

Minimum Criteria for Qualification of Solar PV Companies

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

- Criteria is defined for three different categories of qualification i.e. qualification for SHS/SSHS, qualification for ISPS/PVPS and qualification for both SHS/SSHS and ISPS/PVPS.
- Company can apply for any one of the categories.
- 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, battery filling and charging unit, 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 PV components, if any.
- Company must submit Company Profile and Information on company operation
- Company must submit Company Business Development Plan
- 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 Home System and Small Solar Home System (SHS & SSHS)

S.N.	Criteria	Unit	Qty	Remarks
1. Organization Structure and Network				
1.1	Head Office	No	1	
1.2	No of branch Offices	No	1	Company must submit photo and recommendation from DDC or VDC
1.3	No of dealer/agents	No	8	Must be registered in PAN or PAN/VAT, renewed company registration and tax clearance
1.4	ASS Facility setup		*	*Compulsory at head office & branch office + at least 50% of no. of dealer/agent Minimum Number of ASS is 6 (1 at head office, 1 at branch office and at least 4 at other place) Minimum tools for ASS center: Multimeter, battery charger, soldering iron, regulated voltage/current supply and tool kits.
2. Human Resources				
2.1 Head Office				
a	Management or Administration	No	3	Must have Bachelor degree in relevant subject and one of them must be an fulltime accountant and company must submit signed CV and evidence like PF or CIT or verified E/TDS document. In case of owner of the company the educational degree is not applicable.
b	Technician Level II	No	1	Must be either CTEVET certified Solar Technician Level II or mechanical overseer, electronic overseer or electrical overseer and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
c	Technician Level I	No	6	Must be CTEVET certified Solar Technician Level I and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
d	Others	No		As required for an office setup
3. Financial Strength				
3.1	Annual turnover (sales)	NRs	10 million	60% sales revenue must be from the business of solar PV. Must be verified by audited balance sheet
3.2	Fixed asset + net current asset+ credit line from bank	NRs	10 million	Fixed and net current asset must be verified by audited balance sheet and the credit line must be verified by official letter from commercial bank
3.3	System Installed	Nos	500	Company must produce the evidence of sales of the required number of system

4. Quality Assurance(QA) and Management System				
4.1	Detail business plan			Company must submit concrete business plan in the format provided by AEPC in application form
4.2	Profile of Vendors and Product details			Company must submit list and certificate of dealership/agency/authorization of sales and repair and maintenance. Companies importing must submit these documents from principle manufacturer whereas companies purchasing locally must submit these documents from the supplier from where they purchase the products.
4.3	Internal Quality Assurance(QA) and Management Process			Company must submit the detail internal administration, process management quality assurance plan and activities
4.4	Product Quality Assurance and Monitoring system			Company must submit the detail plan of quality assurance of the products and company's monitoring system installed.

Minimum Criteria for qualification to participate in subsidy programme for Institutional Solar Photovoltaic System and Photovoltaic Pumping System (ISPS & PVPS)

S.N.	Criteria	Unit	Qty.	Remarks
1. Organization Structure and Network				
1.1	Head Office	No	1	
1.2	No of branch Offices	No	1	Company must submit photo and recommendation from DDC or VDC
1.3	ASS Facility setup		*	*Compulsory at head office & branch office and at least 2 at other places where company has higher number of installation Minimum tools for ASS center: Multimeter, battery charger, soldering iron, regulated voltage/current supply and tool kits.
2. Human Resources				
2.1 Head Office				
a	Management and Administration	No	3	Must have Bachelor degree in relevant subject and one of them must be an fulltime accountant and company must submit signed CV and evidence like PF or CIT or verified E/TDS document. In case of owner of the company the educational degree is not applicable.
b	Engineer	No	2	Must be permanent staff and should have to submit signed CV with written commitment and must submit the evidence like PF or CIT or verified E/TDS document
c	Technician Level II	No	2	Must be either CTEVET certified Solar Technician Level II or mechanical overseer, electronic overseer or electrical overseer and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
d	Technician Level I	No	3	Must be CTEVET certified Solar Technician Level I and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
e	Others	No		As required for an office setup
3. Financial Strength				
3.1	Annual turnover (sales)	NRs	15 million	60% sales revenue must be from the business of solar PV. Must be verified by audited balance sheet.
3.2	Fixed asset +current asset+ credit line from bank	NRs	15 million	Fixed and current asset must be verified by audited balance sheet and the credit line must be verified by official letter from commercial bank
3.3	System Installed	Nos	10	Company must produce the evidence of sales of the required number of system. Systems with Solar PV array of not less than 500Wp with panel, battery, charge controller, inverter and other accessories will only be eligible.

4. Quality Assurance(QA) and Management System				
4.1	Detail business plan			Company must submit concrete business plan in the format provided by AEPC in application form
4.2	Profile of Vendors and Product details			Company must submit list and certificate of dealership/agency/authorization of sales and repair and maintenance. Companies importing must submit these documents from principle manufacturer whereas companies purchasing locally must submit these documents from the supplier from where they purchase the products.
4.3	Internal Quality Assurance(QA) and Management Process			Company must submit the detail internal administration, process management quality assurance plan and activities
4.4	Product Quality Assurance and Monitoring system			Company must submit the detail plan of quality assurance of the products and company's monitoring system installed.

Minimum Criteria for qualification to participate in subsidy programme for both Solar Home System and Small Solar Home System (SHS & SSHS) and Institutional Solar Photovoltaic System and Photovoltaic Pumping System (ISPS & PVPS)

S.N.	Criteria	Unit	Qty.	Remarks
1. Organization Structure and Network				
1.1	Head Office	No	1	
1.2	No of branch Offices	No	2	Company must submit photo and recommendation from DDC or VDC
1.3	No of dealer/agents	No	8	Must be registered in PAN or PAN/VAT, with renewed company registration and tax clearance
1.4	ASS Facility setup		*	*Compulsory at head office & branch office + at least 50% of no. of dealer/agent Minimum Number of ASS is 6 (1 at head office, 1 at branch office and at least 4 at other place)
2. Human Resources				
2.1 Head Office				
a	Management or Administration	No	4	Must have Bachelor degree in relevant subject and one of them must be an fulltime accountant and company must submit signed CV and evidence like PF or CIT or verified E/TDS document. In case of owner of the company the educational degree is not applicable.
b	Engineer	No	2	Must be permanent staff and should have to submit signed CV with written commitment and must submit the evidence like PF or CIT or verified E/TDS document
c	Technician Level II	No	3	Must be either CTEVET certified Solar Technician Level II or mechanical overseer, electronic overseer or electrical overseer and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
d	Technician Level I	No	9	Must be CTEVET certified Solar Technician Level I and company must submit signed CV and evidence like PF or CIT or verified E/TDS document
e	Others	No		As required for an office setup
3. Financial Strength				
3.1	Annual turnover (sales)	NRs	15 million	60% sales revenue must be from the business of solar PV. Must be verified by audited balance sheet
3.2	Fixed asset +current asset+ credit line from bank	NRs	15 million	Fixed and current asset must be verified by audited balance sheet and the credit line must be verified by official letter from commercial bank
3.3	System Installed	Nos	SHS- 500 & ISPS- 10	Company must produce the evidence of sales of the required number of SHS. Company must produce the evidence of sales of the required number of system. Systems with Solar PV array of not less than 500Wp with panel, battery, charge controller, inverter and other accessories will only be eligible.

4. Quality Assurance(QA) and Management System				
4.1	Detail business plan			Company must submit concrete business plan in the format provided by AEPC in application form
4.2	Profile of Vendors and Product details			Company must submit list and certificate of dealership/agency/authorization of sales and repair and maintenance. Companies importing must submit these documents from principle manufacturer whereas companies purchasing locally must submit these documents from the supplier from where they purchase the products.
4.3	Internal Quality Assurance(QA) and Management Process			Company must submit the detail internal administration, process management quality assurance plan and activities
4.4	Product Quality Assurance and Monitoring system			Company must submit the detail plan of quality assurance of the products and company's monitoring system installed.