



Government of Nepal  
Ministry of Energy, Water Resources and Irrigation  
**Alternative Energy Promotion Centre (AEPC)**  
Khumaltar Height, Lalitpur, Nepal

**Listing of Recognized Competent Company/Firm  
For  
Household/Domestic Application of Solid Biomass Energy  
System**

Household/Domestic Application of Biomass Energy Technology System Includes:

1. Metallic Improved Cooking Stove for room heating and cooking purpose,
2. Metallic Rocket Cooking Stove
3. Gasifier Cooking Stove

**10 January 2017**

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## A. Notice for Listing Recognized Competent Company/Firm for Household/Domestic Application of Renewable Energy Technologies



Government of Nepal

Ministry of Population and Environment

### Alternative Energy Promotion Centre

Khumaltar Height, Lalitpur Post Box No: 14364

Tel: 9771-5539390/5539391

Email: info@aepc.gov.np Website: aepc.gov.np

## Call for Listing Recognized Competent Company/Firm for Household/Domestic Application of Renewable Energy Technologies

(Date of Notice Publication: 10 January 2017)

As per the provision in Renewable Energy Subsidy Delivery Mechanism 2073 (Link: [http://www.aepc.gov.np/docs/resource/rescenter/20161227182216\\_SDM\\_2073%20Nepali%20Version.pdf](http://www.aepc.gov.np/docs/resource/rescenter/20161227182216_SDM_2073%20Nepali%20Version.pdf)), AEPC hereby calls for application from interested eligible company/organization for supply, delivery and installation of household based renewable energy technologies for fiscal year 2073/74 (2016/17).

Household based Renewable Energy Technologies includes:

1. Household biomass energy system (Metallic Improved Cooking Stove for room heating and cooking purpose, Metallic rocket stove, gasifier stove)
2. Household solar energy systems (solar dryer and cooker, small solar home system, solar home system, solar home system for religious institutions, Solar PV Pumping (Drinking water and Irrigation purpose), Urban Domestic and Commercial Solar PV System, Urban Solar Street Light)
3. Domestic Biogas Plants
4. Improved Water Mills (For Grinding and Agro Processing )

In order to be listed as competent organization, interested company/organization must register application in the prescribed format available in AEPC website (www.aepc.gov.np) within given timeline (25<sup>th</sup> January 2017, Time: 3:00 P.M.) addressing Administration Unit of AEPC. The Company/Firm can also apply in Joint Venture (JV). Application submitted other than prescribed format provided by AEPC and without following stated procedures will not be included in this process. The evaluation criteria are also available in AEPC website together with format. Application submitted after given deadline will be considered for next lot of listing. The registration of applications will be a continuous process and approved listing of recognized competent companies will be done in trimester basis for subsequent lots. AEPC reserves the right to accept or reject, wholly or partially any or all the application without assigning any reason, whatsoever.

**Note: Non-profitable organization (NGO/INGO) will not be eligible to enter in the process.**



नेपाल सरकार  
जनसंख्या तथा वातावरण मन्त्रालय

## बैकल्पिक ऊर्जा प्रबर्द्धन केन्द्र (AEPC)

खुमलटार हाईट, ललितपुर, नेपाल

फोन नम्बर: +९७७-१-५५३९३९० / फ्याक्स नम्बर: +९७७-१-५५४२३९७

इमेल: info@aepc.gov.np , वेबसाइट: www.aepc.gov.np

### घरायसी नवीकरणीय ऊर्जाको आपूर्ति तथा जडानको लागि मान्यता प्राप्त कम्पनी/संस्थाहरुको सूची दर्ता गराउने सम्बन्धी सूचना

(सूचना प्रकाशित मिति: २०७३/०९/२६)

नेपाल सरकारद्वारा स्वीकृत नवीकरणीय ऊर्जा अनुदान परिचालन कार्यविधि २०७३, ([http://www.aepc.gov.np/docs/resource/rescenter/20161227182216\\_SDM\\_2073%20Nepali%20Version.pdf](http://www.aepc.gov.np/docs/resource/rescenter/20161227182216_SDM_2073%20Nepali%20Version.pdf)), अनुसार आ. व. २०७३/७४ को लागि घरधुरीमा आधारित तपसलिका नवीकरणीय ऊर्जा प्रविधि जडान तथा आपूर्ति गर्नको लागि यस क्षेत्रमा कार्यरत सम्बन्धित इच्छुक कम्पनी/संस्थाहरुबाट सूची गराउनको लागि यस सूचना मार्फत निवेदन आह्वान गरिन्छ।

#### घरायसी नवीकरणीय ऊर्जा प्रणालीहरु

१. घरायसी जैविक ऊर्जा प्रणाली (फलामे सुधारिएको चुलो, फलामे रकेट चुलो, ग्यासिफायर चुलो )
२. घरायसी सोलार डायर र कुकर , सौर्य विद्युत प्रणाली, साना सौर्य विद्युत प्रणाली, धार्मिक स्थलहरुको लागि सौर्य ऊर्जा प्रणाली, घरेलु सौर्य फोटोभोल्टिक पानी तान्ने प्रणाली (खानेपानी सिचाई प्रयोजनका लागि), शहरी घरायसी तथा व्यवसायिक सौर्य विद्युत प्रणाली, सहरी सौर्य सडक बत्ती
३. घरायसी वायोग्याँस प्रणाली
४. सुधारिएको पानी घट्ट (कुटानी, पिसानी तथा पेलानीका लागि)

मान्यता प्राप्त सूचीमा दर्ता गर्नको लागि इच्छुक ईजाजत प्राप्त सम्बन्धित कम्पनीहरुले केन्द्रले तयार गरेको ढाँचामा केन्द्रले तोकेको समय (मिति २०७३/१०/१२ समय अपरान्ह ३:०० बजे) भित्र केन्द्रको प्रशासन शाखामा आइपुग्ने गरी निवेदन दर्ता गराउनुपर्नेछ। यसको लागी निवेदन संयुक्त उपक्रम (Joint Venture) मार्फत पनि गर्न सकिने छ। यसको लागी निवेदन फारम ढाँचा केन्द्रको website: [www.aepc.gov.np](http://www.aepc.gov.np) मा उपलब्ध छ। इच्छुक संस्थाहरुले उपलब्ध निवेदन र फारम नै भरी बुझाउनु पर्नेछ। रित नपुगी वा अन्य ढाँचामा पेश गरीएको निवेदन यस प्रक्रियामा समावेश गरिने छैन। मुल्यांकन मापदण्ड समेत केन्द्रको website मा फारम साथ उपलब्ध छ। पहिलो म्याद नाघी प्राप्त भएको निवेदन अर्को पटकको सूचीमा गनिने छ। सूची दर्ता गराउने प्रक्रिया वर्ष भरी नै खुल्ला रहने छ। पछिल्ला स्वीकृत सूचीहरु त्रैमासिक रुपमा प्रकाशित गरिने छ। प्राप्त दरखास्तहरु सूचीकृत गर्ने वा नगर्ने अधिकार यस कार्यालयमा सुरक्षित रहने छ।

**पुनश्च: गैर नाफा मुलक संस्थाहरुलाई यस प्रक्रियामा समावेश गरिने छैन।**

## **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 Biomass Energy Technologies. 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 Improved Cooking Stove for room heating and cooking purpose, Metallic rocket stove, gasifier stove 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 supply, and installation and after sales service of Metallic Improved Cooking Stove for room heating and cooking purpose, Metallic rocket stove, gasifier stove as per the requirement of household following subsidy policy and subsidy delivery mechanism.

For the systems installed under subsidy programme, the payment of the subsidy will be made based on the fulfillment of the requirement of subsidy policy and 5% of the subsidy amount will be retained for one year to ensure after sales service. Recognized competent companies will be liable for the consequences based on the subsidy delivery mechanism for failing to fulfill the requirement of subsidy delivery mechanism 2073. This recognized competent company/firm will be eligible for promotion and implementation of household/domestic Biomass energy technology system listed below:

1. Metallic Improved Cooking Stove for room heating and cooking purpose,
2. Metallic Rocket Cooking Stove
3. Gasifier Cooking Stove

## C. Criteria for Listing of Recognized Competent Company/Firm for Solid Biomass Energy System

### 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. 2072/73.
4. Commitment letter from the company/firm mentioning that they will agree and work as per subsidy policy, 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/Biomass Energy must be mentioned in document.

### Qualification Criteria:

S.N.	Criteria	Qty	Verification Document Required
1	Head Office	1	a. Company/Firm Registration Document b. VAT or PAN Registration Document c. Company/Firm Memorandum
2	Branch/Dealer/Agent 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. Each Branch or dealer (if applicable) must have After Sales Service Facility. d. In case of agent, agreement between Company/firm and agent
3	Managerial Function/Accountant	1	a. CV in the format provided by AEPC b. Copy of highest degree or certificate (At least 10+2) c. Contract of Job/ Appointment Letter
4	Sales executive looking after supply of goods/Production Supervisor/Sales Agents/Semi-skilled labors	1	a. CV in the format provided by AEPC b. Copy of highest degree or certificate (At least 10+2) c. Contract of Job/ Appointment Letter
5	Company/firm Experience of working in Biomass/Renewable Energy sector	3 years	a. Company/firm Registration Document b. Company/firm Memorandum-Renewable Energy/Biomass Energy must be mentioned in document.
6	Cumulative Annual turnover	1	a. Tax clearance certificate of all three relevant years

	(sales) in best three Fiscal Year out of recent past five years in NRs.	million	
7	Overall Quality Control Mechanism		<ul style="list-style-type: none"> <li>a. Recording process of financial transaction</li> <li>b. Quality check system of Biomass Energy Technologies</li> <li>b. Recommendation from relevant organization</li> </ul>

**Note:**

- 1. 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  
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 Biomass Energy Technologies.
- (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 Nepal Interim Benchmark for solid biomass Cookstoves (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 \_\_\_\_\_



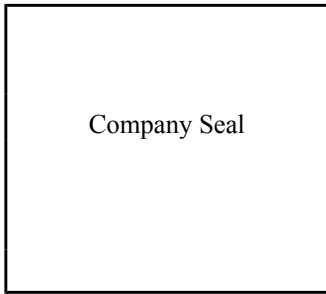
## E. Application Firm

Company/Firm Information:	
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/Agent Network	<u>Branch /Dealer/Agent:</u> Name: Address: PAN or VAT No. Contact Person Name: Contact Number:
Technician Staff (if available)	Name: Qualification: Contact Number:
Managerial  Function/Accountant	Name: Qualification: Contact Number:

Average Annual Turn Over	<b>Annual Turnover Data for the best Three years out of Last Five Years</b>	
	<b>Year</b>	<b>Amount (in NPR)</b>
	<b>Cumulative Annual Turnover</b>	

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)



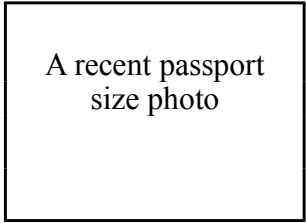
\_\_\_\_\_ (Owner Signature)

Name: .....

Position: .....

Date: .....

## F. Curriculum Vitae



**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.