



**Government of National Capital Territory of Delhi**  
**Directorate of Education, Old Secretariat**  
**Library Branch, Delhi – 110054**  
**([librarybooks.doe@gmail.com](mailto:librarybooks.doe@gmail.com))**

No.DE/ 101 /28/Lib. Br/Procurement of Books/2019-20/577 Dated: -30/05/19

**“PUBLIC CIRCULAR”**

**Guidelines for Publishers**

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

Reference is invited to the Public Notice No. DIP/Shabdarth/0110/19-20 Dated 30/05/2019 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 are required to submit proposals for supply of General Reading Books (Fiction, Non-Fiction etc.) along with a sample copy of each Title for due consideration, at GBSSS, Dr. Mukharjee Nagar, (School ID: 1309003) Delhi – 110009 on 10/06/2019, 11/06/2019, 13/06/2019 & 14/06/2019 from 10:00 a.m. to 4:00 p.m. as per details given in Table- 1. 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 not be too small.
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. Books must not contain any kind of anti-national material/image/text etc.
8. Books must not contain any material/image/text insulting any particular faith, religion, community, language etc

**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 duly signed and stamped with full Name, contact numbers, email ID and Address of the Publication.
2. Only Original Titles and latest Edition of Books /Titles must be submitted.
3. Only Indian Editions and Books 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**.
4. With respect to the sample copies being submitted along with their proposal, Publishers must submit separate Level-wise lists (in Annexure A) for each of the Languages, failing which entry shall not be considered.
5. Separate lists must be submitted for each level and language as indicated below in Table- 1: -

**Table 1**

S. No.	LEVEL	CLASS	TYPE OF BOOK	LANGUAGE	Date of Submission
1.	I	PRE-PRIMARY (NURSERY, K.G)	General Readings	English/Hindi/Urdu	<b>10/06/2019</b>
2.	II	PRIMARY (CLASS I-CLASS V)	General Readings	English/Hindi/Urdu	<b>10/06/2019</b>
3.	III	CLASSES VI- VIII	General Readings	English/Hindi/Sanskrit/ Punjabi/Urdu	<b>11/06/2019</b>
<b>NO SUBMISSION ON 12/06/2019</b>					
4.	IV	CLASSES IX-X	General Readings	English/Hindi/Sanskrit/ Punjabi/Urdu	<b>13/06/2019</b>
5.	V	CLASSES XI - XII	General Readings	English/Hindi/Sanskrit/ Punjabi/Urdu	<b>14/06/2019</b>

6. Proposals from Distributors/Vendors /Suppliers/ Agents shall not be entertained.
7. 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.

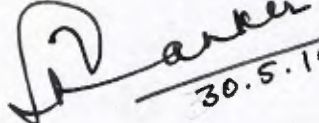


8. Publishers should submit only those Books/Titles for which they have legal rights to publish. Otherwise, it would be considered breach of terms of contract and the Publisher shall be disqualified from participation in this scheme.  
In case of serious breach of terms, the Directorate of Education reserves the right to black list the firm concerned.
9. Soft copy of the list of Books/Titles must also be sent in **EXCEL FORMAT ONLY** at [librarybooks.doe@gmail.com](mailto:librarybooks.doe@gmail.com) indicated in **Annexure A**.
10. 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 any queries, write to [librarybooks.doe@gmail.com](mailto: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.

Encl: Annexure 'A'

  
30.5.19

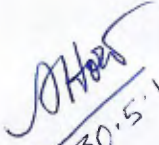
Addl. DE (Library)  
(Vinita Shanker)

No.DE/ 101 /28/Lib. Br/Procurement of Books/2019-20/577

Dated: -30/05/19

**Copy to:-**

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PS to Spl. Director (Education)
4. PS to Addl. Director (Schools)
5. Consultant (Planning)
6. Joint Director ( IT )
7. All RDEs
8. DDE (Planning)
9. All concerned DDE (District) and DDE(Zone)
10. OS (IT) for uploading on MIS
11. Guard File

  
30.5.19

DDE (Library)  
(Anima Horo)

## ANNEXURE A

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

### LIST OF BOOKS /TITLES OF GENERAL READING

LEVEL\*\* : I/II/III/IV/V  
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 (%)	Net Unit Price

**Note- 1** : \*\* Tick whichever applicable.

**Note- 2** : For Level/Class/Language, please refer to the guidelines in Table 1 at S. No. 5 (pg. 2)

Sign and Seal of Authorised Person.....

Date   /  /  

Place