

THE KOLLAM DISTRICT CO-OPERATIVE BANK LTD.

HEAD OFFICE: CHINNAKKADA, KOLLAM -691001

Phone:0474-2742301 -305

E-mail : kollamdcb@yahoo.co.in Website:www.kollamdcb.com

EMPANELMENT OF VALUERS

Applications are invited from the Chartered Engineers/firms or Companies of Engineers with 3 years experience and membership in any of the approved institutions of valuers for the valuation of:

1. Land and Buildings
2. Plant & Machinery
3. Agricultural Land

For more details, please log on to www.kollamdcb.com. The duly filled in applications superscribed as "Application of empanelment of Valuers" should reach the undersigned on or before 30th May 2018.

Kollam,
17.05.2018

GENERAL MANAGER

**APPLICATION FOR EMPANELMENT OF VALUER FOR THE
KOLLAM DISTRICT CO-OPERATIVE BANK LTD, KOLLAM**

1	Name of the Valuation category to which you belong (put tick () mark to appropriate field to which your belong)	Valuer for Land & Building	
		Valuer for Plant & Machinery	
		Valuer for Agricultural Land	
2(i)	Name of the Applicant		
(ii)	PAN No. (attach a copy of PAN Card)		
3	GST Registration, if any		
4	Constitution (Individual/Proprietor/Partnership firm/Corporate body. (If a partnership firm/Corporate body use separate sheet to give details of each partners, Director s etc.)		
5	Address		
6	e-mail ID		
7	Telephone No./		
	Mobile No.		
8	Year of establishment (Enclose documentary Evidence)		
9	Educational qualifications		
10	Experience in the field of Valuation (Three years of experience in the field of Valuation is necessary)		
11	If previously empanelled as Valuer with Kollam DCB.. please mention the date of empanelment.		
12	If empanelled with other organizations/Govt. departments give details with supporting documents		

13	Whether a member of institute of Valuers, if so, enclose copy of certificate and put tick () mark to appropriate field to which you belong.	YES/NO	
		1.Land and Building	
		2.Plant & Machinery	
		3.Agricultural Land	
14	Any other data/particulars you feel relevant/worth mentioning		
	<p>I have read the terms and conditions stipulated for empanelment as Valuer of the Bank and I also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons. If selected for empanelment as Valuer of the Bank and the offer is accepted. I will execute an agreement in the format given by the Bank.</p> <p>Place: _____ Date: _____ (Seal) _____ Signature</p>		

CODE OF CONDUCT

Sub:- Empanelment of Valuer

All valuers empanelled with bank shall strictly adhere to this code of Conduct.

1. To express an opinion only when it is founded on adequate knowledge and honest conviction.
2. To refrain from misrepresenting qualifications or work experience.
3. To treat all information procured during the course of the business as confidential.
4. To observe integrity and fair play in the practice of the profession.
5. To refrain from undertaking to review the work of another valuer of the same client except under written orders from the Bank or housing finance institution and with knowledge of the concerned valuer.
6. To give unbiased valuation report conforming to standards and conforming to the objective opinion of the property and not to attempt merely to accommodate the interests of the client.
7. To steer clear of situations where interests and duty clash.
8. To conduct oneself in such a manner that will not prejudice the professional status or reputation of the profession
9. To follow this code as amended or revised from time to time.

Name of the Applicant

Organization

Address

Place:

Date:

Signature

(To be executed on non-judicial stamp paper upon selection)

ANNEXURE – II

AGREEMENT WITH THE VALUERS ON THE APPROVED PANEL OF THE BANK

This Agreement made at Kollam on this day of2018 between.....
..... (hereinafter called the 'Valuer') of the One Part and The Kollam District Co-operative bank Ltd., a Co-operative Bank registered under the Travancore-Cochin Co-operative Societies Act 1951, having its Head Office at Chinnakkada, Kollam -691001 and Branches at different places (hereinafter called the 'Bank') which term shall unless repugnant to context include its successors and assigns) of the Other part.

Whereas on the request of the Valuers, the bank has empanelled the Valuer to assess the valuation of property/plant & machinery/Security as may be requisitioned by the Bank from time to time. Whereas the valuer has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder.

NOW THIS AGREEMENT WITNESSETH AS UNDER

1. That the valuer agrees to value the property/plant & machinery/security as per requisition made by Bank from time to time through job specific letter of engagement/assignment with terms of engagement and accept fee as prescribed/decided by the Bank.
2. That the valuer shall not sub – contract the work, when requisitioned by the bank, to any other valuers.
3. That the valuer will personally inspect the property/plant & machinery/security in connection with the valuation of the same.
4. That the Valuer shall not assess value of such property/plant & machinery/security in which he/she/any of its partners is having any direct or indirect interest and shall promptly inform the Bank of such interest if approached by the Bank for valuation of such assets.
5. That the Valuer shall maintain secrecy of the Bank's clients and their properties.
6. That the Valuer shall act with independence, integrity and objectivity and shall not come under influence of anybody and shall not accept any assignment from the department/office in the Bank where any of the personnel is related to the Valuer.
7. That the empanelment does not carry assured engagement/appointment of Valuer and it is the Bank's prerogative to engage the services of the Valuer from the panel.
8. That in case constitution of the Valuer undergoes any change, the same shall be informed to the Bank immediately.

9. That if for any reason whatsoever the bank may not maintain any panel or discontinue the panel, the Valuer shall have no grievance against the Bank and the Bank shall not be liable in any manner whatsoever.
10. That in case services of Valuer are not found satisfactory and their valuation reports are unworthy of being acted upon, the Bank may delist/de-panel the Valuer's name from the approved panel of the Bank after issuance of show-cause notice.
11. That the Bank reserves the right to take appropriate legal action including filing/lodging complaint to the professional body, if there is any misconduct on the part of the Valuer or information/valuation submitted by the Valuer to Bank is incorrect or false. This shall be without prejudice to Bank's right to de4list/de-panel the valuer from its panel.
12. That the Valuer agrees and hereby gives consent to exchange information with other Banks, financial institutions, NBFCs directly or through the medium of RBI, IBA or any other institution or association about particulars (name, address and other details) of Valuer, performance as well as cause for delisting/de-paneling, if any.

In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

Valuer (signature with Registration No.)

(In case of partnership firms all the partners to subscribe their signatures)

For the Kollam District Co-operative Bank Ltd.

General Manager

(Authorized Signatory)

ANNEXURE - III

(Undertaking to be submitted by the Valuers for empanelment)

UNDERTAKING

I,Son/daughter of
.....

..... do hereby solemnly
affirm and state that:

- I am a citizen of India
- I have not been removed/dismissed from service/employment earlier
- I have not been convicted of any offence and sentenced to a term of imprisonment
- I have not been found guilty of misconduct in professional capacity
- I am not an undischarged insolvent
- I have not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act, 1957 or Gift Tax act 1958 and
- My PAN Card number/GST number as applicable is.....
- I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer
- I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure
- I/We understand that my/our opinion/certification would be an input for the purpose of decision making by the Bank. Therefore, I/we would like to state that in the event of my/our opinion/certification turns out to be untrue and factually incorrect causing loss to the Bank, the Bank may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event, it is established that there was gross negligence on my/our part or I/We had colluded with your customer in causing pecuniary damage/loss to the Bank, the Bank may recommend my/our name for including in the caution list being maintained by the Indian Banks' Association for circulation amongst member Banks. I/we understand that The Indian Banks' Association has been mandated by the RBI to do so.

Dated:

Signature

Name:

Address

ANNEXURE – IV

TERMS AND CONDITIONS FOR EMPANELMENT AS BANK'S APPROVED VALUER IN THE KOLLAM DISTRICT CO-OPERATIVE BANK LTD., KOLLAM

1. For empanelment as Valuer of Land & Building the applicant should have an academic background in Civil Engineering/Architecture/Town planning etc. and as Valuer of Plant & Machinery, in the branch of engineering that is relevant for valuation of plant & machinery. In case of firms/companies, such firms/companies should be of engineers with the academic qualifications as mentioned above.
2. The applicant should have at least 3 years' experience as Valuer.
3. Those who are already in the Bank's panel of Valuers and willing to be empanelled again should apply afresh (Copy of additional testimonials if any, may be submitted along with application and self attested copy of PAN CARD).
4. The applicant should be a fellow of Institute of Valuers.
5. Preference will be given to those applicants who are already experienced as Valuers with Banks/Financial Institutions/LIC/GIC and who are registered as Valuers under Section 34AB of the Wealth Tax Act 1957.
6. Fee for the services will be fixed by the bank from time to time.
7. If selected for empanelment, the applicant/firm should execute an agreement in the format given by the bank.
8. The valuer shall be provided with Bank's support/assistance, if necessary.
9. The valuer s shall maintain confidentiality of the work being undertaken and shall not disclose information to any other persons other than the authority issuing Letter of Engagement. The Valuer shall ensure that the employees of the firm also follow the policy of confidentiality and non-disclosure.
10. The Valuer shall complete the assignment within the time period stipulated and agreed to in the Letter of Engagement. If the Valuer fails to deliver within a reasonable time period beyond the stipulated timeline even after three reminders, the appointing authority shall take the necessary steps to recommend for issuing show-cause notices and subsequent adjudication by Empanelment Committee at Head Office and in the meanwhile shall engage another valuer to undertake the assignment.
11. However, in case the Valuer is not in a position to deliver in time due to genuine reasons, hardship or contingency the same should be informed to the bank immediately and the Bank may consider extension of time to complete the assignment.
12. All communications between the Bank and the Valuer shall be in writing/e-mail.
13. The panel of Valuers will be subject to review at yearly intervals.
14. The Bank reserves the right to accept or reject any or all applications without assigning any reasons whatsoever.

