



Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Promotion Centre
Tahachal, Kathmandu, 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. *Portable/Rocket/Gasifier Cook Stove / Metallic Improved Cooking Stove (MICS) /
Metallic Institutional Improved Cooking Stove (MIICS)*
2. *Thermal Gasifier*

December 2024

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

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 and Metallic Institutional Improved Cooking Stove & Thermal Gasifier. Government of Nepal has approved Renewable Energy (RE) subsidy policy and RE subsidy delivery mechanism for implementation of subsidy programs.

As per the prevailing RE Subsidy Delivery Mechanism, subsidy for Metallic Rocket Stove (ICS), MICS and 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 Portable/Rocket/Gasifier Cook Stove (ICS), MICS, Metallic Institutional Improved Cook 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 Portable/Rocket/Gasifier Cook Stove, Metallic Improved Cook Stove (MICS), Metallic Institutional Improved Cook Stove (MIICS) & Thermal Gasifier system listed below:

- 1. Portable/Rocket/Gasifier Cook Stove/Metallic Improved Cook Stove (MICS)/Metallic Institutional Improved Cook 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. 2079/80.
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. 2080/81 B.S. and Copy of Renewed Company/Firm Registration Certificate within the 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.No.	Criteria	Quantity (Minimum)	Verification Document Required
1.	Head Office	1	<ol style="list-style-type: none"> 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 (Not Applicable for Thermal Gasifier System)	3	<ol style="list-style-type: none"> 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 service facility available.
3	Mechanical/ Electrical/ Electronics/ Agriculture or relevant discipline Sub-Overseer or above	1	<ol style="list-style-type: none"> a. CV in the format provided by AEPC signed by person b. Any Technical / Vocational Training (In case of person obtained level training from CTEVT) c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff

4	Accountant	1	<ul style="list-style-type: none"> a. CV in the format provided by AEPC signed by person. b. Copy of highest degree or certificate (At least 10+2) c. Copy of Contract of Job/ Appointment Letter d. Copy of Evidence of Provident Fund, CIT or tax deposition of staff
5	Company/Firm Experience of working in Biomass Energy Sector		<ul style="list-style-type: none"> a. Copy of Company/Firm Registration Document showing company has complete three years working experience. b. Copy of company/Firm Memorandum of Association (Prawandhapatra)-Renewable Energy/Biomass Energy must be energy/Biomass energy in company/Firm memorandum, the addition must be done at least three years on the last date of submission of application
6	Company/ Firm Experience of system installation (Biomass Energy Technology)	300 Units	<ul style="list-style-type: none"> a. Company must have produced/disseminated any 300 of Biomass energy technology (rocket stove/Tier 3 stove/MICS) (in case of Gasifier at least 5 unit of gasifier systems & in case of MIICS at least 30 Systems) in last recent three years. 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.
7	Minimum Average Annual turnover (Transaction) in best three Fiscal Year out of recent past five years in Nepalese Rupees	2 Million	<ul style="list-style-type: none"> a. Copy of Tax clearance certificate of all three relevant years b. Company must have at least one year positive net worth or positive profitability in last recent three years.
8	Minimum Paid Up Capital in Nepalese Rupees	0.50 Million	<ul style="list-style-type: none"> a. Copy of Company/Firm Memorandum of Association
9	Overall Quality Control Mechanism		<ul style="list-style-type: none"> a. Recording process of financial transaction b. RETS approved certificate c. System for inventory in and inventory out
10	Outstanding Liabilities with AEPC		<p>The applicant company must not have any outstanding liability with AEPC older than two years. <i>(The applicant must submit no outstanding liabilities letter from AEPC/CREF before signing of agreement)</i></p>
11	Outstanding Liabilities with other Public 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>
12	Blacklisting situation		<p>Not blacklisted by PPMO and DP's associated with AEPC</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.

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
Tahachal, 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 Biomass Energy Systems.
- (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 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 _____

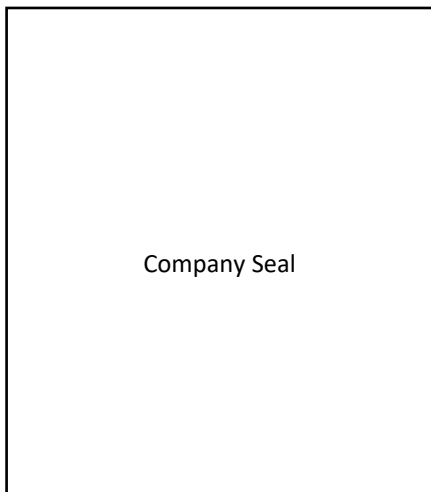
E. Application Form for Portable/Rocket Cook Stove Domestic Applications

Information of Company/Firm:	
<p>Please select the category applying for:</p> <p>1. Portable/Rocket/Gasifier Cook Stove / Metallic Improved Cooking Stove (MICS) / Metallic Institutional Improved Cooking Stove (IICS) <input type="checkbox"/></p> <p>2. Thermal Gasifier <input type="checkbox"/></p>	
Name of Company/Firm:	
Address:	District:..... Metro/Sub Metro/Municipality:..... Ward no..... Street..... Contact number..... Email:
Contact Person	Name: Designation: Phone no: Mobile no: Email:
Company/Firm Details	PAN or VAT no: Year of Registration: Registered mainline Business:
Bank Details for subsidy Programme	Bank Name: Branch address: Account Number:
Branch/Dealer/After Sales Service Network	Branch/Dealer/After Sales Service 1: Name: Address: PAN or VAT no.:

	<p>Name of the contact person:</p> <p>Contact Number:</p> <p>Branch/Dealer/After Sales Service 2:</p> <p>Name:</p> <p>Address:</p> <p>PAN or VAT no.:</p> <p>Name of the contact person:</p> <p>Contact Number:</p> <p>Branch/Dealer/After Sales Service 3:</p> <p>Name:</p> <p>Address:</p> <p>PAN or VAT no.:</p> <p>Name of the contact person:</p> <p>Contact Number:</p>
<p>Electrical/ Electronics/ Mechanical / Agriculture Sub- Overseer or above</p>	<p>Technician 1:</p> <p>Name:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p>
<p>Accountant</p>	<p>Name:</p> <p>Qualification:</p> <p>Contact Number:</p> <p>Reference no. of PF, CIT or tax deposition of staff:</p>

Average Annual Turnover	Annual Turnover Data for the best Three years out of Last recent Five years	
	Year	Amount (NPr.)
	Total Turnover in Best Three Years	
	Average Annual Turnover	
Paid Up Capital in 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:

Designation:

Date:

F. Curriculum Vitae

Name:

Contact Details:

District:.....City:.....

Street:.....House no:.....

Phone (office):.....Phone (Home):.....

Phone (Cell)..... P O Box:.....

E mail:.....

A recent Passport size Photo
photo

Qualification (Highest Degree first)

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

Experience:

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

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:

Handwritten name:

Date:

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