



**EXPORT INSPECTION COUNCIL OF INDIA**  
(Department of Commerce, Ministry of Commerce & Industry)  
3rd Floor NDYMCA Cultural Centre Building  
1 Jai Singh Road, New Delhi  
Phone -011-23748189;23365540 Fax 01123748024  
Website:www.eicindia.org email: eic@eicindia.org

Sealed Tenders are invited from reputed security printers, preferably using continuous stationery for exact alignment, for printing of Certificate of Origin (CoO) books comprising sets of different types of Certificate of Origin forms containing A4 size sheets. Detailed terms and conditions of the tender, technical specifications can be downloaded from our website [www.eicindia.org](http://www.eicindia.org) or obtained from the office at the address given above on any working day (2 May 2011 to 23 May 2011) between 1100 hrs till 1600 Hrs

Tenders accompanied with earnest money deposit & undertaking shall be submitted on or before 1400 Hrs of 25 May 2011. The tenders shall be opened on the same day at 1500 Hrs

**Joint Director**  
**For- Director, EIC**

**EXPORT INSPECTION COUNCIL OF INDIA**  
**(Department of Commerce, Ministry of Commerce & Industry)**  
**3rd Floor NDYMCA Cultural Centre Building**  
**1 Jai Singh Road, New Delhi**

**Commercial Requirements**

- 1 Sealed Tender accompanied by Earnest Money and Undertaking should reach Joint Director, Export Inspection Council of India at the address given above latest by 1400 Hrs on 25 May 2011. The envelope containing the tenders should be superscribed "Tenders for Printing of Certificate of Origin". The tenders will be opened at 1500 hrs on 25 May 2011 at the above address in the presence of such bidders who will be present during the opening of the tenders.
- 2 Validity of the tenders should be at least 90 days from the date of opening of tenders.
- 3 Rates should be quoted for per 100 (one hundred) books comprising 50 sets of forms in each book inclusive of their delivery at Delhi/New Delhi at location(s) as specified by EIC. Rates shall be quoted both in words and figures. Taxes and Levies should be indicated clearly. In case of nothing being mentioned of taxes and levies it shall be evaluated considering that the rates are inclusive of taxes. The forms are meant for use by EIC and its offices spread across the country and therefore packaging charges shall form part of the rates quoted above and there shall be no separate charges admissible for packaging of the forms. The CoO forms so printed should have appropriate packaging so as to withstand the transit and weather conditions and also to ensure that the forms reach the destination in perfect usable condition. It may be noted that the prices are to be quoted Ex Delhi, in cases where dispatch instructions are given for places other than Delhi the reimbursement of actual transportation charges shall be payable on pro rata basis only.
- 4 Tender may be submitted for entire quantity or a part thereof but in multiples of 100 books indicating pro rata charges per page. EIC reserves the right of accepting the tender in part or full and to accept or reject the tender without assigning any reason.
- 5 The print quantity shall be decided by EIC based on the quality of the print submitted by the printers for various forms. There are various categories of forms to be printed having four pages (*GSP; ISFTA; Indo Singapore; Indo Thailand*); three pages (*SAPTA*) and two pages (*SAFTA; APTA; GSTP*). The estimated requirements of such forms shall be 50000 books; 10000 books and 5000 books respectively. All forms shall have water mark of EIC logo printed with invisible ink on the first page of the forms, however all forms except one shall have guilloche pattern along with the water mark on the first page.
- 6 The tenderer along with the tender document shall submit Income Tax and Sales Tax Clearances and the CST registration number.
- 7 The tenders shall be accompanied by and EMD deposit of INRs 1,00,000.00 (Indian Rs One Lakh Only). The EMD shall be forfeited on revocation of tender before the expiry of validity of tender or on refusal to enter into the contract after the award is made to the tenderer. The EMD shall be acceptable only in form of Bank Draft or Pay Order in favour of Export Inspection Council of India payable at Delhi/New Delhi. The EMD of the unsuccessful bidders shall be refunded within 60 days of opening of tenders
- 8 The successful tenderer(s) shall be required to furnish Security Deposit of Rs 5,00,000.00 (Indian Rs Five Lakhs Only) in form of Bank Guarantee having a validity of 24 months from a nationalized bank favouring Export Inspection Council from date of award of the work.
- 9 As a mark of demonstrating the bidders capability to print certificates in Guilloche pattern the bidders are required to submit three different guilloche pattern formats along with the bids. EIC reserves the right to inspect the available infrastructure and assess the capacity and capability of the tenderers before awarding the contract.
- 10 Payment shall be made within 15 days of acceptance of books after inspection and delivery of books at destination.
- 11 The following undertaking, on stamp paper of Rs 100/-, in favour of Director (inspection & Quality Control), Export Inspection Council of India, New Delhi, shall accompany the tender.  
The tenderer undertakes:

- i. to return the positives/ negatives/ blocks/ artwork etc used in printing of the forms to the Export Inspection Council of India after the printing is complete and to take all steps to prevent their misuse during storage at their premises,
  - ii. To destroy the defective/ damaged forms as per the direction of the Export Inspection Council and,
  - iii. Not to supply for forms to any other individual or organization at any cost & circumstances.
- 12 In the event of failure to comply with any of the conditions of the contract including adherence to delivery schedule and in 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 Director (I&QC), Export Inspection Council of India shall be imposed. Before deciding the quantum of penalty, an opportunity shall be given to bidder to explain as to why such penalty should not be imposed for violation of the contract.
- 13 Conditional and incomplete tenders are liable to be rejected and all tenders may be subjected to prequalification scrutiny by a committee before their acceptance.
- 14 All disputes will be settled within the jurisdiction of New Delhi courts only.

Joint Director  
For Director, EIC

**EXPORT INSPECTION COUNCIL OF INDIA**  
**(Department of Commerce, Ministry of Commerce & Industry)**  
**3rd Floor NDYMCA Cultural Centre Building**  
**1 Jai Singh Road, New Delhi**

**Technical Requirements**  
**Technical Specifications for printing of GSP Form A**

- 1 The printing is to be done in English, in 2 colours, back to back using offset process and continuous feed, preferably, for exact printing alignment.
- 2 Art work / proof of material to be printed shall be approved by Export Inspection Council before printing.
- 3 Supply is to be made in the form of Books containing 50 certificates, cut to size, kept serial number wise and skin wrapped. The cover of the books shall be printed with  
GSP Form A  
Book Number: aaaaaaa  
Serial Number: bbbbbbbb to ccccccc  
of the certificates contained in it.
- 4 Each certificate shall have four (4) sheets.
- 5 Each Certificate shall bear a six-digit book number and a seven-digit serial number in cheque book style MICR E 13B font by which it can be identified. While the book number will be same for the 50 certificates (200 sheets) comprising the book, the serial number will be the same for the four sheets comprising one certificate. Numbers to be printed shall be informed at the time of placement of order.
- 6 The paper used for making the certificate shall be white, sized for writing
  - (a) not containing mechanical pulp;
  - (b) weighing not less than
    - i. 70 g/m<sup>2</sup> for the first sheet;
    - ii. 60 g/m<sup>2</sup> for the remaining sheets; and
  - (c) with stability under 50% to 60% humidity.
- 7 Each certificate shall measure 210 x 297 mm (width x length); a tolerance up to plus 5 mm in length and up to plus or minus 0.5 mm in width may be allowed.
- 8 For printing, standard margins are:

- Top	: 10mm
- Left	: 20mm
- Right	: 06mm
- Bottom	: 07mm

The inside measurements are 184 mm x 280 mm (width x length).
- 9 The first sheet (or original certificate) shall have
  - (a) A printed guilloche pattern background, in green colour, 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), and
  - (b) EIC logo in invisible ink, which is fluorescent under ultra violet lamp. Impression of the logo shall be provided at the time of placement of order.

- 10 Format to be printed on the obverse (front side) of the four sheets (comprising the certificates) including the sizes of individual boxes shall be as per the enclosed Annexure - 1. Tolerance of up to plus or minus 0.5 mm could be allowed on these dimensions.

Following boxes are equal in size:

1. Box No 1 & 2
2. Box no 3, 4 and the top right hand corner
3. Box no 6, 8, 9 and 10
4. Box no 11 & 12

- 11 Text to be printed on the obverse of the four sheets (comprising the certificates) is given in the enclosed annexure – 2. 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.
- 12 On the reverse of the first two sheets “Notes (2007)” shall be printed. Text of the “Notes (2007)” is given in the enclosed annexure – 3.
- 13 On the reverse of the third and fourth sheets, “Application for Certificate of Origin” shall be printed. Text of the “Application for Certificate of Origin” is given in the enclosed annexure – 4.
- 14 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.
- 15 Books containing certificates of Origin will be accepted only after their inspection by the authorized officials. Such an inspection may be carried out during the printing of forms and/or at the final stage when forms are ready for delivery. Sufficient notice in this regard shall be given to the Export Inspection Council for arranging inspection of the books during printing and/or prior to their dispatch.
- 16 The supply must commence within three (3) weeks of placement of order at a minimum rate of 500 books per week.
- 17 The positives/negative/screens/artwork etc., used by the printer shall be handed over to Export Inspection Council once the printing is over.
- 18 Extra sheets of forms that get printed shall not be supplied to any other organization or individual.
- 19 The defective / damaged books and extra sheets of forms that get printed shall be destroyed / shredded in the presence of officials authorized for the purpose.

Joint Director  
For Director, EIC

Book No.

92 mm

25.5 mm

1. Goods consigned from (exporter's business name, address, country)  
92 mm x 25.5 mm

Reference No. E1

GENERALIZED SYSTEM OF PREFERENCES  
CERTIFICATE OF ORIGIN  
(Combined declaration and certificate)  
FORM A

Issued in INDIA  
(country)

See notes overleaf

2. Goods consigned to (consignee's name, address, country)  
92 mm x 25.5 mm

3. Means of transport and route (as far as known)  
92 mm x 51 mm

4. For official use  
92 mm x 51 mm

5. Item number  
115 mm  
x  
115 mm

6. Marks and numbers of packages  
23 mm  
x  
115 mm

7. Number and kind of packages, description of goods  
80.5 mm x 115 mm

8. Origin criterion (see notes overleaf)  
23 mm  
x  
115 mm

9. Gross weight or other quantity  
23 mm  
x  
115 mm

10. Number and date of invoices  
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  
92 mm x 63 mm  
  
Place and date, signature and stamp of certifying authority

12. Declaration by the exporter  
The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in INDIA  
(country)  
and that they comply with the origin requirements specified for those goods in the generalized system of preferences for goods exported to  
  
Place and date, signature of authorized signatory

92 mm

92 mm

184 mm

217 mm

280 mm

NOTES (2007)

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

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

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 :

- (a) 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;
- (b) comply with the rules of origin of the country of destination. Each article in a consignment must qualify separately in its own right; and
- (c) 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 fulfil the requirements of that country's origin rules.

- (a) 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).
- (b) Products sufficiently worked or processed: for export to the countries specified below, the entry in Box 8 should be as follows :
  - (1) 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%).
  - (2) 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".
  - (3) The European Union, Japan, Norway, Switzerland including Liechtenstein, and Turkey: 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 products (example "W" 96.18).
  - (4) 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 material 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".
  - (5) 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 Principality of Liechtenstein forms, pursuant to the treaty of 29 March 1923, a customs union with Switzerland.

\*\*\*\* 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 B

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,"

SUBMITS the following supporting documents,"

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)

" 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.

" 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.