

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

Request for Proposal (RFP)

For

**Circular Economy Baseline, Eco-design Readiness Assessment and OEM
Engagement Strategy for India's Electrical and Electronic Equipment (EEE)
Sector**

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-04/2026

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



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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 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 POPs and 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	02.09.2026	10.00 Hrs

BACKGROUND:

India's Electronic and Electrical Equipment (EEE) sector has been growing at a Compound Annual Growth Rate (CAGR) of 15%, reaching a market value of USD 155 billion in FY 2023-24 from USD 49 billion in 2016-17. Electronics manufacturing in India is expected to reach USD 278 billion by 2030. With this pace of growth in the sector, electronic waste has emerged as a significant waste stream. India is currently the third largest electronic waste producer globally after China and USA. Being one of the world's fastest-growing markets, driven by increasing digitalisation, urbanisation, rising incomes, and rapid technological advancement, this growth has generated substantial economic opportunities; it has also led to increased resource consumption, larger quantities of end-of-life products, and significant challenges in e-waste management.

The Government of India has recognized Circular Economy (CE) as a key pathway for achieving sustainable production and consumption. NITI Aayog has identified the electronics sector as one of the priority sectors for advancing circular economy interventions. Further, the E-Waste (Management) Rules, 2022 emphasize Extended Producer Responsibility (EPR), environmentally sound management of e-waste, and greater accountability of producers throughout the product lifecycle.

Eco-design is increasingly recognized globally as a critical intervention for reducing resource consumption, extending product life, enhancing repairability and recyclability, reducing hazardous substances, and improving material recovery at end-of-life. Integrating eco-design principles at the product development stage can significantly reduce environmental impacts across the value chain while supporting circular business models and resource efficiency.

MIETY seeks to strengthen institutional mechanisms and develop knowledge-based interventions, including establishing a Circular Economy baseline and promoting eco-design practices within the EEE sector. The project also seeks to identify priority product categories, assess industry readiness for eco-design adoption, support alignment with eco-labelling initiatives such as Ecomark, and facilitate engagement with Original Equipment Manufacturers (OEMs) for piloting circular economy interventions.

In this context, C-MET intend to engage a qualified Agency to undertake a comprehensive assessment of circular economy practices within the Indian EEE sector, evaluate eco-design readiness among selected OEMs, identify priority intervention opportunities, and develop recommendations to support future implementation of eco-design and circularity measures.

OBJECTIVES

The objective of this assignment is to establish a comprehensive Circular Economy baseline for selected Electrical and Electronic Equipment (EEE) product categories and assess the readiness of Original Equipment Manufacturers (OEMs) to adopt eco-design and circularity principles.

The assignment shall specifically:

1. Assess the current state of circular economy practices, resource efficiency measures, and product lifecycle management approaches within the EEE sector.
2. Identify and prioritize EEE product categories that offer significant opportunities for eco-design interventions and circularity improvements.
3. Assess the technical, operational, economic, regulatory, and institutional readiness of selected OEMs to adopt eco-design measures and reduce the use of hazardous materials and substances.
4. Develop a roadmap for adoption of eco-labelling and sustainability standards, including alignment with relevant Government of India initiatives such as Ecomark rules 2024.
5. Identify and shortlist OEMs and eco-design interventions suitable for subsequent project-supported pilot implementation.
6. Generate evidence-based recommendations to support policy development, industry engagement, and future investments aimed at advancing circular economy principles within India's EEE sector.

SCOPE OF WORK

The Agency shall undertake a comprehensive assessment of Circular Economy (CE) and Eco-design readiness in the Electrical and Electronic Equipment (EEE) sector, covering both product-level and infrastructure-level interventions. The assignment shall support identification of priority opportunities for future pilot implementation under the UNDP-GEF project.

Tasks	Outcome	Activity
Task 1:	Circular Economy Baseline	Review the current status of circular economy practices across all 106 categories of Electrical and Electronic Equipment (EEE) identified under Schedule I of the E-Waste (Management) Rules, 2022.

	Assessment of the EEE Sector	Assess primary and secondary material usage, product life-cycle considerations, repairability, upgradeability, remanufacturing, refurbishment, recyclability, and end-of-life management practices. Review existing policies, standards, regulations, and market mechanisms relevant to circular economy and eco-design. Assess current industry best practices within India and globally, relating to resource efficiency, waste minimization, secondary material utilization, and product stewardship. Establish a baseline against which future project interventions may be measured. Assessment of Manufacturing material to be RoHS compliant
Task 2	Identification and Prioritization of EEE Categories for Eco- design Interventions	Identify and assess major EEE categories based on market size, material intensity, environmental footprint, resource recovery potential, and e-waste generation. Develop a prioritization framework for selection of product categories suitable for eco-design interventions. Two (2) priority product categories shall be selected for the eco-design readiness assessment under this assignment. Identify key design-related challenges and opportunities across prioritized product categories. Recommend priority product categories for future project-supported interventions. The assessment under this task shall cover two (2) Original Equipment Manufacturers (OEMs).
Task 3	Product-side Eco- design Readiness Assessment	The Agency shall assess the readiness of two (2) selected Original Equipment Manufacturers (OEMs) to adopt eco-design interventions including, but not limited to: • Design for durability; • Design for repairability and maintenance; • Design for modularity and upgradeability; • Design for disassembly; • Design for recyclability and material recovery; • Reduction and substitution of hazardous substances; • Availability of components to enhance repairability; • Increased use of recycled and secondary materials; • Product life extension strategies; • Product environmental performance monitoring. The assessment shall identify technical, operational, institutional, financial, regulatory, and market barriers to adoption of eco-design principles.
Task 4	Infrastructure-side Eco-design Readiness Assessment	The Agency shall assess the existing infrastructure and facility readiness of two (2) selected Original Equipment Manufacturers (OEMs) and two (2) manufacturing facilities/manufacturers to support eco-design implementation. The assessment shall include: • Manufacturing infrastructure and production systems; • Testing and certification infrastructure; • Design and product development capabilities; • Digital product lifecycle management systems; • Material traceability systems;

		• Resource efficiency and cleaner production infrastructure; • Reverse logistics and take-back systems; • Repair, refurbishment and remanufacturing infrastructure; • End-of-life material recovery linkages; • Infrastructure requirements for future circular business models. The Agency shall identify infrastructure gaps, investment needs, technology requirements, capacity building requirements, and implementation pathways necessary for adoption of eco-design interventions.
Task 5	Eco Mark and Eco-labelling Readiness Assessment	Review relevant eco-labelling national/international frameworks, including Ecomark rules 2024 and other applicable standards. Assess the readiness of OEMs for adoption of eco-labelling requirements. Identify technical, institutional, and compliance gaps. Develop ecolabelling framework for EEE products identified in Task 3 of Scope of work of this RFP. Develop a roadmap for progressive adoption of eco-design and eco-labelling principles in the EEE sector.
Task 6	Identification of Pilot Opportunities and OEM Engagement Strategy	Develop a framework for the selection of OEMs for future project-supported pilots. Identify and shortlist suitable OEMs willing to participate in eco-design interventions. For this task, the Agency may propose the facility and location coverage based on its proposed methodology. Recommend product-side and infrastructure-side pilot opportunities. Develop implementation pathways, indicative investment requirements, expected environmental benefits, and scalability potential for proposed pilots.

SPECIFIC REQUIREMENTS

The Agency shall ensure that all assessments:

- Consider impacts on circular economy and resource efficiency;
- Align with the E-Waste (Management) Rules, 2022 and other applicable Government of India regulations;
- Incorporate stakeholder consultations with OEMs, industry associations, recyclers, policy institutions, research organisations, and relevant government agencies;

- Generate actionable recommendations suitable for future pilot implementation under the UNDP-GEF project.

TECHNICAL REQUIREMENTS

1. The Agency should be a legally registered entity with demonstrated similar experience in Circular Economy, eco-design, sustainable manufacturing, resource efficiency, product lifecycle assessment, environmental sustainability, or related sectors.
2. The Agency should have successfully completed at least one (1) similar assignments during the last three (3) years involving Circular Economy, eco-design, sustainable product development, electronics manufacturing, EPR systems, e-waste management, or industrial sustainability.
3. The Agency should demonstrate experience in working with Government Ministries/Departments, Public Sector Undertakings, international organizations, industry associations, OEMs, or large manufacturing enterprises in the electronics or related sectors.
4. The proposed team should collectively include expertise in Circular Economy, eco-design and product sustainability, electronics manufacturing, industrial systems and infrastructure assessment, environmental management, and standards/certification systems.
5. The Agency should demonstrate familiarity with the E-Waste (Management) Rules, 2022, Extended Producer Responsibility (EPR) framework, Ecomark, relevant BIS standards, and national policies related to Circular Economy, Resource Efficiency, and Sustainable Manufacturing.
6. It is desirable that the Agency possess proven expertise in assessing product-side and infrastructure-side interventions, including eco-design readiness, manufacturing systems, resource-efficient production, repair and refurbishment ecosystems, reverse logistics, and material recovery systems.
7. The agency should enlist the team size and team composition that 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 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 Sector for at least three years in India
- Must be able to present a proposal on the key steps to be undertaken for documenting gender-sensitive data from the informal actors and integration in the reporting format

INSTRUCTIONS TO BIDDERS & ELIGIBILITY CRITERIA

The bidder must meet the following criteria to validate 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 firms/agencies/institutes 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 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/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 a n 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 six (6) months from the date of contract award.

Milestone	Activity / Deliverable	Timeline
Milestone 1	Inception Report including detailed methodology, stakeholder mapping, work plan, consultation framework, and data collection approach	End of Month 2
Milestone 2	Circular Economy Baseline Assessment, Priority EEE Category Assessment, Product-side Eco-design Readiness Assessment, Infrastructure-side Eco-design Readiness Assessment, and OEM Consultation Report (Draft)	End of Month 4
Milestone 3	Final Consolidated Report including Eco-labelling and Ecomark Adoption Roadmap, OEM Engagement Strategy, Pilot Opportunity Assessment, recommendations, and stakeholder validation findings	End of Month 6

TECHNICAL PROPOSAL

1. Party shall submit an outlay of their implementation plan with details of the proposed scope of the work. It should also contain their association with professional agencies, if required.

2. Details of Infrastructural facilities to be utilized.

FINANCIAL PROPOSAL

1. Price for the Proposal should be quoted as per prescribed format.(Annexure VIII).
2. Price should be based on PAN INDIA basis.
3. 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 Assessment Reports, including Circular Economy Base-line, Priority EEE Categories, Product-side and Infrastructure-side Eco-design Readiness Assessments
- III. 40% on submission and acceptance of Final Consolidated Report, Eco-labelling Roadmap, OEM Engagement Strategy, Pilot Opportunity Assessment, and all Final Deliverables.

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 only be mentioned 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 o

.....

[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 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 been working in the field of providing training/ development of contents for skilling and capacity building on dismantling and segregation of E-Waste 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 three (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 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]

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]