

Government of Nepal
Ministry Of Home Affairs
Armed Police Force, Nepal Headquarters
(Procurement Section)
Swoyambhu, Kathmandu



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1. Armed Police Force, Nepal Headquarters (APF, Nepal HQ) 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 and Defense Material Supply Procedure - 2064" required by the APF, Nepal in the Fiscal Year 2017/18 (2074/075).

2. Applicants should submit their application along with all required documents properly filed in a Nepali file to the Armed Police Force Headquarters and registered within Office hours by 01 August, 2017. In- case the last date of submission falls on a public holiday, the following working day shall be considered the last day. Applications received after the deadline will not be accepted.

3. The sealed application should clearly mention the following in the envelope.

(a) Name of the Applicant (Manufacturer, their Supplier and Local Agent, If appointed)

(b) Armed Police Force, Nepal Headquarters (**Procurement Section**)

(c) Not to be opened before Office hours of 01 August, 2017.

4. Applicants, applying for more than one group of security items must submit separate applications for each group.

5. **The application should include the following information and 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.

(b) Any document without Name title & official stamp of Principal Company shall be invalid.

(c) Original Copy of Power of Attorney/Authorization Letter (if manufacturer nominates a Principal Company).

(d) Certificate/Memorandum of Incorporation of the Manufacturer.

(e) Original Catalogues and Brochures of the security items should be included.

(f) ISO Certificate of the Manufacturer.

(g) Annual Production Capacity of Manufacturer.

(h) Annual Distribution Capacity of the Authorized Principal Company (Distributor/Suppliers).

(i) Original Warranty Letter issued by Manufacturer (where manufacturer itself is not the distributor) indicating that manufacturer will be liable for the warranty of the items on behalf of the distributor.

(j) Assurance letter confirming the supply of items for next three (3) Years by Manufacturers and Principal Company.

(k) Original letter of commission and mode of payment of Manufacturer/ Principal Company.

(L) **Following documents shall be included by local Agent:**

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 to include the Particular Items.

6. Tax Clearance Certificate of fiscal year 2072/073.

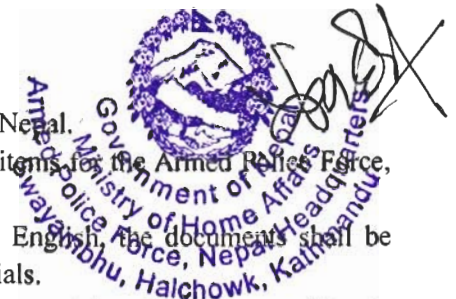
7. Declaration Letter by Local Agent.

8. Acceptance letter of commission and mode of payment issued by local Agent.

(M) **Incase of Proprietary Items following details are to be mentioned.**

(I) Official Invoice of the Supplier (CIP Kathmandu price).

(II) Official Document issued by the government of the country of the Principal Company



And Distributor that the items are not prohibited exporting in to Nepal.

6. The applicant has to authorize only one Local Agent to supply the security items for the Armed Police Force, Nepal for Fiscal Year 2074/075 B.S.
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 considered disqualified for enlistment, if their nominated Local Agents are (found) blacklisted in accordance with the Public Procurement Act -2063 and Rules -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. If the integrity of the firm is suspected or is found indulging in unethical practices, APF, Nepal will have the final rights to reject such applying companies.
11. Registered applications will be evaluated by the evaluation committee on the basis of the enclosed documents only. The qualified companies will be enlisted for the supply of the security items; who will then be eligible for bidding, to supply the security items to APF, Nepal.
12. 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, at time of tender 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 tender was addressed.
13. Applicants are informed that only those products would be considered for enlistment for which required Manufacturer documents. (its authorization later in case of distributor, related quality certifications, product catalogue & literature, as well as other relevant documents)
14. The applicant (Local Agent & Principal Company) is required to include the following statement as part of their declaration:
"I/We confirm that the information furnished documents are correct. In the event of any information given by me/us is found incorrect/false at any time, I/We understand our registration will be cancelled without notice, besides any other appropriate action against me/us"
15. The enlistment procedure will be carried out in accordance with the Public Procurement Act -2063, Public Procurement Rule -2064 and Security, Strategic and Defense Material Supply Procedure -2064.
16. Further details can be obtained from the office of the Procurement Section, APF Nepal, HQ. Phone No. 977-01-4289749 within office hours.
17. List and Groups of Items As per Security, Strategic and Defense Material Supply Procedure -2064 are as Follows.

Group "A"

Special Types of weapons, Mortar, Artillery Mortar & Guns, LMG, GPMG, Various Types of Bombs, Rocket Launcher and its Ammunition, Tank, Airplanes & Helicopter

Group "B"

Weapons other than that of Group A, Ammunition, Explosives, Night Vision Device, APC or Defense and Security Materials of Similar Nature, Optical Instruments, Surveillance Equipments, Day/Night Scope, Bulletproof Vest, Fragmentation Jackets, Defense Stores, Water Cannon, Fire Fighting Equipments, Telephone Tapping Equipments, Spare Parts and Accessories of Airplanes, Helicopters and Weapons.

Group "C"

(1) Crowd Control Equipments, Helmet, Body Protector, Anti-riot Shield, Special Equipment for Crowd control, Gas Mask, Riot Control Gear, Hand Cuffs, Equipment Set, Rubber Bullet, Pepper Spray, Ballistic Helmet, Concertina Coils, Gas Gun, Tear Gas Shell, Gas Grenade, Compass, GPS, Non-Lethal Weapons and Related Cartridge, X-Ray Scanning Monitors, Laser Range Finder.

(2) Forensic Laboratory, Finger Print Equipments, Photography Accessories, Breathalyzer, Equipments for Crime Investigation and their Spare Parts, Medicines and Chemicals.

(3) Communication Equipments like HF/VHF/UHF Radio Set & Antennas, Repeaters and Accessories, Walki Talki Set & Battery, Jamming Devices, Direction Finders, CCTV, GIS, Radio Programming Device and Accessories, Voice Logger, Walk Through Gate, Metal Detector and Spare Parts.