



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 4000 to 5000 sq. ft. with parking and all amenities including adequate and uninterrupted electricity and water supply for an upcoming office in Udaipur . Intending bidders should download the formats from our website www.sbilife.co.in. The completed Technical and Price Bids should be submitted in sealed covers to **'The Regional Director (Region : Jaipur)**, SBI Life Insurance Company Limited, Address SBI Life Insurance Co Ltd , 2nd Floor , ARG Corporate Park , Plot No 8&9 , Gopal Bari , Ajmer Road , Jaipur Rajasthan – Pin 302001. Tel No 0141-4256629 on or before 15.12.2017

Mark City Name (Udaipur) on Top of the envelope.

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: L99999MH2000PLC129113

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.	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.	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 c. Is the flooring complete in all respects	Yes / No 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 surveyor/ surveying institution for measurement of Carpet Area.

iii. **Amenities available:**

Sr.	Particulars	Responses from bidders
i.	How much Electric Power is available at the premises (KVA)	_____ 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)	

Owners 1	Name	Address	Occupation*	Contact Details	Signature
Owners 2					
Owners 3					
Owners 4					

*Please specify clearly –eg Businessman, Advocate etc

Date:

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 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 you would like to furnish (Please use an Annexure if required)	

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Owners 1	Name	Address	Occupation*	Contact Details	Signature
Owners 2					
Owners 3					
Owners 4					

Date: