

“The highlighted portion is the corrigendum to the previous RFP”

Request for Proposal (RFP)

For

National E-Waste Inventory, Material Flow Analysis (MFA), Cost Assessment, EPR Strengthening and DPP Feasibility Assessment

Under the project titled

Accelerating transition to a circular economy in India’s electrical and electronic sector through sustainable integrated approaches

RFP Reference Number: MeitY/UNDP/GEF-EEE/RFP-01/2026

Month / Year of Issue: July 2026



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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REQUEST FOR PROPOSAL

The Ministry of Electronics and Information Technology (MeitY), in collaboration with the United Nations Development Programme (UNDP), is implementing the project, namely “Accelerating transition to a circular economy in India’s electrical and electronic sector through sustainable integrated approaches”, with joint funding from the Global Environment Facility (GEF) and Government of India, wherein Centre for Materials for Electronics Technology (C-MET), an autonomous scientific body under MeitY is responsible for overall execution of the project. The project is a five-year initiative and aims to integrate circular economy principles in the electrical and electronic sector by implementing measures throughout the entire value chain of products till their end-of-life (including recycling and disposal) through the proposed interventions:

1. Strengthen the institutional mechanisms and develop knowledge-based interventions including design of innovative economic models.
2. Improve practices, systems and technologies for the electrical and electronic equipment (EEE) Manufacturing and its Supply Chain through prevention methods and socio-technical ESM models/pilots aimed for future replication.
3. Improve the e-waste management ecosystem by deploying investments, prevention measures, infrastructures and technologies for persistent organic pollutants (POPs) and unidentified persistent organic pollutants (UPOPs) and heavy metals emissions/releases reduction in e-waste processing.
4. Make information and knowledge accessible, raise awareness and build networks and partnerships to facilitate knowledge sharing among the EEE sector stakeholders, national and subnational Governments, and link national action to international/global programmes on e-waste.

Sd/-

National Project Coordinator

Ministry of Electronics and Information Technology / GEF-8 Circular Economy in EEE Sector Project

S. No.	Particular	Date	Time (IST)
1.	RFP Uploading Date	27.07.2026	14.00 Hrs
2.	Pre-bid / Clarification Meeting (Hybrid Mode)	7.08.2026	15.00 Hrs
3.	Proposal Submission Start from	10.08.2026	9.00 Hrs
4.	Last date for submission of Proposal	01.09.2026	17.30 Hrs
5.	Proposal opening on	02.09.2026	10.00 Hrs

BACKGROUND:

India is currently among the largest consumers of Electrical and Electronic Equipment (EEE) globally, resulting in rapidly increasing volumes of end-of-life products and electronic waste (e-waste). Effective management of e-waste is critical for resource efficiency, environmental protection, circular economy transition, and recovery of valuable secondary materials.

According to the Central Pollution Control Board (CPCB), India generated approximately 1.6 million tonnes of e-waste in 2021–22. However, this estimate is primarily based on notified EEE categories and available reporting mechanisms and may not fully capture the actual scale of e-waste generation, particularly given the rapidly evolving electronics market, increasing product diversity, informal-sector activities, and emerging waste streams. Furthermore, India currently lacks an up-to-date, comprehensive national assessment that systematically maps e-waste generation, material flows, collection pathways, recycling practices, resource-recovery potential, and associated economic and environmental impacts across the entire EEE value chain.

The absence of robust, periodically updated national inventory data poses a significant challenge to evidence-based policymaking, the effective implementation of Extended Producer Responsibility (EPR), the monitoring of circular economy interventions, infrastructure planning, and the assessment of resource recovery opportunities. Reliable information on material flows, recovery efficiencies, informal-sector participation, and economic costs is essential for strengthening regulatory frameworks and enabling informed decision-making at both national and subnational levels.

The E-Waste (Management) Rules, 2022 establish a framework for Extended Producer Responsibility (EPR), environmentally sound management of e-waste, and formalisation of collection, recycling, and resource recovery systems. However, significant challenges remain in accurately estimating e-waste generation, material flows, collection efficiency, informal sector participation, recovery rates, implementation of EPR mechanisms, and product traceability throughout their lifecycle.

A comprehensive understanding of national and sub-national e-waste flows, associated economic costs, environmental externalities, and value chains is essential for informed policy-making and effective implementation of circular economy interventions.

Under the MeitY-UNDP-GEF Project “Accelerating Transition to a Circular Economy in India’s Electrical and Electronic Sector through Sustainable Integrated Approaches”, the project seeks to conduct a national inventory of e-waste generation, assess environmental and economic externalities, estimate costs associated with e-waste management, and map value chain of key materials, strengthen

implementation and monitoring of EPR systems and harmonise enforcement mechanisms across national and sub-national levels. The project also seeks to assess the feasibility of introducing Digital Product Passport (DPP) approaches for enhancing traceability, transparency, circularity, and lifecycle management of electrical and electronic products in India.

Accordingly, C-MET intends to engage a qualified Agency to undertake a national-level assessment and develop evidence-based recommendations to strengthen e-waste management and circular economy interventions in the EEE sector.

OBJECTIVES

The objective of this assignment is to establish a comprehensive evidence base for strengthening circular economy interventions and environmentally sound management of e-waste in India by undertaking the following activities:

1. To develop a national inventory of e-waste generated across the 106 EEE categories identified under Schedule I of the E-waste (Management) Rules, 2022.
2. To develop guidelines/SOPs for state level e-waste inventory development, management and enforcement.
3. To undertake Material Flow Analysis (MFA) for hazardous constituents (Cadmium, Lead, Chromium, Mercury and POPs) and key value metals (Li, Co, Ni, rare earths and PGM) and identify material flows, leakage points, recovery opportunities, and circularity interventions.
4. To assess economic and operational cost implications of environmentally sound management of E-waste and adoption of BAT/BEP practices for key stakeholders across the EEE value chain in India.
5. To determine whether the EPR certificate can be extended beyond the 4 key metals (Gold, Aluminium, Copper and Iron) currently prescribed under the E-waste (Management) Rules, 2022 by assessing the technical, regulatory, economic, environmental, and operational feasibility.
6. To assess the feasibility of introducing Digital Product Passport (DPP) approaches for improving product traceability, circularity, compliance monitoring, and lifecycle management in the Indian EEE sector.
7. To provide evidence-based recommendations for policy strengthening and future project interventions.

MAJOR SCOPE OF WORK:

Tasks	Outcome	Activity
Task 1:	National E - Waste Inventory	The Agency shall undertake a comprehensive national assessment of e-waste generation, collection, processing, and management across 106 EEE categories identified in Schedule I . The inventory shall establish a robust baseline for policy planning, monitoring, and future circular economy interventions. • Review and assess various globally recognized methodologies, tools, and approaches available for conducting national e-waste inventories • Develop a scientifically robust methodology for national e-waste inventory estimation, aligned with internationally accepted approaches and relevant national regulations. • Collect, analyse and compile data from multiple sources, including government databases, producers, recyclers, Producer Responsibility Organizations (PROs), industry associations, customs and trade statistics, market studies, and other relevant stakeholders. • Estimate current e-waste generation at national level and, where feasible, provide state-wise or regional estimates. • Develop projections of future e-waste generation based on consumption trends, product lifecycles, replacement rates, and market growth scenarios. • Assess collection, channelization, dismantling, refurbishment, recycling, recovery, and disposal practices across formal and informal sectors. • Identify key actors involved in the e-waste value chain and assess their roles, capacities, and interactions. • Analyse geographic distribution, sectoral patterns, and major hotspots of e-waste generation and management. • Identify data gaps, reporting challenges, and opportunities for strengthening inventory systems and data management mechanisms. • Develop recommendations for periodic updating and institutionalization of the national e-waste inventory framework.
Task 2	SOPs for Sub-National Inventory Development	The Agency shall: • Develop standardized methodologies and SOPs for state-level e-waste inventory development. • Define data collection protocols, estimation methodologies, reporting formats, and quality assurance mechanisms. • Recommend institutional arrangements for periodic inventory updates.
Task 3	Material Flow Analysis (MFA)	The Agency shall undertake a detailed Material Flow Analysis (MFA) for the top five (5) EEE categories contributing significantly to e-waste generation in the country (the final categories shall be proposed by the Agency in the Inception Report and approved by C-MET) to understand the movement of lifecycle-waste through the system, costs identified with it, and identify opportunities for improving circularity and resource recovery. • Develop an MFA framework covering the lifecycle stages of selected EEE products, including production, import, distribution, consumption, repair, refurbishment, collection, dismantling, recycling, recovery, and final disposal. • Map physical flows of products, components, and materials across formal and informal value chains. • Quantify material flows and stocks associated with selected EEE categories using available data, field assessments, stakeholder consultations, and modelling approaches. • Identify collection pathways, dismantling routes, recycling streams, recovery processes, disposal practices, and leakage points within the system. • Assess the flow and recovery potential of critical raw materials, hazardous chemicals (POPs and heavy metals), precious metals, rare earth elements, plastics, and other secondary resources contained in e-waste. • Evaluate losses occurring at different stages of the value chain and identify factors contributing to material leakage and inefficient resource recovery. • Assess the role of repair, refurbishment, reuse, remanufacturing, and secondary markets in extending product life and reducing waste generation. • Develop Sankey diagrams, flow maps, and other visual representations to illustrate material movements and recovery pathways. • Identify opportunities for improving resource efficiency, increasing recovery rates, reducing leakages, and strengthening circular economy outcomes. • Provide recommendations for policy, regulatory, technological, and business interventions to enhance material circularity within the EEE sector.
Task 4	Cost Assessment and Externality Analysis	The Agency shall: • Assess costs associated with e-waste collection, transportation, dismantling, recycling, treatment, and disposal

		• Determine what BAT/BEP measures are relevant for each stakeholder and process stage • Evaluate costs and benefits associated with BAT/BEP adoption. • Determine how these incremental costs distribute across stakeholders under current systems • Assess environmental and socio-economic externalities associated with current e-waste management practices including determining the costs of mitigating them • Determine the value of recoverable precious/critical metals and assess how the revenues generated from selling those recovered materials reduce the overall cost of e-waste management. • Determine the policy and finance instruments that can equitably distribute costs and incentivize adoption • Identify economic barriers affecting formalization and resource recovery and how costs and impacts differ by gender and vulnerable groups
Task 5	Feasibility study to expand EPR certificate regime	The Agency shall: • Assess strengths, challenges, and implementation gaps of the EPR mechanisms under the E-Waste (Management) Rules, 2022. • Evaluate the feasibility of expanding and strengthening the EPR certificate regime. • Recommend measures for improving compliance monitoring, transparency, and enforcement. • Identify which additional metals can be incorporated into the EPR mechanism by determining the economic value, technical feasibility, strategic importance and environmental significance
Task 6	Digital Product Passport (DPP) Feasibility Assessment	The Agency shall: • Assess international and national developments relating to Digital Product Passports (DPP). • Evaluate applicability of DPP approaches within India's EEE sector. • Assess technological, regulatory, institutional, operational, and economic feasibility. • Identify priority product categories suitable for DPP implementation. • Develop a roadmap and implementation framework for future pilot deployment under the project.

SPECIFIC REQUIREMENTS:

The Agency shall ensure that all assessments:

- Consider formal and informal sector linkages.
- Align with E-Waste (Management) Rules, 2022 and other relevant Government of India policies.
- Incorporate consultations with government agencies, producers, recyclers, PROs, industry associations, academia, and other stakeholders.
- Generate actionable recommendations suitable for future implementation under the project.

TECHNICAL REQUIREMENTS:

1. The Agency should have demonstrated experience in e-waste management, circular economy, material flow analysis, resource efficiency, environmental assessments, or related sectors.
2. The Agency should have successfully completed at least one (1) similar assignment during the last three (3) years involving inventories, value chain assessments, material flow analysis, EPR systems, waste management, or circular economy studies.
3. The Agency should possess expertise in quantitative data analysis, inventory development, economic assessments, environmental externality assessments, and policy analysis.

4. The Agency should have undertaken a similar assignment preferably for Government agencies, recyclers, technology providers, laboratories, industry associations, OEMs, manufacturers, research institutions or development partners.
5. The proposed team should collectively possess expertise in e-waste management, material flow analysis, environmental economics, circular economy, policy and regulatory frameworks, and digital traceability systems.
6. Experience relating to Digital Product Passports, product traceability systems, EPR implementation, or digital compliance mechanisms shall be preferred.
7. The agency should enlist the team size, team composition who will be working on the project.

SELECTION CRITERIA:

The firms/agencies/institutes applying for RFP are expected to have the following:

- Should be a legally registered entity under applicable laws of India;
- Must have a presence in more than one state in the country and established links with relevant stakeholders;
- Should be in operation for a minimum of three (3) years as on the date of submission of the proposal;
- Must have experience working in the Circular Economy/E-waste management/related areas for at least 3 years in India

INSTRUCTIONS TO BIDDERS & ELIGIBILITY CRITERIA:

The bidder has to meet the following criteria for validation of their RFP.

- The firms/agencies/institutes should be registered firms/agencies/institutes in India.
- The firms/agencies/institutes must be of Indian origin.
- The firms/agencies/institutes must have worked with government agencies on similar kinds of projects on the required technical and technological skills through the development of the content.
- The firms/agencies/institutes should have successfully completed similar assignments for an accumulated value of at least Rs 30 lakhs in the relevant sectors.
- The average annual turnover of the Bidder in the preceding three (3) financial years, as on RFP submission date, should not be less than INR 30 lakhs. This criterion can be waived off for the academic or R&D institutes and NGOs.

- The firms/agencies/institutes should not be blacklisted by any Central /State Government / Public Sector Undertaking in India.
- A consortium shall consist of a maximum of three (3) members, including the lead member. The lead member shall be identified in the consortium agreement and shall be responsible for all communication with C-MET and for the performance of the assignment. However the party has to submit the MoU/agreement of consortium along with bid.

Note:

- When computing turnover, other income shall not be included.
- When audited results for the last financial year as of the date of RFP Submission are not available, the financial results certified by a practising Chartered Accountant shall be considered acceptable. If the Bidder cannot submit a Certificate from a practising CA certifying its financial parameters, the audited results of the three consecutive financial years preceding the last financial year shall be considered to evaluate the financial parameters.
- In case of orders under execution, the value of work executed till the date of RFP submission, as certified by the Client, shall be considered. However, the job executed should relate to Circular Economy or a related area. Bidders are not required to demonstrate all of the areas listed above (eco-design, stakeholder engagement, training, skilling, monitoring and evaluation) cumulatively; relevant overall Circular Economy experience shall suffice.
- Parties meeting the maximum number of qualifying requirements will be given preference in pre-qualification.

RFPs that succeed in the above evaluation shall be qualified. However, a shortlisting of the Firm/Agency/Institute should not be construed as a contract for the proposed assignment.

SCRUTINISING OF RFP:

The firm/agency/parties would be shortlisted in the following manner:

- a) A committee shall scrutinise all RFPs received and verify details against the documents submitted for each qualifying criterion, including turnover, experience of key personnel, national presence, experience in conducting similar work, etc.
- b) Apart from the criteria as given above, the information furnished by the parties on the methodology proposed to be adopted for carrying out this assignment, along with details of stakeholder interaction, will also form part of the qualifying criteria. The Screened-in firms/agencies/institutes shall be invited to present to the expert committee. The presentation shall form part of the overall Technical Evaluation. It shall be conducted in

hybrid mode (physical/online) and a minimum of seven (7) working days' advance notice shall be given to the screened-in firms/agencies/institutes.

- c) The committee reserves the right to reject any party from being shortlisted without assigning any reason, and its decision will be final. No correspondence would be entertained in this regard.
- d) RFP not received in the format or those incomplete in any respect, including non-submission of supporting documents, shall be summarily rejected.
- e) C-MET shall not reimburse any costs incurred by the party on account of preparation/submission and/or any other costs incurred.
- f) C-MET may ask the firms/agencies/institutes to present at their cost to understand the methodology proposed to be adopted by the party for the assignment.
- g) The shortlisted firms/agencies/institutes would have to deposit an Earnest Money Deposit (EMD) as per prevailing rates. The EMD amount will be returned upon submission of Performance Security Deposit.
- h) The successful firm/agency/institute shall instead furnish a Performance Bank Guarantee (PBG)/Performance Security equivalent to 10% of the contract value against the work order, in accordance with the prevailing Government of India provisions. Performance security shall be valid till the completion of the contract period + 60 days.
- i) Mode of submission: The Proposal shall be submitted physically to Director/Centre Head, C-MET, Hyderabad. Submission by e-mail is not permitted. One hard copy shall be submitted, with the Technical Bid and the Financial Bid in separate sealed covers placed within a single sealed outer envelope super scribed with the RFP reference number. Combined bids shall be deemed unresponsive and summarily rejected with out further correspondence.

RFP IMPLEMENTATION:

The assignment shall be completed within a period of twelve (12) months from the date of contract award.

Milestone	Activity / Deliverable	Timeline
Milestone 1	Inception Report including detailed methodology, stakeholder engagement plan, sampling framework, data collection strategy, MFA methodology, and work plan	End of Month 2
Milestone 2	National E-Waste Inventory (Draft), Material Flow Analysis (Draft), Preliminary Cost Assessment and Interim Progress Report	End of Month 6
Milestone 3	Draft EPR Strengthening Assessment, SOPs for Sub-national Inventory Development, DPP Feasibility Assessment Report, and Stakeholder Consultation Report	End of Month 9

Milestone	Activity / Deliverable	Timeline
Milestone 4	Final National E-Waste Inventory Report, Final MFA Report, Cost and Externality Assessment Report, Final EPR Strengthening Recommendations, Final SOPs, DPP Roadmap and Final Consolidated Report	End of Month 12

The Agency shall conduct stakeholder consultations, periodic review meetings, and presentations to C-MET and relevant stakeholders throughout the assignment period.

TECHNICAL PROPOSAL

1. The bidder shall submit an outline of its implementation plan, including details of the methodology for the proposed scope of work. It should also contain their association with professional agencies, if required.
2. Details of Infrastructural facilities to be utilised.

FINANCIAL PROPOSAL:

1. The price for the Proposal should be quoted in the prescribed format.(Annexure VIII).
2. Price should be based on a PAN-India basis.
3. The price bid should be submitted separately.

PAYMENT SCHEDULE:

- I. 30% advance payment against the submission of a bank guarantee.
- II. 30% against the approval of Draft National E-Waste Inventory, Material Flow Analysis, Preliminary Cost Assessment, and Interim Progress Report
- III. 40% on submission and acceptance of Final National Inventory Report, MFA Report, Cost Assessment Report, EPR Strengthening Recommendations, SOPs for Sub-national Inventories, DPP Feasibility Assessment and Roadmap, and Final Consolidated Report.

Final payment shall be released only after successful completion of the assignment and submission of all final approved deliverables and documentation **after due review and acceptance.**

Liquidated Damages: If the party fails to deliver any or all of the tasks within the original/re-fixed delivery period(s) specified in the contract, the C-MEET will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period, until actual delivery or perfor-

mance, as pre-estimated damages not exceeding 5% of the total contract value without any controversy/dispute of any sort whatsoever. However, in case of inordinate delay maximum deduction shall be 10% of the total contract value.

Note: Inexcusable delays of more than one-fourth (25%) of the completion period specified in the contract shall be treated as inordinate delay(s).

Force Majeure Conditions:

If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (but not including negligence or wrongdoing, predictable/seasonal rain) provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the C-MET as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days, either party may at its option terminate the contract provided also that C-MET shall be at liberty to take over from the Party at a price to be fixed by C-MET, which shall be final, all unused, undamaged and accepted material, bought out components and Goods in course of manufacture in the possession of the Party at the time of such termination or such portion thereof as C-MET may deem fit excepting such materials, bought out components and Goods as the Party may with the concurrence of the C-MET elect to retain.

DOCUMENTS TO BE SUBMITTED

1. Letter for RFP submission (Form 1 & 2) – Annexure I
2. Profile of the firm/agency/institute – Annexure II
3. Profile of the personnel of the firm/agency/institute who will handle the assignment – Annexure III
4. Information regarding any conflict of interest as referred to the scope of the assignment – Annexure IV
5. Details of different procedures being followed by the firm/agency/institute earlier - Annexure V

6. Previous work experience along on the letterhead of the firm/agency/institute – Annexure VI. The party shall provide the previous work orders for technical compliance.
7. Price bid in the prescribed format in a separate sealed cover (Annexure VII)

Note*: The price value shall be mentioned only in the financial sheet as a separate packet.

PRE-BID MEETING:

A Pre-bid meeting will be held on **7.08.2026** at 15.00 hours through Hybrid mode (online/physical). Interested firms are requested to inform their intention to participate by e-mail to ce.electronics@meity.gov.in keeping in cc rajesh@cmet.gov.in and rambabu@cmet.gov.in so as to arrange the meeting-link for online attendees. Parties who are interested to join for pre-bid meeting in physical mode may also confirm their participation through email in advance.

AWARD OF WORK ORDER CRITERIA:

The Work Order/Contract shall be awarded to the bidder who:

- Meets all the eligibility and pre-qualification requirements specified in the RFP.
- **Achieves the minimum qualifying marks in the Technical Evaluation (70 marks out of 100).**
- Demonstrates adequate technical capability, relevant experience, qualified personnel, and financial capacity to undertake the assignment.
- **The assignment under this RFP shall be awarded to a single bidder who has lowest price quoted**

RIGHTS RESERVED:

C-MET reserves the right to modify/cancel the RFP partially or fully without assigning any reasons whatsoever, and its decision shall be final and binding on all the applicants. Also, any typographical errors are subject to further corrections.

CENTRE HEAD, C-MET, HYDERABAD

Form 1: Proposal Form (Covering Letter)
(To be submitted with supporting documents, if any)
(On Firm/Agency/Institute Letterhead)

(Strike out alternative phrases not relevant to you)

Firm/Agency/Institute Reference No.....

Date.....

Name

Address and Contact Details

To

The Centre Head,

C-MET, IDA Phase – III

Cherlapally, HCL Post

Hyderabad – 500 051

Ref: [RFP Reference Number]

Sir,

Having examined the abovementioned RFP Document, we, the undersigned, hereby submit our Proposal for the performance of Services in conformity with the said RFP Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1. About us: We[Name of Agency/Institute], hereby certify that, We are having required experience, past performance, personnel, and financial capability, with offices.
2. Our Eligibility and Qualifications to participate: We comply with all the eligibility criteria stipulated in this RFP Document, We fully meet the qualification criteria stipulated in this RFP Document, and the relevant details are submitted along with documents in Form 2.
3. Affirmation of terms and conditions of the RFP Document: We have understood the complete terms and conditions of the RFP Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the RFP Document.
4. Abiding by the RFP Validity: We agree to keep our RFP valid for acceptance for a period up to **90 days from the date of bid opening**, as required in the RFP Document, or for a subsequently extended period, if any, agreed to by us.
5. Signatories: We confirm that we are duly authorized to submit this RFP and make commitments on behalf of the Institute/Agency. We acknowledge that our digital/digitized signature is valid and legally binding.
6. Rights of the C-MET to Reject RFP(s): We understand that you are not bound to accept any RFP you may receive against your above-referred RFP Document.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

(To be submitted as part of the Proposal)

(On Firm/Agency/Institute Letterhead)

(Strike out alternative phrases not relevant to you)

Firm/Agency/Institute Reference No.....

Date.....

Name

Address and Contact Details

To

The Centre Head,

C-MET, IDA Phase – III

Cherlapally, HCL Post

Hyderabad – 500 051

Ref: [RFP Reference Number]

[Note to Firm/Agency/Institute: Furnish stipulated documents supporting the fulfilment of qualifying criteria. The list below is indicative only. You may attach more documents as required. Non-submission or incomplete submission of documents may lead to rejection of the RFP as nonresponsive. Also, highlight deviations from Qualification Criteria in this Form]

1. We are a registered firm/agency/institute in India. Supporting Documents Attached as Annexure-.....
2. We have not been blacklisted by any Central /State Government / Public Sector Undertaking in India.
3. We have an average annual turnover of Rs., (in words.....) in the preceding three (3) financial years as of the submission date of RFP. Authorized Certificates in this regard are attached as Annexure-.....
4. The details of previous work in the areas of e-waste management during the preceding three (03) Years as of the date of RFP submission are as under:

Sl. No	Name, address of the Firm/ agency/ institute	Nature of the project	Cost of Project exclusive of taxes	Duration of the work	Remarks if any (Please attach completion certificate)
1					
2					
3					

Copies of the last 3 work orders are enclosed as ready reference

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

Profile of the Firm/Agency/Institute

Particulars	Details
Name of the firm/agency/institute	
Year of Registration	
Registered Office address	
Legal status	
Number of employees	
No. of branches, if any	
PAN / GSTIN	
Turnover FY 2025-26 (Rs. lakhs)*	
Turnover FY 2024-25 (Rs. lakhs)*	
Turnover FY 2023-24 (Rs. lakhs)*	

* Supported by the audited statement of accounts. For 2025-26, a provisional certificate duly signed by an authorised signatory is acceptable.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – III

Details of the skilled personnel of the firm/agency/institute who will handle the assignment (Separate form for each)

Sl. No.	Particulars	Details
1	Name of the skilled personnel	
2	Date of Birth	
3	Educational Qualification	
4	Sector experience (As per RFP objectives)	
5	Training / capacity-building experience	
6	Work experience of the last ten (3) years	
7	Special qualifications and assignments (please emphasise those that best illustrate the person's capability to handle the current assignment)	
8	Special achievements, if any	
9	Contact details	

Certification from the officer

I, the undersigned, certify that the above-mentioned particulars are correct to the best of my knowledge and belief.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – IV

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Is the firm/ agency/institute engaged in any activities which conflict with the proposed activities of the development of content for training on dismantling, segregation and value chain identification?

If yes:

Please furnish information on activities the institution is engaged in, which, in your opinion, is of a nature that conflicts with the assignment desired to be awarded'

If no:

We hereby declare that our firm/Agency/institute is not directly or indirectly engaged in any activities that can be termed as conflicting activities as mentioned in the RFP document. It is understood that any misrepresentation or misstatement in this regard shall render our organization to be disqualified from the entire process.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – V

Details of procedures followed by the party in similar previous assignments

1.
2.
3.
4.

ANNEXURE – VI

PRE-QUALIFICATION CRITERIA (Past Performance)

(In the company's letterhead)

The firm/agency/institute should have Proof of experience in the execution of similar works in Govt. Dept, R&D organisations, PSUs private companies, NGOs or International agencies during the last five years ending the last day of the month before the one the application is invited.

(Work orders/work completion certificates issued on or after

01.04.2023 to 31.03.2026 will be considered)

Details of the previous work orders with completion certificates (only relevant to area of work elements and with order value complying to as mentioned in the qualifying requirements)

Sl. No	Details of work order	Amount of work order	Date of commencement/ completion of work	Copies of WOs* and certificates attached (Yes/No)	Remarks
01					
02					
03					

Details of the ongoing work orders with stage of completion (if any).

Sl. No	Details of work order	Amount of work order	Copies of WOs* and certificates attached (Yes/No)	Remarks
01				

****Note:** The copies of work orders & performance/completion certificates duly attested for proof of experience will be submitted along with the RFP. Failing to upload/provide the required documents as sought in the RFP will result in technical disqualification of the submitted RFP.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign RFP for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – VII

PROPOSAL FORM AND PRICE SCHEDULE (To be submitted in a separate sealed cover as a price bid)

*Price should be quoted for the complete scope of the assignment as detailed in this RFP. The total quoted price shall be on a PAN India basis, inclusive of all costs (including travel, lodging, communications, equipment, software licences, sub-consultant fees and all applicable taxes and statutory levies).

SNo.	Description/Name of Services	Units	Unit Price (Rs.)	Amount (Rs.)
1				
2				
3				
4				
5				
	TOTAL (exclusive of taxes)			
	Applicable taxes (GST @ 18 %)			
	GRAND TOTAL (inclusive of all taxes)			

** The firm/agency/institute can change/add/edit the activities in the above table. Bidders may add or edit budget heads or activity line items in the above table, provided that the overall scope of work under this RFP is fully covered and the quoted price is for the complete assignment.

..... (Signature with date)
..... (Name and designation)
Duly authorised to sign the Proposal for and on behalf of
.....
[Name, address & Seal of Firm/Agency/Institute]