



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
OLD SECRETARIAT, DELHI – 110054
(librarybooks.doe@gmail.com)

No.DE/101/53/Lib. Br/Procurement of Books/2022-23/172

Dated: 29-06-2022

"PUBLIC CIRCULAR"

Guidelines for Publishers

Sub: Compilation of list of Books/ Titles of reputed Publishers for procurement of books of General Reading for the Libraries in all the Government Schools under the Directorate of Education, Govt. of NCT of Delhi.

Reference is invited to the **Public Notice No. DIP/SHABDARTH/0163/22-23 dated 29-06-2022** on "Compilation of list of Books/ Titles of reputed Publishers for procurement of Books for Government Schools" in the leading Newspapers of English, Hindi, Punjabi and Urdu. Interested Publishers/ Publications are required to submit proposals for supply of Books of General Reading (Fiction, Non-Fiction etc.,) along with a specimen of each Book/ Title for due consideration, at **Sarvodaya (Co-Ed) Vidyalaya (School ID: 1208014), Pratap Nagar, Delhi, on 07-07-2022, 08-07-2022, 11-07-2022 & 12-07-2022 from 10:00 a.m. to 4:00 p.m. as per details given in Table- 1.**

The following directions to encourage the submission of standard proposals (Books/ Titles) shall be applicable in this regard.

General Instructions: -

1. The Content, Binding, Printing, Paper Quality and Language of submitted Books/ Titles should be appropriate.
2. The Books should be well designed and colourful.
3. Text placement should not overlap with illustrations.

4. Font size should not be too small.
5. Books should be culturally & ethically relevant.
6. Books should not contain gender biased content.
7. Books must not contain any material/ image/ text insulting or favouring any particular faith, religion, community, language, etc., and should not contain any anti-national content.

Terms and Conditions: -

1. The proposal for Books of General Reading in English, Hindi, Sanskrit, Punjabi and Urdu for different levels must be submitted on the Letter Head of the Publisher/ Publication duly signed and stamped with full Name, contact numbers, email ID and Address of the Publisher/ Publication.
2. Only original and latest Edition of Books/ Titles must be submitted.
3. Only Indian Editions and Books/ Titles with price imprinted in INR must be submitted. The maximum possible discount that can be offered must be indicated in the Proforma at **Annexure A. The Price offered (Print Price and Price after discount) for submitted Books/ Titles shall be applicable for the year 2022-23. Any change in the price offered shall not be considered after the submission of proposal.**
4. With respect to the specimen of Books/ Titles being submitted along with their proposal, Publishers/ Publication must submit separate Level-wise lists (as mentioned in Annexure A) for each of the Languages, failing which entry shall not be considered.
5. **Specimen of Books/ Titles along with separate lists must be submitted for each level and language as indicated in Table- 1: -**

Table 1
(Schedule for submission of specimen of Books/ Titles)

S. No.	Level	Class	Type of Book/ Title	Language	Date of submission
1.	I	Pre-Primary (Nursery, K.G)	General Reading	English/ Hindi/ Urdu	07-07-2022
2.	II	Primary (Class I-V)	General Reading	English/ Hindi/ Urdu	07-07-2022
3.	III	Classes VI- VIII	General Reading	English/Hindi/Sanskrit /Punjabi/Urdu	08-07-2022
4.	IV	Classes IX-X	General Reading	English/Hindi/Sanskrit /Punjabi/Urdu	11-07-2022
5.	V	Classes XI - XII	General Reading	English/Hindi/Sanskrit /Punjabi/Urdu	12-07-2022

Note: Proposals from Distributors/ Vendors/ Suppliers/ Agents shall not be entertained.

6. The actual procurement will be done by the respective schools out of the compiled list of selected books. Directorate of Education reserves the right to directly select any book of General Reading published by Central /State Government Publishers.
7. Publishers/ Publication should submit only those Books/ Titles for which they have Legal Rights to Publish. In case of breach of Terms of Contract, the Publisher/ Publication shall be disqualified from participation in the further process of Mega Book Fair- VI (2022-23). In case of serious breach of Terms, the Directorate of Education, Govt. of NCT of Delhi reserves the Rights to Blacklist the Publisher/ Publication concerned.
8. Soft copy (**in EXCEL FORMAT ONLY**) of the list of Books/ Titles submitted at the venue must also be sent at librarybooks.doe@gmail.com on the same day of submission as indicated in **Annexure- A**.
9. All the Publishers/ Publication will be required to upload bibliographic details of selected Books/ Titles i.e., **(i)** Image of cover page **(ii)** Title of the book **(iii)** Name of Author **(iv)** Publisher/ Publication Name **(v)** Print Price **(vi)** Price after discount **(vii)** Brief description of the selected books **(viii)** Genre of the book, in the Online Module of Mega Book Fair- VI (2022-23). For this purpose, later on the link of Online Module will be shared with the concerned publishers.

List of selected Books/ Titles will be intimated to the concerned Publishers/ Publication in due course of time by Library Branch (HQ), DoE. In case, any selected book/ title is not uploaded or wrong details are uploaded by the concerned Publisher/ Publication, that particular Book/ Title will not be considered for the Mega Book Fair- VI (2022-23)

10. The Directorate of Education, Government of NCT of Delhi reserves the Right to amend/withdraw any of the terms and conditions or to reject any or all the lists in whole or in part without giving any notice or assigning any reason.

In case, after the submission of proposals for Books/ Titles of General Reading in English, Hindi, Sanskrit, Punjabi and Urdu for different levels, any selected Publisher/ Publication does not display the selected Books/ Titles at the venue of Mega Book Fair- VI (2022-23) or does not supply the received orders of Books/ Titles to the doorsteps of respective Govt. Schools of Directorate of Education, Govt. of NCT of Delhi, then the penalty shall be imposed as mention in Table- 2 below: -

TABLE- 2

S. No.	Condition	Penalty
1.	In case, any selected Publisher/ Publication does not display the selected Books/ Titles at the venue of Mega Book Fair- VI (2022-23)	A. For the current year i.e., 2022-23, the selected Publisher/ Publication shall be blocked in the Online Module to restrict from receiving any order. B. The selected Publisher/ Publication shall be denied the permission to enter/ participate in the process of procurement of Books/ Titles for the next one (1) year.
2.	In case, after receiving the orders of Books/ Titles from Govt. schools through Online Module, Publisher/ Publication does not supply the same at the doorstep to the concerned schools	The selected Publisher/ Publication shall be denied the permission to enter/ participate in the process of procurement of books for the next two (2) years.
3.	In case, after receiving the orders of Books/ Titles from Govt. schools through Online Module, the Publisher/ Publication supplies less than 90% of the total orders received of Books/ Titles, to the doorstep of concerned schools	The selected Publisher/ Publication shall be denied the permission to enter/ participate in the process of procurement of books for next one (1) year.

Mere submission of proposals for Books/ Titles of General Reading in English, Hindi, Sanskrit, Punjabi and Urdu for different levels does not impose any binding on the part of the Directorate of Education, Govt. of NCT of Delhi to buy the same. The submitted specimen of Books/ Titles will be considered as non-refundable and free of cost. Directorate of Education, Govt. of NCT of Delhi reserves the Right to take the final decision regarding procurement of books.

In case of last minute issues or clarifications required, you may write/ contact at librarybooks.doe@gmail.com.

This issues with the prior approval of the Competent Authority.



Dr. Rita Sharma
Addl. DE (School)

No.DE/101/53/Lib. Br/Procurement of Books/2022-23/172

Dated: 29 -06-2022

Copy to: -

1. PS to Secretary (Education)
2. PA to Director (Education)
3. PA to Jt. Director (Admin)
4. Consultant (Planning)
5. Joint Director (IT)
6. DDE (Planning)
7. DDE (District & Zone) concerned
8. OS (IT) for uploading on MIS
9. Guard File



Pramod Kumar
OSD (Library)

ANNEXURE A

Name of the Publisher

Address

Contact No.

Email ID

LIST OF BOOKS/ TITLES OF GENERAL READING

CLASS** : Pre- Primary / Primary / VI-VIII / IX-X / XI-XII

LANGUAGE** : English / Hindi / Sanskrit / Punjabi / Urdu

S. No	Title	Year of Publication	Edition	Print Price	Discount Offered (%)	Price after discount	Genre of Title (Poetry, Literature, Fiction, Non-Fiction, Classic, Drama, Biography, Autobiography, Travel & any other)

****Note: -** Tick whichever applicable.

Note: - For Class/Language, please refer to the guidelines in Table 1 at S. No. 1 to 5 at page 2 of Public Circular- Guidelines for Publishers.

Sign and Seal of Authorised Person.....

Date __ / __ / __ /

Place _____