

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

Request for Proposal (RFP)

For

Gender Sensitization Training for Project Stakeholders

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-08/2026

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

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REQUEST FOR PROPOSAL

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

1. Strengthen the institutional mechanisms and develop knowledge-based interventions including design of innovative economic models
2. Improve practices, systems and technologies for the electrical and electronic equipment (EEE) Manufacturing and its Supply Chain through prevention methods and socio-technical ESM models/pilots aimed for future replication.
3. Improve the e-waste management ecosystem by deploying investments, prevention measures, infrastructures and technologies for persistent organic pollutants (POPs) and 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

INTRODUCTION:

The Ministry of Electronics and Information Technology (MeitY), in collaboration with the United Nations Development Programme (UNDP), is implementing the project “Accelerating Transition to a Circular Economy in India’s Electrical and Electronic Sector through Sustainable Integrated Approaches”, with funding support from the Global Environment Facility (GEF) and Government of India. Centre for Materials for Electronics Technology (C-MET), an autonomous scientific body under MeitY, is responsible for overall execution of the project.

India’s electrical and electronic equipment sector is expanding rapidly, resulting in increasing volumes of electronic waste and the need for improved systems for environmentally sound management, resource efficiency, formal recycling, and circular economy transition. The E-Waste (Management) Rules, 2022 define responsibilities of producers, manufacturers, refurbishers, recyclers and other entities, and establish the Extended Producer Responsibility framework for improving accountability across the e-waste value chain.

The e-waste value chain involves multiple stakeholders, including government agencies, producers, manufacturers, recyclers, refurbishers, dismantlers, aggregators, civil society organisations, informal workers, local bodies, educational institutions and consumers. Gender-responsive engagement of these stakeholders is important for ensuring inclusive participation, safer working conditions, equitable access to capacity-building opportunities, improved awareness, and effective implementation of circular economy interventions.

Women and vulnerable groups may participate in different parts of the waste and recycling value chain, including collection, sorting, dismantling, awareness-raising, community outreach, and livelihood-linked activities. However, gender-related roles, risks, access to information, decision-making opportunities, occupational exposure, income security and leadership opportunities are often not adequately recognised in programme design and implementation.

The UNDP-GEF project aims to strengthen knowledge management, awareness, training, and monitoring mechanisms, and specifically seeks to launch gender-sensitive awareness and training programmes for stakeholders, consumers, recyclers, and dismantlers, and to empower women to lead and participate in these activities.

In this context, C-MET intends to engage a qualified Agency to design and conduct gender sensitization training sessions for project stakeholders and develop supporting training materials,

facilitation tools, reporting formats, and recommendations to mainstream gender-responsive approaches across project implementation.

OBJECTIVES

The objective of this assignment is to build awareness, understanding and capacity among project stakeholders on gender-responsive approaches in circular economy and e-waste management.

The specific objectives are:

1. To design and deliver gender sensitization training programmes for key stakeholders involved in the project.
2. To strengthen understanding of gender roles, risks, opportunities and inclusion issues across the EEE and e-waste value chain.
3. To promote gender-responsive participation in awareness, training, consultation, pilot design, implementation and monitoring activities.
4. To develop practical training materials, tools and guidance notes for use by project stakeholders.
5. To support integration of gender-sensitive approaches in stakeholder engagement, communication, reporting and field-level implementation.
6. To document training outcomes, participant feedback, lessons learned and recommendations for continued gender mainstreaming under the project.

MAJOR SCOPE OF WORK:

Tasks	Outcome	Activity
Task 1:	Training Needs Assessment and Stakeholder Mapping	The Agency shall: • Identify key stakeholder groups requiring gender sensitization under the project, including government officials, PMU members, implementing partners, OEMs, producers, recyclers, refurbishers, dismantlers, industry associations, local bodies, civil society organisations, academic institutions and other relevant stakeholders. • Assess training needs of different stakeholder groups based on their roles in the project and the e-waste value chain. • Identify gender-related knowledge gaps, participation barriers, workplace risks, communication gaps and capacity-building needs. • Prepare a stakeholder-wise training plan with proposed training themes, formats, locations, language needs and delivery modalities.
Task 2	Development of Training Curriculum and Materials	The Agency shall: • Develop a gender sensitization training curriculum tailored to the circular economy and e-waste management context. • Prepare training modules covering gender concepts, gender roles in e-waste value chains, inclusive stakeholder engagement, occupational health and safety concerns, gender-

		responsive communication, women's participation and leadership, and gender-sensitive monitoring and reporting. • Develop training materials including presentations, facilitator guides, participant handouts, exercises, case examples, feedback forms and pre/post-training assessment tools. • Ensure that the training materials are practical, context-specific, accessible and suitable for diverse stakeholder groups. • Prepare materials in English and, where required, in Hindi or relevant local language formats.
Task 3	Delivery of Gender Sensitization Training Sessions	The Agency shall: • Conduct gender sensitization training sessions for identified project stakeholders. • Use participatory training methods, including group discussions, case examples, role plays, scenario-based learning and practical exercises. • Ensure participation of women, youth, informal sector representatives and other relevant stakeholder groups, wherever applicable. • Conduct separate or customised sessions for different stakeholder groups where required. • Maintain attendance records, sex-disaggregated participant data, pre/post-training assessment results and participant feedback. A minimum threshold of 70% shall apply for evaluating participant learning outcomes in the post-training assessment. • Conduct trainings for at least 500 participants from states/UTs in all 5 geographic zones (North, South, East, West and Central) in India. These trainings have to be conducted in hybrid mode. The Agency shall conduct a minimum of ten (10) training programmes/workshops. At least two (2) physical training sessions shall be held in different cities in each of the five (5) geographical zones, i.e. a minimum of ten (10) physical sessions.
Task 4	Development of Guidance Note for Gender Mainstreaming	The Agency shall: • Develop a practical guidance note on integrating gender-responsive approaches into project activities. • Provide guidance on inclusive consultations, gender-sensitive communication, collection of sex-disaggregated data, safe participation of women and vulnerable groups, and gender-responsive reporting. • Identify entry points for gender mainstreaming across project components, pilots, awareness activities, stakeholder engagement and monitoring processes. • Recommend practical actions for project teams and implementing agencies to strengthen gender inclusion during implementation. •
Task 5	Documentation, Reporting and Learning	The Agency shall: • Prepare training reports after each major training session or training cluster. • Document participant feedback, learning outcomes, key issues raised and recommendations. • Prepare case examples or short learning notes, where relevant. • Provide a consolidated training completion report with participant data, training coverage, outcomes, observations and recommendations. • Submit all final training materials, attendance sheets, assessment results, feedback analysis and documentation to C-MET. •
Task 6	Stakeholder Coordination and Validation	The Agency shall: • Coordinate with C-MET, MeitY, UNDP, PMU and relevant stakeholders for training planning and delivery. • Incorporate inputs received from C-MET, MeitY, UNDP and project stakeholders. • Present the draft training curriculum, materials and guidance note for review before finalisation. • Ensure timely submission of all deliverables as per the agreed work plan.

SPECIFIC REQUIREMENTS:

The Agency shall ensure that all outputs:

- Align with the project's gender-responsive objectives, E-Waste (Management) Rules, 2022, and relevant Government of India policy priorities.
- Are customised to the EEE, circular economy and e-waste management context.
- Promote participation of women, youth, informal workers, recyclers, dismantlers and other relevant stakeholder groups.
- Include practical training tools, templates, reporting formats and feedback mechanisms.
- Generate sex-disaggregated training participation data and training outcome documentation.
- Provide actionable recommendations for gender mainstreaming across project implementation.

TECHNICAL REQUIREMENTS:

1. The Agency should have demonstrated experience in capacity building, training, social inclusion, stakeholder engagement, or related sectors.
2. The Agency should have successfully completed at least one (1) similar assignment during the last three (3) years involving gender training, capacity building, social inclusion, community engagement, environmental programmes, circular economy, waste management, or development sector projects.
3. The Agency should possess expertise in developing training curriculum, facilitator guides, communication materials, participatory training tools, and training assessment formats.
4. The Agency should demonstrate experience in working with Government agencies, development partners, civil society organisations, industry stakeholders, local institutions, communities, or vulnerable groups.
5. The proposed team should collectively include expertise in gender equality, social inclusion, training and facilitation, stakeholder engagement, communication, documentation and programme reporting.
6. Experience in environment, waste management, e-waste management, circular economy, occupational health and safety, informal sector livelihoods, or community-based training or similar activities shall be preferred.

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 of the date of submission of the proposal;
- Must have experience working in the Circular Economy/E-waste management/similar 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 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 agency/parties would be shortlisted in the following manner:

- a) A committee shall scrutinise all RFPs received and verify details against the documents submitted for each qualifying criterion, including turnover, experience of key personnel, national presence, experience in conducting similar work, etc.
- b) Apart from the criteria as given above, the information furnished by the parties on the methodology proposed to be adopted for carrying out this assignment, along with details of stakeholder interaction, will also form part of the qualifying criteria. The Screened-in firms/agencies/institutes shall be invited to present to the expert committee. The presentation shall form part of the overall Technical Evaluation. It shall be conducted in hybrid mode (physical/online) and a minimum of seven (7) working days' advance notice shall be given to the screened-in firms/agencies/institutes.
- c) The committee reserves the right to reject any party from being shortlisted without assigning any reason, and its decision will be final. No correspondence would be entertained in this regard.
- d) RFP not received in the format or those incomplete in any respect, including non-submission of supporting documents, shall be summarily rejected.
- e) C-MET shall not reimburse any costs incurred by the party on account of preparation/submission and/or any other costs incurred.
- f) C-MET may ask the firms/agencies/institutes to present at their cost to understand the methodology proposed to be adopted by the party for the assignment.
- g) The shortlisted firms/agencies/institutes would have to deposit an Earnest Money Deposit (EMD) as per prevailing rates. The EMD amount will be returned upon

submission of Performance Security Deposit.

- h) The successful firm/agency/institute shall instead furnish a Performance Bank Guarantee (PBG)/Performance Security equivalent to 10% of the contract value against the work order, in accordance with the prevailing Government of India provisions. Performance security shall be valid till the completion of the contract period + 60 days.
- i) Mode of submission: The Proposal shall be submitted physically to Director/Centre Head, C-MET, Hyderabad. Submission by e-mail is not permitted. One hard copy shall be submitted, with the Technical Bid and the Financial Bid in separate sealed covers placed within a single sealed outer envelope super scribed with the RFP reference number. Combined bids shall be deemed unresponsive and summarily rejected with out further correspondence.

RFP IMPLEMENTATION:

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

Milestone	Activity / Deliverable	Timeline
Milestone 1	Inception Report including detailed methodology, stakeholder mapping, training needs assessment plan, work plan and consultation schedule Training Needs Assessment Report, Draft Training Curriculum, Draft Training Materials, and Stakeholder-wise Training Plan	End of Month 2
Milestone 2	Completion of first set (at least 100 participants) of gender sensitization training sessions and submission of Interim Training Report with participant data and feedback analysis	End of Month 3
Milestone 3	Completion of second and third set (at least 200 participants) of gender sensitization training sessions and submission of Interim Training Report with participant data and feedback analysis	End of Month 6
Milestone 4	Completion of remaining training sessions (at least 200 participants), Final Training Materials, Gender Mainstreaming Guidance Note, Training Completion Report 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 completion of the second and third set (at least 300 participants) of gender sensitization training sessions
- III. 40% on submission and acceptance of Final Training Materials, completion of training sessions, Gender Mainstreaming Guidance Note, Training Completion 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 wish with the concurrence of the C-MET elect to retain.

DOCUMENTS TO BE SUBMITTED

1. Letter for RFP submission (Form 1 & 2) – Annexure I
2. Profile of the firm/agency/institute – Annexure II
3. Profile of the personnel of the firm/agency/institute who will handle the assignment – Annexure III
4. Information regarding any conflict of interest as referred to the scope of the assignment – Annexure IV
5. Details of different procedures being followed by the firm/agency/institute earlier - Annexure V
6. Previous work experience along on the letterhead of the firm/agency/institute – Annexure VI. The party shall provide the previous work orders for technical compliance.
7. Price bid in the prescribed format in a separate sealed cover (Annexure VII)

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

PRE-BID MEETING:

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

AWARD OF WORK ORDER CRITERIA:

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

- Meets all the eligibility and pre-qualification requirements specified in the RFP.
- **Achieves the minimum qualifying marks in the Technical Evaluation (70 marks out of 100).**

- Demonstrates adequate technical capability, relevant experience, qualified personnel, and financial capacity to undertake the assignment.
- The assignment under this RFP shall be awarded to a single bidder who has lowest price quoted

RIGHTS RESERVED:

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

CENTRE HEAD, C-MET, HYDERABAD

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 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 **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 gender sensitization / capacity building and training / social inclusion and stakeholder engagement and other areas relevant to this RFP 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 the objectives of RFP)	
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]