

**Armed Police Force, Nepal Headquarters**

Procurement Division, Kathmandu, Nepal

**NOTICE FOR ENLISTMENT**

First Date of Publication: 25<sup>th</sup> July, 2022

1. **Armed Police Force, Nepal Headquarters (APF, Nepal HQ) invites a sealed application from reputed manufacturers or their authorized distributor/Principal for the enlistment of their companies to supply security items as mentioned in article 3 of the "Security, Strategic or Defense Material Supply Procedure - 2064(second amendment)" in the Fiscal Year 2022/23A.D. (20791080 B.S).**
2. **Applicants shall submit sealed application along with all required documents to the Procurement Division, APF, Nepal HQ within Office hours of 07<sup>th</sup> September, 2022. If the last date of submission falls on a government holiday, then following working day shall be considered the last day.**
3. **The sealed application shall clearly mention the following details on the envelope.**
  - (a) **Name and address of the Applicant (Manufacturer, Supplier and Local Agent) in BLOCK LETTERS.**
  - (b) **Submitted to: Procurement Division, Armed Police Force, Nepal Headquarters, Kathmandu, Nepal.**
  - (c) **Not to be opened before Office hours of 07<sup>th</sup> September, 2022.**
4. **Separate application is required for each group.**
5. **The application shall include the following information/documents.**
  - (a) **Manufacturer documents.**
    - i. **Name and address of Manufacturer.**
    - ii. **Authorization to Distributor/ Principal and the Local Agent (if nominated).**
    - iii. **Official website, Tele-phone numbers, e-mail addresses, authorized person.**
    - iv. **Warranty Declaration.**
    - v. **CE/ISO certification of Manufacturer (Except Govt. owned entity).**
    - vi. **Detail Catalogues of each item applied for enlistment.**
    - vii. **Assurance Letter to supply product and parts for next three years:**
    - viii. **Certificate /Memorandum of Incorporation of the Manufacturer Business License of applied Product.**
  - (b) **Distributor/Principal documents.**
    - i. **Tele-phone numbers, e-mail address, authorized person and other detail.**
    - ii. **Acceptance of manufacturer authorization letter.**
    - iii. **Valid Company registration certificate.**
    - iv. **Commission percentage/amount and mode of payment to Local agent.**
    - v. **Authorization letter to Local agent.**
    - vi. **Self- Declaration.**
    - vii. **Warranty declaration.**
  - (c) **Local Agent shall include following documents:**
    - i. **Acceptance of Authorization letter.**
    - ii. **Acceptance commission and mode of payment issued by local Agent.**
    - iii. **Firm /Company Registration Certificate.**
    - iv. **VAT/PAN Registration Certificate.**
    - v. **Tax Clearance Certificate Fiscal Year 20771078 .**
    - vi. **Eligibility declaration Letter by Local Agent as per existing rule and regulation.**
    - vii. **Other relevant Documents (If any).**
    - viii. **Agent registration certificate under the Agency Act-2014.**
6. **The applicant has to authorize only one Local agent to supply the product to the Armed Police Force, Nepal for Fiscal Year 2022/23A.D( 20791080 B.S).**
7. **If the enclosed documents are written/ printed in language other than English, the documents shall be supplemented by its translation in English and Original notarized Copy.**
8. **All documents shall have stamp and signature of authorized Local agent.**



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. 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(second amendment)**.
11. This notice can also be obtained and download from the website **www.apf.gov.np & www.ppmo.gov.np**.
12. Further details can be obtained from Procurement Division, APF Nepal, HQ. Phone No. 00977-1-5249037, Email:apfprocurement@gmail.com within office hours.
13. APF, Nepal HQ reserves the rights to enlist in all/particular/none item or to annul the enlistment process without thereby incurring any liability.
14. List and Groups of items as per Security, Strategic or 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.