Request for Proposal (RFP)

For

Selection of a consulting Firm/Agency/Institute for conducting a Socio-Environmental and Gender Assessment of the Informal Sector and Feasibility Assessment of Informal Sector Pilot Interventions

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-02/2026

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)
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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
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	**25.08.2026**	**17.30 Hrs**
5.	Proposal opening on	**26.08.2026**	**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 producer of electronic waste globally after China and the USA.

The concept of a circular electronics business holds immense promise, with an estimated USD 7 billion in untapped revenue potential by 2035. Approximately 210 million idle inventory is present in Indian households. While a ton of ore fetches around 1.4 grams of extractable gold, a ton of printed circuit boards (PCBs) used in mobile phones can produce about 1.5 kg of gold. Urban mining of gold from waste PCBs alone could potentially become a USD 1.5 billion business[1].

According to information from the Central Pollution Control Board (CPCB), e-waste generated in the country in FY23-24 was 1.75 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 a 2007 report by the Ministry of Electronics and Information Technology (MeitY), the state of Maharashtra is the highest generator of e-waste, accounting for 19.8% of total e-waste generated in India, followed by Tamil Nadu (13.1%), Andra Pradesh (12.5%), Uttar Pradesh (10.1%), West Bengal (9.8%), Delhi (9.5%), Karnataka (8.9%), Gujarat (8.8%), and Madhya Pradesh (7.6%). In FY 2021-22, the largest share of e-waste collected and processed came from Haryana (46.5%), Uttarakhand (9.7%), Telangana (8%), Karnataka (7.4%), and Tamil Nadu (5.9%).

Nearly 90% of the e-waste collection volumes are currently managed by the informal sector, with a last-mile presence and impressive cost competitiveness. The cost competitiveness is attributed to the absence of compliance costs. However, the informal sector uses crude recycling technologies that generate negative social and environmental externalities, such as the emission of toxic chemicals. They use crude techniques such as burning or acid washing to extract metals, and the residues are often disposed of openly.

A study conducted by ASSOCHAM shows that about 80% of the e-waste workers in India suffer from respiratory ailments, which may be attributed to the leakage of hazardous materials and the emission of gases during crude processing. In addition, a study from the Office of the United Nations High Commissioner for Human Rights (OHCHR) estimated that some 12.9 million women may be working in the general informal waste sector for income generation, which exposes them to potentially toxic e-waste and puts them and their unborn children at risk.

[1] https://icea.org.in/wp-content/uploads/2024/10/3.-Pathways-to-Circular-Economy-in-Indian-Electronics-Sector.pdf

Considering that e-waste recycling in India, especially in the informal sector, is geared toward high throughput and output, and given the most vulnerable status of women in the presence of the heavy metals and chemicals contained in EEE, occupational safety and environmental protection must be prioritised.

OBJECTIVES

The major objective of this RFP is to engage a consulting firm, agency or institute to undertake the following:

(i) To conduct a comprehensive assessment of the informal e-waste processing facilities to determine the demography and actors involved, operational function and modus operandi, material flow through the informal system, and the social, environmental, occupational and gender impacts of these activities.

(ii) To undertake a feasibility assessment and design four pilot interventions for selected informal e-waste collection, dismantling, refurbishment, and recycling facilities through the adoption of Best Available Techniques (BAT) and Best Environmental Practices (BEP), with the objective of improving operational efficiency, reducing environmental and health risks, strengthening formal-informal linkages, and developing scalable demonstration models for replication under the project.

(iii) The findings of the socio-health and gender assessment shall inform the design of pilot interventions, policy recommendations, and strategies for environmentally sound and socially inclusive integration of the informal sector under the project.

SCOPE OF WORK

The selected firm, agency or institute shall undertake the following scope of work, in coordination with C-MET and other relevant stakeholders.

Tasks	Outcome	Output	Activity
Task 1	Conduct a socio-environmental and gender assessment of the impact of informal recycling	Methodology development and literature review	• Conduct a review of existing policy documents, reports, studies and assessments of the informal sector undertaken by government, research institutions & think tanks, and NGOs/CSOs. • Develop a detailed methodology and workplan for undertaking the assessment. • Identify and map the informal hubs/clusters where informal e-waste activity is concentrated, including recycling hotspots in the country and regional networks

		Primary data collection and field assessment	• Estimate to the extent feasible, the approximate scale and population engaged in informal e-waste processing including collection, aggregation, refurbishment, dismantling, and recycling activities across selected hotspots and at the national level. • Demographic information and socio-economic profiles of informal workers including age, gender, education and income generation. Identify vulnerable groups including women, migrant workers, people with disabilities, potential child labour risks, etc. • Identify key players within the informal sector value chain and determine the role & function of each player within the system. • Estimate to the extent feasible, the approximate scale and volume of e-waste handled within selected informal hotspots. • Determine the existing e-waste collection systems, networks and methods used and map out the pathways in which e-waste moves through the informal value chain across cities and states. • Highlight operational and economic linkages between informal and formal actors (formal recyclers, Producer Responsibility Organisations (PROs), manufacturers, etc). • Assess the operational practices and procedures adopted by different key players to handle e-waste including sorting, manual dismantling, storage/transport methods, as well as environmentally unsound practices (open burning, acid leaching, etc). • Identify the environmental impacts of the informal processing of e-waste including hazardous chemical emissions (Persistent Organic Pollutants (POPs) and Mercury). Conduct indicative environmental sampling (soil, water and air) at the ten selected hotspots via an accredited laboratory to identify contamination and exposure pathways associated with informal e-waste processing activities. • Assess the occupational health and safety risks and impacts of informal processing of e-waste on workers including exposure pathways, unsafe working conditions, and self-reported health symptoms • Assess the gender dynamics within the informal e-waste sector to identify different roles played by men and women, participation in value chain, risks & pathways of exposure, income disparities, occupational vulnerabilities, and barriers to inclusion in formal systems. • Assess the existing levels of awareness, use of protective measures, access to social protection, and

			willingness/opportunities for integration into environmentally sound and formalised e-waste sector.
		Gap analysis & recommendations	• Identify existing best practices, community-led initiatives, and successful cases studies of informal to formal integration that could be scaled or replicated in India • Develop a detailed report with the result of the socio-environmental and gender assessment with actionable recommendations for integration of the informal sector into formal e-waste management systems
Task 2	Conduct a feasibility assessment and design four gender-responsive pilot interventions for e-waste collection and demonstration of best available techniques (BAT) and best environmental practices (BEP) for upgrading informal e-waste processing facilities	Methodology development and literature review	• Conduct a review of existing national and international frameworks, technical guidance documents, and best practices related to informal e-waste sector integration, BAT & BEP for e-waste management, environmentally sound recycling & material recovery interventions, and collection systems • Review findings from the socio-environmental and gender assessment undertaken under the project • Develop a detailed methodology and work plan for undertaking the feasibility assessment and pilot design
		Develop pilot selection criteria and identify four (4) micro or small aggregators/disassemblers / recyclers for pilot projects	• Define the selection criteria for the identification of four (4) Pilot sites/facilities for their subsequent implementation. Ensure the selection criteria cover: Health and safety aspects, Social aspects, Environmental aspects, Gender aspects • Shortlist three (3) small and one (1) medium-sized facility to be selected from e-waste recycling hotspots identified for the socio-health assessment. • Conduct due diligence of the shortlisted facilities as per criteria mentioned in the project document • Establish baseline operational and environmental conditions for each pilot facility
		Technical feasibility assessment	• Assess the facilities for existing operational technical capacity and infrastructure for the processing of e-waste including collection, sorting, dismantling, refurbishment, segregation, storage and recycling operations. • Assess the technical. Operational, environmental, social, institutional and financial feasibility of introducing BAT/BEP interventions most suitable for the identified facilities pertaining to: (i) safe handling, collection & storage (ii) segregation and classification (iii) dismantling & mechanical pre-treatment

			(iv) extraction of valuable materials (v) reduction of hazardous chemical emissions and releases including POPs & mercury (vi) occupational health and safety improvements • Assess infrastructure, equipment, training, intuitional and operational requirements for implementation of pilot interventions • Undertake field visits to informal recycling hotspots to observe collection, aggregation, dismantling and recycling operations. Identify operational inefficiencies, unsafe practices, material losses, and major environmental and occupational health risks associated with existing informal processing activities. • Assess feasibility of establishing or linking pilot interventions with a Centre of Excellence (CoE) model near selected informal recycling hubs. • Develop an operational framework for the CoE including technology demonstration functions. Awareness & training activities, environmentally sound collection mechanisms, engagement of informal sector workers, and linkages with formal recycling systems. • Assess and recommend suitable institutional and operational models for engagement of NGO partners and technical service providers for implementation of pilot interventions and operation of the proposed Centre of Excellence (CoE). • Conduct structured interviews and FGDs with informal workers, women workers, scrap traders and Bulk Consumers — gender-disaggregated. • Assess cost estimate, procurement plan, schedule and UNDP SESP environmental-and-social management plan • Identify opportunities for improving integration between informal sector and recyclers, OEMs, PROs and downstream recovery facilities.
		Design of BAT/BEP pilot interventions	• Benchmark each of the four facilities against BAT/BEP references and develop a blueprint of how the pilot should be implemented including BAT/BEP measures, upgrade options, developing engineering design package – drawings, equipment specifications, layout, utilities and environmental controls. • Develop indicative layouts, workflows, and operational models for proposed pilot interventions

			• Identify Integrate gender-responsive and socially inclusive measures into pilot designs • Identify and propose safeguards and risk mitigation measures pertaining to occupational health and safety, vulnerable groups, environmental pollution, and community health ans safety. • Design mechanisms for linking informal collection and dismantling systems with formal sector (recyclers, OEMs, PROs, etc) • Target optimized operations as to BAT/BEP • Improve mechanical pre-treatment processes to minimize losses of valuable fractions • Diffusion of POPs / PTS in the pilot operations
		Stakeholder Consultations & Validations	• Conduct consultations and validation workshops with key stakeholders including informal sector, recyclers & dismantlers, CPCB/SPCBs, ULBs, NGOs/CSOs. Industry associations, technical institutions and technology providers • Incorporate stakeholder feedback into the final feasibility assessment and pilot designs.
Task 3	Mapping and shortlisting / Roadmap for developing the e-waste management Facility		• Map and shortlist documented informal recycling hubs in the country (such as Moradabad) as candidate locations for the e-waste management facility. • Map and Shortlist the partnership arrangement of the e-waste management facility with a partner NGO • Map and shortlist candidate technology provider(s) with proven BAT/BEP capability for the prospective partnership arrangement with the e-waste management facility. Map and shortlist the technology demonstration modules and target audience segments (informal e-waste collectors, dismantlers and processors) to be addressed by the prospective facility. • Map and shortlist the operating models through which the prospective e-waste management facility may provide informal collectors and processors with an avenue to sell collected e-waste at the Centre for recycling in an environmentally sound manner • Map and shortlist the occupational-health and safety arrangements to be embedded in the prospective e-waste management facility to protect the health of informal e-waste collectors and processors • . Map and shortlist the State-level criteria and the replication pathway for the prospective e-waste

			management facility, with one facility envisaged in each State.

**The consultant/firm shall ensure the completion of the above activities in compliance with UNDP's Social and Environmental Safeguards (SES), relevant Indian Government protocols, and the project's Gender Action Plan (Link to SES3).

TECHNICAL REQUIREMENTS

The bidder shall meet the following technical requirements before being awarded the assignment:

- Demonstrated min 2 years of experience in conducting socio-environmental and gender assessments in the informal waste sector in India
- Demonstrated capacity in gender-responsive research and assessment, including the use of gender-disaggregated data collection instruments.
- Demonstrated experience in designing and implementing pilot projects in the e-waste or comparable waste-management sector/ sustainability sector.
- Demonstrated capability to undertake due diligence on micro and small enterprises against pre-defined selection criteria, including health and safety, social, environmental and gender aspects.
- Demonstrated familiarity with the E-waste (Management) Rules, 2022 and with engagement with State and other authorised government agencies.
- Demonstrated capacity to deliver Best Environmental Practices (BEP) and Best Available Techniques (BAT) interventions for informal processing facilities, including mechanical pre-treatment improvements/ sustainability aspects.
- The agency should specify the team size and composition for 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 done Socio-environmental and gender assessments, preferably in the informal waste sector
- expert in identification, selection (with due diligence) and design of pilot projects/ Centres of Excellence in the e-waste or comparable waste-management sector/ sustainable practices
- Application of UNDP Social and Environmental Safeguards (SES) or equivalent safeguard frameworks

INSTRUCTIONS TO BIDDERS & ELIGIBILITY CRITERIA

The firm/agency/institute has to meet the following criteria for validation of their Proposal:

- The firm/agency/institute should be a registered firm/agency/institute in India under the Companies Act or the Societies Act, 2013 (or equivalent applicable law).
- The firm/agency/institute must be of Indian origin OR a foreign entity in consortium with a registered Indian entity that fulfils all qualifying requirements.
- The firm/agency/institute must have worked with government or multilateral agencies on similar kinds of projects in the e-waste / circular economy / environmental management sector.
- The firm/agency/institute should have successfully completed similar assignments for an accumulated value of at least Rs. 30 lakhs in the relevant sectors during the preceding three (3) financial years.
- The average annual turnover of the bidder in the preceding three (3) financial years, as on the Proposal 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 or by the United Nations system.

NOTE

- While computing the turnover, other income shall not be considered.
- When audited results for the last financial year as of the date of Proposal submission are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. If the bidder cannot submit the Certificate from practicing 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.
- In case of orders under execution, the value of work executed till the date of Proposal submission as certified by the Client shall be considered.
- Parties meeting the maximum number of qualifying requirements will be given preference in pre-qualification.

SCRUTINISING OF PROPOSALS

The agency/parties would be shortlisted in the following manner:

- A committee shall be constituted to 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.
- 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 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.

Please note:

a) RFP not received in the format or those incomplete in any respect, including non-submission of supporting documents shall be summarily rejected.

b) C-MET shall not reimburse any costs incurred by the party on account of preparation/submission and/or any other costs incurred.

c) 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.

d) The shortlisted firms/agencies/institutes would have to deposit Earnest Money Deposit (EMD) as perprevailing rates along with the RFP.

e) Financial bids should be submitted in a separate sealed cover.

IMPLEMENTATION OF THE PROGRAMME

The indicative implementation timeline for the assignment is of 6 months and is as set out below. Final timelines shall be agreed with CMET at the inception stage.

S No.	Milestone	Deadline
1	Inception and nationwide socio-environmental and gender assessment of the informal sector and Selection-criteria development and shortlisting of pilot facilities	End of 4 months
2	Working out the modalities of the four (4) pilot projects (design framework, no physical implementation)	End of month 5
3	E-waste management facility- mapping and shortlisting	End of month 5
4	Gender-sensitive best-practice Guideline, replication design and final consolidated report submission	End of month 6

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 and against the submission of performance security deposit @ 10 % of the total order value (includes GST) valid under completion of the defect liability period @12 months + 60 days.
2. 30% against the submission and approval of Draft Gender-sensitive M&E Framework, Activity-wise M&E Plans, Monitoring Tools/Templates, and Completion of Stakeholder Validation Workshops
3. 40% on satisfactory completion of the assigned roles and responsibilities with documentary proof.

Final payment shall be released only after successful completion of the assignment and submission of all final approved deliverables and documentation.

Payment conditions are not final. It is subjected to the scrutiny of the expert committee and competitive authority.

DOCUMENTS TO BE SUBMITTED

The bidder shall submit the following documents as part of the Proposal:

- Letter for Proposal submission (Form 1 & Form 2) – Annexure I
- Profile of the firm/agency/institute – Annexure II
- Profile of the personnel of the firm/agency/institute who will handle the assignment – Annexure III
- Information regarding any conflict of interests as referred to the scope of the assignment – Annexure IV
- Details of different procedures being followed by the firm/agency/institute earlier – Annexure V
- Previous work experience on the letterhead of the firm/agency/institute – Annexure VI (with copies of previous work orders for technical compliance)
- 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 _____ at 1200 Hrs through Hybrid mode (online/physical). Interested firms are requested to inform their intention to participate by e-mail to ce.electronics@meity.gov.in or to CMET on rajesh@cmet.gov.in and rambabu@cmet.gov.in and on or before, so as to arrange the meeting-link for online attendees. Parties interested in joining the pre-bid meeting in physical mode may also confirm their participation through e-mail 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;
- The assignment under this RFP shall be awarded to a single bidder selected through the Combined Quality and Cost-Based Selection (CQCBS) methodology, with a 70:30 weightage between Technical and Financial scores.
- Demonstrates adequate technical capability, relevant experience, qualified personnel, and financial capacity to undertake the assignment.

RIGHTS RESERVED

CMET 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. 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 [Date], as required in the RFP Document, or for a subsequently extended period, if any, agreed to by us.
5. Signatories: We confirm that we are duly authorized to submit this RFP and make commitments on behalf of the Institute/Agency. We acknowledge that our digital/digitized signature is valid and legally binding.
6. Rights of the C-MET to Reject RFP(s): We understand that you are not bound to accept any RFP you may receive against your above-referred RFP Document.

..... *(Signature with date)*
..... *(Name and designation)*
Duly authorised to sign the Proposal for and on behalf of
.....
[Name, address & Seal of Firm/Agency/Institute]

Form 2: Firm/Institute/Agency information and qualification

(To be submitted as part of the Proposal)

(On Firm/Agency/Institute Letterhead)

(Strike out alternative phrases not relevant to you)
Firm/Agency/Institute Reference No……..
Date…….
Name ……
Address and Contact Details ……

To
The 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 five (05) 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 (e-waste / CE / RoHS / EPR / M&E etc.)	
5	Training / capacity-building experience	
6	Work experience of the last ten (10) years	
7	Special qualifications and assignments (please emphasise those that best illustrate the person's capability to handle the current assignment)	
8	Special achievements, if any	
9	Contact details	

Certification from the officer

I, the undersigned, certify that the above-mentioned particulars are correct to the best of my knowledge and belief.

..... *(Signature with date)*
..... *(Name and designation)*

Duly authorised to sign the Proposal for and on behalf of
.....
[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – IV

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Is the firm/ agency/institute engaged in any activities which conflict with the proposed activities of the development of content for training on dismantling, segregation and value chain identification?

If yes:

Please furnish information on activities the institution is engaged in, which, in your opinion, is of a nature that conflicts with the assignment desired to be awarded'

If no:

We hereby declare that our firm/Agency/institute is not directly or indirectly engaged in any activities that can be termed as conflicting activities as mentioned in the RFP 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 01.04.2021 to 30.06.2026 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	Socio-environmental and gender assessment of the impact of informal recycling			
2	Identify, design and define selection criteria for four (4) micro or small aggregators / disassemblers / recyclers for pilot projects with gender-responsive schemes			
3	Mapping and shortlisting / Roadmap for developing the E-waste management facility			
4	New / upgraded processing facilities with minimum benchmarks and standard operating procedures			
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.

..... *(Signature with date)*
..... *(Name and designation)*
Duly authorised to sign the Proposal for and on behalf of
.....
[Name, address & Seal of Firm/Agency/Institute]