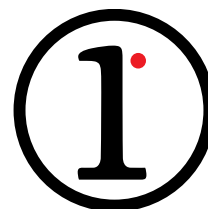


One to Watch



EMPANELMENT OF SERVICE PROVIDERS

1. EMPANELMENT:

With a view to take advantage of the vast pool of available skills and expertise in the Professional Service Sector in Nepal, One to Watch Nepal is seeking to empanel providers of Assurance and Related Services, Corporate Legal Services, Marketing, Management Support and Information & Communication Technologies (ICT).

This process will yield the list of Professional and Technical Expert Individuals, Firms and Companies that provides such services.

2. Types of Service:

2.1. It is proposed to empanel service providers for 5 types of services. The Service Types, their qualifications, along with the type of work are given in **Annexure 1**.

- a. Financial Reporting & Internal Control System Development and Maintenance Services
- b. Due Diligence Review (DDR) Services
- c. Statutory & Tax Audit Services
- d. Corporate Legal Services to Business
- e. Marketing Services
- f. Management Support
- g. Information & Communication Technologies

2.2. The categories may be changed by OTW Nepal as and when required. In such case, the registered Service Providers, in consultation with each service provider, will be accommodated in the new service types, which OTW Nepal thinks appropriate.

3. EMPANELMENT PROCEDURES

3.1. The interested applicant can apply for empanelment for appropriate service type by visiting <https://onetowatch.nl/> web page.

After successful submission of forms at the web site, printout of each page should be obtained for hardcopy submission.

3.2. The hardcopy submission has to be made at the Administration & Finance Department on or before 20th December, 2018 for consideration of empanelment in the first batch. Notice for empanelment in subsequent batches will be announced separately. Applications without relevant support documents will be summarily rejected.

3.3 The hardcopy submission must contain completely filled "General Application Form for Empanelment (along with all of its annexures), containing supporting documents for each of the statement made in the forms in one envelope. Each page of hardcopy submission must be signed by authorized signatory.

3.4. The Registration fees are as follows:

The application and processing fees (Empanelment Fee) to be remitted along with the forms shall be as NPR 1,000/- and Registration Deposit (Non-refundable)* NPR 10,000/- that will be utilized as contribution toward regular administration and management of Empanelled Service Providers.

*The Registration Deposit is one time deposit and is required from only those companies/firms which are selected for registration.

3.5 The sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as "APPLICATION FOR EMAPANELMENT FOR (THE TYPE OF SERVICE)

The following essential **copy documents** (whichever is applicable) should accompany with the registration form:

- PAN/VAT Certificate
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- Tax Clearance Certificate for last 2 years- relevant documents to be submitted.
- Bank Details
- Relevant ISO certificates/International Affiliation, if any and
- Other required information/documents as required by OTW Nepal from time to time.

3.6 On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny, the firm (service provider) shall be registered.

3.7 The firm will be considered for registration/empanelment for an initial period of one year and their registration will be considered for renewal as per OTW Nepal procedure, for two year or so, at a time subject to satisfactory performance of the firm during initial registration period. Further, review will be done every year for evaluation of new agency and deletion of old agency whose performance is not satisfactory.

3.8 After getting all the required fee, information & documents from the applicant, the registration number will be issued to the applicant with the following details:

- (a) Registration No.
- (b) Service Type along with description

4. Privilege to empanelled Service Providers

4.1 This procedure only provides a list of empanelled Service Providers for One to Watch Nepal. Mere entry in the list of Service Providers does not guarantee any work being awarded to the Service Providers.

4.2 This empanelment will enable the Administration and Finance Department to dispense away with the procedure to evaluate the technical capability of the bidders.

- 4.3 Work will be awarded only to successful candidates based on the criteria to be decided by the department.
- 4.4 One to Watch Nepal may procure services by following procedure as decided by it. This includes the right to go for open tendering process without any special consideration for the list of empanelled service provider.
- 4.5 After the Service Provider is selected for a particular project, the department will enter into a contract with the Service Provider to protect the mutual interest covering performance and other terms and conditions. The project shall be executed by the Service Providers as per the provisions of the contract.

5. REMOVAL FROM THE LIST:

OTW Nepal reserves the right to remove Service Provider from the empanelled list. This will usually be done if the Service Provider has failed to comply with the OTW Nepal's instructions, fails to supply documentation, fails to keep commitment regarding deliverables to various Portfolio Companies (service receiver), or undertakes in any unfair practice including.

6. QUERIES:

All queries relating to this procedure and filling of Application form should be directed to Head of Administration & Finance Department, in writing.