



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
EXTERNAL PUBLICITY AND PUBLIC DIPLOMACY DIVISION
Room No. 255, SHASTRI BHAWAN,
NEW DELHI-110001
Ph. No. 011- 23381719/e-mail: poip@mea.gov.in**

Ref : K/PMS/305/30/2018

Date: 13/12/2018

Inviting Expression of Interest from Publishers/Distributors/Suppliers

External Publicity & Public Diplomacy (XPD) Division under Ministry of External Affairs proposes to procure books for presentation purposes and also for the libraries maintained by Indian Missions/Posts abroad. The books will be submitted under the following 8 categories:-

- a) Indian Classics
- b) Foreign Policy and Strategic Affairs
- c) Technology & Popular Science
- d) Hindi & Sanskrit
- e) Art and Culture
- f) Religion & Spirituality
- g) Children Books
- h) Politics & Economy

The selection of the books so submitted, will be done by a Book Committee. XPD Division, therefore, invites an Expression of Interest from publishers/suppliers/distributors of books. Coffee Table Books on the above categories will also be considered. The quality of the books should be fit for presentation purposes. The suppliers should be able to supply the books within two weeks time upon placement of supply order. The books will be returned to the Publisher after selection process is completed.

2. The books for submission should have been published in the last five years only (January 1, 2014 onwards) and not submitted in the previous Book Committees. The publisher of the books can only authorise one distributor for his book to be submitted in the book committee. In case, the same book is submitted by several distributors, the book will not be considered by the Book Committee. The number of books submitted by one publisher/distributor/supplier is restricted to ten books under each of the categories as mentioned in para 1 above.

3. **Submission of books:** The following may be ensured while submitting the books:-

(a) The publisher/supplier/distributor will put one sticker on the back side of the book with the following details:

Category:
Submitted by :
Published by :
Year of Publication
Authorization Letter: Yes/No
Cost :
Discount:
Cost after Discount :
Email Id/Contact:

(b) The books may be submitted under a covering letter along with details of books as per the format given below in a CD and on email (poip@mea.gov.in):

Sr. No	Book Name	Author	Category	Submitter	Publisher	Year of Publication	Authorisation Letter Yes/No	Cost	Discount (%)	Cost after Discount
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5. The books will be submitted at the address below and the last date for submission of books is January 15, 2019 at 1500 hrs. Any clarification/comment in this regard may be sent to mail address (poip@mea.gov.in).

Publicity Officer (IP/PMS),
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