



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 amenities such as adequate and uninterrupted electricity and water supply, space for signage, parking etc.
3. Preferable location of the premises are as under:
  - I. BBD Bag, Dalhousie and surrounding area for Kolkata Location
  - II. Burdwan Municipality and surrounding area for Burdwan Location.
4. The carpet area of the premises should be between **2000** sq.ft and **2200** sq. ft. for Burdwan Location and **2200** sq.ft and **2500** sq. ft. for Kolkata Location.

Intending bidders are requested to download the format from our website [www.sbilife.co.in](http://www.sbilife.co.in). The completed Technical and Price Bids should be submitted in separate sealed covers to following address on or before April 25, 2017..

**"The Regional Director (Bengal), SBI Life Insurance Company Limited, 4<sup>th</sup> Floor, Kankaria Centre, 2/1 Russel Street, Kolkata-700071"**

**Tel No. 033-66257500**

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

Date: - 19/04/2017

Place:- Kolkata

Trade logo displayed above belongs to State Bank of India and is used by SBI Life under license. SBI Life Insurance Co. Ltd. Registered & Corporate Office: Natraj, M.V. Road & Western Express Highway Junction, Andheri (East), Mumbai - 400 069.

**IRDAI Registration no. 111** CIN: U99999MH2000PLC129113

**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. No.	Particulars	Responses from bidders
i.	Name/s of the owner/s:	
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. No.	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	_____ Sq. ft.
Vi.	a. Is the building ready for occupation b. If not, how much time will be required for making the premises ready for occupation	Yes / No _____
Vii	Whether premises are insured	Yes / No
ix.	Ceiling Height	_____ Ft

\* 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.

### III. Amenities available:

Sr. No.	Particulars	Responses from bidders
i.	How much Electric Power is available at the premises (KV)	_____ KVA ( Minimum _____ KVA )
ii.	Whether separate electricity meter is available	Yes/No
iii.	Whether generator/ other power back up arrangement is available? If Yes, please indicate the capacity.	Yes / No Capacity _____ ( exclusive power backup arrangement preferred)
iv.	Municipal water supply Bore water supply	Yes / No Yes / No
v.	Details of existing furniture / furnishing if any	
Vi.	Details of lift facilities	
Vii	Details of Toilets provided	Gents Toilets____ Ladies Toilets____ ( Mandatory) Total No. of toilets : _____
Viii.	Area provided for Parking	No. of Cars: _____ No. of Two Wheelers _____
ix.	Any other information you would like to furnish (Please use an Annexure if required)	

	Name	Address	Occupation*	Contact Details	Signature
Owner 1					
Owner 2					
Owner 3					

**\*Please specify clearly- eg Businessman, Advocate etc.**

**Date:**

**Place:**



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

Sr. No.	Particulars	Responses from bidders
I	Address of the premises	Pin _____
ii	Name of the Owner/s	
iii	Carpet* area ..... Sq. ft.	
iv	Rent per month <ul style="list-style-type: none"> <li>Rent quoted should be exclusive of <b>Service Tax</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..... Sq. ft. x Rate per sq. ft. 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.

	Name	Address	Occupation*	Contact Details	Signature
Owner 1					
Owner 2					
Owner 3					

**\*Please specify clearly- eg Businessman, Advocate etc.**

**Date:**

**Place:**