



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

**Listing of Recognized Competent Company/Firm  
for installation and promotion of  
Institutional Solar Photovoltaic System, Solar Pumping System  
and Large Solar System**

**September 2024**

## **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 Institutional Solar Power System, Solar Pumping System and Private owned larger solar power system. Government of Nepal has approved subsidy policy and subsidy delivery mechanism for implementation of subsidy programme.

As per the approved subsidy delivery mechanism 2079 and PPA/PPR, institutional solar power system, solar pumping system and community based solar power system can be implemented under direct purchase provision from listed companies recognized competent company/firm. The listed recognized competent company/firm will be responsible for design, supply, and installation and after sales service of Institutional Solar System, Solar Drinking Water System and Large Solar System as per the requirement of institutions following subsidy policy, subsidy delivery mechanism and other relevant guidelines.

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

1. Institutional Solar Photovoltaic System
2. Solar Pumping System
3. Large Solar 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 renewal. 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. 2079/80.
4. Commitment letter from the company/firm mentioning that they will agree and work as per prevailing RE subsidy policy, RE subsidy delivery mechanism, system configuration guideline and rules and regulation of AEPC.
5. Self-Declaration Letter along with the Application as per the attached format.
6. A Copy of Memorandum of Association-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 qualifying as Competent Company has to submit a Copy of Tax Clearance Certificate of F.Y. 2080/81 B.S. and Copy of Renewed Company/Firm Registration Certificate within end of Poush 2081 BS.

**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. Company/firm Registration Document b. PAN or VAT Registration Document c. Company/firm Memorandum d. Photograph showing office building, company board and facility available at company
2	Branch & Dealer Network	1	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. Branch or dealer must have After Sales Service Facility. d. In one district only one branch & dealer will be considered valid. e. Photograph showing after sales service facility at branch/dealer.
3	Electrical/Electronic/Mechanical Engineer	2	a. Engineer must have Bachelor in Electrical or Electronic or Mechanical and hold Nepal Engineering Council (NEC) certificate. b. CV in the format provided by AEPC signed by the staff c. Copy of highest degree or certificate

			<p>d. Copy of NEC certificate</p> <p>e. Contract of Job/ Appointment Letter</p> <p>f. Evidence of Provident Fund, CIT or tax deposition of staff.</p>
4	Civil Engineer (part time or full time)	1	<p>a. Engineer must have Bachelor in Civil Engineering and hold Nepal Engineering Council certificate.</p> <p>b. CV in the format provided by AEPC signed by the staff</p> <p>c. Copy of highest degree or certificate</p> <p>d. Copy of NEC certificate</p> <p>e. Contract of Job/ Appointment Letter</p> <p>f. Evidence of Provident Fund, CIT or tax deposition of staff.</p>
5	Solar Technician Level II or Electric/Electronic/Mechanical Overseer or above at head office	2	<p>a. CV in the format provided by AEPC signed by the staff</p> <p>b. Copy of highest degree or certificate</p> <p>c. Contract of Job/ Appointment Letter</p> <p>d. Evidence of Provident Fund, CIT or tax deposition of staff.</p>
6	Solar Technician Level II or Electric/Electronic/Mechanical Overseer or above at branch	One at each branch/dealer	<p>a. CV in the format provided by AEPC signed by the staff</p> <p>b. Copy of highest degree or certificate</p> <p>c. Contract of Job/ Appointment Letter</p> <p>d. Evidence of Provident Fund, CIT or tax deposition of staff.</p>
7	Accountant	1	<p>a. CV in the format provided by AEPC signed by the staff</p> <p>b. Copy of highest degree or certificate (At least bachelor)</p> <p>c. Contract of Job/ Appointment Letter</p> <p>d. Evidence of Provident Fund, CIT or tax deposition of staff.</p>
8	Company/Firm Experience of working in Solar/Renewable Energy sector	3 years	<p>a. Company / Firm Registration Document showing company has complete three working experience</p> <p>b. 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</p>

9	Company/Firm Experience of system installation (ISPS and Pumping system)	5 ISPS or 5 solar pumping systems	<p>a. Company must have installed at least 5 institutional solar power systems in last three years. Company must submit recommendation letter for each installed ISPS for its satisfactory performance.</p> <p>Or Company must have done at least 5 solar pumping projects in last three years. Company must submit recommendation letter for each installed pumping system for its satisfactory performance.</p>
10	Average Annual turnover (sales) in best three Fiscal Year out of recent past five years in NRs.	5 million	<p>a. Tax clearance certificate of all three relevant years</p> <p>b. Company must have at least one year positive annual turnover in last three years.</p>
11	Paid Up Capital in NRs.	5 million	a. Company/Firm Memorandum
12	Overall Quality Control Mechanism		<p>a. Recording process of financial transaction</p> <p>b. Quality check of PV module, battery, inverter, charge controller and lamps.</p> <p>c. System for inventory in and inventory out</p>
13	Product	All the components of ISPS or solar pumping system	<p>a. It is mandatory for applicant company to have at least one brand/model of (solar PV, Battery, Inverter, Charge Controller, lamps) /(Solar PV, Pump, Pump Controller)</p> <p>b. Company must submit Memorandum of Understanding/ Agreement/Contract between the company &amp; manufacturer.</p> <p>c. Warranty documents from the manufacturer in favor of the company for major components i.e. (Solar Module, Battery, Inverter, Charge Controller, lamps)/(Solar PV, Pump, Pump Controller)</p> <p><i>(For b &amp; c if the company is direct importer, the agreement must be between manufacturer and the company stating terms and condition of product supply and warranty provision and assurance. If the company sources its product locally, the company must submit agreement between importing company and manufacturer and then agreement between importing company and the applicant company and both the agreement must clearly</i></p>

			<p><i>state terms and condition of product supply and warranty provision and assurance.)</i></p> <p>d. Technical catalogues of all equipment Solar Module, Battery, Inverter, Charge Controller, lamps, Pump, Pump Controller</p> <p>e. Test report of (Solar PV Module, Battery, Inverter, Charge Controller, Lamps)/(Solar PV,Pump Controller and Pump from international accredited testing laboratories / Renewable Energy Test Station (RETS) Nepal.</p> <p><i>(If the product is tested and certified by other company from RETS, it is mandatory to submit no objection letter from the company testing and certifying that product.)</i></p>
14	Outstanding Liabilities with AEPC	-	<p>The applicant company must not have any outstanding liability with AEPC older than one year.</p> <p><i>(The applicant must submit no outstanding liabilities letter from AEPC account section and CREF)</i></p>
16.	Outstanding Liabilities with other GoN institutions	-	<p>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 signing of agreement.</p>
17	Blacklisting situation		Not blacklisted by PPMO and DP's associated with AEPC

**Note:**

- 1. Evaluation method 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  
Mid Baneshwor, Kathmandu, 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 2078, Subsidy Delivery Mechanism 2079, and Nepal Photovoltaic Quality Assurance (NEPQA) 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 Firm for Institutional Solar, Solar Pumping and Large Solar System

**Note: The applicant should fill all the fields of this form clearly, completely and accurately supported with required document. Any application with incomplete information or fields not properly filed will be considered non responsive and will not be evaluated**

<b>Company/Firm Information:</b>	
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	<p><b><u>Branch &amp; Dealer 1:</u></b> Name: Address: PAN or VAT No. Contact Person Name: Contact Number:</p> <p><b><u>Branch &amp; Dealer 2:</u></b> Name: Address: PAN or VAT No. Contact Person Name: Contact Number:</p> <p><b><u>Branch &amp; Dealer 3:</u></b> Name:</p>



	<p>Address:  PAN or VAT No.  Contact Person Name:  Contact Number:  <b><u>Branch &amp; Dealer 4:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:  <b><u>Branch &amp; Dealer 5:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:  <b><u>Branch &amp; Dealer 6:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:  <b><u>Branch &amp; Dealer 7:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:</p>
<p>HR Details</p>	<p><b><u>Electrical/Electronic/Mechanical Engineer-1</u></b>  Name:  Qualification:  Contact Number:  Reference no. of PF, CIT or tax deposition of staff:  <b><u>Electrical/Electronic/Mechanical Engineer-2</u></b>  Name:</p>

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Civil Engineer**

Name:

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Level II or Overseer at Head Office -1**

Name:

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Level II or Overseer at Head Office -2**

Name:

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Level II or Overseer at Branch/Dealer -1**

Name of Branch:

Name of Level II or Overseer:

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Level II or Overseer at Branch/Dealer -2**

Name of Branch:

Name of Level II or Overseer:

Qualification:

Contact Number:

Reference no. of PF, CIT or tax deposition of staff:

**Level II or Overseer at Branch/Dealer -3**

Name of Branch:

Name of Level II or Overseer:

Qualification:

Contact Number:

	<p>Reference no. of PF, CIT or tax deposition of staff:</p> <p><b><u>Level II or Overseer at Branch/Dealer -4</u></b></p> <p>Name of Branch:</p> <p>Name of Level II or Overseer:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p> <p><b><u>Level II or Overseer at Branch/Dealer -5</u></b></p> <p>Name of Branch:</p> <p>Name of Level II or Overseer:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p> <p><b><u>Level II or Overseer at Branch/Dealer -6</u></b></p> <p>Name of Branch:</p> <p>Name of Level II or Overseer:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p> <p><b><u>Level II or Overseer at Branch/Dealer -7</u></b></p> <p>Name of Branch:</p> <p>Name of Level II or Overseer:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p>								
Accountant	<p>Name:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p>								
Average Annual Turn Over	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="528 1760 1453 1845"><b>Annual Turnover Data for the best Three years out of Last Five Years</b></th> </tr> <tr> <th data-bbox="528 1845 887 1944">Year</th> <th data-bbox="887 1845 1453 1944">Amount (in NPR)</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1944 887 2016"></td> <td data-bbox="887 1944 1453 2016"></td> </tr> <tr> <td data-bbox="528 2016 887 2074"></td> <td data-bbox="887 2016 1453 2074"></td> </tr> </tbody> </table>	<b>Annual Turnover Data for the best Three years out of Last Five Years</b>		Year	Amount (in NPR)				
<b>Annual Turnover Data for the best Three years out of Last Five Years</b>									
Year	Amount (in NPR)								

		<b>Total Turnover in best Three Years</b>	
		<b>Average Annual Turnover</b>	
Paid Up Capital in NRs.			
Company/Firm Experience of system installation (ISPS and Pumping system)	<p><b><u>Details of ISPS -1</u></b> Name of Institution where ISPS is installed: Contact person of institution: Contact number: Capacity of System: Year of Installation:</p> <p><b><u>Details of ISPS -2</u></b> Name of Institution where ISPS is installed: Contact person of institution: Contact number: Capacity of System: Year of Installation:</p> <p><b><u>Details of ISPS -3</u></b> Name of Institution where ISPS is installed: Contact person of institution: Contact number: Capacity of System: Year of Installation:</p> <p><b><u>Details of ISPS -4</u></b> Name of Institution where ISPS is installed: Contact person of institution: Contact number: Capacity of System: Year of Installation:</p> <p><b><u>Details of ISPS -5</u></b> Name of Institution where ISPS is installed: Contact person of institution:</p>		

Contact number:

Capacity of System:

Year of Installation:

**Details of ISPS -6**

Name of Institution where ISPS is installed:

Contact person of institution:

Contact number:

Capacity of System:

Year of Installation:

**Details of ISPS -7**

Name of Institution where ISPS is installed:

Contact person of institution:

Contact number:

Capacity of System:

Year of Installation:

**Details of ISPS -8**

Name of Institution where ISPS is installed:

Contact person of institution:

Contact number:

Capacity of System:

Year of Installation:

**Details of ISPS -9**

Name of Institution where ISPS is installed:

Contact person of institution:

Contact number:

Capacity of System:

Year of Installation:

**Details of ISPS -10**

Name of Institution where ISPS is installed:

Contact person of institution:

Contact number:

Capacity of System:

Year of Installation:

	<p><b><u>Details of Solar Pumping System -1</u></b></p> <p>Name of Institution/beneficiary where pump is installed:</p> <p>Contact person of institution:</p> <p>Contact number:</p> <p>Capacity of System:</p> <p>Year of Installation:</p> <p><b><u>Details of Solar Pumping System -2</u></b></p> <p>Name of Institution/beneficiary where pump is installed:</p> <p>Contact person of institution:</p> <p>Contact number:</p> <p>Capacity of System:</p> <p>Year of Installation:</p> <p><b><u>Details of Solar Pumping System -3</u></b></p> <p>Name of Institution/beneficiary where pump is installed:</p> <p>Contact person of institution:</p> <p>Contact number:</p> <p>Capacity of System:</p> <p>Year of Installation:</p> <p><b><u>Details of Solar Pumping System -4</u></b></p> <p>Name of Institution/beneficiary where pump is installed:</p> <p>Contact person of institution:</p> <p>Contact number:</p> <p>Capacity of System:</p> <p>Year of Installation:</p> <p><b><u>Details of Solar Pumping System -5</u></b></p> <p>Name of Institution/beneficiary where pump is installed:</p> <p>Contact person of institution:</p> <p>Contact number:</p> <p>Capacity of System:</p> <p>Year of Installation:</p>
Product Details	<p><b><u>Solar PV Module</u></b></p> <p>Manufacturer Name:</p>

Country of Origin:  
Brand:  
Model:  
Capacity:  
International Certification:  
RETS PIT certificate No.  
Power warranty  
Workmanship Warranty:

**Battery**

Manufacturer Name:  
Country of Origin:  
Brand:  
Model:  
Capacity:  
International Certification:  
RETS PIT certificate No.  
Warranty:

**Charge Controller**

Manufacturer Name:  
Country of Origin:  
Brand:  
Model:  
Capacity:  
International Certification:  
RETS PIT certificate No.  
Warranty:

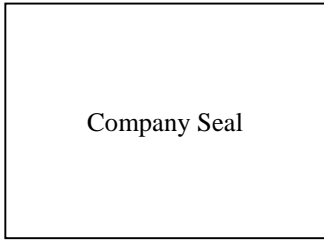
**Lamps**

Manufacturer Name:  
Country of Origin:  
Brand:  
Model:  
Capacity:  
International Certification:

	<p>RETS PIT certificate No.</p> <p>Warranty:</p> <p><b><u>Inverter:</u></b></p> <p>Manufacturer Name:</p> <p>Country of Origin:</p> <p>Brand:</p> <p>Model:</p> <p>Capacity:</p> <p>International Certification:</p> <p>RETS PIT certificate No.</p> <p>Warranty:</p> <p><b><u>Pump</u></b></p> <p>Manufacturer Name:</p> <p>Country of Origin:</p> <p>Brand:</p> <p>Model:</p> <p>Capacity:</p> <p>International Certification:</p> <p>RETS PIT certificate No.</p> <p>Warranty:</p> <p><b><u>Pump Controller</u></b></p> <p>Manufacturer Name:</p> <p>Country of Origin:</p> <p>Brand:</p> <p>Model:</p> <p>Capacity:</p> <p>International Certification:</p> <p>RETS PIT certificate No.</p> <p>Warranty:</p> <p><b><u>(If applicant company has more than one brand/model of same component, company can add those details in above format in separate paper)</u></b></p>
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I/We hereby certify that information filled up in the application form is correct and duly updated.  
(Should be signed by higher level authority like Managing Director/President/CEO etc)





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(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:**

**Declaration:** If required, upon a week time notice I can produce the proof certificate of above mentioned experiences.

Signature:

Hand written name:

Date:

**Note:** This CV must be submitted with highest degree certificate only.