



NATIONAL BOOK TRUST, INDIA
(Ministry of Human Resource Development)
Nehru Bhawan, 5 Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
Website: www.nbtindia.gov.in

Expression of Interest (EOI) for Reprinting, Binding and Supplying of NBT Publications on out sourcing basis

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 avail the complete print services in order to bring efficiency with quality in the printing of books. The books of required quantity are to be supplied with proper packing at Vasant Kunj, New Delhi as per the specified time schedule. The publications are mainly **REPRINTS** for which the required services like, Processing (wherever necessary), Printing by offset process, Lamination of main cover by matt/gloss, Binding by center stitch/section sewing/perfect binding process are to be outsourced to the service provider. The requisite quantity/quality of paper to be used for printing of text, cover and illustrations, are to be arranged by the interested agencies/printers.

In the first phase NBT is proposing to outsource printing of books which it requires to meet the bulk orders. The Trust receives various bulk orders of **REPRINTS** for execution with varying quantities from different States Government Agencies and other sources from time to time which involves quality reprinting, binding and delivery of books strictly within fixed deadlines.

NBT has approx. 8238 titles in all languages. Reprint can be of any of these titles. The number of titles, language and the size may vary. The print run (Quantity) of each titles may vary from 1100 to 50000 copies or more in a single order. In order to meet the ongoing requirements of NBT books from State Government and other Central Government agencies, it has been decided to empanel suitable and competent printing firms to undertake bulk printing.

NBT publishes books in English, Hindi and other languages in a year. The books are printed in size 26"x34"/16 (6"x8"), 23"x36"/16 (5½"x 8½"), 23"x36"/8 (8½"x11"), 20"x30"/8 (7¼"x9½") and 20"x26"/8 (6¼"x9½"). Generally, printing of text is done in 1-colour, 2-colour, 4-colour and covers in 4-colour. Number of text pages of books varies from pages 16 to 400 and above. Paper of size 20"x30"/130 GSM matt art paper, 23"x36"/130 GSM matt art paper, 23"x36"/70,80,90 GSM Maplitho, 26"x34"/80 GSM Maplitho and 20"x26"/80 GSM Maplitho are used for the printing of text of books. Matt art Card of 250 GSM and 220 GSM are used for the printing of covers of books. Specimen of books published under various series may be seen in the Bookshop of NBT at Vasant Kunj office.

1. Eligibility criteria:

- a) The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
- b) The service provider should have at least three years' experience in successfully handling similar nature of work like Printing, Binding and supplying Bulk stock. (Documentary proof to be attached in support of successfully handling the similar project for at least three reputed Government organizations/departments/ International Bodies/reputed corporates for at least three years).
- c) The service provider should have average annual turnover of at least Rs.10 crores each during the previous three financial years i.e. 2010-11, 2011-12 & 2012-13.
- d) The service provider should have its own printing facility in Delhi NCR region in at least 10000 Sq. ft. of area. The printers should fulfil the following minimum criteria of equipments/machines. The details of equipments/machines are to be provided by the service provider in the application form.

S.No.	Machines/equipment	Minimum Size	Number
1	Computers (DTP System)		2
2	Scanners (Drum/flat-bed)		1
3	Image Setter		1
4	Computer to Plate (CTP)		1
5	Proofing facility –Epson or similar		1
6	Sheet fed Offset Printing machines		
	4- colour (2000 or latest)	20"X30" & above	2
	2 – colour (1998 or latest)	26"X34" & above	1
	1 – colour (1998 or latest)	23"X36" & above	1
	(OPTIONAL) Web Offset (2000 or latest) with folding capability	Cut-off 578 mm (22.75")	1
7	Densitometer		1
8	Folding machines		2
9	Gathering Machines		1
10	Section Sewing Machines		2
11	Perfect Binder		1
12	Flow Line Machine with facility of gathering and stitching		1
13	Case making machine		1
14	Hard Case Line Machine		1
15	Trimmer – 3 side		1
16	Lamination Machine		1
17	Shrink Packing Machine		1
18	Generator		1

- e) The service provider should have technically qualified personnel with experience in the field of Printing Technology. (Biodata of key personnel handling the account of company to be attached).
- f) The Firm should be capable of undertaking the entire work and supplying the entire ordered stock to the satisfaction of NBT. No sub contract of the work either full or part to any other firm or person would be permissible. Preference would be given to the firms possessing ISO certification.

2. Scope of work:

- a) The service provider is expected to handle complete REPRINT order of books as and when assigned and supply with proper packing at NBT stores, Vasant Kunj, New Delhi as per the specified deadline.
- b) As specified earlier the order may vary in number of title, language and copies of the book may also vary ranging from 1100 to 50000 copies. These bulk orders are to be supplied within 45 to 60 days failing which the order is liable to be cancelled. The tentative figures of main bulk orders executed during the last two years are as under:

2011-12

- 32 Titles in Hindi & English x print run 1100 to 3100 copies.
- 81 Titles in Bangla x print run 3100 to 4100 copies
- 40 Titles in Hindi x print run 8000 to 11000 copies.
- 20 Titles in Hindi x print run 5100 copies.
- 122 Titles in Assamiya, English & Bangla, x print run 5100 to 36100 copies
- 196 Titles in Hindi x print run 5100 copies
- 35 Titles in Assamiya, English, Hindi & Bangla x print run 2100 to 5100 copies

2012-13

- 68 Titles in Hindi x print run 3100 to 5100 copies
 - 6 Titles in Hindi x print run 3100 copies
 - 65 Titles in English & Hindi x print run 2100 to 5100 copies.
 - 58 Titles in Hindi x print run 2100 to 5100 copies.
 - 140 Titles in English, Hindi & Urdu x print run 8100 copies.
 - 61 Titles in English, Hindi & Urdu x print run 8100 copies.
 - 94 Titles in English, Hindi x print run 10100 copies
 - 45 Titles in Hindi & Urdu
 - 76 Titles in Assamiya & Bangla x print run 6100 to 30100 copies
 - 29 Titles in English x print run 5100 copies
 - 22 Titles in English & Hindi x print run 5100 copies.
- c) The requisite Quantity/Quality of paper required for reprinting are to be arranged by the agencies. The quality of paper will be physically verified by the NBT officials before starting the printing.
- d) The NBT would provides the complete films on majority of cases which are required for reprinting of books. In case of non-availability of films the processing may be done by the agencies as per the technical instructions of NBT.
- e) A minimum number of 10 to 50 finished advance copies to be provided to NBT for approval of the competent authority before making the bulk supply.
- f) In case of any errors or defects noticed in the finished books, the necessary rectification must be carried out at the own cost of the agencies.
- g) On approval of advance copies the complete binding may be started and the bound copies to be supplied to NBT stores, Vasant Kunj, New Delhi as per the specified time schedule.
- h) The bulk stock received from the agencies/printers will be physically verified randomly by the internal technical committee in respect of its quality of production and the quality of paper used. Any shortcomings at this stage, if noticed, will be examined and the Director, NBT will decide whether to accept the stock with suitable penalty to compensate the loss or to reject the whole stock. In case of rejection of any stock due to bad printing or any such serious lapse resulting in rejection, then, the whole work has to be reprinted at the own cost of the agencies. The decision of the Director will be final.
- i) The printed books to be packed as per the instructions issued by NBT.
- j) No advance would be paid to the party for execution of the order. However, the payment would be released ordinarily within one month of delivery of order and receipt of bill.
- k) As the orders would primarily be of reprinting it is not out of place to mention here that the FILMS of some of the books are not in a good shape. Service provider is expected to provide solution to this problem so as to achieve a good quality printing of books.
- l) NBT would like to know how the service provider would provide solution, its road map, approach and methodology for execution of such orders. The agencies are expected to provide a presentation on their proposals.
- m) On the basis of the response to EOI, presentation of the party and after inspection of printing facilities of the parties, NBT would shortlist some bidders. After discussion with shortlisted bidders an RFP would be prepared and would be circulated among the shortlisted bidders for empanelment of bidders for catering to bulk supply orders of NBT.
- n) Leading established printing presses meeting the eligibility criteria and capable of undertaking the work may send their proposal to the Director, National Book Trust, India with the following information/documents:

- (i) Complete profile with infrastructure to carry out the work along with the relevant enclosures.
 - (ii) Documentary proof of conditions wherever applicable.
 - (iii) Copy of certificate of incorporation and registration with certified copies of Audited accounts statement/balance sheet for the last three years as specified under Para 1(c).
 - (iv) A brief synopsis on their approach and methodology for execution of large order of varying nature within short span of time.
- o) A pre-bid meeting would be held on **10 July 2013** at 11.00 a.m. at the office of NBT in Vasant Kunj, New Delhi. The outsourcing Agency may visit the Book Shop, NBT and may feel free to seek any clarifications from Joint Director (Production), if required in the matter at any point of time.
- p) The last date for submission of proposal is **30 July 2013** upto 5.00 p.m. The agencies fulfilling the specified eligibility criteria would be required to give brief presentation in NBT office, New Delhi on **3 August 2013** at 10 a.m. The selected agencies that fulfil the eligibility criteria will be informed individually by email about the date and time of presentation. Based on the presentation, detailed Request for Proposal (RFP) will be issued to the selected agencies/firms.
- q) The NBT, India reserves the right to empanel more than one firm for executing the said work. The NBT, India reserves the right to accept or reject any proposal at any time prior to the award of the contract, without assigning any reasons. The NBT, on such situations will not be liable for any losses occurred to the affected agencies/printers on the grounds for NBT's action.

NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN
5 INSTITUTIONAL AREA, VASANT KUNJ, PHASE II, NEW DELHI 110070

Application form

GENERAL

Note to fill the Application Form:

1. It is essential to fill all columns of the application and submit supporting documents.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill the details, wherever required.

1. Name of the Printer _____
2. Printing Press Address: _____

3. Office Address: _____

4. Telephone Numbers _____
5. E-mail address: _____
6. Fax Number _____
7. Status of the Press
(a) The Companies Act 1956 _____
(b) The Indian Partnership Act 1932 _____
(c) Proprietary Concern _____
8. Ownership Details
(a) If company, name of the Managing Director _____
(b) If partnership concern, name of the Partners _____
(c) If Proprietary concern, name of the Proprietor _____
9. Name and address of bankers _____
10. Whether insured against fire, theft and burglary, if so state the amount for which insured, name of the insurance company and policy no. _____
11. Is the press, on the panel of any other govt. organization _____

12. Total number of employees
 (a) Managerial and Supervisory _____
 (b) Skilled & Semi-skilled _____
 (c) others _____
13. Distance of Press from the office of NBT at Vasant Kunj (in Kms.) _____
14. Date of Establishment of Press _____
15. PAN No. issued by Income Tax Deptt. _____
16. TIN No. issued by Sale Tax Deptt. _____
17. Does any case pending under the Copyright Act? _____
18. Has printer been black listed by any government organization. _____

Machines and other equipments

S.	Machines/equipment	Complete detail of machine/make	Size	Number
1	Computers (DTP System)			
2	Scanners (Drum/flat-bed)			
3	Image Setter			
4	Computer to Plate (CTP)			
5	Proofing facility –Epson or similar			
6	<u>Sheet fed Offset Printing machines</u>			
	4- colour (2000 or latest)			
	2 – colour (1998 or latest)			
	1 – colour (1998 or latest)			
	<u>(OPTIONAL)</u> Web Offset (2000 or latest) with folding capability			
7	Densitometer			
8	Folding machines			
9	Gathering Machines			
10	Section Sewing Machines			
11	Perfect Binder			
12	Flow Line Machine with facility of gathering, stitching			
13	Case making machine			
14	Hard Case Line Machine			

15	Trimmer – 3 side			
16	Lamination Machine			
17	Shrink Packing Machine			
18	Generator			
19	Others, if any			

19) **Additional information, if any**

20) **Enclosures to be attached with the application (Essential)**

- a) The press must be in existence for the last three years(submit proof).
- b) Copy of PAN number issued by the Income Tax Department.
- c) Copy of TIN number issued by the Sale Tax Department.
- d) The Printer must be registered with local municipal body or should have declaration from the Police Commissioner/Magistrate for having a press (enclosed copy in support)
- e) The annual turn over of the press must be over Rs.10 crore in a year during the last three financial years. (Submit supporting documents).

Affix self attested
Colour Photo of
Authorised
Signatory of Firm

SIGNATURE _____

NAME _____

DESIGNATION _____

DATE: _____

STAMP: _____

Contact No. _____