



Government of Nepal
Ministry Of Home Affairs
Armed Police Force, Nepal Headquarters
Procurement Division, Kathmandu, Nepal

NOTICE FOR ENLISTMENT

First Date of Publication: 14 June, 2019

1. Armed Police Force, Nepal Headquarters (APF, Nepal HQs) invites a sealed formal application from reputed manufacturers or their authorized supplier for the enlistment of their companies to supply various security items as mentioned in article 3 of the "Security, Strategic or Defense Material Supply Procedure - 2064(second amendment)" required by the APF, Nepal in the Fiscal Year 2019/20 (2076/077).
2. Applicants must submit application along with all required properly filled documents to the Procurement Division, Armed Police Force Headquarters and registered their details within Office hours by 14 July, 2019. In-case the last date of submission falls on a government holiday, the following working day shall be considered the last day.
3. The sealed application shall clearly mention the following details on the envelope.
 - (a) Name of the Applicant in BLOCK LETTERS (Manufacturer, Supplier and Local Agent)
 - (b) Submitted to: Procurement Division, Armed Police Force, Nepal Headquarters, Kathmandu, Nepal.
 - (c) Not to be opened before Office hours of 14 July, 2019.
4. Applicant applying for more than one group of security items must submit separate application for each group.
5. The application shall include the following information/documents.
 - (a) Official document including detail addresses of Manufacturer, their Authorized Distributor/Supplier and the Local Agent (if nominated). Tele-phone numbers, fax and e-mail addresses, authorized person's name and designation are mandatory. Official website of the manufacturer and supplier company is also required.
 - (b) Document without letter and official stamp of Principal Company shall be invalid.
 - (c) Original Copy of Power of Attorney/Authorization Letter (if manufacturer has nominated a distributor/supplier).
 - (d) Original Copy of Letter of Acceptance by the Supplier (if distributor/suppliers is nominated by the manufacturer).
 - (e) Certificate/Memorandum of Incorporation of the Manufacturer.
 - (f) Original Catalogues and Brochures of the security items shall be included.
 - (g) ISO Certificate of goods and services. (State-owned manufacturer companies shall present valid certificate from the government concerning ISO type certificate.)
 - (h) Annual Production Capacity of Manufacturer.
 - (i) Annual Distribution Capacity of the Distributor/Suppliers.
 - (j) Original Warranty Letter issued by Manufacturer (if manufacturer itself is not the distributor), indicating that manufacturer will be liable for the warranty of the items on behalf of the distributor/supplier.
 - (k) Assurance letter confirming the supply of items for next three (3) Years by Manufacturers and suppliers as per the requirements of the purchaser.
 - (l) Original letter of commission percentage/amount and mode of payment of Manufacturer/ Principal Company.
 - (m) Local Agent shall include following documents:
 1. Original copy of power of attorney/authorization letter by Principal Company to local agent.
 2. Original copy of Acceptance letter issued by Local Agent.
 3. Firm /Company Registration Certificate.
 4. VAT/PAN Registration Certificate.
 5. Business Registration License for the Particular Items.
 6. Tax Clearance Certificate.
 7. Eligibility declaration Letter by Local Agent as per existing rule and regulation.
 8. Acceptance letter of commission and mode of payment issued by local Agent.
 9. Agent registration certificate under the Agency Act-2014.
6. The applicant has to authorize only one Local agent to supply the security items for the Armed Police Force, Nepal for Fiscal Year 2076/077.
7. In case the enclosed documents are written/ printed in language other than English, the documents shall be supplemented by its translation in English, notarized and attested by authorized officials.
8. The Applicant will be disqualified for enlistment, if their nominated Local Agents are disqualified in accordance with the Public Procurement Act -2063 and Regulation-2064.
9. APF, Nepal prior to enlisting, may contact the applicant, manufacturer, related government agency or respective embassy to verify the authenticity of documents submitted.
10. Registered applications will be evaluated by the evaluation committee on the basis of the enclosed documents. The qualified companies will be enlisted for the supply of the Defense & security items and will be notified accordingly.
11. At the time of the bidding, enlisted distributors/Principal Company can only offer the bid with products from manufacturers, whose manufacturer authorization was submitted during the enlistment application. To ensure fair competition bidding process, the proposal must be submitted by the same applicant, Manufacturer or Authorized Distributor or consortium which has been shortlisted and to which the invitation to bid was addressed.
12. The enlistment procedure will be carried out in accordance with the Public Procurement Act -2063, Public Procurement Rule -2064 and Security, Strategic or Defense Material Supply Procedure -2064.
13. Further details can be obtained from www.apf.gov.np or the office of the Procurement Division, APF Nepal, HQs. Phone No. 00977-1-5249005 within office hours.
14. List and Groups of items as per Security, Strategic and Defense Material Supply Procedure-2064(second amendment) are as follows.

Group-A

All types of weapons, Mortar, Artillery Mortar& Guns, LMG, GPMG, Various types of Bombs, Rocket Launcher and its Ammunition, Tank, Airplanes & Helicopter, Armored Personnel Carrier, Mine protective Vehicle, Guided Missile, Telephone Tapping equipments (Legal Interception System), Unmanned Aerial Vehicle, Armored fighting Vehicle or similar types of Defense and Security items, spare parts and accessories of Airplane and Helicopter.

Group-B

Ammunition and explosive other than Group-A, Night Vision Device, Rubber Bullet, Pepper Spray, Gas Gun, Tear Gas Shell, Gas Grenade, Jamming Device, Communication Equipments Like HF/VHF/UHF Radio Sets, Antennas and Repeaters.