMISES, the LESSOR shall forthwith refund the advance/deposit without any delay or default.
  - vii) In the event that the LESSOR fails or neglects to
    - a) Perform necessary maintenance or repairs despite intimation by the LESSEE,
    - b) Pay any property Tax /other taxes, levies or outgo in respect of the PREMISES which

The LESSOR is thereby required to pay, the LESSEE is hereby permitted and authorised to effect necessary repairs and / or maintenance and the costs thereof or any other payments made by it shall be adjusted from the rent payable to the LESSOR.

11) THE LESSEE agrees and undertakes as follows: -

- i) To pay the rent, electricity and water charges punctually as and when falling due.
- ii) Not to sub-let, assign or part with his leasehold estate or interest in the said PREMISES.
- iii) To maintain the PREMISES in a clean, tidy, healthy and good condition as may be practicable, normal wear and tear excepted.
- iv) Not to do or cause any major modifications, additions or alterations in the building of the PREMISES without the permission of the LESSOR.
- v) To permit the LESSOR or his/her/their duly authorized agent, representative to enter the PREMISES at all reasonable times without interrupting or disputing the functioning of LESSEE's office.
- vi) To remove all fixtures and fittings put up by it in the PREMISES at the time of vacation of the premises.

**SCHEDULE OF PROPERTY**

All that piece and parcel of the premises of carpet Area ..... Sq.ft. in the ..... together right of use of common stair cases, common passages, areas, lifts and other common amenities in the building bounded on the

North by .....  
South by .....  
East by ..... and  
west by ..... within the Registration .....

**LIST OF FIXTURES & FITTINGS**

IN WITNESS WHEREOF the parties hereto have executed this LEASE DEED on the day, month and year first above written.

LESSEE

LESSOR

**WITNESSES : -**

1. Signatures

Name & Address :

2. Signatures  
Name & Address :

1. Signatures

Name & Address :

2. Signatures  
Name & Address :