

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**EMPANELMENT OF VALUATOR FOR**  
**MACHHAPUCHCHHRE BANK LIMITED (MBL)**  
**MAY, 2018**

Machhapuchchre Bank Limited  
Putalisadak , Kathmandu  
Tel No:977-01-4443681  
Email: [cad@mb.com.np](mailto:cad@mb.com.np)  
Website: [www.machbank.com](http://www.machbank.com)

[www.machbank.com](http://www.machbank.com)



**Machhapuchchre Bank Limited**  
**माछापुच्छे बैंक लिमिटेड**

बचत, बलुपुन एवं विकास



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**SECTION I: REQUEST FOR PROPOSAL FOR EMPANELMENT OF BANK'S VALUATOR.**

1. Interested eligible Engineering Consultancy Firms, based in Nepal, may in response to this "Request for Proposal (RFP)" against payment of NPR Rs. 5,000 (non- refundable) in the form of Cash/Draft and submit their proposal under two categories to the following address

**Central Credit Administration Department**  
**Putalisadak, Kathmandu, Nepal**  
**Phone No. 4443681**  
**Contact Person: Indra Thapa**

**Category A:**

Valuation of Land/ Building and such other properties.

**Category B:**

Valuation of Plant and Machinery/ Vehicles and such other properties.

**SECTION II: ELIGIBILITY FOR EMPANELMENT**

1. Firm/Company must be registered in appropriate government organization.
2. Promoter(s) must be holding a minimum of bachelor's degree in Civil Engineering or Mechanical Engineering (as applicable) from recognized university (ies).
3. Firm/Company should not have violated any rules and regulations as per prevailing laws of Nepal.
4. Firm/Company must have at least 5 years working experience as listed Valuers in Commercial banks.
5. Firm/Company must have adequate skilled manpower and sound infrastructure.
6. Firm/Company must not have been Black listed.  
(Clean report from Karja Suchana Kendra Ltd with satisfactory performance report from other existing banks/ financial institutions to be presented.)

### SECTION III: DOCUMENTS REQUIREMENT FOR EMPANELMENT OF VALUATOR

- a. Application for empanelment of Valuator.
- b. Company profile
- c. Up to date/Renewed copy of Registration & PAN/VAT
- d. Tax clearance certificate for FY 073/74
- e. Partnership Deed in case of Partnership firm and Article/Memorandum of Association in case of Private Limited Company.
- f. Resolution of the Board of Directors of the Company / Partners of the Firm for enlistment with the Bank with authorization to sign papers / documents, indemnity, agreement, report/certificate etc. on behalf of the Company/Firm.
- g. Latest record of shareholders certified by company registrar office, in case of private limited company
- h. Quality and Strength of the Promoter/Staff of the firm.
- i. Bio-data of promoter and staff.
- j. Copy of Certificate Nepal Engineering Council, Academic certificates.
- k. Copy of citizenship of all promoters and regular key staffs.
- l. Copy of current involvement in other organizations/Banks (Agreement) or Reference letter.



## SECTION IV : FORMAT OF THE SERVICE AGREEMENT

### Consultancy Service Agreement

Between

**MACHHAPUCHCHHRE BANK LTD.**

**AND**

.....(*the listed Valuator*)

This Consultancy Service Agreement (the "Agreement") is made and entered into this (*insert date*) by and between Machhapuchchhre Bank Ltd., a public limited company incorporated and operating under the laws of Nepal, with its registered address at, Lazimpat, Kathmandu, Nepal (hereinafter referred as the "Bank") and (*insert name of the Consultant*) having Registration No. ...., Registered Date ..... & PAN No. .... registered under the laws of Nepal, with its registered address at (*insert address*) (which shall include its lawful successors, hereinafter called the "Consultant") (hereinafter referred to individually as a "Party" and collectively as the "Parties").

WHEREAS, the Bank is in the business of Banking;

WHEREAS, the Consultant has expertise in the area of Valuation;

WHEREAS, the Bank desires to engage the Consultant to provide certain services in the area of Consultant's expertise and the Consultant is willing to provide such services to the Bank;

NOW, THEREFORE, the parties hereby agree as follows:

#### **Article I - Services:**

Upon the issuance of Letter of Engagement (LoE) by the Bank, the Consultant agrees to provide valuation/ cost monitoring/ reconfirmation/ revaluation services in accordance with the conditions of this Agreement. All required supporting documents of the assets for valuation purpose as mentioned in LoE shall be provided to the Consultant through the Bank.

1. The scope of the valuation of fixed asset shall cover the following:
  - a. Verification of location of the asset and its boundaries with respect to Cadastral Map in the presence of the owner or his/her representative,
  - b. Checking dimension of the building as per approved drawings and completion certificate of the building,
  - c. Area verification of land with respect to Land Ownership Document,
  - d. Required inspection and investigation of all assets, and
  - e. Providing Valuation opinion of the asset appropriate for secured lending requirement.
2. Home Loan cost monitoring scope shall cover following services:
  - a. Checking reasonableness of the cost estimates submitted by the Borrower,
  - b. Preparation of Cash Flow Scheduled to monitor the construction activities,
  - c. Site Visits for verification of construction work progress,
  - d. Submission of Progress Report to the Bank, and



- e. Preparation of completion report.
3. Scope of Reconfirmation and Revaluation of the same asset carried earlier by the Consultant shall cover following services:
  - a. Reconfirmation report of the value of the asset, and
  - b. Revaluation report of the asset.

## **Article II – Terms of Engagement**

1. The asset offered as collateral shall fulfill the Collateral Acceptance Criteria for secured lending. In the event of non-compliance of any criteria, valuation assignment may be undertaken upon written consent of the Bank.
2. Valuation Report will cover/consists of the following:
  - a. Identification and status of the Consultant,
  - b. Identification of the client(s) & Identification of other intended users,
  - c. Purpose of the valuation,
  - d. Identification of the asset being valued,
  - e. Basis/bases of value used,
  - f. Valuation date,
  - g. Extent of inspection and investigation,
  - h. Nature and source of the information relied upon,
  - i. Assumptions and special assumptions,
  - j. Restrictions on use, distribution or publication of the report,
  - k. Valuation approach and reasoning,
  - l. Amount of the valuation or valuations, and
  - m. Relevant attachments.

## **Article III – Special Conditions:**

1. The valuation report will be based on the followings;
  - a. Site/Physical Inspection of assets
  - b. Size & Shape of properties
  - c. Measurement criteria
  - d. Length, Breadth of assets
  - e. Road Access etc.
2. The opinions of values are based upon facts and assumptions identified in the report. The Consultant takes no responsibility for changes in market conditions.
3. The stated opinion of value is effective as of the date of value information that is made available to the Consultant at the time the valuation analysis is conducted. Values may change substantially with time.
4. The report is an unbiased Valuation Opinion.
5. The Bank reserves the rights to check the site and the asset evaluated by a Consultant with or without informing him/her, or alternatively Bank may seek a second opinion on the valuation report submitted by the Consultant from another Consultant selected by the Bank.



## Article IV

### 1. Criteria for valuation for Real Estate Properties

Unless expressly advised otherwise by the Bank through a specific letter to the Valuator for valuation, the Valuator shall value only those fixed assets which must comprise of land only and which must meet the following criteria:

- a) Freehold property.
- b) Accessible by public motor able road, at least 8 feet wide. The access road shall be visible at the site as well as on the topographical survey map. If it is not visible on the survey map, the Valuator shall obtain a written confirmation from the concerned government authority and submit the same to the Bank. However for certain areas 4 feet minimum access road to the property can be eligible for valuation, if requested by the bank.
- c) Free from any tenancy right, eligible for taking as mortgage, permissible for further transfer of ownership, and no restriction for constructing buildings on the land.
- d) If the property is situated within Kathmandu Valley, it should be at least 25 meters away from the river, in case of Pokhara valley; it should be 50 meters away from the river and for the rest of the places it should be at least 200 meter away from the river. However if the property has been safeguarded by strong retaining wall and the river flow is not likely to hamper the property, the same may be accepted even if it is within the said distance provided the compliance with distance prescribed by the Ministry of Physical Planning/Nagar Bikash Pradhikaran Act or other prevailing act/guidelines and the same is certified by the approved valuator.
- e) The land is not situated under a high tension line or 15 meters of land within the high tension line. However, the same may be accepted provided compliance with the guidelines issued by Nepal Government and/or Nepal Electricity Act 2064 and certification by the approved valuator.
- f) Land & Building adjoining the highway/ near river road/ other roads falls after setting aside the portion of land as prescribed by Ministry of Roads & Transport or any other concern authority.
- g) Suitable for mortgage in terms of salability aspects as well as in view of location, present use, prospects, distance from the main center of activity of that area, etc.
- h) In case of land more than 1 ropani, the valuator can deduct up to 15% of land for the development of property.



- i) **Valuator shall not value the real estate property, if;**
- i. The property is under dispute or under litigation.
  - ii. The property is in the name of a Guthi. The property, although registered in the name of an individual, is in use for the benefit of public.
  - iii. The property is without clear plot number, boundaries, etc.
  - iv. The property is registered in the name of minor or property having tenancy right.
  - v. The property is under compulsory acquisition by Government of Nepal or any other such authority.
  - vi. The construction of building or any other construction is prohibited in the proposed land.
  - vii. The building is constructed in the land owned by some other person, without the manjurinama of such land owner and his/ her legal heirs.
  - viii. The leasehold property without legal form of possession specifying the right of party (lessee) to mortgage assets created on the leasehold land and exclusive possession of property for specified period.
  - ix. The consent of the lessor is not obtained for the fixed assets created under the land to be mortgaged to the bank.
  - x. There is any complication as per knowledge and professional ethics of the valuator.

**(Note: Valuator should get prior written consent of bank to value such property for above mentioned remarks).**

**In case of newly purchased/ acquired property, the valuator must highlight in remarks of valuation report for the following points;**

**Purchased through Rajinama:-** if 1 year plus 35 days not elapsed from the date of transfer.

**Acquired through Halaidekhiko Bakaspatra (gift):-** if 2 years 35 days not elapsed from the date of transfer (Bakaspatra).

**Acquired through Ansabanda (family partition):** if 3 months 35 days not elapsed from the date of transfer (Ansabanda).

- j) The valuator shall ensure that all construction and development of building/plot has strictly followed the rules and regulations set by Local Municipality and/or Town Development Authority and/or other author as per legal requirement. If the rules are not followed, the valuation of completely constructed building shall be excluded.





## 2. Valuation Criteria for Mechanical Items and Used Vehicles

- i. In case of valuation of Plant, Machinery, the value should be done for realizable value considering (depending upon Brand, Make, Technology of Machine and Market Demand) while disposing off the same rather than the book value, which is original cost of purchase (established on the basis of Invoice value) minus annual depreciation till the date of valuation. However, for comparison purpose, book value of the plant and machinery should be evaluated and the lower of these (Book Value and actual realizable value) two should be taken as the fair value of the evaluated plant and machinery.
- ii. In case of valuation of automobile equipment, valuation is to be done for realizable value considering the factor "useful life of vehicle" and market price rather than depreciated book value of the automobile. The lowest value among the market value and depreciated value is to be considered.
- iii. The valuator shall take the following things into consideration while carrying out valuation of Plant, Equipment and other Machinery.
  - a. New or Old Machinery or equipment (specify the period of being used and remaining life)
  - b. Year of installation and total life
  - c. Condition of operation
  - d. Repair and Maintenance
  - e. Scrap value and Residue Value
  - f. Purchase Price
  - g. Other expenses (Customer duty, freight and transit insurance)

## 3. Reporting Requirement

The Valuator shall include the following documents, where applicable, in the valuation report:

- a. General
  - a) Copy of Bank's request for valuation.
  - b) Copy of firm/company registration of the borrower.
  - c) Copy of tax/PAN certificate of the borrower
  - d) Copy of citizenship certificate of the land owner/s.
  - e) Copy of citizenship certificate of the owner/s of the borrowing firm / company or borrower.
- b. For land
  - a) Copy of title deed certificate of land (e.g., Lal Purja)
  - b) Copy of transfer deed (*rajinama kagaj*)



- c) Latest original survey map (blue print) of the area with clear print out of the respective plot(s), duly stamped by the Government Land Survey Office mentioning - for Bank and Financial institution purposes.
  - d) Latest Malpot (land revenue) payment receipt.
  - e) Location and site plan of the property.
  - f) Certificate from the property owner as well as the borrower stating that property to be mortgaged does not have any legal complications.
  - g) Latest Certificate from the concerned Gaupalika or Ward Office (in case of Municipality) certifying the 4 directions / boundaries of the property.
  - h) Photograph of the property taken from important angles, at least one photograph showing the access road as well.
  - i) Copy of the specified rate of Land Revenue Office pertaining to the area of the property.
  - j) Any other document/s that may be required to clarify/justify any of the comments/points, etc. made in the valuation report.
- c. Additional for building and other constructions
- a) Approved floor plan by municipality or other authority, where applicable
  - b) Copy of Construction completion Certificate unless building is under construction but within the validity of construction period.
  - c) Photographs
  - d) Any other document/s, where required e.g. certificate of completion.
- d. Additional for machinery (only installed **machinery shall be accepted for mortgage**)
- a) Copy of invoices and customs clearance (wherever applicable)
  - b) Photographs
  - c) Any other document/s, where required
- (Machinery alone without land/building shall not be accepted for valuation unless otherwise specified by the bank.)
- e. **Additional for Vehicles**
- a) Copy of Blue book of the used vehicle
  - b) Any other documents, as required

**4. The Valuator shall clearly classify the type of Real Estate. The bank will recognize following classification:**

- a) **Residential:** Land and/or building used for residential purpose.
- b) **Commercial:** Land and/or building used for commercial purpose, i.e., godown, show-room, space rented out, hotel, supermarket, office complex, etc.
- c) **Industrial or institutional:** Land and/or building predominantly used in industrial or any other specific institutional purpose.
- d) **Agricultural:** Non-urban land (outside municipality area) primarily used for agricultural purpose.

**Article V – Responsibility and Obligations:**

1. The Consultant agrees that while conducting the valuation works, it would observe highest professional standards.
2. The consultant shall appoint qualified engineer enrolled with Engineering Council and a member of NVA who has in-depth knowledge of property valuation and prevailing laws and procedure of land management.
3. The Consultant shall neither perform any valuation job nor *advice/influence* any other Consultant for the valuation of the asset in case the Consultant or the Lead Valuer has direct or indirect interests on the assets or the owner of the property or borrower of the Bank or the asset due to close relationship or for any other reason. In such a situation the Consultant shall inform/disclose the nature of interest to the Bank. However, the valuation assignment may be proceeded upon the consent of the Bank.
4. The Consultant agrees that all valuation jobs completed on behalf of the Bank shall be true and correct, free of any bad intentions and shall be performed independently without any influences of client/borrower of the Bank or any other related/unrelated party. The report submitted by the Consultant shall be based on professional, fair, reasonable and valid judgments.
5. The Consultant shall be responsible for the information furnished/ declared in the valuation report and shall also be liable to clarify in case of any dispute/ambiguity arising in relation to location and/or value of the asset and /or other information furnished in the report.
6. The consultant has an obligation of checking legal status of property as mentioned in Article I – Services before processing for valuation.
7. During the validity of this Agreement, the Consultant shall not change its legal status/ownership without the consent of the Bank and shall also renew its license/firm registration timely as applicable.
8. The Consultant shall maintain turnaround time of jobs within 7 working days from the day all required documents/information are received
9. The Consultant shall submit two copies of the valuation report (including the copy to be provided to the client of the Bank if required) directly to the Bank.
10. The consultant shall indemnify the bank for any losses or damage due to non-realization of value at the time of disposal of assets as per prevailing law of the country and Nepal Rastra Bank Guideline and the credit policies of the bank.
11. The mentioned clauses no 10 shall be applicable even in case of non-compliance of any other condition laid down in this agreement.

12. The consultant shall not sub-contract the assignment to any other individual or firm.
13. The Consultant is deemed to be aware about the prevailing laws of Nepal such as Banking Offence and Punishment Act, 2064, Bank and Financial Institution Act, 2073, etc and conditions of Blacklisting circular in respect of collateral Valuers Unified Directive "Provision for Credit Information & Black Listing - Special Provision related to Valuer" issued by Nepal Rastra Bank from time to time and confirms that he/she shall consider the provision thereof while valuating the property for the Bank and be liable for the conditions stated therein.

**Article VI – Confidentiality:**

1. The Consultant and its employees involved in the valuation services shall maintain strict confidentiality in respect of any information relating to the Bank or its clients, which they may come across in the course of providing their services under this Agreement or otherwise and that such confidentiality shall be maintained even after the expiry or termination of this Agreement.

**Article VII – Valuation Fee and Payment:**

**a) FMV (Fair Market Value) and DV (Distress Value) should be derived on the following norms:**

- i. FMV: weighted average of 70% of Market Value and 30% of Government Value (urban area) for land plus value of other fixed assets( building and other constructions)
- ii. FMV: weighted average of 60% of Market Value and 40% of Government Value (rural area) for land plus value of other fixed assets (building and other constructions)
- iii. If Government Rate is higher than the Market Rate, Market Rate will be considered as FMV of the land.
- iv. DV: weighted average of 80% of Fair Market Value.

Bank may, in its discretion, deduct additional margin for arriving at the distress value.

**Note: However, valuator can suggest different FMV on professional judgment with proper justification.**

5. The Valuator shall also comment on the following points:
  - Positive and negative features
  - Future prospects
  - Environmental concerns, etc.



## 6. Valuation Fee:

i. The maximum fee or charges for new Valuation of property(s) shall be as follows:

Distress Value (DV)	Fee NPR,
Up to NPR 1.5 million	5,000/-
Above NPR 1.5 million and up to NPR 3.0 million	7,500/-
Above NPR 3.0 million and up to NPR 5.0 million	10,000/-
Above NPR 5.0 million and up to NPR 7.5 million	12,500/-
Above NPR 7.5 million and up to NPR 10 million	15,000/-
Above NPR 10 million	0.15% of DV or max. Rs 30,000/- whichever is lower

ii. In case of valuation of Privilege loan scheme of the Bank, the valuation fee shall be limited to Rs. 5,000 per valuation report.

**However,**

- (i) Charge per valuation job / per report shall be Minimum of NPR 5,000/- and in maximum of NPR 30,000/-. However, various reports of a single client in view to increase the valuation fee shall not be acceptable.
- (ii) The valuator agrees to re-value/ re-assess/ re-confirm the value of the property initially done by other valuator as advised and as and when required by the Bank. In such a case, the revaluation fee / charge shall not exceed 25% of the valuation fee initially charged or Rs. 5,000/-, whichever is higher; which shall be payable by the property owner/ borrower. However, in the case of construction of Home / Housing project under bank's Loan, the valuator has to submit progress report when requested by Bank from time to time; Progress Report charges for an individual home loan will be Rs. 1,500/- per progress report. The Bank may provide, if necessary, basic information (*excluding the value of the property*) of the past valuation report in case of revaluation
- (iii) The valuator's out of pocket expenses incurred in the course of valuation, if any shall be recovered from the property owner / borrower/ mortgagor. However, such expense shall be recovered on actual basic and should be reasonable. The cost should be negotiated in advance with the property owner/ borrower/ mortgagor.

(iv) **Any tax to be paid on the fees received by the Valuator shall be the liability of the Valuator.**

(v) Charges for big/complicated project will be negotiated with the borrowers before hand by the valuator.

2. The Bank shall disburse the payment to the Consultant after deducting applicable Tax Deduction at Source (TDS) within two weeks of the submission of the report. The fee shall be payable even if the loan is not disbursed. The valuator may take an advance upto Rs. 2,500 for the valuation of the proposed property.

#### **Article VIII – Liability Cap and Performance Indemnity Bond:**

1. The Consultant shall furnish an acceptable Professional Indemnity Bond (PIB) in the form of fixed deposit certificate or bank guarantee equivalent to NPR. 300,000.00 (Rupees Three Lakh Only) to the Bank. These securities shall be renewed every year-at least 15 days prior to expiry in case of guarantee and on maturity in case of FD. Such security shall be continued to be provided to the Bank by the consultant during the currency of the agreement and even where the agreement is not renewed, the security shall continue to be provided for a period of up to six months from the termination and /or expiry of the agreement. Failing timely renewal of the security as specified above, the Bank shall have the right to claim on the guarantee or retain the proceeds of the FD pledged up to the aforementioned period.
2. The Consultant shall be liable for any losses or damages which the Bank may incur/suffer in respect of any transaction undertaken by the Bank based on the representation and information provided by the Consultant.
3. In the event of breach of any of the terms and conditions stipulated in the agreement, or if the Bank finds the performance of the consultant unsatisfactory for whatsoever reason, the Bank reserves the right to de-list the consultant from its panel of consultants at any point of time.

#### **Article IX – Dispute Resolution:**

1. In case any dispute arising out between the parties to this agreement, it shall be settled amicably between both parties. In case of failing to settle the dispute amicably between the parties, such dispute may be settled through the Nepal Bankers' Association and Nepal Valuer's Association. The jurisdiction for the same shall be the court of Nepal.

#### **Article X - Governing Law:**

1. This agreement shall be governed by and construed in accordance with the prevailing Laws of Nepal.



**Article XI – Renewal and Termination:**

1. This Agreement shall be valid for the period of \_2 (Two)\_\_\_years from the date of the Agreement. The Agreement may be renewed for further tenure on mutual consent, however, in the event the Bank decides not to renew the Agreement, the Bank has no obligation to explain the reason thereof.
2. Either party may terminate this Agreement at any time by giving 30 days prior notice to the other party in the convenience subject to continuation of the Consultant's obligations under this Agreement.
3. The terms and conditions mentioned in the previous Agreement signed by the Consultant, if still affective or live, shall be replaced, *ipso facto* considered as per provisions of this Agreement.
4. Article V, Clause no. 10 shall remain valid even after termination of this agreement and in perpetuity.

AS WITNESS the hands of the Parties hereto or their duly authorized representatives the day and year first above written.

\_\_\_\_\_  
 On behalf of the Bank.....  
 Name:  
 Designation:

\_\_\_\_\_  
 On behalf of the Consultant.....  
 Name:  
 Designation:

Witness:

1. Signature\_\_\_\_\_

Name:  
 Address:

2. Signature\_\_\_\_\_

Name:  
 Address:

## SECTION V: SECURITY

- a) **Fixed Deposit:** The successful firm shall be required to submit fixed deposit of NPR 300,000 (Rs. Three Hundred Thousand) to be maintained with the bank for Lien.

**OR**

- b) The successful firm/entity shall be required to submit a “Performance Bond” of Rs. 300,000/- (Rs. Three Hundred Thousand only) issued by a Class “A” Commercial Bank in Nepal with a validity period up to contract period.





## SECTION VI: EVALUATION OF “ PROPOSAL”

1 Evaluation of “Proposals” shall be based solely on the content of the proposal and submitted documents, applying the evaluation criteria and point system as detailed below.

	<b>Points</b>
(i) Qualification of promoter/s	20
(ii) Qualification and competence of the Key Staff	20
(iii) Adequacy of resources and Manpower	20
(iv) Work experience	<u>40</u>
<b>Total Points</b>	<b>100</b>

## SECTION VII : SELECTION OF FIRM/ ENGINEERING CONSULTANCY

1. Empanelment of Bank’s valuator shall be based on the scores achieved on evaluation of submitted proposal as above.

2. The Bank reserves all right to accept and reject a proposal with or without assigning any reason whatsoever.

3. The selected firm/party will be notified by the bank and shall sign the Agreement as specified in Section IV of RFP.



## SECTION VIII: PROPOSAL FORMS

### TABLE OF STANDARD PROPOSAL FORMS

- |             |   |
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| 6. Schedule | D: Declaration of the firm.                                 |

**Schedule A(i): Application Letter**

Letterhead of the firm  
[\_\_\_\_\_ Date]

To: Central Credit Administration Department  
Machhapuchchhre Bank Ltd.  
Putalisadak, Kathmandu

Having examined the Request for Proposal (RFP) for empanelment of Valuator, we wish to provide consulting service in accordance with the Terms & Conditions stipulated therein and hence have applied for empanelment along with the documents for category as mentioned below.

Category A: Valuation of Land /Building & such other properties  
Category B: Valuation of Plant & Machinerries/Vehicles & such other properties  
(Please tick relevant Category also)

If our proposal is accepted, we commit to provide consulting service in accordance with the terms and conditions stipulated in "Request for Proposal (RFP)" for empanelment of Valuator.

We hereby confirm that this proposal complies with all the requirements of "Request for Proposal (RFP) for empanelment of Valuator."

Authorized Signature\_\_\_\_\_

Name and Title of Signatory\_\_\_\_\_

Stamp (as applicable)


**Schedule A(ii): Application Form**

.....  
 .....

Machhapuchchhre Bank Ltd.  
 Putalisadak, Kathmandu

**Sub: Application for Empanelment**

Dear Sir/Madam,

In response to the published RFP, I/We apply for empanelment as a Valuator of your bank .In this connection we furnish required particulars as follows:

**1. Name of Valuator:**
**2A. Legal Status (Please Tick):**

- Proprietorship concern  
 Partnership Firm  
 Private limited Company  
 Public Limited Company

**2B. Applied Category**

- A: Valuation of Land & Building  
 B: Valuation of Plant and Machinery/Vehicle

**3. Date of Establishment of the Business :**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**4. Particulars of the Proprietor/Partners/Director: (additional sheet may be used, if required)**

S. No	1	2	3	4	5
Name					
Age					
Father's Name					
Spouse's name					
Current Address					
Permanent Address					
Educational Qualification					
Position/Status					
Experience					
Contact no					


**5. Business Address:**

- a. Location:
- c. Telephone No :
- d. Mobile :
- e. Email :
- f. Website :

**6. Location of Branch Office (if any) :**

**7. Total No. of Engineers & staff: Annex C**

(Separate List and Bio-data to be enclosed)

**8. Working Experience related to the Bank/Financial Institution: Annex 8(i) 9(ii)**

(Certificate to be enclosed)

**9. Up-to-date Registration Certificate: (Copy to be enclosed)**

 Date of Issue: 

 Validity: 
**10. Bank A/c No: ..... Branch ..... Bank.....**
**11. Document Enclosed: Please tick the document submitted.**

- a) Company profile.
- b) Up to date/Renewed copy of Registration & PAN/VAT.
- c) Tax clearance certificate for FY 073/74.
- d) Partnership Deed in case of Partnership firm and Article/Memorandum of Association in case of Private Limited Company.
- e) Resolution of the Board of Directors of the Company / Partners of the Firm for enlistment with the Bank With authorization to sign papers / documents, indemnity, agreement, report/certificate etc. on behalf of the Company/Firm.
- f) Latest record of shareholders certified by company registrar office, in case of private limited company.
- g) Quality and Strength of the Promoter/Staff of the firm.
- h) Bio-data of promoter and staff.
- i) Copy of Certificate Nepal Engineering Council, Academic certificates.
- j) Copy of citizenship of all promoters and staff.
- k) Copy of current involvement in other organizations/Banks (Agreement) or Reference letter

I/We do hereby undertake to give you letter of indemnity for any pecuniary loss incurred by the Bank arising out of our negligence in performance or making overvaluation/undervaluation of any securities, fake title of the properties, non-possession of the mortgagor on the properties or any sort



of business or concealment of facts or manipulation or any unprofessional activity or any misrepresentation in the Valuation Report submitted by us.

I/We solemnly declare that all the information/particulars furnished above are true correct to the best of my/our knowledge.

Date: .....

-----  
Authorized Signature (s)


**Schedule B(i) : Bank & Financial Institutions currently involved with**

S.N	Name of Banks & Financial Institutions	Involvement Year		Role	Location (if any)
		From	To		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

1. Insert additional rows as required.

**Schedule B(ii) : Bank & Financial Institutions involved in the past.**

S.N	Name of Banks & Financial Institutions	Involvement Year		Role	Location assigned (if any)
		From	To		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

1. Insert additional rows as required.







**Schedule D: Declaration of the firm**

**Declaration form**

This to declare that we .....(name of firm/Company) have not been blacklisted/fined or otherwise involved in any controversy relating to any of the valuation assignment which may create negative impression on the firm's capability. If any of such issue (not declared by us) comes to the notice of the Bank during the processing of empanelment or even after the empanelment, the bank may forfeit the deposit as well as cancel the empanelment.

We also understand that performance under this contract shall be reviewed on an annual basis and any discrepancy may cause cancelling of the empanelment without any recourse on our part.

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Authorized Signature(s)

Stamp (as applicable)