

Government of NCT Delhi  
Directorate of Education  
Library Branch, Old Sectt, Delhi – 110054

### **Guidelines for Publishers**

No.DE/ 101 /11/LIB Br/2017/87

Dated: 23.11.17

**Sub: Compilation of list of Books/Titles of reputed Publishers for  
Procurement of Books for Government Schools under the  
Directorate of Education, GNCT Delhi**

Reference is invited to the Public Notice No DIP/Shabdarth/2470/17-18 dated 22/11/17 & dated 23/11/17 on Compilation of list of Books/Titles of reputed Publishers for procurement of Books for Government Schools in the leading Newspapers. Interested Publishers are required to submit proposals for supply of Subject and General Reading Books (Fiction, Non-Fiction etc.) along with a sample copy of each Title for due consideration , at **Auditorium of Rajkiya Pratibha Vikas Vidyalaya, Raj Niwas Marg Delhi – 110054** during **28/11/2017 to 30/11/2017** between **10:00 a.m. to 5:00 p.m.** The following directions will be applicable in this regard:-

#### **General Instructions:**

1. The Books should be well designed and colourful.
2. Text placement should not overlap with illustrations.
3. Font size should give the reader clarity.
4. Books should be culturally & ethically relevant.
5. Books should contain gender sensitive material.
6. Books should be made of good quality paper and binding.
7. Content of subject books should complement the curriculum.

## Terms and Conditions

1. The proposal must be submitted on the Letter head of the Publisher duly signed and stamped with full Name, contact numbers, email Id and Address of the publication.
2. Only original Titles of the Publishers should be submitted
3. Only Indian editions and Books with price imprinted in INR should be submitted. The maximum possible discount that can be offered must be indicated in the proforma at **Annexure A**
4. Separate lists should be submitted for each level and language as indicated below

SNo.	LEVEL	CLASS	TYPE OF BOOK	LANGUAGE
1	I	PRE-PRIMARY (NURSERY , K.G)	General Readings	English/Hindi/Urdu
2	II	PRIMARY (CLASS I- CLASS V)	General Readings	English/Hindi/Urdu
3	III	CLASSES VI-X	General Readings	English/Hindi/Sanskrit/Punjabi/Urdu
4	IV	CLASSES XI-XII	General Readings	English/Hindi/Sanskrit/Punjabi/Urdu
5	V	CLASSES IX-XII	Subject Readings	English/Hindi/Urdu

5. Proposal from Distributor/Vendors /Suppliers/ Agents shall not be entertained.
6. The actual procurement will be done by the respective schools out of the compiled list of Books. DOE reserves the right to directly select any Subject/General Readings published by Central /State Government publishers as per the requirement of students.

7. Publishers should submit only those Titles for which they have legal rights to publish. Otherwise, it would be considered breach of terms of contract and the publisher shall be disqualified from participation in this scheme.
8. Soft copy of the list of Books/titles shall also be sent by **email to librarybooks.doe@gmail.com** in the **Excel format** indicated in **Annexure A**.
9. The Directorate of Education, Government of NCT 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.

For your queries, write to librarybooks.doe@gmail.com or contact 011-23890166(between 10 a.m. and 2 p.m.)

This issues with the prior approval of the competent authority.


  
( Renu Sharma )  
Regional Director (Library)

No.DE/ 101 /11/LIB Br/2017/87

Dated:- 23-11-17

Copy to:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. HQ Branch
4. OS (IT) for uploading on MIS
5. Guard File

  
(Anima Horo )  
DDE Inspection/Library

## Annexure A

Name of Publisher -----  
Address -----  
Contact No. & Email ID -----

### LIST OF BOOKS/TITLES

LEVEL: \_\_\_ CLASS: Pre –primary/primary/VI-X/IX-XII/XI-XII

SUBJECT/GENERAL READING: \_\_\_\_\_ LANGUAGE: \_\_\_\_\_

S.No	ISBN	Title	Year of Publication	Print Price	Discount offered in %	Net Price	Unit

Note. For level/class/reading/language, please refer Sno.4 @Guidelines.

Sign and seal of Authorised Person -----

Date

Place