



NATIONAL BOOK TRUST, INDIA
(Ministry of Human Resource Development)
Nehru Bhawan, 5 Institutional Area, Phase-II
Vasant Kunj, New Delhi 110070
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Expression of Interest (EOI) for Empanelment of Region-wise Sole-Distributors for NBT Publications

National Book Trust (NBT), India is an apex body established by the Government of India, in the year 1957, with an objective to produce and to encourage the production of good literature in English, Hindi and other languages recognized in the Constitution of India and to make such literature available at moderate prices to the public. For promoting and selling its publications to the state governments' bulk buying departments, under different projects, NBT intends to empanel Region-wise Sole Distributors for its publications. In this regard, NBT invites Expression of Interest (EOI) from reputed agencies having at least five years' experience in dealing with such departments of state governments, to become Sole Distributors for NBT publications.

The sole distributors are to be appointed for the regions as categorized hereunder:

<u>REGION</u>	<u>STATES/TERRITORIES</u>
1. Northern Region	
i) Region-I	Uttar Pradesh, Uttaranchal
ii) Region-II	Delhi, Haryana, Rajasthan
iii) Region-III	Jammu
iv) Region-IV	Kashmir
v) Region – V	Himachal Pradesh, Chandigarh, Punjab
vi) Region-VI	Madhya Pradesh, Chhattisgarh,
vii) Region – VII	Jharkhand, Bihar
2. Southern Region	
i) Region – I	Andhra Pradesh, Tamil Nadu
ii) Region – II	Karnataka, Kerala and other territories of Southern Region
3. Eastern Region	
i) Region-I	West Bengal, Orissa & Andaman Nikobar Island
4. Western Region	
i) Region – I	Maharashtra, Gujarat, Goa

The distributor may apply for more than one region. No EMD is required to be deposited at the time of applying. However, in case of selection, performance guarantee will have to be deposited.

1. Eligibility criteria:

- i) The Party should possess at-least 3-5 years' experience in bulk supply to the institutions/state government bulk buying departments.
- ii) The Party applying for Jammu, Kashmir (J&K) region should have a minimum average turn-over of Rs.3-5 crore per annum for the last three years while the Party applying for rest of the regions should have the minimum average turn-over of Rs.5-10 crore per annum for the last three years, in respective region.
- iii) The distributor is required to deposit 60% of the gross value of the ordered books in advance for which the Party is required to submit a Solvency Certificate from the bank in order to depict one's capacity to give 60% of Gross Value of Rs.5 crore of the bulk orders as advance payment.
- iv) The Party shall submit their income-tax returns details for the last three years.
- v) The Party shall submit the copy of the agreement, if any, with the government departments showing the liaison experience which would be treated as an added qualification for considering their candidature.

2. Scope of work:

- i) The distributor shall submit the Trust's publications to State Govt. department for procurement of bulk order.
- ii) The distributor shall be solely responsible to be in touch with the concerned authorities regularly to ensure to get the confirm orders for purchase of NBT's publications and to collect payment from the Government departments, for the supplies made, at their own. The Trust would issue an authorisation letter to the State Government authorising the distributor. It is the sole responsibility of the distributor to individually approach the concerned authorities in the State concerned.
- iii) The distributor would be authorised to correspond directly with the concerned State Government authorities with regard to the execution of the order.

- iv) The distributor shall make the sets of the ordered books as per the requirement and special instructions, if any, received from the State authorities concerned to execute the order. The distributor shall comply with the instructions issued by the State Authorities concerned to execute orders at their own cost and the Trust will not pay any additional cost to this effect.
- v) The Trust shall supply the books on single point as per the request made by the distributor from time to time.
- vi) The distributor shall make necessary arrangements for the transportation/ carrying of the books to all the points of distribution of school level as per the instructions of the concerned state government authorities on the cost of distributor within the stipulated date and time and the Trust will not pay any additional cost to this effect.

Those meeting the eligibility criteria and capable of undertaking the work as specified in Scope of Work may apply for EOI. The sealed Expression of Interest should be addressed to the Director, NBT, India and should reach this office by hand or through registered post on or before **01st November 2013** up to **2.00 p.m.** which will be opened on the same day at **3.00 p.m.** Incomplete and conditional EOI shall be summarily rejected.

3. Terms & Conditions:

- i) The Party selected for distributorship will have to enter into an agreement with the Trust, initially for a period of three years which may be further reviewed and extended, on request, based on their performance.
- ii) The Party may apply for one region or for more than one region. If appointed, the distributor shall have to deposit interest-free refundable Security Deposit of Rs.5,00,000.00 (Rupees Five Lakh) per region [*only for Jammu & Kashmir (J&K) region* the Security Deposit amount will be Rs.2,00,000.00 (Rupees Two Lakh)] under which they want to deal in, which would be kept with the Trust till the distributorship would remain in-force. The Party should clearly indicate, in their application, the name of the region/regions in which they want to deal-in. However, in case more than one party qualifies for a particular region, the region may be divided between them and the decision of the Trust shall be final and binding for each of the concerned parties.
- iii) In case the sole distributor so appointed fails to procure the bulk orders, the Trust may assign the said region to any one of the empanelled distributor of other regions. The security deposit of the distributor would be forfeited in such a case.

- iv) The distributor is required to deposit 60% of the gross value of the ordered books in advance.
- v) The distributor shall be allowed 45% discount on the gross value of books supplied, out of which 5% (performance guarantee) will be released only after completion of the whole bulk order successfully to the satisfaction of the buying agency as well as the Trust, and the distributor is required to produce a certificate from the State Government's concerned department in this respect. The performance guarantee of the distributor would be forfeited in such a case.
- vi) No credit facilities to the distributor will be allowed.
- vii) In the event, if the distributor who agrees to execute any of these projects fails to deposit the mandatory advance payment as required under condition No. (iv) within a period of 15 days from the date of confirmation by the Trust, the Trust would be free to award the said project to any other willing distributor without assigning any further notice or reason thereof. The security deposit of the distributor would be forfeited in such case.
- viii) NBT reserves its right to add, delete or modify any of the terms and conditions to its sole discretion.
- ix) The NBT reserves the right to reject any or all the EOIs without assigning any reasons thereof.
- x) Any dispute of claim arising out of this agreement shall be subject to the exclusive jurisdiction of the Delhi Courts.