



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

[A Government of India Enterprise]

## Estates Department – Regional Office

BLOCK – A, 5<sup>TH</sup> FLOOR, OCHC BUILDING, UNIT –III, KHARAVELA NAGAR, JEYPORE, ODISHA  
– 751001, PHONE – 0674-2391183 FAX: 0674 - 2391739

### TENDER – NEW PREMISES FOR BRANCH OFFICE BHUBANESWAR, ODISHA

#### TERMS & 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 07/09/2019 to 01/10/2019 during Office hours from the Branch Office BHUBANESWAR presently located at Ground floor, Plot No – 10, Satya Naga, Bhubaneswar, Odisha, PIN – 751007 OR these forms can be downloaded from Company's website <http://www.uiic.co.in/Tenders>. (Contact person: Mr. H K Dhal, Branch Manager, Mobile no- 9437287696, Email ID: [hkdhal@uiic.co.in](mailto:hkdhal@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 “Tender documents for BO BHUBANESWAR premises”, addressed to The Chief Regional Manager, United India Insurance Co. Ltd., Regional Office Bhubaneswar, Block – A , 5th floor, OCHC Building, Unit –III, Kharavela Nagar, Bhubaneswar, Odisha – 751001 and to be received on or before 05:00 p.m. on 01/10/2019 at our Regional office Address.
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 03<sup>rd</sup> October 2019 at 11:00 AM. in the presence of bidders.
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 GST 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. The premises offered should have a carpet area of around 1000 sqft and should be situated in Bhubaneswar, preferably in and around Satya Nagar area, in the ground or first floor with good visibility & accessibility along with adequate drinking water facility

& availability of reserved parking space for vehicles of our staff as well as customers. Carpet area offered should be within (-)10% or upto (+)30% of area for which offers are invited. Initial lease period to be minimum for 9/10 years and maximum rent escalation to be upto 15% after every 3 years or upto 25% after every 5 years. Premises with Lease period of 15 years, with an escalation in rent @ 25% after every 5 years will be preferred. 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 the 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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Note; - RO may add/suitably alter terms and conditions as per requirement and as per HO advice.