**Government of Nepal**

**Ministry of Science, Technology and Environment**

**Alternative Energy Promotion Centre**

**National Rural and Renewable Energy Programme (NRREP)**

**Application Form**

**for**

**Pre-qualification of Consulting Company for Feasibility Study (FS)**

**and**

**Detailed Feasibility Study (DFS)**

**of**

**Large Biogas Plants**

**May 2014**

##### **Submitted to**

**Biogas Sub-Component**

##### **Alternative Energy Promotion Centre**

**Khumaltar Height, Lalitpur**

1. **Introduction**

Name of the Company:

………………………………………………………………………….........

Contact Person:

………………………………………………………………………………..

Designation:

………………………………………………………………………………..

Location:

…………………………………………………………………………………

Post Box: …………………………………….........

Phone: ……………………………………………..

Fax: …………………….........................................

Email: ……………………………………………..

Website: …………………………..........................

* 1. Company registration document no.: ………………
  2. Year of registration: ……………………..................
  3. Tax registration number (PAN): ………………. ….
  4. Registration date: …………………………………….
  5. Main objectives or areas of works:

**Pre-qualification requested to carry out studies for (please tick on appropriate box):**

( ) A. Projects in large biogas plants (Up to 35 m3)

( ) B. Projects in large biogas plants (35 -75 m3)

( ) C. Projects in large biogas plants (Above 75 m3)

Consulting company should tick at more appropriate categories based on the capacity of biogas plants they are capable to work for. Evaluation will be done only on the applied categories.

1. **Resources of the Company**

**2.1 Individual Human Resource Information[[1]](#footnote-1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Name** | **Education** | **Experience** | **Training** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Include brief CVs (As per format attached in the **Section II**) duly signed by the proposed professionals (maximum three pages). Also include educational certificates, training certificates and work experience letters of completed relevant projects. Only approved professionals will be eligible for conducting studies.

No individual professional is allowed to submit CV from more than three consulting companies. In case, any professional is proposed in more than 3 consulting companies the respective professional will be disqualified.

**2.2 Experience of the company**

Required information are to be provided in following tables:

relevant work experience of the firm (in last five years)

## (EXPERIENCE IN SURVEY AND DESIGN OF BIOGAS PROJECTS)

| SN | name of Project | Client | Contract Value | Completion Year | Description of relevant work carried out |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

Note: The experience of the firm shall be supported with its evidence/proof of experience/ completion certificates. The experience of the firm without evidence or experience certificate will not be considered for evaluation purpose.

**2.3 Financial Status**

The company should have cleared the taxation obligation of the government.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **FY 2066/67** | **FY 2067/68** | **FY 2068/69** | **Average Annual** |
| Turn Over (NRs.) |  |  |  |  |

Note: Attach tax clearance certificate of last three years or Audit report of last three years (or for the maximum available time period for companies younger than 3 years)

**2.4 Equipment and Office facilities**

Kindly state the details of office, equipments and other facilities as per attached table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Plinth area of the building (ft2)** | **(Attach floor plan)** | | |
| Work / logistic facilities available | | | |
| **Type of facility** | **Number** | **Description** | **Remarks** |
| Computer |  |  |  |
| Printer |  |  |  |
| Telephone |  |  |  |
| Fax (if any) |  |  |  |
| Others (specify) |  |  |  |
| **Equipment** |  |  |  |
| Theodolite |  |  |  |
| Gas Analyzer |  |  |  |
| Leveling equipment |  |  |  |
| Gas Flow Meter |  |  |  |
| Pressure meters |  |  |  |
| GPS |  |  |  |
| Digital Camera |  |  |  |
| Others (specify) |  |  |  |

Note: Attach VAT bills of equipments or Audit report showing ownership of equipments.

**2.5 Location Map of the Office**

(Scale not required)

**3. State why the firm wants to be pre-qualified? (Not more than half page)**

**4 Please include the following documents with the Application Form**

* Copy of Company Registration documents.
* Tax Registration Certificate.
* Tax clearance certificate of previous fiscal year.
* Tax clearance certificate or Audit Reports of last three Fiscal Years
* Brochure or Profile of the Company and other promotional materials, if any.
* Certification of association with any other organisation
* Duly signed CVs (including certificates and statement with association with the applicant company, work experience letter)of proposed human resources
* Commitment letter from proposed human resources
* Company experience letters for the completed projects.
* List and specification of equipment and office facilities.
* Others as stated in the previous sections and others additional if the company thinks useful

**5 Other Information**

If a company wants to include any more relevant information/document that are not included above but relates with your business, please specify in separate pages.

I/We have read the ToR (Section I, II and III) carefully and hereby agree to the terms and conditions put forwarded on it. I/We hereby certify that information filled up in the application form is correct and I/we understand that if found otherwise, may result in invalidation of the application.

Company Seal

(Authorised Signature)

Name: …………………………………

Position…………………………………

Date…………………………

1. Only for the professionals to be involved in the activities related to this pre-qualification [↑](#footnote-ref-1)