

**GOVERNMENT OF NCT DELHI  
DIRECTORATE OF EDUCATION  
LIBRARY BRANCH, OLD SECTT.  
DELHI-110054  
(E-mail ID: edu.librarybranch@gmail.com)**

NO.DE/101/47/Lib.Br./Procurement of Books/2021-22/148

Date: - 15-09-2021

**"PUBLIC CIRCULAR"**

**Guidelines for Publishers**

**Subject: - Procurement of Books of General Reading for Libraries of All Govt. Schools under the Directorate of Education for the year 2021-22.**

Due to the precarious nature of the Covid-19 pandemic, holding a physical face to face Mega Book Fair does not seem feasible in the present times for the procurement of Books under the Head "Improvement of School Libraries – S & M" for the year 2021-22. As a result, the procurement of Books of General Reading for all the Govt. Schools under DoE will be done through a Virtual Mode.

Directorate of Education has decided to extend the panel of Publishers, whose Books /Titles were selected /recommended by the Library Technical Committee in the year 2019-20, for the year 2021-22 as a onetime relaxation. **(List of Publishers attached in Annexure -1)**

This year, due to the precarious nature of the Covid-19 pandemic, the process of Procurement of Books of General Reading through **Mega Book Fair-V (2021-22)** shall be in **Virtual Mode**. The **Online Module** has the following **Components/Parts**:-

- i) **An Online Module (Part -1)** has been designed to display the Image of the Book Cover, Abstract of each Title/Book and other details of all the selected Books/Titles .
- ii) After previewing all the Book /Titles virtually on the Online Module , the schools will select the Books /Titles through the **Online Module (Part – 2 for procurement)**

- iii) The school will order the selected Books/Titles of different Publishers through an Online Module, which will be accessible to the Publishers also. Based on the demand made by each school on the Online Module, Publishers will consolidate the demand for their books for supply.
- iv) The Publishers will supply the Books/Titles ordered received from the schools at their doorstep. After receipt of Books/Titles, entry in the Online Module will be made by each school. The receiving and freezing process will be done in the Online Module at school level.
- v) At the time of supply of books each of the Publishers shall submit a Bill (in triplicate) on their **Letter Head** to each school.
- vi) Once the books have been supplied in good condition as per order placed by each school and necessary certificate in this regard is issued by the Head of the School, Bills shall be raised by individual school after completing all the codal formalities in their respective Pay and Accounts Offices. Payments shall be released to the Publishers accordingly.
- vii) The timeline of procurement of Books may be seen in **Annexure-2**.

**Steps to operate the Online Module for Mega Book Fair -V (2021-22) for Publishers is attached at Annexure-2**

**A) Guidelines for the shortlisted Publishers.**

1. The Print Price and Price After Discount for any Book/Title submitted by the Publishing House /Publisher indicated in response to our communication dated 07/07/2021 shall remain in force for the complete year of procurement. (Schools will be instructed not to accept the Books/Titles of the Publisher if there is any difference of price already quoted and in Price billed).
2. The Books /Titles supplied to the schools must be in good physical condition w.r.t binding of the Books /Titles and quality of pages of the Book.

**B) Terms and Conditions:**

1. Publishing House/Publisher will have to deliver the ordered books/titles at the doorsteps of the schools within 45 days beginning from the last day of display at the Mega Book Fair – V (2021-22).

2. In case, after receiving the orders of books/titles through Online Module, the Publishing House/Publisher does not supply the books at the doorstep of the schools of DoE, then the selected Publishing House/Publisher shall be denied the permission to enter the process of procurement of Books for the next one year.

3. Publishers should upload only those Books/Titles on the Online Module of the Mega Book Fair-V (2021-22) for which they have legal rights to publish. Moreover, canvassing of any kind at any level by the Publishers will not be acknowledged. Otherwise, it would be considered breach of terms of contract and the Publisher shall be disqualified from participation. In case of breach of terms, the Directorate of Education reserves the right to Backlist the concerned firm.

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.

For any queries, write to [librarybooks.doe@gmail.com](mailto:librarybooks.doe@gmail.com).

This issues with the prior approval of the Competent Authority.



Dr Rita Sharma  
Addl. DE (Sch & Exam)

Encl -1. Annexure 1- List of 226 Publishers (Pg. 4-8)

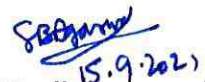
2. Annexure -2 Steps for Online Module (Pg. 9-19)

All Heads of Schools through DEL-E

NO.DE/101/ /Lib.Br./Procurement of Books/2021-22/148

Date: - 15/9/2021

1. PS to Director (Education)
2. PS to Spl. DE (IT)
3. DDE (Planning Branch)
4. All RDEs
5. All concerned DDEs (District) and DDEs (Zone)
6. OS (IT) for uploading on MIS
7. Guard file



(Shruti Bodh Aggarwal)  
DDE (Library)

## ANNEXRE-1

<b>List of 226 Publishers</b>	
<b>S.NO</b>	<b>Name of Publishers</b>
1	A & A BOOKS
2	AAKASH GANGA PUBLICATION
3	AAMEEN PUBLICATIONS
4	ADHUNIK PRAKASHAN
5	ADHYATMIK SHODH SANSTHAN
6	AGNI PRAKASHAN
7	AJAY BOOK DEPOT
8	AKASHDEEP PUBLICATIONS
9	AKHIL BHARTI
10	AMARSATYA PRAKASHAN
11	ANAMIKA PUBLISHERS & DISTRIBUTORS (P) LTD.
12	ANANT PRAKASHAN
13	ANIL PRAKASHAN (DELHI)
14	APC BOOKS
15	ARCHANA PUBLICATION (Delhi)
16	ARUN PRAKASHAN
17	ARYA BOOK DEPOT
18	ARYA PRAKASHAN MANDAL
19	ARYAN KHEL PRAKASHAN
20	ARYAN PRAKASHAN
21	ASHA PRAKASHAN GRAH
22	ATMA RAM & SONS
23	AVISHKAR PRAKASHAN
24	BASANTI PUBLISHERS & DISTRIBUTORS
25	BHARAT PUSTAK BHANDAR
26	BHARTIYA JNANPITH
27	BIBLIO PUBLICATION
28	BOOK CRAFT PUBLISHERS
29	BOOK TREE PUBLISHING HOUSE
30	BPI INDIA PVT LTD
31	CHILDREN'S BOOK TRUST
32	CREATIVE BOOKS(Ghaziabad)
33	D.P.S BOOKS
34	D.P.S. PUBLISHING HOUSE
35	DELHI PUSTAK SADAN
36	DIAMOND POCKET BOOKS PRIVATE LIMITED
37	DIVYAM PRAKASHAN
38	DOUBLEW EDUCATION
39	DREAMLAND PUBLICATIONS
40	DUCKBILL BOOKS & PUBLICATIONS PVT LTD
41	EKLAVYA FOUADATION
42	EXPRESS BOOKS

43	FRIENDS PUBLICATIONS (INDIA)
44	GALAXY PUBLISHERS
45	GANPATI BOOK CENTRE
46	GANPATI PUBLISHERS
47	GAURAV PRAKASHAN
48	GBD BOOKS
49	GEETANJALI PRAKASHAN
50	GLOBAL EXCHANGE PUBLISHERS
51	GLOBAL VISION PRESS
52	GLOBAL VISION PUBLISHERS
53	GO DISCOVER INTERACTIONS LLP
54	GRANTH AKADEMI
55	GUNJAN PRAKASHAN
56	GUPTA COMMUCATION
57	GYAN GANGA
58	GYANDHARA PUBLICATION
59	HANSA PRAKASHAN, JAIPUR
60	HARDIK PRAKASHAN
61	HARSHITA PRAKASHAN
62	INSHA PUBLICATIONS
63	INTERNATIONAL YOGA SOCIETY
64	JAGATRAM & SONS
65	JAHNAVI PRAKASHAN
66	JANVANI PRAKASHAN PVT LTD
67	JAWAHAR PUBLISHERS & DISTRIBUTORS
68	JUGGERNAUT PUBLICATIONS
69	JUNIOR DIAMOND
70	K K PUBLICATIONS
71	KALPANA PRAKASHAN
72	KALYANI NAVYUG MEDIA PVT LTD
73	KALYANI SHIKSHA PARISHAD
74	KARTIK PRAKASHAN
75	KATHA
76	KHAMA PUBLISHERS
77	KHANDELWAL PUBLISHER & DISTRIBUTORS
78	KIDS KNOWLEDGE BANK
79	KITAB GHAR
80	KITABGHAR PRAKASHAN
81	KITABWALLAH
82	KRISHNA PUBLISHER(Ghaziabad)
83	LAXMI PRAKASHAN,DELHI
84	LAXMI PUBLICATIONS (P) LTD
85	LEKSHRI PUBLICATION
86	LENIN MEDIA PVT LTD
87	LIFI PUBLICATIONS PVT LTD
88	LITERARY CIRCLE
89	LOKBHARTI PRAKASHAN

90	M N PUBLISHERS & DISTRIBUTORS
91	MANGAL PRAKASHAN
92	MANOJ PUBLICATIONS
93	MANSI PUBLICATIONS
94	MAPLE PRESS PRIVATE LIMITED
95	MARYADA PUSTAK SADAN
96	MATRIX PUBLISHERS
97	METRO BOOKS
98	MINDFUELS PUBLISHER & DISTRIBUTORS
99	MITTAL BOOK AGENCY
100	MODERN PUBLISHING HOUSE
101	MUKUND PUBLICATIONS
102	NATIONAL BOOK TRUST ,INDIA
103	NAVLOK PRAKASHAN
104	NAVRAJ PRAKASHAN
105	NAVSHILA PRAKASHAN
106	NEELKAMAL PUBLICATIONS PVT. LTD.
107	NEW CONCEPTS PUBLISHER
108	NEW SADHNA POCKET BOOKS
109	NIYOGI BOOKS PRIVATE LIMITED
110	OCEAN BOOKS PVT. LTD.
111	OM BOOKS INTERNATIONAL
112	PARAG PRAKASHAN
113	PARIKRAMA PRAKASHAN
114	PARMESHWARI PRAKASHAN
115	PITAMBAR PUBLISHING CO. PVT LTD
116	PRABHAS PRAKASHAN
117	PRABHAT PRAKASHAN
118	PRADEEP PRAKASHAN
119	PRAGYAN SAHITYA LOK
120	PRAKASHAN SANSTHAN
121	PRAKHAR PUBLISHERS
122	PRASHANT BOOK DISTRIBUTORS
123	PRATHAM BOOKS
124	PRATIBHA PRATISHTHAN
125	PREMNATH & SONS
126	PRESTIGE PUBLISHERS
127	PRIYA SAHITYA SADAN
128	PRIYANKA PRAKASHAN
129	PSYCHO INFORMATION TECHNOLOGIES
130	PUBLICATION DIVISION
131	PUBLICATION SCHEME
132	PUNIT BOOKS
133	PUNYA PRAKASHAN
134	PUSTAK SANSAR, JAIPUR
135	PUSTAKLOK
136	PUSTKAYAN

137	RAINBOW BOOKS
138	RAJ PUBLISHING HOUSE
139	RAJASTHANI GRANTHAGAR
140	RAJPAL & SONS
141	RASHTRIYA SANSKRIT SAHITYA KENDRA
142	RATHORE PUBLISHERS & DISTRIBUTORS
143	RISING SUN PUBLISHING COMPANY
144	ROHIT PUBLISHING HOUSE
145	RUPA PUBLICATIONS INDIA PVT.LTD.
146	S. KUMAR & COMPANY
147	S. N. PUBLICATION
148	SADACHAR PRAKASHAN
149	SADHANA & SONS
150	SAGAR PRAKASHAN
151	SAHITYA AKADEMI
152	SAHITYA PRACHARAK
153	SAHITYA SAHAKAR PRAKASHAN
154	SAHITYA SAROVAR
155	SAHNI PUBLICATIONS
156	SAJAL PUBLISHERS & DISTRIBUTERS
157	SAKSHI PRAKASHAN, JAIPUR
158	SAMAYIK PRAKASHAN
159	SANIA PUBLICATION
160	SANJEEV PRAKASHAN
161	SANMARG PRAKASHAN
162	SANSKRITI PRAKASHAN
163	SASTA SAHITYA MANDAL
164	SATSAHITYA PRAKASHAN
165	SATYARTH PUBLICATION
166	SAVITRI PRAKASHAN
167	SCHOLASTIC INDIA PVT LTD
168	SETU PRAKASHAN PVT. LTD.
169	SHARDA PRAKASHAN
170	SHIKSHA BHARTI
171	SHILALEKH PUBLISHER
172	SHIPRA PRAKASHAN
173	SHIVANK PRAKASHAN
174	SHRI RAM PRAKASHAN
175	SHRI SAI PRINTOGRAPHERS
176	SHRI SHIV BAJRANG PRAKASHAN
177	SHRI SHIV SHAKTI PRAKASHAN
178	SHUBHDA PRAKASHAN
179	SOURABH PRAKASHAN
180	SPEAKING TIGER PUBLISHING PVT. LTD.
181	SPORTS EDUCATIONAL TECHNOLOGIES
182	STAR PUBLICATION PVT. LTD.
183	SUBHADRA PUBLISHERS & DISTRIBUTORS

184	SUBHASH CHANDER & SONS
185	SUHANI BOOKS
186	SUNDER SAHITYA SADAN
187	SUNIL SAHITYA SADAN
188	SUNSHINE BOOKS
189	SURAJ PRAKASHAN
190	SURBHI PRAKASHAN
191	SURENDER KUMAR & SONS
192	SURYA BHARTI PRAKASHAN
193	SURYAPRABHA PRAKASHAN
194	SUYASH PRAKASHAN
195	SUYOGAYA PRAKASHAN
196	SWARN JAYANTY
197	SWASTIK PRAKASHAN (DELHI)
198	SWETA BOOK AGENCY
199	THE BOOK LINE
200	THE ENERGY AND RESOURCES INSTITUTE (TERI)
201	THE READERS PARADISE
202	TRANS GLOBAL PUBLISHING CO.
203	TRANSWORLD PUBLISHERS
204	TRIDENT PUBLISHERS
205	TULIKA PUBLISHERS
206	UNICORN BOOKS PVT LTD
207	UTKRISHT SAHITYA SADAN
208	V & S PUBLISHERS
209	VANDANA BOOK AGENCY
210	VANI PRAKASHAN
211	VIBHOR PRAKASHAN
212	VIDYA VIHAR
213	VIDYA VIKAS ACADEMY
214	VIDYANIDHI PRAKASHAN
215	VIGYAN BHARTI, GHAZIABAD
216	VIGYAN SHIKSHA SANSTHAN
217	VIKAS PAPER BACKS
218	VIKRAM PRAKASHAN
219	VINOD BOOK CENTER
220	VIRTUOUS PUBLICATIONS(Noida- UP)
221	VISHV BOOKS PRIVATE LIMITED
222	VITASTA PUBLISHING PVT. LTD.
223	VIVA BOOKS PRIVATE LIMITED
224	VIVEK PUBLISHING HOUSE, JAIPUR
225	VPS ENGINEERING IMPEX PVT LTD
226	YUGBODH SAHITYA



ANNEXURE -2

Virtual MEGA BOOK FAIR (2020-21)

Publisher Level Module

Login Page

Publication Login	
<input checked="" type="radio"/> Registered User <input type="radio"/> Search User ID & Password	
User ID	<input type="text"/>
Password	<input type="password"/>
Visual Code	76DQ7668
Type The Code Shown	<input type="text"/>
<input type="button" value="Go"/>	

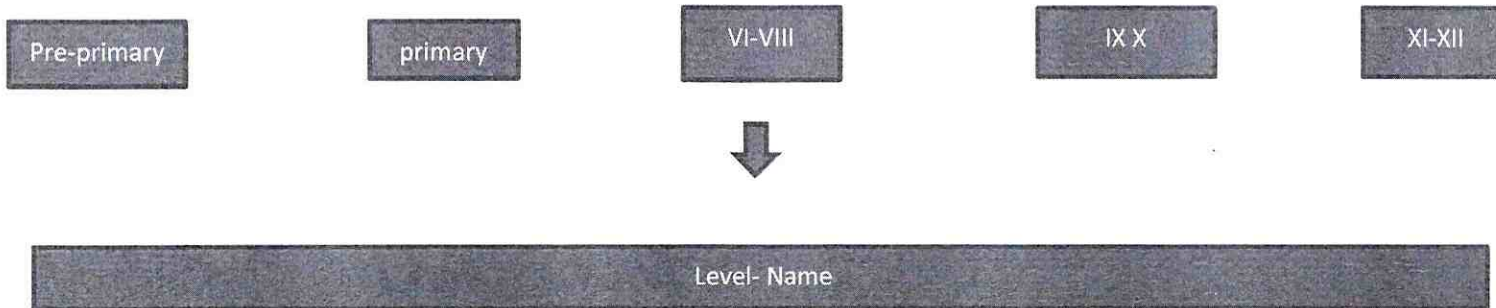
Sr. No.	Index Page	
I.	User Profile	Open Page
II.	Book Entry	Open page
III	Preview of Virtual Mega Book Fair-V	Open Page
IV	My orders	Open Page
V	Report	Open Page
VI	Payment status	Open page
VII	Change password	Open page
VIII	Logout	

*Signature*

I) User Profile: -

- Publisher name
- PAN No.
- Address
- Billing address
- Email id
- Mobile No.
- Contact Person
- Landline No.
- Bank details
  - 1) Account holder name
  - 2) Bank name
  - 3) Branch name
  - 4) Branch address
  - 5) MICR Code
  - 6) IFSC code
  - 7) Branch code
  - 8) Account Number

I) Book Upload Link



*Handwritten signature*

- Image of Book



- Title :-

.....

- Abstract of the Book: -

.....

- Author Name:-

.....

- Language: -

.....

- Price:-

.....

- Price after Discount: -

.....

- Paper back/Hard bond: -

.....

- Number of Pages: -

.....

- Year of Publication: -

.....

Preview and Save

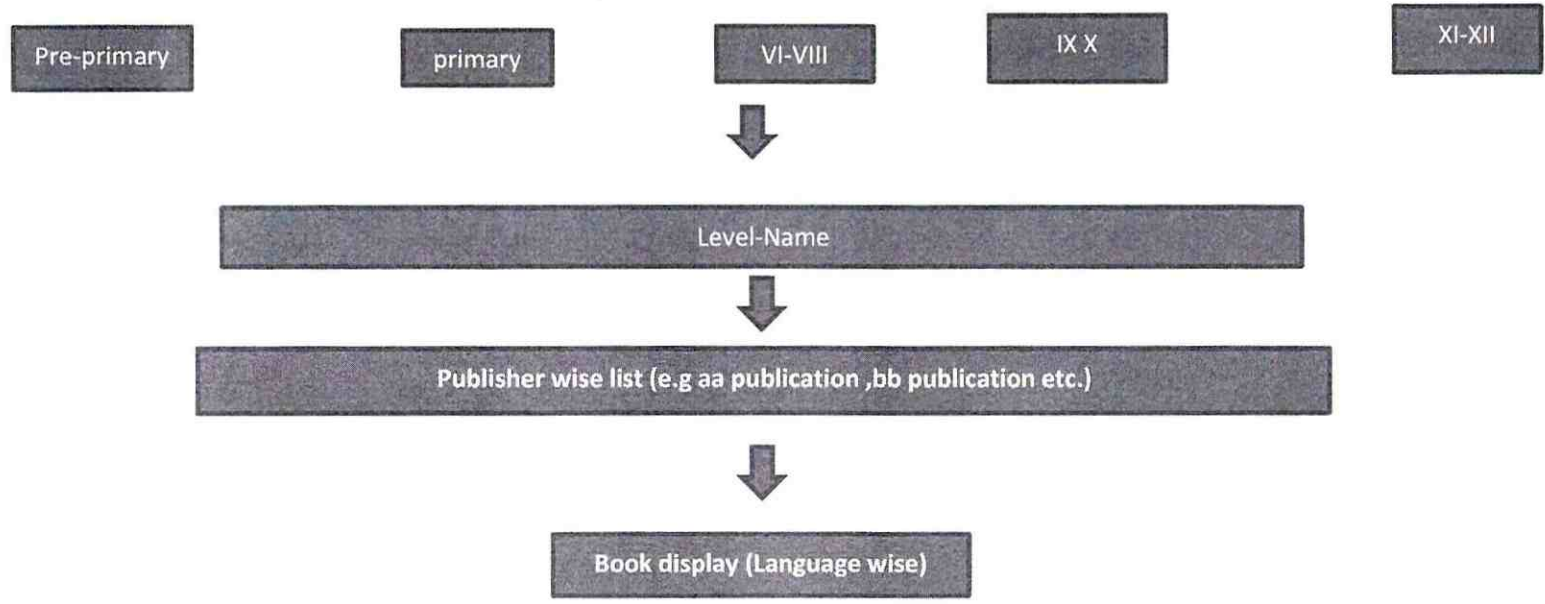


Cancel

Submit

Note: "IF ANY CHANGE REQUIRED THEN PRESS CANCEL, BUT IF YOU PRESS OK THAN DATA WILL BE SUBMITTED FOR PLACING ORDERS AND NO CHANGE CAN BE MADE"

II) Virtual Mega Book Fair



III) Order details



*Handwritten signature*

I. **a) order received**

\* To view order of individual school, click on **No. of copies ordered level-wise**

Sr. No.	School ID	School Name	No. of copies ordered					Total Amount (In Rs)
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII	
1	(+)1002001	SBV Ashok Nagar	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	

After clicking on **No. of copies ordered level-wise (Hyperlink)**

Invoice(order)									
Name of School with ID					Name of Publisher				
Level- Name..... (Sorting Alphabetically – Class wise)									
Sr. No.	Title	Language	Publication Year/ Reprint	Print Price	Price after Discount	No. of Copies ordered	No. of Copies to be delivered.	Total Cost after discount	
1	AA	English	2017				<input type="checkbox"/>		Confirm
2	BB	English	2018				<input type="checkbox"/>		Confirm
			Total						
<input type="button" value="Submit"/>									

b) order confirmed: - Details (Schools Wise)

Sr. No.	School ID	School Name	No. of copies ordered						Total Amount (In Rs)					
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII	Pre-Primary	Primary	Total Amount (In Rs)				
1	(+)10020 01	SBV Ashok Nagar	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink

Order confirmed		Level- Name..... (Sorting Alphabetically – Class wise)		Total Cost after discount	
1. Name of School with ID.....		2. Name of Publisher.....		No. of Copies confirmed	
				No. of Copies ordered	
				Price after Discount	
				Print Price	
				Publication Year/ Reprint	
				Language	
				Title	
				Total	
Sr. No.					
1	AA	English	2017		
2	BB	English	2018		
Total					

14

-14-

c) order cancel: - Details (Schools Wise)

Sr. No.	School ID	School Name	No. of copies ordered					Total Amount (In Rs)	No. of copies cancelled					Total Amount (In Rs)			
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII		Pre-Primary	Primary	VI-VIII	IX-X	XI-XII				
1	(+10020) 01	SBV Ashok Nagar	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k	hyperlin k

Order Cancelled

1. Name of School with ID..... 2. Name of Publisher.....

Level- Name..... (Sorting Alphabetically – Class wise)

Sr. No.	Title	Language	Publication Year/ Reprint	Print Price	Price after Discount	No. of Copies ordered	No. of Copies Cancelled	Total Cost after discount
1	AA	English	2017					
2	BB	English	2018					
<b>Total</b>								

d) order completed: - Details (Schools Wise)

Sr. No.	School ID	School Name	No. of copies confirmed						Total Amount (In Rs)											
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII	Pre-Primary	Primary	VI-VIII	IX-X	XI-XII								
1	(+100200) 1	SBV Ashok Nagar	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink

Order delivered

1. Name of School with ID..... 2. Name of Publisher.....		Level- Name..... (Sorting Alphabetically – Class wise)									
Sr. No.	Title	Language	Publication Year/ Reprint	Print Price	Price after Discount	No. of Copies confirmed	No. of Copies Delivered	Total Cost after discount			
1	AA	English	2017								
2	BB	English	2018								
Total											



e) Pending Order:- Details (Schools Wise)

Sr. No.	School ID	School Name	No. of copies confirmed					Total Amount (In Rs)	No. of copies pending					Total Amount (In Rs)	
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII		Pre-Primary	Primary	VI-VIII	IX-X	XI-XII		
1	(+)100200	SBV Ashok Nagar	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink	hyperlink

Order pending

1. Name of School with ID.....		2. Name of Publisher.....		Level - Name..... (Sorting Alphabetically – Class wise)		Total Cost after discount	No. of Copies pending	No. of Copies confirmed	Price after Discount	Print Price	Publication Year/ Reprint	Language	Title	Sr. No.
1	AA	English	2017											
2	BB	English	2018											
Total														



iv) Report

\* To view BILL REPORT of individual school, click on the school's name.

delivery Report								
Sr. No.	School ID	School Name	No. of Receiving Copies					Total Amount
			Pre-Primary	Primary	VI-VIII	IX-X	XI-XII	
1	(+)1002001	SBV Ashok Nagar						

After clicking level-wise (Hyperlink)

Name of School with ID			Name of Publisher					
Level-Name..... (Sorting Alphabetically – Class wise)								
Sr. No.	Title	Language	Publication Year/ Reprint	Print Price	Price after Discount	No. of Copies ordered	No. of Copies supplied	Total Cost after discount
1	AA	English	2017					
2	BB	English	2018					
			Total					

III) Payment status

DATE	BILL NO	TOKEN NO	PAO NUMBER	PUBLISHER NAME	AMOUNT	PAYMENT STATUS	
						PAYMENT CLEARED	PAYMENT PENDING

*[Handwritten signature]*