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## **SECTION I: REQUEST FOR EXPRESSION OF INTEREST FOR LEGAL**

Interested Nepalese Individuals/ firms/ Companies having the qualifications, eligibility and adherence to the “Terms and Conditions” mentioned below are requested to submit the Expression of Interest (EOI) along with the Individual/ Firm/ Company profile/ Curriculum Vitae (if possible) and Self-Declaration documents to the following address.

Kamana Sewa Bikas Bank  
Legal Department  
Central Office, Gyaneshwar, Kathmandu  
Phone number: 01-4440115, 4440116, 4440123,4440133  
Contact Person: Dandapani Bhattarai  
Email: info@kamanasewabank.com

### **Scope of Work:**

- Provide verbal/ written verbal legal opinion relating to the bank’s scope (Bond, Management, Labor, Customer, recovery etc.) being physically present at the Bank’s premises or through other medium assist to the Bank in filing of the case, litigation, writ drafting etc.
- Represent the Bank in front of the Judicial, Quasi-Judicial and other government and non-government agencies etc. as per the request of the Bank.
- Legal review of Forms/ Formats for Implementation by the Bank.
- Assist in designing documents (Forms/ Formats)
- Responding to all the national legislations, conflict of interests, procedural formality and other legal issues faced by the Bank in day to day operation,
- Provide legal advice on Bank’s routine legal matters and matter relating to employee, management relation, or any such other issue.
- Work for the best interest of the Bank as an official legal consultant.
- Such other related task the Bank may assign from time to time.

## **SECTION II: ELIGIBILITY FOR LEGAL CONSULTANT**

### **INDIVIDUAL:**

- Must be holding a minimum of Master Degree in Law (Business) from recognized university.
- Must have obtained License of Advocate from Nepal Bar Council.
- Must have at least 10 years working experience in Corporate Law including minimum 3 years’ experiences in similar assignment Banking.
- Must have obtained PAN Card.
- Must have clean CIC report.
- Not having been convicted of a criminal offense involving moral turpitude.
- Tax clearance certificate for latest FY.
- Photocopy of Citizenship Certificate.

**FIRMS:**

- Firm must be registered in appropriate government organization.
- Firm should have obtained License from Competent Authority.
- Partnership Deed in case of Partnership firm.
- Managing Director/ Proprietor/ Partner of the firm must be holding a minimum of Master Degree in Law (Business) from recognized university.
- Firm must have at least 10 years of working experience in Corporate Law with including 3 years' experiences in banking and Financial Institution.
- Firm should not have violated any rules and regulations as per prevailing laws of Nepal.
- Firm must have pool of qualified staffs.
- Firm must have clean CIC report.
- Up to date/Renewed copy of Registration & PAN/VAT
- Proprietor/ Partner/ Managing Director of the Firm should have obtained License of Advocate from Nepal Bar Council.
- Tax clearance certificate for latest FY.
- Reasonable Facility/ Infrastructure.
- Photocopy of Citizenship Certificate of Key Staffs.

(Clean report from Credit Information Center Ltd. with satisfactory performance report from other existing corporate/ banks.)

**COMPANIES:**

- Memorandum of Association (MOA) and Article of Association (AOA) of Company.
- Company must have been registered in appropriate government organization.
- Company should have obtained License by Competent Authority.
- Managing Director/ Proprietor/ Partner of the company must have a minimum of Master Degree in Law (Business) from recognized university.
- Company must have at least 10 years of working experience in Corporate Law Sector with including 3 years' experiences in banking and Financial Institution.
- Company should not have violated any rules and regulations as per prevailing laws of Nepal.
- Company must have pool of qualified staffs.
- Company must have clean CIC report.
- Proprietor/ Partner/ Managing Director of the Firm should have obtained License of Advocate from Nepal Bar Council.
- Tax clearance certificate for latest FY.
- Reasonable Facility/ Infrastructure.
- Photocopy of Citizenship Certificate of Key Staff.

(Clean report from Credit Information Center Ltd. with satisfactory performance report from other existing corporate/ banks to be presented.)

## **SECTION III: DOCUMENTS REQUIREMENT FOR LEGAL CONSULTANT**

- Cover Letter addressing Legal Department for Legal Consultancy Service on the official letter head of the company duly signed by authorized signatory.
- Firm/ Company profile.
- Up to date/Renewed copy of Registration & PAN/VAT
- Tax clearance certificate for latest FY.
- Partnership Deed in case of Partnership firm and Article/Memorandum of Association in case of Private Limited Company.
- Resolution of the Board of Directors of the Company / Partners of the Firm for enlistment as Consultant with the Bank with authorization to sign papers / documents, indemnity, agreement, report/certificate etc. on behalf of the Company/Firm.
- Quality and Strength of the Promoter/Staff of the firm.
- Experiences of Proprietor/ Partner/ Staff/ Firms in Corporate Law:
- General Experiences in Legal Practicing.
- Specific experience in Corporate/ Banking Consultancy Services.
- Curriculum Vitae (CV) of Key persons.
- Copy of Certificate of Nepal Bar Council.
- Academic Credentials.
- Experience Letter/ recommendation Letter.
- Copy of Citizenship.
- Copy of current involvement in other organizations/Banks (Agreement) or Reference letter.
- Financial Capability (Annual Turnover in the last 3 Years).
- Recent passport Size photograph of Proprietor/ Partner/ Managing Director.
- CIC Report.

## SECTION IV: FORMAT OF THE SERVICE AGREEMENT

### Consultancy Service Agreement

Between

**KAMANA SEWA BIKAS BANK LTD.**

**AND**

.....

This Consultancy Service Agreement (the "Agreement") is made and entered into ..... by and between Kamana Sewa Bikas Bank Ltd., a public limited company incorporated and operating under the laws of Nepal, with its registered address at, Gyaneshwar, Kathmandu, Nepal (hereinafter referred as the "Bank") and ..... having Registration No. ...., Registered Date ..... & PAN No. .... registered under the laws of Nepal, with its registered address at ..... (which shall include its lawful successors, hereinafter called the "Consultant") (hereinafter referred to individually as a "Party" and collectively as the "Parties").

WHEREAS, the Bank is in the business of Banking;

WHEREAS, the Consultant has expertise in the area of Corporate Law/ Litigation;

WHEREAS, the Bank desires to engage the Consultant to provide Legal Consulting Services (As per the scopes mentioned in EOI) but not limited to and the Consultant is willing to provide such services to the Bank;

NOW, THEREFORE, the parties hereby agree as follows:

#### 1) Commencement and Continuation

- 1.1) The Consultant shall commence the consultancy services from ..... and subject to the rights of earlier termination set out in this contract, shall complete the consultancy service on or before .....
- 1.2) The Bank may extend the term for the period specified above by giving written notice of the extension to the consultant prior to the expiry of the then current term.

#### 2) Provision of Consultancy Services:

- 2.1) Times of Performance:  
Unless otherwise agreed by the parties, the consultant shall provide the services to the Bank during normal business hours on the business day as required by Bank.
- 2.2) Manner of Performance:
  - a) The Consultant shall ensure that the services are performed in a careful, diligent, proper and efficient manner in accordance with the highest professional standards applying to the services.

- b) The Consultant shall act, and will ensure that its personnel act, with the utmost good faith in all dealings with the bank.
- c) The consultant shall ensure that the supply of the services causes as little disruption as possible to the business of the Bank.
- d) The Turn Around Time (TAT) for submitting written suggestion shall be of maximum 7 (Seven) working days.
- e) The Consultant shall have to make the physical presence at the Bank on the next day of due information.

2.3) Place of Work:

- a) Unless and otherwise agreed by the parties, the consultant shall provide the services from the consultant's own premises or other facilities, and the Bank shall not provide the consultant with any desk or other facilities at Banks premises for performing the services.
- b) If the consultant does access or use any of the Bank's premises or facilities to carry out the services, the consultant shall ensure that it and its personnel comply with any security, occupational health and safety and other policies and procedures specified by the Bank from time to time.
- c) The consultant shall have to attend the regular meeting/ discussion with the concerned officer/ representative of the Bank at least once in a month.

2.4) Travel:

- a) Upon request by the Bank, the consultant shall direct any of its personnel to travel to a location other than that personnel's usual place of work to perform the services.

2.5) Charges:

- a) Monthly Retainership charges shall be NPR \*\*\*\*\* (Including Tax/ VAT)
- b) Schedule for other Fees:
- I) Verifying/ Drafting petition/written reply/claim etc. to be submitted to various courts shall be as follows:
  - a. The District court NRs \*\*\*\*\*/- + VAT
  - b. The high court NRs \*\*\*\*\*/- + VAT
  - c. The Supreme Court NRs \*\*\*\*\*/- + VAT
- II) Pleading of the case in the following courts:
  - a. The District court per pleading: NRs \*\*\*\*\*/- + VAT
  - b. The High court per pleading: NRs \*\*\*\*\*/- + VAT
  - c. The Supreme Court per pleading: NRs \*\*\*\*\*/- + VAT
  - d. Translation of the legal documents: NRs. \*\*\*/- per page + VAT
- III) Reimbursement expenses
  - Transportation
    - The air bursaries, living and accommodations, telecommunication charges, local expenses shall be reimbursed by the Bank while rendering service outside Kathmandu.
  - Daily Allowances while travelling outside Kathmandu Valley.
    - Senior Attorney: \*\*\*\*\*/- +VAT
    - Associate Attorney: \*\*\*\*\*/- +VAT

### **3) Scope of Services**

- Provide verbal/ written legal opinion relating to the bank's scope (Bond, Management, Labor, Customer, recovery etc.) being physically present at the Bank's premises or through other medium assist to the Bank in filing of the case, litigation, writ drafting etc.
- Represent the Bank in front of the Judicial, Quasi-Judicial and other government and non-government agencies etc. as per the request of the Bank.
- Legal review of Forms/ Formats for Implementation by the Bank.
- Assist in designing documents (Forms/ Formats)
- Responding to all the national legislations, conflict of interests, procedural formality and other legal issues faced by the Bank in day to day operation,
- Provide legal advice on Bank's routine legal matters and matter relating to employee, management relation, or any such other issue.
- Work for the best interest of the Bank as an official legal consultant.
- Such other related task the Bank may assign from time to time.

### **4) Personnel**

- 4.1) The Consultant shall ensure that its personnel;
  - a) are competent and have all necessary and appropriate skills, training, background and valid qualifications to carry out the duties and responsibilities of their positions and the tasks allocated to them,
  - b) behave in a professional and responsible manner at all times and perform the services with due care and skills.
  - c) Understand and agree to the requirements of this agreement which are relevant to them.
- 4.2) The Consultant's Personnel are employees or contractors of the Consultant and are not employees or contractors of the Bank. The Consultant is solely responsible for all of its Personnel and must comply with any Laws relating to the employment of its Personnel, including superannuation requirements, payment of tax instalment deductions and all Taxes including fringe benefits and payroll tax registration requirements, conditions on payment of wages, requirements to maintain records and payment of all remuneration (including salaries, wages, leave entitlements, superannuation and all other benefits).
- 4.3) If the Bank becomes liable for any of the payments in clause 3.2, the Consultant indemnifies Bank from and against any Claims Bank suffers, incurs or is liable for arising out of or in connection with such payments.
- 4.4) The Consultant and its Personnel have no Claim upon Bank in respect of:
  - (a) remuneration to the Consultant's Personnel including superannuation, leave, other entitlements, Taxes or duties;
  - (b) claims under workers' compensation; and
  - (c) claims under any other law affecting or relating to the relationship between an employer and employee.
- 4.5) The Consultant remains liable to the Bank for all acts and omissions of the Consultant's Personnel as if they were the acts and omissions of the Consultant.

### **5) Non-solicitation**

The Consultant must not, without the prior written consent of the Bank, during and for 12 months after the expiry or termination of this Agreement, directly or indirectly engage,

employ or seek to engage or employ any person who was an employee of or engaged by the Bank and who was involved in the provision of the Services under this Agreement.

## **6) Invoicing and payment**

- 6.1) The Consultant may invoice the Bank for the Fees:
  - (a) at the times, and upon achievement of the monthly retention on monthly basis upon submission of bills (if applicable), set out in the Schedule; or
  - (b) if no times or relevant payment milestones are set out in the Schedule, on completion of the Services.
- 6.2) The Fees are inclusive of all costs and expenses incurred by the Consultant and no further amounts are payable by the Bank unless otherwise agreed in writing by the Bank.
- 6.3) Subject to clauses 5.4 and 6, the Bank shall pay any correctly rendered undisputed invoice issued by the Consultant within 30 days from the date of receipt of that invoice.
- 6.4) If any part of any invoice is found to have been rendered incorrectly after payment has been made by the Bank, then to the extent that it has been incorrectly rendered, any underpayment or overpayment shall be recoverable by or from the Consultant, as the case may be.
- 6.5) Without limiting recourse to other available means, any overpayments by the Bank may be offset against any amount subsequently due by the Bank to the Consultant.

## **7) Disputed Invoice:**

- 7.1) If the Bank disputes the amount of any invoice, the Bank may, on written notice to the Consultant, withhold or suspend payment of any disputed part of the disputed invoice until the dispute is resolved.
- 7.2) The Consultant must continue to perform the Consultant's obligations under this Agreement in the event of a dispute about an invoice, while that dispute is resolved.
- 7.3) The Bank must:
  - (a) pay any non-disputed amounts in accordance with this clause 6; and
  - (b) promptly pay any disputed amounts that are subsequently found to be correctly payable.

## **8) Confidentiality:**

The consultant and its employees and staff shall maintain strict confidentiality in respect of any information relating to the Bank, which may be known to them or, which they may come across in course of providing the services under this contract or otherwise and such confidentiality shall be maintained ever after the expiry or termination of this agreement. The bank however may disclose such information relating to the consultant as per the government agency's demand or requirement.

In case of failing to maintain the confidentiality in respect of information relating to the bank by the consultant, its employees and staff as a result the bank may face any losses, the consultant shall be liable to compensate the bank at least double losses faced by the bank.

**9) Indemnity:**

- a) The Consultant shall indemnify the Bank and keep the Bank indemnified against any loss or claim for damages that any customer or any other person whomsoever may make against the Bank in respect of any act of omission or commission which the Consultant or its representatives/s or its Consultant has/have done which is contrary to or in breach of the terms of this contract and/or any instruction that may be given by the Bank.
- b) The Bank shall not be liable to indemnify or be liable or responsible for any loss or damage which the Consultant may suffer because of the reason of the Consultant having acted contrary to or in breach of the terms of the contract and/or any instructions that may be given by the Bank.

**10) Dispute Resolution:**

In case any dispute arising out between the parties to this agreement, it shall be settled amicably between both parties. In case of failing to settle the dispute amicably between the parties, such dispute may be settled through the Muluki Civil (Code) Act, 2074. The jurisdiction for the same shall be the court of Nepal.

**Force Majeure:**

Neither party to this agreement shall be liable for breach of this agreement, to the extent caused by or arising from prohibition or restriction by Law or regulation, fire, flood, earthquakes, storms, weather, accidents, riots, acts of God or any other event beyond the control of either party.

**11) Renewal and Termination:**

- a) This Agreement shall be valid for the period of ..... years from the date of the Agreement. The Agreement may be renewed for further tenure on mutual consent, however, in the event the Bank decides not to renew the Agreement, the Bank has no obligation to explain the reason thereof.
- b) Either party may terminate this Agreement at any time by giving 30 days' prior notice to the other party in the convenience subject to continuation of the Consultant's obligations under this Agreement.
- c) The terms and conditions mentioned in the previous Agreement (if any) signed by the Consultant, if still affective or live, shall be replaced, *ipso facto* considered as per provisions of this Agreement.

**IN WITNESS WHEREOF**, duly authorized representatives of both the parties, verification of which has been waived hereby have signed and executed this agreement on the date mentioned here in above in the presence of the witness appearing here under at the office of the Bank.

\_\_\_\_\_  
**On Behalf of**  
**Kamana Sewa Bikas Bank Ltd.**  
**Name: Prabin Basnet**  
**Chief Executive Officer**

\_\_\_\_\_  
**On Behalf of**  
.....  
**Name:**  
**Director**

**WITNESS**  
**From Bank**  
**Name: .....**  
**Designation.....**

**WITNESS**  
**From .....**  
**Name: .....**  
**Designation.....**

## **SECTION V: EVALUATION OF “PROPOSAL”**

Consulting firms shall be evaluated based on the organizational capacity, general experiences in Legal sector (Specifically Banking Sector), experiences of similar Consultancy Services, availability of professional staff and their qualifications etc.; demonstrated by the consulting Individual/ Firm/ Company's response in the Expression of Interest (EOI). The consultants that are considered most qualified and experienced will be short-listed.

## **SECTION VI: SELECTION OF CONSULTANT (INDIVIDUAL/FIRM/COMPANY)**

1. Selection of Consultant shall be based on the evaluation of submitted proposal as above.
2. The Bank reserves all right to accept and reject a proposal with or without assigning any reason whatsoever.
3. The selected Individual/ Firm/Company will be notified by the bank and shall sign the Agreement as specified in Section IV of EOI.

## **SECTION VII: EOI FORMAT**

Consultants shall prepare Expression of Interest (EOI) based on followings.

- Consulting firm's Information (Annex-2)
- Qualifications of Key Staffs (Annex-3)
- Experiences (Annex-4)
  - ✓ General Experience in Law Practice
  - ✓ Specific Experience in Corporate/ Banking Consultancy Services
- Quality and Strength of Individual/ Staffs (Firm/ Company) (Annex 5)
- Financial Capability (Annual turnover in the last 3 years) (Annex-6) and Financial Proposal (Schedule C)
- EOI Instruction
- Self-Declaration Letter (Schedule A)
- Application Letter (Schedule A(i))
- Application Form (Schedule A(ii))
- Declaration Letter (Schedule B)
- Financial Proposal (Schedule C)

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

## **Annex 1**

Name (Individual/ Firm/ Company)	
Address	
Registered With	
Registration Number	
Registration Date	
VAT/PAN Number	
Phone Number	
Fax Number	
Email Address	
Website	
Name of shareholder/partnership/ ownership Details	

**Annex 2**

**Applicant's Information**

The consulting Individual/ Firm/ Company must submit official documents with regards to the following information.

Name of consulting firm/company:	
Date of incorporation/registration:	
Place of incorporation/registration:	
Business registration:	License:
Types of Services provided	
Registered Office (Place, Country):	
Telephone number:	Fax number:
Email Address:	
Name of Contact Person:	Designation:
Telephone number:	Fax number:
Email Address:	

*(A self-declaration letter indicating that the information and the documents submitted herein are true to the best knowledge of the Individual/ Firm/ Company as per Schedule A).*

**Annex-3**

**Qualifications, Quality and Strength of Key Staffs**

(Attach Curriculum Vitae of proposed personnel with Signature).

**FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT/ KEY STAFF**

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

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**Key Qualifications:**

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

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**Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

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**Employment Record/ Engagement Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

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**Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date \_\_\_\_\_

*[Signature of staff member and authorized representative of the consultant] Day/Month/Year*

Full name of Individual/ staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**Annex 4**

**Experiences**

**General Experience on Legal Practice on Corporate/ Banking**

S.no.	Practicing area	Involved Year		Achievements	Remarks
		From	To		

**Specific Experience in similar type of Consultancy Services with Bank**

S.no.	Name of Bank	Involved Year		Achievements	Remarks
		From	To		

*Note: Insert additional rows as required.*

**Annex 5**

**Quality and Strength of Individual/ Staffs (Firm/ Company):**

<b>S. no.</b>	<b>Name of Employee</b>	<b>Date of Employment</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
			Individual/ Partner/ Proprietor/Owner/ Staff		
			Individual/ Partner/ Proprietor/Owner/ Staff		
			Individual/ Partner/ Proprietor/Owner/ Staff		
			Individual/ Partner/ Proprietor/Owner/ Staff		

- It is mandatory to fill the details of Partner/ Proprietor or Staff in the prescribed format only.
- The CVs for each of the partner are to be attached mandatorily. The CVs should bear original signature of the partner/ Proprietor/ Owner/ Staff.
- Insert additional rows OR DESIGNATION as required.

**Annex 6**

**Financial Capability**

The Consulting Firm/ Company is required to submit the annual turnover (revenue from service fee) of the last three years with audited financial statement.

Year	Annual Turnover (FY)

*Note: Please refer schedule C for the Financial Proposal Format*

## SECTION VIII: PROPOSAL FORMS

### TABLE OF STANDARD PROPOSAL FORMS

- Schedule A(i): Application Letter
- Schedule A(ii): Application Form
- Schedule B: Declaration of the firm.
- Schedule C: Financial Proposal

## SECTION IX: EOI INSTRUCTION

- The Individual/ Firms/ Companies may submit additional information with their application but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
- The Consultant shall have to provide Notary attested copies of relevant documents, certificates etc. or attested from authorized institution and duly signed and stamped by Consultant.
- The Expression of Interest (EOI) document can be collected from the Central office of the Bank and must be duly completed and submitted at the following address in sealed envelope which is clearly marked as “EOI application for short listing for Legal Consultant.
- The Envelope shall also clearly indicate the name and address of the consulting firm as per **ANNEX 1**.
- The completed EOI Document must be submitted on or before the date mention in the “Invitation Notice” at the following address. In case, the submission falls on public holiday, the first working day immediate after the holiday will be the last day of submission. Any EOI document received after the closing time for submission of proposals shall not be considered for evaluation.

Address:

Kamana Sewa Bikas Bank  
Legal Department  
Central Office, Gyaneshwor, Kathmandu  
Phone number: 01-4440115, 4440116, 4440123,4440133

**Schedule A:**

*[Must be in Applicant's Letter Head]*

Date:

Head –Legal Department,

Kamana Sewa Bikas Bank Ltd.,

Central Office

Gyaneshwar – 30, Kathmandu

Subject: Self- Declaration

Dear Sir/ Madam,

I/ We hereby declare that the information and documents submitted herein are correct, true and valid to the best of my/ our knowledge. I/ we will submit the documents as and when required.

Thank you.

Sincerely,

.....

ABC Firm/ Company (in case of firm/ company)

**Schedule A (i): Application Letter**

*[Application Letter, must be in Applicant’s Letter Head]*

Date:

Head –Legal Department,  
Kamana Sewa Bikas Bank Ltd.,  
Central Office  
Gyaneshwar – 30, Kathmandu

**Sub: Submission of Expression of Interest.**

Dear Sir/ Madam,

This has reference to Expression of Interest (EOI) Notice dated ..... published in .....National daily for enlistment purpose; I/ we hereby submit my/ our interest for a Legal Consultant for delivering services to your organization.

If my/ our proposal is accepted, I/ we commit to provide excellent consulting service in accordance with the terms and conditions stipulated in “Expression of interest (EOI)’ for Legal Consultant.

I/ We hereby confirm that this proposal complies with all the requirements of “Expression of interest (EOI)’ for Legal Consultant.

All the instructions mentioned above are fully acceptable to me/ us.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule A(ii): Application Form**

.....  
.....  
Kamana Sewa Bikas Bank Ltd.  
Gyaneshwar, Kathmandu

**Sub: Application for Legal Consultant**

Dear Sir/Madam,

In response to the published EOI on ..... dated on .....,  
I/We hereby apply for Legal Consultant for your bank. In this connection we furnish required  
particulars as follows:

**1. Name of Consultant:**

**2A. Legal Status (Please Tick):**

- Individual
- Proprietorship Firm
- Partnership Firm
- Private limited Company

**2B. Applied Category**

Legal Consultant

D	D	M	M	Y	Y	Y	Y
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- **Date of Registration of Firm/ Company:**
- **Particulars of the Proprietor/Partners/Director of Firm/ Company:** (additional sheet may be used, if required)

S. No	1	2	3
Name			
Age			
Father's Name			
Spouse's Name			
Current Address			
Permanent Address			



**Schedule B**

**DECLARATION FORM**

*[Must be in Applicant's Letter Head]*

**Head- Legal Department,  
Kamana Sewa Bikas Bank Ltd.  
Central Office  
Gyaneshwar – 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**

\_\_\_\_\_

**Schedule C**

**FINANCIAL PROPOSAL FORM**

From: (Please, Indicate full name):

Date:

Signature:

Reference:

*Herewith I/we confirm my/our intent on provision of services in accordance with Service Agreement.*

Given the above, please see below my financial proposal and its breakdown

Description of services/travel expenses	Amount (NPR)
Retainer Fee	*****
<b>Other Fees Verifying/ Drafting Petition/ Written Reply/ Claim etc. to be submitted to various courts shall be as follows:</b>	
District Court	*****
High Court	*****
Supreme Court	*****
<b>Pleading in the following court</b>	
District Court	*****
High Court	*****
Supreme Court	*****
Representation in Meetings	
Senior Attorney	*****
Associate attorney	*****
<b>Total expenses of Services</b>	*****
<b>Travel Expenses outside Kathmandu Valley (Air Tickets and Per Deum)</b>	
Senior Attorney	*****

Associate Attorney	*****
Translation of Documents	*****/ per page
<b>Grand Total</b>	*****

*Prices should be in NPR and include all expenses related to the assignment. Consultant shall be responsible for payment of all relevant taxes.*