

Annexure - III

(On the Firm / Company's letter head)
(On plain paper in case of Individual)

Application for Empanelment as LIE-cum-Valuer

To,
Deputy General Manager
Project Finance Department
National Housing Bank
Core 5 A, 3rd Floor,
India Habitat Centre, Lodi Road
New Delhi - 110003

Sub: Request for empanelment as LIE-cum-Valuer on panel of National Housing Bank ("the Bank")

We hereby apply for empanelment as LIE-cum-Valuer on the Bank's panel and furnish hereunder the requisite supporting information / bio data / documents.

Sr.	Particular
1	Name of the Individual / Firm / Company:
2	Constitution (Individual / Firm / Company): (Copies of partnership deed / memorandum of association as applicable to be enclosed)
3	Date of Birth (in case of individual) / Date of registration / incorporation (In case of unregistered firms the date of Partnership Deed may be indicated):
4	Date of commencement of business:
5	Permanent address of Individual:
6	Correspondence address of Individual:
7	Registered address of the Firm / Company: Email: Phone No. /Fax No:
8	Communication address of the Firm / Company:

	Email: Phone No. /Fax No:					
9	Details of the Offices / Branches of the Firm / Company (within India)					
10	Individual / Partner(s) / Director (s)		One Point Contact Person			
	Name Mobile No Land line No Email DIN		Name Mobile No Land line No Email			
11	PAN No.:					
12	CIN No.:					
13	GST No.:					
14	Details about the Individual / Firm / Company:					
a)	Brief Profile of the Individual / Firm / Company:					
b)	Applicant's Financial Information in crore for Last 5 Years:					
		Year 31.03.2017	Year 31.03.2018	Year 31.03.2019	Year 31.03.2020	Year 31.03.2021
	1) Annual Turnover (in case of Partnership Firm / Company)					
	2) Annual Income (in case of Proprietorship Firm / Individual)					
c)	Existing Banker Details:					
d)	Educational / professional qualifications of Individual / partners / directors / technical staff:					
	Name	Designation	Date of Joining	Educational Qualifications (B.Tech / B.E in Civil Engineering)		

	<i>Supporting copies of all the qualifications and consultancy experience need to be attached.</i>					
e)	Details of the present set up / infrastructure available to deal with LIE assessment					
f)	Details of the present set up / infrastructure available to deal with valuation work					
g)	Any other credentials worth mentioning (with supporting documents):					
15	Particulars of the current empanelment as LIE with other Banks / FIs (Copy of current / active empanelment letters to be enclosed):					
a)	Name of the Bank(s) / FIs			Empanelment since		
b)	Details of past experience as LIE, in last 3 financial years (Details to be furnished in the following format):					
	Name of Bank / FI	Name & address of Client	Project Cost	Loan Amt	Date of completion of assignment	Remarks
16	Particulars of the current empanelment as Valuer with other Banks / FIs (Copy of current / active empanelment letters to be enclosed):					
a)	Name of the Bank(s) / FIs			Empanelment since		
b)	Details of past experience as Valuer, in last 3 financial years (Details to be furnished in the following format):					
	Name of Bank / FI	Name & address of Client	Project Cost	Loan Amt	Date of completion of assignment	Remarks
17	Details of Registered Valuers Organisation and bodies like IEEE (Institute of Electrical and Electronics Engineers), Institution of Engineers, International Engineering Alliance, Quality Council of India, with whom the LIE-cum-Valuer/partners/directors are registered :					

Advt. No. – NHB/PFD/LIE-VAL/01/2021

	Name of the Professional body / organization	Registered / Member since	
18	Furnish the details if the Individual / Firm / Company / Partner / Director has been de-panelled / delisted / blacklisted by any Bank / FI / Govt Body / any other agency in the past:		
	Bank / FI / Govt Body / any other agency	Date of de-listing / de-panelment / blacklisting	Reasons for de-listing / de-panelment / blacklisting
19	Details of Fees Paid:		
	Remitting Bank	Amount	UTR No.
			Date of payment

- *Wherever space provided is not sufficient to furnish required information, additional sheets may be attached for furnishing complete information.*

Please attach attested photocopies of the following documents:

Individual's / Firm's / Company's Profile	
Copy of Partnership Deed / MOA / ROC Registration	
Supporting copies of educational qualifications of Individual / partners / directors / technical staff	
Certificate of Registration issued by IBBI as registered valuer	
Copy of Empanelment Letters as LIE from Banks / FIs	
Copy of Empanelment Letters as Valuer from Banks / FIs	
The Applicant needs to submit at least 2 reference checks for the LIE and the Valuer each. The referees shall be Banks / FIs where assignments have been undertaken.	
Summary of LIE assignments done in last 3 financial Years (point No.15(b))	
Summary of Valuation assignments done in last 3 financial Years (point No.16(b))	
Work Orders / Letters / Terms of reference of LIE assignments conducted for Banks / FIs in last 3 financial years	
Work Orders / Letters / Terms of reference of Valuation assignments conducted for Banks / FIs in last 3 financial years	
Attested Copy of Pan Card / Tin /CIN	

Attested copy of Voter ID / Driving License / Aadhar No. or any other photo ID card in support of identity and address (in case of Individual / Partners / Directors)	
Attested Copy of GST Reg. No.	
Attested Copy of IT Returns of last 3 financial Years	
Audited Balance Sheet of last 3 financial Years	
Attested Copy of registration with Registered Valuers Organisation and Bodies like IIEEE (Institute of Electrical and Electronics Engineers), Institution of Engineers, International Engineering Alliance, Quality Council of India	
Two Specimen LIE reports and two specimen valuation reports (2 hard copies along with soft copies); duly masking confidential / proprietary information	
Undertaking on official letter head as per Annexures III (a) and III (b) in case of Firm / Company and on plain paper in case of Individual.	

1. I / We solemnly declare that we are not de-panelled / de-listed / blacklisted by any Bank / FI / Govt Body or any other body for any professional misconduct and our services have not been found deficient by any Bank / FI / Govt Body.
2. I / We solemnly declare that the above information furnished / submitted by me / us is complete and entirely true, and nothing has been concealed. I / we understand that any discrepancy / wrong information would lead to cancellation / de-empanelment as valuer with immediate effect. I / We affirm that terms and conditions of the Bank relating to empanelment as LIE-cum-Valuer are / will be acceptable to us.
3. I / we hereby confirm that all the necessary supporting documents are enclosed with the application.
4. I / we hereby confirm that the Bank reserves the right to reject any / all the application(s) or cancel the entire empanelment process or de-panel the LIE-cum-Valuer at any stage without assigning a reason.

On the Behalf of the Firm / Company

Name of the Firm / Company

Authorized Signature Name & Designation Stamp of the Firm

Place:

Date:

Annexure - III (a)

(format of Undertaking to be given on official letter head of the Firm / Company)
(format of Undertaking to be given on plain paper in case of Individual LIE-cum-Valuer)

ANNEXURE TO THE APPLICATION FORM FOR EMPANELMENT OF LIE-
CUM-VALUER

UNDERTAKING

I / We agree that:

1. Any discrepancy / wrong information would lead to rejection of the application for empanelment/ de-empanelment with immediate effect.
2. The agency fulfilling the criteria and found suitable will be included in the Bank's Panel and the work will be assigned based on the Bank's internal procedure, Bank's experience with the LIE-cum-valuer, cost competitiveness etc.
3. The applications received for empanelment will be considered based on eligibility criteria, need of the Bank (including number of valuer /s to be empanelled) and Bank need not give any reasons for not empanelling any of the applicants. Bank has the discretionary power to change / relax / amend the eligibility criteria prescribed as per requirement of the Bank.
4. Empanelment does not guarantee any commitment on the part of the Bank to assign the work.
5. No fees will be paid to the LIE-cum-Valuer solely on basis of empanelment with the Bank. Fees will be based on the fee quotes to be invited for specific assignment/project and finally selected by the Bank for such assignment/project. Following events will entitle the Bank to de-empanel / de-list / blacklist me / us, as well as report my / our name to IBA or any other agency for blacklisting.
 - a. Instances of errors of omission or an instance of concealment of any information or providing any false information in the application or instances of non-adherence to format and coverage of LIE and/or valuation assignment.
 - b. Instances of error of commission or concealment of conflict of interest in any project or furnishing wrong data or indulging in unfair practices or LIE assignment and valuation done without the technical person undertaking site visit.
 - c. Action to the detriment of the interest of the Bank.
 - d. Committing an act amounting to professional misconduct.
 - e. Deficiency in Service.
 - f. Blacklisted by any Bank / FI / Govt Body or any complaint has been filed against the valuer before CBI / Serious Fraud Investigation Office (SFIO) / or any other Courts.

The above instances are only illustrative and not exhaustive, and the competent authority of the Bank may amend / modify any of the above conditions or may add one or more such instance that may be considered as a reason for de-empanelment of the LIE-cum-Valuer.

I/We undertake that:

1. All the pre-requisites listed above for empanelment as LIE-cum-Valuer are satisfied by me / us & that all the information submitted by me / us are true and correct. I / we, further confirm that all the necessary supporting documents are enclosed with the application.
2. To provide all the details as & when required by the Bank and will refrain from canvassing business with present or prospective borrowers of the Bank and maintain the confidentiality and secrecy of all the assignments given to me / us by the Bank.
3. I / Firm / Company have reputation beyond reproach, unblemished track record, with no unsatisfactory conduct in the past and not have been de-empanelled / de-listed / blacklisted by any Bank / FI / Govt Body or any other agency.
4. The name of the Individual / Firm / Company or its Partners / Directors has / have not been in the defaulters / barred / caution list published / displayed by public bodies such as RBI / IBA / ECGC / SEBI / CICs etc.
5. There are no criminal cases pending against me / us and I / we are not convicted in any case.
6. I / we will not undertake LIE assignment and valuation of any project in which I / we have a direct or indirect interest.
7. I / we hereby further acknowledge, agree and undertake that the Bank may at its sole discretion insist or incorporate any other terms and conditions not withstanding anything contained in the advertisement / application herein.
8. I / we assure that all aspects of my contract are conducted in a manner so as to be in tune with the extant policies and guidelines of the Bank and as per other applicable statutory and regulatory requirements.

On the Behalf of the Firm / Company

Name of the Firm / Company

Authorized Signature Name & Designation Stamp of the Firm

Place:

Date:

Annexure - III (b)

(To be issued on a letter Head)

To Whomsoever It May Concern

This is to certify that Mr/Ms/M/s having its office/ registered office at is empanelled / was empanelled with this office as a LIE / Valuer for a period from to for LIE / Valuation assignments.

The above LIE / Valuer had conducted following number of LIE assignments / valuations with us during the period of empanelment:

Time Period	LIE assignments / Valuations conducted	
From the date of empanelment (preferably for last 3 years, if empanelled for more than 3 years)	Project Name	Project cost (Amount in cr)

The LIE / Valuer is capable, honest, and professional and has / have completed its assignments successfully and satisfactorily during the period of empanelment.

Authorised Signatory:

Name:

Designation:

Date:

Place:

Seal:

Annexure - III (c)

[To be submitted along with Application Form]

FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT FROM NATIONAL HOUSING BANK

(Please fill in the information in CAPITAL LETTERS)

1	Name of the Individual / Firm / Company:	
2	Address of the Individual / Firm / Company	
3	E-mail ID	
4	Phone / Mobile No.	
5	PAN	
6	GST No.	
7	TIN No.	
8	Particulars of Bank A/c	
A	Name of Account same as in the Bank:	
B	Name of the Bank	
C	Name of the Branch	
D	Address of the Branch with Tel No	
E	Account No. (appearing in Cheque book):	
F	Account Type (SB, Current, etc.)	
G	MICR No.	
H	IFSC Code of the Bank Branch:	

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS#. (*#ECS will accepted on centers where the facility is available*).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me,

National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the bank
