

**RFP NO.: CISCE/ADM/001/2024-25**

**DATE: 13/03/2025**

**NOTICE**

**SUB: RFP for Selection of Agency for Publication of ISC Textbooks.**

Council for Indian School Certificate Examinations (CISCE), has been incorporated under the Societies Registration Act XXI of 1860 and is a National School Examination Board. The object of the Council is educational and includes the promotion of science, literature, the fine arts & the diffusion of useful knowledge by conducting school examination through the medium of English.

CISCE invites proposals from suitable agencies or publishing houses for the printing of its ISC English subject textbooks, in the format provided in this RFP document.

You are requested to submit your 'sealed bids' through Regd. Post/ Courier or by Hand on or before – **31<sup>st</sup> March 2025 by 16:00 Hrs.**, in the office of CISCE, at below address:

**Council for Indian School Certificate Examinations  
Plot No. 35-36, Sector VI,  
Pushp Vihar, Saket,  
New Delhi-110017  
(Near Saket District Court Gate No. 11)**

The following Annexures are enclosed with this RFP document

- a) **Annexure A** – Scope of Work
- b) **Annexure B** – Technical Bid Format
- c) **Annexure C** – Commercial Bid Format

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1. Procedure to participate in the bidding process:

Your offer should be in **“Two Separate Envelopes”** as given below:

**ENVELOPE-1: “TECHNICAL BID”**

- a) “PLEASE DO NOT QUOTE ANY RATES (CHARGES) ETC IN THIS ENVELOPE-1”
- b) ON THE ENVELOPE-1, PLEASE MENTION THE NAME OF YOUR ORGANISATION, NAME AND MOBILE NUMBER OF CONTACT PERSON AND RFP REF. NO.
- c) Please submit response as per **Annex B** of this RFP document.

**ENVELOPE-2: “COMMERCIAL BID”**

- a) Please submit response as per **Annexure C** of this RFP document.
- b) ON THE ENVELOPE-2, PLEASE MENTION THE NAME OF YOUR ORGANISATION, NAME AND MOBILE NUMBER OF CONTACT PERSON AND RFP REF. NO.

**Both the Envelopes should be placed in a Master Envelope, clearly mentioning the name of your organization, name and mobile number of contact person and RFP ref. no. Please mention on the top of envelope “BIDS FOR ISC TEXTBOOK PUBLICATION”.**

It may please be noted that both the sealed envelopes (**Envelope-1 and Envelope-2**) must be **clearly super scribed** as stated above and submitted before the due date. Responses received after the due date, time and incomplete response are liable to be disqualified.

Only Technical Bids (**Envelope-1**) will be opened initially. The Commercial Bids will be opened only of those bidders who qualify the technical requirements as mentioned in the **Annexure B**. It is therefore very necessary that bidders provide complete information and supporting documents sought at **Annexure B**.

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## 2. Technical Bid

The technical bids will be evaluated as per the criteria below:

- i) Minimum average turnover of Rs 150 Cr in last three financial years.
- ii) Experience of publishing books for NCERT/ SCERT/ School Education Boards/ Universities etc. Minimum three Certificates of Successful Completion, for publishing work orders, to be submitted by the bidders in support of their bids.
- iii) Bidders should have their own independent infrastructure/ printing press for the execution of the awarded work. No sub-contracting is allowed.
- iv) Bidders should have Pan India distributor network.

## 3. Commercial Bid

Interested bidders should submit their price bids, **on a per page & per book basis**, as per format given in Commercial Bid document (Annexure-C). The price quoted should be comprehensive and uniform for pan India distribution, except for transit/ freight cost. It shall include all types of costs, expenses and service charges. No additional amount will be paid to the bidder other than the quoted price.

## 4. Payment Terms

The books will be directly ordered by the affiliated schools as per the rates approved by CISCE under this bidding process. However, CISCE has no direct role to play regarding placement of order for books or for making any payment against any order.

## 5. Indemnity to CISCE

In concurrence to this RFP document, bidders agree to keep the CISCE, its management, functionaries and authorized representatives indemnified from all the results, losses, queries, legalities, complications arising out of the conduct of this publishing exercise, as per the purview of the scope of work but not limited to it.

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## 6. Proof of Sample

The shortlisted bidder should provide a sample of the compiled book/s as per the approved specifications and in digital format, along with the sample of the paper which will be used for printing of cover page and inner pages. Only after due approval of CISCE, in writing, the necessary publishing work be initiated.

## 7. Copyright Permissions

The onus of obtaining the necessary copyright permissions for the publication of books, will lie with the publisher. An undertaking to be submitted by the bidder in this regard, to absolve all the legal implications which may arise during or after completion of the awarded publishing work, either from any author or publishing house or any of their authorized representatives. **The undertaking should be attached along with Technical Bid Documents.**

## 8. Force Majeure.

In no event shall the CISCE be responsible or liable for any failure or delay in the performance of the scope of work by the successful bidder hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, acts of God and interruptions caused due to any pandemic or any sort of lockdowns imposed by Government at any place.

## 9. Right to Cancellation.

It may please be noted that CISCE reserves the right to accept or reject any bids and /or cancel the bidding process at any stage, at its own discretion, without assigning any reasons.

**If you need any clarifications or query, please contact: (Up to 30<sup>th</sup> March 2025 only)**

Mr. Rankush Deswal  
Email: eohradmin@cisce.org  
Phone: 8800025296

**CHIEF EXECUTIVE & SECRETARY**

**“Annexure-A”**

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**SCOPE OF WORK**

**Publication of ISC Textbooks (Classes XI & XII) for Examination Year 2027 onwards.**

**1) Schedule of Requirement**

Sr. No.	Subject	Name of Book	Remarks	Approx. No's of Students opting for this Subject / No's of textbooks required.
01	Modern English	PERSPECTIVES	A Collection of ISC Short Stories	50000
02		REFLECTIONS	A Collection of ISC Poems	50000
03	English Elective	FIREFLIES	A Collection of ISC Elective English poems	500

The lists of prescribed texts for the ISC Modern English and ISC Elective English are given below as A-1 and A-2.

**2) Specifications of the Textbook**

- i) **Book Size:** 8" x 11" and 6" x 8"  
(Quotes to be submitted for both the sizes)
- ii) **Paper Quality:** 80 GSM (Black & White) and 70 GSM (Black & White)  
(Quotes to be submitted for both the sizes)
- iii) **Cover Page:** 250 GSM (In four Colors)
- iv) **Font Style:** Arial with Size 11 and Single line spacing.

**ISC Modern English- Classes XI & XII (Examination Year 2027 Onwards)**

**I. PERSPECTIVES:** *A Collection of ISC Short Stories.*

1. *Lawley Road* – R.K. Narayan
2. *The Landlady* – Roald Dahl
3. *Most Beautiful* – Ruskin Bond
4. *Dream-Children: Reverie* – Charles Lamb
5. *Ratan Tata: A Life- Settling in at Cornell (An Excerpt)* – Thomas Mathew
6. *Father Returning Home*– Dilip Chitre
7. *Life Doesn't Frighten Me*– Maya Angelou
8. *Sadness Comes*–Donna Ashworth
9. *A Prayer for My Daughter*- William Butler Yeats
10. *Bora Ring*- Judith Wright

**II. REFLECTIONS:** *A Collection of ISC Poems.*

1. *The Doll's House*– Katherine Mansfield
2. *Death by Scrabble* – Charlie Fish
3. *The Dreamer*– 'Saki'
4. *Games at Twilight* – Anita Desai
5. *The Father-thing*- Philip K. Dick
6. *My Grandmother's House*–Kamala Das
7. *Refugee Blues*– W.H. Auden
8. *Urban*–Nissim Ezekiel
9. *Ode To Tomatoes* – Pablo Neruda
10. *The Black Santa*-Allison Joseph

A-2

### ISC- Elective English

#### Poetry

(All poems to be covered in XI and XII.)

1. **John Milton:** Song on May Morning; When I consider how my light is spent (On His Blindness); From Paradise Lost; Book I – Satan’s speech (lines 242-270); From Paradise Lost Book IX - Eve’s lines (lines 733 – 785)
2. **Percy Bysshe Shelley:** England in 1819; To a Skylark; The Cloud; Autumn: A Dirge
3. **Thomas Hardy:** Neutral Tones; The Man He Killed; The Going; The Convergence of the Twain
4. **William Butler Yeats:** No Second Troy; Easter 1916; The Wild Swans at Coole; The Second Coming
5. **Wilfred Owen:** Arms and the Boy; The Last Laugh; Anthem for Doomed Youth; Mental Cases
6. **Dylan Thomas:** Death Shall Have No Dominion; Poem in October; Fern Hill; Do not go gentle into that good night
7. **Carol Ann Duffy:** War Photographer; In Mrs Tilscher’s Class; History; Mrs Midas
8. **T.S. Eliot (American-English):** The Love Song of J. Alfred Prufrock; Preludes; The Journey of the Magi
9. **Maya Angelou (American):** The Mothering Blackness, Still I Rise, Awakening in New York
10. **Sylvia Plath (American):** Mirror; Tulips; Pursuit
11. **Gieve Patel (Indian):** Postmortem; On Killing a Tree; From Bombay Central; Squirrels in Washington
12. **Sujata Bhatt (Indian – emigrated to USA in 1968):** Search for My Tongue; The Stare; A Different History
13. **Benjamin Zephania (British- Jamaican):** What If; Faceless; We Refugees
14. **Seamus Heaney (Northern Ireland - moved to the Irish Republic in 1972):** Digging, Casualty, Whatever You Say Nothing

**“Annexure-B”**

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## **TECHNICAL BID**

### **INSTRUCTIONS TO THE BIDDERS:**

- 1)** Please Attach documentary proof in support of all the details submitted above. Documents to be attached in the same order as mentioned in table below.
- 2)** Certified copies of **duly audited balance sheets** to be attached in support of Annual Turnover claim.
- 3)** Copies of **“Certificates for Successful Completion”** of different publishing projects to be attached in support of experience claim.
- 4)** List of Pan India distributors to be attached.
- 5)** Copy of **duly signed and stamped undertaking** (For Point 5 of Bid), by the authorised representative of the agency, to be submitted for copyright permissions.



**“Annexure-B”**

Name & Address of the Company/ Firm	
PAN No of Company/ Firm	
GST No of Company/ Firm	
<b>1)</b> Details of annual turnover in last three financial years.	<ul style="list-style-type: none"> <li>• FY 2021-22:</li> <li>• FY 2022-23:</li> <li>• FY 2023-24:</li> </ul>
<b>2)</b> Work Experience Details	
Experience 1	
Experience 2	
Experience 3	
<b>3)</b> Independent Infrastructure/ Printing Press	
<b>4)</b> Presence of Pan India distributor network	
<b>5)</b> Undertaking for Copyright Permissions	

**Sign & Stamp of Authorized Signatory**

**“Annexure-C”**

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**COMMERCIAL BID**

NAME OF BOOKS	PERSPECTIVES	REFLECTIONS	FIREFLIES
Price Per Page			
Price of Cover Page			
Price Per Book			
<b>Total Amount in Figures</b> (With Taxes, if any)			
<b>Total Amount in Words</b> (With Taxes, if any)			

**NOTES:**

- 1) Please use separate sheets for quoting prices of textbooks with different specifications (As per size of the textbooks and paper quality).
- 2) Four different commercial bids to be submitted, covering all the aspects of 'Scope of Work'.

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

**Sign & Stamp of Authorized Signatory**