



## UNITED INDIA INSURANCE CO. LTD.

### REGIONAL OFFICE:

134, Silingi Buildings, Greams Road  
Phone Nos. 044- 28242942,28242916

### TENDER FOR OFFICE SPACE ON LEASE FOR 010400 : Divisional Office - 04, Chennai

#### 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 29.10.2018 to 22.11.2018 during Office hours from the above address OR these forms can be downloaded from 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 superscribed "Technical bid" and "Financial bid" and both the sealed envelopes to be put in **third** envelope superscribed "**Offer for new premises for 010400 : Divisional Office - 04, Chennai**", addressed to the Deputy General Manager, at above address and to be received on or before 04.00 pm on 22.11.2018
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 23.11.2018 at 12 Noon in the presence of bidders present.
5. Carpet area offered should be 1500 - 2000 s.ft for which offers are invited. **Any offers having area other than the stipulated will be disqualified in the initial stage itself.** Initial lease period to be minimum for 10/15 years and maximum rent escalation to be 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.
6. Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

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