

Government of Nepal
Ministry of Energy, Water Resource and Irrigation
Alternative Energy Promotion Centre (AEPC)
Khumaltar Height, Lalitpur, Nepal

**Listing of Recognized Competent Company/Firm
For
Household/Domestic Application of Solar Energy System**

Household/Domestic Application of Solar Energy System Includes:

1. Solar Dryer
2. Solar Cooker
3. Small Solar Home System
4. Solar Home System

June 2019

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A. Notice for Listing Recognized Competent Company/Firm for Household/Domestic Application of Renewable Energy Technologies



नेपाल सरकार
ऊर्जा, जलस्रोत तथा सिँचाई मन्त्रालय
वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र
खुमलटार हाईट, ललितपुर, नेपाल
फोन नम्बर: +९७७-१-५५३९३९०/फ्याक्स नम्बर: +९७७-१-५५४२३९९७
इमेल : info@aepe.gov.np, वेबसाइट : www.aepec.gov.np

सौर्य ऊर्जा प्रणालीको आपूर्ति तथा जडानको लागि मान्यता प्राप्त कम्पनी/संस्थाहरूको सूची दर्ता गराउने सम्बन्धी सूचना

(सूचना प्रकाशित मिति: २०७६/०३/१२)

नेपाल सरकारद्वारा स्वीकृत नवीकरणीय ऊर्जा अनुदान परिचालन कार्यविधि २०७३ को दफा ४.२ अनुसार आगामी आर्थिकवर्ष २०७६/७७ को लागि सौर्य ऊर्जा प्रविधि जडान तथा आपूर्ति गर्नको लागि यस क्षेत्रमा कार्यरत सम्बन्धित इच्छुक कम्पनी/संस्थाहरूबाट सूची गराउनेको लागि यस सूचना मार्फत निवेदन आह्वान गरिन्छ।

सौर्य ऊर्जा प्रणालीको आपूर्ति तथा जडानको लागि मान्यता प्राप्त कम्पनी/संस्थाहरूको वर्ग

(क) घरेलु सौर्य ऊर्जा प्रणाली (साना सौर्य ऊर्जा प्रणाली, सोलार डायर र कुकर)
(ख) संस्थागत सौर्य ऊर्जा प्रणाली, सौर्य ऊर्जा पम्पिङ प्रणाली, ग्रीड टाई तथा अन्य ठुला सौर्य ऊर्जा प्रणाली।

मान्यता प्राप्त सूचीमा दर्ता गर्नको लागि इच्छुक इजाजत प्राप्त सम्बन्धित कम्पनीहरूले केन्द्रले तयार गरेको ढाँचामा मिति २०७६/०४/१२ गते अपरान्ह ३:०० बजे भित्र केन्द्रको प्रशासन शाखामा आइपुग्ने गरी निवेदन दर्ता गराउनु पर्नेछ। यसको लागि निवेदन फारम ढाँचा तथा मुल्यांकन मापदण्ड केन्द्रको website: www.aepec.gov.np मा उपलब्ध छ। इच्छुक संस्थाहरूले उपलब्ध निवेदन र फारम नै भरी बुझाउनु पर्नेछ। रित नपुगी वा अन्य ढाँचामा पेश गरिएको निवेदन यस प्रक्रियामा समावेश गरिने छैन। पहिलो म्याद नाघी प्राप्त भएको निवेदन अर्को पटकको सूचीमा समावेश गरिने छ। सूची दर्ता गराउने प्रकृया वर्ष भरी नै खुल्ला रहने छ र हरेक चौमासिकमा पछिल्ला स्वीकृत सूचीहरू एक पटक प्रकाशित गरिने छ। प्राप्त दरखास्तहरू सूचीकृत गर्ने वा नगर्ने अधिकार यस कार्यालयमा सुरक्षित रहने छ।

पुनश्च : गैर नाफा मुलक संस्थाहरूलाई यस प्रक्रियामा समावेश गरिने छैन।

Published in Kantipur Daily

B. Background of the Program

Subsidy is a key financial intervention in the policy of Government of Nepal to promote rural and renewable technologies and is executed through AEPC. AEPC with support from various Donor Partners has been continuously working towards improving rural living standard through dissemination of Solar Home System (SHS) and Small Solar Home System (SSHS). Government of Nepal has approved subsidy policy and subsidy delivery mechanism for implementation of subsidy programme.

As per the approved subsidy delivery mechanism 2073, subsidy for SHS and SSHS can be implemented by reverse auctioning process and by improvised demand driven model through recognized competent company/firm. Under second modality of improvised demand driven model through recognized competent company/firm, the procurement of goods and services will be done by the households themselves. For this purpose AEPC intends to prepare list of recognized competent company/firm. The listed recognized competent company/firm will be responsible for design, supply, and installation and after sales service of SHS and SSHS and Solar Cooker and Solar Dryer as per the requirement of household following subsidy policy and subsidy delivery mechanism.

This recognized competent company/firm will be eligible for promotion and implementation of household/domestic solar energy system listed below:

1. Solar Dryer
2. Solar Cooker
3. Small Solar Home System
4. Solar Home System

C. Criteria for Listing of Recognized Competent Company/Firm

Eligibility Criteria:

Company/Firm must be fulfilled the following Eligibility Criteria:

1. A Copy of Company/Firm Registration Certificate with updated renewed. The company/Firm must have experience of minimum three years.
2. A Copy of PAN or VAT Registration Certificate.
3. A Copy of Tax Clearance Certificate of F.Y. 2074/75.
4. Commitment letter from the company/firm mentioning that they will agree and work as per subsidy policy, subsidy delivery mechanism, technical standards, system configuration guideline and rules and regulation of AEPC.
5. A Copy of Memorandum of Association or Document demonstrating scope of work -Renewable Energy/Solar Energy must be mentioned in document. In case of addition of renewable energy/solar energy in company/firm memorandum, the addition must be done at least three years before on the date of submission of application.
6. Self Declaration Letter along with the Application as per the attached format.
7. Company/Firm qualifying as Competent Company has to submit a Copy of Tax Clearance Certificate of F.Y. 2075/76 B.S. and Copy of Renewed Company/Firm Registration Certificate within 31 January 2020 A.D.

Note: Each Joint Venture (JV) partner(s) including lead partner must fulfill all the above Eligibility Criteria with JV agreement, in case of JV application submission.

Qualification Criteria:

S.N.	Criteria	Qty	Verification Document Required
1	Head Office	1	a. Copy of Company/firm Registration Document b. Copy of PAN or VAT Registration Document c. Copy of Company/firm Memorandum d. Photograph showing office building, company board and facility available
2	Branch & Dealer Network	5	a. In case of branch, registration document b. In case of dealer, PAN or VAT of the dealer firm and agreement between Company/Firm and dealer c. Each Branch or dealer must have After Sales Service Facility. d. In one district only one branch & dealer will be considered valid. e. photograph of each branch or dealer showing branch/dealer office and after sales service facility available.
3	Solar Technician Level II or	2	a. CV in the format provided by AEPC signed by person b. Copy of solar technician level II or

	Electric/Electronic/Mechanical Overseer or above		electric/electronic/mechanical overseer certificate. c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.
4	Technician Level I	6	a. At least one at head office and one each at branch/dealer b. CV in the format provided by AEPC signed by person b. Copy of Copy of solar technician level I certificate c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.
5	Accountant	1	a. CV in the format provided by AEPC signed by person. b. Copy of highest degree or certificate (At least 10+2) c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.
6	Company/Firm Experience of working in Solar/Renewable Energy sector	3 years	a. Copy of Company/Firm Registration Document showing company has complete three working experience b. Copy of Company/Firm Memorandum-Renewable Energy/Solar Energy must be mentioned in document. In case of addition of renewable energy/solar energy in company/Firm memorandum, the addition must be done at least three years before on the date of submission of application
7	Company/Firm Experience of system installation (SHS & SSHS)	500	a. Company must have installed 500 SSHS/SHS in last three years. b. Company must submit the sales details of the installation with name list and valid document like sales invoice for individual sales or recommendation from the institution for which company has done installation.
8	Average Annual turnover (sales) in best three Fiscal Year out of recent past five years in NRs.	3 million	a. Tax clearance certificate of all three relevant years b. Company must have at least one year positive net worth or positive profitability in last three years.
9	Paid Up Capital in NRs.	2 million	a. Company/Firm Memorandum

10	Line of Credit from Bank	2 million	a. Authentic Document from Bank
11	Overall Quality Control Mechanism		a. Recording process of financial transaction b. Quality check of PV module, battery, inverter, charge controller and lamps c. System for inventory in and inventory out
12	Bank Guarantee	1 million	Company qualifying as competent companies has to submit unconditional performance guarantee (bank guarantee) of 1 million in the name of AEPC from Class A commercial bank with the validity period of 12 months from the date of signing of agreement. The proceeds of the Performance Security shall be payable to the AEPC or beneficiary nominated by the AEPC as compensation for any loss resulting from the Competent Company's (CC) failure to complete its obligations under the Contract. The Performance Security shall be discharged by the AEPC and returned to the CC not later than thirty (30) days following the date of completion of the CC's performance obligations under the Contract, including any warranty obligations under performed tasks as per the contract.
13	Outstanding Liabilities with AEPC		The applicant company must not have any outstanding liability with AEPC older than two year. <i>(The applicant must submit no outstanding liabilities letter from AEPC/CREF before signing of agreement)</i>
14.	Outstanding Liabilities with other GoN institutions	-	Company qualifying as competent companies will be provided list of complaint from other government institutions registered at AEPC against the company regarding non-functioning of installed system if any. Company must submit no objection letter from those institutions before signing of agreement.

Note:

- For companies applying for solar thermal system (solar cooker and solar dryer), eligibility criteria is only applicable. Qualification criteria except point no. 13 and 14 are not required. Applicant Company must submit no liabilities letter as stated in point 13 and 14. .**

- 2. Evaluation process will be either “YES” or “NO” for each criteria. For the company/Firm to be listed as recognized competent company/firm, all the criteria must be met.**

Application Submission Form

(The Applicant shall accomplish the Application Submission Form in its Letter Head clearly showing the Applicants Complete name and address)

Date: _____

To: Alternative Energy Promotion Center
Khumaltar Height, Lalitpur, Nepal

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Application Document for Listing of Recognized competent Companies for Small Energy System.
- (b) We offer to design, integrate, supply, install and provide after sales service to households in conformity with Subsidy Policy 2073, Subsidy Delivery Mechanism 2073, and Nepal Photovoltaic Quality Assurance (NEPQA) Rev. 1 and other guidelines of AEPC and GON.
- (c) We declare to abide by AEPC's/GoN's policy of zero tolerance to corruption.
- (d) We declare that, we have not been blacklisted and no conflict of interest in the proposed procurement proceedings and we have not been punished for an offence relating to the concerned profession or business.
- (e) We declare that we have never been involved in any case of bankruptcy or suspension of payments.
- (f) We declare that, till date, no dispute has raised in any contract executed or under execution. No civil or criminal case against us has been raised or currently being raised or being dealt with in court, not ineligible to participate in this job; have no Conflict of Interest in the proposed proceedings and have not been punished for the profession or business related offence and not blacklisted.
- (g) We do not have any conflict of interest on the listing procedure for recognized competent companies for design, integrate, supply, install and provide after sales service
- (h) We agree to permit GoN/DP or its representative to inspect our accounts and records and other documents relating to the transaction carried out under subsidy programme and to have them audited by auditors appointed by the GoN/DP.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the application for and on behalf of _____

Date _____

E. Application Form for Solar Domestic Applications

Company/Firm Information:	
Please select the category applying for: Category 1: Solar Thermal System (Solar Cooker and Solar Dryer <i>(if applying for category 1, following forms are not required to be filled)</i> Category 2: Solar PV System	
Name of Company/Firm:	
Address:	District: Metro/Sub Metro/Municipality: Ward No.: Street: Phone: Fax: Post Box: Email:
Contact Person	Name: Designation: Phone: Mobile Phone: Email:
Company/Firm Details	PAN or VAT No. Year of Registration: Registered mainline Business:
Bank Details for subsidy programme	Bank Name: Branch: Account Number:
Branch & Dealer Network	<u>Branch & Dealer 1:</u> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <u>Branch & Dealer 2:</u> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <u>Branch & Dealer 3:</u> Name:

	Address: PAN or VAT No. Contact Person Name: Contact Number: <u>Branch & Dealer 4:</u> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <u>Branch & Dealer 5:</u> Name: Address: PAN or VAT No. Contact Person Name: Contact Number:
Solar Technician Level II or Electric/Electronic/Mechanical Overseer of Above	<u>Level II or Overseer -1</u> Name: Qualification: Contact Number: Reference no. of PF, CIT or tax deposition of staff: <u>Level II or Overseer -2</u> Name: Qualification: Contact Number: Reference no. of PF, CIT or tax deposition of staff:
Solar Technician Level I	<u>Technician- 1:</u> Name: Contact Number: Name of Branch/Dealer: Reference no. of PF, CIT or tax deposition of staff: <u>Technician- 2:</u> Name: Contact Number:

	Name of Branch/Dealer: Reference no. of PF, CIT or tax deposition of staff: <u>Technician- 3:</u> Name: Contact Number: Name of Branch/Dealer: Reference no. of PF, CIT or tax deposition of staff: <u>Technician- 4:</u> Name: Contact Number: Name of Branch/Dealer: Reference no. of PF, CIT or tax deposition of staff: <u>Technician- 5:</u> Name: Contact Number: Name of Branch/Dealer: Reference no. of PF, CIT or tax deposition of staff:														
Accountant	Name: Qualification: Contact Number: Reference no. of PF, CIT or tax deposition of staff:														
Average Annual Turn Over	<table border="1"> <thead> <tr> <th colspan="2">Annual Turnover Data for the best Three years out of Last Five Years</th> </tr> <tr> <th>Year</th><th>Amount (in NPR)</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td>Total Turnover in best Three Years</td><td> </td></tr> <tr> <td>Average Annual Turnover</td><td> </td></tr> </tbody> </table>	Annual Turnover Data for the best Three years out of Last Five Years		Year	Amount (in NPR)							Total Turnover in best Three Years		Average Annual Turnover	
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Year	Amount (in NPR)														
Total Turnover in best Three Years															
Average Annual Turnover															
Paid Up Capital in NRs.															
Line of Credit (Bank Facility)	Name of the Bank providing facility:														

	Line of Credit Amount (NRs):
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I/We hereby certify that information filled up in the application form is correct and duly updated and understand that any information provided if proved to be false or manipulated, company will be recommended for blacklisting from working in program of GoN



(Should be signed by higher level authority like Managing Director/President/CEO etc)

(Owner Signature)

Name:

Position:

Date:

F. Curriculum Vitae

A recent passport
size photo

Name:

Contact details

District:.....City:.....

Street:.....House no:.....

Phone (office):.....Phone (Home):.....

Phone (Cell):.....

P O Box:..... E mail:.....

Qualification (Highest degree first)

- 1.
- 2.
- 3.

Experience:

- 1.
- 2.
- 3.
- 4.
- 5.

Declaration: If required, upon a week time notice I can produce the proof certificate of above mentioned experiences and also acknowledge the fact that if any information provided or it is proved that I have submitted this CV without actually being appointed with this company, I will be black listed from working in AEPC or AEPC related program or consultancy work or any other activity of AEPC.

Signature:

Hand written name:

Date:

Note: This CV must be submitted with relevant certificate only.