

**UNITED INDIA INSURANCE CO. LTD.
REGIONAL OFFICE: GUWAHATI
CHIBBER HOUSE, G.S. ROAD,
DISPUR, GUWAHATI-781005**

Financial Bid

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

Ref: Your Advertisement in the " **SHILLONG TIMES**" and " **U NONGSAIN HIMA** " Newspaper/Company's Website on 06.05./2021 for requirement of Office space for your Shillong Branch. Office, on lease basis.

I. Details of Owner:

| | |
|---|--|
| Name and address for communication with the legal Owner | |
| Name and Contact details of the person(s) offering the premises on lease and submitting the tender. | |
| Mobile Number | |
| E-Mail ID: | |
| Address of the premises offered for lease (Clearly mention the floor level) | |

II. Details of Rent claimed (All rates to be mentioned in figures and words):

| | |
|---|-------------------------------|
| 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 GST payable by the lessee? | |

| | |
|--|--|
| e) Total Amount payable per month (mention in figures and words) | |
|--|--|

III. Terms of lease:

| | |
|--|------------------|
| a) Period of lease (9,10 or more years) | _____ Years |
| b) (i) Increase of rent after every 5 years (ii) Increase of rent after every 3 years (Tick whichever applicable) | By 25% By 15% |
| c) Security Deposit (Maximum 6 months) | |

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 including property tax, municipal tax, corporation tax 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.

Note: Rates should be quoted in figures and words without any errors, overwriting or corrections. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

DATE :

PLACE :

SIGNATURE

Bidder

Name/Seal of

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”