



Apne liye. Apno ke liye.

NOTICE

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 in the vicinity of **Dibrugarh** (Chiring Chapori, Chowkidingi, Thana Chariali and surrounding area is preferred.)
4. The carpet area of the premises should be between 3800 sq ft to 4000 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 (North East), SBI Life Insurance Company Limited, Rabin Square, 2nd Floor, Beltola Basistha Road, Near Beltola SBI, Guwahati, Assam-781028, Tel No. 0361-2450875 on or before 20-01-2026**".

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

Date: 05-01-2026

Place: Assam

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).



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জাননী

এছবিআই লাইফ ইঞ্চুৰেন্স কোম্পানী লিমিটেডে (এছবিআই লাইফ) বাণিজ্যিক স্থানৰ বাবে লীজ ভিত্তিত নিম্নলিখিত চৰ্ত সাপেক্ষে স্থানৰ গৰাকীসকলৰ পৰা প্ৰস্তাৱ আহ্বান কৰিছে :

১. ঠাইডোখৰ কোনো ধৰণৰ দখল বা দায়বদ্ধতা নথকা আৰু ততালিকে ব্যৱহাৰৰ বাবে দিব পৰা হ'ব লাগিব।
২. ঠাইডোখৰ বাণিজ্যিক ভৱন হোৱাৰ লগতে বিদ্যুতৰ বাণিজ্যিক সংযোগ থকাৰ উপৰিও সকলো প্ৰয়োজনীয় অনুমতি আৰু সুবিধাসমূহ যেনে - ফায়াৰ এনঅ'চি, অকুপেচন চাৰ্টিফিকেট, বিল্ডিং ইঞ্চুৰেন্স, পৰ্যাপ্ত আৰু অবিৰত পানী আৰু বিদ্যুতৰ যোগান, চাইনেজৰ বাবে স্থান, পাৰ্কিং, আধুনিক অগ্নি নিৰ্বাপক ব্যৱস্থা, পৰ্যাপ্ত সংখ্যক গাড়ী পাৰ্কিংৰ স্থান আদিৰ সুবিধা সম্পন্ন হ'ব লাগিব।
৩. ডিব্ৰুগড়ৰ আশে-পাশে থকা অঞ্চল (চিৰিং চাপৰি, চৌকিডিঙ্গি, থানা চাৰিআলি আৰু ইয়াৰ আশে-পাশে থকা অঞ্চলক অগ্ৰাধিকাৰ দিয়া হ'ব)।
৪. ঠাইডোখৰৰ কাৰ্পেট এৰিয়া ৩৮০০ বৰ্গফুটৰ পৰা ৪০০০ বৰ্গফুটৰ ভিতৰত হ'ব লাগিব।

আগ্ৰহী বিভাৰসকলে আমাৰ ৱেবচাইট 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))ৰ পৰা আৰ্হিপত্ৰ ডাউনলোড কৰিব লাগিব। সম্পূৰ্ণ কৰা টেকনিকেল আৰু প্ৰাইছ বিড পৃথকে ছীল কৰা খামত ভৰাই **The Regional Director (North East), SBI Life Insurance Company Limited, Rabin Square, 2nd Floor, Beltola Basistha Road, Near Beltola SBI, Guwahati, Assam-781028** ঠিকনাত টেলিফোন নং - **0361-2450875, ২০-০১-২০২৬** তাৰিখ বা তাৰ পূৰ্বে পঠিয়াব লাগিব।

এছবিআই লাইফে কোনো কাৰণ নদৰ্শোৱাকৈ যিকোনো বা সকলো প্ৰস্তাৱ সম্পূৰ্ণ/ আংশিকভাৱে বাতিল কৰাৰ অধিকাৰ সংৰক্ষিত ৰাখিছে।

তাৰিখ : ০৫-০১-২০২৬

স্থান : অসম

ওপৰোক্ত ট্ৰেড লোগো ভাৰতীয় ষ্টেট বেংকৰ চিহ্ন আৰু অনুজ্ঞাপত্ৰৰ জৰিয়তে এছ বি আই লাইফৰ দ্বাৰা ব্যৱহৃত হৈছে। এছবিআই লাইফ ইঞ্চুৰেন্স কো. লি., ৰেজিষ্টাৰ্ড আৰু কৰ্পোৰেট অফিচ, নটৰাজ, এম.ভি. ৰোড আৰু ৱেষ্টাৰ্ন এক্সপ্ৰেছ হাইৱে সংযোগ স্থল, আন্ধেৰী (পূৱ), মুম্বাই-৪০০০৬৯, আইআৰডিএআই পঞ্জীয়ন নং. 111, CIN: L99999MH2000PLC129113 | ৱেবচাইট: www.sbilife.co.in | ইমেইল: info@sbilife.co.in | টোল ফ্ৰী নং. 1800 267 9090 (গ্ৰাহক সেৱাৰ সময়: 24x7)

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	Yes / No Yes / No

	Respects	
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 (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

Date:

Place

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 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 Area..... sqft. 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)	

*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.

Owners	Name	Address	Contact Details	Signature

Date:

Place: