

**Specimen terms and conditions for tender**



**UNITED INDIA INSURANCE CO. LTD.**

**REGIONAL OFFICE:**

ADDRESS 134, Greems Road, Chennai-600006

Phone Nos. 28242916

**TENDER FOR OFFICE SPACE ON LEASE AT PARRYS**

**TERMS AND 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 14/9/2019 to 9/10/2019 during Office hours from the above address OR these forms can be downloaded from tab Tenders / RFPs on Company's website <http://www.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 authorised 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 DO/BO PARRYS premises, addressed to the Dy.Gen.Mgr./Chief Regional Manager, at above address and to be received on or before 3:30 p.m. on 9/10/2019 .
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 the same day i.e. \_\_\_\_\_ at \_\_\_\_\_ p.m. in the presence of bidders present.
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 service tax 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. 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. 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 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**