



Government of Nepal  
Ministry of Energy, Water Resources and Irrigation  
**Alternative Energy Promotion Centre**  
Tahachal, Kathmandu, Nepal

**Listing of Recognized Competent Company/Firm  
For  
Household/Domestic Application  
of  
Solar Home System**

**Household/Domestic Application of Solar Home System**

September 2024

**A. Notice for Listing of Recognized Competent Company/Firm for  
Application of Renewable Energy Technologies**

## **B. Background of the Program**

Subsidy is a key financial intervention in the policy of Government of Nepal to promote rural and renewable energy 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 Solar Home System (SHS) and Small Solar Home System (SSHS). Government of Nepal has approved Renewable Energy (RE) subsidy policy and RE subsidy delivery mechanism for implementation of subsidy programme.

As per the approved RE subsidy policy and RE Subsidy delivery mechanism, subsidy for SHS and SSHS can be implemented by reverse auctioning process and by improvised demand driven model through recognized competent company/firm. Under second modality of improvised demand driven model through recognized competent company/firm, the procurement of goods and services will be done by the households 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 SHS and SSHS as per the requirement of household following prevailing RE subsidy policy and RE subsidy delivery mechanism.

This recognized competent company/firm will be eligible for promotion and implementation of Solar Home 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	Quantity (Minimum)	Verification Document Required
1	Head Office	1	<ol style="list-style-type: none"> <li>a. Copy of Company/firm Registration Document</li> <li>b. Copy of PAN or VAT Registration Document</li> <li>c. Copy of Company/firm Memorandum</li> <li>d. Photograph showing office building, company board and facility available</li> </ol>
2	Branch or Dealer Network	5	<ol style="list-style-type: none"> <li>a. In case of branch, registration document</li> <li>b. In case of dealer, PAN or VAT of the dealer firm and agreement between Company/Firm and dealer</li> <li>c. Each Branch or dealer must have After Sales Service Facility.</li> <li>d. In one district only one branch &amp; dealer will be considered valid.</li> <li>e. Photograph of each branch or dealer showing branch / dealer office and after sales service facility available.</li> </ol>

3	Solar Technician Level II or Electrical/Electronics/ Mechanical Overseer or above	2	<ul style="list-style-type: none"> <li>a. CV in the format provided by AEPC signed by person</li> <li>b. Copy of Solar Technician Level II or Electrical /Electronics /Mechanical Overseer or above</li> <li>c. Copy of Contract of Job/ Appointment Letter</li> <li>d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.</li> </ul>
4	Technician Level I	6	<ul style="list-style-type: none"> <li>a. At least one at head office and one each at branch/dealer</li> <li>b. CV in the format provided by AEPC signed by person</li> <li>c. Copy of Solar Technician Level 1 certificate</li> <li>d. Copy of Contract of Job/ Appointment Letter</li> <li>e. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.</li> </ul>
5	Accountant	1	<ul style="list-style-type: none"> <li>a. CV in the format provided by AEPC signed by person</li> <li>b. Copy of highest degree or certificate (At least 10+2)</li> <li>c. Copy of Contract of Job/ Appointment Letter</li> <li>d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff.</li> </ul>
6	Company/Firm Experience of working in Solar/Renewable Energy sector	3 years	<ul style="list-style-type: none"> <li>a. Company / Firm Registration Document showing company has complete three years of working experience.</li> <li>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</li> </ul>
7	Company/Firm Experience of system installation (SHS & SSHS)	300 Nos.	<ul style="list-style-type: none"> <li>a. Company must have installed 300 SSHS/SHS in past recent Five years.</li> <li>b. Company must submit the sales details of the installation with name list and valid document like sales invoice for individual sales or recommendation from the institution for which company has done installation.</li> </ul>

8	Average Annual turnover (sales) in best three Fiscal Year out of recent past five years in NRs.	2 million	a. Tax clearance certificate of all three relevant years.
9	Paid Up Capital in NRs.	2 million	a. Copy of Company/Firm Memorandum of Association
10	Overall Quality Control Mechanism		a. Recording process of financial transaction b. Quality check of PV module, battery, inverter, charge controller and lamps c. System for inventory in and inventory out
12	Outstanding Liabilities with AEPC		The applicant company must not have any outstanding liability with AEPC older than one year. <i>(The applicant must submit no outstanding liabilities letter from AEPC account section and CREF)</i>
13	Outstanding Liabilities with other Public institutions	-	Company qualifying as competent company 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.
14	Blacklisting situation		Not blacklisted by PPMO and DP's associated with AEPC

**Note: 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.**

## D. 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 Household/Domestic Application of Solar Energy System.
- (b) We offer to design, integrate, supply, install and provide after sales service to households in conformity with prevailing RE Subsidy Policy, RE Subsidy Delivery Mechanism, 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 Solar Home System

<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 or Dealer Network	<p><b><u>Branch or Dealer 1:</u></b></p> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <p><b><u>Branch or Dealer 2:</u></b></p> Name: Address: PAN or VAT No. Contact Person Name: Contact Number: <p><b><u>Branch or Dealer 3:</u></b></p> Name: Address: PAN or VAT No.



	<p>Contact Person Name:  Contact Number:  <b><u>Branch or Dealer 4:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:  <b><u>Branch or Dealer 5:</u></b>  Name:  Address:  PAN or VAT No.  Contact Person Name:  Contact Number:</p>
<p>Solar Technician Level II or  Electric/Electronic/Mechanical  Overseer of Above</p>	<p><b><u>Level II or Overseer -1</u></b>  Name:  Qualification:  Contact Number:  Reference no. of PF, CIT or tax deposition of staff:  <b><u>Level II or Overseer -2</u></b>  Name:  Qualification:  Contact Number:  Reference no. of PF, CIT or tax deposition of staff:</p>

Solar Technician Level I

**Technician- 1:**

Name:

Contact Number:

Name of Branch/Dealer:

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

**Technician- 2:**

Name:

Contact Number:

Name of Branch/Dealer:

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

**Technician- 3:**

Name:

Contact Number:

Name of Branch/Dealer:

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

**Technician- 4:**

Name:

Contact Number:

Name of Branch/Dealer:

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

**Technician- 5:**

Name:

Contact Number:

Name of Branch/Dealer:

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

**Technician- 6:**

Name:

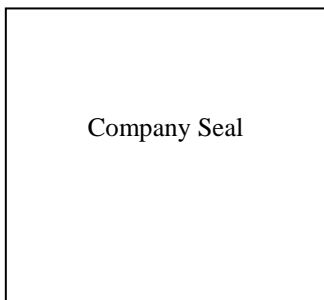
Contact Number:

Name of Branch/Dealer:

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 Turn Over	<b>Annual Turnover Data for the best Three years out of past recent Five Years</b>	
	<b>Year</b>	<b>Amount (in NPR)</b>
	<b>Total Turnover in best Three Years</b>	
<b>Average Annual Turnover</b>		
Paid Up Capital in NRs.		

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)



\_\_\_\_\_  
 (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.*