



UNITED INDIA INSURANCE COMPANY LIMITED
REGIONAL OFFICE
HIMALAYA HOUSE (2ND & 3RD FLOOR)
38-B, J L NEHRU ROAD, KOLKATA – 700 071
Phone Nos. (033) 22881351/2288-1352

TENDER FOR OFFICE SPACE ON LEASE AT DARJEELING

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 26.04.2025 to 20.05.2025 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 authorized 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 **Micro Office DARJEELING** premises addressed to the Deputy General Manager at above address and to be received on or before 3-00 p.m. on 20.05.2025.
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. 20.05.2025 at 3-00 p.m. in the presence of the bidders present.
5. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets etc.) should be the basis of 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 service tax wherever applicable will be extra) per sq.foot 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 250 Sq ft 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 in the event of lease period being 9 Years (3+3+3 Years) or upto 25% after every 5 years in the event of lease period being 10 Years (5+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 .
7. Company reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

Please refer attachments enclosed:

1. Important instructions, Annexure-A
2. Format for submitting “Technical Bid” of the offered premises- Annexure -B
3. Format for submitting “Financial Bid” of the offered premises – Annexure -C