



**SAMAGRA SHIKSHA-DELHI**  
(A Society under Education Department, Govt. of NCT of Delhi)  
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No.F.DE(29)(19(7)/SS/PI-2025-2026/ 1527-1528

Date: 30/07/25

### EXPRESSION OF INTEREST (EOI)

Samagra Shiksha-Delhi, invites Publishers to submit the sample of their publication in **Hindi, Urdu, Punjabi & English medium** for Category 1 (Class 1st to 5th), Category 2 (Class 6th to 8th), Category 3 (Class 9th to 10th) and Category 4 (Class 11th to 12th) **personally at Samagra Shiksha-Delhi (HQ), Vidya Samiksha Kendra Building, Room No.12 Ground Floor, Boulevard Road, Civil Line, Delhi-110054, from 5<sup>th</sup> August 2025 to 28<sup>th</sup> August, 2025 from 10:30 AM to 4:00 PM** for procurement under Library Grants of Samagra Shiksha-Delhi for **Academic Year 2025-26**.

The sample of books submitted after the stipulated date and time will not be accepted.

(Parvinder Kumar)  
Deputy Director of Education  
Samagra Shiksha-Delhi

- Encl: Annexure-1: Information about the Publisher and Necessary Guidelines  
Annexure-2: Terms and Conditions  
Annexure-3: Undertaking regarding acceptance of all terms and conditions  
Annexure-4: Details of Sample Books

No.F.DE(29)(19(7)/SS/PI-2025-2026/ 1527-1528

Date: 30/07/25

Copy to:

1. Joint Director (IT) with the request to upload on Department Website.
2. Guard File

(Parvinder Kumar)  
Deputy Director of Education  
Samagra Shiksha-Delhi

## Annexure- 1

### INFORMATION ABOUT THE PUBLISHER AND NECESSARY GUIDELINES:

#### A. INFORMATION ABOUT THE PUBLISHER:

1. Name of Publisher:
2. Full address of the publisher:
3. Mobile/telephone number:
4. Email ID:
5. The publisher will have to submit the following documents at the time of submission of sample of books:
  - i) **Bank Details:**
    - a) Name of the Bank in which the Bank Account is maintained:
    - b) Account Number:
    - c) Name of the account holder:
    - d) IFSC Code:
  - ii) Photocopy of PAN card (well scanned).
- iii) Income Tax return of last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.  
[https://docs.google.com/spreadsheets/d/1F79za95Vt-gInMPI5k\\_8dO8GYA85bQgTfAWrWZ9Mydg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1F79za95Vt-gInMPI5k_8dO8GYA85bQgTfAWrWZ9Mydg/edit?usp=sharing)
- iv) **An affidavit, on judicial stamp paper of Rs.10/-** of appropriate value, duly attested by the Notary, declaring therein by the publisher, that he/she has neither been convicted by any court of law, nor has been black listed by any government/ any central institution or GoI/State/UT government/Semi-Government.
- v) An undertaking on judicial stamp paper of Rs.10/-, along with the sample book stating that, the sample book of similar edition, has not been sold anywhere at a price lower than that displayed/ marked price on the sample book.
- vi) **An affidavit on judicial stamp paper of Rs.10/-** by the publisher to the effect that he/she, has not provided more discount to anyone earlier, than being offered on the books being supplied to the Samagra Shiksha-Delhi. If at any stage, the Department comes to know about this, then supply order shall be cancelled with immediate effect.
- (vii) The publisher has to submit an **affidavit** that the ISBN number mentioned on the book submitted by him as a sample has not been used in any other book. If found adverse during the verification, the Punitive action will be taken against the publisher and the he/she shall also be blacklisted.
- viii) **The Publishers can submit all undertakings of serial no.5 (from iv to vii) on one affidavit or separate undertakings on individual affidavit after attestation by the notary.**
- ix) **The letter, issued by the Raja Ram Mohan Roy National Agency ISBN, for publisher has been authorized to print the Books with the ISBN.**

- x) Copy of purchase order of Rs. **2,00,000/-** (Rupees Two **lakh**) received from any government Institution/Government undertaking, during anyone of the financial years i.e. 2022-23, 2023-24 and 2024-25 or total Rs.3 lakh during last three years. The Publisher may attach any of the following:

❖ **Letter of satisfactory execution of supply order from intending department.**

**OR**

❖ **Copy of supply order along with Affidavit on Rs.10 Judicial Stamp Paper that supply order was executed successfully.**

6. The actual number of books in schools may increase/decrease depending upon the functionality, language and type of school.
7. The number of sample books for each category **should not exceed five (5)**.
8. The Books submitted as sample will not be returned under any circumstances.
9. Sample of Books submitted by post will not be accepted.
10. Publishers will have to fill in the form given **in Annexure 3**, clearly stating therein that they shall abide by all the terms and conditions mentioned **in Annexure 2**. In case the sample of books supplied by them are not selected by the Book **Selection/Sub-Selection committees** for the library, constituted for the purpose, they will not create any hindrance in the process of purchase of books. In case, any publisher creates any kind of hindrance in the selection process, appropriate action shall be taken against him/her by the Department.

## ANNEXURE-2

### TERMS AND CONDITIONS

**Following shall be the terms and conditions for purchase of books:**

1. It is necessary to mark year of edition on each books. The Books published prior to 2022 will not be considered for purchase.
2. It is necessary to clearly mention the edition (1st/2nd/3rd) on the book. The copyright in respect of the books submitted, will be the sole responsibility of the publisher.
3. Edition year and price of the book shall be printed on the inner side of the cover page.
4. The publisher shall have to give, **minimum following discount on the books that are to be purchased as per the Raja Ram Mohan Ray, National Agency:**

<b>1 to 10 copies:</b>	<b>10%</b>
<b>11 to 25 copies:</b>	<b>15%</b>
<b>26 to 100 copies:</b>	<b>20%</b>
<b>101 to 200 copies:</b>	<b>25%</b>
<b>201 to 500 copies:</b>	<b>30%</b>
<b>more than 501:</b>	<b>35%</b>
6. Publication of the books must be on high-quality paper of minimum **80 GSM** and cover page of minimum **130 GSM**. The Title of the book should be marked on the front page.
7. A certified copy of the letter issued by the **Raja Ram Moham Ray National Agency** of the ISBN number duly self-attested is to be submitted. It is also necessary to mention the ISBN number on the books and in the absence of ISBN No. the book(s) will not be considered for selection.
8. The sample books being submitted should be tied/packed in proper order with name & address of the publisher on them, also indicating title of the books submitted in the list, along with Release No.
9. The Sample book(s) must be submitted with forwarding letter indicating there in the desired information about the book as specified in the attached letter, also to be sent on the email: [ssl Delhi2025@gmail.com](mailto:ssl Delhi2025@gmail.com) or before due date. Fill details of book on [https://docs.google.com/spreadsheets/d/1F79za95Vt-gInMPI5k\\_8dO8GYA85bQgTfAWrWZ9Mydg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1F79za95Vt-gInMPI5k_8dO8GYA85bQgTfAWrWZ9Mydg/edit?usp=sharing) link.
11. The ordered books will have to be supplied at the **District** level at FOR within 25 days, from the date of issuance of supply order. The complete Waterproof packing shall be made **Zone-wise**. In case, the supply of the books, is not completed within **25 Days**, fine of Rs. 2000/- (Rupees Two Thousand only)- per day will be imposed, which shall be deducted from admissible payment.

12. The books supplied should be of the original publishers only. Books supplied by changing the cover page, on the books of other publications will be treated as offence. On receipt of any such complaint, the order will be cancelled and the publisher will be blacklisted.
13. Only one application will be accepted on one PAN card number. It is mandatory to attach the self-attested photocopy of the PAN card with the application form.
14. The Books supplied as per supply order should match with the books given as sample, in respect of both quality and contents. If any variation is found in the content, or stickers applied or pasted are found regarding price of the books, the same will not be accepted. Further, new page, if any, about change in the price is found to have been inserted in the books being supplied, the supply order will be cancelled and the security amount deposited by the concerned publisher will be forfeited.
15. If, the pages of the supplied books are found torn or missing are at the time of physical verification at the District level, then the set of such books will not be valid. Such books will have to be replaced with new books within 10 days. If the books are not replaced within a period of 10 days, the fine will be imposed @ given rates below:  

11-14 days Rs.200 per day  
16-20 days Rs. 500 per day.
- In case such books are not replaced even within 20 days, then in addition to cost of invalid book, 10% of the total order amount will be deducted at the time of payment.
16. The Directorate of the Samagra Shiksha will have the right to increase or decrease the copies of the selected book at any point of time.
17. Necessary acceptance letter regarding, conditions will have to be given by the publisher through an affidavit.
18. No Proposal will be accepted unconditionally.
19. The final decision with respect to the selection of books, shall lie with the State/UT Level Book Selection Committee.
20. No enquiry/investigation will be valid during the selection process of books. In the selection process, if any lobbying/pressure or attempt to influence the decision in any manner is created by any publisher/organization, then concerned publisher will be kept in the category of disqualification and appropriate action will be initiated against such publisher.
21. The Delhi High Court shall be the jurisdiction for any dispute, with respect to this EoI and the terms & conditions laid down in it.

### **Categories of Procured Books under Library Grant-**

1. The Books must be entertaining informative, environment related, moral, having national and social values, developing self-employment and leadership ability, self-supporting, patriotism and generating respect for greater personalities, inspirational, developing reasoning power, general knowledge and various other skills among children, Books on history, geography, festivals and giving information about inspiring biographies, Books to suit students' academic environment, interests, subject related needs and reading abilities

2. The books must be in series. (Category 1) Class 1 to 5, (Category 2) Class 6 to 8, (Category 3) Class 9 to 10 and (Category 4) Class 11 to 12.
3. Story Books, Reputed Children's Magazines and Comics etc can be considered. Books- Story books, children's useful magazines, Comics, Referral books for Secondary and Senior Secondary students. Other books that are considered essential for the holistic development of the child, such as, books on mental health and wellbeing, sports, arts, music, design thinking, Language Skill, writing ability books and books generating capability to express themselves, giving word knowledge, besides creative logical thinking, deep thinking, etc. should be preferred, to coordinate themselves with the environment and real life in children of 5 to 18 years of age.
4. Text Book, Reference Book, Examination related Books & Material and the books which are not useful for the students, will **not be considered**.
5. There should be no word or sentence in the books, being supplied, which hurts the sentiments of any particular caste, religion or community. If any such deficiency is found, it shall be sole responsibility of the publisher and the action as warranted under law shall be taken against the publisher.

**Note:** The book(s), which don't fulfill the conditions referred above, shall be kept in the category of **disqualified**.



### Annexure-3

To  
State Project Director  
Samagra Shiksha-Delhi

#### Undertaking regarding acceptance of all terms and conditions.

1. do hereby affirm and declare on behalf of (Name of *firm*) that, we shall abide by all the **terms** and conditions mentioned **in Annexure-2**. It is also certified by us that if the sample books given by us, are not selected by the selection committee, then we will not create any lobbying/pressure or disturbance in the purchase process of the books being procured by the State Project Director, Samagra Shiksha-Delhi. In case, any lobbying/pressure or obstruction is created by us in the selection process of books, then State Project Director Samagra Shiksha-Delhi will be competent to take appropriate action against us. The decision taken by the Project Director, Samagra Shiksha office in the selection of books will be binding and acceptable to us.  
selection process of books.
2. The necessary documents desired by you, which have been mentioned in **Annexure-1** are also **attached herewith**.

Name of Publisher:.....

Signature of publisher:.....

Stamp of Publication:.....

## Check List

1. Address Proof of the Publisher
2. Contact No.
3. Email ID:
4. Bank details and copy of cancelled cheque:
5. PAN Card
6. Income Tax Return of Financial Year 2022-23, 2023-24 and 2024-25..
7. Affidavit (about not being blacklisted/declared a criminal by the court). The publisher will have to submit an affidavit along with the sample book that the same sample book has not been sold at a price less than the face value, printed on the book.
8. An affidavit will have to be submitted by the publisher that he/she has not given, discount more than, what is being offered to the Directorate of Samagra Shiksha- Delhi, on the supply of books being made.
9. Certified copy of the Letter issued by Raja Ram Mohan Roy National Agency ISBN to the publishers, pertaining to printing of books.
10. Copy of purchase order at least Rs.2,00,000/- (Rupees Two lakh only) received from any Government Institution/ Govt. Undertaking during anyone of the financial year 2022-23,2023-24 and 2024-25 or total Rs. 3 lakh during these years.
11. Letter of satisfactory execution of supply order from intending department. Copy of supply order along with Affidavit on Rs.10 Judicial Stamp Paper that supply order was executed successfully.
12. GST Registration letter and copy of the GST return filled for year 2023-24. In case, GST registration does not apply, then an undertaking with certification from Chartered Accountant will have to be compulsorily submitted. The copy of the notification or letter under which one has been given exemption for registration of GST shall also have to be provided.

**Note: All affidavit should be on Judicial Stamp Paper of Rs.10/- collectively or separately.**



#### Annexure-4. Details of Sample Books

**Note: The last date for receiving sample books and other documents will be 28-08-2025 (Upto 4:00PM).**

**Signature of Publisher/Firm**

**Name of Publisher  
Mobile No.  
E-Mail ID**

**Bank Detail  
Name of Bank  
A/C Number  
IFSC Code**

Sl. No.	Title of Book	Price	ISBN No.	Name of Author	Year of Publication	Year of latest Edition	Hindi, Urdu, Pujabi & English	Category Books Class 1-5 Class 6-8 Class 9-10 Class 11-12	GSM Paper		Total pages excluding cover page
									Cove page	Inner page	

**Google Form Link for above Sheet:**

**[https://docs.google.com/forms/d/e/1FAIpQLScs3jZ\\_HzwbL-kprY-R6-ny3pipn2SyMbZYSZCOij0tRPdRJA/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLScs3jZ_HzwbL-kprY-R6-ny3pipn2SyMbZYSZCOij0tRPdRJA/viewform?usp=header)**