পূবালী ব্যাংক লিমিটেড
PUBALI BANK LIMITED

CORPORATE CREDIT DIVISION
& CMSME DIVISION
Head Office, Pubali Bank Limited
Level 6, 26 Dilkusha C/A, Dhaka 1000
Tel: 88 02223381614 (PABX) Ext. 267, 88 02 57160931
credit@pubalibankbd.com | www.pubalibangla.com

PBL/HO/CORPORATE CREDIT/ SURVEYOR /4547 /2023

Date: 24.09.2023

The Managing Director
Dishari Survey Co. (Pvt.) Ltd.
222, Pubali Market (1st Floor),
Seroil Bus Terminal,
Ghoramara, Boalia Rajshahi.

Subject: **Enlistment of your Firm / Company as a surveyor.**

Dear Sir,

With reference to your application dated 19.06.2023 on the captioned subject, we are pleased to inform that your firm has been selected for enlistment for carrying out the job of survey, inspection and valuation of existing / newly offered collateral securities (i.e. land & building / construction) against credit facilities sanctioned/to be sanctioned by our Bank under the following terms and conditions:

i. You shall make proper check, measurement and required survey of the land, building and others at site and shall verify the ownership of the property by comparing the same with CS, RS, SA, BS/BRS, etc., Khatian & Mouza Map of the concerned land. You shall evaluate the property / collateral according to prevailing market price of the vicinity.
ii. In the valuation report, the value of temporary houses including tin shed/semi pucca structure and also value of boundary wall should not be considered.
iii. Over valuation / concealment of facts / manipulation shall prove your disqualification as a surveyor/assessor for which Bank preserves the right to cancel the enlistment without assigning any reason whatsoever.
iv. You shall certify that valuation report submitted to the bank is true and correct and this will protect the interest of the bank.
v. You must complete your jobs within 3 days to maximum 10 days.
vi. You shall supply two copies of report including valuation covering at least required information (as per enclosed sheet Annexure-1), site / location maps of land and photographs of land & building. Photographs are to be taken of all the sides of property surveyed covering at least four angles. A site map of the property along with a route map showing details of access to reach the property should be incorporated.
vii. You shall exercise due diligence and employ judgment and prudence during collateral valuation.
viii. You shall not make any secret dealings or accept any gratification or benefit from the clients.
ix. Government VAT / Tax on the fees, if applicable, will be borne by you.
x. In case the valuation report submitted by you is not in order, the Head of Branch (BM) shall bring the same to the notice of you within 15 (fifteen) days for rectification and resubmission.

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xi. You shall provide an Indemnity Bond on non-judicial stamp of Tk.300/- as per enclosed proforma (Annexure - 2) to the effect that in case the bank suffers any loss or damage due to the wrong or improper valuation of the property or negligence or misrepresentation of fact, you shall indemnify the bank for such loss without intervention of any court of law.

xii. Such enlistment is to be given / provided initially for two years and on the basis of your performance the period may be extended subject to approval of our Bank. However, the quality of service provided / performance of the firm shall be reviewed annually by the bank. An annual performance review shall be carried out by a committee comprising of senior officials of the bank. If the performance is not satisfactory, is not satisfactory, the enlistment of professional survey firm may be cancelled at the discretion of the Bank Management.

xiii. Bank preserves the right to cancel the enrolment of any surveyor at any point of time without assigning any reason whatsoever.

xiv. The charge of the survey and valuation of immovable properties will be as under:

Assessed value	**Fees & Charges**
Upto Tk.50.00 lac	Tk.2,500/-
Upto Tk.1.00 crore	@0.04% Minimum Tk.3,000/-
Above Tk.1.00 crore	@0.04% Maximum Tk.15,000/-

In case of outside of Divisional Head Quarter(s) if the firm(s) have / has no Branch Office thereon will be allowed additional Tk.2,000/- per case / loan proposal (irrespective of any number of schedule)

If the above terms and conditions are acceptable to you please return us the duplicate copy of this letter along with the attachments duly signed by you with seal as a token of acceptance.

Your acceptance along with above papers must reach us within 7 (seven) days from the date of issuance of this letter failing which, approval will be treated as cancelled.

Thanking you.

Yours faithfully,

(Md. Monjurul Islam Mojumder)
General Manager & Division Head
Corporate Credit Division

(Md. Faisal Ahmed)
General Manager & Division Head
CMSME Division