



1906 से विश्वसनीय

नेशनल इश्योरेंस कंपनी लिमिटेड

(भारत सरकार का एक उपक्रम)

दिल्ली क्षेत्रीय कार्यालय-II

स्कोप मीनार, कोर-3,
द्वितीय तल, लक्ष्मी नगर,
दिल्ली 110092

निविदा सूचना

नेशनल इश्योरेंस कंपनी लिमिटेड,
दिल्ली क्षेत्रीय कार्यालय-II अपने
नसीरपुर शाखा कार्यालय हेतु
मेन मार्केट द्वारका नई दिल्ली
के आस-पास 800 से 1000
स्क्वायर फीट क्षेत्रफल वाले
व्यावसायिक परिसर के लिए
15 (5+5+5) वर्षों के पट्टा करार
के आधार पर दो-बोली पद्धति
के तहत (तकनीकी एवं वित्तीय)
बोली हेतु पृथक-पृथक लिफाफों
में, जिनके ऊपर अनुबन्ध-I
(तकनीकी बोली) एवं अनुबन्ध-II
(वित्तीय बोली) अंकित हो, मे
मुहरबंद निविदा आमंत्रित करती
है। संपत्ति पर पूर्ण स्वामित्वधारी
इच्छुक भूस्वामी (स्वामित्व-संबंधी
विधिक प्रमाण सहित) अपनी
निविदा भेज सकते हैं।

टेंडर-दस्तावेज कंपनी की
वैबसाइट पर 26/8/2017
से उपलब्ध रहेंगे। पूर्णतः भरे हुए
टेंडर दस्तावेजों को जमा करने
की अंतिम तिथि 10/09/2017
है। विस्तृत जानकारी के लिए
कृपया हमारी वैबसाइट

www.nationalinsuranceindia.com से आवश्यक
दस्तावेज डाउनलोड करें।

प्राधिकृत-अधिकारी को किसी भी
स्थिति में, बिना कोई कारण
बताए, सभी निविदाओं को
अस्वीकृत/निरस्त करने का
सर्वाधिकार सुरक्षित है।

सम्पर्क हेतु-

श्री हरी ओम अग्रवाल
उप-प्रबन्धक # 07291974359
मध्यस्थ (Brokers) कृपया
आवेदन न करें।

देवेंद्र कुमार सागर
मुख्य-क्षेत्रीय प्रबन्धक



नशनल इन्श्योरेंस
National Insurance

Trusted Since 1906

**NATIONAL INSURANCE
COMPANY LIMITED**

(A Govt. of India Undertaking)

Delhi Regional Office-II

SCOPE Minar Core-3,
2nd Floor, Laxmi Nagar,
Delhi-110092

TENDER NOTICE

National Insurance Company
Limited, Delhi

Regional Office-II invites
sealed tender in 2 bid system
(Technical & Financial) in two
separate envelope marked as
"Annexure-I" (Technical Bid) &
"Annexure-II" (Financial Bid)
for a Commercial space
around 800 sq.ft. to 1000 sq.ft.
carpet area on 15 (5+5+5)
years lease basis in an
around Main market
Dwarka, New Delhi for
Nasirpur Branch Office.

Interested landlords those
having absolute ownership on
the property may submit their
bid (with proper legal
evidence of ownership).

Tender documents will be
available from company
website w.e.f 26.08.2017 and
the last date of submission
of completed tender
documents is 10.09.2017

For further details please
download documents from
our company Website.

www.nationalinsuranceindia.com

Authority reserves the right to
reject/cancel all the tenders
without assigning any
reasons, whatsoever.

Contact Person:
Mr. Hari Om Agarwal,
Dy. Manager,
Mob. No.7291974359

BROKERS NEED NOT APPLY

(D.K. Sagar)
Chief Regional Manager

Annexure-“I”

**NATIONAL INSURANCE COMPANY LTD.
Delhi Regional Office-II
Scope Minar, Core-III, Tower-II
Laxmi Nagar ,Delhi-110092**

REQUIRES PREMISES AT Main Market, Dwarka, New Delhi FOR OFFICE Premises ON LEASE/RENTAL BASIS.

Sealed Offers (Technical Bid & Financial Bid) are invited for Office premises of 1st class construction Hall Type with rentable area of Approx 800 to 1000 sq.ft. for a period of “5+5+5=15 years with Maximum 25% increase in rent on renewal after every 5 years located on the Main Market, Dwarka, New Delhi. Road preferably at Sectors 4,5,6, 10 and 12 at Main Market, Dwarka, New Delhi.

Interested Owners having clear title to the property are requested to collect TENDER FORMS & GUIDELINES FOR SUBMISSION OF TENDER BETWEEN 11 A.M. and 4 P.M. on any working day on or after 26.8.2017 to 10.09.2017 from the following address:

**NATIONAL INSURANCE COMPANY LTD.
Delhi Regional Office-II
Scope Minar, Core-III, Tower-II
Laxmi Nagar ,Delhi-110092**

The completed Tender documents should REACH ON OR BEFORE 10.09.2017 _by registered Post/Speed Post/Recorded Delivery/ Courier/ Regional Office drop Box AT the **above mentioned REGIONAL OFFICE ADDRESS ONLY.**

The company reserves the right to reject any or all tenders without assigning any reason whatsoever. Canvassing in any form will disqualify the tender.

NOTE: 1. BROKERS NEED NOT APPLY.

2. RENTABLE AREA MEANS AREA AS PER INDIAN STANDARDS 3861-1975, COPY OF WHICH IS AVAILABLE AT THE TENDER FORM ISSUING OFFICE FOR REFERENCE.

3. The Tender Form and Guidelines may also be downloaded from our Company website- www.nationalinsuranceindia.com.

Annexure-"A"

National Insurance Company Limited

Delhi Regional Office-II, New Delhi.

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)

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 of 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 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 he pages** of the Tender Forms.
4. Overwriting/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/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 Office Premises”

“TECHNICAL BID” LOCATION CODE/Name_____

- 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” LOCATION CODE/Name_____

- 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 withlac
- b. The Cover should be Superscribed as: `

OFFER FOR OFFICE PREMISES LOCATION CODE/Name_____

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

8. Sealed Offers prepared in accordance with the procedure 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. Co. will not be responsible for Postal/mail/Courier delay.

9. After Technical Bids are opened and evaluated, a list of short-listed Tenders 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.

11.

NATIONAL INSURANCE COMPANY LTD.
Delhi Regional Office-II
Scope Minar, Core-III, Tower-II
Laxmi Nagar ,Delhi-110092

Annexure-"A-1".

LOCATION CODE/Name---

TECHNICAL BID. FOR

(Please read guidelines carefully. No point in the form should be left blank)
RATE OF RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM

- Name & address of the owner/
Tenderer of the Premises. ::
1. Contact Phone Number ::
2. Location of the Premises ::
3. Address of the proposed premises of hiring ::
4. i. No. of floors in the Building ::
ii. On which floor is the premises
Located (preferably 1st floor) ::
iii. Hall type rentable area offered
(1600 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. Metro Station :: _____Kms.
ii. Bus Terminus :: _____Kms.
iii. Railway Station :: _____Kms.
iv. Nearest Branches of 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 Building ::
iii. Class of Construction ::
iv. Whether separate entrance is
available. ::
v. Whether situated in hygienic
areas/conditions. ::
vi. Whether Cross ventilation is available ::
vii. Whether lift facility is available ::

Full Signature of the Tenderer
Technical Bid Page 1 of 3

- =2=
7. Whether parking facility available.
 - i. For Cars (preferably two minimum) (Number & Location) ::
 - ii. for two wheelers (preferably five minimum) (Number & Location) ::
 8.
 - i. Whether separate electric meter available with adequate load to run Computers, Air Cooler/Conditioner, fan, light etc. ::
 - ii. Whether Electrical wirings are open or concealed ::
 - iii. Whether Generator space 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.
 - i. Whether fire safety measures available in the premises (if the premises is multi-storied). ::
 - ii. Nos. of Fire Safety devices (Hand appliances & buckets) ::
 - iii. Nature of Fire Safety Devices ::
 11. Number of Toilets available (with 24 hours water supply) ::
 12. Whether the premises Hall Type or Room Type. ::
 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).

Full Signature of the Tenderer

Technical Bid Page 2 of 3.

=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.) ::
- 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 ::
- i. Please mention whether the agreement will be for 15 years. If agreement can last for more than 15 years, Pl. mention that) ::
- ii. % of increase in rent demanded after 5 years. (Maximum 25% after 5 years) ::
- 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.

NATIONAL INSURANCE COMPANY LTD.
NATIONAL INSURANCE COMPANY LTD.
Delhi Regional Office-II
Scope Minar, Core-III, Tower-II
Laxmi Nagar ,Delhi-110092

Annexure – “A-2”

FINANCIAL BID

LOCATION CODE/Name

(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. _____ (Rupees _____)

- ii. Monthly Rent :: Rs. _____ (Rupees _____)
_____ only).
(Area will be measured as per Indian Standards 3861-1975)
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.

=2=

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 :: _____%
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 any 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**