

Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Promotion Centre

Terms of Reference (ToR)
for
**Shortlisting of Companies for Construction, Installation and After Sales Service of
Large Biogas Plants**

ठूला बायोग्यास निर्माण तथा जडान सूचिकृत मूल्याङ्कन मापदण्ड

2082

नेपाल सरकार

ठूला बायोग्यास निर्माण तथा जडान सूचिकृत मूल्याङ्कन मापदण्ड

वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र

ताहाचल, काठमाडौं, नेपाल

फोन: ०१-४५९८०९३/९४, ईमेल: info@aepc.gov.np

ठूला बायोग्यास (१२.५ घ.मि. देखि १०० घ.मी. क्षमता सम्म) प्लाण्ट निर्माण तथा जडान कार्यका लागि सूचि दर्ता सम्बन्धि सूचना ।

सूचना प्रकाशित मिति: २०८२/०७/०२

आवेदन पेश गर्ने अन्तिम मिति : २०८२/०८/०१ कार्यालय समय भित्र

नेपाल सरकारद्वारा स्वीकृत नवीकरणीय ऊर्जा अनुदान नीति, २०७८ र नवीकरणीय ऊर्जा अनुदान परिचालन कार्यविधि, २०७९ मा भएको व्यवस्था बमोजिम चालु आर्थिक वर्ष २०८२/८३ का लागि ठूला बायोग्यास (१२.५ घ.मि. देखि १०० घ.मी. क्षमता सम्म) प्लाण्ट निर्माण/जडान सम्बन्धि कार्य गर्नका लागि यस केन्द्रबाट सूचीकृत हुनका लागि सम्बन्धित व्यावसायिक संस्था/कम्पनीलाई यसै सूचना मार्फत आवेदन पेश गर्न आह्वान गरिन्छ ।

व्यावसायिक संस्था/कम्पनीको सूचीमा दर्ता गर्नको लागि इच्छुक व्यावसायिक संस्था/कम्पनीहरूले तपशिलमा उल्लेखित भए अनुसारका कागजातहरू र यस **ठूला बायोग्यास निर्माण तथा जडान सूचिकृत मूल्याङ्कन मापदण्डमा** उल्लेखित कागजात तथा विवरणहरू तयार गरी मिति २०८२ साल मंसिर १ गते सम्ममा कार्यालय समयभित्र केन्द्रमा आवेदन दर्ता गराउनु पर्नेछ । रित नपुगी वा अन्य ढाँचामा पेश गरिएको आवेदन उपर कार्यवाही गरिने छैन ।

तपशिल

१. व्यावसायिक संस्था/कम्पनी दर्ता प्रमाणपत्र
२. व्यावसायिक संस्था/कम्पनी अद्यावधिक नविकरण प्रमाणपत्र (अद्यावधिक नविकरण गर्नुपर्ने हकमा)
३. मूल्य अभिवृद्धि कर दर्ता प्रमाणपत्र
४. शेयरधनि प्रमाणपत्र
५. नवीकरणीय ऊर्जा क्षेत्रमा कार्य गर्ने उद्देश्य स्पष्ट किटान भएको संस्थाको नियमावली तथा प्रवन्धपत्र
६. आ.ब.२०८१/८२ को कर चुक्ता प्रमाणपत्र वा म्याद थप गरिएको प्रमाण र करचुक्ता प्रमाणपत्र पेश गर्ने प्रतिवद्धता पत्र
७. सूचिदर्ता आवेदन
८. व्यावसायिक संस्था/कम्पनी प्रमुखहरूबाट आधिकारीक व्यक्ति प्रमाणित
९. द्विपक्षिय सम्झौता र प्रतिवद्धता पत्र
१०. सहमतिको स्व-घोषणा पत्र
११. नेपाल सरकार तथा दातृ निकायको कालोसूचीमा नपरेको स्व-घोषणा

(बुँदा नं. ६ देखि बुँदा नं. १० सम्म भएका कागजातको व्यहोराको ढाँचा **ठूला बायोग्यास निर्माण तथा जडान सूचिकृत मूल्याङ्कन मापदण्डमा** रहेको छ ।

सवै कागजातहरू व्यावसायिक संस्था/कम्पनीको आधिकारिक व्यक्तिबाट प्रमाणित गरि पेश गर्नुपर्नेछ । प्रतिलिपी मात्र पेश गर्नुपर्ने कागजातको हकमा सो को प्रमाणित प्रतिलिपी र अन्य कागजातको हकमा अनिवार्य रूपमा सक्कल प्रति पेश गर्नुपर्नेछ ।

पूनश्च: सूचि दर्ता प्रकाशन पश्चात केन्द्र र सम्बन्धित व्यावसायिक संस्था/कम्पनी बीच द्विपक्षिय सम्झौता भए पश्चात मात्र सम्झौतामा भएका सवै व्यवस्था मान्य हुने सर्तमा ठूला बायोग्यास (१२.५ घ.मि. देखि १०० घ.मी. क्षमता सम्म) प्लाण्ट निर्माण तथा जडान कार्य गर्न गराउन सकिने ।

(सम्झौता भए पश्चात डोम ग्यास पाईपको डिजाइन परिवर्तन गरिनेछ । अनुदान प्रवाह प्रक्रिया लगायत अन्य विषयहरूलाई यस केन्द्र र व्यावसायिक संस्था/कम्पनी बीच हुने द्विपक्षिय सम्झौतामा उल्लेख गरिनेछ ।)

ठूला बायोग्यास निर्माण तथा जडान सूचिकृत मूल्याङ्कन मापदण्ड

मिति : २०८२ / /

श्रीमान् कार्यकारी निर्देशक ज्यू,
वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र
मध्य-बानेश्वर, काठमाण्डौ ।

विषय: सूचिकृत गरिदिने बारे ।

वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र अन्तर्गत आ.ब. २०८२/८३ मा ठूला बायोग्यास (१२.५ घ.मि. देखि १०० घ.मी. क्षमता सम्म) प्लाण्ट निर्माण/जडान सम्बन्धि कार्य गर्नका लागि यस केन्द्रबाट सूचिकृत हुनका लागि यो निवेदन पेश गरेको छु ।

बायोग्यास प्लाण्ट निर्माण तथा मर्मत सम्बन्धि गर्न सूचिकृत भए पश्चात त्यस केन्द्र र यस संस्था बीच द्विपक्षिय सम्झौता भएमा बायोग्यास प्लाण्ट निर्माण तथा मर्मत सम्बन्धि कार्य गर्दा विद्यमान नवीकरणीय ऊर्जा अनुदान नीति, नवीकरणीय अनुदान परिचालन कार्यविधि, केन्द्रले तयार गरेको मापदण्ड तथा निर्देशिका र केन्द्रको नियमानुसार घरायसी बायोग्यास प्लाण्ट निर्माण सम्बन्धित कार्यहरु गर्ने प्रतिवद्धता व्यक्त गर्दछु । सो बमोजिम नभएमा त्यस केन्द्रबाट नियमानुसार हुने व्यहोरा मान्न मञ्जुर गर्दछु । यस सम्बन्धमा तल हस्ताक्षर गर्ने म/हामी यो पनि घोषणा गर्दछु/छौं की यस प्रक्रियामा सहभागी हुन म/हामी अयोग्य छैन/छैनौं, प्रस्तावित प्रक्रियामा मेरो/हाम्रो कुनै स्वार्थ बाभिएको छैन र पेशागत वा व्यवसायीक कसुरमा मैले/हामीले कुनै सजाय पाएको पनि छैन/छैनौं भनि लिखित स्व-घोषणा यसै आवेदन मार्फत गरेको छु/छौं ।

निवेदक

संस्थाको प्रमुखको दस्तखत :

संस्थाको प्रमुखको नाम :

संस्थाको नाम :

संस्था प्रमुखको सम्पर्क/मोवाइल नं. :

संस्थाको छाप :

मिति : २०८२/..../....

श्रीमान् कार्यकारी निर्देशक ज्यू,
वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र
मध्य-बानेश्वर, काठमाण्डौ ।

विषय: द्विपक्षिय सम्झौता र त्यसको प्रतिबद्धता ।

उपरोक्त सम्बन्धमा वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र (Alternative Energy Promotion Centre) अन्तर्गत ठूला बायोग्यास (१२.५ घ.मी. देखि १०० घ.मी. क्षमता सम्मका) प्लाण्ट निर्माण तथा जडान, बिक्री पछिको सेवा तथा मर्मत संभारका लागि सूचिकृत भएपश्चात् विद्यमान नवीकरणीय ऊर्जा अनुदान नीति, नवीकरणीय अनुदान परिचालन कार्यविधि र केन्द्रको नियमको अधिनमा रहि त्यस केन्द्र र यस व्यावसायिक संस्था/कम्पनी बीच द्विपक्षिय सम्झौता भएमा मात्र प्लाण्ट निर्माण तथा मर्मत संभार सम्बन्धी कार्यहरु गर्ने पूर्ण प्रतिबद्धता यसै पत्रद्वारा जाहेर गर्दछु । सो बमोजिम नभएमा नियमानुसार हुने कारवाही मान्न मञ्जुर गर्दछु/छौं ।

प्रतिबद्धता जाहेर गर्ने

संस्था प्रमुखको दस्तखत :

संस्था प्रमुखको नाम :

संस्था नाम :

संस्थाको छाप :

मिति : २०८२/..../....

श्रीमान् कार्यकारी निर्देशक ज्यू,
वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र
मध्य-बानेश्वर, काठमाण्डौ ।

विषय: सहमतिको घोषणा (Declaration of Acceptance) ।

उपरोक्त सम्बन्धमा वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र अन्तर्गत पूर्व योग्यता प्राप्त/नवीकरण वा मान्यता प्राप्त तथा सूचिकृत भएको आ.ब. देखि वा त्यस केन्द्र संग आवद्धता भएको मिति देखि पूर्व योग्यता प्राप्त/नवीकरण वा मान्यता प्राप्त रहेको अवधिभर यस संस्था मार्फत अनुदान अन्तर्गत निर्माण तथा जडान भएका बायोग्यास प्लाण्ट, सो को लेखासंग सम्बन्धीत सम्पूर्ण विवरण, तथ्याङ्क तथा त्यससंग सम्बन्धीत आवश्यक कागजातहरु लगायत सम्बन्धीत उपभोक्तालाई कम्पनीले दिएको सेवा सुविधा सम्बन्धीका सम्पूर्ण विवरणको लेखा परीक्षण प्रचलित कानून बमोजिम यस संस्थामा रहनेछ । साथै आ.ब. २०८२/८३ मा सूचिकृत पश्चात त्यस केन्द्र र यस संस्था बीच द्विपक्षिय सम्झौता भएमा अनुदानमा निर्माण तथा जडान भएका ठूला बायोग्यास प्लाण्ट, सो को लेखासंग सम्बन्धीत विवरण, तथ्याङ्क तथा त्यससंग सम्बन्धीत आवश्यक कागजातहरु लगायत सम्बन्धीत उपभोक्तालाई कम्पनीले दिएको सेवा सुविधा सम्बन्धीका सम्पूर्ण विवरण चुस्त दुरुस्त राख्ने प्रतिबद्धता समेत जनाउँदछु/छौं । सो बमोजिम नभएमा नियमानुसार हुने कारवाही मान्न मञ्जुर गर्दछु/छौं ।

सहमतिको घोषणा गर्ने,

संस्था प्रमुखको दस्तखत :

संस्था प्रमुखको नाम :

संस्थाको नाम :

संस्थाको ठेगाना :

संस्थाको छाप :

मिति : २०८२/...../.....

श्रीमान् कार्यकारी निर्देशक ज्यू,
वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र
मध्य-बानेश्वर, काठमाण्डौ ।

विषय: गत आ.व. २०८१/८२ को कर चुक्ता प्रमाण पत्र पेश गर्ने प्रतिबद्धता गरिएको बारे ।

प्रस्तुत विषयमा चालु आ.व. २०८२/८३ मा ठूला बायोग्यास प्लाण्ट निर्माण सम्बन्धि कार्यका गर्नका लागि सूचिकृत हुन २०८१/८२ को कर चुक्ता प्रमाणपत्र आवश्यक रहेकोमा आ.व. २०८१/८२ को कर चुक्ता प्रमाणपत्र मिति २०८२ पौष मसान्त भित्र पेश गर्ने प्रतिबद्धता जाहेर गरेको व्यहोरा सादर अनुरोध छ । सो बमोजिम नभएमा नियमानुसार हुने कारवाही मान्न मञ्जुर गर्दछु/छौं ।

प्रतिबद्धता जाहेर गर्ने

संस्था प्रमुखको दस्तखत :

संस्था प्रमुखको नाम :

संस्था नाम :

संस्थाको छाप

व्यावसायिक संस्था/कम्पनी प्रमुख/हरुबाट आधिकारीक व्यक्ति प्रमाणित

व्यावसायिक संस्था/कम्पनीको आधिकारीक व्यक्ति भन्नाले संस्था प्रमुख आफै वा संस्था प्रमुख/हरुले अधिकार प्रत्यायोजन गरेको आधिकारीक व्यक्ति भन्ने बुझाउँदछ ।

सि. नं.	नाम	पद	नमुना दस्तखत
१			
२			

संस्था प्रमुखको नाम.....

पद

हस्ताक्षर

मिति

व्यावसायिक संस्था/कम्पनीबाट आधिकारीक व्यक्ति प्रमाणित गर्नुपर्नेछ । यदि साभेदारी स्वामित्व भएमा बोर्डमा आवद्ध सम्पूर्ण सदस्यहरुबाट समेत आधिकारिक व्यक्ति प्रमाणित गर्नुपर्ने ।

सि. नं.	नाम (व्यावसायिक संस्था/कम्पनी प्रमुख)	पद	हस्ताक्षर
१			
२			

नोट: आवश्यकता अनुसार माथिको Formats (ढाँचाहरुमा) Rows मात्र थप गर्न सकिने ।

SECTION I: INTRODUCTION

1 BACKGROUND

OBJECTIVES

Alternative Energy Promotion Centre (AEPC) was established in November 3, 1996. Since its establishment, it has been actively involved in the promotion and dissemination of alternative energies and renewable energy technologies in Nepal. The overall objective of AEPC is to popularize and promote the use of renewable energy technologies for raising living standard of rural people. Supporting development of large biogas plants is one of the major programme areas of the AEPC. Bio Energy Section within AEPC looks after the implementation of large biogas systems.

The shortlisting process aims at maintaining the quality and standard of equipment, materials of the large biogas plants projects and service of installation companies to generate and supply reliable and quality electricity in rural areas. To achieve this, it is necessary that the large biogas plants systems are designed, supplied, installed, and maintained to the standard that provides the institution with reliable cooking energy sources throughout the period of the plants' service life

The objectives of this shortlisting document are to:

- Provide guidelines for existing/new companies to shortlist within the AEPC system.
- Provide clear criteria for shortlisting and its termination.

SHORTLISTINGPROCESS

The shortlisting is a process of registering of companies with AEPC to be eligible to construct, supply and install large biogas systems implemented by developers of commercial, institutional or community biogas projects, local communities, entrepreneurs and institutions through the government subsidy programme.

This document summarizes the main criteria that will be used in the shortlisting process. Companies seeking shortlisting are required to fulfill a range of criteria related to their technical, managerial and financial capabilities, in a formal written submission to AEPC.

During assessment of the applications, AEPC may call for an interview with representatives from the companies as a part of the shortlisting process. AEPC may visit applicant companies for verification of the submitted information.

The shortlisting is mandatory to all the companies that have been previously shortlisted. Companies working in the domestic sector need to register a separate application if they are interested to shortlist for large biogas as well. If any of the existing installation companies cannot fulfill the set of criteria described in this document, they will be notified by AEPC about the specific shortcomings and will be required to make the necessary adjustment required to gain the shortlisting status for large biogas plants. The timeframe allowed for companies to meet all requirements will be decided by AEPC and clearly communicated to the company.

2 SCOPE OF WORKS OF INSTALLATION COMPANIES

The scope of the work of the shortlisted companies, if granted projects by developers in the future, will include, but not be limited to, the following:

- Site verification of projects before project construction.
- The construction drawings shall be provided by the consulting firm who does the detailed feasibility study (DFS) and recommends for the size of the project. If the construction company feels that the drawings/specifications has to be altered, it has to be done in collaboration with the consulting firm responsible for DFS and AEPC as per the tri-partite agreement.
- The civil works construction (construction of digester, inlet, outlet and feedstock pre-treatment facilities) should be done in line with the best engineering practices and quality/ standards set by AEPC.
- Test run and commissioning of complete large biogas plants.
- In the case of electricity generation from biogas, the supply and installation of electrical and electronic equipment (e.g., generator, control panel, switch board, load controller / ballast, all earthing and lightning protection equipment) and other related accessories should be the responsibility of the company.
- Provide appropriate training to owner / operator on the operation and maintenance of the plant.
- Supply of operation and maintenance manuals.

Please be informed that shortlisting will only ensure eligibility for providing services to the developers (community, private entrepreneur, institutions, cooperative, etc.) for installation/ construction of large biogas plants projects to be implemented under the Government programmes executed by AEPC. AEPC and its programmes are not responsible for contracting or awarding any jobs to the shortlisted companies. The shortlisted company will provide the services as requested by the large biogas plants developers after entering into a separate contract with them adhering to the guidelines/standards issued by AEPC.

3 OBLIGATION OF SHORTLISTED COMPANY

The Company is obliged to install large biogas plants systems incorporating standard equipment and accessories. The Company needs to be well versed in construction, selecting appropriate equipment/components, and installing/constructing the large biogas system.

3.1 GENERAL REQUIREMENTS

- The system will be able to generate agreed biogas volumes and in case of electrification and other usage from biogas, the agreed power output and supply electricity continuously.
- The system and its major components will have a minimum life of 15 years under typical operating conditions.
- The installed system should have assured the quality standard as mentioned in Reference large biogas plants Standard or its subsequent revisions. The company will conduct the following test during the commissioning process:
 - (i) Digester structural test (Schmidt Hammer/ Core Drilling test)
 - (ii) Leakage test in digester,
 - (iii) Leakage test in the pipelines

- (iv) Measuring instruments check test (pressure, pH, temperature etc)

3.2 EQUIPMENT SUPPLIES

- All materials and goods will be new. All the equipment supplied will follow the relevant Standards and Guidelines and should conform to the prevailing National Standards of the manufacturing country code.
- Only certified/guaranteed products will be used in the supply of the electrification equipment. Preference will be given to the equipment/parts with certified standard such as NS, IS and others with declared time of warranty guarantee.

3.3 INSTALLATION/CONSTRUCTION

- All the equipment will be installed in accordance with the Standards provided by AEPC.
- The Installation/Construction Company will be responsible for civil works or its supervision, though the respective biogas owner (developers, entrepreneurs, institutions, communities) may supply local materials and labor.
- The Installation/Construction Company will agree to take entire work including civil construction as turn-key contract.
- Guidelines approved by AEPC, where applicable, will also be followed.

3.4 PERFORMANCE REVIEW

The shortlisting criteria and the companies' shortlisting will be continuously reviewed during the course of time. Companies that perform poorly or do not comply with legislative and statutory requirements may be removed from the shortlisting with prior notification in writing. The company will compensate the developer for any loss incurred to large biogas plants developers due to shortcomings of installation/construction.

If the company, after becoming shortlisted, decides to close its operation, in such case, the company will be liable to settle all due services with any already contracted large biogas plants developer including the guarantee obligations and obtain clearance from AEPC and the developer that the company is associated with.

The shortlisting termination criteria are presented in Section 3 in detail.

3.5 WARRANTY REQUIREMENTS

The Company will provide details on the minimum warranty period of the equipment it supplies and installs. The required minimum warranty against manufacturer's defects on all components and installation will be for at least four years for civil constructions, piping and instrumentation, and three years for electrification (optional) parts after official testing and commissioning of the project as per AEPC guidelines.

Please be informed that the construction company should have no involvement in conduction and completion of the Feasibility Study and/or Detailed Feasibility Study of the proposed sub-project. A single company will not be allowed to provide both consulting and construction services to the same sub-project.

4 QUALITY ASSURANCE

4.1 RIGHT TO AUDIT

AEPC's Compliance Unit shall have the right to audit and inspect all books, records and underlying documentation relating or pertaining to contracts or agreements under AEPC exclusively or under AEPC/SREP, for delivery of goods or services, kept by or under the control of the Contractor including, but not limited to those kept by the Contractor and its employees, agents, assigns, successors and subcontractors.

The company shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of the contract or agreement and at least to the end of the following Government of Nepal Fiscal Year from the approved date of the completion of the assignment as per contract or agreement with AEPC or AEPC/SREP.

4.2 STANDARDS AND REGULATORY REQUIREMENTS

Compliance with relevant AEPC regulations and standards will be the minimum requirement.

4.3 SYSTEM OF INTERNAL QUALITY ASSURANCE

The shortlisted company will have its own internal quality assurance system before delivery of equipment/services. The shortlisted company will issue a “Quality Conformity Statement” along with a commissioning report.

5 SAFETY

The Company will be able to demonstrate that the systems' methodology under which the large biogas plants/components are supplied and installed/constructed meet the best practices in relation to the safety requirements. In particular, the Company will be fully conversant with all AEPC safety requirements. The installation must ensure the highest level of safety as far as possible, including following best practices of occupational health and safety measures during the construction/ installation and commissioning.

6 OPERATION AND MAINTENANCE

6.1 MAINTENANCE

The Installation/construction Company will be responsible for providing guarantee of the system operation during the warranty period of four years for civil construction and one year for other parts and visit at least one time during the guarantee/warranty period (if otherwise as agreed in the contract).

6.2 OPERATION AND MAINTENANCE MANUALS

The Installation/Construction Company will supply an operational manual for the large biogas plant systems and the associated end use. The operation and maintenance manual shall be provided by AEPC, but the company is responsible for distribution and explaining the manual to the respective plant owners. Maintenance schedules will be presented in a way that clearly identifies which maintenance tasks are to be performed by the plant owner and which tasks are to be performed by the Company or its representative (e.g. major servicing) as well as the time intervals of such activities.

7 TRAINING

Plant owner / operator will be trained in the operation of the large biogas plants system by the Company. This training will include practical use of the system; use of O&M manuals, and basic troubleshooting. Person(s) with suitable knowledge in design, operation and maintenance of the system will conduct the training. Similarly the company shall also be liable for providing the slurry management training.

8 ONGOING PERFORMANCE MONITORING AND REVIEWS

8.1 MONITORING

AEPC will monitor all shortlisted Companies, with the aim of ensuring that the quality of services provided by the companies remains at the highest possible level. The basis for the monitoring will be the criteria discussed in this document, along with discussions with the developers / owners who have had systems installed by the Companies.

8.2 SYSTEM PERFORMANCE STATEMENT

The Company will provide a System Performance Statement for each project installed, which include:

- Commissioning report,
- Quality conformity statement,
- Training Certification, and
- Appropriate on-site signage

9 OTHERS

9.1 SUSPENSION OR TERMINATION OF SHORTLISTING

AEPC resumes the right to immediately suspend or terminate the shortlisting in case of (i) proven gross irregularities, (ii) proven inability to offer the required services, and (iii) any breach of the terms and conditions set by AEPC including denial of right to audit as stated in section 4.1.

9.2 VALIDITY OF THE SHORTLISTING

The shortlisting will be valid for the period specified in the *shortlisting certificate*.

Or

The shortlisting of the shortlisted company will be valid till next call for the same to be made by AEPC but annual renewable is necessary based on company legal document. New human resources could be proposed by large biogas installation companies for prequalification at AEPC. AEPC will evaluate and approve new human resource once a year.

10 PROBLEM SOLVING

Any dispute and differences arising out of the shortlisting will be resolved through joint discussion between the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions then the matter will be referred for adjudication to the arbitration of a person appointed by the parties in Nepal in accordance with the Nepali Laws. The decision of the arbitrator will be final and binding to all the parties as per the law of Nepal.

SECTION 2: INFORMATION REQUIRED FOR SHORTLISTING

1. INTRODUCTION

This section provides detailed information to be addressed in a submission for the shortlisting of the installation/construction of large biogas plants projects. Unless otherwise specifically mentioned, all formats in the application form are to be filled out by the companies.

2. COMPANY - General information

All Companies requesting for shortlisting will have to provide a summary of general information by completing the formats provided.

3. FINANCIAL AND LEGAL INFORMATION - Eligibility Requirements

The Company will submit copies of the following documents:

- Company registration certificate
- PAN/VAT registration certificate
- Tax Clearance certificate of the previous fiscal year (if applicable)
- Article and/or Memorandum of Association with clear mention of the company's scope of work
- Joint Venture Authorization/ Agreement (if any)

Additionally, the Company may provide any relevant supporting information that might assist AEPC in the evaluation of the financial capacity to undertake the scope of work.

4. HUMAN RESOURCES

The staff profile is to be presented using the format provided.

The information shall consist of:

- Name
- Qualification
- Training
- Experience
- Remarks if any other relevant.

5. COMPANY EXPERIENCE, EQUIPMENT, FINANCIAL CAPABILITY

5.1 COMPANY EXPERIENCE

The Company will indicate its level of experience in installation/construction of large biogas plants systems. A summary of relevant projects undertaken to date will be provided by filling

the standard format provided in the application form. Additional information (e.g., project completion certificate) may be supplied to support the claims.

If the company is new and its members and staff have previous experience in biogas based technology, they may submit the experience of the activities they have performed in the past.

5.2 INFRASTRUCTURE AND ASSETS

The Company will provide details of its infrastructures and assets by filling the format in the application form. As can be seen in the form, these include plinth area of the building, equipment and accessories in the Company's possession.

6. QUALITY ASSURANCE INFORMATION

The Company may provide any quality assurance system that it adopts in its work activities. Any appropriate document for quality assurance (and copies of certificates thereof) should be attached.

7. OPERATION AND MAINTENANCE

The Company shall submit a typical set of O&M documentation prepared for past projects that it has undertaken. Any effort taken to introduce such a manual will be viewed favorably.

ADDRESS FOR THE SUBMISSION OF THE PROPOSAL

The shortlisting application should be submitted to the following address:

Please write in bold letter **"Request for Shortlisting of Construction Companies for Installation and After Sales Service of Large Biogas Plants"** in envelop and forward the application to:

**Alternative Energy Promotion Centre
Tahachal, Kathmandu, Nepal**

SECTION 3: SHORTLISTING PROCESS AND CRITERIA

There are 2 steps to follow for shortlisting which are:

- I. Fulfillment of basic eligibility criteria.
- II. Fulfillment of minimum requirement of resources.

I. Fulfillment of basic eligibility criteria of company registration.

All the registered companies fulfilling the eligibility requirements will be considered eligible for participating on the shortlisting. Applications received from the companies not fulfilling the eligibility criteria as mentioned in section –3 of the document including the followings will not be considered for the shortlisting.

- Registered company in accordance with the government requirements for national companies.
- In case of foreign company:
 - o At least a contact office established in Nepal as per rule and regulation of the Government of Nepal.
 - o Joint venture with Nepalese company.
- Company registration certification and tax obligations with concerned government offices.

II. Minimum requirement of resources.

The minimum requirement to apply for shortlisting is based on the following four criteria. Companies having met the minimum threshold for these criteria are eligible to apply for PQ. However this alone does not ensure that they will be shortlisted.

- a. Qualified professional staff
- b. Basic level of minimum office space and instrument
- c. Demonstrated financial capability and
- d. Experience on working with the biogas sector in the past

III. Categories of Projects:

Two categories have been defined for the purpose of shortlisting for construction/installation of large biogas plants. The categories are as follows:

Category A Projects:

All large biogas plants whose size is above 100 m³ based on the Modified GGC 2047 Model fall under category “A”. For biogas plants based on other technologies, the cutoff will be determined based on the equivalent gas output.

Category B Projects:

All large biogas plants whose size is equivalent to or below 100 m³ based on the Modified GGC 2047 Model fall under category “B”. For biogas plants based on other technologies, the cutoff will be determined based on the equivalent gas output.

a. Qualified professional staff

The table below shows the basic minimum human resources required to be shortlisted

Category		Qualification	Experience
A	Admin/Finance /Procurement Officer(must be permanent staff)	At least Bachelors:in any discipline	Bachelors: 5Years experience in managing office Masters: 2 years experience in managing office
	Technical expert-2 (At least 1 full time)	At least diploma: in Civil, Agricultural, Environmental or mechanical Engineering -----OR----- Having certification of training in Biogas	Diploma => Experience in 3 projects or 5years experience as an installer Bachelors => Experience in 2 projects or 2years experience as an installer -----OR----- At least 15 years of experience as technical expert
	Installer -2 (At least 1 Full time)	At least Diploma: in Civil, Agricultural, Environmental or Mechanical Engineering -----OR----- Having certification of training in Biogas	Diploma => Experience in 3 projects or 5years experience as an installer Bachelors => Experience in 2 projects or 2years experience as an installer -----OR----- At least 15 years of experience as technical expert
	Designer Engineer-1 (Full time)	At least Bachelors: in Civil, Agricultural, Environmental or Mechanical Engineering	Bachelors => At least 2 years experience as designer Masters => At least 1 years experience as designer
B	Admin/Finance /Procurement Officer(must be permanent staff)	At least Bachelors: in any discipline	5Years experience in managing office
	Technical expert-1 (Full time)	At least diploma: in Civil, Agricultural ,Environmental or Mechanical Engineering -----OR----- Having certification of training in Biogas	Diploma : Experience in 2 projects or 3years experience as an installer Bachelors : Experience in 1 projects or 1years experience as an installer -----OR----- At least 10 years of experience as technical expert
	Installer -2 (At least 1 Full time)	At least Diploma: in Civil, Agricultural, Environmental or Mechanical Engineering/ -----OR-----	Diploma => Experience in 2 projects or 3years experience as an installer Bachelors=> Experience in 1 projects or 1 years experience as an installer -----OR-----

		Having certification of training in Biogas	At least 10 years of experience as technical expert
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Note:

1. Part time staff cannot be associated with more than 2 companies

Method of verification

1. Signed commitment letter of individual staffs specifying whether full time or part time.
2. Personnel tax clearance certificate (If any)

b. Basic level of minimum office space and instrument

This table shows the basis minimum office space and accessories required to apply for shortlisting.

Category A	Category B
Office space 300 sq. ft.	Office space 200 sq. ft.
Full-fledged office equipment	Full-fledged office equipment
Phone/Fax/Email	Phone/Fax/Email
Computer 2	Computer 1
Printer 1	Printer 1
Measuring tape 50 meter 1	Measuring tape 50 meter 1
Mechanical Hand tools complete set	Mechanical Hand tools complete set 1
Digital Camera 1	Digital Camera 1
Earth Resistance Tester	Earth Resistance Tester 1
Safety Equipments (Safety belt, Helmet etc.)	Safety Equipments (Safety belt, Helmet etc.)
pH meter	pH meter
Thermocouple with data logger	Thermocouple
Pressure meters upto 7 bar	Pressure meters upto 1 bar
Schmidt Hammer	Spirit Level 1
High Voltage Detector	Safety Equipments (Safety belt, Helmet etc.)
Ratchet Puller	GPS
Spirit Level	
Safety Equipments (Safety belt, Helmet etc.)	
Tacho meter	
Chain hoist	
GPS	
Can be hired as required	
Total Station	
Current meter	
Insulation Tester	

Method of verification

1. Company self declaration for field verification
2. Physical verification from AEPC

Criteria for removal from shortlisting

Removal of a company from shortlisted status will be applicable in the following steps:

- Maintaining shortlisted status means companies should maintain qualified staff. If any qualified staff terminates employment with the company, the company must immediately inform AEPC and provide proof of an immediate replacement and obtain approval for the replaced professional from AEPC to maintain its shortlisted status.
- The shortlisting of the company will be put on hold (suspension) on the following conditions:
 - o None compliance of the quality (against the quality guidelines issued by AEPC) and delivery requirements (against the agreed contract between the company and /mini-large biogas plants developer). AEPC may provide the company one chance to rectify the problem within a defined period if it so chooses. It will be notified in writing and sent by Biogas Technical Review Committee (BTRC) of AEPC.
 - o In the case of none-compliance of the quality and delivery requirements as stated above for two consequent projects on hand, then the shortlisting of the company is suspended till the problems are rectified/settled. The company is not allowed to go into the contractual agreement for the additional projects unless the problems of the projects on hand are rectified/ settled. It will be notified through a letter sent by Biogas Technical Review Committee (BTRC) of AEPC. The suspension of the shortlisting may be lifted once the problems are rectified/ settled.
- A company's shortlisting will be terminated in three cases (i) Company is found to provide false information or withholding critical information (ii) Company is unable to maintain the professional staff as stated above or not able to make the staff available for the purpose once a contract is entered into, and (iii) company fails to maintain the quality and contractual obligations regarding rectification without assigning justified reasons within three years after the issuing of suspension of shortlisting letter from BTRC.

Note: The shortlisting is a process of regulating the works of the companies in one hand and in other to implement the capacity building activities for the sector development. This will provide a clear picture about the level of human resources available in the sector, and subsequently time to time capacity-building activities shall be planned and implemented so as to maintain sufficient number and quality of human resources in the sector.

Validity of Shortlisting:

This shortlisting will remain valid until the next round of shortlisting, which will occur as determined by AEPC.

SECTION 4: APPLICATION FORM

Shortlisting capacity requested:	<i>Category A</i> <i>Category B</i> <i>(Select as per your requirement. Please note that companies that are shortlisted for Category A are automatically eligible for Category B Projects)</i>	
Details of the Company	Name of the Company:	
	Street Address: Ward No:	
	Municipality/Rural Municipality:	
	District: Province:	
	Postal Address:	
	Telephone No:	Fax No:
	E-Mail Address:	Web Site:
	Date of Establishment: (Kindly attach the registration certificate) Registration No: VAT No:	
Declaration:		

	I/We have studied the ToR carefully and hereby agree to the terms and conditions put forward on it. I/We hereby certify that the information filled up in this application form is correct and I/we understand that if found otherwise, may result in invalidation of the application. I/ we further declare on behalf of my company that our Company is not ineligible to participate in the bid; has no conflict of Interest in the proposed proceedings and has not been punished for the profession or business related offence.
Company seal	Name of the authorized person signing the form:
	Position held in the Company:
	Signature: Date:
	Detail of contact person for further communication:
	Name: Mobile Number: Position of the contact person in the Company:

List of copies of documents

- Company registration certificate
- VAT registration certificate
- Tax certificate of the previous fiscal year
- Article/Memorandum of Association clearly mentioning approved working areas of the company
- Signed CV of Human Resource
- Any other(please specify)
- Power of attorney for signing the documents
- Shareholder certificate with the name of all company owner

Details of Human Resource

Name	Qualification	Training	Experience	Remarks if any

Please attach additional sheets if required. Provide duly signed CVs.