

To: NMB Laghubitta Bittiya Sanstha Ltd.  
Pokhara-08, Newroad Kaski

**Re: Request for empanelment as authorized valuer of the bank as per your RFP**

Reference is made to the captioned whereby 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 selected, we commit to provide consulting service abiding the terms and conditions of the institution for empanelment of Valuer.

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

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

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

NMB Laghubitta Bittiya Sanstha Ltd.  
Pokhara-08, Newroad Kaski

Sub: Application for Empanelment

Dear Sir/Madam,

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

1. Name of Valuer:

2A. Legal Status (Please Tick):

- Individual
- 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					
Souse's name					
Current Address					
Permanent Address					
Educational Qualification					
Position/Status					
Experience					
Contact no.					
Other information, if any					

5. Business Address:

a. Location:

c. Telephone No :

d. Mobile :

e. Email :

f. Website:

(Enclose location map along with the application)

6. Location of Branch Office (if any) :

7. Total No. of Engineers & staff:

(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:

Validity:

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

Bank ..... Branch.....

11. Document Enclosed: Please tick the document submitted.

- a. Company profile.
- b. Up to date/Renewed copy of Registration & PAN/VAT.
- c. Latest Tax clearance certificate.
- 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. Detail of authorized person with signature specimen and copy of their citizenship certificate

- 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 (as per annexure III)
- i. Bio-data of promoter and staff.
- j. Copy of Certificate Nepal Engineering Council, Academic certificates.
- k. Copy of citizenship of all promoters and staff.
- l. Copy of current involvement in other organizations/Banks (Agreement) or Reference
- m. Letters of credentials issued by previous employer on the performance of the task.
- n. Application Letter

I/We do hereby undertake to give you letter of indemnity for any pecuniary loss incurred by the institution 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: .....

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Authorized Signature (s)

**वर्तमान अवस्थामा बैंक तथा वित्तीय संस्थामा मूल्यांकन सम्बन्धी कार्य गरेको विवरण**

क्र.स.	बैंक तथा वित्तीय संस्थाको नाम	मूल्यांकन सुरु गरेको मिति	भुमिका	तोकिएको क्षेत्र

**विगतमा बैंक तथा वित्तीय संस्थामा मूल्यांकन सम्बन्धी कार्य गरेको विवरण**

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**मूल्यांकनकर्ताको फर्म/कार्यालयमा कार्यरत कर्मचारीहरुको गुणस्तर तथा क्षमता**

क्र. स.	नाम	पद	शैक्षिक योग्यता	कार्य अनुभव (गरिरहेको फर्ममा)	जम्मा अनुभव	मूल्य जिम्मेवारी तथा कार्य

**नोट :**

- साभेदार वा प्रोपाइटरको विवरण तोकिएको ढाँचामा मात्र भर्नु पर्नेछ ।
- प्रत्येक साभेदार वा प्रोपाइटरको करिकुलम भिटा संलग्न गर्नु पर्नेछ ।
- थप कर्मचारी भएमा टेवलमा थप पड्दती (Row) थप गर्न सकिनेछ ।

## स्वघोषणा

एनएमबि लघुवित्त वित्तीय संस्था लि.

केन्द्रीय कार्यालय, पोखरा, कास्की

म/हामी आजको मितिसम्म कुनै पनि गैङ्ग कानूनी कार्यमा संलग्न नभएको, कुनै पनि फौजदारी कसुर गरेको अभियोगमा अदालतबाट सजाय नपाएको, धितो मूल्यांकन गर्ने क्रममा कुनै पनि विवादमा नपरेको र कुनै पनि कारणले कालोसूचीमा समावेस नभएको व्यहोरा कसैको करकापमा नपरी आफ्नो खुशीराजिले स्वघोषणा गर्दछु ।

कुनै पनि व्यहोरा लुकाएको वा आजको मिति भन्दा पछि पनि माथि उल्लेखित कैफियत ठहर भएमा वित्तीय संस्थाले आफ्नो मूल्यांकनकर्ताको सूचीबाट हटाएमा मेरो मन्जुरी छ ।

आधिकारीक दस्तखत