

CALL FOR EOI

Title of Service	Call for EOI for Vendor Enlistment in Roaster
Project Name	BUILDING Energy Efficiency in Nepal (BEEN)
Funding Agency	European Union under SWITCH- Asia Programme
Applications Calling Office	MinErgy Private Limited
Address	Dakshinkali Chowk, Lagankhel-5, Lalitpur

Company Description

MinErgy Pvt Ltd (MinErgy) is a Nepal based consulting firm in operation since 2008. MinErgy is dedicated to improving clean energy access and energy efficiency at households and industries. A team of enthusiastic, highly motivated and qualified professionals in technical and social dimensions in MinErgy have been providing its services in Nepal and across various countries in Asia and Africa.

About the project

BUILDING Energy Efficiency in Nepal (BEEN) is a four-year project with funding support from European Commission under its SWITCH-Asia Programme. Universität Innsbruck (Austria) in partnership with MinErgy Private Limited (Nepal), Greentech Knowledge Solutions Pvt Ltd (India) and Asociación Española de Normalización (Spain) is implementing this project with an overall objective to contribute to the development of low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and construction of new buildings and in retrofitting of existing buildings.

The project is operated in 60 selected municipalities of **Bagmati, Gandaki and Lumbini** Provinces. MinErgy intends to maintain an updated roster of **creative designer, printing press, photography & video production, translator/editor, interpreters, suppliers of stationery and office merchandise like: Bag, t-shirts and others, travel agencies, hotels and services like: plumber, electrician & maintenance** willing to provide or providing services.

Entities	Basic minimum criteria that must be fulfilled:	Information and documents to be provided
Creative designer	<ul style="list-style-type: none"> – Designing the infographic materials such as poster, pamphlet, flex banner and others as required. 	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable – Organization/designer profile – Individual also can apply.
Printing press	<ul style="list-style-type: none"> – Able to provide high quality printing like: posters, pamphlets, stickers, message board, reports & others as required. 	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate/ tax extension – Copy of license to operate the business, if applicable.

<p>Photography / video production work</p>	<p>– Able to provide high quality photograph / video production services.</p>	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance / tax extension – Copy of license to operate the business, if applicable – Organization/designer profile – Individual also can apply.
<p>Translator, editor and interpreters</p>	<p>– Translating, editing English, Nepali report & other documents and interpreter services.</p>	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable – Organization / individual profile – Individual also can apply.
<p>Resource person & trainers</p>	<ul style="list-style-type: none"> – Hollow concrete block production – Compressed stabilized earth block production – Application of rammed earth construction – Cavity wall & Rat trap wall construction 	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable – Organization / individual profile – Individual also can apply.
<p>Suppliers of stationery and office equipment, merchandise like: Bag, t-shirts and others as required</p>	<p>– Able to supply office stationery items, office equipment like: computer, printer & related, high quality bags & t-shirts & other merchandise as required.</p>	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable.

<p>Travel agents</p>	<ul style="list-style-type: none"> – Ability to provide 4 wheeled vehicles of good condition for use across partner municipalities as required – Ability to provide an experienced driver with valid driving license – National & international air ticketing services – Visa services. 	<ul style="list-style-type: none"> – Districts where service is provided – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable – Per day and half day rate for hiring vehicle in the districts where the agent operates.
<p>Hotels in Kathmandu & across partner municipalities</p>	<ul style="list-style-type: none"> – Hotels should be in good condition and should be well maintained. – Hotels should have minimum of 10 rooms. – Hotels should have backup electricity supply. – Hotels should have adequate water supply for hot and cold water. – Hotels should have good internet connection. – Hotels should be located in vicinity of Municipality office. 	<ul style="list-style-type: none"> – Address/ Location – Distance from municipality office – Number of rooms – Copy of organization registration certificate and renewal page – PAN/ VAT Registration Certificate – Copy of recent tax clearance certificate/ tax extension – Copy of license to operate the business, if applicable – Bed and breakfast rates for various categories of rooms in the hotel.
<p>General repair & maintenance</p>	<ul style="list-style-type: none"> – IT equipment like: computers, printer, internet devices, phone etc., furniture, office plumbing, and other electricity maintenance for office at Lalitpur. 	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable – Individual also can apply.

<p>Other Services</p>	<ul style="list-style-type: none"> – 3D design & printing services – Digital marketing & advertising services – Audit firm – Solar related materials supplier – Lunch box services – Different consultancy services – Furniture & office appliance suppliers – Other services related to office. 	<ul style="list-style-type: none"> – Copy of organization registration certificate and renewal page – Copy of PAN/VAT registration certificate – Copy of tax clearance certificate / tax extension – Copy of license to operate the business, if applicable
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Note: Preference will be given to vendors/ service providers registered in VAT

List of Municipalities

The list of municipalities can be found in **Annex 1**.

How to Apply

Interested suppliers of goods and services are requested to register with us by sending application letter along with copies of the documents info@beenproject.org by 5:00 pm on 18th January 2024.

Interested individuals are requested to register with us by sending application letter along with copies the following documents to info@beenproject.org by 5:00 pm on 18th January 2024.

- Self-Certified Curriculum Vitae
- Citizenship
- PAN certificate

The BEEN Project reserves all the rights to accept or reject the proposals fully or partially at its sole discretion without assigning any reasons whatsoever.

Annex 1: List of Municipalities

Province	District	Local level
Bagmati Province	Lalitpur	Godawari Municipality
		Mahalaxmi Municipality
		Lalitpur Metropolitan city
	Kathmandu	Kathmandu Metropolitan City
		Budhanilkantha Municipality
		Chandragiri Municipality
		Gokarneshwor Municipality
	Bhaktapur	Bhaktapur Municipality
		Changunarayan Municipality
		Madhyapur Thimi Municipality
	Chitwan	Bharatpur Metropolitan City
		Ratnanagar Municipality
	Makwanpur	Hetauda Sub Metropolitan
		Manahari Rural Municipality
	Nuwakot	Bidur Municipality
	Rasuwa	Gosainkunda Rural Municipality/Dhunche
	Dhading	Galchi Rural Municipality /Dhadingbesi
	Sindhuli	Kamalamai Municipality
	Ramechhap	Manthali Municipality
	Dolkha	Bhimeshwor Municipality
Sindhupalchowk	Barhabise Municipality	
Kavrepalanchowk	Banepa Municipality	
	Dhulikhel Municipality	
Gandaki Province	Nawalparasi East	Gaidakot Municipality
		Devchuli Municipality
		Kawasoti Municipality
	Baglung	Baglung Municipality
	Myagdi	Beni Municipality
	Parbat	Kushma Municipality
	Manang	Chame Rural Municipality
	Lamjung	Besisahar Municipality
	Gorkha	Gorkha Municipality
	Kaski	Pokhara Metropolitan
		Annapurna Rural Municipality
	Mustang	Gharapjhong Rural Municipality
		Lomanthang Rural Municipality
		Varagung Muktichhetra Rural Municipality
	Tanahun	Waling municipality
		Byas Municipality

Lumbini Province	Bardiya	Thakurbaba Municipality
	Banke	Duduwa Rural Municipality
		Kohalpur Municipality
		Nepalgunj Sub-Metropolitan
	Dang	Lamahi Municipality
		Tulsipur Sub-Metropolitan
		Ghorahi Sub-Metropolitan
	Rupandehi	Tilottama Municipality
		Siddharthanagar Municipality
		Butwal Sub-Metropolitan
	Nawalparasi West	Bardaghat Municipality
	Rupandehi	Gaidahawa Rural Municipality
		Lumbini Sanskritik Municipality
	Kapilvastu	Kapilvastu Municipality
		Mayadevi Rural Municipality
Palpa	Tansen Municipality	
Gulmi	Resunga Municipality	
Arghakhachi	Sandhikarkha Municipality	
Rolpa	Rolpa Municipality	
Pyuthan	Swargadwari Municipality	
Rukum East	Bhume Rural Municipality	