



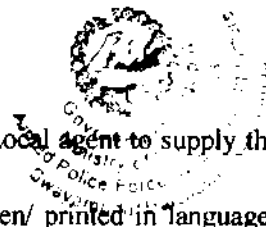
Government of Nepal  
Ministry of Home Affairs  
**Armed Police Force, Nepal Headquarters**  
Procurement Division, Kathmandu, Nepal

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**NOTICE FOR ENLISTMENT**

**First Date of Publication: 07<sup>th</sup> August, 2020**

1. Armed Police Force, Nepal Headquarters (APF, Nepal HQ) invites a sealed formal application from reputed manufacturers or their authorized distributor/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 2020/21 (2077/078B.S).
2. Applicants must submit application along with all required properly filled documents to the Procurement Division, Armed Police Force Headquarters and register their details within Office hours of **06<sup>th</sup> September, 2020**. In-case the last date of submission falls on a government holiday, the following working day shall be considered the last day. Applicants received after the deadline will not be accepted.
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 **06<sup>th</sup> September, 2020**.
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, 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) Power of Attorney/Authorization Letter (if manufacturer has nominated a distributor/supplier).
  - (d) Letter of Acceptance by the Supplier (if distributor/suppliers is nominated by the manufacturer).
  - (e) Certificate/Memorandum of Incorporation of the Manufacturer.
  - (f) 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) 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) Letter of commission percentage/amount and mode of payment of Manufacturer/ Principal Company.
  - (m) **Local Agent shall include following documents:**
    1. Power of attorney/authorization letter by Principal Company to local agent.
    2. Acceptance letter issued by Local Agent.
    3. Acceptance letter of commission and mode of payment issued by local Agent.
    4. Firm /Company Registration Certificate.
    5. VAT/PAN Registration Certificate.
    6. Business Registration License for the Particular Items.
    7. Tax Clearance Certificate (Fiscal Year 2075/76).
    8. Eligibility declaration Letter by Local Agent as per existing rule and regulation.
    9. Agent registration certificate under the Agency Act-2014.
    10. Other relevant Documents (If any).



6. The applicant has to authorize only one Local agent to supply the security items for the Armed Police Force, Nepal for Fiscal Year 2077/078 .
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. This notice can also be obtained and download from the website [www.apf.gov.np](http://www.apf.gov.np) & [www.ppmo.gov.np](http://www.ppmo.gov.np).
14. Further details can be obtained from Procurement Division, APF Nepal, HQ. Phone No. 00977-1-5249005, Email: [apfprocurement@gmail.com](mailto:apfprocurement@gmail.com) within office hours.
15. 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.