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

Request for Proposal (RFP)

For

Design of Circular Business Models for the Electrical and Electronic Sector including, Product Subscription Replacement-Rebate, and E-Waste Offsetting Mechanisms

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-05/2026

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

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 (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**

INTRODUCTION:

India's Electrical and Electronic Equipment (EEE) sector is expanding rapidly due to increasing digitalisation, rising demand for consumer electronics, growth in electronics manufacturing, and wider access to electrical and electronic products. This growth has also resulted in increasing quantities of end-of-life electrical and electronic equipment, requiring stronger circular economy approaches for resource efficiency, product life extension, formal collection, reuse, refurbishment, repair, and environmentally sound management of e-waste.

The E-Waste (Management) Rules, 2022 notified by the Ministry of Environment, Forest and Climate Change establish the Extended Producer Responsibility (EPR) framework for producers and define responsibilities for manufacturers, producers, refurbishes, recyclers and other entities involved in e-waste management. The Rules promote channelization of e-waste through registered entities and create a regulatory framework for improving accountability across the product lifecycle.

Circular business models such as product-as-a-service, subscription-based ownership, repair and refurbishment-linked models, replacement/rebate schemes, take-back mechanisms, and e-waste offsetting models can support product life extension, improve collection efficiency, strengthen EPR implementation, and enhance the flow of e-waste into formal recycling and recovery systems. Such models can also help reduce premature disposal of products and support formalisation of downstream value chains. Schemes such as replacement/rebate through OEMs or large retailers can strengthen the scope of eco-design in full compliance with the e-waste management rules.

Under the UNDP-GEF project "Accelerating Transition to a Circular Economy in India's Electrical and Electronic Sector through Sustainable Integrated Approaches", the project seeks to design economically sustainable management models for e-waste and assess circular business models that can support EPR implementation, enhance formal collection, and strengthen public engagement on e-waste management. Further, the project aims to assess the feasibility of introducing and scaling such models within the EEE sector and to develop business models that can subsequently be implemented under the project. Particular focus will be placed on product subscription models, replacement-rebate schemes, and e-waste offsetting mechanisms that support life extension of products, increased collection of used equipment, improved circularity, and environmentally sound management of e-waste.

In this context, C-MET intends to engage a qualified Agency to assess the feasibility and design of innovative circular business models and market-based mechanisms for selected EEE product categories, including product subscription models, replacement/rebate models, OEM-led e-waste offsetting models, and partner engagement frameworks for future pilot implementation under the project.

OBJECTIVES

The objective of this assignment is to assess and design feasible circular business models for selected EEE product categories to support product life extension, formal collection, EPR strengthening, and environmentally sound management of e-waste.

The specific objectives are:

1. To assess the feasibility and design product subscription models for selected EEE categories with the aim of extending product life, reducing premature disposal, and improving circularity.
2. To assess and design one replacement business model and one rebate business model for used EEE in partnership with OEMs, retailers, refurbishers, recyclers and other relevant stakeholders.
3. Identify potential OEMs and relevant partners suitable for participation in future e-waste offsetting and circular business model pilots.
4. To design a gender-responsive e-waste offsetting model involving OEMs, schools, universities, youth communities, civil society organisations, SMEs, recyclers and other relevant actors.
5. To assess regulatory, operational, financial, institutional, market and stakeholder feasibility of proposed circular business models.
6. To prepare actionable recommendations and pilot implementation pathways for future project-supported demonstration activities.

MAJOR SCOPE OF WORK:

Tasks	Outcome	Activity
Task 1:	Review of Circular Business Models and Regulatory Context	The Agency shall: • Review existing circular business models relevant to the EEE sector, including subscription models, leasing models, repair/refurbishment-linked models, replacement/rebate models, take-back models, deposit-refund approaches, and e-waste offsetting models. • Review applicable Government of India policies, E-Waste (Management) Rules, 2022, EPR framework, refurbisher and recycler provisions, and related regulatory requirements. • Identify opportunities and constraints for circular business models within the Indian EEE sector. • Review existing collection and take-back practices among OEMs, retailers, refurbishers, recyclers, Producer Responsibility Organisations, e-commerce platforms, service providers, and other relevant stakeholders. • Identify EEE product categories suitable for circular business model assessment.
Task 2	Product Subscription Model Feasibility Study	The Agency shall • Review global best practices and case studies relating subscription-based models, pay-per-use models, leasing and rental modes, and other similar models • Assess the current structure of the EEE market including market readiness in India • Assess feasibility of product subscription, leasing, product-as-a-service or extended-use models for selected/identified EEE categories • Evaluate product categories based on usage patterns, ownership models, durability, reparability, refurbishment potential, market acceptance, service requirements, and end-of-life management potential. • Identify EEE product categories with high potential for subscription-based business models • Assess economic, operational, regulatory, consumer acceptance, logistics, and service delivery requirements for subscription-based models. • Identify potential roles of OEMs, service providers, refurbishers, recyclers, retailers, financial institutions, and digital platforms. • Develop a proposed product subscription model framework, including value proposition, stakeholder roles, operational flow, revenue model, risk-sharing mechanism, and end-of-life management pathway. Assess environmental, economic, and circularity benefits of the proposed models.
Task 3	Replacement/Rebate Business Model Design	The Agency shall develop replacement-rebate models in partnership with OEMs and/or large retailers whereby consumers are incentivized to return used but functional EEE products through formal channels. Under a replacement model, consumers may exchange a used product for a newer or upgraded model of the same brand by paying the differential cost, while the returned equipment may subsequently be refurbished, resold, upgraded, or used for recovery of spare parts. Under a rebate model, consumers may return used equipment and receive a rebate or discount on the purchase of a new product. The following steps will be undertaken: • Review global best practices and case studies relating to practical takeback schemes, replacement schemes, buy-back models, rebate schemes, trade-in programmes, and other similar initiatives • Assess the applicability of these models in the Indian context • Assess existing collection systems and reverse logistics arrangements currently being implemented by producers • Identify barriers and opportunities for implementation of replacement-rebate schemes in India. • Identify product categories suitable for replacement/rebate interventions based on product life, resale value, repairability, refurbishment potential, collection feasibility, and EPR relevance. • Assess the feasibility of replacement/rebate models for used EEE involving OEMs, large retailers, e-commerce platforms, refurbishers, recyclers and other relevant actors. • Map operational flows for collection, inspection, valuation, repair, refurbishment, resale, recycling and final disposal.

		• Assess financial viability, incentive structures, consumer participation, logistics requirements, compliance requirements, and environmental benefits. • Develop selection criteria for OEMs and/or large retailers and identify potential enitites interested in participating in future pilots • Assess stakeholder readiness and implementation capacity. • Develop two business model designs for replacement and rebate schemes (one each) suitable for future pilot implementation with extended use life of 4,000 tons of equipment For each proposed model, develop implementation arrangements, financing mechanisms, stakeholder roles & responsibilities, risk mitigation measures, and monitoring indicators for proposed models. • Prepare an implementation roadmap for future implementation of the pilot under the project.
Task 4	Assess the feasibility and Design a Gender-Responsive E-Waste Offsetting Model	The Agency shall assess the feasibility and develop at least one gender-responsive and economically sustainable e-waste offsetting model for future piloting under the project. The proposed model shall establish partnerships between OEMs, educational institutions, youth communities, and civil society organizations to promote environmental awareness, responsible e-waste collection, and environmentally sound management of e-waste. The following steps will be undertaken: • Review global and emerging offsetting, compensation, and crediting mechanisms relevant to waste management and circular economy. • Assess opportunities for development of an e-waste offsetting mechanism in India and identify potential demand from stakeholders • Develop selection criteria for identifying OEMs and industry partners interested during future implementation of the pilot • Identify and consult potential OEMs, educational institutions, youth communities, civil society organisations, SMEs, recyclers, refurbishes, PROs and other implementation partners interested in participating in the pilot. • Assess willingness, capacity, operational readiness and institutional fit of potential partners. • Identify suitable cities, institutions or stakeholder clusters where offsetting models may be tested in future. • Recommend a shortlist of potential OEMs and partners for future pilot implementation. • Design an e-waste offsetting model involving OEMs and educational or youth institutions for awareness generation, collection, channelization and environmentally sound management of e-waste. The offsetting model shall provide for engagement with a minimum of two (2) Original Equipment Manufacturers (OEMs). • Define the role of OEMs, schools, universities, youth communities, CSOs, SMEs, recyclers and other relevant partners. • Develop operational mechanisms for awareness generation, collection drives, safe storage, aggregation, transportation, handover to registered recyclers, and reporting. • Develop a model framework covering governance structure, roles and responsibilities, partnership arrangements, communication approach, financial mechanism, reporting requirements and monitoring indicators. • Ensure that the model promotes participation of women, youth and relevant community groups. • Develop a framework for measuring awareness outcomes, collection volumes, stakeholder participation and environmental benefits. • Prepare an implementation roadmap for future implementation of the pilot under the project. Assess technical, financial, regulatory, institutional and operational feasibility of proposed circular business models. • Identify key risks, barriers, enabling conditions and mitigation measures for each proposed model • Estimate indicative costs, resource requirements, potential environmental benefits, scalability potential and replication opportunities
Task 5	Identify EEE product categories and business models that enable closed-loop material recovery and retention of critical materials within the value chain	• Assess opportunities for closed-loop circularity and high-value material recovery within the EEE value chain, • Design and assess feasibility of business models that facilitate battery-to-battery, magnet-to-magnet, and other product-to-product recycling pathways.

		• The assessment shall identify opportunities to minimize down cycling of critical materials and maximize retention of recovered materials within equivalent or higher-value applications.
Task 6	Stakeholder Consultation and Validation	The Agency shall: • Conduct consultations with relevant government agencies, OEMs, retailers, recyclers, refurbishers, PROs, educational institutions, civil society organisations, SMEs, industry associations and other relevant stakeholders. • Present draft model designs and feasibility findings for stakeholder feedback. • Incorporate comments received from C-MET, MeitY, UNDP and relevant stakeholders. • Submit final documents with clear recommendations for future pilot implementation.

SPECIFIC REQUIREMENTS:

The Agency shall ensure that all outputs:

- Align with the E-Waste (Management) Rules, 2022, EPR framework and relevant Government of India requirements.
- Focus on feasibility assessment, business model design and pilot-readiness, and shall not include actual pilot implementation under this assignment.
- Include practical model designs, stakeholder roles, financial assumptions, operational flows, risk assessment and implementation pathways.
- Incorporate consultations with OEMs, retailers, recyclers, refurbishers, PROs, educational institutions, civil society organisations, SMEs and relevant government agencies.
- Integrate gender-responsive and inclusive approaches, especially in the design of awareness, collection and offsetting models.
- Generate actionable recommendations suitable for future implementation under the UNDP-GEF project.

TECHNICAL REQUIREMENTS:

1. The Agency should have demonstrated experience in circular economy, e-waste management, circular business models, EPR systems, product life extension, repair/refurbishment models, sustainability strategy, or related sectors.
2. The Agency should have successfully completed at least one (1) similar assignment during the last three (3) years involving circular business models, e-waste management, product stewardship, EPR implementation, take-back systems, replacement/rebate models, or sustainability-linked market assessments.

3. The Agency should possess expertise in business model design, feasibility assessment, stakeholder engagement, market analysis, financial modelling, value chain mapping, and circular economy strategy.
4. The Agency should demonstrate experience in working with Government agencies, OEMs, retailers, recyclers, refurbishers, Producer Responsibility Organisations, educational institutions, civil society organisations, industry associations, or development partners.
5. The proposed team should collectively include expertise in circular economy, e-waste management, business modelling, financial analysis, stakeholder engagement, policy/regulatory analysis, and gender-responsive programme design.
6. Experience in designing subscription models, product-as-a-service models, reverse logistics systems, take-back mechanisms, offsetting models, or consumer engagement models shall be preferred.
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 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 working in the field of gender Monitoring and evaluation
- 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 bidder should not be blacklisted by any Central /State Government / Public Sector Undertaking in India.
- The firms/agencies/institutes can also apply through a consortium (with an Indian or international body)
- 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.

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 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 1	Inception Report including detailed methodology, stakeholder mapping, product category selection approach, work plan and consultation plan	End of Month 2
Milestone 2	Circular Business Model Review, Product Subscription Model Feasibility Assessment, and Preliminary Stakeholder Consultation Report	End of Month 6
Milestone 3	Draft Replacement/Rebate Model Design, OEM and Partner Identification Report, Draft Offsetting Model Design and Pre-Feasibility Assessment	End of Month 9
Milestone 4	Final Product Subscription Model Report, Final Replacement/Rebate Model Design, Final OEM and Partner Engagement Framework, Final E-Waste Offsetting Model, Pilot Implementation Roadmap and Final Consolidated Report	End of Month 12

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 Product Subscription Model Feasibility Assessment, Circular Business Model Review, Draft Replacement/Rebate Model and Interim Progress Report
III. 40 % on submission and acceptance of Final Replacement/Rebate Model Design, Final E-Waste Offsetting Model, OEM and Partner Engagement Framework, Pilot Implementation 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 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 within10 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 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

ANNEXURE – I

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]

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 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 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 @ 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]