

**Star Union Dai-ichi Life Insurance Company Limited**

11th & 16th Floor, Vishwaroop IT Park, Raghuleela Arcade, Sector-30A, Opp Vashi Railway Station, Vashi,  
Navi Mumbai-400 703

**NOTICE INVITING BIDS/OFFERS FOR FULLY FURNISHED PREMISES REQUIRED ON LEASE & LICENSE  
BASIS AT**

**Uttar Pradesh- Dr Ambedkar Nagar**

Offers are invited from owners of commercial premises with an area of 500-700 Carpet area Dr Ambedkar Nagar - Uttar Pradesh for fully fitted out office premises on lease rent basis for long term lease. If the premises are fitted out, landlords must be willing to do alterations/modification as per our requirement at their own cost. For a Bare Shell/ Warm Shell premises owner must be willing to completely fit it out as per our requirement at their own cost. The premises must be legally constructed and have necessary valid Occupancy /completion certificates.

Interested parties may collect the offer letter download from our web site <http://www.sudlife.in>. The offer should reach us by 5<sup>th</sup> March 2020 or latest by 10<sup>th</sup> March 2020 at following address -

Star Union Dai-ichi Life Insurance Co Ltd,  
11<sup>th</sup> Floor, Department of Administration  
Raghuleela Arcade, Opp Vashi Railway Station  
Navi Mumbai 400 703

**Amendments / Clarifications:** At any time before submission of the bids, the company may at its discretion amend / provide clarifications on the tender including extension of the deadline for submission of bids. Any such amendments/ clarifications will be notified on the website of the company and will be binding on all the bidders."

The Company reserves the right to reject any or all the bids without assigning any reason whatsoever. Canvassing in any form will disqualify the bidder.

*(Signed)*

For & on behalf of Star Union Dai-ichi Life Insurance Co.Ltd

## TENDERS FOR TAKING ON LEASE, OFFICE PREMISES AT

## Instructions to Bidders

1. These instructions shall form part of the bid to be submitted by the bidder to Star Union Dai-ichi Life Insurance Co.Ltd hereinafter termed as “**Company**”. The tender is under "Two Bid" concept. **The 1st bid is "Technical Bid" which shall be submitted in a separate envelope and 2nd Bid is "Price Bid", which shall be submitted separately as detailed elsewhere in this document.** The details forming part of the Technical Bid and the Price Bid are as indicated below:

## A. Technical Bid:

Notice Inviting bids,  
 Instructions to Bidders,  
 Tender offer,  
 General Terms and Conditions,  
 Schedule A: Company’s Requirements  
 Schedule B: Information about the Bidder  
 Schedule C: Technical Details & Specifications  
 Schedule D: Documents to be enclosed with the Bid.

B. Price Bid.

Schedule E: Price Bid.

**Note:** - This bid document is not transferable. This bid document is the property of Star Union Dai-ichi Life Insurance Co.Ltd It cannot be reproduced in any form or for any purpose other than what it is intended for.

- 2. Bidders eligibility:** The Bidders shall satisfy the following minimum eligibility criteria before their bids can be considered. Documentary evidence in support of the eligibility criteria shall be furnished with the Technical Bids.

2.1. The bidders shall be owners/ joint owners of an approved commercial property or a person duly authorized (Registered POA holder) by the owner to enter into an Agreement to Lease the demised premises.

2.2. The bidder can be an individual resident/ non-resident in India or a company incorporated and registered in India under the Companies Act, 1956 or a Consortium each of which shall be individual’s resident in India or incorporated in India or a partnership firm registered in India.

- 3. Submission of Bids:** The completed **Technical Bid** along with all the documents, shall be sealed in **an envelope** (1st envelope) **super scribed "Technical Bid - Offer for Lease of Premises at 1Badhoi in Uttar Pradesh**

**Office Premises to Star Union Dai-ichi Life Insurance Co.Ltd, Mumbai "**. In this envelope all details and documents except Schedule F: Price Bid shall be furnished. The **Schedule E: Price Bid** shall be placed separately in a second envelope, sealed and super scribed **"Price-Bid - for Lease of Office Premises to Star Union Dai-ichi Life Insurance Co.Ltd, Mumbai "**. **In this envelope only, the Price Bid shall be submitted.** The first and second envelopes shall be placed in a 3rd larger envelope duly sealed and **super scribed "Offer for Lease of Office Premises at 1. Dr Ambedkar Nagar Uttar Pradesh to Star Union Dai-ichi Life Insurance Co.Ltd"** The name of the bidder should be mentioned at the bottom left hand corner of all envelopes. The third envelope shall be addressed and delivered to the **"The Vice President, Star Union Dai Ichi Life Insurance Co ,Department of Administration, 11<sup>th</sup> Flr, Raghu Leela Arcade, Opp Vashi Railway Station , Navi Mumbai 400 703 "**so as to reach him latest by **06.00 p.m. on...5<sup>th</sup> March 2020** Late bids will be entertained.

- 4. Opening of bids:** The technical bids will be opened on **5<sup>th</sup> March 2020** at the above office. The date and time of opening of the price bids will be intimated separately to the shortlisted bidders.
- 5.** All items in the bid document must be duly filled in and no column should be left blank. Nil or Not applicable should be written where there is nothing to submit. The authorized signatory of bidder should sign all the pages of the bid documents and additional documents, if any, enclosed.
- 6.** In case the space in the bid document is found insufficient, the bidder may use separate sheets to provide full information. If the bidder wishes to do so, he may enclose additional documents such as drawings, CDs, pamphlets, testimonials, certificates etc about himself and/or the premises offered. He may also give details of additional amenities, services, equipment's, fittings and fixtures offered in the premises, not already included in Schedules B and C. All such documents shall be properly listed in Schedule E and enclosed with the Technical Bid.
- 7.** The bidder should clearly read and understand all the terms and conditions, specifications, drawings, etc. mentioned in these tender documents. If the bidder has any observations, the same may be indicated in his forwarding letter along with the tender. Bidders are advised not to make any corrections, additions or alterations in the original tender documents. If bidder makes any correction in its own entries the same shall be initialed and stamped by him.
- 8. Validity of offers:** The offer should remain valid for acceptance for a period of 120 days from the last date of submission of bids. During the validity period of the offer the bidder shall not withdraw or unilaterally modify the offer in any way.
- 9.** Property offered should satisfy the Company's requirements specified in Schedule A: "Company's requirements".
- 10.** Properties which will be ready for taking possession immediately will be preferred.
- 11.** The particulars of amenities provided / proposed to be provided inside the property, building, complex should be furnished in the Technical Bid.
- 12. Payment terms:** The payment terms are mentioned in the General Terms and Conditions.
- 13.** payment will be based on the **Carpet area as jointly measured by the Company and the Bidder.**
- 14.** Complete particulars of Building floor/wing-wise should be furnished in the Technical Bid along with the details of measurements as per Schedule C.
- 15.** The property offered should have clear and marketable title. Adequate documentary evidence to this effect should be furnished along with the Technical Bid. All the legal documents required by the Company for verification of the title clearance of the property must be submitted. The title certificate issued by Company's solicitor / Advocate only shall be considered. If required, original documents may have to be produced for verification.

16. The property offered should preferably be non-encumbered. In case it is encumbered, details of such encumbrance shall be furnished by the bidder. The bidders shall be obliged to keep the Company indemnified of any claims/ lien/ encumbrance at any stage during the term of the Lease.
17. While furnishing the information in Technical Bid, full details of the items/ materials/equipment's/ fittings etc used/to be used should be furnished for each item in the respective columns. These are subject to verification.
18. Copies of plans, duly approved by municipal authorities/competent authority, should be submitted along with the Technical Bid.
19. All proposals and other documents submitted shall become the property of Company. Information relating to the examination, clarification, evaluation and comparison of proposals shall not be disclosed to the bidders.
20. The bidder shall disclose at the technical bid stage itself the names of any close relatives working with the Company.
21. Brokers, agents and intermediaries may be allowed to bid if they singly represent owners of the proposed premises. No brokerage shall be paid by the Company in any form, at any stage, in cash or otherwise to such brokers.
22. The cost of the preparation of bid and related expenses shall be borne solely by the bidders themselves. The Company shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
23. Bids that are incomplete in any respect or / and are not consistent with the requirements as specified and not in accordance with any of these instructions may be considered nonresponsive and are liable for rejection, at the sole discretion of the Company.
24. The Company reserves the right to withdraw and annul this bidding process or, to accept or reject any or all the bids, without assigning any reasons whatsoever and no bidder shall have the authority to question such action.
25. Canvassing in any form will be considered as violation and the bid will be disqualified.
26. All communication and information should be provided in writing and in English language,

Issued by Authorized representative of Company

Signature of the Bidder

**TENDER - OFFER**

We have read, examined and understood the Notice Inviting Bids, Instructions to bidders, General Terms and Conditions, and all other documents in the bid document for sale of office premises to Star Union Dai-ichi Life Insurance Co. Ltd

We hereby submit our offer in the prescribed form including all schedules in accordance in all respects with the bid document.

We agree to keep the bid open for 120 days from the last date for submission of Bids and not to make any modifications in its terms and conditions during this period.

We hereby declare that we treat the bid documents as confidential and shall not communicate information derived there from to any persons other than a person to whom we are specifically authorized by the Company to communicate the same or shall not use the information in any manner prejudicial to the interests of the Company.

We fully understand and agree that you are not bound to accept our or any bid and that you are free to cancel the bid process without assigning any reason whatsoever.

**Mr Binu Krishna -SVP-F&A**, our authorized representative, is the person authorized to negotiate commercial, technical terms & conditions .

We agree to sign a Lease Agreement with the company as per attached format. We also agree that until a formal agreement on stamp paper is prepared and signed, this bid with your written acceptance thereof shall constitute a binding contract between us.

Dated the: .....

Signature of Bidder

Name & address

Including Pin Code and

Telephone No

Signature, name and address of Witness (1)

Witness (2)

**GENERAL TERMS & CONDITIONS**

1. **Interpretation:** In construing these conditions, the specifications, the schedules, price bid, technical bid, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires:

1.1. Star Union Dai-ichi Life Insurance Co.Ltd or The Company: The term shall denote Star Union Dai-ichi Life Insurance Co. Ltd with its Corporate Office at 11th & 16th Floor, Vishwaroop IT Park, Raghuleela Arcade, Sector 30A, Opp Vashi Railway Station, Vashi, Navi Mumbai-400 703 and any of its employees/ representatives authorized on its behalf.

1.2. Bidder: The term shall mean any person or validly constituted legal entity which meets the qualification criteria prescribed in the bid document and has willfully submitted this bid document with the intent to lease Office Premises to Star Union Dai-ichi Life Insurance Co. Ltd, subject to the terms and conditions prescribed in the bid document, and shall include their heirs, legal representatives, permitted assigns, authorized representatives and successors in interest.

1.3. Contract Value: This term shall mean the Lease Rent and/ or any other charges (inclusive of taxes) payable to the successful Bidder of the Premises as indicated in the acceptance letter.

1.4. Office Premises or Premises: The term shall mean the building or part of the building that is proposed to be leased by the Bidder to the Company for the setting up of an office and shall include the parking area, the services, amenities and facilities.

1.5. "Price Bid" shall mean the price bid submitted by the bidder with the quoted rates of the bidder.

1.6. Specifications: This term shall mean the technical specifications attached to the bid documents, and/or submitted by the bidder with his bid and/or subsequently offered and accepted by the Company.

2. **Submission of bid and Bid validity:** The bid shall be submitted in the manner specified in the Instructions to Bidders. The Bidders must note that the bid shall remain open for consideration for the period mentioned elsewhere in the bid document.
3. **Scope:** This bid is for taking on Lease and handing over vacant possession of the Office Premises fully completed and fit for occupation as per the applicable laws, as offered by the Bidder and accepted by the Company, with all services and amenities including getting all sanctions and approvals from appropriate authorities and local bodies and including registration of documents with Completion/Occupancy Certificate from the local statutory authorities.
4. **Lease Agreement:** In the case of Premises ready for occupation, the successful bidder whose offer is accepted shall help execute and register a Lease Agreement (as per att format) with the peaceful, vacant handing over of possession of the Premises complete in all respects within the time frame informed by the Company. The format of the Lease Agreement shall be as specified by the Company. The bidder shall take responsibility and make necessary arrangements for registration of the Lease Agreement with the concerned Registrar's office till its logical conclusion. **The Company shall restrict itself to meeting payments towards stamps and registration costs related thereto as agreed between the Bidder & the Company.**
5. **Permits & Licenses:** All sanctions, permits, licenses, clearances, no objection certificates, consents, approvals, authorizations etc required for the procurement of all raw materials, machinery etc and employment of labor required for completing the Work shall be arranged by the Bidder himself at his own costs and efforts.
6. **Taxes, Cess, Duties, Registration, Contributions, Stamp duty charges:-**The-quoted rate as stated in the bid document by the Bidder, must include all duties, statutory contributions/payments, royalties, cess, service tax, sales tax, VAT or any other taxes or local charges if applicable but excluding registration and stamp duty charges. The Bidder shall agree and undertake to pay all taxes, cess and other public charges payable to statutory and other bodies pertaining to the premises and/or construction of the same including all statutory contributions and dues payable in respect of personnel employed for construction or supervision of the same up to the date of handing over possession of the Office Premises to

The Company.

The Bidder agrees to indemnify the Company against any liabilities that may be imposed on the Company due to the non-compliance by the Bidder. The Bidder shall not be entitled for any payments, other than as stated in the Price Bid and accepted by the Company, due to enhancement of existing, or imposition of fresh levy of, taxes, duties, levies etc. or increase in the price of any raw-materials or wages or for any other reason whatsoever.

**7. Escalation:** The Bidder and the Company will mutually agree to increase rents as per standard terms mentioned in the Lease Agreement attached with this document.

**8. Government & Local Rules:** The Bidder shall conform to the provisions of all Central, State and Local laws, statutes, bye-laws, rules and regulations relating to the Work. The cost, if any, shall be deemed to have been included in the quoted rates, taking into account all liabilities for licenses, fees etc. that are payable in this regard and the Bidder shall indemnify and keep Star Union Dai-ichi Life Insurance Co.Ltd indemnified at all times against any such liabilities and shall solely be responsible for all actions arising from such claims or liabilities.

**9. Notice inviting objections:** The Company may issue public notice in the leading news papers inviting claims/objections from the public, if any, before entering into the Lease Deed / Agreement for the offered property. The Bidder shall not have any objection for this. The Bidder shall further co-operate and assist the Company in the resolution of any claims that may be received, in response to the public notice issued by the Company.

**10. Inspection of the Office Premises:** The short listed properties will be inspected by Company officials, architect, structural consultants or any other agency appointed by the company for assessing the suitability and to verify the quality of construction, materials etc. The Bidder undertakes to cooperate and make necessary arrangements and provide the requisite information/ documents/ details to the inspecting officials.

**11. Payment Terms:** The payment will be based on the **Carpet area PSFT** Leased to the Company. No separate payment will be made for the items/areas/services for which separate rates are not quoted in the Price Bid. The cost of such items/ areas/services, which are not separately indicated in the Price Bid, is deemed to be included in the rates quoted in the price bid. The rates should be quoted accordingly.



**12. Carpet area:** Only the carpet area of the premises leased exclusively to the Company will be measured for payment purposes. The measurements shall be taken from the outside face of the exterior wall to the outside face of the opposite wall, excluding thickness of finishing items like plastering, stone veneering, glass/ACP cladding etc. Internal vertical shafts/ducts for service cables, pipes, ducts etc shall be included in the carpet area but other shafts/cut-outs/wells etc will be excluded. Balconies and projections of height not less than the adjoining space and covered with roof shall be included. The area of the open balcony and open terraces shall not be considered. Towers, turrets, domes projecting above roof level etc, created purely for architectural effects without any useable area below shall not be included. Area of overhead and underground tanks also shall not be measured separately. Area occupied by common services such as generator rooms, sub-stations, plant rooms, pump rooms etc and area of entrance hall, foyer, passages, staircases, lifts, service shafts etc which is shared by others and not exclusively for the use of the Company shall also not be measured separately. Parking area in basement or stilt floors will be considered separately.

**13. Defect Liability Period:** The Works covered by this contract shall have a defect liability period of 12 months from the date of taking over possession by the Company for any construction and/or installation defects and deficiencies. If any defect or deficiency of whatever nature is noticed during this period, the same shall forthwith be removed by the Bidder to the satisfaction of the Company, at the Bidder's own cost and within a reasonable time of his being informed, failing which the Company shall remove such defects and deficiencies and recover the expenses incurred in this connection from any amount due to the Bidder under this contract or under any other contract failing which the amount shall be recovered from the monthly rent payable by the Company to the Bidder.

**14. Warranties:** All warranties/guarantees given by the original equipment manufacturers/suppliers for the various plants/equipment's/ machineries/fittings and fixtures provided by the Bidder in the Office Premises, shall be assigned by the Bidder in favor of the Company. The Bidder undertakes that the warranties given by the original equipment manufacturer shall commence from the date of delivery of the possession of the Office Premises to the Company.

**15. Time for completion and handing over:** Time is the essence of this contract. The time stipulated while accepting the bid or in the Lease Agreement for handing over complete vacant possession of the premises in all respects including the various services shall be followed strictly.

**16. Liquidated Damages:** If the Bidder fails to complete in all respects the Office Premises including various services, including obtaining the Completion/Occupancy Certificate, to the satisfaction of Star Union Dai-ichi Life Insurance Co.Ltd and hand over vacant possession within the time stipulated while accepting the bid or stipulated in the Lease Agreement, without prejudice to any other right or remedy available to the Company, the Bidder shall be bound to pay to Star Union Dai-ichi Life Insurance Co.Ltd, as agreed liquidated damages, a sum calculated at the rate of Rs 5,000.00 for every week of delay. Such compensation shall be recovered from the Lease Rent payable to the Bidder.

**17. Bidder to Provide for Everything Necessary:** For premises fitted out by the Bidders, they shall provide a complete set of drawings and specifications according to which the work has been carried out. The bidder undertakes to provide everything necessary for the proper execution of the Work according to the intent and meaning of the drawings, schedule of quantities and Specifications taken together.

**18. Quality Assurance:** The company reserves its right to engage at its cost a separate agency to proof-check the design calculations and check the quality of materials and workmanship and for this purpose the bidder shall cooperate and give all necessary documents, design calculations, drawings and samples if required without any extra cost.

Should there be any deviation to the finalized specifications of Quality of Works the Company reserves the right to seek for redoing the work at the bidders cost or at its own discretion accept the works with deviations/modifications based on satisfactory explanations for such deviations subject to appropriate downward cost adjustments. However, in the event of the bidder undertaking any deviations in order to improve the safety of the premises fulfilling statutory requirements or any reason whatsoever leading to enhancement to the cost of construction/ works, the Company is not bound to accept them.

The Work shall be executed in the best and most workmanlike manner with materials of the best and approved quality with contained in and implied by the Specifications. Where additional work or any modifications are required to be carried out, such additional works and/or modifications shall be carried out according to the drawings, specifications and instructions issued by the Company.

**19. Access & Inspection:** Any authorized representative of the Star Union Dai-ichi Life Insurance Co.Ltd Company shall at all reasonable times have free access to the site of the Office Premises and the Bidder shall give every facility to the Company and/or its authorized representatives for inspection, examination and testing of the quality of materials and workmanship and the make, capacity, particulars and performance of the machines and equipment's, if so desired by the Company. The inspections shall be liable to be carried out by any representative (internal or external)/ agency appointed by the company for quality assurance during construction or even after construction during the defect liability period.

**20. Legal Opinion:** The Company reserves its right to obtain legal opinion from its advocates and external consultants to ensure that the Office Premises proposed to be leased is *inter alia* free from all encumbrances, for which necessary permission and clearances are obtained and the Bidder has clear and marketable title to the Office Premises etc. The Bidder shall furnish at his cost all necessary information and details including copies of relevant documents for this purpose.

**21. Maintenance:** The bidder shall quote his rates for comprehensive maintenance involving all services (civil, mechanical, electrical, HVAC, fire-fighting, communications, security, landscaping and horticulture etc) for a period of one year from the date of handing over possession. The maintenance rate shall not include charges payable for electricity and water consumed which shall be paid by the company directly. All other expenses are deemed to be included in the quoted rate. However, entrusting the maintenance work to the bidder is at the discretion of the Company.

**SCHEDULE "A" - COMPANY'S REQUIREMENTS**

<b>S No</b>	<b>Items</b>	<b>Details</b>
1	Building type	Building suitable for 100% Commercial use
2	Built-up Area	500-700 Carpet area with 100% power back will be preferred.
3	Number of Floors	Preferably on Ground/1 <sup>st</sup> /2 <sup>nd</sup> floor with lift facility
4e	Location	Nearby Station /commercial area /Bank of India /Union Bank Of India branch or any other insurance company

**The Office Premises / block/ wing/ complex should have the following facilities.**

- > Fire alarm system
- > Fire hydrant system
- > Power of 15KW (in case AC provided centrally by builder), 35 KW in case AC to be connected with floor meter, 100% backup will be preferred
- > Availability of water connection with overhead water tank storage > The minimum clear height of floor to bottom of beam of 3.5 meter > Proper access of natural light
- > Lifts in case the floor offered on 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> floor i.e. above ground floor
- > Fire exit staircase (alternate fire exit staircase) required
- > The sufficient shafts for services

**STAR UNION DAI-ICHI LIFE INSURANCE COMPANY LIMITED**

**SCHEDULE "B" - GENERAL INFORMATION ABOUT BIDDER**

1. Name:
2. Address :
3. Phone No., FAX No. & E-mail address:
4. Name and phone numbers of the contact person:
5. Constitution of bidder / firm: (Whether Individual/ Partnership /Pvt. Ltd, / Public Ltd. / PSU etc.):
6. Whether the bidder has leased any similar property to any Government / Semi-Government Institutions / Financial Institutions etc.? If so names and addresses of such clients and total cost of such sales to each client to be given.
7. Do you satisfy the eligibility criteria (see para 2 of Instructions to Bidders)? If so, enclose documents to establish

**SCHEDULE "C" - TECHNICAL DETAILS AND SPECIFICATIONS**

<b>PROPERTY CRITERIA SHEET</b>			
<b>S. No.</b>	<b>Parameters</b>	<b>Standards</b>	<b>OFFER</b>
1	Name of Building :	Mention the name and address of the building	
2	Floor and unit/shop numbers, Proposed To Occupy :	Mention the unit numbers/shop numbers clearly	
3	Age of Structure/Year of	New preferred	
4	Interiors	Available condition of interiors including Furniture, AC etc	
5	Area in sq. ft.	As super area in sq. ft.	
6	Built-up area	In sq. ft.	
7	Total No Floors:	Mention	
8	Total Height Available – Finished floor level to False Ceiling	Minimum 7.5 – 8ft.	
9	Building Façade:	Glass/Other	
10	Toilet (Present) :	Toilet blocks should be provided by landlord	
11	Flooring (Completed) :	Tile or Carpeted flooring to be provided	
12	Flooring of lobby area and staircase.	Finished lobby area & staircase	
13	Ceiling of lobby area	Ceiling of lobby area & lighting to be provided by Landlord	
14	Walls of lobby area	Smooth, painted walls to be provided by land lord	
15	Sun Control Film (Required) :	Please mention	
16	Signage Locations	1) Office parapet. 2) Hoarding on rooftop. 3) Pillar/lollypop/hoarding at the entrance of the building.	
17	Rolling Shutter (Available) :	Preferred	
18	Emergency Light (Available) :	Should be available at the staircase as well as on floor	
19	DG Set (Available)(KVA) :	Ideally 100% back up facility should be provided by Landlord	
20	Electrical Meter (Provided) :	Should be provided by landlord	
21	Electrical Meter Location:	Mention	
22	Earth Pit Location:	Mention	
23	Available Power (KVA) :	Require running all lights, AC, & workstation load including additional load for Server & UPS room	
24	Additional Power required (KVA)	As mention conditions	
25	Water Connection (Available) :	Should be available. Check for the location.	
26	HVAC Unit Location:	Identify and mention the locations for outdoor units.	
27	Network Tower	Should have permission to install network tower on terrace – 18Ft	
27	Telephone Service Provider:	Mention-	

28	ISDN Service Provider:	Mention	
29	Number of Parking:	Dedicated space for minimum 8 cars and 16 two wheelers	
29a	2-Wheeler Parking:		
29b	4-Wheeler Parking:		
30	Lift (Provided) :	Lift should be provided above 2nd floor	
31	Lift (Make, Capacity ) :	Mention	
32	Main Staircase ( Width ) :	Mention	
33	Fire Staircase (No & Size) :	Should be provided by landlord for floors above 3rd	
34	Distance From (km) :	Mention below	
	Main Road	Mention	
	Airport	Mention	
	Railway Station	Mention	
	Bus Stop	Mention	
35	Other Tenants:	As applicable	
	1).	Mention	
	2).	Mention	
	3).	Mention	
36	Boundaries	East	
		West	
		North	
		South	
37	Banks near location	Preferably Bank of India/Union Bank Of India	

**SCHEDULE "D" – DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID** The following documents shall be

enclosed with the Bid: ( Not mandatory at the time of submission of Bid)

1. Certified copies of title deeds of the property
2. Encumbrance certificate tracing the title for the past 30 years
3. Copies of receipts witnessing payment of land/building dues in respect of the premises and building to the local authorities
4. A copy of sanctioned building plan
5. Occupancy Certificate.
6. Copy of Development Agreement if any
7. Valid authorization for entering into lease agreements in favor of a person(s) in case owner is an entity
8. A note on maintenance arrangements (covering power, back-up, common facilities etc) available in the premises and the documentation to be executed by prospective tenants for the same.
9. Documentary evidence to establish satisfaction of the eligibility criteria.



**SCHEDULE "E" – PRICE BID**

Star Union Dai ichi life insurance co ltd ,  
**OFFER LETTER TO BE GIVEN BY THE LANDLORD(S)**

**OFFERING PREMISES ON LEASE**  
**OFFER LETTER (COMMERCIAL) IN SEPARATE SEALED ENVELOPE**

From:

.....

.....

.....

**To:Star Union Dai-ichi Life Insurance Co Ltd, Dept of Administration**  
**11<sup>th</sup> Flr, Raghu Leela Arcade, Opp Vashi Railway Station Navi Mumbai 400703**

Dear Sir,

Sub : OFFER TO GIVE ON LEASE THE PREMSIES FOR YOUR Office at

I / We offer to you to give you on lease the premises described here

<b>COMMERCIAL TERMS &amp; CONDITIONS FOR LEASE –</b>			
<b>LOCATION</b>			
<b>S. No.</b>	<b>Parameters</b>	<b>Standards</b>	<b>OFFER</b>
1	Rent ( in Rs. per sq.ft per month )		
2	Rent Quoted per month by Landlord including for all fit-out for the area quoted.		
3	Maintenance charge (if any)	Preferably included in rent (but mention separately)	
4	Rent escalation if any		
5	Property and Related Tax by	Land lord	
6	Stamp duty and registration cost	Will be equally shared between Star Union Dai Ichi and Landlord	
7	Car Park Charge (monthly) (if any)	Free parking preferred	
8	Security Deposit ( Months )	Our agreeable standard – 3 months	
9	Security Deposit ( Rs )	Mention	
10	Lock in period	Our agreeable standard - NIL	
11	Exit Options	3 months notice by Star Union Dai Ichi Lessor can't terminate until SUD Life defaults in rent payment continuously for 3 months.	
12	Other allowances (Signage/ Dish antenna space etc.)	Free of charge	
13	Name of Land lord	Mention correctly for lease purpose	

14 Address Mention correctly full address with Cell no

15 Contact Number!

b) Lease period:

c)

3+3+3 years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, etc.,

d) Taxes ! Rates:

All existing! Future Municipal! Corporation taxes, rates and cesses/property tax will be paid by me! us.

e) Maintenances! Repairs:

- a. Company shall bear actual charges for consumption of electricity and water charges . We undertake to provide separate electricity! water meters for this purpose.
- b. All repairs including annual! Periodical white washing and annual! Periodical painting will be got done by me! us at my ! our own cost. In case, the repairs and! or white! color washing is ! Are not done by me ! us as agreed now, you will be at liberty to carry out such repairs white ! Color washing, etc. at our cost and deduct all such expenses from the rent payable to us.

#### DECLARATION

a) I ! We am ! are aware that, the rent shall be on lump sum basis for the projected requirement

b) The following amenities are available in the premises or I ! We agreeable to provide the following amenities:

- a. Alteration! Addition required by company would be at my! Our cost
- b. Separate toilets for gents and ladies will be provided.
- c. A collapsible gate, rolling shutters will be provided at the entrance and at any other point which give direct access to outside.
- d. Entire flooring will be tiled! Carpeted and walls painted
- e. Required power load for the normal functioning of the Company and the requisite electrical wiring! Points will be provided.
- f. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
- g. Space for fixing Company's sign board will be provided.
- h. Space for V-SAT antenna shall be provided at our cost. (If it is to be paid to third party, please mention clearly)

c) I ! We declare that I am! We are the absolute owners of the plot! building offered to you and have a valid marketable title over the above.

d) I ! We shall provide the title deeds of the property to the company's approved lawyers as & when required.

e) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, partitions and other furniture put up by you.

f) If my ! our offer is acceptable, I ! We will give you possession of the above premises on

g) I ! We further confirm that this offer is irrevocable and shall be open for days from date hereof, for acceptance by you.

Place :

Date :

(Owners signature )

