SBI Life
INSURANCE
With Us, You're Sure

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 approximately 4000 sq. ft. with parking and all amenities including adequate and uninterrupted electricity and water supply for an upcoming office in Ludhiana. 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 (Chandigarh Region)**, SBI Life Insurance Company Limited, Plot No. 144, Industrial Area, Phase-2 (Ramdarbar), Chandigarh – Pin-160002. Tel No. 0172-2675511, 2672512 on or before 15/05/2018.

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

Date: - 05/05/2018 Place:- Chandigarh

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IRDAI Registration no. 111 CIN: L99999MH2000PLC129113

SBI Life

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	_____ 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

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xii.	Whether fire safety Certificate obtained from the fire brigade.	
xiii.	Licensed inspecting officer of fire safety system and have 6 months certificate (Fom B) obtained.	Yes/ No Date of Obtaining last Certificate (Form B)

* 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.	Commercial Electrical Connection Available or not (*Transformer Installation and supply shall not be in scope and includes only laying of cables from meter to supply boards / panel)*	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)	

Owners	Name	Address	Occupation*	Contact Details	Signature

*Please specify clearly –eg Businessman, Advocate etc

SBI Life

Date: **Place**

PRICE BID

Offer for SBI Life _____ Office Premises

Sr	Particulars	Responses from bidders
i	Address of the premises	Pin ____
ii	Name of the Owner/s	
iii.	Carpet* area ..... sqft.	
iv.	Rent per month • Rent quoted should be exclusive of **Taxes.** • 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..... sqft. x Rate per sqft. 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	Name	Address	Contact Details	Signature

Date:
Place: