



The Banaskantha Mercantile Co. Operative Bank Ltd

THE BANASKANTHA MERCANTILE CO-OPERATIVE BANK LTD **OFFICE PREMISES REQUIRED ON LEASE IN GOTA, AHMEDABAD, GUJARAT**

Bank desires to acquire on long lease, office premises preferably on Ground Floor/First Floor at Gota, Ahmedabad, Gujarat having approx. carpet area of around 2000 sq. ft preferably located in Gota having good frontage, visibility, adequate power supply and parking facility in potential commercial areas. The premises should be either fully constructed or under construction where possession should be given to the bank within 2-3 months. Interested parties owning suitable premises may apply to the Chief Executive Officer, The Banaskantha Mercantile Co-Operative Bank Ltd.

Shri Bhavesh K. Patel
Chief Executive Officer,
The Banaskantha Mercantile Co-Operative Bank Ltd,
Sardar Gunj Road,
Palanpur - 385001

Applications received by 6.00 pm till **July 29, 2025** will only be accepted. The applications should be made as per the "Instructions / Guidelines for submitting the offer". Estate agents offering premises should submit their offers with full details along with authorization letters from landlords. No brokerage will be paid by the Bank. The Banaskantha Mercantile Co-Operative Bank Ltd reserves the right to accept or reject any or all the offers without assigning any reasons thereof. Instructions / Guidelines for submitting the offer can be collected from head office of the bank. Performa and other details can be downloaded from our website **www.bmcbbank.com** or collected from head office of the bank.

Palanpur
July 22, 2025

Sd/-
Chief Executive Officer
The Banaskantha Mercantile Co-Operative Bank Ltd

PS – The Instruction and Guidelines for submitting the offer is given from page no 2 of the advertisement

INSTRUCTIONS / GUIDELINES FOR SUBMITTING THE OFFER

1. Offers have to be submitted as per the following formats duly filled up and with each page thereof duly signed as provided in the formats:
 - **Format I:** 'OFFER TO GIVE THE PREMISES ON LEASE TO THE BANASKANTHA MERCANTILE CO-OPERATIVE BANK LTD ' Enclosures to Format I :
 - A.** : DETAILS OF PREMISES OFFERED ON LEASE
 - B.** : DECLARATION BY OWNER/(s)
 - C.** : AGREED TERMS AND CONDITIONS
 - **Format II:** COMMERCIAL TERMS
2. Duly filled up Format I, together with its enclosures as above, should be enclosed in a separate cover marked as COVER 1.
3. Duly filled up Format II should be enclosed in a separate cover marked as COVER 2.
4. The COVER 1 & COVER 2 should then, together, be enclosed in a separate cover addressed to the concerned Officer of the Bank whose particulars in this regard are given in the Advertisement inviting offers/the Bank's Website in this connection.
5. The Bank will be opening COVER 2 of only such offers that meet the requirement of the Bank as detailed mentioned in the advertisement.
6. Copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. should be enclosed with the offer. The drawings should also indicate dimensions of open spaces around the building, locations of underground and overhead tanks, space for housing D.G. set as also for locating dish antenna at the roof level, car parking space, making earthing pits, area of the space offered, distance between columns, floor heights i.e. below the deepest beam, bottom of slab, etc.
7. The offer should state the type of material used for flooring and cladding on surface on the exterior of the building provided so far and confirm the Owner/(s)'s willingness to carry out ,at his own cost, the work of provision of standard finishes in regard to flooring as desired by the Bank.
8. The rate quoted should also take into account expenses that may need to be incurred in arranging all necessary permissions as also for works required by the Bank as given in Format I.

9. To quicken the civil work and internal furnishing work, referred to in para 8 above, in cases of urgency, the Bank may take up the same on behalf of the owner only on recovery of the cost at the rate and in the manner prescribed by the Bank.
10. Before making the offer, it would be desirable for the Owner/(s) to go through the enclosed Guidance Note regarding the Bank's requirements while taking premises on lease to ensure that his/her offer is in line with and in conformity with the Guidance Note.

Enclosures:

- (i) Guidance Note regarding the Bank's requirements while taking premises on lease
- (ii) Format I with its enclosures A, B, and C
- (iii) Format II

GUIDANCE NOTE

THE BANK'S REQUIREMENTS WHILE TAKING PREMISES ON LEASE

A. Technical and Legal Aspects

1. The Bank will take the premises on the basis of carpet area, which means that the usable area inside the outer walls will be measured and not on the basis of Plinth Area / Built up area / Super Built Up Area. The actual carpet area will be worked out as per joint measurements and rent will be paid based thereon.
2. The premises offered for a branch office should have direct access from the main road for both Branch as also ATM with provision of steps as also, preferably, ramp for physically challenged/senior citizens and with handrails as per the Bank's specifications.
3. The Bank will take the premises on lease for a minimum period of Fourteen years renewable thereafter in tranches of three/five years.
4. The building offered should have all necessary permissions from the concerned local and statutory authorities.
5. Before handing over possession of the premises to the Bank, the Owner/(s) will have to obtain all necessary approvals from the concerned local and statutory authorities for strong room, toilets, pantry, etc., and for using the premises for commercial / banking purpose. The Bank will furnish the interior layout plan to the owner for this purpose.
6. The Bank will, however, have the exclusive right to vacate the premises at any time during the lease, by giving 3 months' notice in writing without paying any compensation for early termination of the leave.
7. The Owner/(s) should submit the documents to title as and when called for to the satisfaction of the Advocates appointed by the Bank.
8. One certified copy each of the following documents should be submitted by the Owner/(s) whose offers are short-listed by the Bank:
 - ✓ Title document
 - ✓ Copy of allotment letter from electricity authority regarding approval of additional power supply;

- ✓ Copy of land and building taxes paid i.e. last receipt paid to the authorities;
 - ✓ Clearance of Development Authority/Local Body obtained if any, in connection with the related work;
 - ✓ Copy of approved plan; and
 - ✓ Encumbrance certificate.
- 9 The premises offered should have a minimum height of 9 feet available below beams.
- 10 The Owner/(s) has to provide the following amenities at his/their cost as per necessary specification and drawings given by the Bank: -
- ✓ Space of 12'x 10' on the ground floor/basement within the compound for installation of a DG Set and a space of 15'x 15' on the roof top/terrace for installation of VSAT dish/pole antenna/MPLS pole and Bank's signage Board.;
 - ✓ Flooring with 600mm x 1200mm vitrified tiles and colour as per The Bank's specification;
 - ✓ The windows & ventilators of the premises secured with MS grills (14 mm square bars on both ways with spacing of 3 inches in between)and provided with anodized aluminum sliding windows, heavy-duty aluminum sections with 5mm thick (Toughened) Float Glass (if any kind of glass partition is to be provided should be in 12 mm Toughened glass).
 - ✓ Partition brick walls with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record Room and Toilets;
 - ✓ A pantry platform with proper supports on brick wall and polished granite laid on top with stainless steel sink (similar to a kitchen platform).
 - ✓ Two toilets (one for gents and one for ladies) with walls cladding for 7' high using glazed tiles and flooring with good quality glazed/ceramic tiles, good quality fittings and fixtures as per the Bank's specifications and drawings;
 - ✓ On ground floor or On First Floor A strong room-cum-locker room with 9" thick RCC walls and floor, with construction as per the Bank's specifications and drawings. For separation of locker area, a MS grill partition using 12mm MS square bars both ways at a spacing of 6" c/c

and a grill door with locking arrangement to be provided inside the Strong Room. MS Grill work using 12mm MS square bars on both ways at a spacing of 6" to be done below roof slab for security. Strong Room Door & Air ventilator will be provided by the Bank;

- ✓ Adequate three-phase power supply (Minimum 15 KW for every 1000 sq. ft. of carpet area) as a single connection with meter and main switch of required capacity. The Bank will be arranging the internal electrical works for the premises through its contractors as per the interior design. The schematic layout of the works and electrical design details carried out inside the premises will be handed over to the Owner/(s) for arranging the approvals and connection at his cost. In case of multi-storied buildings, if a transformer is needed to be installed, the owner will also arrange the same. The Bank will not bear any cost in this regard;
- ✓ The Bank will reimburse the amount of refundable Security Deposit (if receipt for such Security Deposit is issued in the name of Bank) paid by the Owner/(s) to Electricity Board for installation of electric meter in the Bank's name only;
- ✓ Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
- ✓ A good sewerage system (either municipal / septic tank) for the building;
- ✓ Space for installation of sign board for full frontage length of the premises offered on lease (minimum-30 ft.);
- ✓ Adequate car & two-wheeler parking space;
- ✓ Rolling Shutters/Collapsible Gate for the entrance & frontage to the Branch and ATM as per specification given by the Bank;
- ✓ The Owner/(s) should permit the Bank to install the outdoor AC machines either on the sidewalls and / roof top as per Bank's requirements.

B. Terms of Lease

1. The rent quoted should be on per sq.ft. of carpet area of the premises offered and should be inclusive of applicable taxes, outgoings, maintenance charges,

etc. The rate quoted to be competitive and in line with the rate prevalent for comparable premises in the locality.

2. The Offer is expected to be in conformity with commercial terms, namely, as interest-free deposit, lease period, percentage periodic increase in monthly rentals etc. have been set out in the Formats I and Format II and these guidelines.
3. To quicken completion of internal civil work and commence internal furnishing, the Bank can take up the above mentioned owner(s) scope of work viz. internal staircase (wherever needed), pantry, toilets, flooring, strong room, and windows as per the Bank's specifications. In such cases, the Bank will recover actual cost from the owner(s).
4. If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrued would commence after 60 days from date of taking possession and/or the date of power connection, whichever is later; and
5. If the Owner(s) is/are doing his/their assigned scope of work, then on completion of this work, rent will commence 30 days after handing over of premises to the Bank for its internal furnishing or the date of power supply connection, whichever is later.
6. All existing and enhanced Municipality taxes, rates and cesses, maintenance charges etc. pertaining to the premises will have to borne by the Owner.
7. The Lease agreement has to be registered with the registering authority. Stamp Duty, Registration charges, etc. to be shared equally by the Bank and the owner(s).

C. Miscellaneous

1. The Bank shall bear actual charges for consumption of electricity and water for which the landlord has to provide separate electricity / water meters.
2. The Bank reserves the right to reject any or all of the offers without assigning any reasons to the Owners/(s).

FORMAT - I

OFFER TO GIVE THE PREMISES ON LEASE TO THE BANASKANTHA MERCANTILE CO-OPERATIVE BANK LTD.

From:

Name: _____

Address: _____

City: _____

Pin Code: _____

Contact No.: Mobile _____

Email: _____

To,

Chief Executive Officer,

The Banaskantha Mercantile Co-Operative Bank Ltd,

SardarGunj Road,

Palanpur - 385001

Dear Sir/Madam,

With reference to the advertisement dated _____ in _____ calling for offers for acquisition of premises for use of The Banaskantha Mercantile Co-Operative Bank Ltd., I / We, submit my / our offer for leasing the premises described herebelow, for your bank branch. We have read and understood the requirements of the Bank and terms & conditions listed out in this context, for offering the premises detailed in the offer format.

Please find enclosed following documents duly filled up:

- A.** Details of the Premises offered on lease
- B.** Declaration by me / us.
- C.** Agreed Terms & Conditions

A. DETAILS OF PREMISES OFFERED ON LEASE

I Information of the Offeror / Owner		
1	Name, address and telephone no. (office/ residence /cell) of the Owner / Offeror.	
2	Name and contact no. of the person to be contacted.	
II Particulars of the Premises Offered		
1	Name of the building	
2	Postal Address of the building with pin code	
3	Whether the Building is in a	
a)	Commercial Complex	
b)	Commercial cum Residential Complex	
c)	Residential Complex	
d)	Status of necessary permissions of Competent Authority for using the premises for commercial/banking use	
4	Location of the premises offered i.e. ground floor or mezzanine or upper ground floor or firstfloor etc.	
5	Present Status of the building	
a)	Ready for occupation	
b)	Building under construction -	
c)	Proposed for construction	
6	If it is ready building, year of Completion of construction	
7	If the building is under construction then tentative timeline/date of possession to be handed over to the Bank.	
8	Whether there is direct access to the premises from the main road	Yes/No
9	Carpet Area offered in sq.ft.(correctness of the same will be established on joint measurement only for the offer selected)	
10	Whether the building has Occupancy Certificate (OC)	Yes / No
11	Boundaries of the Property	
a)	North	
b)	South	
c)	East	
d)	West	
12	Electric Power load that is available as of now (to be augmented to 15KW per 1000 sq.ft. at owner's cost before handing over possession / commencement of rent including installation of Transformer if required)	
13	Water supply- Municipal / Bore-well	
14	Sewerage – Municipal / Septic Tank	
15	Type of Structure – RCC/ Load Bearing	
16	Height available	
a)	Below slab to floor	----- ft.
b)	Below beams to floor	----- ft.

17	Parking available/can be provided for the The Bank	
a)	Two - wheeler	----- nos
b)	Four - wheeler	-----nos
18	Facilities available at present which may be altered as per the Bank's specifications, if required	Facilities available
a)	Flooring & cladding	
b)	Windows & Ventilators	
c)	Toilets	
d)	Pantry	
e)	Rolling Shutters etc.	
19	Whether adequate space as required by the Bank is available for keeping / installing	
a)	DG Set	Yes / No
b)	VSAT Antenna	Yes / No
c)	Outdoor AC Units	Yes / No
d)	Signage	Yes / No
e)	Location for 2 nos. earth pits	Yes / No
20	Whether there is a basement floor below the premises offered	Yes / No
21	Any other information	

B. DECLARATION BY OWNER

1. I am / we are aware that, the rent shall be calculated as per the usable carpet area which will be measured in the presence of owner(s) and the Bank Officials.
2. I am / we are agreeable to provide the following facilities ,as per layout and specifications of the Bank, at no extra cost to the Bank: -
 - i) Space for installation of DG Set (12'x10') on the ground floor within the compound and space on rooftop / terrace for VSAT Dish /Pole antenna and Bank's Signage Board (15'x 15') at my / our cost;
 - ii) Flooring with 600mm x 1200mm Vitrified tiles;
 - iii) Windows & Ventilators with iron grills and anodized aluminium sliding windows with 5 mm thick Float Glass (if any kind of glass partition is to be provided should be in 12 mm Toughened glass).
 - iv) Necessary partition walls with brick work with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record room and Toilet.
 - v) A pantry platform with stainless steel sink;
 - vi) Two toilets (one for gents and one for ladies);
 - vii) A Strong Room-cum-locker room with 9" thick RCC walls and floor;
 - viii) Adequate 3 phase power supply (15 KW for every 1000 sq.ft. of carpet area) as a single connection with meter and main switch of required capacity at my/our cost including arranging the approvals for electrical works inside the premises done by the Bank;
 - ix) Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
 - x) Space for installation of signboard for full frontage length of the premises offered on lease;
 - xi) Adequate car and two-wheeler parking space;
 - xii) Direct access from the main road for both Branch and ATM by providing necessary steps. and preferably ramp for physically challenged persons as also senior citizens and with handrails;
 - xiii) Necessary sewerage system (either municipal / septic tank);

- xiv) Rolling Shutters / Collapsible Gate for the entrance & frontage to the premises and to ATM space; and
- xv) Space for Installation, by the Bank, of the outdoor A/c units either on the sidewalls / rooftop as the case may be as per design requirements.
- 3. I / We declare that I am / we are the absolute owner of the plot / building / premises offered to the Bank and having valid marketable title over the above.
- 4. The Bank, at the time of vacating the premises, is at liberty to remove all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room doors, partitions and other furniture and fixtures installed by the Bank.
- 5. If my / our offer is acceptable, I / we will give you possession of the above premises on or before _____.
- 6. I / We further confirm that this Offer is irrevocable and shall be open for days from date hereof, for acceptance by the Bank.
- 7. I/We undertake to enter into an agreement as and when intimated by the Bank.

C. AGREED TERMS AND CONDITIONS

I / We hereby agree that:

1. Rent

- i) Rent shall be paid by The Banaskantha Mercantile Co-Operative Bank Ltd (hereinafter referred to as the Bank) for the exclusive usable carpet area on sq.ft. basis after expiry of each month during the tenure of lease period which will initially be for 14 years and subsequently for the extended lease period.
- ii) The Bank has the exclusive right to vacate the premises at any time during the pendency of lease by giving 3 months' notice in writing without paying any compensation for early termination.
- iii) Rent shall be paid by the Bank with effect from the dates as mentioned below:
 - If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrual will commence after 60 days from date of taking possession and/or the date of power connection, whichever is later; and
 - If Owner(s) is doing his/their assigned scope of work, then on completion of this work, rent should commence 30 days after handing over of premises to the Bank for its internal furnishing or the date of power supply connection, whichever is later.

2. Taxes / Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. will be paid by me / us (owner(s)).

3. Maintenance / Repairs

- i) The Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including painting in common area and external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, the Bank will be at liberty to carry out such repairs and painting etc at its cost and deduct all such expenses from the rent payable to me/us.

4. Lease Deed / Registration Charges

I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me / us.

5. Usage of Premises for Commercial Purpose

I/We confirm that the premises offered have been approved by the Local Development Authority for its usage as commercial /banking premises.

8. The original registered documents shall be deposited with the Bank and a certified copy of the same shall be with me / us (owners).

9. The owner(s) shall submit the title documents as and when called for to the satisfaction of the Advocate appointed by the Bank.

9. Approvals for the Building, Power Supply etc. from the Authorities

I/We confirm that all necessary permissions/ approvals will be arranged by me / us, by completing all related formalities of the Local / Statutory Authorities.

Place:

Date:

FORMAT - II

COMMERCIAL TERMS

Sr No.	Commercial Terms	Rupees
1	Offered Rate per sq.ft. of usable carpet area (rate to be inclusive of all amenities as required by the Bank) Note : Offer to quote the monthly lease rent on per sq.ft. of carpet area - which shall be inclusive of applicable taxes, other outgoings, maintenance charges, society charges, if any etc.	
2	Interest Free Deposit (not exceeding 6 months' rent)	
3	Increase in monthly rental (10% after every 5 years).	
4	Lease Period (Minimum: 14 years)	
5	Stamp Duty and Registration Charges to be shared equally between the Bank and Owner (50:50)	

Place:

Date: