

**NATIONAL INSURANCE COMPANY LIMITED**

**CHENNAI REGIONAL OFFICE**

**Annexure "A"**

**GUIDELINES TO TENDERERS**  
**for**  
**Submission of Tender (Office Premises)**

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"):
  - I. "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.**
  - II. "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.
2. All the points in the Tender Forms (Technical & Financial Bids) are to be answered only as **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.**
3. Tenderer should **put full signatures on all the pages** of the Tender Forms.
4. 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.
5. 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.
6. The tender should be submitted by the tenderer himself by Registered Post/Speed Post/Recorded Delivery and **NOT** through ANY **BROKER or in person.**

7. Since TWO BID Tender system is to be followed, 3 Covers should be used for submission of Tender as detailed below:

i. **Cover - "1" for Technical Bid:**

- a. "TECHNICAL BID" duly completed and signed should be put in this cover.
- b. The Cover should be sealed properly with lac.
- c. The cover should be Superscribed as:  
**"Offer for Office Premises"**  
**"TECHNICAL BID"**
- d. Tenderer's Name & Address should be written below the Superscription

ii. **Cover - "2" for Financial Bid:**

- a. "FINANCIAL BID" duly completed and signed should be put in this Cover.
- b. The Cover should be sealed properly with lac.
- c. The Cover should be superscribed as:  
**"Offer for Office Premises"**  
**"FINANCIAL BID"**
- d. Tenderer's Name & Address should be written below the Superscription

iii. **Cover - "3" for (containing both the above BIDS)**

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

- a. The Cover should be sealed properly with lac.
- b. The Cover should be Superscribed as:

**PLEASE PLACE IN TENDER BOX**  
**TO BE OPENED ONLY BY TENDER COMMITTEE**

**"Offer for Office Premises on Lease / Rent at \_\_\_\_\_"**

- c. Tenderer's Name & Address should be written below the Superscription

8. Sealed Offers prepared in accordance with the procedures enumerated above should be sent **only by Registered Post / Speed Post / Recorded Delivery / 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.**

9. 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.

10. 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 reasons thereof.