



Apne liye. Apno ke liye.

## NOTICE

SBI Life Insurance Company Ltd. (SBI Life) hereby invites offers bids for commercial premises on lease basis from the owners of the premises fulfilling following broad prospect:

1. The premises should be free from all encumbrances and charges and ready for immediate possession.
2. The premises must be a **commercial building** with arrangement of **commercial electricity** connection and should have basic permission and amenities such as Fire NOC, Occupation Certificate, Building Insurance, adequate & uninterrupted electricity and water supply, space for signage, parking, modern firefighting system, adequate number of car parking etc.
3. The premises in the vicinity of **Naharlagun** main town and surrounding area is preferred.
4. The carpet area of the premises should be between **1200 Sq. ft. to 1300 Sq. ft.**

Intending bidders should download the formats from our website [www.sbilife.co.in](https://www.sbilife.co.in) (<https://www.sbilife.co.in/en/services/download-centre-RFP> forms). The completed Technical and Price Bids should be submitted in separate sealed covers to "The Regional Director (North East), SBI Life Insurance Company Limited, Itag Plaza, 2<sup>nd</sup> Floor, ABC Point, GS Road, Kamrup Metropolitan District, Guwahati, Assam -781005." Tel No. 0361-2450875. on or before **18<sup>th</sup> December 2023**.

SBI Life reserves the right to accept or reject any or all offers in full / part without assigning any reasons.

Date: 10<sup>th</sup> December 2023

Place: Itanagar

Trade logo displayed above belongs to State Bank of India and is used by SBI Life under license. SBI Life Insurance Company Limited. Registered & Corporate Office: Natraj, M. V. Road & Western Express Highway Junction, Andheri (East), Mumbai - 400 069. | **IRDAI Regn. No.111**. CIN: L99999MH2000PLC129113 | Website: [www.sbilife.co.in](http://www.sbilife.co.in) | Email: [info@sbilife.co.in](mailto:info@sbilife.co.in) | Toll free no. 1800 267 9090 (Customer Service timing: 24x7)

**TECHNICAL BID**  
**Offer for SBI Life \_\_\_\_\_ Office Premises**

With reference to your enquiry/ advertisement in the \_\_\_\_\_ / \_\_\_\_\_ (newspaper/ mail/ website),

I/ We hereby offer our premises for locating your Office.

**i. Premises Details**

Sr.	Particulars	Responses from bidders
i.	<b>Name/s of the owner/s:</b>	
ii.	Name of the building	
iii.	Municipal Number	
iv.	Name of the street	
v.	Name of the city	
vi.	Pin code	
vii.	Nearest Railway Station and Bus Stop	Railway Station _____ Bus Stop _____
viii.	Distance from nearest Railway Station and Bus Stop.	Railway _____ km Bus stop _____ km
ix	Transport facilities from nearest Railway Station and Bus Stop	

**ii. Technical Details:**

Sr.	Particulars	Responses from bidders
i.	Whether plans are approved by the local authorities	Yes / No
ii.	Whether commercial premises ( i.e. should have approval from the concerned authorities)	Yes / No
iii.	No. of Floors	
iv.	Offered premises on which floor	
v.	Carpet Area* of the premises offered	_____ Sqft.
vi.	a. Is the building ready for occupation b. If not, how much time will be required for making the premises ready for occupation c. Is the flooring complete in all Respects	Yes / No Yes / No
vii	Whether premises are insured	Yes / No
ix.	Ceiling Height	_____ Ft
x.	Any Bar, Restaurant, Eatery are currently in the building & proposed in future. Also	YES/ No. if yes then mandatory to provide details.

	permission to heat/cook in premises (if cooking with flame)	
xi.	Age of the building	
xi.	Any petrol pump/chemical factory within the radius of 50 meters from building	Yes/ No. if yes then provide details
xii.	Whether fire safety Certificate obtained from the fire brigade.	
xiii.	Licensed inspecting officer of fire safety system and have 6 months certificate (Fom B) obtained.	Yes/ No Date of Obtaining last Certificate (Form B)

\* Only the actual area in exclusive possession of SBI Life Insurance Co Ltd (SBI Life) viz. inside wall to wall of the plastered surface measurements will be considered. As such, it will exclude thickness of the external peripheral walls of the premises, columns, lofts, space below the window sills, common areas as entrance lobby / lounge, outside passage, staircases, lifts and sanitary shafts, lift lobbies, Architectural projections in façade and balconies. Joint measurement at the site will be conducted for determining the actual carpet area and calculating the final rent payments. SBI Life shall have the right to engage a registered surveyor/ surveying institution for measurement of Carpet Area.

**iii. Amenities available:**

Sr	Particulars	Responses from bidders
i.	Commercial Electrical Connection Available or not (Transformer Installation and supply shall not be in scope and includes only laying of cables from meter to supply boards / panel )	Yes / No {If any special tariff allotted to the premises then provide nature/reason for allotting such special tariff}
ii.	How much Electric Power is available at the premises (KVA)	_____ KVA ( Minimum _____ KVA)
iii.	Whether separate electricity meter is available	Yes/ No
iv.	Whether generator/ other power back up arrangement is available? If Yes, please indicate the capacity.	Yes / No Capacity _____ (exclusive power backup arrangement preferred)
v.	Municipal water supply Bore water supply	Yes / No Yes / No
vi.	Details of existing furniture / furnishing if any	
vii.	Details of lift facilities	
viii.	Details of Toilets provided	Gents Toilets____ Ladies Toilets____ ( Mandatory)

		Total No. of toilets : _____			
ix..	Area provided for Parking	No. of Cars: _____ No. of Two Wheelers _____			
X	Any other information you would like to furnish (Please use an Annexure if required)				
Owners	Name	Address	Occupation*	Contact Details	Signature

\*Please specify clearly –eg Businessman, Advocate etc

**Date:**

**Place**

**PRICE BID**

**Offer for SBI Life \_\_\_\_\_ Office Premises**

Sr	Particulars	Responses from bidders
I	Address of the premises	Pin _____
li	Name of the Owner/s	
iii.	Carpet* area ..... sqft.	
iv.	Rent per month <ul style="list-style-type: none"> <li>Rent quoted should be exclusive of <b>Taxes.</b></li> <li>The owner is liable for payment of all taxes/levies and statutory dues for the premises including <b>Municipal/ Property taxes.</b></li> </ul>	Rs. _____ p.m. Calculated as Carpet Area..... sqft. x Rate per sqft. Rs. ....
v.	Maintenance charges	Rs _____ pm (Area.... sq ft x rate Rs.....per sq ft.
vi.	Any other charges ..... .....	Rs _____ pm (Area..... sq ft x Rate Rs.....per sq ft.
vii.	Total ( Rent + Maintenance Charges+ Other charges) (SBI life will not consider any charges at the time of opening bids and further negotiations)	Rs _____ pm (Area..... sq ft x Rate Rs..... per sq ft)
viii.	Security Deposit	
xi.	Lease Period (subject to a minimum of 9 years) and Lock in period** **Min. lock in period should be 3 years for premises furnished by the owner and 6 years for premises furnished by SBI Life	Lease period _____ years Lock In period _____ years
x.	Any other information you would like to furnish (Please use an Annexure if required)	

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<b>Owners</b>	<b>Name</b>	<b>Address</b>	<b>Contact Details</b>	<b>Signature</b>

**Date:**

**Place:**