



**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**

K/PMS/308/01/2020

Date: 10.09.2020

Inviting Expression of Interest from Publishers/Distributors/Suppliers (i.e. Vendors)

External Publicity & Public Diplomacy (XPD) Division, under the Ministry of External Affairs, will procure books under following categories for circulation among/use of Indian Missions/Posts abroad. In this regard, the **Book Committee** will be selecting books (*Published in last five years and not submitted in the previous Book Committees*) 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**

2. XPD Division, therefore, invites an expression of interest from Vendors of books. Coffee-Table Books on the above topics will also be considered. However, the following considerations are to be borne while submitting the books:

- a) Books submitted should represent some prominent aspect of India;
- b) Books should be focused on the above mentioned 08 topics, or themes thereof;
- c) Quality of the books should be world-class, in their content & design, and should be befitting for presentation purpose;
- d) Awarded books/ Coffee-Table Books on above categories will be given preference (the same to be mentioned with the book);
- e) Books submitted, if selected, should be available for supply within 02 weeks upon placement of order.

3. A sample book/e-book of each title may be sent to the address mentioned below, and shall be returned to the Vendor after the selection process is completed. With regards

to the submission of books for consideration by the Book Committee, the Vendors to ensure strict adherence to the following:

- a) The books are to be submitted only at: **P D Press, B2, Old MEA Hostel, Kasturba Gandhi Marg, New Delhi 110001.**
- b) Owing to the currently prevailing pandemic scenario, each Vendor, willing to deliver the books in-person, is compulsorily required to **book a prior appointment** with the Ministry, for the submission of books, through **call at 011-23386809/ 23381719** and/ or **email at poip@mea.gov.in** with the **subject of the email as: *Request for appointment for 42nd Book Committee Submission.*** **Books can also be delivered through courier, at the address mentioned under Para 3 (a).**
- c) Only upon confirmation of the appointment by the Ministry through call and/ or email reply, shall the Vendor proceed to submit the books unfailingly during the fixed appointment slot.
- d) In case, the Vendor fails to show-up on the agreed date and/or time-slot of the appointment, a fresh appointment shall be required to be booked with the Ministry for the submission of the books.

4. The books should have been published in the **last five years only** and **not submitted in the previous Book Committees.** A publisher can authorize only **one distributor** for his book(s) 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. Upon selection of the books, an intimation of the finally shortlisted books will be communicated to the respective Vendor who will be required to share on CD/email a brief introduction (150 words) of every shortlisted book along with a photograph of the cover and the credits/content. Moreover, Vendors shall register and upload the list of books, alongwith the relevant details, on the link given below, prior to physically submitting the books on the abovementioned address:

<https://meacms.mea.gov.in/Admin/MEASupplierUser/SupplierUserLogin.aspx>

5. The number of books submitted by each Vendor **is restricted to five (05),** under each of the categories mentioned in Para 1 above. The details must be carried along at the time of submission in .xlsx format, in the below prescribed proforma:

S. No.	Book Name	Author	Category	Submitter	Publisher	Year of Publication	Authorisation Letter Yes/No	Cost	Discount (%)	Cost after Discount
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Further, each book must contain one sticker on the back side stating the following:

***Category:**
Submitted by :
Published by :
Year of Publication
Awards, if any:
Authorization Letter: Yes/No
Cost :
Discount:
Cost after Discount :
Email Id/Contact:

*Category should be from the **08 options** mentioned under Para 01 above.

6. The last date for submission of books is **10.10.2020** at **1300 hrs.** Any clarification/comment in this regard may be sent to poip@mea.gov.in or clarified through call on 011-23381719/ 011-23386809.

7. Ministry of External Affairs reserves the right to accept/reject any books at any stage of the Book Committee and decision of MEA in this regard would be final and binding.