



Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Promotion Centre (AEPC)
Kathmandu Metropolitan City, Ward No. 10
Mid-Baneswor, Kathmandu, Nepal

**Listing of Recognized Competent Companies
For
Household/Domestic Application of Improved Water Mill**

October 2020

Background:

Subsidy is a key financial intervention in the policy of Government of Nepal (GoN) 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 Improved Water Mill (IWM). GoN has approved subsidy policy and subsidy delivery mechanism for implementation of subsidy programme.

As per the approved Renewable Energy (RE) subsidy delivery mechanism 2073, subsidy for IWM 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 IWM 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. 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 Improved Water Mill.

Criteria for Listing of competent Companies for Improved Water Mill

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 VAT Registration Certificate.
3. A Copy of Tax Clearance Certificate of F.Y. 2076/77 **or Proof/Evidence of Income Tax Return for F.Y. 2076/77 or Time Extension Letter/Evidence for Submission of Income Tax Return for F.Y. 2076/77**
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/Improved Water Mill must be mentioned in document. In case of addition of renewable energy/Improved Water Mill in company/firm memorandum, the addition must be done at least three years on the date of submission of application.

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	Qty	Verification Document Required
1	Head Office	1	a. Company Registration Document b. Copy of VAT Registration Document c. Company/firm Memorandum
2	Branch/Dealer/Agent Network	1	a. In case of branch, registration document b. In case of dealer, copy of VAT registration of the dealer firm and agreement between Company and dealer c. Each Branch or dealer (if applicable) must have After Sales Service Facility. d. In case of agent, agreement between Company and agent
3	Technician (with experience of IWM installation)	1	a. CV in the format provided by AEPC b. Copy of highest degree or certificate (At least Class 10) c. Contract of Job/ Appointment Letter
4	Accountant	1	a. CV in the format provided by AEPC b. Copy of relevant degree or certificate (At least 10+2) c. Contract of Job/ Appointment Letter

5	Company/firm Experience of working in IWM/Renewable Energy sector	3 years	<ul style="list-style-type: none"> a. Company/firm Registration Certificate b. Company/firm Memorandum-Renewable Energy/IWM Energy must be mentioned in legal documents. In case of objective addition of renewable energy/IWM in company/firm memorandum, the addition must be done at least three years on the date of submission of application.
6	Cumulative Annual turnover in best three Fiscal Years out of recent past five years in NRs.	1 million	<ul style="list-style-type: none"> a. Tax clearance certificates or Audited Financial Statements of relevant years
7	Overall Quality Control Mechanism		<ul style="list-style-type: none"> a. Recording process of financial transaction b. Quality check system of IWM Component as per AEPC Norms and Guidelines

Note: Evaluation process will be either “YES” or “NO” for each criteria. For the company to be listed as recognized competent company, 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
Mid-Banesor, 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 Improved Water Mill.
- (b) We offer to design, integrate, supply, install and provide after sales service to households in conformity with RE Subsidy Policy 2073, RE Subsidy Delivery Mechanism 2073, and IWM 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 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.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the application for and on behalf of _____

Date _____

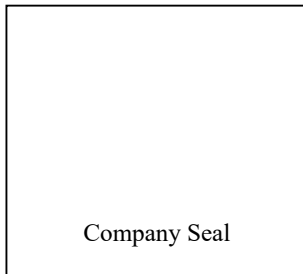
APPLICATION FORM

Company Information:							
Name of Company:							
Address:	District: Metro/Sub Metro/Municipality: Ward No.: Phone: Email:						
Contact Person	Name: Designation: Phone: Mobile Phone: Email:						
Company Details	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: VAT No. Contact Person Name: Contact Number:						
Technician Staff (if available)	Name: Qualification: Contact Number:						
Managerial Function/Accountant	Name: Qualification: Contact Number:						
Annual Turn Over	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="2" style="text-align: center; padding: 5px;">Annual Turnover Data for the best Three years out of Last Recent Five Years</th> </tr> <tr> <th style="width: 50%; text-align: center; padding: 5px;">Year</th> <th style="width: 50%; text-align: center; padding: 5px;">Amount (in NPR)</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> </tr> </tbody> </table>	Annual Turnover Data for the best Three years out of Last Recent Five Years		Year	Amount (in NPR)		
Annual Turnover Data for the best Three years out of Last Recent Five Years							
Year	Amount (in NPR)						

	Cumulative Annual Turnover	

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:

Curriculum vitae



Name:

Contact details

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

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

Phone (Cell).....

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.