



National Bank Limited

CREDIT ADMINISTRATION DIVISION

HEAD OFFICE : 116/1, Kazi Nazrul Islam Avenue, Banglamotor, Dhaka-1000, PABX: +88-02-41032461-3, E-mail: cad@nblbd.com, URL/Website: www.nblbd.com, SWIFT: NBLBDDH

NBL/CAD/SURVEYOR ENLISTMENT/SA/21/ 54

Dated 07.01.2021

Dishari Survey Co. (Pvt.) Ltd.

Mr. Md. Shahidul Islam (Managing Director)
222, Pubali Market (1st Floor)
Seroil Bus Stand, Boalia
Rajshahi.

Re: Enlistment as Surveyor of Your Firm in Our Bank for the period up to 31.12.2023.

Dear Sir,

In terms of your recent application along with other related documents/profile regarding enlistment as surveyor of National Bank Limited, we would like to inform you that the Management of our Bank has been pleased to enlist your firm/company as a surveyor of the Bank for the period up to 31.12.2023 under the following terms and conditions:

01. Your enlistment may be renewed for next period subject to your satisfactory performance.
02. You will identify the proposed land property as per schedule of the land.
03. You will search the schedule and owner's name of the title deeds according to City Corporation/Pourashava holding number/other authority.
04. You will ascertain the authenticity of the property documents and obtain non-encumbrance certificate from the Registry Office.(if assigned by the branch)
05. You will submit the photographs of the proposed property from 4 angles in presence of the client (borrower) and branch's officials along with survey report.
06. You will submit layout plan of the proposed factory building for mortgage purpose.
07. You will submit engineering estimate for construction of the building.
08. Verify approved plan of the construction from concerned authority and detailed comments of the deviation in construction and also other deviations (if any).
09. You will ascertain valuation of the property and building will be assessed on the basis of prevailing/existing market price of the vicinity/locality. Valuation should be duly cross checked from all authentic or dependable sources.
10. Survey the proposed and existing mortgaged property(ies) of the clients of the Bank and compare with location site Map, Mouza Map, Approved Plan, measure the actual area.
11. The Chief Surveyor/Chief Executive/MD/Proprietor of the firm must sign valuation report, each page of the valuation report and photographs to be signed along with seal.
12. Any others task related to survey and valuation which may be assigned to you by our Bank/Branch.
13. Survey report should be fair and based on valid judgment. Surveyor shall be fully responsible for all the documents and details stated.
14. Adoption of any unfair means by the surveyors shall automatically cancel the enlistment and it will forfeit its receivable.
15. Valuation conducted by surveyor company must not differ more that $\pm 10\%$ from actual sale value in the market or counter assessed by Bank officials. If the value of the surveyed property differs more than 10% on the downside resulting from misleading valuation, the enlistment contract with surveyor will be terminated immediately and Bank will publish the notice in media (specially News Paper) also inform the matter to the regulatory authorities.
16. Survey to be carried out only on the request of the Bank/Branch and survey report must accordingly state that survey and valuation has been done upon instruction of the Bank.
17. Valuation of the property will be done professionally, and the reports by the valuator/surveyor would be acceptable to the Bank in respect of its quality, authenticity and the value assessed.

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18. The fees/charges for conducting such valuation of the property will be borne by the client/ borrower through account debiting. No fees, expenses, expenditures, allowances whatsoever realized as cash by you/Surveyor/ employee of the firm from the client directly under any circumstance. If it is proved that any fees, expenses, expenditures, allowances etc. are taken by you/Surveyor/employees of the firm from the client then enlistment of the Survey Company with the Bank will be cancelled.
19. Government VAT/Tax, if any, shall be borne by you and will be deducted at source by the Bank.
20. You should open a SB/CD account in the name of your Firm with our Bank/branches (if not opened previously) for transaction surveyor fees/charges through this account avoiding cash transaction.
21. The surveyor shall not accept any assignment in the event the owner of the property is known to any of the employees of the surveyor either in any professional or personal capacity.
22. The Surveyor must at all times act with a view to safeguard the interest of the Bank.
23. You should incorporate in your Surveyor valuation report that " we declared the property documents were found genuine and correct according to submitted Title Deeds, Parchas, Mouza Map and other related documents/papers by the client".
24. Considering the valuation report by the Bank, while allowing credit facility and subsequent Bank finance will be stuck-up due to error valuation done by you that after it will be proven that the survey report was submitted to the Bank against fake or forged documents that bank will have every right to file criminal suit against you for such kind of criminal activities.
25. If Bank faces any loss or damage due to the wrong or improper valuation of the property or willful defaulters, negligence or misrepresentation of fact, the surveyor shall indemnify the bank for such loss incurred by the Bank. In this regard, we appreciate if you furnish us with an **"Indemnity Bond"** on Tk. 300.00 (three hundred) Non-Judicial Stamp Paper as per following format which will be backed by company board resolution:

Format of Indemnity Bond

I/We do hereby provide with the undertaking and bond of indemnity that in case the Bank suffers any loss or damage due to our over valuation/under valuation/ defect of title of any security, movable or immovable or tangible or non-tangible properties referred to us for valuation or assessment or for other similar purpose, then action may be taken against us within the justifiable extent as would be deemed fit by the Bank and Bank will reserve their right to recover the amount of loss so sustained without the intervention of court of law.

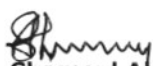
This undertaking is unconditional and will be applicable to each case referred to us by the Bank.

26. You will have to deposit Enlistment fee for Tk. 2,000.00 (Non-refundable) and Security Money for Tk. 10,000.00 (refundable) which will be kept with Bank as non interest bearing.
27. You should submit 2(two) sets surveyor report to the Bank/Branches within 5(five) working days from the receiving of valuation work from concern Bank/branches.
28. The Bank authority reserves the right to cancel this firm enlistment at any time without assigning any reason whatsoever.
29. The Bank authority also reserves the right to engage other firm/firms for similar works.

If the above terms and conditions are acceptable to you, please duly put your signature with your official seal on the duplicate copy of this letter as a token of your acceptance. You have to submit both the indemnity Bond and acceptance letter to our end within 10 working days from the date of issuance of this letter.

Thanking you,

Yours sincerely,


Md. Shamsul Alam
Sr. Asstt. Vice President


Nirmal Chandra Gharami
Vice President


Md. Zahirul Islam
Senior Vice President & Divisional Head