



**SBI Life**  
**INSURANCE**  
With Us, You're Sure

## COMMERCIAL PREMISES REQUIRED ON LEASE BASIS

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 **commercial building** with and 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 Fire fighting system, adequate number of Car parking etc.
3. The premises in the vicinity of **Shimla** and surrounding area is preferred.
4. The carpet area of the premises should be between **1000 sq.ft to 1200 sq. ft.**

Intending bidders should download the formats from our website **www.sbilife.co.in** ([https://www.sbilife.co.in/en/services/download-centre- RFP forms](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 – Chandigarh Region, SBI Life Insurance Company Limited, 4th Floor, Plot No. 144, Industrial Area – Phase 2, Chandigarh, Pin - 160002**"

Tel No. **0172-2672506, 2672511** on or before **31/07/2019**.

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

Date: - 25/07/2019

Place:- Chandigarh

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SBI Life Insurance Co. Ltd. Registered & Corporate Office: Natraj, MV Road & Western Express  
Highway Junction, Andheri (East), Mumbai - 400069.

**IRDAI Registration no. 111 CIN: L99999MH2000PLC129113**



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## लीज आधार पर वाणिज्यिक परिसरों की आवश्यकता है

एसबीआई लाईफ इंश्योरेंस कंपनी लि. (एसबीआई लाईफ) एतद्वारा निम्नलिखित बड़े उद्देश्य पूरा करने वाले परिसरों के स्वामियों से लीज आधार पर वाणिज्यिक परिसरों के लिए प्रस्ताव बोलियां आमंत्रित की जाती हैं :

1. परिसर तत्काल कब्जे के लिए तैयार तथा सभी भारों एवं प्रभारों से मुक्त हों।
2. परिसर वाणिज्यिक विद्युत कनेक्शन के प्रबंध के साथ वाणिज्यिक भवन हो तथा मूलभूत स्वीकृति एवं सुविधाएं जैसे कि फायर एनओसी, व्यवसाय प्रमाण पत्र, भवन इंश्योरेंस, पर्याप्त एवं बाधा रहित बिजली एवं जल आपूर्ति, साईनेज हेतु स्थान, पार्किंग, मॉडर्न फायर फाईटिंग सिस्टम, कारों हेतु पर्याप्त पार्किंग आदि की व्यवस्था हो।
3. **शिमला** के आस-पास तथा आस-पास के क्षेत्रों में परिसरों को अधिमान दिया जाएगा।
4. परिसर का कारपेट क्षेत्र **1000** वर्ग फीट से **1200** वर्ग फीट के मध्य हो।

इच्छुक बोलीदाता हमारी वेबसाइट [www.sbilife.co.in](http://www.sbilife.co.in) (<https://www.sbilife.co.in/en/services/download-centre-RFP-forms>) से प्रपत्र डाउनलोड कर सकते हैं। पूर्ण तकनीकी एवं मूल्य बोलियां 31.07.2019 को अथवा पूर्व "क्षेत्रीय निदेशक-चंडीगढ़ क्षेत्र, एसबीआई लाईफ इंश्योरेंस कंपनी लिमिटेड, 4वीं मंजिल, प्लॉट संख्या 144, औद्योगिक क्षेत्र-फेस-2, चंडीगढ़, पिन-160002" दूरभाष संख्या 0172-2672506, 2672511 को पृथक मोहरबंद लिफाफों में प्रस्तुत की जाए।

एसबीआई लाईफ बिना कोई कारण बताए पूर्ण/आंशिक तौर पर किसी अथवा सभी प्रस्तावों को स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित रखती है।

दिनांक : 25.07.2019

स्थान : चंडीगढ़

उक्त प्रदर्शित किया गया ट्रेड लोगो भारतीय स्टेट बैंक से संबंधित है तथा लाईसेंस के अंतर्गत एसबीआई लाईफ द्वारा उपयोग किया जा रहा है। एसबीआई लाईफ इंश्योरेंस कं.लि. पंजीकृत एवं कारपोरेट कार्यालय : नटराज, एमवी रोड एवं वेस्टर्न एक्सप्रेस हाईवे जंक्शन अंधेरी (ईस्ट), मुंबई-400069

आईआरडीएआई पंजीकरण संख्या 111, सीआईएन: एल99999एमएच2000पीएलसी129113

**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 permission to heat/cook in premises (if cooking with flame)	YES/ No. if yes then mandatory to provide details.
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 (Form 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 ( <i>Transformer Installation and supply shall not be in scope and includes only laying of cables from meter to supply boards / panel</i> )	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 _____
ii	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.	Security Deposit	
vi.	Lease Period (subject to a minimum of 6 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
vii.	Any other information you would like to furnish (Please use an Annexure if required)	

\*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 surveying institution for measurement of Carpet Area.

Owners	Name	Address	Contact Details	Signature

**Date:**  
**Place:**