



SBI Life Insurance Company Ltd. (SBI Life) hereby invites offers from the owners of commercial premises on lease basis, free from all encumbrances and ready for immediate possession with a carpet area of 2000 sq. ft. approx. with parking and all amenities including adequate and uninterrupted electricity and water supply for our office at Gurgaon. Intending bidders/Tenderers (except Brokers) should download the formats from our website [www.sbilife.co.in](http://www.sbilife.co.in). The completed Technical and Price Bids should be submitted in sealed covers to '**The Regional Director, Delhi Region**, SBI Life Insurance Company Limited, 2<sup>nd</sup> Floor, The Statesman House, B Wing, Barakhamba Road, New Delhi-110001, Phone no- 011-23464915 on or before 20.09.2017.

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

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

## TECHNICAL BID

### Offer for SBI Life ..... Office Premises

With reference to your enquiry/advertisement in the \_\_\_\_\_ / \_\_\_\_\_ publications, 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 _____<br>Bus Stop _____ |
| Viii.   | Distance from nearest Railway Station and Bus Stop.            | Railway _____ km<br>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<br>b. If not, how much time will be required for making the premises ready for occupation | Yes / No<br>_____      |
| 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<br>( Minimum _____ KVA )  |
| ii.     | Whether separate electricity meter is available   | Yes/No  |
| iii.    | Whether generator/ other power back up arrangement is available?<br>If Yes, please indicate the capacity. | Yes / No<br>Capacity _____<br>( exclusive power backup arrangement preferred)     |
| iv.     | Municipal water supply<br>Bore water supply   | Yes / No<br>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)<br>Total No. of toilets : _____ |
| Viii.   | Area provided for Parking   | No. of Cars: _____<br>No. of Two Wheelers _____                                   |
| ix.     | Any other information you would like to furnish   |   |

|         | Name | Address | Contact Details | Signature |
|---------|------|---------|-----------------|-----------|
| Owner 1 |      |         |                 |           |
| Owner 2 |      |         |                 |           |
| Owner 3 |      |         |                 |           |
| Owner 4 |      |         |                 |           |

**Date:**

**PRICE BID**  
**Offer for SBI Life ..... Office Premises**

| Sr. No. | Particulars   | Responses from bidders   |
|---------|---|--|
| I       | Address of the premises   | Pin _____  |
| li      | Name of the Owner/s   |  |
| lii     | 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.<br>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**<br>**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<br>Lock In period ____ years                                 |
| Vii     | Any other information:  |  |

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|         | Name | Address | Contact Details | Signature |
|---------|------|---------|-----------------|-----------|
| Owner 1 |      |         |                 |           |
| Owner 2 |      |         |                 |           |
| Owner 3 |      |         |                 |           |
| Owner 4 |      |         |                 |           |

**Date:**