



NATIONAL INSURANCE COMPANY LTD.
General Manager's Office, (W.Z.),
National Insurance Building, 3rd floor, 14 J. Tata Road, Churchgate, Mumbai- 400 020

GUIDELINES TO TENDERERS

Annexure-"A"

FOR

Submission of Tender (Residential Flats)

1. Tenderer is advised to study the following procedures carefully before submission of Tenders:-
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 Flat 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. Documents showing permission for residential use i.e. Occupation Certificate from the BMC/Govt. authorities must be enclosed with **Technical Bid only**.
Please note that Rent, Advances etc. should not be indicated in Technical Bid
 - II "FINANCIAL BID" (Annexure - "A-2") in **ONE Cover**. This BID is meant only for all Financial Details of the Offered Flat 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 **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 in both the BIDS Annexure "A-1" & "A-2" in every respect may result in 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 Form, 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 flats, e.g. if a Tenderer wants to offer more than one flat then separate Tender form should be used.
6. The tender should be submitted by the tenderer himself by Registered *Post* Speed Post/Recorded Delivery/Courier 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 Residential-Flat at (mention Location)-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 Super scribed as: "**Offer for Residential Flat AT (mention Location) -FINANCIAL BID**"
 - 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 & 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 super scribed as: **Please place in the Tender Box "Offer for Residential Flats on Lease/Rent at (mention Location)"**
Last date: 22.03.2018 before 2:00 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: 22.03.2018 before 2.00 p.m.)** to the Address: NATIONAL INSURANCE COMPANY LTD., General Manager's Office (W.Z.), National Insurance Building, 3rd floor, 14 J. Tata Road, Churchgate, Mumbai- 400 020. **Any Tender received after the date and 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.



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 Computer, Air Cooler /Air Conditioner, 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 Installation for generator ..

9. i. Whether 24 hours running water:: facility available in the premises" ..
- ii. Whether separate arrangement is Available for Purified drinking water.. ..
- iii. Whether Gas Pipeline facility is available within the flat. ..

10. Whether fire safety measures available in the flat/ In the Building (if the Building 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 in the flat ..

12. Whether the premises is Hall Type or Room Type. ..

- 13.A 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. ..
(Relevant 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 flat 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) ..
- 13.B Whether the tenderer agrees to ::
the terms and conditions of our ::
Standard Lease agreement ..
14. i. Whether any telephone conne- ::
ction is available in the Premises ..
- ii. If not, is it possible to easily ::
shift telephone lines to the ::
premises ..
15. Period of Tenancy / Lease ::
Please mention years of agreement. If ::
agreement can last for more than one ::
year, Pl. mention ..
- % of increase in rent demanded ::
after one year.
- iii. 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 Residential Flat
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 3861-1975, copy of which is available for perusal at concerned Regional Office - 1)

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).

Full Signature of the Tenderer.



9. i. Whether any other charges to be borne by the tenant (please specify) ::
- u. If YES Amount per Month
Rs. (Rupees Only)
10. Percentage increase in monthly rent, at which lease can be renewed after one year. :: %
%
11. Sharing of the Registration Expenses:: (For lease deed).
- i. By the Owner :: %
- ii. By the Tenant :: (Rupees only)
12. *** Security Deposit/Advance if any .. Rs.
13. *** Mode of Adjustment of Deposit/Advance ..
14. Whether the rate, terms and Conditions quoted above are Negotiable or Final ..

Date:

Place:

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.