



No.F. NBT/SRO/Bulk

18 January 2012

Subject: Supply of NBT books to State Government bulk buying agency of
Andhra Pradesh under SSA Project for the year 2011-12

Sir,

The National Book Trust, India is in receipt of a bulk order for the supply of its books on Children's Literature for Primary Stage and Teacher Reference Books both Primary and Upper Primary Level worth approx. Rs.5 crore to be supplied on immediate basis at Mandal level.

It has been decided by the Trust to execute the said order through its authorised and willing distributor subject to the following terms and conditions:

- (i) The distributor is required to deposit 60% of the gross value of the ordered books in advance.
- (ii) The Trust shall supply the books on single point as per the request made by the distributor from time to time.
- (iii) The distributor shall be allowed 45% discount on the gross value of books supplied, out of which 5% 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.
- (iv) No credit facilities to the distributor will be allowed in this case.
- (v) The distributor shall be solely responsible to collect payment from the Government department on their own. The Trust would issue an authorisation letter to the State Government authorising the distributor shortlisted by the Trust and it is the sole responsibility of the distributor to individually approach the concerned District Education Officers and the Project Officers of the Sarva Shiksha Abhiyan in the State of Andhra Pradesh.
- (vi) The distributor shall make the sets of the ordered books as per the requirement and special instructions, if any, received from the State authority concerned to execute the order at their own cost and the Trust will not pay any additional cost to this effect.

...2/-

Phone: 91-11-26707700, 26707702

E-mail: nbtindia@nbtindia.org.in Website: www.nbtindia.org.in

- (vii) The distributor shall make necessary arrangements for the transportation/caring of the books to all the points of distribution at Mandal level as required by the District Education Officer or the Project Officer of the SSA on the cost of distributor within the stipulated date and time and the Trust will not pay any additional cost to this effect.
- (viii) The distributor is authorised to correspond directly with the concerned State Government authorities in regard to execution of this order.
- (ix) The distributor is required to enter into an agreement with the Trust where all these above terms and conditions would be incorporated on a non-judicial stamp paper of Rs.50/- to the effect that they would be abided by both the parties.
- (x) In the event, if the distributor who agrees to execute this project fails to deposit the mandatory advance payment as required under condition No. (i) above within a period of 7 days from the date of confirmation by the Trust, the Trust would be free to award this project to any other willing distributor without assigning any further notice or reason thereof.

Interested distributors may send their willingness in writing to execute the present bulk supply order to the State of Andhra Pradesh immediately but not later than 10 days from the date of issue of this letter.

Thanking you,

Yours sincerely



(Syed Haider M. Rizvi)
Manager (Sales & Marketing)

M/s _____
(as per list)

CC to: RM (SRO)

CC to: Master file M(S&M)