

**REQUEST FOR
PROPOSAL (RFP)
FOR
EMPANELMENT OF
VALUATOR FOR
EVEREST BANK LIMITED
(EBL)
December 2023**

Everest Bank Limited
Lazimpat, Kathmandu
Tel No: 01-4543377
Email: cad@ebl.com.np
Website: www.everestbankltd.com

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- 1. REQUEST FOR PROPOSAL FOR EMPANELMENT OF BANK'S VALUATOR for**
- i. Valuation of Land /Building and such other properties
 - ii. Valuation of Plant & Machineries/ Vehicle and such other properties.

The interested applicants shall submit the application along with required documents to:

**Credit Department
Everest Bank Ltd, Head office
Lazimpat, Kathmandu
Phone: 01-4543377**

2. Eligibility for Empanelment.

- i. Firm/Company must be registered in appropriate government organization.
- ii. Promoter(s) must be holding a minimum of bachelor's degree in Civil Engineering or Mechanical Engineering (as applicable) from recognized university (ies).
- iii. Firm/Company should not have violated any rules and regulations as per prevailing laws of Nepal. Firm/Company should not have violated any rules and regulations as per prevailing laws of Nepal.
- iv. Firm/Company must have at least 3 years working experience as listed Valuers in Commercial banks.
- v. Firm/Company must have adequate skilled manpower and sound infrastructure.
- vi. Firm/Company must not have been Black listed. (Clean and satisfactory CIC report to be submitted/ obtained)
- vii. The Firm should not have been removed/ dismissed from valuation related services. Declaration in this regard to be obtained.
- viii. The Firm must have adequate skilled manpower along with sound infrastructure.
- ix. The Firm/valuator should not have been availing any kind of credit facilities from the Bank and not extending any guarantees to credit facilities being availed from the Bank.
- x. The Firm should be a member of Nepal Valuers Association and/or any other relevant professional bodies.

Educational Qualification of Valuator:

- a. For valuation of land, building & civil structures: Bachelor's degree in Civil Engineering with registration in Nepal Engineering Council.
- b. For valuation of plant, machinery & vehicles: Bachelor's degree in Mechanical, Electrical or other relevant Engineering with registration in Nepal Engineering Council.
- c. For valuation of Stock/Inventory: Chartered Accountant with membership from Institute of Chartered Accounts of Nepal

3. Documents Requirement For Empanelment Of Valuator

- i. Application for empanelment of Valuator.
- ii. Company / Valuator profile
- iii. Up to date/Renewed copy of Registration & PAN/VAT
- iv. Tax clearance certificate of immediate last fiscal year
- v. Partnership Deed in case of Partnership firm and Article/Memorandum of Association in case of Private Limited Company.

- vi. 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.
- vii. Latest record of shareholders certified by company registrar office, in case of private limited company
- viii. Quality and Strength of the Promoter/Staff of the firm.
- ix. Bio-data of promoter and staff.
- x. Copy of Certificate of Nepal Engineering Council, Academic certificates.
- xi. Copy of Membership of Nepal Valuators Association.
- xii. Copy of citizenship of all promoters and regular key staffs.
- xiii. Copy of current involvement in other organizations/Banks (Agreement) or Reference letter

4. Consultancy Service Agreement, Valuation fee, Security and others.

- i. The Consultancy Service Agreement and valuation fee shall be as per Bank's Guidelines and existing practice.

ii. 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.

5. Evaluation of Proposal and Selection of Firms/Engineering Consultancy for empanelment.

Evaluation of "Proposals" shall be based solely on the content of the proposal and submitted documents, applying the evaluation criteria as per existing Guidelines and discretion of management. However, below criteria shall be considered for the same with appropriate risk weight-age:

- a. Qualification of promoter/s
- b. Qualification and competence of the Key Staff
- c. Adequacy of resources and Manpower
- d. Work experience

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 Annexure I of RFP.

Schedule A (I): Application Letter

Letter head of the firm

[Date]

To: Credit Department
Everest Bank Ltd.
Lazimpat, 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 & Machineries/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

Credit Department
 Everest Bank Ltd.
 Lazimpat, 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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- b. Telephone No:

--	--	--	--	--	--	--	--	--	--	--	--
- c. Mobile:

--	--	--	--	--	--	--	--	--	--	--	--

d. Email:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

e. 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:

(Certificate to be enclosed)

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

enclosed)Date of Issue:

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

Validity:

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

10. Bank A/c No: Branch Bank.....

11. Document Enclosed: Please tick the document submitted.

- a) Company/ Firm's profile.
- b) Up to date/Renewed copy of Registration & PAN/VAT.
- c) Tax clearance certificate for FY 079/80.
- d) Partnership Deed in case of Partnership firm and Article/Memorandum of Association incase of Private Limited Company.
- e) Resolution of the Board of Directors of the Company / Partners of the Firm for enlistmentwith 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 limitedcompany.
- 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 thebest 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		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		Location assigned (if any)
		From	To	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

1. Insert additional rows as required.

Schedule C: Quality and Strength of the Staff of the firm

S.N	Name	Designation	Qualification	Years of Experience with the Firm/Entity	Total Experience	Key Responsibilities & Assignment
1.		Partner/ Proprietor/Owner				
2.		Partner/ Proprietor/Owner				
3.		Partner/ Proprietor/Owner				
4.		-----,Staff				
5.		-----,Staff				
6.		-----,Staff				

Note:

1. It is mandatory to fill the details of Partner/ Proprietor or Staff in the prescribed format only
2. The CVs for each of the partner are to be attached mandatorily. The CVs should bear original signature of the partner
3. Insert additional rows OR DESIGNATION 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 cancel the empanelment.

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

Authorized Signature(s)

Stamp (as applicable)