

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

Terms of Reference (ToR)
for
**Shortlisting of Competent Companies for Construction,
Installation and After Sales Service of Biogas Plants (Above 12.5
m³ up to 100 m³)**

July 2023

Shortlisting of Competent Companies for Construction, Installation and After Sales Service of Biogas Plants (Above 12.5 m³ up to 100 m³)

(Published Notice)



नेपाल सरकार

ऊर्जा, जलस्रोत तथा सिंचाइ मन्त्रालय

वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र

मध्य-वानेश्वर, काठमाडौं, नेपाल

फोन: ०१-४५९६०९३/९४, ईमेल: info@aepec.gov.np

नवीकरणीय ऊर्जा प्रविधिहरूको आपूर्ति, निर्माण/जडान तथा बिक्री पछिको सेवा सम्बन्धी कार्यको लागि मान्यता प्राप्त व्यावसायिक संस्था/कम्पनीहरूको सूची दर्ता तथा नवीकरण गराउने सम्बन्धी सूचना

सूचना प्रकाशित मिति: २०८०/०४/११

आवेदन पेश गर्ने अन्तिम मिति : २०८०/०४/३२ (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 २०८०/८१ को लागि (क) घरायसी वायोग्यास प्लाण्ट (ख) १२.५ देखि १०० घनमिटर क्षमता सम्मका वायोग्यास प्लाण्ट (ग) जैविक ऊर्जा प्रणाली (फलामे सुधारिएको चुलो, फलामे रकेट चुलो, फलामे ग्यासिफायर चुलो, संस्थागत फलामे सुधारिएको चुलो र संस्थागत फलामे ग्यासिफायर चुलो) (घ) सौर्य घरेलु विद्युत प्रणाली (ङ) संस्थागत सौर्य विद्युत प्रणाली, सौर्य पम्पिङ्ग प्रणाली तथा अन्य ठूला सौर्य ऊर्जा प्रणाली र (च) सौर्य तापीय प्रणाली (सोलार ड्रायर र कुकर) हरूको आपूर्ति, निर्माण/जडान तथा बिक्री पछिको सेवा उपलब्ध गराउने सम्बन्धी कार्य गर्नको लागि यस केन्द्रबाट मान्यता प्रदान गर्ने सम्बन्धमा इच्छुक व्यावसायिक संस्था/कम्पनीहरूलाई सूची दर्ता गर्नका लागि यसै सूचना मार्फत आवेदन आह्वान गरिन्छ।

उल्लेखित कार्यका लागि मान्यता प्राप्त व्यावसायिक संस्था/कम्पनीको सूचीमा दर्ता गर्नको लागि इच्छुक व्यावसायिक संस्था/कम्पनीहरूले केन्द्रले तोकेको ढाँचामा विवरणहरू तयार गरी मिति २०८० साल श्रावण मसान्तसम्ममा कार्यालय समयभित्र केन्द्रमा आवेदन दर्ता गराउनु पर्नेछ। प्रत्येक वर्गमा सूचीकृत हुन चाहने कम्पनी/संस्थाहरूले छुट्टाछुट्टै आवेदन पेश गर्नुपर्नेछ। रित नपुगी वा अन्य ढाँचामा पेश गरिएको आवेदन यस प्रक्रियामा समावेश गरिने छैन। पहिलो म्याद नाघी प्राप्त भएको आवेदन अर्को पटकको सूचीमा समावेश गरिनेछ। सूची दर्ता गराउने प्रक्रिया चालु आर्थिक वर्षभरी नै खुल्ला रहनेछ र प्रत्येक चौमासिकमा सूची अद्यावधिक गरी प्रकाशित गर्न सकिनेछ।

साथै, गत आ.व. मा सूचीकृत भई चालु आ.व.मा समेत मान्यता प्राप्त कम्पनी/संस्थाको रूपमा कार्य गर्न इच्छुक कम्पनी/संस्थाहरूले यसै सूचनालाई आधार मानी माथि उल्लेखित मिति (२०८० साल श्रावण मसान्त कार्यालय समय) भित्र तोकिएको मापदण्ड बमोजिम आवेदन पेश गर्नुपर्नेछ।

नोट : आवेदन फारामको ढाँचा तथा मूल्याङ्कनका मापदण्ड केन्द्रको वेबसाइट www.aepec.gov.np मा उप

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. Biogas component within AEPC looks after the implementation of large biogas systems. Currently, Extended Biogas Project under Scaling Up Renewable Energy Program (SREP), supported by the World Bank, supports the commercial and municipal scale biogas plants, whereas the Government of Nepal fully supports the community and institutional biogas plants.

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 community with reliable electricity supply throughout the period of the plants' service life and further more to sustain grid connection if possible in future.

The objectives of this shortlisting document are to:

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

SHORTLISTING PROCESS

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 municipal 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.

Technology transfer is a big part of the AEPC supported large biogas projects. **Companies who can demonstrate collaboration between international technology providers on biogas plant (above 12.5 m³ up to 100m³) are encouraged to apply.**

DEFINITION

For the purpose of this shortlisting, large biogas plants have been defined as plants with an installed capacity of 12.5 m³ and above based on the Modified GGC 2047 Model. For biogas plants based on other technologies, the cutoff will be determined based on the equivalent gas output. Companies wishing to construct biogas plants of up to 100 m³ need to follow due procedures mentioned in this document to get shortlisted.

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/FIRM

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 prevailing Laws of Nepali. 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. ELIGIBILITY REQUIREMENTS

The Company will submit copies of the following documents:

1. A Copy of updated and renewed Company/Firm Registration Certificate. (The company must have a working experience of at least 3 years)
2. A Copy of VAT Registration Certificate.
3. A Copy of Tax Clearance Certificate of F.Y. 2078/79.
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 Article/Memorandum of Association or Document demonstrating scope of work. The scope should have a clear mention of Renewable Energy and/or Biogas.
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. 2079/80 B.S. and Copy of Renewed Company/Firm Registration Certificate within end of Poush 2080 BS.

*Note: In case if **Joint Venture (JV)** application submission, each Joint Venture (JV) partner(s), including lead partner, must fulfil all the above eligibility criteria, along with JV agreement.*

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.

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 “Biogas plants (above 12.5 m³ up to 100m³)”** in envelop and forward the application to:

**Alternative Energy Promotion Centre
MADHYA BANESHOWER, KATHMANDU**

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/Qualification Criteria.

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
- d. Experience on working with the biogas sector in the past
- e. No outstanding liabilities with AEPC
- f. No outstanding liabilities with other GoN institutions

a. Qualified professional staff

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

Required HR	Qualification	Experience
Admin/Finance /Procurement Officer(must be permanent staff)	At least Bachelor's in any discipline	Bachelors: 5 Years' 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

Note:

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

Method of verification

1. CV in the format provided by AEPC signed by the person
2. Copy of relevant degree and/or trainings
3. Copy of contract or job appointment letter
4. Copy of evidence of Provident Fund, CIT or Tax deposition of staff

b. Basic level of minimum office space and instrument

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

Requirements
Office space at least 200 sq. ft.
Full-fledged office equipment
Phone/Fax/Email
Computer 1
Printer 1
Measuring tape 50 meter 1
Mechanical Hand tools complete set 1
Digital Camera 1
Earth Resistance Tester 1
Safety Equipments (Safety belt, Helmet etc.)
pH meter
Thermocouple
Pressure meters upto 1 bar
Spirit Level 1
Safety Equipments (Safety belt, Helmet etc.)
GPS

Method of verification

1. Company self-declaration
2. Physical verification from AEPC if required

c. Minimum requirement for financial resources

- i. Required Average Annual Turnover of the best Three Years out of past recent Five Years: Minimum NPR 2 Million**
- ii. Required Paid Up Capital: Minimum NPR 1 Million**
- iii. Required Minimum Performance Security* (Unconditional Bank Guarantee or Cash deposited into bank account provided by the AEPC, with validity period up to minimum end of Bhadra 2081): NPR 500,000 (0.5 Million NPR)**

*Performance Security is required at the time of decision only.

Remarks:

- 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.

d. Prior experience of Large Biogas Construction

The Company/Firm must have constructed/installed large biogas plants with cumulative installed capacity of 100 m³ in the recent 3 years. The individual capacity of the constructed/installed large biogas plant should not be less than 12.5 m³

e. Outstanding Liabilities with AEPC

The applicant company must not have any outstanding liability with AEPC older than two years.

(The applicant must submit no outstanding liabilities letter from AEPC/ CREF before signing of agreement)

f. Outstanding Liabilities with GoN and other institutions

Company qualifying as competent companies will be provided list of complaint (if any) from other government institutions registered at AEPC against the company regarding non-functioning of installed system. Company must submit no objection letter from those institutions before being shortlisted.

Criteria for removal from shortlisting

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

- Non-compliance of criteria mentioned in this document after being shortlisted.
- Maintaining shortlisted status means companies/Firms 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

Details of the Company	Name of the Company/Firm:	
	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:		

	<p>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.</p> <p>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.</p>
	<p>Name of the authorized person signing the form:</p> <hr/> <p>Position held in the Company:</p> <hr/> <p>Signature:</p> <hr/> <p>Date:</p> <hr/> <p>Detail of contact person for further communication:</p> <p>Name:</p> <hr/> <p>Mobile Number:</p> <hr/> <p>Position of the contact person in the Company:</p> <hr/> <p>Company seal</p>

List of copies of documents

- Company registration certificate
- VAT/PAN registration certificate
- Tax certificate of the previous fiscal year
- Memorandum of Association clearly mentioning approved working areas of the company/Firm
- Signed CV of Human Resource
- Any other(please specify)

Details of Human Resource

Name	Qualification	Training	Experience	Remarks if any

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

Financial capacity

Heading	Amount (In NPR)	Verification document to be attached
Average Annual Turnover of the past 3 years		Audited Financial Statement or Tax Clearance Certificate
Paid up Capital		Article/Memorandum of Association
Performance Security		Bank Guarantee or Cash Deposit
Others		

Company Experience

Cumulative capacity of installed large biogas plants in the past 3 years: m³

APPLICATION SUBMISSION FORM

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 construct, supply, install and provide after sales service to the developers in conformity with Subsidy Policy 2078, Subsidy Delivery Mechanism 2079, Subsidy Delivery Mechanism for Special Programs 2079.
- (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 _____

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.
- 4.

Experience:

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

Training:

- 1.
- 2.
- 3.

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 programme or consultancy work or any other activity of AEPC

Signature:

Hand written name:

Date:

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