



**United India Insurance Company Ltd.**

Regd. & Head Office : 24, Whites Road, Chennai - 600 014 www.uiic.co.in



**UNITED INDIA INSURANCE COMPANY LIMITED  
REGIONAL OFFICE-1, NEW DELHI  
8TH FLOOR KANCHENJUNGA BUILDING, 18,  
BARAKHAMB ROAD, NEW DELHI-110001**

**OFFICE ACCOMMODATION REQUIRED ON LEASE  
AT KANTI NAGAR**

Sealed offers are invited for (Commercial) Office premises on lease for Micro Office Kanti Nagar having Carpet Area of approximately 250sq.ft **"In or around Main Road, Kanti Nagar"** in clean surroundings, with adequate parking space, drinking water and minimum of one toilet.

Interested parties, may submit offers in two bid system viz., "Technical Bid" and "Financial Bid". In two separate sealed envelopes/ covers super scribed as " Technical Bid" and "Financial Bid", Both these sealed envelopes should be put in one envelope sealed and superscribed **"Offer of premises for Micro Office Kanti Nagar "** This envelope should be addressed to Dy. General Manager of Region at mentioned above address **on or before 3:30 PM on 22<sup>nd</sup> April 2022.**

The Technical bid contains details of locality, carpet area, construction, toilet for exclusive use, water, power supply, lease period etc. The Financial bid contains rent rate sq-ft on carpet area etc. Bids which are not in the prescribed formats or incomplete bids shall be rejected.

The prescribed Technical and Financial bids forms can be obtained during Office working hours from the **Estate Department at Delhi Regional Office only at 8th Floor, Kanchenjunga Building, barakhamba road, New Delhi - 110001,**

**Completed Bids should reach at Regional Office only at 8th Floor, Kanchenjunga Building, barakhamba road, New Delhi - 110001, on or before on 22<sup>nd</sup> April, 2022 by 3:30PM.** The prescribed Technical and Financial bids forms can be obtained during Office working hours from the Estate Department at above mentioned address or Divisional Office -2 New Delhi, Jeevan Vikas Building, 30-31A Asaf Ali Road-110002. These forms can also be downloaded from Company Website, please visit "Tenders/RFP" tab on our Company's Website <http://www.uiic.co.on>

No brokerage or commission is payable. Company reserves the right to accept or reject all or any of the offers without assigning any reasons thereof.

Technical Bid would be opened on **22/04/2022 at 04:00PM** in the presence of the bidders present.

**DEPUTY GENERAL MANAGER**



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**TENDER FOR OFFICE SPACE ON LEASE AT KANTI NAGAR**

**TERMS AND CONDITIONS**

- Interested Parties/Builders/Landlords/Owners including Public Sector Enterprises/Govt. Undertakings/Govt Dept's. 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 13/04/2022 to 22/04/2022** during office hours from the above mentioned address OR these forms can be downloaded from tab Tenders / RFPs on company's website <http://www.uiic.co.in>.
- The Terms and conditions shall form part of the tender to be submitted by the bidder.
- 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 authorized signatory of the bidder and the bids should be duly separated in two envelopes, superscribed "**Technical bid**" and "**Financial bid**" and both the sealed envelopes to be put in third envelope, superscribed "**Tender documents for Micro Office Kanti Nagar** addressed to the Deputy General Manager, at above mentioned address and to be received on or before **3.30 pm. on 22/04/2022**.
- 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 **22/04/2022 at 04:00PM** in the presence of bidders present.
- Carpet area (excluding balcony, veranda, common area pillars, Walls staircase, toilets etc.) should be the basis for quoting rent rate per sq. ft. Rent rate per sq. ft 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 GST/ Taxes, wherever applicable will be extra) per sq. feet of carpet area over the entire lease period offered is the basis to find the lowest bid.**
- Carpet area offered should be within (-)10% or up to (+) 10% of area for which offers are invited. Initial lease period to be minimum for 9/10 years and maximum rent escalation to be up to 15% after every 3 years or up to 25% after every 5 years. Security/Deposit to be up to maximum of six month's 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.
- Company reserve the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

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### **Technical Bid**

**Note:** To be put in a separate envelope superscribing "**Tender documents for Micro Office Kanti Nagar**"

**Ref:** Your Advertisement for Office space on lease for **MICRO OFFICE KANTI NAGAR**

For requirement of Office space for your Micro Office on Lease basis.

**Fields marked \* are mandatory**

#### **1. 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. ( Enclose Power Of Attorney if applicant is other than Owner)	
Telephone No.	
Mobile No.	
email ID	

#### **• Details of Premises offered :**

* a) i) Address of the premises offered.	
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ii) Whether premises offered is in a Mall?	_____ <b>Years</b>
iii) Period of lease offered	
* 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). ii) Whether premises offered is in the shape of a Hall or rooms? Iii) No. of Halls or rooms	
c) (i) On which floor, the premises offered is situated? (ii) Is it a Multi-storied Building? If yes, mention the total no. of floors in the building.	
* d) Usage of Property (As approved by Competent Authority) (Commercial/Residential/others) Only commercial approval property will be considered	
* 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 separately for Men , Women	Men: _____ Women: _____
h) Whether provision of toilet for Persons with Disabilities	Yes/No.....
i) No. of Toilets outside the premises but on the same floor for common use.	
* j) Proximity to Banks / Commercial Complexes/Transport/Railway facilities.	

<p>* k) Specification of the construction/material used.</p> <p>1) Class of construction</p> <p>2) Type of construction</p> <p>    i) RCC framed construction</p> <p>    ii) Load bearing walls</p> <p>    iii) Any other construction</p> <p>    iv) Clear height from floor to ceiling (in ft.)</p>	
l) Special Hazards like water logging etc. in the area.	
m) Adverse features like polluting Industries, Garbage Yard etc. situated nearby, if any	
* n) Whether the premises ready for occupation	Yes/No .....
o) Whether the building has underground/overhead water storage tank?	Yes/No .....
p) Any established easements regarding right of way/passage for mains of water/electricity?	Yes/No .....
q) Does the site or portion fall within Railway/National Highway/underground cable/Metro traverse site?	Yes/No .....
* r)Enclose Lay-out plan of the building	Yes/No .....
* s) Type of flooring provided in premises	
<p>* t) Whether building plan approved by the local authorities or not</p> <p>Enclose copy of the approval</p>	
u) Whether accommodation offered for rent is free from litigation including any encumbrances, disputes with regard to Ownership, pending taxes, dues or life	
v) Whether Clearances, no objection certificate obtained from all relevant central/state/ municipal authorities for use as	

Office/commercial premises	
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**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. No. of vehicles that can be parked ( Cars/ Two Wheelers)	
* 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 Km:	
1) Railway Station	..... Km
2) Market/Super Market	..... Km
3) Hospital	..... Km
4) Bank	..... Km
5) Bus stand	..... Km
f) Details of boundary and adjacent buildings:	
1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Fire Exit	Yes/No .....
* h) Is Proper sanitary/sewerage system available?	Yes/No .....
i) Other facilities and amenities available with the building	
j) Any other salient aspect of the building, which the party may like to mention:	

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  
bidder

Name/seal of

**Note :**

- This Technical bid and Financial Bid should be sent in two separate envelopes closed and sealed and super scribed “TECHNICAL BID & FINANCIAL BID” on it, for documents for **"Micro Office Kanti Nagar "** premises.
- Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be super scribed ***“OFFER OF PREMISES FOR MICRO OFFICE KANTI NAGAR”***





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### **Financial Bid**

**Note:** To be put in a separated envelope super scribing ***“Financial Bid for MICRO OFFICE KANTI NAGAR”***

**Ref:** Your Advertisement on Website on 13/04/2022 to 22/04/2022 for requirement of Office space for your Micro Office Kanti Nagar 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.

Place

Signature

Date

Name/seal of bidder

Note :

- This Technical bid and Financial Bid should be sent in two separate envelopes closed and sealed and super scribed **“TECHNICAL BID & FINANCIAL BID”** on it, for ***MICRO OFFICE KANTI NAGAR*** premises.

Both the Technical and Financial Bid envelopes shall be put in a bigger envelope which will be super scribe ***“OFFER FOR MICRO OFFICE KANTI NAGAR”***

**DRAFT LEASE AGREEMENT (OFFICE PREMISES)**

THIS DEED OF LEASE entered into at ..... on the.....day  
of.....202.. 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 its .....Manager,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 of  
.....years 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 authorized 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: -

- To pay the rent, electricity and water charges punctually as and when falling due.
- Not to sub-let, assign or part with his leasehold estate or interest in the said PREMISES.
- To maintain the PREMISES in a clean, tidy, healthy and good condition as may be practicable, normal wear and tear excepted.
- Not to do or cause any major modifications, additions or alterations in the building of the PREMISES without the permission of the LESSOR.
- 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.
- 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 :

2. Signatures

Name & Address :

1. Signatures

Name & Address :

2. Signatures

Name & Address :