



**युनाइटेड इंडिया इन्श्यूरेन्स कं. लि.
UNITED INDIA INSURANCE COMPANY LIMITED**

Estates Department

Head Office : 24, Whites Road, Chennai – 600 014.

Ph : 044-28575260, 281, 421, 229, 358. Website : www.uiic.co.in

ANNEXURE – A

**A. TERMS AND CONDITIONS- OFFER OF PREMISES FOR
OFFICE SPACE OF UIICL HEAD OFFICE.**

1. The total Office Space required is 35,000 Sqft.
2. The Premises could be in one or more locations of minimum 10000 Sqft in one building or location within 1km from 24, Whites road, Chennai. If the entire 35000 Sqft is offered at single location/building, the distance of 1km radius shall be relaxed to 5km.
3. The Premises should have ample Parking space for 2 and 4 wheelers.
4. The Premises should have lift facility if the offered space is above 2nd floor.
5. The Premises should have separate toilets for Men, Women and Specially challenged.
6. The Premises should have Electricity with separate meter and power back up.
7. The Premises should be offered to the company on lease as per the text of agreement attached.
8. The initial duration of lease period is 1 year which may be extended on mutual consent.
9. The Company will pay rent for the space occupied, maintenance of common area, electricity and water consumption which is metered separately with GST as applicable
10. All other dues of Property Tax, Water Tax, etc levied by Statutory Authorities shall be borne by the Lessor.
11. No brokerage will be entertained.
12. Expenses of registration shall be borne equally.
13. Bidder should sign and stamp on all pages of this tender document as a token of acceptance of all terms and conditions stated therein.
14. After Evaluating the Technical and Financial bids the premises will be accepted on fulfilling all the conditions and who has quoted the lowest rate. In case two or more offers are found to have quoted the same amount the Competent officer authorized by General Manager, UIICL shall decide which offer shall be finalized without mentioning any reasons thereof. The decision of Competent Authority shall be final.

B. IMPORTANT INSTRUCTIONS :

1	Date of issue	26 th December 2018
2	Earnest Money Deposit	Rs.25,000/-
3	Last date for submission of Pre-bid queries by E-Mail	1 st January 2019
4	Date of Pre-bid Meeting	4 th January 2019
5	Last Date for submission of bids	18 th January 2019
6	Bid Validity	90 days
7	Address for submission of bids	Chief Manager Estates Department United India Insurance Co. Ltd. 24 Whites Road Chennai 600 014.
8	Date of Opening of Technical Bid	18 th January 2019
9	Date of Opening of Financial Bid	25 th January 2019
10	Contact for any queries	estatesdeptho@uiic.co.in

1. Technical details are to be submitted as per the prescribed format (Annexure – B) and to be put in an envelope duly sealed and superscribed as "TECHNICAL BID – OFFICE SPACE FOR UIICL HEAD OFFICE." mentioning the name of the Offerer/ Company/ Firm/ Organisation, address, Contact details and so on.
2. Financial details are to be submitted as per the prescribed format (Annexure – C) and to be put in an envelope duly sealed and superscribed as "FINANCIAL BID – OFFICE SPACE FOR UIICL HEAD OFFICE." mentioning the name of the Offerer/ Company/ Firm/ Organisation, address, Contact details and so on.
3. Both the above mentioned envelopes containing Technical Bid and Financial Bid are to be put in a big envelope duly sealed and superscribed as "OFFER OF PREMISES FOR UIICL HEAD OFFICE." mentioning the name of the Offerer/ Company/ Firm/ Organisation, address, Contact details and so on.
4. The above mentioned big envelope containing Technical Bid and Financial Bid are to be submitted to us by either Registered Post/Speed Post/Courier or by hand before 3.00P.M on 18th January 2019 in the office of the Chief Manager, Estates Department, Ground Floor, United India Insurance Co. Ltd., Regd & Head Office, No. 24, Whites Road, Chennai – 600014.
5. The Technical Bids will be opened at 4.30 P.M on 18th January 2019 at our office and tenderers are invited to be present at the time of opening of the tenders.
6. Any tenders received after the above mentioned time and date shall not be considered.
7. Sealed Tenders sent by post should also reach us before the stipulated time and date. Company will not be responsible for the delay / lost in transit.
8. EMD of Rs. 25,000/- by way of Demand Draft drawn in favour of " United India Insurance Company Limited " payable at Chennai has to be submitted along with the Technical Bid (Annexure – B). In case of NEFT Transfer of EMD, the UTR number for the prescribed transaction shall be mentioned in the Technical Bid (Annexure – B). The offer without EMD will be treated as Invalid.
9. The Company reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

10. All the pages of the tenders including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
11. The tender form is not transferable.
12. No additional amount more than offered rate will be accepted unless specifically mentioned.
13. The EMD of the unsuccessful tenderers will be returned to them upon finalization of the tender.
14. The EMD of the successful tenderer will be returned upon execution of lease agreement.
15. Notice Period for termination of lease : 3 months
16. Pre-bid Meeting and Clarifications:

- a) A pre-bid meeting shall be held in the office of the UNITED INDIA INSURANCE CO.LTD(UIIC), Chennai on the date mentioned in Important Instructions above, to clarify any query of bidders regarding terms and conditions and scope of work. The time, date and venue is mentioned in Important Instructions above.
- b) Prospective bidders may send their queries, if any to estatesdeptho@uiic.co.in atleast by 5 days prior to pre-bid meeting. The same shall be clarified in the meeting and by issuance of corrigendum. Queries if any, received after the due date and time shall not be entertained and no clarification shall be provided for the same.

17. Bank Details of UIICL :

The remittance instructions for UIICL's account is as under :

Funds to be remitted to :

Bank of America,

748, Anna Salai,

Chennai 600 002.

IFSC Code : BOFA0CN6215

MICR Code : 600032002

Beneficiary Name : United India Insurance Company Ltd.

Account no. : UIIC000100EMDNEWPREMISESTENDER

- /NOTE/ :**
- 1) The 5th, 6th, 7th, 9th & 10th Digits in the above Account No. are “Zeros” and not Alphabet “O”.
 - 2) Do not include symbols or space in the account number. Use only alphabets or numerals.
 - 3) This account is to be used only for electronic remittances (NEFT or RTGS) and should NOT be used for depositing cheques / cash etc.