

## **Terms and Conditions for Empanelment of Valuers**

### **1. Purpose**

Kumari Bank Limited proposes to empanel valuers for carrying out valuation of following classes of assets:

- (i) Land & Building (L&B); and
- (ii) Plant & Machinery (PM)
- (iii) Vehicles

### **2. Minimum Eligibility Criteria & Requisite Documentary Proof**

The minimum eligibility criteria for various classes of asset are provided in Annexure-A. The Documentary Proof acceptable against each eligibility criteria is provided in Annexure-B.

### **3. Application Submission Guidelines and Selection**

The application shall be submitted in accordance with the following guidelines:

- (i) One Applicant shall submit only a single application.
- (ii) Application shall be strictly submitted in the format prescribed in Annexure-C along with the applicant's profile. Non-compliance of the prescribed format may lead to rejection of the application.
- (iii) All the information/details are to be supported by authentic documents duly certified by the Applicant.
- (iv) Applications shall be submitted in a sealed envelope titled 'Application For Empanelment of Valuer' to Credit Administration and Control department at Head Office, Naxal, Kathmandu or any one of the branch offices. The list of branch offices is available on the bank's website.
- (v) The Bank's decision on selection shall be final and no communication in that respect shall be entertained.
- (vi) The selected valuers will be notified through email.

### **4. Empanelment Period**

The selected valuers shall execute agreement and other documents and furnish acceptable performance indemnity bond. On execution of documents shall be empaneled for a period of 2 years. However, a review exercise may be made periodically based on performance along with necessary information. Kumari Bank Limited reserves its right to de-list the name of the consultant at any stage, if found unsatisfactory or does not comply with the KBL's requirement.

#### **Enclosed Annexures:**

- Annexure A: Eligibility Criteria
- Annexure B: Acceptable Documentary Proof
- Annexure C: Application Format
- Annexure D: UNDERTAKINGS/ DECLARATIONS
- Annexure E: List of Authorized Signatories and their Specimen Signatures

## Annexure – A

### Eligibility criteria

1. The firm/ company must be registered with the appropriate body(ies) of the GON and have duly filed its tax returns and/ or renewed its registration.
2. Must have PAN and/or VAT registration.
3. The proprietor/ partner/ lead/ key person(s) of the firm/ company should possess the following qualifications and work experience:

Educational Qualification	Work Experience
At least Bachelor's degree in civil engineering/ architecture / mechanical engineering (for plant & machinery and vehicles).	At least 5 years work experience in the field of valuation after completion of the degree or equivalent.

4. The firm/ company must have been listed in the panel of valuers with at least 3 A class commercial banks for the past 2 consecutive years.
5. The firm/ company and its lead person(s) must not be blacklisted.
6. The firm/company and lead/ key person(s) must not be the borrower of Kumari Bank Ltd.
7. The firm/ company must not have been delisted/ removed from the services due to misconduct.
8. The firm/ company must have adequate number of engineers specialized in civil, mechanical engineering and qualified and experienced surveyor(s)/ valuer(s) including land surveyor(s).

## **Annexure – B**

### **Acceptable documentary proof**

The following papers/documents are required to be furnished by the interested Valuer(s) to the Bank for enlistment:

1. Application for empanelment of valuer (Annexure – C).
2. Profile of the firm/ company, which shall include the following:
  - Copy of Certificate of Registration of the Company/Firm. In case of proprietorship/ partnership firm, evidence of renewal of registration.
  - Copy of PAN and/or VAT registration certificate.
  - Copy of Memorandum & Articles of Association duly registered with the Office of Company Registrar, with amendments, if any (In case of Company).
  - Resolution of the company's Board/Firm for enlistment and giving authority to sign all the papers, documents indemnity, report/certificate etc. on behalf of the Company/Firm.
  - Copy of Income Tax Clearance Certificate (recent past FY).
  - Curriculum Vitae (CV) of the lead/ key Engineers as well as other engineers and surveyors/ valuers.
  - Copy of citizenship certificate of lead/ key persons/ engineers.
  - Copy of academic certificates.
  - Copy of certificate issued by Nepal Engineering Council.
  - Experience/ recent reference letter of the firm/company issued by other commercial banks where the interested consultant is in the approved panel of valuers.

#### **Note:**

All of the above documents must be bound together and submitted along with the application.

**Annexure - C**

KUMARI BANK LTD.

APPLICATION FOR ENLISTMENT AS VALUER

Date:

Name of Applicant	
Constitution (check appropriate Box)	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership firm <input type="checkbox"/> Private Ltd. Co.

Names of Proprietor/ Partners/ Directors	NEC Reg. Number	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check box if more than 5 Partners/ Directors and attach details separately

Applicant's Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ E Mail \_\_\_\_\_ Mobile: \_\_\_\_\_

if Applicant has more than one business address include a list of all Addresses alongwith contact Numbers and name of Key Contact Person at each Address in a separate sheet.

Applicant's Registration Number	
Year in which Applicant concern was Established	
Applicant's VAT/PAN Registration Number	
Year since when Applicant Concern is in Valuation Business	
Area/ region where the Applicant concern conducts business	

Professionally Qualified Staff Strength (Specify particulars of the members of the Professional Team in **Table 1**. Attach as many sheets as required.

1. CVs of proprietor/ partners/ directors and other team members must be attached with Application
2. Copies of certificate issued by Nepal Engineering Council held by individuals must be attached with the Application.

List of Authorized Signatories and their Specimen Signatures (Applicant to attach a list of persons authorized to sign Valuations on their behalf as Annexure "E". Successful Candidates will update this list promptly upon any change in the Authorized Signatories)

Authorized Signature(s)	.....	.....
Name(s)	.....	.....

**Annexure – D**

**UNDERTAKINGS/ DECLARATIONS**

(Check as declared. If “incorrect” is checked, attach complete details/ explanation/ reasons in a separate sheet)

Correct    Incorrect

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. I am/ we are signing this document in the capacity of Proprietor/ Partner(s)/ Director(s) of the Applicant concern, and am/ are fully authorized to sign this document and bind it thereunder.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All declarations made in this Application are correct and Kumar Bank Ltd. is hereby authorized to have them verified as and when and how-so-ever it feels necessary to do so.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. I/ We have read the Guidelines for Enlistment and understand all terms and conditions therein.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. I/ We agree with all Terms and Conditions mentioned in the Guidelines for Enlistment and the Applicant concern is in compliance with them.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. None of the valuations provided by the Applicant concern were, are or have remained under dispute or contested by any Financial Institutions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. None of the owners (Proprietor/ Partner(s)/ Director(s)) or Valuation related staff has ever been convicted of Criminal Offences under any court of law within or outside Nepal and neither are any criminal cases correctly proceeding against them. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Neither the Applicant nor any of its owners (proprietor/ Partner(s)/ Director(s)) is a defaulter of any Bank/ FI and neither have any recovery proceedings been initiated against them by any such institution.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Neither the Applicant nor any of its owners (proprietor/ Partner(s)/ Director(s)) has availed loan from Kumari Bank Ltd.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Neither the Applicant nor any of its owners (proprietor/ Partner(s)/ Director(s)) or Valuation related staff is under investigation of Fraud, Professional Misconduct, Misrepresentation, Negligence or Violation or Prudential Regulations.          |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. I/ We undertake to carry our work with utmost honesty, diligence and up to the best Professional Standards within our reach.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. I/ We undertake to fully abide by the code of conduct laid down by Kumari Bank Limited in performance of our duties.   |

Authorized signature (s) .....

Name (s) .....

Designation(s) .....

Stamp

**TABLE – 1**

List of Professionally Qualified Staff

Name	Status	NEC No.	Branch	Educational Qualifications	Experience in valuation (in years)	No. of years associated with the Applicant

## ANNEXURE – E

List of Authorized Signatories and their Specimen Signatures

S.N.	Name	Status	Specimen signature