**Annexure – “A”**

National Insurance Company Limited

Calcutta Regional Office - II

**G U I D E L I N E S to T E N D E R E R S**

For

Submission of Tender (**Office Premises on lease basis**)

Tenderers are advised to study the following procedures carefully before submission of Tenders:-

1. It is proposed to follow the **TWO BID Tender system** for this Tender and BIDS should be submitted in the prescribed formats (Annexure-“A-1” & “A-2):

* 1. “TECHNICAL BID” (Annexure – “A-1”) **in ONE Cover** duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area, quality of construction floor ventilation, surroundings, Electrical load available, water supply, parking facilities, terms of lease and its renewal and other terms & conditions etc.

**Please note that Rent, advances etc., should not be indicated in the Technical Bid.**

* 1. “FINANCIAL BID” (Annexure – “A-2”) **in ONE Cover.** This BID is meant only for all Financial Details of the Offered Premises e.g. rent/rate, maintenance charges, air conditioning charges, generator set charges, taxes, if any, to be borne by the Company, rent escalation on renewal, advances if any etc.

1. All points in the Tender Forms (Technical & Financial Bids) are to be answered in the format only **and no separate sheet should be used.** Tenderer is expected to furnish all information required in both the BIDS. **Failure to furnish all information required by the BIDS (Annexure – “A-1” & “A-2”) in every respect may result in the rejection of the TENDER.**
2. Tenderer should **sign in full on all the pages** of the Tender Forms.
3. Over writing/white inking of any word/figure in the Tender Forms, unless duly authenticated by the Tenderer, are liable to be rejected at the option of the Company.
4. Separate Tender Forms should be used for separate Premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used.
5. The tender should be submitted by the tenderer himself by Registered Post/Speed Post/ Courier and **NOT** through ANY **BROKER or in person.**
6. Since TWO BID Tender system is to be followed, 3 Covers should be used for submission of Tender as detailed below:
   1. **Cover – “1” for Technical Bid.**
      1. “TECHNICAL BID” duly completed and signed should be kept in this Cover.
      2. The Cover should be sealed properly with lac.
      3. The Cover should be Superscribed as:

**“Offer for Office Premises”**

**“T E C H N I C A L B I D”**

* + 1. Tenderer’s Name & Address should be written below the Superscription.
  1. **Cover – “2” for Financial Bid.**
     1. “FINANCIAL BID” duly completed and signed should be kept in this cover.
     2. The Cover should be sealed properly with lac.
     3. The Cover should be Superscribed as:

**“Offer for Offices Premises”**

**“F I N A N C I A L B I D”**

* + 1. Tenderer’s Name & Address should be written below the Superscription.
  1. **Cover – “3” for (containing both the above BIDS).**

Both the Technical Bid Cover & Commercial Bid Cover, prepared as above, are to be kept in this cover.

* + 1. The Cover should be sealed properly with lac.
    2. The Cover should be Superscribed as:

|  |
| --- |
| PLEASE PLACE IN TENDER BOX  TO BE OPENED ONLY BY TENDER COMMITTEE  “Offer for Barakar BO premises in West Bengal” - **Last date**  29.03.2018 |

* + 1. Tenderer’s Name & Address should be written just below the Superscription.

1. Sealed offers prepared in accordance with the procedures enumerated above should be sent **only by Registered Post/Speed Post/ Courier** and **should reach on or before the prescribed time limit** to the Address mentioned in the Advertisement. **Any Tender received after the date specified in Advertisement will be rejected.**
2. After Technical Bids are opened and evaluated, a list of short-listed Tenderers will be prepared. The short listed Tenderers will be contacted for inspection of the premises.
3. The Company reserves the right to accept any bid, and to annul the Tender Process and reject all bids at any time without assigning any reason thereof.

**Annexure – “A – 1”**

**T E C H N I C A L B I D**

**(Please read guidelines carefully. No point in the form should be left blank)**

**RATE of RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM**

1. Name & Address of the Owner/ ::

Tenderer of the Premises

Contact Phone Number ::

2. Location of the Premises ::

3 Address of the proposed premises ::

for hiring.

4. i. No.of floors in the Building ::

ii. On which floor is the premises ::

located.

iii. Carpet Area Offered :: \_\_\_\_\_\_\_\_\_ Sq. Ft.

iv. If the area is larger than the ::

Advertised area, whether area

Equal to advertised area can

Be made available

5. Distance from:

i. Railway Station :: \_\_\_\_\_\_Kms

ii. Main Bus Terminus :: \_\_\_\_\_\_Kms

iii. Air Port :: \_\_\_\_\_ Kms

iv. Nearest Nationalised Banks ::Name of the Bank Distance(KM)

:: 1.

:: 2.

:: 3.

6. i. Whether the premises is meant ::

for Commercial use (Supporting

documents should be available)

ii. Age of the Buidling ::

iii. Class of Construction ::

iv. Whether separate entrance is ::

available.

v. Whether situated in hygienic ::

area / conditions

vi. Whether Cross ventilation is ::

available.

vii. Whether lift facility is available ::

in case of multi-storeyed Building)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

7. Whether Parking Facility available ::

i. for Cars (Number & location ::

ii. for 2 wheelers/bi-cycles ::

(Number & Location)

8. i. Whether separate electric meter ::

available with adequate load to

run Computers, Air Cooler/Condi-

tioner, fan, light etc.

ii. Whether Electrical wirings are ::

open or concealed.

iii. Whether Generator facility ::

available

iv. If, not whether space will be ::

allotted to Company for installa-

tion of generator

9. i. Whether 24 hours running water ::

facility available in the premises

ii. Whether separate arrangement ::

is available for drinking water.

iii. Whether Canteen facility is ::

permitted within the premises

10. Whethr fire safety measures ::

available in the Premises (if the

premises is multi-storeyed)

i. Nos. of fire Safety devices ::

ii. Nature of Fire Safety Devices ::

iii. Whether Fire Safety Certificate ::

available.

11. Number of Toilets available ::

12. Whether the premises is Hall Type ::

or Room Type.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

13. i. Whether the premises is in the ::

absolute name of the Tenderer

ii. Whether the Tenderer has got ::

absolute ownership right to enter

into Lease Agreement for hiring

the premises.

(original document must be available

for verification during inspection.)

iii. Is there any pending Civil Suit/ ::

litigation in any Court regarding

ownership, outstanding taxes or

any other thing is there

iv. Whether the premises is ::

mortgaged. If yes with whom ?

v. Whether sanctioned plan of the ::

building/premises is available

(Sanction plan & measurement

Certificate should be made

Available during inspection)

b) Whether the tenderer agrees ::

to the terms and conditions

of our Standard Lease agreement

14. i. whether any telephone connec- ::

tion is available in the premises

ii. If not, is it possible to easily shift ::

telephone lines to the premises.

15. Period of Tenancy/Lease ::

i. Please mention whether the agree-

ment will be for 5+5+5=15 Years.

(If agreement can last for more

than 15 years, Pl.mention that)

ii. the % of increase in rent demanded ::

after 5 years (which should not be more than 25%)

iii. Renewal Terms ::

16. Date when the premises will be ::

ready for Occupation

Place ::

Date ::

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

**Annexure – “A – 2”**

**F I N A N C I A L B I D**

(Please read guidelines carefully. No point in the form should be left blank)

1. Name & Address of the Owner ::

Tenderer of the Premises

2. Location of the Premises ::

3. Address of the proposed premises ::

for hiring.

4. Rentable Area Offered :: \_\_\_\_\_\_\_\_Sq. Ft.

5. i. Rent per Sq.Ft. on Rentable Area :: Rs.

ii. Monthly Rent ::Rs.\_\_\_\_\_\_\_\_\_(Rupees\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only

(Area will be measured as per Indian

Standards 3861-1975, copy of which

Is available for perusal at concerned

Branch/Division/Regional Office.)

6. i. Whether Tax amount (if any) is ::

to be borne by the tenant.

ii. If YES Amount per Month :: Rs.\_\_\_\_\_\_\_\_(Rupees\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

iii. Rate of Tax ::

7. i. Whether any parking charge is ::

to be borne by the tenant

ii. If YES Amount per Month ::Rs.\_\_\_\_\_\_\_\_(Rupees\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

8. i. Whether Lift Operation/Maintenance::

charges to be borne by the tenant

ii. If YES Amount per Month ::Rs.\_\_\_\_\_\_(Rupees\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

9. i. Whether any other charges to be ::

borne by the tenant (please specify)

ii. If YES Amount per Month ::Rs.\_\_\_\_\_\_(Rupees\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_only)

10. Percentage increase in monthly ::

rent, at which lease can be renewed \_\_\_\_\_\_\_\_\_ %

after 15 years

11. Sharing of the Registration Expenses::

(for lease deed).

i. By the Owner :: \_\_\_\_\_\_\_\_ %

ii. By the tenant :: \_\_\_\_\_\_\_ %

12. Security Deposit/Advance if any :: Rs.\_\_\_\_\_\_(Rupees\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

13. Mode of Adjustment of ::

Deposit/Advance

14. Whether the rate,terms and ::

Conditions quoted above are

Negotiable or Final.

Place ::

Date ::

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Signature of the Tenderer

|  |
| --- |
| **\*\*\* Note::** Company can, at its discretion, consider depositing an interest free advance **(excluding taxes & service charges)** which would be adjusted against rent payable in **Twelve/Twenty-four instalments, respectively, w.e.f. the rent of the 1st month.** |