



-----Agriculture Insurance Company of India Ltd-----

BID/OFFER DOCUMENT

For

ACQUIRING PREMISES ON LEASE RENTAL
BASIS
AT
GUNTUR, AP



Agriculture Insurance Company of India Ltd
Regional Office: Hyderabad
8th Floor, United India Insurance Towers,
Basheerbagh, Hyderabad- 500 029




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NOTICE INVITING BIDS/OFFER

 AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED	
NOTICE INVITING BIDS/OFFERS FOR ACQUIRING PREMISES ON LEASE RENTAL BASIS AT GUNTUR, AP	
<p>AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED (AIC) is a Company registered under Companies Act, 1956 and serving the Nation since 2003 by offering different innovative insurance based risk management solutions to the farmers.</p>	
<p>AIC intends to take on lease office premises for its Regional Office. Accordingly, sealed bids/offers are invited from the interested parties with the following specifications:</p>	
Locations	: 1. Lakshmipuram 2.Arundelpet 3.Brodipet in Guntur, AP
Carpet Area	: 1500 sq.ft. to 2000 sq.ft. approx
Approved by	: All Statutory Authorities such as Municipal Dept., Fire Dept. etc.
Bid document	: Fee: Rs.1000/- (Non refundable); Available at AIC Hyderabad Office or downloaded from www.aicofindia.com from 17.04.2017 to 05.05.2017
To submit	: Duly filled Bid document (along with DD for Rs.1000/- in case of downloaded format) in a sealed cover super scribed as "Bid/Offer for Office Premises on Lease/rental basis" to be submitted by hand or speed post/ courier; Price bid shall be submitted separately in a sealed envelope super scribed as "Price bid". No other mode is acceptable.
Last date & time	: 05.05.2017 (Friday) 3.00 pm
Conditions	: As mentioned in the bid document. No brokerage in any manner is payable; AIC reserves the right to unilaterally accept or reject any or all offers without assigning any reason(s)
Interested parties may submit to:	Regional Manager Agriculture Insurance Company of India Ltd RO-Hyderabad, 8th Floor, United India Towers, Basheerbagh, Hyderabad- 500 029
For complete details visit our website: www.aicofindia.com	



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TENTATIVE SCHEDULE FOR BIDDING PROCESS

Sl. NO.	Activity	Date	Time
1.	Releasing Advertisement	15.04.2017(Saturday)	NA
2.	Issuance of Bid/Offer Document	From 17.04.2017 to 05.05.2017 (Upto 12 Noon)	Daily Between 10.30 AM and 4 PM
3.	Last date for Submission of Bid/Offer document	05.05.2017(Friday)	Upto 3 PM
4.	Date of opening of the technical Bid	05.05.2017 (Friday)	4 PM
5.	Inspection of site/s	From 10.05.2017 to 12.05.2017	During working hours
6.	Intimation of shortlisted bids	17.05.2017 (Wednesday)	By 5 pm
7.	Opening of price bid	18.05.2017 (Tuesday)	4 pm
5.	Declaration of successful bidder	18.05.2017 (Tuesday)	5 PM

Note: In the event of any day being declared as a public holiday, the next working day shall be reckoned as a day for every purpose. The above timelines are subject to everything is found to be in order.



TERMS AND CONDITIONS

1. AIC requirement of premises on lease rental basis is summarise as follows:

Description	AIC Requirement
Total Carpet area	1500-2000 Sq Ft Approx
Occupation of the premises	Commercial only
Locations	<i>1. Lakshmipuram</i> <i>2. Arundelpet</i> <i>3. Brodipet</i> Bids shall be submitted with respect to these locations only failing which the bid shall be disqualified.
Electricity and water	Proper provision shall be there as per AIC requirement

2. Bidders are requested to submit the bid documents along with technical bid and all other documents, except price bid only, in a sealed envelope super scribed as “Bid/Offer for Office Premises on Rental/lease Basis”. Price bid shall be submitted in a separate sealed envelope duly signed and stamped by bidder super scribed as “Price bid”. Both the envelopes alongwith the EMD shall be submitted together in a bigger envelope, **personally by hand or through speed post/ courier so as to reach within the stipulated time** at the Hyderabad Regional Office, of AIC addressed to the following:

Regional Manager,
AIC of India Ltd.,
R.O.Hyderabad, United India Towers 8th Floor,
Basheerbagh, Hyderabad- 500 029.

Further, each page of bid document along with the terms & Conditions, Bid (Quote) etc shall be duly signed and stamped by the Bidder.

3. Any bid received after the stipulated time for any reason whatsoever including postal delays, shall be rejected summarily.
4. Bidders are requested to read the terms and conditions carefully along with other content Bid/Offer Document and follow them while filling



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up and submitting their bid. The Bids must be submitted with all the pages numbered serially.

5. The bid document can be obtained in two ways i.e by collecting Bid document by hand from AIC Regional Office after paying fee of Rs 1000/- (Rupees Thousand only) through cash/DD. Alternatively the Bid document may also be downloaded from AIC site www.aicofindia.com and shall be submitted only with Rs. 1000/- (Rupees Thousand only) DD in the favour of **Agriculture Insurance Company of India Ltd** at Hyderabad before the stipulated time. Application fee shall be non-refundable under any circumstance.
6. It shall be noted that one bid document shall contain the offer for office premises in one building only although the offered premises may be in a different block or different option may be given within the same building. For further clarification, if any bidder wishes to offer two options within the same building then he may do so in a single bid document only but if he wishes to offer office premises in two different buildings then he shall submit the bid in two different bid/documents by paying the requisite fee. Photocopy of the bid document may be allowed for that purpose by paying the requisite application fee while submitting the bid/offer document.
7. The bid shall be submitted in the manner specified in the Bid/Offer Document before the last date as mentioned in this Bid/Offer Document. Additional sheet/s may be attached by the bidder if the space in this bid document found to be insufficient.
8. Bidders shall not create any third party interests/rights in the Office Premises, after the date of submission of the bid documents during the validity period of the Bid.
9. The successful bidder whose offer is accepted shall execute and register the lease Deed or any other document/s, as per AIC satisfaction, simultaneously with the handing over of possession of the Office Premises complete in all respects within the time frame informed by the AIC in such a draft as specified by AIC. The cost of registration, stamp duty etc. shall be borne by AIC and Successful bidder in equal proportion.
10. No brokerage or any other charge/fee shall be payable by AIC under any circumstance. However, Broker may also submit the bid after taking due written authorization from the owner, a copy of which shall be provided with the technical bid.



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11. The proposed office premises shall be commercial only and duly approved by all the concerned authorities. AIC shall take the premises with no dues liability on the date of possession.
12. The bidder shall also submit a copy of all related document as mentioned in this document such as title deed/approved plans/sanction plans/NOC etc.
13. **Essential terms**
 - A. The offered premises shall be ready for occupation.
 - B. The offered premises shall have adequate water and electricity connection. Charges for water and electricity will be paid extra as per actuals.
 - C. If the offered premises have 3 or more floors then it is mandatory to have sufficient lift provision otherwise the bid shall be disqualified.
 - D. The offered premises shall have at least 2 car parking space failing which the bid shall be disqualified.
 - E. The term of the lease will be for minimum period of 9 years with escalation in rent after every 3 years. The quantum of such escalation shall be mutually decided between AIC & successful Bidder. In case of dispute, AIC decision on escalation shall be final and binding.
 - F. The successful bidder shall have right to terminate the lease only in case AIC fails to pay the lease rental for consecutive 3 months.
 - G. The successful bidder shall be required to enter into an agreement in the format provided by AIC.
 - H. For any updates on this bid kindly visit www.aicofindia.com. No individual communication will be made.
 - I. The maintenance, if payable, will be paid extra as per actuals, subject to submission of sufficient proof.
 - J. Bid shall be submitted for the locations as mentioned above. The bids submitted for any other area shall be disqualified.
 - K. Bidders shall sign each and every paper of this bid document as a token of acceptance.

14. **Earnest Money Deposit (EMD)**

The Bidder will have to deposit interest free earnest money of Rs 10000/- (Rupees Ten Thousand only) at the time of submission of Bid document by the way of Demand draft. The demand draft shall be in the favour of **Agriculture Insurance Company of India Ltd.** payable at Hyderabad.



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The earnest money will be free from any kind of interest. EMD shall be refunded at the earliest in the event of unsuccessful bid. The Earnest Money is liable to be forfeited if the bidder fails to follow any terms & condition of this document or mislead AIC by any means including misrepresentation, fraud etc.

15. **Inspection of the proposed premise/s:**

AIC, along with its representative, will visit the offered premises after the submission of the bid and before opening of price bid. AIC will intimate the bidder at least one day prior to the intended day of inspection.

Furthermore, AIC, as per its requirement, shall be at liberty to inspect any of the proposed premises at any given point of time before the declaration of the successful bid. The Bidder undertakes to cooperate and make necessary arrangements and provide the requisite information/ documents/ details to the inspecting officials.

16. **Technical Bid**

Technical bid shall be submitted as per annexure A

17. **Assessment of Technical bid**

The Technical evaluation shall be made on the following criterion based on the inspection of sites by AIC:

SN	Description	Max.Marks
1	Connectivity	10
2	Proximity to State Govt. Offices/Banks, Railway Station, market etc.	10
3	Quality of Construction & site inspection	15
4	Flooring	5
5	Business Potential Angle	20
6	Power backup	5
7	Parking Facility <ul style="list-style-type: none">• 3-4 parking -----3 marks• 5 & above -----5 marks	5
8	Ventilation & surroundings	10
9	Overall suitability	20
	Total	100

The bidder who scores 70 marks or above shall be qualified for opening of Price bid



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18. **Opening & assessment of Price Bid**

The price bid shall be submitted separately in a single duly sealed envelope as per annex “B”. The bidders who has qualified in technical bid, shall be eligible for opening of Price bid provided at least 2 bids has qualified under technical bid. After opening of Price bid the bidder who has given the lowest per sqft rate (on carpet area) i.e. L1 will be declared as successful bidder.

19. **Right to Reject Bid/s**

AIC, at its sole discretion, may allow or reject any of the bid at any point of time during the subsistence of this bid document without assigning any reasons thereof. No queries shall be entertained in future in this regard.

20. Time shall be the essence of this document. All bidders shall perform their obligation/s within the time stipulated by AIC failing which AIC shall be at discretion to take recourse of any remedy available to them.

21. Successful bidder shall execute a letter of intent with AIC immediately after its bid is accepted.

Agreed & accepted by

Signature	Witness
Name:	1.
Designation	
Address	2.
Contact No.	



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TECHNICAL BID (ANNEX-A)

SN	<u>BIDDER INFORMATION</u>	
1.	Name	
2.	Address	
3.	Phone No., FAX No. & E-mail address	
4.	Name and phone numbers of the contact person	
<u>Details of Property</u>		
Name of the building, if any		
Name of the owner:		
Location & Address of the property:		
Distance from Main Road		
Distance to nearest public amenities such as Railway Station/ Metro Station/bus stop/etc:		
Flooring e.g. Vitrified Tiles/Granite etc.		
Year of construction		
Floor offered		
Total area offered (in Sq Ft)). Kindly mention carpet area only.		
Power backup		
No. of dedicated 04 wheeler parking (Minimum 02)		



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PRICE BID (Annex “B”)

SN	Floor	Carpet Area on the floor	Rate per sq ft of carpet area
1.	Floor no _____ Floor no _____		

Rate of furniture & fixture (please fill if the property is furnished)

List of furniture & fixture	1. 2. 3..
Per month rental cost	

Instruction

- Rates mentioned shall be in Indian Rupees only.
- Rates mentioned shall be per square feet rate of carpet area.
- Rates mentioned above shall remain valid for 120 days from the last date of receipt of Bid document



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UNDERTAKING

I, _____, authorised signatory of _____ do hereby undertake and declare as hereinunder.

- A. That I am duly auhorised to sign this bid document
- B. That any and all content as mentioned in this Bid document are true and correct to the best of my knowledge and belief and nothing has been concealed there from
- C. That any and all information (including documents) as furnished by me is true and correct.
- D. That in the event my bid is accepted, I shall pay all statutory and other charges till the effective day of taking possession by AIC and if my bid is rejected I shall not raise any objection
- E. That I hereby agree to abide by all terms and conditions of this bid document unconditionally.

(Signature)

Name:
Designation
Name of the organization
Address:

In the presence of

1.
Name: _____
Address: _____

2.
Name: _____
Address: _____

Ph No _____

Ph No _____



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DOCUMENT TO BE SUBMITTED ALONGWITH BID

Following documents with self certification shall be submitted alongwith the bid

1. Details of the bidder such as copy of incorporation in case of Limited liability company or pan card/voter card in case of individual
2. Copy of title deeds of the building and office premises offered along with Advocate report regarding marketability of title.
3. Copy of NOC from fire Deptt
4. Copy of statutory approvals
5. Any other related document/s
6. Authorization letter if broker is submitting the bid.

Note:

AIC reserves the right to call for any other documents as may be require, at any given point of time. Such requisition shall form the part of this bid document.