



**UNITED INDIA INSURANCE COMPANY LTD.**  
**REGIONAL OFFICE, 30-15-153, 3<sup>rd</sup> & 4<sup>th</sup> Floors, Pavan Enclave, Dabagardens,**  
**VISAKHAPATNAM**  
**PHONE NO.0891-2551742 & 2571352**  
**TENDER FOR OFFICE SPACE ON LEASE AT NELLORE (ANDHRA PRADESH)**  
**TERMS AND CONDITIONS**

1. Interested Parties/Builders/Landlords/Owners including Public Sector Enterprises/ Govt. Undertakings/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 05.03.2017 To 28.03.2017** during Office hours from the above address OR these forms can be downloaded from Company's website <http://www.uiic.co.in>
2. The Term 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 authorised 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 envelope. **superscribed "Tender documents for BRANCH OFFICE PREMISES IN VEDAYAPALEM, NELLORE"**, addressed to the **Chief Regional Manager**, at above address and to be received on or before **3.30 p.m. on 28.03.2017**
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 next day i.e. **29.03.2017 3.30 p.m. in the presence of bidders, if they want to be present.**
5. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis for quoting rent rate per sq. ft. Rent rate per sft. to be inclusive of all amenities including parking space, other convenience, municipal taxes/surcharges wherever to be borne by the Lessee.
6. Carpet area of offered should be around **1000 sqft** (-) 10% or upto (+) 30% for which offers are invited. Initial **lease period to be minimum for 10/15 (5+5+5) years and maximum rent escalation to be upto 25% after every 5 years.** Security/Deposit to be up to maximum of three/ 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.