

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

Request for Proposal (RFP)

For

Development of an SOP for Auditing E-waste Recycling Facilities, RoHS Testing Protocols and Infrastructure Roadmap, and a Monitoring, Reporting and Verification (MRV) Framework For Post-Market Surveillance of ROHS Compliance under the E-waste (Management) Rules, 2022

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-03/2026

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)

IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051

Phone: +91-40-27265587, 27267006, 27261658 Web: www.cmet.gov.in

**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)***(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)*

IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051

Phone: +91-40-27265587, 27267006, 27261658 Web: www.cmet.gov.in

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 unintentional persistent organic pollutants (U-POPs) 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	2.09.2026	10.00 Hrs

BACKGROUND:

The management of electrical and electronic waste in India is governed by the E-Waste (Management) Rules, 2022, notified by the Ministry of Environment, Forest and Climate Change under the Environment (Protection) Act, 1986. The Rules establish the Extended Producer Responsibility (EPR) framework for producers and define responsibilities of manufacturers, producers, refurbishers, recyclers, and other stakeholders involved in the e-waste value chain for the environmentally sound management of e-waste. The Rules also provide for registration, fulfilment of EPR obligations through registered recyclers, prescribe annual recycling targets for producers through a system of EPR certificates generated by registered recyclers.

The E-Waste (Management) Rules, 2022 also include provisions relating to reduction in the use of hazardous substances (RoHS) in electrical and electronic equipment. These provisions restrict the use of substances such as lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls and polybrominated diphenyl ethers beyond prescribed threshold limits in specified electrical and electronic equipment. Effective implementation of these provisions requires robust testing protocols, testing infrastructure, post-market surveillance, and compliance monitoring, reporting and verification mechanisms.

India has operationalized an EPR mechanism for e-waste through the CPCB online portal, which enables registration of stakeholders and management of EPR obligations and certificates. However, effective enforcement of e-waste rules requires strong systems for recycler auditing, verification of recycling processes, traceability of e-waste flows, validation of end-products, and monitoring of compliance by registered entities.

The E-Waste (Management) Amendment Rules, 2024 further indicate the continued evolution of the regulatory framework and the need for strengthening implementation systems, compliance processes, and verification mechanisms under the E-Waste Rules.

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 support the Central Pollution Control Board (CPCB) and other relevant stakeholders in strengthening compliance monitoring, auditing, testing, and enforcement systems under the E-Waste (Management) Rules, 2022. In this context, C-MET intends to engage a qualified Agency to update the SOP for auditing e-waste recycling facilities, prepare product-wise RoHS testing protocols and infrastructure

roadmap, and design an MRV framework for post-market surveillance and compliance monitoring of RoHS-certified electrical and electronic products.

OBJECTIVES

The objective of this assignment is to strengthen compliance, monitoring, auditing, testing, and verification systems under the E-waste (Management) Rules, 2022 by supporting the implementation of recycling and Restriction of Hazardous Substances (RoHS) provisions through the development of standardized audit procedures, testing protocols, and monitoring systems.

The specific objectives are:

1. To update the SOP for E-waste Recycler developed by CPCB by incorporating international best practices, traceability mechanisms, material recovery verification methodologies, occupational health and safety considerations, and social and environmental safeguards.
2. To develop product-wise testing protocols and guidelines for RoHS compliance of imported and domestically manufactured EEE.
3. To assess the existing RoHS testing infrastructure and develop a roadmap for strengthening laboratory infrastructure, testing capabilities, and institutional capacity to support effective RoHS compliance testing and enforcement. To develop a Monitoring, Reporting and Verification (MRV) framework for post-market surveillance of RoHS-certified products.

MAJOR SCOPE OF WORK:

Tasks	Outcome	Activity
Task 1	Development of SOP for Auditing E-Waste Recycling Facilities	The Agency shall: • Review the E-waste (Management) Rules, 2022 and relevant CPCB guidelines & SOPs • Review international standards and certification systems relevant to e-waste recycling audits\ • Identify international best practices applicable to the Indian context. • Assess existing audit and inspection practices adopted by CPCB, SPCB, etc • Identify strengths, gaps, challenges, and inconsistencies in current audit systems. • Develop an SOP for auditing e-waste recycling facilities in accordance with the E-Waste (Management) Rules, 2022 including a comprehensive audit framework • Define audit scope, audit frequency, audit methodology, documentation requirements, site inspection protocols, and reporting formats. • Develop audit checklists covering infrastructure, process flow, input-output records, material balance, pollution control systems, occupational health and safety, storage, dismantling, recycling, end-product recovery, and disposal practices. • Define procedures for verification of recycling capacity, recovery efficiencies, EPR certificate generation, and end-product claims. • Recommend mechanisms for audit grading, non-compliance reporting, corrective action planning, and follow-up verification. • Develop formats for audit reports, evidence documentation, and compliance tracking.

Task 2	RoHS testing infrastructure Assessment, Roadmap and Product-wise RoHS Testing Protocol and Guidelines	The Agency shall: • Review RoHS provisions under the E-Waste (Management) Rules, 2022 as well as international RoHS frameworks, standards and global best practices for RoHS compliance testing • Identify and assess existing RoHS testing infrastructure in India including testing capabilities, equipment availability, accreditation status, analytical capacity, geographical distribution, and cost & duration of testing • Identify testing infrastructure and gaps (including but not limited to - Identify gaps in laboratory capacity, equipment, technical capability, geographic access, accreditation, and testing turnaround time) for effective implementation of RoHS provisions. • Recommend infrastructure development or upgradation requirements for effective implementation of RoHS compliance testing. • Identify potential institutions/laboratories that may support RoHS testing and verification. • Develop product-wise testing protocols for restricted substances covered under the RoHS provision of the E-waste (Management) Rules, 2022 including sampling methods, sample preparation, laboratory testing methods, quality assurance, and reporting formats. • Define testing requirements for imported and domestically manufactured EEE. • Recommend protocols for verification of producer/manufacturer self-declarations. • Develop guidance for periodic testing, risk-based sampling, and post-market compliance checks. • Develop a National RoHS Testing Infrastructure Roadmap outlining the laboratory infrastructure, equipment, human resource, accreditation, quality assurance, and capacity-building requirements needed to support effective nationwide implementation, post-market surveillance, and enforcement of RoHS provisions under the E-Waste (Management) Rules, 2022. (The roadmap shall include recommendations for strengthening the national testing ecosystem through upgradation of existing laboratories, establishment of additional testing facilities where required, institutional arrangements, indicative investment requirements, implementation timelines, and potential implementation partners.)
Task 3	MRV Framework for Post-Market Surveillance of RoHS-Certified Products	The Agency shall: • Review the E-waste (Management) Rules, 2022; RoHS provisions applicable, CPCB guidelines, and existing compliance and monitoring mechanisms • Review international RoHS compliance monitoring and surveillance systems • Identify international best practices relevant to post-market surveillance, product conformity assessment, market inspections, compliance verification, and enforcement. • Assess existing systems and institutional arrangements for RoHS compliance and identify regulatory, institutional, technical, operational, and capacity gaps affecting implementation of RoHS provisions • Assess roles and responsibilities of CPCB, SPCBs/PCCs, laboratories, manufacturers, importers, and other stakeholders. • Develop a Monitoring, Reporting and Verification framework for post-market surveillance of RoHS-certified products. • Define institutional roles, data flows, reporting protocols, sampling strategy, verification mechanisms, and escalation procedures. • Recommend mechanisms for linking MRV outcomes with regulatory enforcement and corrective actions. • Develop templates for monitoring reports, inspection records, laboratory test reports, verification findings, and compliance dashboards. • Recommend digital tools or systems, where appropriate, for strengthening traceability, reporting, and compliance monitoring.
Task 4	Stakeholder Consultation and Validation	While undertaking all of the above tasks the Agency shall: • Conduct consultations with relevant government agencies, CPCB, SPCBs/PCCs, testing laboratories, recyclers, producers, manufacturers, industry associations, technical institutions, and other stakeholders. • Present draft findings, SOPs, protocols, and MRV framework for stakeholder feedback. • Incorporate comments received from C-MET, MeitY, UNDP, and relevant stakeholders. • Submit final documents with clear implementation recommendations.

SPECIFIC REQUIREMENTS:

The Agency shall ensure that all outputs:

- Align with the E-Waste (Management) Rules, 2022, subsequent amendments, CPCB requirements, and relevant Government of India regulations.
- Support improved compliance monitoring, recycler auditing, RoHS testing, and post-market surveillance.
- Include practical templates, checklists, protocols, reporting formats, and verification mechanisms for use by relevant authorities.
- Incorporate consultations with regulators, laboratories, recyclers, producers, manufacturers, and industry associations.
- Generate actionable recommendations suitable for future implementation by concerned agencies and project stakeholders.

TECHNICAL REQUIREMENTS:

1. The Agency should have demonstrated experience in e-waste management, environmental compliance, recycler auditing, RoHS compliance, product testing, laboratory systems, MRV frameworks, or related sectors.
2. The Agency should have successfully completed at least one (1) similar assignment during the last three (3) years involving regulatory compliance, environmental auditing, e-waste management, hazardous substance testing, RoHS, EPR, or product conformity assessment.
3. The Agency should possess technical expertise in e-waste recycling processes, audit systems, material recovery, hazardous substance management, compliance verification, and environmental safeguards.
4. The Agency should demonstrate experience in working with Government Ministries/Departments, regulatory authorities, testing laboratories, technical institutions, industry associations, recyclers, producers, or manufacturers.
5. The proposed team should collectively include expertise in e-waste regulations, environmental auditing, RoHS/product testing, laboratory infrastructure assessment, compliance monitoring, MRV systems, and policy/regulatory analysis.
6. Experience in developing SOPs, audit checklists, testing protocols, monitoring frameworks, regulatory guidelines, or compliance tools 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 Audits/E-waste rules compliances/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 firm/agency/institute 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 firm/agency/institute 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 include eco-design, Circular economy, stakeholder engagement, training, skilling, monitoring and evaluation, etc.
- 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 RFPS:

The firm/agency/institute 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.

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 months (6) months from the date of contract award.

Milestone 1	Inception Report including detailed methodology, stakeholder mapping, work plan, review framework, consultation plan, and preliminary assessment approach	End of Month 1
Milestone 2	Draft Compliance Review Report, Draft Recycler Audit SOP, Draft Audit Checklist, and Interim Stakeholder Consultation Report	End of Month 3
Milestone 3	Draft Product-wise RoHS Testing Protocol, RoHS Testing Infrastructure Assessment, Draft Infrastructure Roadmap, and Draft MRV Framework for Post-Market Surveillance	End of Month 5
Milestone 4	Final SOP for Recycler Audit, Final Product-wise RoHS Testing Protocol, Final RoHS Infrastructure Roadmap, Final MRV Framework, Validation Workshop Report, and Final Consolidated Report	End of Month 6

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 VII).

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 Compliance Review Report, Draft Recycler Audit SOP, Draft RoHS Testing Protocol, and Interim Progress Report
- III. 40% on submission and acceptance of Final Recycler Audit SOP, Final RoHS Testing Protocol, RoHS Infrastructure Roadmap, MRV Framework, Validation Report, 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 performance, 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 by keeping cc to 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 Director,

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 [Date], 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]

Form 2: Firm/Institute/Agency information and qualification

(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 Director,

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 been working in the field of auditing of e-waste recycling facilities / RoHS testing and compliance monitoring / Monitoring, Reporting and Verification (MRV) and related regulatory compliance areas for the last (Years)
4. 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-.....
5. 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]

ANNEXURE – II

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 (10) 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 EOI 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 @ ..%)			
	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]