



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: "AMBADEEP" (13th Floor), 14, Kasturba Gandhi Marg,
New Delhi - 110 001, Tel: 011 - 41081991-93

OFFICE PREMISES ON LEASE

Sealed offers are invited in two bid system for acquiring on lease, premises in the shape of a hall, having carpet area in the range of 2000-2500 sq. ft. in Cannaught Place (Barakhamba Road, K.G. Marg & Tolstoy Marg), with adequate parking space & drinking water.

Interested parties may submit bids in two separate envelopes, duly superscribed as "Technical Bid" and "Financial Bid". Both these bid envelopes should be put in one envelope superscribed "Offer of premises". This should be addressed to Deputy General Manager Estate Department at the above address.

Bid formats may be obtained from our Office between 11.00 AM and 5.00 PM on or before 9.04.2009 or down loaded from our website www.aicofindia.org.

The completed Bids may be deposited in person or by post before 5.00 PM on or before 15.04.2009 at the above Office address. Bids received late will not be entertained. Bids which are not in the prescribed format or incomplete in any respect shall be rejected.

No brokerage or commission is payable by the company. Third parties submitting the bids shall submit Power of Attorney/Proper Authorization from the owners. The lessor should agree to enter lease deed as per company's standard format.

The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

**DEPUTY GENERAL MANAGER
ESTATE DEPARTMENT**



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Technical Bid

I. Details of owner

Name and address of the owner	
Telephone No.	
Mobile No.	

II. Details of Premises offered

Address of the Premises offered. If located in multistoried building mention the floor	
Floor & Carpet area in sq. ft.	
Width of the road where the property is located	
Whether separate toilets provided for Gents and Ladies	
Proximity to Banks/Commercial Complexes, Transport/Railway Facilities	
Special Hazards like water logging etc.	
Adverse features like Polluting Industries, Garbage Yard etc, situated nearby, if any.	
Whether the premises ready for occupation	

III. Other Details

Year of construction	
Whether in good condition or requires major repairs	
Whether there is cross ventilation and provision for adequate sun light	
Whether municipal laws are complied with	
Whether the owner has clear legal and marketable title to the property	
Availability of Covered / Open Parking space	
Whether lift facility is available If so, no. of lifts provided	
Whether generator is available - for common facilities only or including the premises offered	

IV. Amenities

Whether water supply available round the clock	
Whether 3 phase Power supply is available	
Sanctioned Load	
Availability of Fire Station in vicinity	
Details of Banks / Govt. Office in vicinity	

I / We confirm that the above information is true. We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

SIGNATURE
(Owner / Power Of Attorney Holder)

Place:

Date:

Note:

- The Technical Bid & Financial Bid should be sent in two separate envelopes closed and sealed and superscribed "**TECHNICAL BID & FINANCIAL BID**" on it.
- Both the bid envelopes shall be put in a bigger envelope which will be superscribed "**OFFER OF PREMISES**".



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FINANCIAL BID

I. Details of owner

Name and address of the owner	
Telephone No.	
Mobile No.	
Address of the premises offered on lease	

II. Details of Rent claimed

Rate per sq. ft. Carpet Area	
Municipal taxes payable , if any by the lessee (specify on annual basis)	Rs. _____ per annum
Maintenance charges payable, if any by the lessee (specify on monthly basis)	Rs. _____ per month
Any other charges payable by the lessee per month	Rs. _____ per month

III. Details of Deposit / Renewal

Interest Free Rent Deposit, if any	_____ Months
Period of Lease	Initial 3 yrs with two automatic renewals with _____% escalation after every 3 yr period OR Initial 5 yr with one automatic renewal with _____% escalation after 5 yr period

IV. Registration Charges

Whether agreeable to share the registration charges on 50% basis:	YES / NO
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SIGNATURE
(Owner / Power Of Attorney Holder)

Place:

Date:

Note:

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