



**GOA BOARD OF SECONDARY AND HIGHER SECONDARY  
EDUCATION**

(A Corporate Statutory Body Constituted by an Act of the State Legislature)

**ALTO BETIM – GOA 403 521**

Website:gbshse.gov.in

email:goaboard@dataone.in

Phone (0832) 2417593

---

GBSHSE/EST/E.O.I/HIS/

Date: 2/12 /2011

**EXPRESSION OF INTEREST**

Goa Board of Secondary & Higher Secondary Education, desires to prescribe text books in the subjects of History for Std. X and Economics XII. The same will be prescribed from the Academic Year 2012-13. The Board has also decided to invite from private publishers/authors, the draft of textbooks based on the syllabus prepared by NCERT and adopted by Goa Board for the said subjects and classes to prescribe as text book in the schools under the jurisdiction of this Board.

The date for submission of the draft text is 31/01/2012

The draft texts will be accepted only from those publishers/authors who register their names with the Board. The registration fee of Rs.15000/- (Non refundable) will have a validity period of 10 years. The registration should be done on or before 13/12/2011. The registration certificate will be collected on or after 15/12/2011.

The registered publishers/authors will be entitled to submit draft text for more than one medium viz English, Marathi & Urdu.

The draft text will be accepted by the Board in printed form and the same will be considered by the Board in accordance with the provisions of Board rules.

Copies of rules, procedure of submission etc.will be made available from 06/12/2011 till 12/12/2011 in the Board's Office during working hours. The closing date and time to submit sealed pre-qualification details in Annexure B is 20/12/2011 at 2.30 p.m. The same will be opened on 20/12/2011 at 3.00 p.m.

**Rs.500/-**

# **GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, ALTO-BETIM-GOA**

## **Rules for submission of History text book for Std.X by Authors/Publishers for consideration as prescribed book for use in Secondary Schools with effect from June, 2012**

### **I. Procedure**

1. Publishers desiring to submit book in History for Std. X in English, Marathi and Urdu and Economics in English and Urdu for consideration as prescribed book for Standard X and Standard XII will have to register their names with this Board. The consolidated fee for such Registration shall be ₹ 15,000/- per publisher for 10 years. The publishers who have registered their names with the State Board as authorized publishers can only submit their publications to the State Board.
  - a) Books submitted by publishers who have not registered their names as required under this clause will not be considered.
  - b) Copies of syllabus relating to the prescribed text books, issued by the Board, will be supplied to the publishers who have registered their name with the State Board.
2. Publishers applying for sanction to their book as prescribed book shall submit to the Secretary of the Board, the separate application for the text book together with an undertaking in such form as may be laid down by the Board. (Specimen copies enclosed vide appendix 'B', 'C' and 'D')
3. Twelve printed copies of text book prepared in each medium shall be submitted free of cost to the Secretary along with the application. These copies will not be returned.
4. Book submitted for consideration shall bear the signature of the author and publisher on the cover title page the inner title page of all the copies of the text book. Text Book on which the requisite particular are not indicated, will not be considered.
5.
  - a) In the event of the book being considered suitable for sanction, the publisher shall, on receiving an intimation to that effect, submit (free of cost) to the Secretary, before the specified date, four printed copies of the book complete with all blocks, pictures, art plates, etc. and all the particulars as required under clause (4) above and a fresh scrutiny fee of ₹ 100/-.
  - b) Printed copies of manuscript or typed book will be examined by the Board to see whether.
    - All suggested corrections and modifications have been properly and satisfactorily carried-out, and also whether all the printed matter is in accordance with the manuscript of the book, and is otherwise correct in all respects and the suitability of the book for according sanction.
    - The State Board, on being satisfied that the printed copies of the book are suitable/correct in all respects, may prescribe the book.
6. It shall always be competent for the Board to reject the printed copies of the book without assigning any reasons and the publisher shall not be entitled for any claim or compensation on this account.

## **II. General Conditions**

1. A publisher or its associate/sister concern/as a distributor who has already published a 'cram' book or guide/annotation book or any unauthorized book will disqualify to submit any book for consideration.
2. The author having submitted above for consideration should have worked as a teacher in that subject for at least five years in a recognized secondary/school or Jr. College or college or a recognized Institute.
3. The publishers desiring to submit the Text book to Goa Board must have Minimum experience of ten years as a Text-book publisher.
4. The publisher desiring to submit the Text book must have an office in Goa for atleast last five years.
5. On the approval of the manuscript the copyright will vest in Goa Board and 10% royalty will be payable to the Goa Board on mutually agreed terms and conditions but not less than that offered by any other publisher in the Tender Offer.
6. A review fee of ₹ 10,000/- shall be paid by the publisher simultaneously with the submission of a book to the Secretary.
7. All Fees once paid shall not be refunded.
8. In taking the decision for sanctioning the prescribed book, the Board may intr-alia impose conditions as regards all or any of the following matters, namely.
  - a) Period of sanction
  - b) Price
  - c) Size, weight, quality of paper and printing standards.
  - d) Addition, deleting or format modification in the contents of the book.The decision of the Board in respect of the book referred to it and the conditions, if any imposed by it, shall be communicated to the publishers concerned.
9. Publishers submitting book for consideration shall not be entitled to have either the copies of the reports of the Reviewers or the recommendations/observation of the Committees of the Board thereon and the reasons for rejecting the book shall not be communicated to them.
10. The Board shall be competent calling upon the publishers to show cause as to why action should not be taken to remove the prescribed book from the sanctioned list in case any deterioration, serious defect or deficiency is noticed late in it or in the event of any breach of undertaking given by the publisher or matter is copied from text books without obtaining copyright. to remove the said book from the sanctioned list. The decision of the Board shall be final.
11. If the Board has sanctioned the prescribed book for a specified period, it shall be competent for the Board to extend the period of sanction, from time to time, after broad scrutiny or without any fresh review or scrutiny as may be deemed fit.

## **III. General Instructions to Publishers**

1. The publishers desirous to submit any book for consideration by the Board for approval must register their name with the Board by submitting application in the form at appendix B
2. Application : Application for the sanction of book as prescribed book should be submitted separately in the prescribed form (vide Appendix 'C').
3. The undertaking to be submitted by publishers along with their applications for sanction of the text book as prescribed book should be in the form laid down in Appendix 'D'.

4. All fees to be paid to the Board viz. The registration fee, ₹ 15,000/-, the review fee of ₹ 10,000/-, the scrutiny fee of ₹ 100/- should be paid in the form of a demand draft payable to Secretary, Goa State Board of Secondary and Higher Secondary Education. No cheques will be accepted. (The above fees are non-refundable).
5. Books should be well illustrated with neat and suitable pictures, graphs and diagrams wherever necessary.
6. The price of text book will be fixed with regard to printing, binding and illustration and the number of copies depending on the student population and number of books approved in the series. The publisher shall along with the application form also mention number of copies proposed to be printed. The Price to be printed on the Book will be communicated by the Board.
7. The price of the book should be printed on the 4<sup>th</sup> cover page as well as on the back of the title page.
8. The Publisher must use the official logo of the State Board on these books.
9. The Board shall be at liberty to discontinue the text book without assigning any reason and terminate the contract.

**APPENDIX : B**  
**PRE QUALIFICATION DETAILS**

1. Name of the Publishers : \_\_\_\_\_
2. Regd. Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pincode : \_\_\_\_\_  
Telephone : \_\_\_\_\_
3. Office/Branch :
  - i) Local Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pincode : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Estd. Since : \_\_\_\_\_
  - ii) Other Branches : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pincode : \_\_\_\_\_  
Telephone : \_\_\_\_\_
4. Full Name(s) of the Owners/Directors if Company Ltd. : \_\_\_\_\_
5. If partnership firm/company names of each Partner/Director & address thereof : (Additional sheet may be attached) \_\_\_\_\_
6. Statutory permissions required for partner/Director & address thereof :
  - a) The Factories Act, 1948 Registration No. & Date \_\_\_\_\_
  - b) Small Scale/Industrial unit No. & Date \_\_\_\_\_
  - c) Shops & Establishments Act, 1948 Certificate No. & Date : \_\_\_\_\_
  - d) Whether registered under any other Industries : \_\_\_\_\_
7. Experience of Text book Publications (Years) \_\_\_\_\_  
(Submit a few books as samples)
8. Has the company interacted with any state Board for preparation, publication of manuscripts and or distribution of text books? If Yes Please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Has the Company interacted with Education Department in Goa-either S.I.E./Goa Board/Director of Education in any capacity. If Yes, Please give details : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. No. of persons currently in employment  
 a) Phototypesetting : \_\_\_\_\_ b) Printing : \_\_\_\_\_ c) Binding : \_\_\_\_\_  
 d) Processing : \_\_\_\_\_ e) Miscellaneous : \_\_\_\_\_
11. Details of proof-reading/Quality  
 Controls Arrangement : \_\_\_\_\_
12. Details of trained personnel  
 in the Organisation : \_\_\_\_\_
13. Details of phototypesetting/D.T.P./Typesetting Unit :  
 a) Phototypesetting \_\_\_\_\_  
 b) No. of setting machines \_\_\_\_\_
14. The language/s in which textbook setting  
 work can be done \_\_\_\_\_
15. Printing Machinery : 

Size	Make Yr (Old/New)	No. of Cols	Nos.
a)			
b)			
16. Printing capacity  
 per day : \_\_\_\_\_ No. of impressions  
 a) Text Printing  
 b) Colour work
17. Binding machinery details :  
 a) Folding 16pp/32pp : \_\_\_\_\_  
 b) Section Sewing : \_\_\_\_\_  
 c) Industrial Continuous / Centre Sewing : \_\_\_\_\_  
 d) Wire Stitching : \_\_\_\_\_  
 e) Cutting Machine : \_\_\_\_\_  
 f) Perfect Binding : \_\_\_\_\_
18. Offset Processing Equipment : Make Size Nos.  
 a) Scanner \_\_\_\_\_ b) CTP \_\_\_\_\_
19. How many shifts do you normally run? : \_\_\_\_\_
20. Whether premises & goods insured against fire, flood,  
 theft, burglary, etc. If so, please state the amount and name  
 of Insurance Co. with Policy No. : \_\_\_\_\_
21. Name & Address of your Bankers  
 stating the name in which the account \_\_\_\_\_  
 Stands and phone No. \_\_\_\_\_
22. P.A.N. No. : \_\_\_\_\_
24. Sales Tax No. \_\_\_\_\_

**APPENDIX 'C'**

Form of Application

(To be submitted along with manuscript)

Language : English,Marathi & Urdu

Subject : \_\_\_\_\_

Standard : \_\_\_\_\_

To,

The Secretary,  
Goa State Board,  
of Secondary and Higher,  
Secondary Education,  
Alto – Betim, Goa

Sir,

I submit the draft of History text book in English,Marathi & Urdu for consideration of Goa Board of Secondary and Higher Secondary Education, Goa for inclusion in the list of prescribed books sanctioned by the Board for use in recognised Secondary Schools in the Goa State.

1. Title of the book \_\_\_\_\_
2. Edition (and reprint) \_\_\_\_\_  
and year. Number of  
copies printed. \_\_\_\_\_
3. The language of the book \_\_\_\_\_
4. Subject \_\_\_\_\_
5. Standard/s for which it  
is designed \_\_\_\_\_
6. Total number of pages \_\_\_\_\_
7. Total number of copies  
proposed to be printed \_\_\_\_\_
8. Price per copy in Indian  
Currency (The price  
expected by the Publisher  
should be given.) \_\_\_\_\_
9. Paper –  
(a) Quality or type of paper  
used.

- (b) Size and weight of the paper.
  - (c) Rate per pound
  - (d) Type of binding
10. Type used \_\_\_\_\_
11. Full name, designation and address of the author/s.
- i) Degree or degrees taken with name of Universities, year of taking the degrees. \_\_\_\_\_
  - ii) Subject offered at the various University Examinations. \_\_\_\_\_
  - \*iii) Teaching experience with names of institutions and subjects taught to which classes, and during which period. \_\_\_\_\_
  - iv) Publications of outstanding merit, if any. \_\_\_\_\_
  - \*\*v) Is the author a Government servant? If so, give the necessary details. \_\_\_\_\_
12. Name and address of the Publisher \_\_\_\_\_
13. Whether the book was previously submitted for consideration and, if so, to whom and with what result (number and date

of the letter under which  
the book was sanctioned  
previously and the \_\_\_\_\_  
purpose for which it was \_\_\_\_\_  
sanctioned should also \_\_\_\_\_  
be stated.)

14. Name and address  
of the Firm or person  
submitting the book for  
sanction. \_\_\_\_\_

15. Number of copies sent. \_\_\_\_\_  
Place : \_\_\_\_\_ Signature : \_\_\_\_\_  
(Name of the Firm/Person)  
Date : \_\_\_\_\_

- \* 1. A Certificate regarding Teaching Experience from the Head of the Institution/College/ University Department where the author is serving should invariably be enclosed along with this form while submitting the books.
2. Incase of authors who have retired, they should submit the Certificate of the Head of Institution/College/ University Department from where they have retired.
3. In case of authors who have left the Institution/College/ University Department and joined a private institution or firm, they should submit the certificate of their last teaching Institute/College/ University Department and also of their present firm where they are serving.
4. If an author is a Government Servant, he/she should also give full details of his/her designation, place of service and quote number and date of permission by the department for submitting the book.

**APPENDIX 'D'**

(To be submitted along with manuscript)

Address : \_\_\_\_\_

Date : \_\_\_\_\_

To,  
The Secretary,  
Goa Board  
of Secondary and Higher  
Secondary Education,  
Alto – Betim, Goa

Sir,

We the author/authors and publisher of the books in the enclosed list which are submitted to you for sanction and details of which are given in our application No. \_\_\_\_\_ dated \_\_\_\_\_ hereby give an undertaking that we have not written or published any cram-books, guides, annotations, glossaries on any text-books or any other unauthorised books in subjects in certain Standards for which the Department has directed that no books should be used and we further undertake that we shall not write / publish any such books during the period of sanction of our book. I/We hereby certify that the information supplied by the Publisher in paragraph 11 of the application form (Appendix 'C') to Rules is verified by me/us and is correct.

Yours faith fully,

Author/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Publisher \_\_\_\_\_

## **Draft of deed of Undertaking-cum-Affidavit**

**To be typed on a stamp of ₹ 100/- Non-Judicial Stamp paper and to be notorised before a Notary Public.**

**(Note : The draft of the Deed of undertaking-cum-affidavit will have to be suitably changed depending upon the legal status of the person submitting the willingness.)**

If a person is carrying on the business on proprietorship basis then in that event the name of the person and the name of the proprietary firm be mentioned.

If the person signing the Deed of Undertaking-cum affidavit is a partnership firm then the name of partnership Firm, address of the Firm and the name of partner signing the Deed of Undertaking-Cum-Affidavit be mentioned.

If the person signing the Deed of Undertaking-cum affidavit is a company then the name of the company, address of the company and the name of the Director be mentioned.

### **DEED OF UNDERTAKING-CUM-AFFIDAVIT**

(To be submitted at the personal interview)

I/We Mr. \_\_\_\_\_ Age about \_\_\_\_\_ years, engaged in the publishing business under the name and style of \_\_\_\_\_ having a place of business situated at \_\_\_\_\_ do hereby state and declare on solemn affirmation as under :

1. That I/We have shown my/our willingness to submit the draft of the Text book, in the subject mentioned in the Notification published in \_\_\_\_\_
2. I/We hereby state and declare that my/our name is not black listed by any statutory Board of Education at any point of time herein before. I/We further state and declare that I/We have not submitted our willingness by change in name, change in constitution of the business or by change of address. I/We further state and declare that I/We have not been restrained by statutory Board of Education from submitting our willingness as well as the drafts of the Text Book in the subjects nor have come to our notice any adverse observation by any statutory Board of Education against me/us.
3. I/We am/are fully aware that relying upon this Undertaking-cum-Affidavit, the Board is likely to consider our willingness and likely to issue necessary orders for submitting the drafts of text book in the required subject.
4. I/We hereby undertake to execute necessary Agreement, if I/We are given permission for submitting the Draft of Text Book History X .
5. I/We are fully aware of the fact that relying upon the contents of this Undertaking-cum-Affidavit, the Board is likely to issue necessary orders for submitting the draft of the Text book.
6. In case, the contents of the Undertaking-cum-Affidavit are subsequently found to be untrue, I/We shall be liable for the legal action that may be instituted by the Board against me/us in that behalf.
7. We state and declare that we or any of our sister concern/associates companies etc. have not published nor as a distributor sold a 'cram' book or guide/annotation book or any unauthorized book to use in school/Jr. college in any State in India in the last five years.
8. We further state and declare that we are text-book publishers since \_\_\_\_\_ and have our office in Goa since \_\_\_\_\_.

That the contents of this Undertaking-cum Affidavit are true and correct to the best of my/our knowledge, belief and information and in witness whereof I/We have set our signature on this \_\_\_\_\_ day the month of \_\_\_\_\_ of the year .

Identified the Deponent  
By me.

Deponent

Signature:

Name:

Date:

Place: