

Note;- RO may add/suitably alter terms and conditions as per requirement and as per HO advice

UNITED INDIA INSURANCE CO. LTD.

REGIONAL OFFICE:

ADDRESS.....

Technical Bid

Note: To be put in a separate envelope superscribing "Technical Bid for"

Ref: Your Advertisement for Office space for Divisional Office/Branch Office on Lease basis.

1. Details of Owner

Name and address for communication with the Owner	
Telephone No.	
Mobile No.	
E.Mail ID	

II. Details of Premises offered :

<p>a) i) Address of the premises offered.</p> <p>ii) Whether premises offered is in a Mall?</p> <p>iii) Period of lease offered</p>	<p>_____ Years</p>
<p>b) i) Carpet area in sq.ft. (Excluding Balcony, staircase, Veranda, toilets, Common area etc. Rent rate will be considered on the basis of Carpet area only).</p> <p>ii) Whether premises offered is in the shape of a Hall or rooms ?</p> <p>Iii) No. of Halls or rooms</p>	
<p>c) (i) On which floor, the premises offered is situated?</p> <p>(ii) Is it a Multi-storied Building? If yes,</p>	

mention the total no. of floors in the building.	
d) Usage of Property (As approved by Competent Authority) (Commercial/Residential/others)	
e) Year of Construction of the Building:	
f) Width of the road where the property is located	
g) No. of Toilets provided inside the premises.	
h) No. of Toilets outside the premises but on the same floor for common use.	
i) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.	
j) Specification of the construction/material used. 1) Class of construction 2) Type of construction i) RCC framed construction ii) Load bearing walls iii) Any other construction iv) Clear height from floor to ceiling (in ft.) v) Earthquake resistance level of construction	
k)Special Hazards like water logging etc. in the area.	
l) Adverse features like polluting Industries, Garbage Yard etc. Situated nearby, if any	
m) Whether the premises ready for occupation	Yes/No
n) Whether the building has underground/overhead water storage tank?	Yes/No
o) Any established easements regarding right of way/passage for mains of water/electricity?	Yes/No

p) Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site?	Yes/No
q) Enclose Lay-out plan of the building	Yes/No
r) Type of flooring provided in premises	

III) Other Details:

a) i) Whether the Premises is in good condition. ii) Whether premises requires major repairs.	Yes/No Yes/No
b) Whether the locality is prone to hazards like Inundation/flood etc.	Yes/No
c) Whether there is cross-ventilation and provision for adequate sun light.	Yes/No
d) Whether Municipal laws are complied with.	Yes/No
e) Availability of covered/open parking place	
f) Whether Lift facility is available. If so, give details.	Yes/No
g) Whether Generator/Power backup is available for offered premises.	Yes/No

IV) Amenities:

a) Whether water supply available round the clock	Yes/No
b) Whether 3-Phase Power supply available; if not, whether the owner is ready to provide 3-phase electric supply	Yes/No
c) Sanctioned Load of electricity.	KVA/MVA
d) Availability of Fire Station in the vicinity.	Yes/No

e) Locality's proximity to the following places in Kms:	
1) Railway Station KMs
2) Market/Super Market KMs
3) Hospital KMs
4) Bank KMs
5) Bus stand Kms
f) Details of boundary and adjacent buildings:	
1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Safety and Security arrangement	Yes/No
h) Fire Exit	Yes/No
i) Availability of space on roof of the building for installation of V-SAT:	Yes/No.....
j) Is Anti-lightning device/lightning arrester available?	Yes/No
k) Is Proper sanitary/sewerage system available?	Yes/No

I/We confirm that I/we have read the terms and conditions and that the above information is true.
I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

PLACE:
SIGNATURE

DATE:

Name /Seal of bidder

Note:

- This Technical bid should be sent in a separate envelope closed and sealed and superscribed "TECHNICAL BID" on it, for Premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed "OFFER OF PREMISES FOR OFFICE.

UNITED INDIA INSURANCE CO. LTD.
REGIONAL OFFICE:
ADDRESS.....

Financial Bid

Note: To be put in a separate envelope superscribing “Financial Bid for”

Ref: Your Advertisement in _____ Newspaper/Company's Website on
.....
for requirement of Office space for your Office, on Lease basis.

I. Details of Owner:

Name and address for communication with the Owner	
Telephone No.	
Mobile Number	
E-Mail ID:	
Address of the premises offered for lease (Clearly mention the floor level)	

II. Details of Rent claimed:

a) Rent Rate per sq.ft. Carpet area (excluding balcony, common area, pillars, wall, toilets etc.) per sq.ft (carpet area)
b) Maintenance Charges payable, if any by the Lessee (Specify on monthly basis)	Rs..... per month per sq. ft
c) Any other charges payable by the lessee per month	Rs..... per month per sq. ft
d) Whether service tax payable by the lessee ?	

III. Terms of lease:

a) Period of lease (9,10 or more years)	_____ Years
b) (i) Increase of rent after every 5 years	by_____ %
(ii) Increase of rent after every 3 years	by_____ %
c) Security deposit	

I/We agree to bear lease registration charges on 50:50 basis. I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

I/We are aware that the 'RENT' (Item No.II-(a)) mentioned above will be inclusive of all amenities including Parking space, other conveniences, municipal taxes, rates/Surcharges & Cess etc.

It is my/our duty to pay the statutory liabilities/dues relating to the premises offered above, to the appropriate authority within the due date & the Company shall have no responsibility other than payment of the rent as mentioned above.

PLACE:
SIGNATURE

DATE:
NAME/SEAL

Note:

- This Financial bid should be sent in a separate envelope closed, sealed and superscribed “FINANCIAL BID for Premises” on it.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be superscribed “OFFER OF PREMISES FOR DIVISIONAL OFFICE / BRANCH OFFICE”

DRAFT LEASE AGREEMENT (OFFICE PREMISES)

THIS DEED OF LEASE entered into at on the.....day of.....201..

**BETWEEN.....s/d/o..... aged.....years, residing at
.....hereinafter referred to as the LESSOR on the one part**

AND

M/s. United India Insurance Co. Ltd., a limited liability company incorporated under Companies Act, 1956 having its Registered office at No.24, whites Road, Chennai – 600 014 represented herein by itsManager,Sh.....of UNITED INDIA INSURANCE CO.LTD., Office, hereinafter referred to as the LESSEE on the other part.

The expressions LESSOR and LESSEE shall wherever the context so require be deemed to include their heirs, executors, legal representatives, successors-in- interest and assigns.

WHEREAS

- a) the LESSOR represents that he is the sole and absolute owner of the property on floor in door no. and entitled to lease out the same;
- b) the LESSEE required the afore-mentioned property / portion thereof comprising an extent of Sq.ft. Carpet area more fully described in the schedule hereunder and hereinafter referred to as the PREMISES for use as its Office.
- c) the LESSOR has agreed to provide and the LESSEE has agreed to take on lease the PREMISES, subject to terms set out hereunder;

NOW THIS INDENTURE OF LEASE WITNESSETH: -

- 1. The lease shall be for a period of years commencing from..... and ends on and shall be renewed at the option of the Lessee.
- 2. The rent is agreed and fixed at Rs.....p.m. (at the rate of Rs.....per Sq.ft.) for a period of years initially and shall be increased by% of the rent being paid thereafter, for terms ofyears each, as detailed below: -

w.e.f.....Rs. p.m.
w.e.f.....Rs. p.m.
w.e.f.....Rs. p.m.

The rent shall be payable for each month on or before the 10th day of every succeeding month. The lessee shall pay in addition to the rent a sum of as maintenance charges every month.(if applicable).

- 3. The LESSEE has paid to the LESSOR an advance / deposit of Rs..... which shall be refunded to the LESSEE at the time of surrendering or handing over vacant possession of the PREMISES by the LESSEE.
- 4. Besides rent, LESSEE shall pay Electricity charges and Water charges in respect of leased premises as levied by the Municipal or other statutory authorities.

5. Unless otherwise agreed in writing, the LESSEE shall not be liable for any other payment and LESSOR shall bear the Property Tax and all other taxes, levies or outgo in respect of the PREMISES.
6. The LESSOR shall provide sufficient parking space for cars, Scooters, & other vehicles and also a Cycle stand for LESSEES .
7. This Lease may be terminated by the LESSEE at any time by giving three months' notice in writing to the LESSOR.
8. The LESSEE shall deduct income Tax deduction at source, which shall be on the rent paid by the LESSEE, and necessary Certificate shall be provided at the end of each financial year.
9. It is mutually agreed between the parties that the cost of Stamp papers and expenses of registration of lease deed in respect of this lease and its renewals if any shall be shared equally by the LESSORS and LESSEES.
10. The LESSOR COVENANTS as follows: -
 - i) On the LESSEE paying the rents and other charges as stipulated herein, it shall be entitled to hold and enjoy the PREMISES on lease without any let or hindrance from the LESSOR or any one claiming through or under him.
 - ii) Not to do or cause to be done anything within or outside the PREMISES preventing, obstructing or interrupting business of the LESSEE or its use and occupation of the PREMISES including free ingress or egress.
 - iii) The LESSEE, its employees, customers, visitors or servants shall be entitled to unfettered use of all entrances, passages, common areas, parking areas, staircases, lifts, amenities and conveniences in and outside the PREMISES in common with other occupants as the case may be.
 - iv) To maintain the PREMISES in good and tenantable condition including provision of uninterrupted electricity, water supply and other amenities and to perform necessary repairs to the PREMISES whenever necessary without delay. Lessor shall arrange painting / white washing of premises every 5 years.
 - v) The LESSEE shall be entitled to put up fixtures and fittings in or upon the PREMISES including Name Boards or Sign Boards, Partitions, Cabins, Lightings, Fans, Airconditioners, provisions for computers or other interior work of a removable nature including incidental electrical works for the same for the purpose of using the PREMISES.
 - vi) That at the time of LESSEE surrendering vacant possession of the PREMISES, the LESSOR shall forthwith refund the advance/deposit without any delay or default.
 - vii) In the event that the LESSOR fails or neglects to
 - a) Perform necessary maintenance or repairs despite intimation by the LESSEE,
 - b) Pay any property Tax /other taxes, levies or outgo in respect of the PREMISES which

The LESSOR is thereby required to pay, the LESSEE is hereby permitted and authorised to effect

necessary repairs and / or maintenance and the costs thereof or any other payments made by it shall be adjusted from the rent payable to the LESSOR.

11) THE LESSEE agrees and undertakes as follows: -

- i. To pay the rent, electricity and water charges punctually as and when falling due.
- ii. Not to sub-let, assign or part with his leasehold estate or interest in the said PREMISES.
- iii. To maintain the PREMISES in a clean, tidy, healthy and good condition as may be practicable, normal wear and tear excepted.
- iv. Not to do or cause any major modifications, additions or alterations in the building of the PREMISES without the permission of the LESSOR.
- v. To permit the LESSOR or his/her/their duly authorized agent, representative to enter the PREMISES at all reasonable times without interrupting or disrupting the functioning of LESSEE's office.
- vi. To remove all fixtures and fittings put up by it in the PREMISES at the time of vacation of the premises.

SCHEDULE OF PROPERTY

All that piece and parcel of the premises of carpet Area Sq.ft. on the floor at Door no. street/locality / road (complete address) together right of use of common stair cases, common passages, areas, lifts and other common amenities in the building bounded on the

North by,

South by,

East by and

West by within the Registration

A sketch / plan of premises is attached in case of new premises leased for the first time.

LIST OF FIXTURES & FITTINGS

IN WITNESS WHEREOF the parties hereto have executed this LEASE DEED on the day, month and year first above written.

LESSOR

LESSEE

WITNESSES : -

1. Signatures

Name & Address :

1. Signatures

Name & Address :

2. Signatures

Name & Address :

2. Signatures

Name & Address :