



PB NO-6515, COBANK TOWER  
VIKAS BHAVAN P.O, PALAYAM  
THIRUVANANTHAPURAM  
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## NOTICE

### **Applications for Empanelment of Valuers**

The Kerala State Co-operative Bank Ltd invites applications from interested valuers for empanelment for asset classes viz; **'Land and building', 'Plant & Machinery', 'Agricultural Land', and 'any other class of asset'**. The applicants, who intend to participate in the empanelment process, may submit their application in the prescribed format latest by 20.03.2021. The application formats and other terms and conditions, can be downloaded from our website [www.keralacobank.com](http://www.keralacobank.com). Any further updates shall be uploaded on the website.

Sd/-

Chief General Manager

24.02.2021

**Application for Empanelment of valuers  
(Application to be made to Head Office)**

To

.....  
.....  
.....,

Date: .....

Dear Madam/Sir,

I am a valuer of immoveable properties (land and buildings/ plant and machinery/valuation of stock/agricultural land/any other class of asset) and desire to apply to your organization for empanelment. My particulars are given below:

Name:.....

Sex:.....Date of Birth:.....Age:.....

Address:.....  
.....  
.....

Tel No:.....

Mobile:.....

E-Mail:.....

Fax:.....

**Educational/Professional Qualifications:**

Sl.no.	University/Institute/Examining Body	Qualification	Date of Award

Number of years of experience in the field of valuation:.....

*(Attach evidence in the form of reference letters/copies of valuation reports/any other evidence)*

Name and address of previous employer (if applicable):

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.....

Membership of Professional Valuer Association (name and membership number):

.....  
.....

Registration with CBDT under Wealth Tax Act (if any, Regn. No. and date)

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.....  
.....

Permanent Account Number ( PAN ) of Income Tax

Department:.....

GSTN.....

I/We are/ not Registered Valuer with Insolvency and Bankruptcy Board of India (IBBI) in compliance with Companies (Registered Valuers and Valuations) Rules, 2017.

References:

1).....

2).....

3).....

- If the firm is partnership concern – Name of the Partners and a Brief profile with their Qualification & experience
- Registration number / Certificate as allotted by ICAI / IBBI / other professional bodies
- GSTN Number
- Details of major assignment handled so far ( Furnish Nature of Assignment, Nature of Assets, & Amount)
- Whether any allied firms / partners are already empanelled for any other type of audits for the Bank / FI. If so, furnish details
- Whether Applicant was delisted from any Bank’s Panel on any earlier occasion. If so furnish details.

The above information about me is true to the best of my knowledge and if found incorrect, I will be fully responsible for the consequences.

*Enclosed:* Attested photocopies of all certificates/documents of proof

Signature:.....

Name:.....

Encl:

Undertaking to be submitted by valuer as per Annexure IV.

**Undertaking to be submitted by the valuers for empanelment**

**UNDERTAKING**

I,.....son/daughter of

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

- a. I am a citizen of India
- b. I have not been removed/ dismissed from service/ employment earlier
- c. I have not been convicted of any offence and sentenced to a term of imprisonment
- d. I have not been found guilty of misconduct in professional capacity
- e. I am not an un discharged insolvent
- f. I have not been found guilty of misconduct in professional capacity
- g. My PAN card number...../GSTN.....
- h. I undertake to keep you informed of any events or happenings which would make me ineligible for empanelment as a valuer
- i. I have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure
- j. I act with independence, integrity and objectivity and undertake all valuation works with an independent mind and shall not come under any influence of anybody.
- k. I am not related to any of the personnel in the Bank in the department/division dealing with valuation work directly.

Dated:.....

Signature.....

Name.....

Address.....

**Terms and conditions for empanelment as Bank's approved valuer in the Kerala State Co-operative Bank Ltd.**

1. For Valuation of Land and Building (immovable property other than agricultural lands, plantations, forests, mines and quarries)(a)He should be a graduate in civil engineering, architecture or town planning of a recognized university with 5years experience in the field of valuation of real estate after the completion of the degree OR(b)be a post graduate in valuation of real estate from a recognized university with 2 years of experience in valuation of real estate OR(c)possess a qualification recognized by the Central Government for recruitment to superiors services or posts under the Central Government in the field of civil engineering, architecture or town planning.
2. For valuation of Agricultural Land(other than Plantation)(a) He must be a graduate and must be worked as a farm valuer for a period not less than 5 years in agricultural science of a recognized university. OR(b) He must be a person formerly employed in a post under Government as a Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land records, Agricultural Officer, Registrar under the Registration Act,1908 (16 pf 1908), or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years.
3. For valuation of Agricultural Land (Plantations)(a) He must have for a period of not less than five years, owned, or acted as manager of a coffee, tea, rubber or, as the case may be, cardamom plantation having an area under plantation of not less than four hectares in the case of a cardamom plantation or forty hectares in the case of any other plantation. OR(b) He must be a person formerly employed in a post under Government as a Collector, Deputy Collector, Settlement Officer, Land Valuation Officer, Superintendent of Land Records, Agricultural Officer, Registrar under the Registration Act,1908 (16 pf 1908), or any other officer of equivalent rank performing similar functions and must have retired or resigned from such employment after having rendered service in any one or more of the posts aforesaid for an aggregate period of not less than five years, out of which not less than three years must have been in areas, where coffee, tea, rubber or, as the case may be, cardamom is extensively grown.

4. For valuation of Plant and Machinery (a)He must be a graduate in mechanical or electrical,chemical.production,electric,computer,industrialengineering of a recognized university with 5 years experience in field of valuation of plant and machinery after completion of the degree. OR (b)Possess post graduate degree in valuation of machinery and plant from a recognized university and having 2 years experience in valuation of plant and machinery. OR (c)Possess a qualification recognized by the Central Government for recruitment to superior services or posts under the Central Government in the field of mechanical or electrical engineering besides holding other qualifications and experience as per Wealth Tax Act.
5. For valuation of Stock (Inventory/shares)-(a)He must be a member of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India (or the Institute of Company secretary of India) OR (b)He must be have been practicing as chartered accountant or a cost and works accountant or a company secretary for a period of not less than ten years and his gross receipts from such practice should not be less than fifty thousand rupees in any three of the five preceding years.
6. The applicant should be a fellow of Institute of Valuers/Institute of Engineers.
7. Preference will be given to those applicants who are already experienced as Valuers with Banks/Financial Institutions.
8. The reports from the Banks/FIs with which the valuers are presently empanelled should make satisfactory reading.
9. Valuers who are disqualified by any bank/NBFC/IBA/any statutory body are not eligible for empanelment.
- 10.Fee for the service will be fixed by the Bank from time to time.
11. If selected for empanelment, the applicant/Firm should execute a letter of Indemnity in the format given by the bank.

12. The valuer 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.
13. The valuer shall complete the assignment within the stipulated time agreed 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.
14. 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.
15. The duration of empanelment will be for a period of 3 years. However the quality of service provided/performance of valuer shall be reviewed annually by the Bank.
16. All communication between the Bank and the Valuer shall be in writing/email.
17. The Bank reserves the right to accept or reject any or all applications without assigning any reasons whatsoever.

