



Government of Nepal
Office of the Prime Minister and Council of Ministers
National Investigation Department

NOTICE FOR ENLISTMENT

(First Date of Publication 2 December, 2019)

1. National Investigation Department invites a sealed formal application from reputed manufacturers or their authorized Supplier for the enlistment of their companies to supply various Communication items (as mentioned in Article 3 Group B of the "Security, Strategic and defense Material Supply Procedure 2064"(with 2nd amendment) required by the National Investigation Department in the year 2019/20 (Fiscal Year 2076/77).
2. Applicants must submit their application along with all required documents properly filed in a Nepali file to the National Investigation Department and registered on or before 16:00 hours of 1st January, 2020. In-case the last date of submission falls on a government holiday, the following working day shall be considered as the last day. Applications received after the deadline will not be accepted.
3. Manufacturer/Authorized distributors/Local Agent must include the authorization letter of sales/distributions of those items from ministry of information and communication of Nepal.
4. The sealed application shall clearly mention the following in the envelope.
 - a) Name of the Applicant (Manufacturer, their Supplier and Local Agent, Where nominated)
 - b) National Investigation Department.
 - c) Not to be opened before 16:00 hours of 1st January, 2020.
5. The application must include the following information and documents.
 - a) Official Document including detail addresses of the **Manufacturer**, their **Authorized Distributor/Supplier** and the **Local Agent** (where nominated). Telephone numbers, fax and e-mail addresses. Authorized person's name, designations are mandatory.
 - b) Any document without Name and title of signer & official stamp shall be invalid.
 - c) **Power of Attorney/Authorization Letter** (where Manufacturer nominates a Distributor/Supplier).
 - d) **Certificate/Memorandum of Incorporation of the Manufacturer.**
 - e) **Original Catalogues and Brochures.**
 - f) **ISO/Quality Assurance Certificate**
 - g) Types of currency & mode of payment should be mention.
 - h) Commission rate.

- i) **Original Warranty Letter** Issued by the 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.
- k) Local Agent, (where nominated) must include the following documents.
 - 1) Original copy of power of Attorney/Authorization Letter.
 - 2) Original copy of Acceptance Letter issued by Local Agent.
 - 3) Firm/Company Registration Certificate (Notarized)
 - 4) Nepalese Citizenship Certificate (Notarized).
 - 5) VAT/PAN Registration Certificate (Notarized)
 - 6) Tax Clearance Certificate.
 - 7) Declaration Letter (being not blacklisted in accordance with prevailing rules and regulation of Nepal)
 - 8) Other Documents, if any.

- 6. The applicant can authorize only one Local Agent to supply the security items for the National Investigation Department.
- 7. In case the closed documents are written/printed in language other than English, the documents must be supplemented by its translation in English. Documents translated in English shall be considered valid in ambiguities.
- 8. 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 Rule, 2064.
- 9. National Investigation Department 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 it is found indulging in unethical practices, National Investigation Department will have the final right 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 communication items required by the National Investigation Department.
- 12. At the time of the bidding, enlisted distributors can only offer the bid with products from manufacturers, whose manufacturer authorization was submitted during the enlistment application. To ensure fair competition at the time of tender the proposal must be submitted by

the same applicant, Manufacturer or Authorized Distributor or consortium which requested to enlist and has been short listed 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 in case of distributor, related quality certifications, Product catalogue & literature, as well as all other relevant documents are provided.
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 of Nepal(with latest amendment).
16. Further details can be obtained from the office of the National Investigation Department Phone No. 977-01- 4211559 within office hours.
17. This notice can be obtained from the websites: www.ppmo.gov.np of Public procurement monitoring office of Nepal as well.