

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

Request for Proposal (RFP)

For

Preparation of a Gender-sensitive Monitoring & Evaluation (M & E) Plan

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-09/2026

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 unidentified persistent organic pollutants (UPOPs) and heavy metals emissions/releases reduction in e-waste processing.
4. Make information and knowledge accessible, raise awareness and build networks and partnerships to facilitate knowledge sharing among the EEE sector stakeholders, national and subnational Governments, and link national action to international/global programmes on e-waste.

Sd/-

National Project Coordinator

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

S. No.	Particular	Date	Time (IST)
1.	RFP Uploading Date	27.07.2026	10.00hrs
2.	Pre-bid / Clarification Meeting (Hybrid Mode)	7.08.2026	11.00 hrs
3.	Proposal Submission Start From	10.08.2026	10.00 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 Electronic and Electrical Equipment (EEE) sector has grown at a Compound Annual Growth Rate (CAGR) of 15%, reaching a market value of USD 155 billion in FY 2023-24, up 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.

According to the Global E-waste Monitor report, India generated 4.13 million tonnes of e-waste in 2022, accounting for roughly 7% of global e-waste generation. Of this, only 14.4% was documented as formally collected and recycled. It estimates an annual loss of USD 37 billion due to the economic and monetary impact of e-waste management. It is also estimated that recovering secondary metals from generated e-waste could deliver USD 91 billion in value.

According to information from the Central Pollution Control Board (CPCB), e-waste generated in the country in FY21-22 was 1.6 million tons (covering only 21 types of EEE). It is to be noted that the new E-waste (Management) Rules, 2022, have further expanded the list to a total of 106 types of EEE, for which e-waste generation data is currently not available for most. The current approach of the CPCB for estimating e-waste generation at the national level is based on countrywide sales data provided by producers and the average life of EEE, as notified under the E-waste Management Rules.

According to the Global E-waste Monitor report, formal e-waste collection in India is 14.4%, indicating that only 0.5 million Tonnes of the 4.13 million tonnes of e-waste generated in 2022 entered the formal recycling value chain. Furthermore, India has fragmented recycling capacities with around 60% of recyclers operating at less than 1,000 tons per annum, utilising only 15% of the installed capacity.

The Ministry of Electronics and Information Technology (MeitY) in partnership 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 funding support from the Global Environment Facility (GEF). MeitY has partnered with the Centre for Materials for Electronics Technology (C-MET) to implement 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.

The Project Document includes a Project Results Framework, Monitoring & Evaluation (M&E) Plan, Gender Action Plan, Social and Environmental Screening Procedure, Environmental and Social Management Framework (ESMF) and other project management tools that establish project-level indicators, targets, reporting requirements, environmental and social safeguards commitments, and gender-responsive actions for monitoring project progress and achievement of objectives and outcomes.

While these frameworks establish what needs to be monitored and reported at the overall project level, there is a need to translate them into practical activity-level monitoring and reporting framework that can be used by the Project Management Unit (PMU), implementing partners, consultants, and service providers during the project implementation.

The purpose of this assignment is therefore to develop a practical, gender-sensitive project monitoring, reporting, evaluation support, learning and adaptive management system that enables systematic collection, analysis, and reporting of implementation data across all project activities. The system should support reporting against project targets, monitoring of gender and safeguard commitments, documentation of lessons learned, generation of evidence for project evaluations, and adaptive management throughout the project lifecycle.

The following documents will be provided to the selected firm upon contract award and shall form the basis of the assignment:

- Project Document (ProDoc)
- Results Framework
- Monitoring and Evaluation Plan

- Gender Action Plan (GAP)
- Social and Environmental Screening Procedure (SESP)
- Environmental and Social Management Framework (ESMF)
- Stakeholder Engagement Plan

OBJECTIVES

The main objective of this assignment is to develop a practical and gender-sensitive project monitoring, reporting, evaluation support, learning and adaptive management framework that enables the Project Management Unit and implementing partners to systematically track implementation progress, monitor project results, gender commitments and environmental and social safeguards, support project evaluations, and facilitate evidence-based decision-making throughout the project lifecycle.

The final output shall be a practical monitoring and reporting system and toolkit that clearly specifies:

- a. what information must be collected under each project activity;
- b. how data should be collected, verified, and reported;
- c. who is responsible for data collection and reporting
- d. how activity-level information contributes to project-level targets and indicators;
- e. how the implementation of the Gender Action Plan, SESP, and ESMF will be monitored;
- f. how evidence will be maintained to support project reviews and evaluations; and
- g. how lessons learned and adaptive management will be incorporated throughout project implementation.

This framework shall serve as the operational monitoring and reporting system for the Project Management Unit and implementing partners throughout the project lifecycle.

SCOPE OF WORK

The consultant/firm shall undertake, but not be limited to, the following tasks:

Tasks	Outcome	Activity
Task 1:	Review of Existing project monitoring and reporting requirements	1. Review all relevant project documents including the Results Framework, M&E Plan, Gender Action Plan, SESP, ESMF, stakeholder engagement requirements, and knowledge management requirements. 2. Review project outputs, outcomes, indicators, baselines, targets, reporting obligations, environmental and social safeguard commitments, and gender-related commitments.

		3. Assess current approaches to gender integration, indicators, reporting mechanisms, and data collection methodologies. 4. Identify gaps related to gender responsiveness, inclusivity, and social equity in monitoring systems.
Task 2:	Develop an activity-level framework that clearly establishes how data and information generated through individual project activities contributes to overall project-level results and reporting.	5. The framework shall include: (i) Activity-wise monitoring indicators (ii) Data requirements and parameters to be tracked (iii) Data collection & methodologies (iv) Means of verification and evidence requirements (v) Reporting frequency (vi) Roles and responsibilities for data collection, validation, storage, and reporting. 6. Design a monitoring matrix showing: (i) activity being monitored (ii) indicators to be tracked (iii) data to be collected (iii) collection methodology (iv) reporting frequency (v) responsible entities (vi) supporting evidence required (vii) linkage to project targets and indicators 7. Define qualitative and quantitative indicators for project outputs and outcomes, ensuring that indicators are sex-disaggregated, age-disaggregated where relevant, and inclusive of vulnerable and marginalised groups, and aligned with the SDGs and UNDP gender markers. 8. Develop methodologies for Baseline assessments, Periodic monitoring, Mid-term and final evaluations, participatory feedback mechanisms and beneficiary satisfaction assessments. 9. Design standardised tools and templates, including data collection formats, gender-sensitive reporting templates, attendance and participation tracking tools, case study and success story formats, beneficiary feedback forms and field monitoring checklists. The Agency shall develop a functional Power BI dashboard together with ready-to-use monitoring, reporting and data-collection templates.
Task 3:	Development of Gender-sensitive Monitoring and Reporting Framework	10. Review all monitoring and reporting requirements contained within the Project Gender Action Plan 11. Develop gender-responsive indicators and monitoring approaches across each project activity 12. Develop a framework for: (i) collection of sex-disaggregated data; (ii) monitoring participation of women and men; (iii) tracking benefits accrued to women and men; (iv) monitoring implementation of gender-responsive actions; (v) assessing gender-related outcomes and impacts. 13. Develop reporting templates and guidance for monitoring implementation of the Gender Action Plan
Task 4:	Development of Environmental and Social Safeguards Monitoring Frameworks	14. Review safeguard commitments and mitigation measures identified under the SESP and ESMF. 15. Develop monitoring indicators and reporting protocols for: a. occupational health and safety; b. environmental risk mitigation measures; c. stakeholder engagement activities; d. grievance redress mechanisms; e. social inclusion measures; f. gender equality commitments; g. pilot and demonstration activities. 16. Develop procedures for continuous monitoring safeguard compliance throughout project implementation 17. Develop safeguard monitoring templates and reporting formats for use by the PMU and implementing partners 18. Develop systems for documenting lessons learned, best practices, and knowledge products. 19. Recommend adaptive management measures based on monitoring findings. 20. Integrate learning loops into project implementation and reporting.

Task 5	5a. Development of Monitoring and Reporting Tools	• Activity monitoring templates • Indicator tracking sheets • Beneficiary tracking formats • Gender-disaggregated reporting templates • Workshop and training reporting formats • Pilot monitoring templates • Site visit and field monitoring formats • Environmental and social safeguard monitoring templates • Lessons learned and good practice documentation templates
	5b. Develop procedures for	• Data quality assurance and quality control • Data validation and verification • Evidence collection and record management • Reporting and documentation management

TECHNICAL REQUIREMENTS

The bidder shall be a legally registered entity with demonstrated experience and technical capability in undertaking Monitoring & Evaluation (M&E), gender-responsive programme management, and development sector consulting assignments for Government, UN agencies, multilateral organisations, or donor-funded projects. The Agency shall meet the following minimum technical requirements:

- a. Minimum of 7–10 years of demonstrated experience in designing, implementing, and managing Monitoring & Evaluation (M&E) systems for development, sustainability, social impact, climate, gender, governance, or community-based projects.
- b. Demonstrated expertise in integrating gender equality, social inclusion, and human rights-based approaches into project monitoring and evaluation systems.
- c. Experience in developing gender-sensitive indicators, sex-disaggregated data collection methodologies, and inclusive reporting frameworks.
- d. Understanding of international development priorities, including Sustainable Development Goals (SDGs), climate resilience, social inclusion, and capacity-building frameworks.
- e. Excellent analytical and problem-solving skills, with the ability to synthesize qualitative and quantitative data into actionable insights and recommendations.
- f. Where a firm or consortium is proposed, the team should collectively include expertise in Monitoring & Evaluation; Gender Equality and Social Inclusion (GESI); Data analysis and impact assessment; Capacity building and stakeholder engagement; and Knowledge management and reporting.
- g. The proposed Team Leader/Lead Expert should have substantial experience leading similar assignments for international development or donor-funded projects.

- h. Have experience in executing at least one (1) similar assignments related to Monitoring & Evaluation, impact assessment, programme evaluation, gender mainstreaming, or Results-Based Management (RBM) during the last three (3) years; OR One (1) large-scale assignments of similar nature for Government/UN agencies/multilateral organizations/donor-funded programmes.
- i. Preference may be given to agencies with prior experience in projects related to digital governance, sustainability, circular economy, climate, social inclusion, skilling, or community development; and engagements with MeitY, Government Ministries/Departments, UNDP, UN agencies, or international development institutions.
- j. The agency should enlist the team size, team composition who will be working on the project.

SELECTION CRITERIA

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

- a. should be a legally registered entity under applicable laws of India;
- b. must have a presence in more than one state in the country and established links with relevant stakeholders;
- c. should be in operation for a minimum of three (3) years as on the date of submission of the proposal;
- d. Must have done similar work in the gender-sensitive M&E Planning in India
- e. 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 has to meet the following criteria for validation of their RFP.

- a. The firms/agencies/institutes should be registered firms/agencies/institutes in India.
- b. The firms/agencies/institutes must be working in the field of gender Monitoring and evaluation
- c. The firms/agencies/institutes must be of Indian origin.
- d. 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.

- e. The firms/agencies/institutes should have successfully completed similar assignments for an accumulated value of at least Rs 30 lakhs in the relevant sectors.
- f. 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.
- g. The firms/agencies/institutes should not be blacklisted by any Central /State Government / Public Sector Undertaking in India.
- h. The firms/agencies/institutes should enlist the team size, team composition who will be working on the project.
- i. 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:

- a. When computing turnover, other income shall not be included.
- b. 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.
- c. If Bidder cannot submit the Certificate from a practising CA certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters.
- d. 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 gender-sensitive training, skilling, monitoring and evaluation, etc.
- e. 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

Duration of program: 4 months

S. No.	Activity / Milestone	Timeline	Deliverable
1	Contract Signing and Kick-off Meeting-	Week 1	Kick-off Meeting Minutes

S. No.	Activity / Milestone	Timeline	Deliverable
2	Review of Project Documents, Stakeholder Mapping, and Inception Planning	Week 1 – Week 3	Inception Report
4	Assessment of Existing M&E Systems, Gender Integration, and Gap Analysis	Week 3 – Week 5	Gap Assessment Report
5	Development of Gender-sensitive M&E Framework and Indicators	Week 5 – Week 7	Draft M&E Framework
6	Development of Activity-Level M&E Plans and Monitoring Methodologies	Week 7 – Week 8	Draft Activity-wise M&E Plans
7	Design of Monitoring Tools, Reporting Templates, Dashboards, and Data Collection Formats	Week 8 – Week 9	Monitoring Tools & Templates
8	Validation Workshops / Stakeholder Review Sessions (minimum one physical training session and one physical consultation session)	Week 9 – Week 10	Validation Workshop Report
9	Revision and Finalization of M&E Framework and Associated Tools	Week 10 – Week 11	Final M&E Framework
10	Development of Knowledge Management and Reporting Mechanisms	Week 12 – Week 14	Knowledge Management & Reporting Framework
11	Submission of Draft Final Report and Presentation of revised framework to Client	Week 14 – Week 16	Final Report

TECHNICAL PROPOSAL

- a. 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.
- b. The bidder shall submit the details of the infrastructural facilities to be utilised.

FINANCIAL PROPOSAL

- a. The price for the proposal should be quoted in the prescribed format.(Annexure VII).
- b. Price should be based on a PAN-India basis.
- c. The price bid should be submitted separately.

PAYMENT SCHEDULE

1. 30 % advance payment against the submission of bank guarantee.
2. 20% against the submission and approval of the Inception Report (Milestone 1); 25% against the submission and approval of the Gap Assessment Report, the Draft Gender-sensitive M&E Framework and the Activity-wise M&E Plans; and 25% on submission and acceptance of the Final M&E Framework, monitoring tools, reporting templates, the Power BI dashboard and the Knowledge Management and Reporting Framework.

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

- a. Letter for RFP submission (Form 1 & 2) – Annexure I
- b. Profile of the firm/agency/institute – Annexure II
- c. Profile of the personnel of the firm/agency/institute who will handle the assignment – Annexure III
- d. Information regarding any conflict of interest as referred to the scope of the assignment – Annexure IV
- e. Details of different procedures being followed by the firm/agency/institute earlier – Annexure V
- f. 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.
- g. 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 by keeping cc to rajesh@cmet.gov.in and rambabu@cmet.gov.in so as to arrange the meeting-link for online attendees. Parties who are interested to join for pre-bid meeting in physical mode may also confirm their participation through email in advance.

AWARD OF WORK ORDER CRITERIA

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

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

RIGHTS RESERVED

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

CENTRE HEAD, C-MET, HYDERABAD

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

(Strike out alternative phrases not relevant to you)

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

Date.....

Name

Address and Contact Details

To

The 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 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]