

Export Inspection Council of India  
(Ministry of Commerce & Industry)  
Department of Commerce  
Government of India  
New Delhi

Sealed Tenders are invited from reputed Offset Printers, preferably using continues stationary for exact alignment, for printing of 1 lakh or more books comprising sets of different types of Certificate of Origin forms containing A-4 size sheets. Detailed terms and condition of the tender including technical specifications of paper to be used etc can be down loaded from our web site [eic@eicindia.org](mailto:eic@eicindia.org) or obtained from Administration section at the address given below on any working day between 11.00 Hrs to 16.00 Hrs.

Tenders accompanied by earnest money deposit & undertaking shall be submitted on or before **1500 Hrs of 1st June 2007 (Extended Date)** at the address given below. The tenders shall be opened at 16.00 Hrs on the same day. Tenders received shall be subject to pre-qualification scrutiny.

Dy. Director (Admn. & Accts)  
For- Export Inspection Council of India  
3<sup>rd</sup> Floor, NDYMCA Cultural Centre Building,  
1 Jai Singh Road, New Delhi-110 001

**EXPORT INSPECTION COUNCIL**  
(Department of Commerce, Ministry of Commerce & Industry)  
**3<sup>rd</sup> Floor - New Delhi YMCA Cultural Centre, 1 Jai Singh Road,**  
**New Delhi-110 001**

**Telephone: 011-23365540/2374 8189/23341263**

**Fax: 011 – 2374 8024**

**Email: eic@eicindia.org**

Tender Document No.1

08<sup>th</sup> May2007

1. Sealed tenders accompanied by Earnest Money (Ref. Sl.No.7) and Undertaking (Ref. Sl. No.28) etc., should reach the Deputy Director (Administration), Export Inspection Council of India, at the address given above by **1500 Hrs of 1st June 2007 (Extended Date)**. The envelope containing the tender should be super scribed “**TENDER FOR PRINTING OF-GSP/GSTP/ISFTA/SAFTA/SAPTA/APTA/Indo-Thailand/Indo-Singapore CERTIFICATE OF ORIGIN FORM**”. The tenders will be opened at 1600 hours on the same day at the above address in the presence of such bidders who will be present during the opening of the tenders.
2. Validity of the tender should be at least 90 days from the date of opening of the tenders.
3. Rates should be quoted per 100 (one hundred) books comprising 50 sets of forms inclusive of their delivery at Delhi/New Delhi. Rates shall be quoted both in words and figures. Taxes and levies, if any, should be indicated separately. If there is no mention of taxes and levies, it shall be presumed that the rates are inclusive of all taxes. Details of the paper that shall be used in printing must be given in the tender.
4. Tender may be submitted for entire quantity or a part thereof but in multiples of 100 books indicating pro rata charges per page of each type of Certificate as mentioned at Sr.no 11. EIC reserves the right of accepting the tender in part or in full and to accept or reject the tender without assigning any reason.
5. Although presently the order of printing is for 1,00,000 Forms (2000 books), but, only on successful performance of the contract, the quantity of different forms to be printed would be increased up to 50,00,000 forms (1,00,000 books) or more as per requirements.
6. The tenderer along with the tender shall submit Income Tax and Sales Tax Clearance Certificates and the CST registration no.
7. The tender shall be accompanied by an Earnest Money deposit equivalent to 2% (two percent) of the value of tender, initially for 2000 books, rounded off to the nearest rupee. The earnest money will be forfeited on revocation of tender before expiry of the validity of tender or on refusal to enter into the contract after the award is made to the tenderer.

The required amount of earnest money will be acceptable in the form of a Bank Draft or Bankers Cheque drawn in favour of Export Inspection Council and payable at New Delhi. The Earnest Money Deposit will be returned to the unsuccessful tenderers within 60 days of opening of tenders.

8. Successful tenderer(s) shall be required to furnish Security Deposit of 8% of the value of the order placed and in case they fail to furnish the Security Deposit within the specified time, their tender shall be rejected, order cancelled and earnest money forfeited. Earnest money deposited by the successful tenderer(s) would be adjusted in the security deposit.

The required amount of Security Deposit will be acceptable in any one of the following forms:

- (a) Bank Draft or Bankers cheque drawn in favour of Export Inspection Council and payable at New Delhi.
- (b) Bank guarantee from a nationalised bank, irrevocable and operative till 45 days of completion of the order, in the format acceptable to Export Inspection Council of India.

The Security Deposit will be refunded within 45 days of successful completion of the order.

9. The printing is to be done in English, in 2 colours, back to back, using offset process on preferably continuous stationery for exact printing alignment.
10. Supply is to be made in the form of Books containing 50 certificates, cut to size and kept serial no. wise (loose- shrink pack) with a cover & skin wrapped. The cover of the book shall be printed with

“GSP Form/ISFTA Form etc (as the case may be)  
Book No.  
Serial No.                    to                    ”

of the certificates contained in it.

11. Different types of certificate shall have number of sheets as below;
- i) GSP-4 sheets, ii) ISFTA-4 sheets, iii) Indo-Singapore-4 sheets, iv) Indo-Thailand-4 sheets, v) SAPTA-3 sheets, vi) SAFTA-2 sheets, vii) APTA-2 sheets, & viii) GSTP-2 sheets
12. Each certificate shall bear a six digit book number and a seven digit serial number in chequebook style / MICR E 13B font by which it can be identified. While the book number will be the same for the 50 certificates comprising a book, e.g.200 sheets in GSP the serial number will be the same for the four sheets comprising one set of form, which constitute one certificate. Numbering of the forms shall be done using laser printer.
13. The paper used for making the certificate shall be white writing paper of A-4 size&
- (a) Not containing mechanical pulp;  
(b) Weighing not less than 70 g / m<sup>2</sup>;  
(c) With stability under 50% to 60% humidity; and  
(d) Sized to measure 210 x 297 mm (width x length), with a tolerance of up to plus or minus 2 mm allowed in length and up to plus or minus 0.5 mm allowed in width.

14. For printing, standard margins are –

- a. Top : 10 mm,
- b. Left : 20 mm,
- c. Right : 06 mm,
- d. Bottom : 07 mm.

The inside measurements are 184 x 280 mm (width x length) and/or as per specimen form

15. The first sheet (or original certificate) shall have a printed

(a) Guilloche pattern background, in green colour/ or the colour as per specimen of forms (to be purchased from EIA office)\*, making any falsification by mechanical or chemical means apparent to the eye. This guilloche pattern background shall cover the entire space of the certificate (inside measurement).

(b) EIC logo as per the impression enclosed, in invisible ink, which is fluorescent under ultra violet lamp.

16. Format to be printed on the obverse side (front side) of the two, three or four sheets (comprising the certificate) including the sizes of individual boxes shall be as per specimen forms & the enclosed Annexure-1 for GSP form as example. Tolerance of up to plus or minus 0.5 mm could be allowed on these dimensions. Following boxes are equal in size: -

Box No. 1 & 2.

Box No. 3, 4 and the box at top right hand corner.

Box No. 6, 8, 9 and 10.

Box No. 11 & 12.

17. The captions inside the boxes shall be printed in 6 pt. sans-serif face and should be as near as possible to the top left of the boxes

18. On the reverse of first two sheets, "Notes" (2005) for GSP/ and or as per specimen of form shall be printed. Text of the "Notes (2005)" for GSP is given in the copy of specimen of GSP form Annex-2 as example.

19. On the reverse of the forms say third and fourth sheets in case of GSP form, "Application for Certificate of Origin" shall be printed. Text of the "Application for Certificate of Origin" is given in the copy of specimen form of GSP Annex-3 as example.

20. Printing on the reverse side of the sheet should not be visible from the obverse side. To achieve this, printing on reverse side could be in some shade of grey.

21. Authorised officers shall inspect & accept book containing Certificates of Origin only after inspection. The defective / damaged books shall be destroyed / shredded in the presence of officers authorised for the purpose.

\* For addresses please visit our web site [eic@eicindia.org](mailto:eic@eicindia.org)

22. The positives / negatives / blocks / artwork etc., used in printing shall be handed over to Export Inspection Council once the printing is over.
23. Specimen of the different certificates in use and meant for printing can be purchased from the office of EIA's @Rs.25/- per set so as to provide complete clarity of printing required.
24. EIC reserves the right to inspect the available infrastructure and assess the capacity and capability of the tenderers before awarding the contract.
25. The supply must commence within or by the 30<sup>th</sup> day of placement or order at a minimum rate of 500 books per week.
26. Payment shall be made within 15 days of acceptance of books after inspection and delivery of books at destination.
27. It will be the responsibility of the printer to so pack the books that they are delivered to their destination without any damage in transit. For destinations other than Delhi / New Delhi, cost of transportation, insurance charges shall be borne by EIC on actual basis.
28. The following undertaking, on stamp paper of Rs.10/-, in favour of Director (Inspection & Quality Control), Export Inspection Council N.Delhi, shall accompany the tender.  
  
"The tenderer undertakes:
  - (a) To return the positives / negatives / blocks / artwork etc., used in printing of the forms to the Export Inspection Council, after the printing is complete and to take all steps to prevent their misuse during storage at their premises,
  - (b) To destroy the defective / damaged forms as per the direction of the Export Inspection Council, and
  - (c) Not to supply for forms to any other individual or organisation.
29. In the event of failure to comply with any of the conditions of the contract including adherence to delivery schedule and any form of violation of the contract, notwithstanding cancellation of order and forfeiture of the Security Deposit, any other quantum of penalty as may be decided by the Director (I&Q/C), Export Inspection Council shall be imposed. Before deciding the quantum of penalty, an opportunity shall be given to you to explain as to why such penalty should not be imposed for violation of the contract.
30. Conditional or incomplete tenders are liable to be rejected and all tenders received shall be subject to pre qualification scrutiny by a committee before their acceptance.
31. All disputes will be settled within the jurisdiction of New Delhi Courts only.

Deputy Director (Administration)

Book No.

1. Goods consigned from (exporter's business name, address, country)  <p style="text-align: center; font-size: 1.2em;">92 mm x 25.5 mm</p>	Reference No. E1  <p style="text-align: center;"><b>GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)</b></p> <p style="text-align: center;"><b>FORM A</b></p> Issued in <u>INDIA</u> <small>(country)</small>
2. Goods consigned to (consignee's name, address, country)  <p style="text-align: center; font-size: 1.2em;">92 mm x 25.5 mm</p>	See notes overleaf
3. Means of transport and route (as far as known)  <p style="text-align: center; font-size: 1.2em;">92 mm x 51 mm</p>	4. For official use  <p style="text-align: center; font-size: 1.2em;">92 mm x 51 mm</p>

5. Item number	6. Marks and numbers of packages	7. Number and kind of packages, description of goods	8. Origin criterion (see notes overleaf)	9. Gross weight or other quantity	10. Number and date of invoices
11.5 mm x 115 mm	23 mm x 115 mm	80.5 mm x 115 mm	23 mm x 115 mm	23 mm x 115 mm	23 mm x 115 mm

11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct  <p style="text-align: center; font-size: 1.2em;">92 mm x 63 mm</p> <p style="font-size: 0.8em;">Place and date, signature and stamp of certifying authority</p>	12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in <u>INDIA</u> <small>(country)</small> and that they comply with the origin requirements set forth for those goods in the generalized system of preferences for goods exported to _____ <small>(importing country)</small>  <p style="font-size: 0.8em;">Place and date, signature of authorized signatory</p>
--	--

25.5 mm  
51 mm  
102 mm

217 mm  
280 mm

92 mm
92 mm
184 mm

**i. Countries which accept Form A for the purposes of the generalized system of preferences (GSP) :**

Australia*	Republic of Belarus	European Union :		
Canada	Republic of Bulgaria	Belgium	Italy	Austria
Japan	Russian Federation	Czech Republic	Cyprus	Poland
New Zealand**		Denmark	Latvia	Portugal
Norway		Germany	Lithuania	Sweden
Switzerland		Estonia	Luxembourg	Slovenia
Turkey		Greece	Hungary	Slovakia
United States of America ***		Spain	Malta	Finland
		France	Netherlands	United Kingdom
		Ireland		

Full details of the conditions covering admission to the GSP in these countries are obtainable from the designated authorities in the exporting preference-receiving countries or from the customs authorities of the preference-giving countries listed above. An information note is also obtainable from the UNCTAD secretariat.

**ii. General conditions**

To qualify for preference, products must:

- fall within a description of products eligible for preference in the country of destination. The description entered on the form must be sufficiently detailed to enable the products to be identified by the customs officer examining them;
- comply with the rules of origin of the country of destination. Each article in a consignment must qualify separately in its own right; and
- comply with the consignment conditions specified by the country of destination. In general, products must be consigned direct from the country of exportation to the country of destination but most preference-giving countries accept passage through intermediate countries subject to certain conditions. (For Australia, direct consignment is not necessary.)

**iii. Entries to be made in Box 8**

Preference products must either be wholly obtained in accordance with the rules of the country of destination or sufficiently worked or processed to fulfill the requirements of that country's origin rules.

- Products wholly obtained : for export to all countries listed in Section i, enter the letter "P" in Box 8 (for Australia and New Zealand Box 8 may be left blank).
- Products sufficiently worked or processed : for export to the countries specified below, the entry in Box 8 should be as follows :
  - United States of America : for single country shipments, enter the letter "Y" in Box 8, for shipments from recognized associations of countries, enter the letter "Z", followed by the sum of the cost or value of the domestic materials and the direct cost of processing, expressed as a percentage of the ex-factory price of the exported products; (example "Y" 35% or "Z" 35%).
  - Canada : for products which meet origin criteria from working or processing in more than one eligible least developed country, enter letter "G" in Box 8; otherwise "F"
  - Japan, Norway, Switzerland, Turkey and the European Union : enter the letter "W" in Box 8 followed by the Harmonized Commodity Description and Coding System (Harmonized System) heading at the 4-digit level of the exported product (example "W" 96.18).
  - Bulgarian and the Russian Federation: for products which include value added in the exporting preference-receiving country, enter the letter "Y" in Box 8 followed by the value of imported materials and components expressed as a percentage of the fob price of the exported products (example "Y" 45%); for products obtained in a preference-receiving country and worked or processed in one or more other such countries, enter "Pk".
  - Australia and New Zealand: completion of Box 8 is not required. It is sufficient that a declaration be properly made in Box 12.

\* For Australia, the main requirement is the exporter's declaration on the normal commercial invoice. Form A, accompanied by the normal commercial invoice, is an acceptable alternative, but official certification is not required.

\*\* Official certification is not required.

\*\*\* The United States does not require GSP Form A. A declaration setting forth all pertinent detailed information concerning the production or manufacture of the merchandise is considered sufficient only if requested by the district collector of Customs.

APPLICATION FOR CERTIFICATE OF ORIGIN

Annexure 3

Form B

The undersigned, being the exporter of the goods described overleaf,

DECLARES that these goods were produced in INDIA & are presently available at.....

and that no certificate of origin has been obtained from any authority for these goods,

SPECIFIES as follows the grounds on which the goods are claimed to comply with GSP origin requirements,<sup>1)</sup>

SUBMITS the following supporting documents,<sup>2)</sup>

UNDERTAKES to submit, at the request of the appropriate authorities of the exporting country, any additional supporting evidence which these authorities may require for the purpose of issuing a certificate of origin and undertakes, if required, to agree to any inspection of his accounts and any check on the processes of manufacture of the above goods, carried out by the said authorities,

REQUESTS the issue of a certificate of origin for these goods.

Place and date.....

(Signature and stamp of authorised signatory)

<sup>1)</sup> To be completed if materials or components originating in another country have been used in the manufacture of the goods in question. Indicate the materials or components used, their Harmonized System heading at the 4-digit level, their country of origin and, where appropriate, the manufacturing processes qualifying the goods as originating in the country of manufacture (application of the List of working or processing operations), the goods produced and their Harmonised System Heading at the 4 digit level.

Where the origin criteria involve a percentage value, give information enabling this percentage to be verified-for example the value of imported materials and components and those of undetermined origin and the ex-factory price of the exported goods, where applicable.

<sup>2)</sup> For example, import documents, invoice, etc., relating to the materials or components used.

NOTES

- A. **Procedure for claiming preference.** A declaration on the certificate of origin form must be prepared by the exporter of the goods and submitted in duplicate, together with a GSP application form, to the certifying authority of the country of exportation which will, if satisfied, certify the top copy of the certificate of origin and return it to the exporter for transmission to the importer in the country of destination. The certifying authority will at the same time return to the exporter for his retention the duplicate copy of the certificate of origin but will itself retain the GSP application form duly completed and signed by the exporter.
- B. **Sanctions.** Persons who furnish, or cause to be furnished, information which relates to origin or consignment, and which is untrue in a material particular are liable to legal penalties and to the suspension of facilities for their goods to obtain preference.