

Minimum Criteria for Qualification of Solar Thermal Companies

Following are the minimum criteria that need to be fulfilled for evaluation and verification of the company.

- Company must fulfill all the criteria to be eligible for evaluation and verification process.
- All the information submitted by the company will be verified in the field and any deviation in information provided and field verification report will automatically disqualify the company from further process. In addition the verification will be done for sufficient office infrastructure like office space, store, manufacturing/integrating space, and record of inventory in and out of the company, detail sales record of the system, quality check record of the products and accounting and book keeping system of the company.
- Company must submit all the documents mentioned in the application form.
- Company must submit Copy of Company Registration documents.
- Company must submit Income Tax Registration certificate.
- Company must submit Audit Reports of last two Fiscal Years.
- Company must submit Tax clearance letter of 2069/70.
- Company must submit Brochure of the Company and other promotional materials.
- Company must submit System Users' Manual and Guarantee/Warranty Card.
- Company must submit List of the Names of Company Personnel at head office and their signatures.
- Company must submit Dealership/Agency Certificates from manufacturers from which the company imports solar thermal components, if any.
- Company must submit Company Profile and Information on company operation.
- Company must submit Commitment letter from the company mentioning that they will agree and work as per subsidy policy, subsidy delivery mechanism, system configuration guideline and rules and regulation of AEPC/NRREP and sector code of conduct.
- Deadline for submission of application form is on or before **5 November 2014 (19 Kartik 2071), 2:00 PM**. The application form must reach to AEPC office, Khumaltar on or before above mentioned deadline.

Minimum Criteria for qualification to participate in subsidy programme for Solar Thermal System

S.N.	Criteria	Unit	Qty	Remarks
1. Organization Structure and Network				
1.1	Head Office	No	1	
1.2	No of dealer/agents	No	1	Must be registered in PAN/VAT
1.3	ASS Facility setup	No	2	Compulsory at head office + 1 at dealer/agent
2. Human Resources				
2.1 Head Office				
a	Management and Administration	No	2	Must have Bachelor degree in relevant subject and. One of them must be of technical bachelor. Company must submit signed CV and evidence like PF or CIT or verified E/TDS document. <i>In case of owner of the company the educational degree is not applicable.</i>
b	Technician	No	2	Must CTEVT certified technician or mechanical overseer and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
c	Others	No		As required for an office setup
3. Financial Strength				
3.1	Annual turnover (sales)	NRs	10 lakh	Must be verified by audited balance sheet
3.2	Fixed asset +current asset+ credit line from bank	NRs	10 lakh	Fixed and current asset must be verified by audited balance sheet and the credit line must be verified by official letter from commercial bank
4. Quality Assurance(QA) and Management System				
4.1	Internal Quality Assurance(QA) and Management Process			Company must submit the detail internal administration, process management quality assurance plan and activities
4.2	Product Quality Assurance and Monitoring system			Company must submit the detail plan of quality assurance of the products and company's monitoring system installed.