



युनाइटेड इंडिया इंश्योरेंस कम्पनी लिमिटेड
United India Insurance Company Limited

क्षेत्रीय कार्यालय /Regional Office

आरिफ चैम्बर्स 1,द्वितीय एवं तृतीय तल, कपूरथला कॉम्प्लेक्स अलीगंज , लखनऊ
Arif Chambers-1, 2nd &3rd floor, Kapoorthala Complex, Aliganj, Lucknow

TERMS AND CONDITIONS

1) 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 and conditions, from **07/01/2018 to 02/02/2018** 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>.

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 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 Branch Office BASTI " and "Financial bid for Branch Office BASTI" and both the sealed envelopes to be put in third envelope super scribed "OFFER OF PREMISES FOR BRANCH OFFICE BASTI", addressed to the Chief Regional Manager at above address and to be received on or before **03.00 p.m. on 02/02/2018**

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/Commission is payable. The Technical bids will be opened on the same day i.e. **02/02/2018 at 04.00 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 sft. Rent rate psft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges wherever 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 find out the lowest bid.

6) Carpet area offered should be within (-) 10% or up-to (+) 10% of area for which offers are invited. Initial lease period to be minimum for 5 years and maximum rent escalation to be upto 25% after

every 5 years. Security/Deposit 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.

7) Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

8) *Proof of title, latest property tax receipt, service tax registration certificate (if any), permission for commercial use from local authority and copy of PAN to be submitted for owner/ co-owner. Undertaking to be submitted on non-judicial stamp paper that no court case is going on against the premises offered. (Submission of these documents is mandatory with Technical Bid)*

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**