



**UNITED INDIA INSURANCE COMPANY LIMITED**

**Estate Department, Regional Office, Guwahati**

**G. S. Road, Dispur, Guwahati-781 005.**

**Phone : 0361-2343655.**

**OFFICE ACCOMMODATION REQUIRED ON LEASE AT GUWAHATI UNDER PIN CODE-781 035**

Sealed offers are invited for (Commercial) office premises on lease for Branch Office, having Carpet Area of approximately 1000 sq.ft. in and around Garchuk, Guwahati under PIN Code-781 035 situated on/near Main/Wide Road in clean surroundings, with adequate parking space, drinking water and minimum of two toilets.

Interested parties may submit offers in two bid system viz. "Technical Bid" and "Financial Bid" in two separate sealed envelopes/covers superscribed as "Technical Bid" and "Financial Bid". Both these sealed envelopes should be put in one envelope sealed and superscribed "Offer of premises Branch Office". This envelope should be addressed to Chief Regional Manager, Guwahati, at the above address. In case any owner is having more than one properties in the specified area, separate tenders shall have to be submitted for each properties.

The Technical Bid contains details of locality, carpet area, specification of construction, toilets for exclusive use, water, power supply, lease period with renewal clause etc. The Financial Bid should contain rent rate psqft on carpet area etc. Bids which are not in the prescribed formats or incomplete bids shall be rejected.

Completed bids should reach at Regional Office only at above address on or before **4.00PM on 05/12/2019**. The prescribed Technical and Financial Bids forms can be obtained during office working hours from Estate Department at above mentioned address.

These forms can be downloaded from Company Website, please visit "Tenders / RFP " tab on our Company's Website <http://www.uiic.co.in>.

No Brokerage or Commission is payable. Company reserves the right to accept or reject all or any of the offers without assigning any reason thereof.

Technical Bid would be opened on 09/12/2019 at 4.00PM by RO Estate Committee Members in the presence of the bidders present.

CHIEF REGIONAL MANAGER