



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 should be in the main city of Baharampur, West Bengal.
4. The carpet area of the premises should be between **2500** sq.ft to **2600** 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 (Bengal), SBI Life Insurance Company Limited, 4th Floor, Kankaria Centre, 2/1 Russel Street, Kolkata-700071"** Tel No. **033-66257500/7561/7562** on or before **24th September 2019**.

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

Date: - 13/09/2019

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, MV Road & Western Express Highway Junction, Andheri (East), Mumbai - 400069.
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. 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 | _____ 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. | |

* 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. | 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) | |
|----|---|--|

| | 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"> 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) | |

*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: