



# মার্কেটাইল ব্যাংক লিমিটেড

## Mercantile Bank Limited

### Credit Risk Management Division

MBL/CRMD/Surveyor/2022/71

Date: June 01, 2022

**Mr. Md. Mamunur Rahman**  
Chairman & CEO

**Amanah Survey & Engineering Inspection Ltd.**  
Room # 5/2 Gulistan Shopping Complex (5th Floor)  
02 Bangabandhu Avenue, Dhaka-1000

Subject: Enlistment/ Renewal of your company/firm as surveyor/valuator of our Bank.

Dear Sir,

In response to your request, we are pleased to inform you that, the competent authority of the Bank has enlisted/renewed your company/firm as one of approved surveyors/valuators for the purpose of assessing the value of land, building/other construction and/or any other assets which may be offered to the bank as security from time to time by its borrowers/clients under the following terms and conditions:

1. You will provide valuation certificate on Bank's prescribed format (copy enclosed).
2. You should carry out survey only on the request of the Bank and your survey report must accordingly state that survey and valuation has been done upon instruction of the Bank.
3. You will conduct the survey and valuation judiciously considering prevailing market value of the locality. You will also judiciously determine the forced sale value which shall be clearly mentioned in your respective report.
4. Clear statement without any ambiguity regarding the acceptability and quality of the property as security should be incorporated in the valuation report as well as in your forwarding letter.
5. You should incorporate, in the valuation report as well as in your forwarding letter, clear statement without any ambiguity regarding the acceptability and quality of the property as security.
6. Your valuation report must incorporate/be accompanied by among others the following:
  - i. Location Map, Site Plan, Mouza Map etc. and identification certificate.
  - ii. Confirm the existence of the landed property as per schedule of the submitted documents and unencumbered from any Govt. acquisition.
  - iii. Photographs of the land & building in presence of the mortgagor(s) and/or concern borrowing client(s) from different angles.
  - iv. Approved plan of construction from the concerned authority and detailed comments of deviation in construction and also other deviations, if any.
  - v. Authorized signatory of your company must sign (accompanied by seal) each page of the valuation report along with photographs of property to be attached in the report.
7. You will execute/furnish an Agreement and Indemnity Bond on Tk.300.00 or applicable non-judicial stamp paper as per bank's prescribed format.
8. Your job responsibilities and job area/scope as well as terms & conditions of your works will be guided by Agreement to be executed by you and the Bank.
9. You will have to provide security deposit (FDR) for Tk.10,000.00 (refundable) issued by MBL in the name of your company/firm duly discharged with memorandum of deposit of securities. Withdrawal of interest during enlistment period will not be allowed.

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10. Fees and Charges for your services are depicted below:

SL	Assessed Value	Fees & Charges	Remarks
01.	Upto Tk.50.00 lac	Tk.2,000.00	No other charges and fees will be paid for your services
02.	Over Tk.50.00 lac to Tk.1.00 crore.	Tk.2,000.00 for 1st Tk.50.00 lac and @Tk.0.04% for remaining amount.	
03.	Over Tk.1.00 crore.	Tk.4,000.00 for 1st Tk.1.00 crore and @Tk.0.03% for remaining amount but maximum of Tk.20,000.00.	
<b>Outstation Charges:</b>			
04.	For Dhaka, Chattogram & Khulna.	NIL	
05.	For other places.	Economy fare on actual basis with daily allowance of Tk.400.00 per day for overnight stay.	


11. This enlistment/renewal of your survey firm/company will be valid till further enlistment/renewal by the Bank.

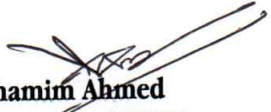
Bank reserves the right to cancel or amend any terms and conditions without assigning any reason.

If you agree, please send back the duplicate copy of this letter duly signed by Authorized person (accompanied by seal) duly supported by Board/Partnership resolution (as applicable) as a token of acceptance of the offer along with signing of the Agreement/Indemnity Bond in our presence **within 30.06.2022, otherwise this offer will be treated as cancelled.**

Thanking you.

Yours faithfully,

  
Md. Mustahidur Reza Chowdhury  
First Vice President

  
Shamim Ahmed  
SVP & Head of CRMD