



Government of Nepal
Ministry of Home Affairs
Nepal Police Headquarters
Administration Department
(Financial Administration and Procurement Directorate)
Naxal, Kathmandu, Nepal

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NOTICE FOR ENLISTMENT

First Date of Publication 22nd Jestha, 2082 B.S (05th June, 2025 A.D)

1. Nepal Police Headquarters, Administration Department, Financial Administration and Procurement Directorate 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 (Amended)" required by Nepal Police in the year 2025/26 A.D (Fiscal Year 2082/83 B.S.).
2. Applicants must submit their application properly filled along with all required documents to Nepal Police Headquarters, Administration Department, Financial Administration and Procurement Directorate on or **before office hours of 04th Shrawan, 2082 B.S (20th July, 2025 A.D)**. In-case the last date of submission falls on a government holiday, the following working day shall be considered the last day. Applications received after the deadline will not be accepted.
3. The sealed application shall clearly mention the following details on the cover of envelope.
 - (a) Name of the Applicant (Manufacturer, Supplier and Local Agent, where nominated)
 - (b) NEPAL POLICE HEADQUARTERS, ADMINISTRATION DEPARTMENT, FINANCIAL ADMINISTRATION AND PROCUREMENT DIRECTORATE, NAXAL KATHMANDU, NEPAL.
4. Applicants, when applying for more than one group of security items must submit separate applications for each group.
5. The application must include the following information and documents.
 - (a) Documents to be submitted by Principal/Distributor
 - i. Acceptance of Manufacturers Authorization letter.
 - ii. Self-Declaration.
 - iii. Warranty declaration.
 - iv. Original copy of Power of Attorney/Authorization letter to the Local agent.
 - v. Annual Distribution capacity of products for which enlistment is sought after.
 - vi. Commission percentage/amount and mode of payment to Local agent.
 - vii. Declaration and Acceptance that legally binding contracts and Letter of Credits would be undertaken with principal company at their country of registration.
 - (b) Documents to be submitted by Manufacturer
 - i. Certificate/Memorandum of Incorporation of the Manufacturer Business License for applied Product.
 - ii. CE/ISO or equivalent Quality Certification (not applicable for Government owned entity).
 - iii. Letter stating the manufacturer's warranty & service liability.
 - iv. Original Copy of Manufacturers Authorization to distributor/principal/local agent (if nominated) detailing all products of specific nature produced.
 - v. Production Capacity for products for which enlistment is sought after.
 - vi. Detailed Original Catalogues of products applied for enlistment.
 - vii. Assurance Letter conforming the Supply of items for next three (3) years.
 - (c) Documents to be submitted by Local Agent (If Nominated)
 - i. Original copy of Power of Attorney/Authorization Letter.
 - ii. Original copy of Acceptance Letter issued by Local Agent.
 - iii. Firm/Company Registration Certificate.
 - iv. Nepalese Citizenship Certificate.
 - v. VAT/PAN Registration Certificate.
 - vi. Business Registration License to include the particular items.
 - vii. Tax Clearance Certificate of F/Y 2080/2081.
 - viii. Declaration Letter by Local Agent.
 - ix. Other relevant Documents (If any).
6. It is mandatory to include detail address, telephone numbers, Fax and e-mail address, authorized person's name and designation in all official documents of Manufacturer, Principal/Distributor and Local Agent (if Nominated).
7. The applicant has to authorize only one Local Agent to supply the security items to the Nepal Police.

8. In case the enclosed documents are written/printed in language other than English, the documents must be supplemented by its translation in English and **Original Notarized Copy**.
9. The Applicant will be considered disqualified for enlistment, where their nominated Local Agents are (found) Blacklisted in accordance with the Public Procurement Act, 2063 and Public Procurement Regulation, 2064.
10. If the integrity of the applicant is suspected of found indulging in unethical practices, Nepal Police will have the final right to reject such applicant.
11. Nepal Police prior to enlisting may contact the applicant, manufacturer, related government agency or respective embassy to verify the authenticity of documents submitted.
12. 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 required for Nepal Police.
13. At the time of the bidding, enlisted applicants can only offer the bid with products from manufacturers, whose manufacturer authorization was submitted during the enlistment application.
14. All Documents as per clause 5 are mandatory, failure to submit documents as mentioned in sub clause (a), (b), and (c) would result in automatic disqualification of the applicant.
15. Applicants are informed that only those products would be considered for enlistment for which required Manufacturer documents, its authorization in case of distributor, related quality certifications, Product catalogue & literature, as well as all other relevant documents are provided.
16. The enlistment procedure will be carried out in accordance with the Public Procurement Act, 2063, Public Procurement Regulation, 2064 and Security, Strategic or Defense Material Supply Procedure, 2064 (Amended).
17. This notice can also be obtained and downloaded from the websites: www.nepalpolice.gov.np.
18. Further details can be obtained from Nepal Police Headquarters, Financial Administration and Procurement Directorate, Naxal, Kathmandu, Phone No: +977-01-5719848, Email: procurement_directorate@nepalpolice.gov.np within office hours.
19. The details of Security items that fall under group 'KA' and 'KHA' according to the "Security, Strategic or Defense Material Supply Procedure, 2064 (Amended)" are as follows:

Group- KA

All types of weapons, Mortar, Artillery Mortar & Guns, LMG, GPMG, Various types of Bombs, Rocket Launcher and its Ammunitions, Tank, Airplanes & Helicopter, Armored Personnel Carrier, Mine Protective Vehicle, Guided Missile, Telephone Tapping Equipment (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- KHA

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.

