

**EXPORT INSPECTION COUNCIL OF INDIA**  
**NDYMCA CULTURAL CENTRE BUILDING**  
**3<sup>rd</sup> FLOOR, 1 JAI SINGH ROAD NEW DELHI**  
**Ph 23356640; 23748189 Fax 23748024**

Sealed Tenders are invited from reputed printers having their own printing facility for printing of Certificate of Origin forms for this organization. The detailed tender document can be procured in person on any working day between 1100 hrs to 1500 hrs from 21 March 2018 till 11 April, 2018. The tender document is available on the website of Export Inspection Council ([www.eicindia.gov.in](http://www.eicindia.gov.in)). The important dates have been given below:

Date of Commencement of Tender Forms	:	March 21, 2018 from 1100 hrs
Last date of submission of filled Tender Forms	:	April 11, 2018 by 1100 hrs
Opening of Tenders	:	April 11, 2018 at 1630 hrs

The other details can be viewed from website at [www.eicindia.gov.in](http://www.eicindia.gov.in)

Director (I&QC), EIC

**EXPORT INSPECTION COUNCIL**  
**(Department of Commerce, Ministry of Commerce & Industry)**  
**3rd Floor NDYMCA Cultural Centre Building**  
**1 Jai Singh Road, New Delhi -110001**

**TENDER DOCUMENT**

- 1 Sealed Tender accompanied by Earnest Money (Ref in SI No 7) and Undertaking (ref SI No 26) should reach Director (I &QC) Export Inspection Council at the address given above latest by 1100 Hrs on April 11, 2018. The envelope containing the tenders, in two covers (financial and technical separately) should be superscribed "Tenders for Printing of Certificate of Origin". The tenders will be opened at 1630 hrs on April 11, 2018 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 inclusive of their delivery at Delhi/New Delhi. Rates shall be quoted both in words and figures. Taxes and Levies should be indicated clearly. If there is no mention of taxes and levies it shall be presumed that the rates are inclusive of taxes. In cases of dispatch out side Delhi the bidders shall make available the packaging rates separately indicating in the tender documents, failing which the packing charges shall be assumed as included in the rates quoted. The packaging should be appropriate with the transit and weather conditions so as to ensure that the forms reach the destination in good usable condition.
- 4 Tender may be submitted for entire quantity or a part thereof but in multiples of 100 books indicating pro rata charges per page for each type of Certificate as mentioned at Sr no 11. 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 for various books is as 18550 books (AIFTA 3650 books; GSP 9000 books; IJCEPA 2800 books; IKCEPA 3000 books; IMPTA 100 Books) .**
- 6 The tenderer along with the tender document shall submit Income Tax and GST 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 or finalization of the successful bidder whichever is later.
- 8 The successful tenderer(s) shall be required to furnish Security Deposit 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 The printing is to be done in English, in 2 colors, back to back using offset process on preferably continuous stationery for **exact printing alignments**.
- 10 Supply is to be made in the form of Books containing 50 certificates, cut to size and kept serial number wise (loose shrink pack) with a cover and skin wrapped. The cover of the books should detail the type of the certificate enclosed; Book no; Form serial no from and to of the certificates contained in it.
- 11 Different type of certificates shall have number of sheet as below:  
GSP – 3 sheet; IKCEPA 3 sheets; IJCEPA 3 sheets; IMPTA 3 sheets; and AIFTA 4 sheets
- 12 Each Certificate shall bear a six to seven digit book number and a seven to nine 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 comprising of the book, e.g. 150 sheets in GSP the serial number will be the same for the three sheets comprising one set of form, which constitute one certificate.

- 13 The paper used for making the certificate **shall be bright white writing paper of A-4 size (Bond)** and should conform to following specifications:
- Not containing mechanical pulp
  - Weighing not less than 80 g/m<sup>2</sup>
  - With stability under 50% to 60% humidity and
  - Size to measure 210 X 297 MM(width x Length) with a tolerance of up to plus or minus 2mm allowed in length and up to plus or minus 0.5 mm allowed in width.
- 14 For printing, standard margins are:
- Top : 10mm
  - Left : 20mm
  - Right : 06mm
  - Bottom : 07mm
- 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 (addresses can be had from website of EIC at [www.eicindia.gov.in](http://www.eicindia.gov.in))), 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 observe (front side) of the two, three or four sheets (comprising the certificates) including the sizes of individual boxes shall be as per specimen forms which the selected vendor would be required to procure from any of the offices of EIA or their sub offices after payment of prescribed fees. 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 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 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.
- 19 Authorized 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 authorized for the purpose.
- 20 The positives/ negatives/ blocks/ artwork etc used in printing shall be handed over to Export Inspection Council once the printing is over.
- 21 **Specimen of the different certificates in use and meant for printing can be purchased from the office of EIA's offices (addresses can be had from website of EIC at [www.eicindia.gov.in](http://www.eicindia.gov.in)) so as to have clarity of printing required.**
- 22 EIC reserves the right to inspect the available infrastructure and assess the capacity and capability of the tenderers before awarding the contract.
- 23 The supply must commence within 30 days of placement or order at a minimum rate of 500 books per week.
- 24 Payment shall be made within 15 days of acceptance of books after inspection and delivery of books at destination.
- 25 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.
- 26 The following undertaking, on stamp paper of Rs 10/-, in favour of Director (inspection & Quality Control), Export Inspection Council, New 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 of India 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 organization.

- 27 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 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.
- 28 Conditional and incomplete tenders are liable to be rejected and all tenders may be subjected to prequalification scrutiny by a committee before their acceptance.
- 29 All disputes will be settled within the jurisdiction of New Delhi courts only.

Director (I&QC)