



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 _____ 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	

	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 _____
II	Name of the Owner/s	
III	Carpet* area Sq. ft.	
IV	Rent per month <ul style="list-style-type: none"> Rent quoted should be exclusive of Service Tax. The owner is liable for payment of all taxes/levies and statutory dues for the premises including Municipal / Property taxes. 	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:	

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

Date: