



UNITED INDIA INSURANCE CO LTD

REGIONAL OFFICE KOLKATA

Address: 38B, J L Nehru Road, Kolkata - 700071

Phone Nos: 033 2288 – 1352

**TENDER FOR OFFICE SPACE ON LEASE FOR BRANCH OFFICE
RANIGUNJ AT GOOD COMMERCIAL LOCALITY OF RANIGUNJ CITY
ANNEXURE - A**

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 01/11/2025 to 25/11/2025 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 tender to be submitted by the bidder.
3. The bids should be completed in all respects and no column to be left blank. 'NIL' or 'NOT APPLICABLE' to be marked, where there is nothing to report. All pages of tender documents are to be signed by the Owner or authorised signatory of the bidder. Any cutting/ overwriting/ use of white ink etc. should be duly signed by the bidder. The tender selection committee reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
4. The bids should be duly sealed **separately** in two envelopes superscribed "Technical Bid" and "Financial bid". Both the sealed envelopes to be put in **third** envelope super scribed "Tender documents for Branch Office Ranigunj premises", along with the Terms & Conditions of Tender duly signed and addressed to the Dy. Gen. Mgr. /Chief Regional Manager, at above address and to be received on or before 3:30 P.M. on 25/11/2025.
5. The Company shall not be responsible for tenders lost in Transit / Postal delay. The tender documents received after the due date and time or incomplete tenders shall be rejected summarily. No correspondence in this regard shall be entertained. No Brokerage/Commission is payable. The Technical bids will be opened on the same day i.e. on 25/11/2025 at 4:00 P.M. in the presence of bidders present.
6. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase, toilets, portico/canopy, sanitary shafts, bon louvre, lift walls, air conditioning ducts, portion below window sills, lofts, parking space whether covered or not, open terrace 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.

7. Average monthly outgo (except GST 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.
8. The space required is minimum 800 sq. ft to maximum 1,000 sq. ft carpet area in a single building for setting up of Office. Carpet area offered should be within 800 - 1,000 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 a copy of which is uploaded on Company's website with tender documents.
9. In case space in the tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
10. The offer should be valid up to 6 months after closing date of tender. During the validity period of offer the bidder should not withdraw or modify the offer in terms of area, price and other terms and conditions quoted in the technical or financial bids.
11. There should not be any deviation in the terms and conditions as has been stipulated in the tender documents. Any conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated.
12. The tender will be acceptable only from original owner of the building or the person having valid power of attorney. The space offered should be free from all encumbrances/ claims and disputes/ any liabilities and litigations with respect to its ownership, lease/renting and pending payments against the offered space.
13. The building offered should be ready for immediate occupation.
14. There should be adequate electrical fixtures with provision for installation of independent meters/ sub meters. The space should have all required electrical fixtures such as switches, power points etc. The premises should have 24 hr full power backup facilities.
15. Premises on floors other than Ground floor to have lift facility. The location should be well connected by road including access to public and people with special needs.
16. The particulars of amenities provided/ proposed should be clearly furnished in the technical bid.

17. There should be provision for 24 hr running water supply for both drinking and utility facilities and enough arrangements for public utilities (toilets etc.) for men and women separately.
18. Technical bid is required to be submitted along with copies of relevant documents like approved drawings, building completion certificate from concerned authority, copy of land deed, municipal receipt, approved plan of building, copy of Ownership of the building, copy of power of attorney and no objection certificate from the Fire Dept. for use of the office premises. Technical bids received without these documents are liable to rejection without any reference to the parties whatsoever.
19. The tender selection committee reserves the right to verify or inspect the building before finalisation of the tender and reject it out rightly, if the building or any aspect of the building is not according to the specification required. The shortlisted bidders will be informed for arranging site inspection of offered premises.
20. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges and other outgoing of whatsoever description in respect of the said premises payable by the Owner shall be continued to be paid by the landlord/ Owner.
21. Maintenance of the premises to be made (external and common area) by the Owner. The Company may carry out alterations to the existing building such as partition, office fixtures and fittings as may be easily removable during the lease period or extended lease period.
22. The major maintenance works (civil, electrical and plumbing) shall be provided by the Owner and the owner will also undertake to carry out repairs and maintenance. Painting of premises to be carried out by Owner once in 3 years.
23. If the demised premises during the said term or any extension period is damaged, destroyed or rendered inhabitable by fire, earthquake, cyclone, tempest, flood, violence by any mob or other irresistible force or Act of God and be not caused by the acts or negligence of lessee, then in such case it shall be optional with the lessee to determine the lease or to retain occupation of the demises premises, if the lessee so desires with any diminution in rent.
24. The possession of the premises will be handed over to the Company within One month of the communication of acceptance of Offer. While the space is not occupied due to issues like interior, minor work in premises yet to be completed, etc. rent holidays to be considered for the period when premises is not occupied by the Company.

25. Procedure for submission of tender:

- Both the bids, Technical and Financial duly signed by Owner or his authorised signatory should be sealed in two separate envelopes as described below.
 1. Envelope 1: Containing Technical Bid duly completed in all respects along with all relevant documents
 2. Envelope 2: Containing Financial Bids showing rates, financial terms and conditions etc.
- Both the envelopes should be superscribed in BOLD LETTERS with the statement **Technical Bid for Office Space on Lease basis for Branch Office Ranigunj** and **Financial bid for Office Space on Lease basis for Branch Office Ranigunj** respectively.
- The abovementioned two envelopes should be sealed in a single cover and addressed to Deputy General Manager, Regional Office Kolkata super scribed as “**Tender for hiring of Office Space on Lease basis for Branch Office Ranigunj**” and must be submitted before the closing time and date indicated in the beginning of this document.

26. The technical bid should be accompanied with copy of this document of Terms and Conditions with each page duly signed by authorised signatory of the bidder, who has signed the bid, in token of acceptance of terms and conditions of tender.

27. The selected party shall be required to sign a Standard Lease Agreement with the Company as per format. The lease agreement will be executed after verification of all documents related to the party to the entire satisfaction of lessee. The registration charges, stamp duty etc. to be borne equally by the Company and owner.

28. Participation in the tender process does not entail any commitment from the Company and it reserves right to reject any/all offers including that of lowest bidder without assigning any reasons. The Company also reserves right to amend /modify/ alter any or all of the terms and conditions/ date of the tender at any time before the tendering process is finalised.

29. For any pre- bid queries , submission queries, prospective bidders may contact the Estates department, Regional Office Kolkata.

30. Queries/clarification/ documents if any raised/ sought by the Company subsequent to opening of Technical bid to be answered/ submitted by the bidder within the prescribed date. In case no reply is received from bidder the bid shall be rejected.

31. Bid evaluation

- The bid evaluation will be two stage i.e. Technical and Financial. First stage will be technical. The bidders that are technically qualified (I stage) shall be considered for financial evaluation i.e. Stage II in accordance with Financial Bid.

- The bids would be evaluated based on the basis of criteria like connectivity by public transport system, availability of amenities, rates quoted for rental of carpet area of the space, parking availability and other criteria desired by the Selection Committee.

32. Miscellaneous

- Non- fulfilment of any of the above terms shall result in rejection of the bid.
- The selection committee reserves the right to reject all or any tender without assigning any reasons thereof.

33. List of Enclosures:

Each page and all details provided should be duly signed by the Authorised signatory. All undertakings provided shall be on the letterhead duly signed and stamped by the Authorised signatory.