



Government of India
Ministry of External Affairs
XPD Division
IP/PMS Section, Shastri Bhawan
New Delhi 110001

No. K/PMS/308/01/2021		DATED: 11.11.2021	
Time Line			
Date of Publication		11.11.2021	
Clarification Start Date		11.11.2021	
Clarification End Date		02.12.2021	
Books Submission Start Date		11.11.2021	
Books Submission End Date		02.12.2021	

Publicity Officer (PMS Section)
XPD Division
Room No. 255, A Wing, Shastri Bhawan
Ministry of External Affairs, New Delhi
Tel: 011 2338 1719
Email Id:-poip@mea.gov.in

**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
EXTERNAL PUBLICITY AND PUBLIC DIPLOMACY DIVISION
Room No. 255, SHASTRI BHAWAN,
NEW DELHI-110001
Ph. No. 011- 2338 1719/e-mail: poip@mea.gov.in**

K/PMS/308/01/2021

Date: 11 / 11 / 2021

**Inviting Expression of Interest (EOI) 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 publicity use of Ministry of External Affairs (MEA) and Indian Missions/Posts abroad. In this regard, the **Book Committee** will be selecting books (***Published in last five years and not submitted to the previous Book Committees***) under the following eight (08) categories:

- (i) Indian Classics**
- (ii) Foreign Policy and Strategic Affairs**
- (iii) Technology & Popular Science**
- (iv) Hindi & Sanskrit**
- (v) Art and Culture**
- (vi) Religion & Spirituality**
- (vii) Children Books**
- (viii) Politics & Economy**

2. XPD Division, therefore, invites an Expression of Interest (EOI) from Publishers/Distributors/Vendors of books. Coffee-Table Books on the above 08 categories will also be considered. 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 of international standards in their content & design, and should be befitting for presentation purposes;
- d) Awarded books/Coffee Table Books on above categories will be given

preference (details of the awards to be provided along with the book);

- e) Books submitted, if selected, should be available for supply. Delivery of ordered books to be done within 02 weeks of placement of order.

3. A sample book of each title, for the consideration of the Book Committee, 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: **PD 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 inform the PMS Section of XPD Division through **call at 011- 23386809/ 23381719** and/or **email at poip@mea.gov.in** with the subject of the email as: *Request for submission of books for 43rd Book Committee*. Books can also be delivered through courier, at the address mentioned under Para 3 (a). They will be required to follow the COVID-19 protocol.
- c) Sample books will be accepted at the PD Press during the working days (Monday to Friday, except official holidays) **between 1000 hrs to 1300 hrs and 1400 hrs to 1700 hrs**. Submitters are advised to check with and inform the Division before they visit PD Press on the contact numbers given at Para 3(b) above.

4. The books should have been published in the **last five years only and have not been submitted to the previous Book Committees**. A publisher can authorize only **one distributor** for his book(s) to be submitted in the Book Committee. **In case, same book is submitted by several distributors, XPD division reserves the right to decide on the final acceptance/rejection of the book (and the vendor) for the consideration of the Book Committee.** Upon selection of the books by Book Committee, an intimation of the finally shortlisted books will be communicated to the respective Publishers/Distributors/Vendors 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, Publishers/Distributors/Vendors shall register and upload the list of books, along with 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 each Publisher/Distributor/Vendor can submit **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 pro- forma:

S. No.	Book Name	Author	Category	Submitter	Publisher	Year of Publication	Authorization Letter Yes/No	Cost	Discount (%)	Cost after Discount
--------	-----------	--------	----------	-----------	-----------	---------------------	-----------------------------	------	--------------	---------------------

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 offered:
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 **2nd December, 2021** till **1730** any clarification/comment in this regard may be sent to poip@mea.gov.in or get clarified through call on **011-23381719/ 011-23386809**.

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