



कामना सेवा विकास बैंक लि.
Kamana Sewa Bikas Bank Ltd.

(नेपाल राष्ट्र बैकबाट "ख" वर्गको इजाजतपत्रप्राप्त राष्ट्रियस्तरको विकास बैंक)

Expression of Interest (EOI)

FOR

Providing legal Assistance at Malpot/ Napi Office

Central Office

Credit Administration Department

Gyaneshwor, Kathmandu

Tel No: 977-01- 4440115/116

Fax: +977-01-4440134

Website: www.kamanasewabank.com

Email: cad@kamanasewabank.com

*Note: While submitting EOI document, please ensure sign & stamp on every page.
This document consists of 6 pages including this page.*

ARTICLE-1: CATEGORIES OF GOODS AND SERVICES:

CATEGORIES	DESCRIPTIONS
A. Legal Assistance at Malpot Office	Providing required legal assistance to bank's customer for mortgage of collateral, release of collateral, Mortgage confirmation, Halsabik, Ghar kayam or tasks as required by bank.
B. Legal Assistance at Survey Office	Assistance during issuance of Blue Print, Trace Map, Field Book and other service provided by Survey Office.
C. Others	Other required service in Malpot and Survey office as per Bank's requirement

ARTICLE-2: APPLICANT'S INFORMATION:

Legal Company/ Firm Name	
Company/ Firm Address	
Registered With	
Registration Number	
Registration Date	
License Number	
VAT/PAN Number	
Phone Number	
Fax Number	
Email Address	
Website	
Name of shareholder/partnership/ownership Details	
Contract Person	
Name	
Mobile Number	
Email Address	

Other Details (Please mark tick (✓) as appropriate and also please specify)

- 1 Years of Experience Below 1 years Up to 3 years Above 3 years *Please Specify*
- 2 Experience with other Financial Institutions Yes NO
- 3 Past Experience with KAMANA SEWA BIKAS Bank Yes NO

5 Number of Employee

*Please
Specify*

Article - 3: EOI INSTRUCTIONS

Following self-attested/duly signed documents should be presented in a sealed envelope in following sequence:

- (i) Company/Firm Registration Certificate
- (ii) Citizenship
- (iii) PAN/VAT certificate
- (iv) License for legal activities
- (v) Registration with Lekhapadi Sangh
- (vi) Previous tax receipt

Note: *Non submission of the required documents and non-compliance of mandatory requirement as mentioned above may lead to the disqualification of the proposals.*

3.1 EOI document is to be submitted within Business hour of at Bank's Central Office at Anand Bhairab Marga, Gyaneshowr – 30 Kathmandu or at any branch quoting the request to Credit Administration Department. In case public holiday in the last date of submission, applicants shall require to submit documents not later than next working day.

3.2 Incomplete EOI and EOI received later than the date/time mentioned above shall not be entertained.

3.3 The Bank reserves all the rights to accept or rejects the proposals fully or partially at its sole discretion without assigning any reasons whatsoever.

3.4 While submitting the EOI documents to the Bank, Annex I (attached) should be dully filled and paste on the covering envelope.

3.5 Should be willing to enter agreement as per Annexure II (attached)

Article 4: APPLICATION LETTER

Date:

**Credit Administration Department
Kamana Sewa Bikas Bank Ltd
Central Office
Gyaneshwor – 30, Kathmandu**

Sub: Submission of Expression of Interest.

Dear Sir,

This has reference to Expression of Interest (EOI) Notice dated published in for enlistment purpose; we hereby submit our interest to be enlisted for providing following services to your organization:

Service Categories	Descriptions of Proposed Services
Service At Malpot Office	As per attached Annexure I
Service At Napi Office	As per attached Annexure I

All the instructions mentioned above are fully acceptable to us.

Authorized Signature: _____

Name and Title of Signatory: _____

Contact Number: _____

Email Address: _____

Date: _____

Article 5: DECLARATION FORM

[Must be in Applicant's Letter Head]

**Credit Administration Department
Kamana Sewa Bikas Bank Ltd
Central Office
Gyaneshwor – 30, Kathmandu**

Sub: Declaration on non - involvement in money laundering/ terrorist financing activities

Dear Sir,

I/ We hereby declare that our firm/company fully complies with all the laws of land and not associated in money laundering and terrorist financing activities by any means.

Authorized Signature

Name and Title of Signatory

Date

क्र.स.	गर्नु पर्ने कामको विवरण	पारिश्रमिक (शुल्क) प्रतिलिखत	अवधि (दिन)
१	धितो बन्धक लिखत पारित गर्नु परेमा		१
२	ठाडो रोक्का मात्र गर्नु परेमा		१
३	नापीनक्सा निकाल्नु परेमा		२
४	धितो फुकुवा गर्नु परेमा		१
५	रोक्का फुकुवा गरी पुन धितो पारित/रोक्का गर्नु परेमा		१
६	ग्राहकको तर्फबाट कुनै प्रतिलिपि निकाल्नु परेमा		१
७	बैंकको नाममा गैर बैंकिङ सम्पत्तिको रुपमा रहेको सम्पत्ति बिक्री गर्नु पर्दा		२
८	बैंकले लिलाम मार्फत बिक्री गरेको सम्पत्ति सकार गर्ने व्यक्तिको नाममा दा.खा गर्दा		२
९	धितोमा रहेको सम्पत्ति बैंक आफै सकार गर्दा		२
१०	बैंकको तर्फबाट कुनै प्रतिलिपि निकाल्नु परेमा		१
११			१

उल्लेखित शुल्क सेवा प्रदायकको मात्र हुनेछ । यसमा राजस्व थप (बिल अनुसार) रहनेछ ।