

**Call for Expression of Interest (EOI)**

For Shortlisting of

Firms/Agencies/Institutes

For

**Development of content for skilling  
and capacity building of  
informal actors on dismantling and  
segregation of E- Waste**

September 2023



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

*(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)*

IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051

Phone: +91-40-27265587, 27267006, 27261658 Web: [www.cmet.gov.in](http://www.cmet.gov.in)



Ref No. HD/SP-49/EOI/01/CC/2023-24

**INVITATION FOR EXPRESSION OF INTEREST**

C-MET invites Expression of interest from firms/agencies/institutes having experience and interested in “**Development of content for skilling and capacity building of informal actors on dismantling and segregation of E-Waste**” for a MeitY-sponsored project titled “Informal Sector Capacity Building Upgradation with Formation of Recycling Clusters and Enabling Technology for Recovery of Resources from Electronic Waste thereby Promoting Resource Efficiency and Circular Economy”.

The EOI Document can be downloaded from the CPP Portal and the C-MET website, [www.cmet.gov.in](http://www.cmet.gov.in).

S. No.	Particular	Date	Time
1.	EOI Uploading Date	07/09/2023	1000Hrs
2.	Pre-bid/ Clarification Meeting (Hybrid Mode)	14/09/2023	1500Hrs
3.	EOI Submission Start From	19/09/2023	1000Hrs
4.	Last date for submission of EOI	28/09/2023	1700Hrs
5.	EOI opening on	29/09/2023	1500Hrs

Sd/-  
Director

## **1. INTRODUCTION:**

Centre for Materials for Electronics Technology (CMET) Hyderabad, Central Institute of Petrochemicals Engineering & Technology (CIPET), Bhubaneswar and CSIR-National Metallurgical Laboratory (CSIR-NML), Jamshedpur have been awarded a project on the management of E-waste by Ministry of Electronics and Information Technology, (MeitY), Government of India. It involves disseminating technology for recycling printed circuit boards & recycling of e-waste plastics through the setting up e-waste recycling common facility centres in clusters of micro-entrepreneurs. The dissemination of technology would be done by appointing "Accelerators" who will be responsible for setting up these clusters in different states of the country. Thirty such clusters will be set up and accelerators will be responsible for hand-holding these micro-enterprises to train and build their capacities on utilising the indigenously developed technologies to manage their businesses and ensure environmentally sound e-waste recycling.

One of the major objectives of the projects is to train 15000 persons engaged in e-waste management through scientific methods of dismantling, segregation and identification of value chain and to convert them to micro-entrepreneurs. A total of 106 electronics and electrical equipment have been brought under the E-Waste category for EPR compliance as per the latest e-management rules – 2022. Under this program, content creation (manuals) for the dismantling and segregation activity for various e-waste categories will be taken up as the first task. It involves the development of manuals for dismantling, segregation and identification of value chain, etc. PowerPoint presentations and videos are also to be prepared for skilling and awareness creation. All the created content (manuals), various scripts, PowerPoint presentations and video recordings shall be translated from English into different Indian languages, including Hindi, Tamil, Telugu, Marathi, Malayalam, Kannada, Gujarati, Punjabi, Oriya, Bengali, and Assamese.

## **2. OBJECTIVE OF THE EOI:**

This EOI is meant to invite interested firms/agencies/institutes to submit their applications for undertaking the aforesaid assignment. Based on the applications received from the interested firms/agencies/institutes, the most suitable party, which, in the opinion of the institution/evaluation committee, is capable of handling the assignment, will be chosen following the detailed selection criteria described in the next sections.

## **3. SCOPE OF WORK:**

The scope of work includes creating detailed content on e-waste dismantling and segregation, which will be utilized in the skill and entrepreneurship development of informal actors and help them to formalize as micro-entrepreneurs.

The firms/agencies/institutes shall primarily provide the services on the following listed items:

- Development of detailed content (a manual) on e-waste dismantling, segregation and value chain identification of all e-waste items listed in E-Waste Management Rules, 2022. The training material should also focus on skill and entrepreneurship development on e-waste dismantling and segregation.

- Development of Standard Operating Procedures (SOPs), posters, brochures, development of scripts for videos, PowerPoint presentations and video recordings (including 3-D animated videos).
- Content creation for MSME – CDP program, cluster formation, etc.
- Updation and translating all the created contents, such as manuals, scripts, presentations, video recordings, etc., in various languages as mentioned in the Introduction section (1). The same will be used for the courses and training with identified master trainers. Trainees will be provided with all these materials for skill and capacity building.
- The training content shall include learning material (through the use of multimedia i.e. Videos/Animations with Voiceovers, Posters, PowerPoint presentations, etc.) and evaluation sheets
- The content shall be developed from scratch, including planning, analysis, design, development and evaluation.
- A designated Committee shall evaluate all the contents at each step of the project i.e. planning, analysis, designing and development before finalization.
- Case studies (Real-life scenario-based examples) may also be provided for each topic and sub-topic; the same shall be provided preferably through Videos, simulations, and animations.
- All videos/ animations/ posters/ presentations etc. (all types of Multimedia) shall be of professional quality.
- The design of content and templates being used shall be as per the requirement/guidelines of C-MET.
- The content should be web-optimized and playable on mobile/ tablet/ laptop also.
- Provide a clear project plan with modular milestones and deliverables in discussion with C-MET and regular updates of the same shall be provided.
- The eLearning Content design should not include the use of tools and software that have a dependency on the subscriptions for extracting source files or for any further modifications and should not have any copyright-related issues
- Once the content is reviewed and finalized, the production team should develop the content into the respective media – Animated Video (photographic, illustrated, demos), PDFs, PPTs, MP4, etc. and shall be complying with requirements.

### **Content Requirements:**

1. Type of Learning Content:
  - a. It shall include manual, free-flow web module content, quiz/question banks, Handnotes (Hands-on), and class diagram content.
  - b. It shall include MP4 videos with voiceovers and integrated audio files wherever required.
  - c. The draft training content shall be created and submitted for review, which shall be finalized after incorporating feedback from C-MET.
  - d. The Modules/Sub-Modules shall be prepared after integrating multiple training contents and finalized after review by C-MET

and incorporating feedback received.

2. Training material tagging and formats.
  - a. Each training material shall be provided with a Title, description, learning objective, level of Complexity, and duration.
  - b. The training materials shall provide the competencies that could be acquired by learning it.
  - c. All the files/multimedia/documents created shall be in line with the requirements of the platform provided.

#### **4. Technical requirements:**

The party shall encompass the following technical requirements:

- a) Experience and active presence in the E-waste Sector and demonstrable work in the field of content creation. The firms/agencies/institutes must have a proven track record of working within the e-waste sector.
- b) The firms/agencies/institutes should have worked specifically in the domain area and showcasing their understanding of the informal sector and expertise in content creation for skilling them.
- c) Human Resources:
  - The firms/agencies/institutes should have an adequate team of skilled professionals to handle the assignment effectively.
  - The team members should possess relevant experience and knowledge in content development for the e-waste sector.
- d) Experience in developing content on skill and entrepreneurship development in the e-waste sector:
  - The firms/agencies/institutes should have prior experience in creating content related to skill development and entrepreneurship in the e-waste sector.
  - The firms/agencies/institutes should demonstrate their ability to develop engaging and informative content that effectively addresses the needs of the targeted participants/people.

#### **a) Instructions to Bidders & Eligibility Criteria:**

##### **Qualifying Requirements:**

The bidder has to meet the following criteria for validation of their bid.

- The bidder should be a registered firm/company/partnership in India.
- The bidder must be working in the field of providing training/development of training material for digital learning.
- The firms/agencies/institutes must have at least 5 years of working experience in content creation with key aspects of the work in the areas of
  1. Vast knowledge base on various aspects and implementation strategies, inventorisation of E-waste management rules 2022.
  2. Implementation of the development content in the training, skilling, and entrepreneurship development

3. Knowledge of Government schemes, preferably cluster development programs as one of the topics
  4. Demonstrated technical expertise in providing training in dismantling/recycling e-waste
  5. Experience in formulating the content in different Indian languages
- The firms/agencies/institutes must be of Indian origin.
  - The firms/agencies/institutes must have worked with government agencies/private sectors on similar kinds of projects on required technical and technological skills through the development of the content.
  - The bidder should have developed at least 03 e-learning modules in the relevant sectors during the preceding five (05) Years as of the date of EOI submission.
    - a. Single order valuing Rs 40 lakh (Rupees forty lakh only)
    - OR
    - b. Two orders valuing Rs 25 lakh (Rupees twenty-five lakh only) each
    - OR
    - c. Three orders valuing Rs 20 lakh (Rupees twenty lakh only) each
  - The average annual turnover of the Bidder in the preceding three (3) financial years, as of EOI's submission date, should not be less than INR 1 crore (Rupees one Crore only).
  - The bidder should not be blacklisted by any Central /State Government /Public Sector Undertaking in India.

**NOTE:**

1. While computing the turnover, other income shall not be considered.
2. When audited results for the last financial year as of the date of EOI Submission are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. If 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.
3. In case of orders under execution, the value of work executed till the date of EOI Submission as certified by the Client shall be considered. However, the job executed should include developing and delivering e-learning courses or modules.
4. Parties meeting the maximum number of qualifying requirements will be given preference in pre-qualification.

**Declaration of Shortlisted Consultancy Firms**

EOIs that succeed in the above evaluation shall be shortlisted.

However, a shortlisting of the Firm/Agency/Institute should not be construed as a contract for the proposed assignment. The name and address of the shortlisted Firm/Agency/Institute shall be published on the C-MET website. All Firms/Agencies/Institute(s) shall be advised about shortlisting their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others.

C-MET may issue notifications/alerts to such Firm/Agency/Institute(s) without any liability. During the RFP process, C-MET reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and any other terms & conditions, even if these are at variance with this EOI Document. The shortlisted Firm/Agency/Institute(s) shall have no claim in this regard.

## **6. SHORTLISTING OF APPLICANTS:**

Based on the EOIs received, the short-listed firms/agencies/institutes would be given the Request for Proposal (RFP) for submitting the tender. C-MET would shortlist the parties qualifying for submitting price bids in the following manner:

- a) A committee formed by the Competent Authority of C-MET would scrutinize all EOIs received and verify details as per the documents submitted for each of the qualifying criteria, including turnover, experience of key personnel, national presence, past experience in conducting similar work, etc., amongst others.
- 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 for a presentation to the expert committee.
- c) The bidders who meet the essential pre-qualifying criteria will be shortlisted.
- d) Only the short-listed bidders would be given the Request for Proposal (RFP) for submitting the tender/commercial bid.
- e) C-MET 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) This is **NOT** a Request for Proposal (RFP), and a commercial/price bid is **NOT** to be submitted along with this EOI.
- b) EOIs not received in the format or those incomplete in any respect, including non-submission of supporting documents) shall be summarily rejected.
- c) C-MET shall not reimburse any costs incurred by the Bidder on account of preparation/submission of this EOI and/or any other costs incurred.
- d) C-MET's decision to shortlist the firms/agencies/institutes for submitting the RFP shall be final.
- e) 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.

- f) The shortlisted firms/agencies/institutes would have to deposit Earnest Money Deposit (EMD) as per prevailing rates along with the RFP, which would be advised at the time of issue of the RFP.

## **7. DOCUMENTS TO BE SUBMITTED:**

- a) Letter for EOI 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 interests 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) Pre-qualification criteria on the letterhead of the firm/agency/institute – Annexure VI

## **8. IMPLEMENTATION OF THE PROGRAM:**

**Duration of program: 150 days**

Sr. No.	Activities	Time (days)
1	Submission of the Manual (in English)	0-60
2	Modification, if any, and approval	60-75
3	Submission of SOPs, Power point slides, and scripts for videos (in English)	75-90
4	Modification, if any and approval	90-100
5	Submission of videos	100-120
6	Submission of the manual in languages as mentioned in the introduction section (1.)	100-130
7	Submission of SOPs, videos in other languages	130-150

Training content developed under MeitY for 21 items identified under E-Waste Management 2016 rules are available with C-MET in three (3) languages such English, Hindi, and Punjabi. The available content shall be provided to parties as a reference.

## **9. SUBMISSION OF EOI:**

### **Availability of the EOI Document**

- The EOI Document shall be published on the CPP Portal/ website of C-MET 07/09/2023. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in EOI. The EOI Document shall be published and available for download during the period mentioned in EOI. For any tender information/query may be sent to [rajesh@cmet.gov.in](mailto:rajesh@cmet.gov.in);



- All the requisite documents shall be placed in a sealed enveloped which shall be super-scribed "**Expression of Interest – Development of content for skilling and capacity development of informal actors on dismantling and segregation of E-Waste.**" The sealed enveloped shall be submitted to Director, C-MET, IDA Phase-III, Cherlapally, Hyderabad – 500 051
- The party shall bear all costs associated with the preparation of their proposals and C-MET shall not pay or reimburse any expenses in this regard. C-MET is not bound to accept any proposal and reserves the right to cancel the selection process at any time without any liability accruing to it.
- The last date for submission is **28<sup>th</sup> September 2023.**

**Rights Reserved:**

C-MET reserve the rights to partially or fully modify/cancel the Tender without assigning any reasons whatsoever and its decision shall be final and binding on all the applicants. Also, any typo graphical errors are subject to further corrections.

**DIRECTOR  
C-MET, HYDERABAD**

The Firm/agency/Institute shall submit the following Forms duly completed:

Form 1. EOI Form (Covering Letter)

Form 2. The Firm/agency/Institute information and qualification

**Form1: EOI Form (Covering Letter)**

(To be submitted with supporting documents, if any)

(On Firm/Agency/Institute Letter-head)

(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: [Tender Reference Number]

Sir,

Having examined the above mentioned EOI Document, we, the undersigned, hereby submit our Expression of Interest (EOI) for the performance of Services inconformity with the said EOI 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 EOI Document, We fully meet the qualification criteria stipulated in this EOI Document, and the relevant details are submitted along with documents in Form 2.

3) Affirmation of terms and conditions of the EOI Document: We have understood the complete terms and conditions of the EOI 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 EOI Document.

4) Abiding by the EOI Validity: We agree to keep our EOI valid for

acceptance for a period upto [Date], as required in the EOI 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 EOI and make commitments on behalf of the Firm/Agency/Institute. We acknowledge that our digital/digitized signature is valid and legally binding.

6) Rights of the C-MET to Reject EOI(s): We understand that you are not bound to accept any EOI you may receive against your above-referred EOI Document.

.....(Signature with date)

.....

(Name and designation)

Duly authorized to sign EOI for and on behalf of

[Name, address & Seal of Firm/Agency/Institute]

## Form2:Firm/ Agency/ Institute information and qualification

(To be submitted as part of EOI)(On Firm/Agency/Institute Letter-head)

(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:[Tender 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 EOI as nonresponsive. Also, highlight deviations from Qualification Criteria in this Form]

1. We are a registered firm/company/partnership 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 EOI. Authorized Certificates in this regard are attached as Annexure-.....
5. The details of e-learning modules in the Development of content for skilling and capacity building on dismantling and segregation of E-Waste during the preceding five (05) Years as of the date of EOI submission are as under:

S No	Name, address of the Firm/ Agency/ Institute	Nature of the content development	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 authorized to sign EOI for and on behalf of

.....

.....

[Name, address & Seal of Firm/Agency/Institute]

**ANNEXURE - II**

**Profile of the firm/agency/institute**

Name of the firm/ agency/institute			
Year of Registration			
Registered Office address			
Legal status			
Number of employees			
No. of branches, if any			
Turnover (Rs. lakhs)*	2022-23	2021-22	2020-21

\* Supported by the audited statement of accounts. For 2022-23, a provisional certificate duly signed by an authorized signatory is acceptable

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign EOI 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)**

<b><u>Sl.No.</u></b>	<b><u>Particulars</u></b>	
1	Name of the skilled personnel	
2	Date of Birth	
3	Educational Qualification	
4	Content development in the e-waste sector, if any	
5	Training conducted with informal actors	
6	Work experience of the last ten years	
7	Special qualifications and assignments (Please emphasize those assignments 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 authorized to sign EOI 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 authorized to sign EOI for and on behalf of

.....

.....

[Name, address & Seal of Firm/Agency/Institute]



**Annexure - V**

**Details of procedures being followed by the firm/agency/institute in similar previous assignments**

- 1
- 2
- 3

**Annexure – VI**

**(In the company’s letterhead)  
PRE-QUALIFICATION CRITERIA**

The firm/agency/institute should have Proof of experience in the execution of similar works in Govt. Dept, R&D organisations, PSUs or Private companies or NGOs or International agencies such as the International Telecom Union (ITU), UN, United Nations University (UNU) during the last three years ending the last day of the month before the one the application invited.

**(Work orders/work completion certificates issued on or after  
01.04.2020 to 31.03.2023 will be considered)**

S No	Prequalification criteria	No of works	A minimum amount of Purchase order	Amount of Purchase order	Date of commencement/ completion of work	Copies of POs* and certificates	Remarks
1	Three similar completed works, each costing not less than Rs. 20,00,000/-	1	20,00,000				
		2	20,00,000				
		3	20,00,000				
2	Two similar completed works, each costing not less than Rs. 25,00,000/-	1	25,00,000				
		2	25,00,000				
3	One similar completed work costing not less than Rs. 40,00,000/-	1	40,00,000				

\*Note: The copies of work orders & performance/completion certificates duly attested for proof of experience will be submitted along with the EoI.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign EOI for and on behalf of

.....  
[Name, address & Seal of Firm/Agency/Institute]