



National Book Trust, India
(Ministry of Human Resource Development)
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Expression of Interest (EOI) for modernization and outsourcing of warehousing services of NBT publications at New Delhi.

National Book Trust, India (NBT) an apex body established by the Government of India, in the year 1957 which is mandated to publish non text books in English, Hindi and all Indian Languages intends to modernize its warehousing facility located at its premises at Vasant Kunj, New Delhi by outsourcing its services to bring efficiency in the delivery of services.

NBT warehouse at Vasant Kunj, Delhi spread over approx. 12000 sqr.feet area with high roof with a manning stock of about 40 lakhs copies in about 8000 titles. The warehouse caters the needs of all four Regional Offices located at New Delhi, Kolkata, Mumbai and Bangalore. Besides catering to the routine orders of ROs, the warehouse also caters the bulk orders of different States Government Agencies from time to time which involves delivery of large set of books with fixed deadlines.

1.Scope of work :

- (a) To handle complete warehouse management of NBT stores at Vasant Kunj.
- (b) Re-layout the existing structure and redeploy/purchase warehouse equipment based on the new design on expenses of NBT. Keeping view the aesthetic sense and fire safety.
- (c) Implement WMS (Warehouse management system) to manage the inventory movement. Migrate the stock from current NBT (Busy Software)WMS system to service provider's WMS.
- (d) To provide inventory control and supply chain management services to NBT.

- (e) To have a separate packing area with modern inventory management facilities as well as counting, packing, stacking and wrapping machines
- (e) If required, provide complete transportation solution to NBT to meet its distribution needs on rates as approved by NBT.
- (f) If required, provide additional warehouse space for interim or regular period to meet the demands especially for bulk orders to State Government/ Agencies. From where total warehousing services can be provided including infra, manpower and security.
- (g) If required, provide complete supply chain solutions for online/offline sales of NBT books at agreed rates.
- (h) If required, provide vendor management for vendors related to supply chain
- (i) To maintain inventory accounts of books and provide the reports as per requirement of NBT

2. Eligibility criteria:

- (a) The service provider should have a running books or allied warehouse for a minimum of past 3 years. (Documentary evidence of same to be attached)
- (b) The service provider should have a running facility of minimum 50,000 sq.ft. in Delhi NCR Delhi. (Documentary evidence of same to be attached)
- (c) The service provider should have a successful warehouse management system already implemented in its present setup capable of handling all warehousing operations. At least 5 sample reports from the WMSis required to be attached.
- (d) Documentary proof of successfully handling warehouse of at least 3 reputed government organizations/departments/International Bodies/reputed corporate during the last 3 years.
- (e) The Firm should have an annual turnover of at least Rs. 2 crores.
- (f) The Firm should be Quality certified by any external agency for its systems and procedures i.e. ISO certification, six sigma etc.

- (g) The Firm should be capable of undertaking the entire work in-house and transfer the entire or part of the work to any other firm or person is not permitted.
- (h) The work will be awarded in phases as per the requirement of the Trust and the contract would be initially for a period of two years, which can be extended for a similar term on mutual agreed terms.

3. Leading agencies/firms meeting the above eligibility criteria and capable of undertaking the job of Expression of Interest may send their proposal to the Director, NBT HQrs, New Delhi with the following information:

- (a) Complete profile with infrastructure to carry out the job and clientele list.
- (b) Documentary proof of conditions wherever applicable (as mentioned at para 3 above)
- (c) Copy of certificate of incorporation and registration with certified copies of audited financial statement/balance sheet for the last three years.

4. A pre-bid conference would be held on 25th September 2012 at 11.30 A.M. at the NBT office in Vasant Kunj, New Delhi-110070. The outsourcing Agency may inspect the warehousing facility at NBT and seek any clarifications required in the matter.

5. The last date of submission of EOI is 3rd October 2012 upto 10.00 a.m. The agencies fulfilling the above eligibility criteria would be required to give brief presentation in NBT office, New Delhi on 6th October 2012 morning. The selected agencies who fulfill the eligibility criteria will be informed individually by email about the presentation and time. Based on the presentation, detailed Request for Proposal (RFP) will be issued to the selected agencies/firms. In case any additional information is required by the interested party they may visit NBT website www.nbtindia.gov.in or contact the Assistant Director (Sales Stores). (Tel. NO. 011-26707700, 26707858)