



NATIONAL INSURANCE COMPANY LIMITED

JODHPUR REGIONAL OFFICE

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 Signature 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/SpeedPost/Recorded Delivery/Courier and **NOT** through ANY **BROKER or in person.**

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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. This Cover should be Super scribed as: "Offer for Office Premises at:
NAGAU (RAJASTHAN)
"T E C H N I C A L B I D"

d. Tenderer's Name & Address should be written below the above 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. This Cover should be Super scribed as:
"Offer for Office Premises at: NAGAU (RAJASTHAN)
"F I N A N C I A L B I D"

d. Tenderer's Name and Address should be written below the Superscription.

iii. **Cover– “3” for (containing both the above BIDS).**

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

a. The Cover should be sealed properly with lac.

b. This Cover should be super scribed as:
(PLEASE PLACE THIS COVER IN TENDER BOX)
"Offer for Office Premises on Lease/Rent NAGAU (RAJASTHAN)

Last Date : 01.05.2018 before 5.00 PM

c. Tenderer's Name & Address should be written just 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 (Last Date 01.05.2018 before 5.00 p.m.)** to the Address mentioned in the Advertisement. **Any Tender received after the Last date & time 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 reason thereof.

TECHNICAL BID

(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. Rentable/Carpet Area Offered .. Sq. ft.
(Excluding Toilet/Common area/Lobby/verandah.
 - 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. AirPort .. Kms
 - iv. Nearest Nationalised Banks ..

<u>Name of the Bank</u>	<u>Distance (KM)</u>
::1.	
::2.	
::3.	
6.
 - i. Whether the premises is meant for **Commercial Use** ..
(Supporting documents must be available) ..
 - ii. Age of the Building ..
 - 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 storied Building::

7. Whether Parking Facility available
 - i. for Car (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 / ..
Air Conditioner, Fan, light etc. ..
iiWhether Electrical wirings are ..
Open or concealed.
- iii. Whether Generator ..
facility available ..
- iv. If, not whether space will be ..
allotted to Company for ..
Installation for 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. Whether fire safety measures ..
available ::
In the Premises (if the premises is ::
Multi-storied)
- 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. ..
- 13.Ai. 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). ..

Full Signature of Tenderer

Technical Bid Page 2 of 3

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 Std Lease agreement

14. i Whether any Telephone connection ::
Is available in the premises ::

ii If not, is it possible to ..
easily shift telephone lines ..
to the premises

15. Period of Tenancy/Lease 15 years (5+5+5)
i. Percentage of increase in rent ::
after 5 years.
(which should not be more than 25%)

ii. Renewal Terms ::

16. Date when the premises will be ..
Ready for Occupation

Place:
Date:

Full Signature of the Tenderer

Technical Bid Page 3 of 3

Annexure - "A-2"

FINANCIAL BID

(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. 1. Rent per Sq. Ft. on Rentable Area .. Rs.
2.. Monthly Rent .. Rs. (Rupees Only')
(Area will be measured as per Indian Standards Code No.IS:3861-1975, copy of which Is available for perusal at concerned JodhpurRegional Office)
6. i. Whether Tax amount (if any) is to be borne by the tenant. ..
ii. IF YES Tax 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 ..
8. i. Whether Lift Operation/ Maintenance charges to be borne:: By the tenant ..
ii. If YES Amount per Month .. Rs. (Rupees Only).

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 5 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 the 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 installments, respectively. w.e.f. the rent of the 1st month.

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