

Government of Nepal
Ministry of Energy, Water Resource and Irrigation
Alternative Energy Promotion Centre (AEPC)
Lalitpur Metropolitan City, Ward No. 15, Khumaltar Height, Lalitpur, Nepal

**Listing of Recognized Competent Company/Firm
For
Supply / Installation of Household/Domestic Biomass Energy
Systems**

Household/Domestic Application of Biomass Energy Systems Includes:

1. Metallic Rocket Stove (ICS) / Metallic Improved Cooking Stove (MICS) / Metallic Institutional Improved Cooking Stove (MIICS)
2. Thermal Gasifier

15 July 2019

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**A. Notice for Listing of Recognized Competent
Company/Firm
For
Supply / Installation of Household/Domestic Biomass Energy
System**



नेपाल सरकार
ऊर्जा, जलस्रोत तथा सिंचाई मन्त्रालय
वैकल्पिक ऊर्जा प्रबर्द्धन केन्द्र
ललितपुर म. न. पा. वडा नं. १५, खुमलटार हाईट, ललितपुर, नेपाल
फोन नम्बर: +९७७-१-५५३९३९० / फ्याक्स नम्बर: +९७७-१-५५४२३९९७
इमेल: info@aepc.gov.np, वेबसाइट: www.aepc.gov.np

**जैवीक ऊर्जा प्रणालीको आपूर्ति तथा जडानको लागि मान्यता प्राप्त
कम्पनी/संस्थाहरूको सूचि दर्ता गराउने सम्बन्धी सूचना**

सूचना प्रकाशित मिति: २०७६।०३।३०

नेपाल सरकारद्वारा स्वीकृत नवीकरणीय ऊर्जा अनुदान परिचालन कार्यविधि २०७३ को दफा ४.२ अनुसार आगामी आर्थिक वर्ष २०७६/७७ को लागि जैविक ऊर्जा प्रविधि जडान तथा आपूर्ति गर्नको लागि यस क्षेत्रमा कार्यरत सम्बन्धित इच्छुक कम्पनी/संस्थाहरूबाट सूची गराउनको लागि यस सूचना मार्फत निवेदन आन्वहान गरिन्छ। जैवीक ऊर्जा प्रणालीको आपूर्ति तथा जडानको लागि मान्यता प्राप्त कम्पनी/संस्थाहरूको वर्ग (क) घरेलु जैवीक ऊर्जा प्रणाली Metallic Rocket Stove (ICS), MICS, Metallic Institutional Improved Cook stove र (ख) Thermal Gasifier मा मान्यता प्राप्त सूचीमा दर्ता गर्नको लागि इच्छुक ईजाजात प्राप्त संस्था/कम्पनीहरूले केन्द्रले तयार गरेको ढाँचामा मिति: २०७६ साल श्रावण २९ गते अपरान्ह ३.०० बजे भित्र केन्द्रको प्रशासन शाखामा आइपुग्ने गरी निवेदन दर्ता गराउनु पर्नेछ। यसको लागि निवेदन फारम ढाँचा तथा मूल्याङ्कन मापदण्ड केन्द्रको वेबसाइट: www.aepc.gov.np मा उपलब्ध छ। इच्छुक संस्थाहरूले उपलब्ध निवेदन फारम नै भरी बुझाउनु पर्नेछ। रीत नपुगी वा अन्य ढाँचामा पेश गरिएको निवेदन यस प्रकृत्यामा समावेश गरिने छैन। पहिलो म्याद नाघी प्राप्त भएको निवेदन अर्को पटकको सूचिमा समावेश गरिने छ। सूची दर्ता गराउने प्रकृत्या वर्ष भरी नै खुल्ला रहने छ र हरेक चौमासिकमा पछिल्ला स्वीकृत सूचिहरू एक पटक प्रकाशित गरिने छ। प्राप्त दरखास्तहरू सूचिकृत गर्ने वा नगर्ने अधिकार यस कार्यलयमा सुरक्षित रहने छ।

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

(Notice Published in the “Nagarik” National 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 Metallic Rocket Stove (ICS), MICS, Metallic Institutional Improved Cooking Stove & Thermal Gasifier. 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 Metallic Rocket Stove (ICS), MICS, Metallic Institutional Improved Cooking stove & Thermal Gasifier can be implemented by reverse auctioning process and by demand driven model through recognized competent company/firm. Under second modality of demand driven model through recognized competent company/firm, the procurement of goods and services will be done by the households / Institution 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 Metallic Rocket Stove (ICS), MICS, Metallic Institutional Improved Cooking stove & Thermal Gasifier as per the requirement of following subsidy policy and subsidy delivery mechanism.

This recognized competent company/firm will be eligible for promotion and implementation of Metallic Rocket Stove (ICS), MICS, Metallic Institutional Improved Cook stove & Thermal Gasifier system listed below:

- 1. Metallic Rocket Stove (ICS)/Metallic Improved Cooking Stove (MICS)/Metallic Institutional Improved Cooking Stove (MIICS)**
- 2. Thermal Gasifier**

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/Biomass Energy must be mentioned in document. In case of addition of renewable energy/Biomass 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	Quantity	Verification Document Required
1	Head Office	1 Place	a. Copy of Company/firm Registration Document b. Copy of PAN and VAT Registration Document c. Copy of Company/firm Memorandum of Association (Prawandhapatra/Objective of the Firm) d. Photograph showing office building, company board and facility available
2	Minimum Branch / Dealer/After sales service Network	3 Places	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/after sales service Network will be considered valid. e. photograph of each branch or dealer showing branch/dealer office and after sales service facility available. Not Applicable for Thermal Gasifier System
3	Mechanical/Electrical / Electronics /Agriculture or relevant discipline Sub Overseer or above	1 Person	a. CV in the format provided by AEPC signed by person b. Any Technical / Vocational Training c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.

4	Accountant	1 Person	<p>a. CV in the format provided by AEPC signed by person.</p> <p>b. Copy of highest degree or certificate (At least 10+2)</p> <p>c. Copy of Contract of Job/ Appointment Letter</p> <p>d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.</p>
5	Company/Firm Experience of working in Biomass Energy sector	3 years	<p>a. Copy of Company/Firm Registration Document showing company has complete three years working experience</p> <p>b. Copy of Company/Firm Memorandum of Association (Prawandhapatra)-Renewable Energy/Biomass Energy must be mentioned in document. In case of addition of renewable energy/Biomass energy in company/Firm memorandum, the addition must be done at least three years on the last date of submission of application</p>
6	Company/Firm Experience of system installation (Biomass Energy Technology)	500 Units	<p>a. Company must have produced/disseminated any 500 of Biomass energy technology (rocket stove/MICS) (in case of Gasifier at least 5 unit of gasifier systems & in case of Metallic IICS at least 30 Systems) in last recent three years.</p> <p>b. Company must submit the sales details of the installation with name list and valid document like sales invoice/Sales Record for individual sales or recommendation from the institution for which company has done installation.</p>
7	Minimum Average Annual turnover (Transaction) in best three Fiscal Year out of recent past five years in Nepalese Rupees	2.00 Million	<p>a. Tax clearance certificate of all three relevant years</p> <p>b. Company must have at least one year positive net worth or positive profitability in last recent three years.</p>
8	Minimum Paid Up Capital in Nepalese Rupees	0.50 Million	a. Company/Firm Memorandum of Association
9	Minimum Line of Credit or Bank Balance from Bank in Nepalese Rupees	1.00 Million	a. Authentic Document/Commitment from Bank
10	Overall Quality Control Mechanism		<p>a. Recording process of financial transaction</p> <p>b. RETS approved certificate</p> <p>c. System for inventory in and inventory out</p>

11	Minimum Performance Security (Bank Guarantee or Cash Deposited into Bank) in Nepalese Rupees	0.50 Million	<p>Company/Firm qualifying as competent companies has to submit unconditional performance Security (Either unconditional bank guarantee in the name of AEPC from Commercial Banks or Financial Institutions eligible to issue Bank Guarantee as per prevailing Laws of Nepal or Cash Deposited in to the Bank Account Provided by the AEPC) with the validity period of Minimum 12 months from the date of signing of agreement.</p> <ul style="list-style-type: none"> • 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.
12	Outstanding Liabilities with AEPC		<p>The applicant company must not have any outstanding liability with AEPC older than two year.</p> <p><i>(The applicant must submit no outstanding liabilities letter from AEPC/CREF before signing of agreement)</i></p>
13	Outstanding Liabilities with other GoN institutions	-	<p>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.</p>

Note:

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 NIBC 2016 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 Rocket Stove Domestic Applications

Company/Firm Information:	
<p>Please select the category applying for:</p> <p>1. Metallic Rocket Stove (ICS) / Metallic Improved Cooking Stove (MICS) / Metallic Institutional Improved Cooking Stove (IICS) <input style="float: right; width: 60px; height: 20px; border: 1px solid black;" type="checkbox"/></p> <p>2. Thermal Gasifier <input style="float: right; width: 60px; height: 20px; border: 1px solid black;" type="checkbox"/></p>	
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/After Sales Service Network	<p><u>Branch/Dealer/After Sales Service 1:</u></p> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <p><u>Branch/Dealer/After Sales Service 2:</u></p> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <p><u>Branch/Dealer/After Sales Service 3:</u></p> Name: Address:

	PAN or VAT No. Contact Person Name: Contact Number:														
Electrical /Electronics /Mechanical / Agriculture Sub Overseer or above	<u>Technician -1</u> Name: Qualification: Contact Number: 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 Turnover	<table border="1"> <thead> <tr> <th colspan="2">Annual Turnover Data for the best Three years out of Last recent 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 recent 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):														

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.
- 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 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.