



Apne liye. Apno ke liye.

NOTICE

SBI Life Insurance Company Ltd. (**SBI Life**) hereby invites offers bids for commercial premises (unfurnished) 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 an 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 Firefighting system, adequate number of Car parking etc.
3. The premises required for **Surat** Location. The preferred location for the premises is **Adajan Road of Surat city**.
4. The carpet area of the premises should be between 3,400 Sq. ft to 3,600 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>). The completed Technical and Price Bids should be submitted in separate sealed covers with the title **"Offer for Premises for Surat Office"** to **"The Regional Director, SBI Life Insurance Company Limited, Regional Office, 3rd Floor, 306-313, Unicus Shyamal, Shyamal Cross Road, Satelite, Ahmedabad, Gujarat– Pin Code: 380015."** Telephone No: 079-66103300 / 66103392 on or before **09-01-2026**.

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

Date : 26-12-2025

Place : Ahmedabad

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 Regn. No. 111**
• CIN L99999MH2000PLC129113 • Website: www.sbilife.co.in • Email: info@sbilife.co.in
• Toll free no: 1800 267 9090 (Customer Service Timing: 24X7)



તમારા માટે. તમારા આત્મજનો માટે.

સૂચના

એસ. બી. આઈ. લાઈફ ઇન્સ્યોરન્સ કંપની લી. નીચેની વ્યાપક સંભાવનાઓની પૂર્તી કરતી હોય તેવી મિલકતના માલિકો તરફથી ભાડાપટ્ટાના ઘોરણે કોમર્શિયલ મિલકતો (અનફિનિશ્ડ) માટે ઓફર્સની બોલી મંગાવી રહેલ છે.

૧. મિલકત દરેક અડચણો અને બોજાથી મુક્ત હોવી જોઈએ તથા તાત્કાલિક કબજો સોંપવા માટે તૈયાર હોવી જોઈએ.
૨. મિલકતો કોમર્શિયલ બિલ્ડિંગમાં કોમર્શિયલ વિજ બેડાણની સુવિધા સાથેની હોવી જોઈએ તથા તેમાં પાયાની મંજૂરીઓ અને સુવિધાઓ જેવી કે ફાયર એન.ઓ.સી., વ્યવસાય પ્રમાણપત્ર, બિલ્ડિંગનો વિમો, જરૂરી તથા અવિરત વિજ અને પાણી પૂરવઠો, સાર્વજનિક બોર્ડ માટેની જગ્યા, પાર્કિંગ, આધુનિક ફાયર ફાઈટિંગ સિસ્ટમ, પૂરતાં કાર પાર્કિંગની સંખ્યા વગેરે હોવી જોઈએ.

૩. ભાડે મિલકતની જરૂરીયાત **અડાજન રોડ, સુરત શહેર** માટે છે. અડાજન રોડ અને તેના આસ-પાસનાં વિસ્તારમાં આવેલ મિલકતોને પ્રાધાન્ય આપવામાં આવશે.

૪. મિલકતનું કાર્પેટ ક્ષેત્રફળ **૩,૪૦૦ ચો.ફૂટ થી ૩,૬૦૦ ચો.ફૂટ** ની વચ્ચે હોવું જોઈએ.

બિડર્સ / ટેન્ડર્સ અમારી વેબ સાઈટ www.sbilife.co.in (<https://www.sbilife.co.in/en/services/download-center/rfp-forms>) ઉપરથી ફોર્મટસ ડાઉનલોડ કરવા **૦૯-૦૧-૨૦૨૬ કે તે પહેલાં સંપૂર્ણ ટેકનિકલ બીડ્સ અને પ્રાર્થસ બીડ્સ અલગ અલગ સીલ કરેલાં કવરમાં, “સુરત ઓફીસ ની, મિલકત માટેની” ઓફર લખીને, “ ધ રીજયોનલ ડાયરેક્ટર(અમદાવાદ), એસ. બી. આઈ. લાઈફ ઇન્સ્યોરન્સ કંપની લીમીટેડ, ત્રીજો માળ, ૩૦૬-૩૧૩, યુનિકસ શ્યામલ, શ્યામલ ચાર રસ્તા, સેટેલાઈટ, અમદાવાદ, ગુજરાત - પીન ૩૮૦૦૧૫”, ફોન નં. ૦૭૯-૬૬૧૦૩૩૦૦ / ૬૬૧૦૩૩૯૨ ને મોકલી આપવું.**

કોઈપણ કારણો આપ્યા વગર સંપૂર્ણપણે / આંશિક રીતે કોઈ અથવા બધી જ ઓફર્સ સ્વીકારવા કે નામંજૂર કરવાનો હક એસ.બી.આઈ. લાઈફ આરક્ષિત રાખે છે.

તારીખ :- ૨૬-૧૨-૨૦૨૫

સ્થળ :- અમદાવાદ

ઉપર દર્શાવેલ ટ્રેડ લોગો સ્ટેટ બેંક ઓફ ઇન્ડિયાનો છે અને તેનો એસબીઆઈ લાઈફ દ્વારા લાઇસન્સ હેઠળ ઉપયોગ કરવામાં આવ્યો છે. એસબીઆઈ લાઇફ ઇન્સ્યોરન્સ કંપની લિમિટેડ. રજિસ્ટર્ડ અને કોર્પોરેટ ઓફિસ: નટરાજ, એમ.વી. રોડ એન્ડ વેસ્ટર્ન એક્સપ્રેસ હાઇવે જંકશન, અંધેરી (પૂર્વ), મુંબઈ - ૪૦૦ ૦૬૮. • **IRDAI રજી.નં.111**
• CIN L99999MH2000PLC129113 • વેબસાઇટ: www.sbilife.co.in • ઈમેલ: info@sbilife.co.in
• ટોલ ફ્રી નંબર: ૧૮૦૦ ૨૬૭ ૮૦૮૦ (ગ્રાહક સેવા સમય: ૨૪x૭)

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
 relocation of 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

xii.	Whether fire safety Certificate obtained from the fire brigade.	
xiii.	Licensed inspecting officer of fire safety system and have 6 months certificate (Form 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 (<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)					
Owners		Name	Address	Occupation*	Contact Details	Signature

*Please specify clearly –eg Businessman, Advocate etc

Date:

Place

FINANCIAL 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..... sqft.	
iv.	Rent per month <ul style="list-style-type: none"> 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 Areasqft. x Rate per sqft. Rs.
v.	Maintenance charges	Rs _____pm (Area.... sq ft x rate Rs.....per sq ft.
vi.	Any other charges	Rs _____pm (Area..... sq ft x Rate Rs.....per sq ft.
vii.	Total (Rent + Maintenance Charges+ Other charges) (SBI life will not consider any charges at the time of opening bids and further negotiations)	Rs _____pm (Area..... sq ft x Rate Rs..... per sq ft)
viii.	Security Deposit	
xi.	Lease Period (subject to a minimum of 9 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
x.	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: