

**Maharashtra Pollution Control Board, Govt. of Maharashtra
Invitation for Expression of Interest for short-listing of Service Providers for
Inventorization of E-Waste in state of Maharashtra**

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1. DISCLAIMER

1.1 Though adequate care has been taken in the preparation of this *Invitation for Expression of Interest (Eol)* Document, the Bidders should satisfy themselves that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned office latest by the date mentioned in Sec.5.7. If this office receives no intimation by the date mentioned in Section 5.7, it shall be deemed that the Bidder is satisfied that the *Invitation for Expression of Interest* Document is complete in all respects.

Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle
Sion (E), MUMBAI – 22
Ph: 022-24014701
Fax: 022-24024068

1.2 Neither **MPCB**, nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this Eol nor is it possible for **MPCB** to consider the financial situation and particular needs of each party who reads or uses this Eol. **MPCB** recognizes the fact that certain prospective Bidders may have a better knowledge of the Project than others and thus encourages all prospective Bidders to conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this Eol and obtain independent advice from appropriate sources.

1.3 Neither **MPCB** nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Eol, any matter deemed to form part of this Eol, the award of the Project, the information and any other information supplied by or on behalf of **MPCB** or their employees, any consultants or otherwise arising in any way from the selection process for the Project.

1.4 **MPCB** reserves the right to reject any or all of the Bids submitted in response to this *Invitation for Expression of Interest* at any stage without assigning any reasons whatsoever.

1.5 **MPCB** reserves the right to change any or all of the provisions of this *Invitation for Expression of Interest*. Such changes would be intimated to all parties procuring this *Invitation for Expression of Interest*.

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2. LIST OF ABBREVIATIONS

MPCB	Maharashtra Pollution Control Board
CPCB	Central Pollution Control Board
RO	Regional Office, MPCB
SRO	Sub-Regional Office, MPCB
HO	Head Office, MPCB
Eoi	Invitation for Expression of Interest
SP	Service Provider
WEEE	Waste from Electrical and Electronic Equipments

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3. DEFINITIONS

3.1 BID

The documents submitted by the prospective Bidders in response to this invitation for Expression of Interest Document issued by **MPCB**.

3.2 BIDDER

Bidding Firm / Company that has submitted a Bid in response to this Invitation for Expression of Interest Document.

3.3 PROJECT

To select an appropriate Service Provider (SP) for Inventorization of E-Waste in state of Maharashtra.

3.4 INVITATION FOR EXPRESSION OF INTEREST

This Document being issued to the prospective Bidders, inviting their Expression of Interest.

3.5 RESPONSIVE BIDDER

Responsive Bidder is the bidder whose bid is found responsive after evaluation of the Bid as outlined in Section 5.2.

3.6 SCREENING COMMITTEE

A committee consisting of industry professionals, MPCB Officials and the consultants has been formed.

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4. PROJECT CONCEPT & STRUCTURE

4.1 BACKGROUND

Maharashtra Pollution Control Board (MPCB) is an organization under the Department of Environment, Government of Maharashtra. The Board is responsible for ensuring that all norms under the Pollution Control Act as stated by the Ministry are adhered to by all relevant establishments in Maharashtra, which can, through their operations or processes, influence the natural environmental conditions.

As per the provisions of E-Waste (M & H) Rules 2011 and newly notified E-Waste (M) Rules 2016, Maharashtra Pollution Control Board is interested to carryout Inventory of E-Waste & related components in the state of Maharashtra The overall aim of this initiative is to assess the generators, quantity and present practices for handling of E-Waste in the Maharashtra.

4.2 CURRENT SCENARIO

Electronics industry is the world's largest and fastest growing industry. Rapid growth, combined with rapid innovations in the field has resulted in obsolescence of electronic gadgets at very high pace. Thus waste stream comprising huge amount of discarded electronics has gone up many folds. Studies conducted in many parts of the World reveals that the quantity of e-waste is reaching to alarming proportions. Many industrialized countries across the world are trying to establish tools so as to address e-wastes being generated in these countries.

Despite of enactment of law for handling e-waste this particular waste is being disposed off non-audited, in absence of appropriate inventory of e-waste in most of the states/cities.

4.2.1. E-waste and associated problems

Broadly, e-waste has been defined as a waste from relatively expensive and essentially durable products used for data processing, telecommunications or entertainment in private households and businesses. Electronic equipment is one of the largest known sources of heavy metals and organic pollutants in the wastewater stream. Some electronic products – usually those with cathode ray tubes (CRTs), printed circuit boards (PCBs), batteries and mercury switches – contain hazardous or toxic materials such as lead, mercury, cadmium, chromium and flame-retardants which can cause irreversible damages to the environmental components.

4.2.2. Need for study and inventorization

Waste from Electrical and Electronic Equipments (WEEE) is being stored, processed, recycled, reused and finally disposed in a manner, which may be detrimental to environment. Maharashtra state ranks among top ten states generating WEEE in India.

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Initial survey revealed that, Mumbai – Pune and Navi Mumbai are the major WEEE generating cities in Maharashtra.

In the light of above, there is an urgent need to prepare an inventory of e- waste generated in the State so that an action plan for WEEE (Waste Electrical and Electronic Equipments) management can be formulated and the legislations framed in this context may be implemented effectively.

Accordingly, a detailed WEEE assessment study has been planned by Maharashtra Pollution Control Board for the State of Maharashtra. The items to be covered in this assessment include personal computers (PC / Laptop), mobiles phones, televisions, washing machines and refrigerators etc. as mentioned in E-Waste (Management) Rules, 2016.

4.2.3. Objective of the study

The objective of the WEEE Assessment is to identify and quantify the WEEE generation for reuse, recycle and final disposal in the study area by adopting uniform approach and methodology. The main objectives of this study are as follows:

- To assess identify and quantify the WEEE generation, especially in the past three years
- To examine the existing WEEE recycling system
- To study the problems/risks posed by the recycling system at present/ future
- To estimate the existing and future quantity of WEEE in the study area
- To evaluate the capacities/capabilities of existing stakeholders and infrastructure for reuse, recycle and disposal of e-wastes
- To analyze the environmental and social sustainability of present system
- To determine e-trade economics
- Preparation of directory of the stakeholders
- Conduct FOUR (4) sensitizing workshops in the each study area

A detailed scope of work is mentioned in Annexure 2. The bidders are requested to study the same.

4.3 OBJECTIVE OF THE EOI

The objective of the invitation for Expression of Interest is to solicit proposals from bidders and to shortlist qualified Service Providers who can undertake the task of study of WEEE and inventorization of the same for state of Maharashtra.

It is proposed to call for technical and commercial bids from short-listed Service Providers responding to this invitation of EoI, through an e-tendering process to select the most suitable agency/ies to undertake this project.

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The EoI intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

The requirements given in this invitation for Expression of Interest are indicative only and Board through this process will seek inputs from the short-listed bidders in further refining the requirements and all aspects of services before finalizing the Request for Proposal.

4.4 EXECUTION TIMEFRAME

The Service Provider(s) will be given a period of **Six (6) months** for completion of the Survey and Inventorisation along with detailed reporting of the same.

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5. DESCRIPTION OF THE SELECTION PROCESS

5.1 SUBMISSION OF BIDS

The submission of Bids by interested bidders in response to the invitation for Expression of Interest should be through sealed envelopes.

5.2 RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish "Responsiveness". A Bid may be deemed "Non-responsive" if it does not satisfy any of the following conditions:

1. It is not received by the due time & date specified in the section 5.7
2. It does not include EMD as stipulated in the EOI
3. It does not include sufficient information for it to be evaluated and/or is not in the formats specified.
4. It is not signed and / or sealed in the manner and to the extent indicated in Section 6 of this EOI Document.
5. It does not conform to the terms and conditions mentioned in the EOI

The Bids of Responsive Bidders shall be evaluated in the following two steps.

5.3 STEP 1 – EVALUATION OF DOCUMENTS SUBMITTED

In the first step, MPCB will evaluate the information submitted by the Bidder in the Bid. Bids of only the responsive Bidders shall be considered for the subsequent technical evaluation. The evaluation criteria for assessment of the Bid are described in Section-7.4.1.

5.4 STEP 2 – PRESENTATION BY THE BIDDER

The Bidders will be required to make a presentation, at their own cost and expenses, for their execution methodology / case study of work executed of similar nature. The schedule for the presentation along with date and time slot will be communicated to the bidder/s, by MPCB at a later date. The presentation has to be given by the proposed Project Manager for the assignment.

5.5 SHORT-LISTING OF BIDDERS

Bidders will be short-listed based on the scores achieved by respective bidders after evaluation of bids based on the documents submitted and presentation made.

5.6 REQUEST FOR PROPOSAL

ONLY the short-listed Bidders would be issued a formal Request for Proposal. The

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successful bidder will be decided based on the responses received to this INVITATION FOR EOI after evaluation of bids.

5.7 SCHEDULE OF ACTIVITIES

Sr. No.	ACTIVITY	Date
1.	Date of Start of Sale of EOI document	25th July 2016
2.	Date of End of Sale of EOI document	12th August 2016
3.	Last date for receipt of requests for clarifications	18th August 2016
4.	Pre-bid Conference	23rd August 2016 1430 Hrs,
5.	Last date & time for receipt of Eoi responses (bids)	31st Aug. 2016 1500 Hrs,
6.	Time and Date of Opening of Eoi responses (bids)	31st Aug. 2016 1530 Hrs,
7.	Presentation by the bidders on their project execution methodology with proposed schedule of activities	To be announced

In order to enable MPCB to meet the target dates, Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. MPCB shall adhere to the above schedule to the extent possible. MPCB, however, reserves the right to modify the same. Intimation to this effect shall be given to all Bidders.

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6. PROCEDURES TO BE FOLLOWED

6.1. ENQUIRIES & CLARIFICATIONS

Enquiries, if any, should be addressed to:

**Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), MUMBAI – 400 022
Ph: 022-24014701
Fax: 022-24024068**

All queries that are received on or before the date mentioned in Section 5.7 shall be addressed by MPCB in writing. MPCB shall aggregate all such queries, without specifying the source and shall prepare a response, which shall be distributed to all parties who have procured the Request for Proposal Document. It may be noted that queries in writing would be entertained only from those parties who have procured this Document.

Request for clarifications received from prospective bidders who have not paid the fee for the EOI document as defined in 6.6.1, will not be answered. Such bidders will not be allowed to attend the pre bid meeting and also to bid.

Request for clarifications received after the last date mentioned in Section 5.7, may not be addressed. Decision of the Board in the matter will be final.

The prospective Bidders shall submit the queries only in the format given below:

Sr. No	EOI Page No	EOI Clause No	Description in EOI	Clarification Sought	Additional Remark (if any)

6.2. SUBMISSION OF THE BID

The Bids should be submitted in sealed envelope. The envelope should be super scribed with the following :

Response to Invitation of Expression of Interest for Inventorization of E-Waste in State of Maharashtra”

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The envelopes should be marked to

Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), MUMBAI – 400 022

Bids sealed and marked in the fashion mentioned above should be dropped before the last date and time of submission of bids as per schedule given in Section 5, in the Drop Box provided at

Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), MUMBAI – 400 022

Bids will not be accepted on fax or email.

MPCB shall not be responsible for any delay in submission of the Bids. Any Bid received by MPCB after the due date for submission of the Bids stipulated in Section 5 will be rejected.

6.3. INSTRUCTIONS TO BIDDERS

All Bidders should note the following:

1. Bids received after the scheduled time will not be accepted by MPCB under any circumstances. MPCB will not be responsible for any delay for any reason whatsoever.
2. Bid once submitted will be treated, as final and no further correspondence will be entertained on this. No Bids will be modified after the deadline for submission of Bids.
3. Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this *Request for Proposal* or those that do not contain the Covering Letter and other documentation as per the specified formats may be considered non-responsive and may be liable for rejection.
4. Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Bid non-responsive.
5. All communication and information should be provided in writing and in the English language only.
6. The metric system shall be followed for units.

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7. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words.
8. MPCB reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by MPCB, may be a ground for rejecting the Bid.
9. The Bids shall be evaluated as per the criteria specified in this EOI Document. However, within the broad framework of the evaluation parameters as stated in this Request for Proposal, MPCB reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied across all the Bidders.
10. The Bidder should designate one person (“Contact Person” and “Authorized Representative and Signatory”) authorized to represent the Bidder in its dealings with MPCB. The Acknowledgement of Receipt of Request for Proposal Document shall be signed by the “Contact Person” and “Authorized Representative and Signatory”. This designated person should hold the Power of Attorney and be authorized to perform all tasks including but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder etc. The Covering Letter submitted by the Bidder shall be signed by the Authorized Signatory and shall bear the stamp of the entity thereof.
11. The Bid (and any additional information requested subsequently) shall also bear the initials of the Authorized Signatory and stamp of the entity thereof on each page of the Bid.
12. MPCB reserves the right to reject any or all of the Bids without assigning any reason whatsoever
13. Conditional bids may be summarily rejected.
14. Mere submission of information does not entitle the Bidder to meet an eligibility criterion. MPCB reserves the right to vet and verify any or all information submitted by the Bidder.
15. If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MPCB, is found to be incorrect or is a material misrepresentation of facts, then the Bid will be liable for rejection and the Bid Security will be forfeited. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of MPCB and if MPCB is adequately satisfied.
16. The Bidder shall be responsible for all the costs associated with the preparation of

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the Bid. MPCB shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

17. MPCB may, at its discretion, extend this deadline for submission of Bids by amending the EOI which will be intimated through MPCB website, in which case all rights and obligations of MPCB and bidder will thereafter be subject to the deadline as extended.

6.4. FEES AND DEPOSITS TO BE PAID BY THE BIDDERS

6.4.1 Fees for purchase of Eoi document

The Eoi can be purchased by making a payment (non-refundable) of Rs. **5,000.00** (Rs. Five Thousand only) by submitting a demand draft from a nationalised bank in the name of Maharashtra Pollution Control Board and payable in Mumbai..

It is mandatory for the bidders to display the proof of purchase of the Eoi document to attend the pre-bid meeting. Prospective bidder failing to pay the fee for the Eoi during the sale of Eoi document will neither be allowed to attend the pre-bid meeting nor will his bid be accepted.

6.4.2 Fees for processing Eoi responses

Non refundable Eoi processing fees of Rs. 50,000/- should be accompanied with the Bids in form of DD drawn in favour of MPCB. Bids not accompanied by such fees will be rejected and not considered for evaluation and further process. No exemptions whatsoever will be given to any of the bidders for this clause.

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7. SUBMISSION OF TECHNICAL BID: COVER - 1

7.1. CRITERIA FOR MINIMUM ELIGIBILITY AND BID RESPONSIVENESS:

The Bidder shall fulfill the following Minimum Eligibility Criteria to participate in the bidding process. The Bidder should provide necessary documentary evidences of compliance as follows. Failure to do so for any of the Criteria mentioned below shall result in disqualification of the Bidder.

1. The Bidder should be a proprietary / partnership firm or public / private limited company registered / incorporated under The Companies Act, 1956, and in business of Scientific and Technical inventorisation services for minimum THREE (3) years as on 31st March 2016. No consortiums allowed.
2. The bidder should have executed at least ONE (1) order infrastructure inventorisation at multiple locations.
3. The Bidder should have officially purchased the EOI document from MPCB office by paying the necessary fees as per section 6.4.1 of the EOI.
4. The Bidder should submit the EOI processing fees as stipulated in section 6.4.2

7.2. COVER 1: INFORMATION FORMATS

Bidders are required to submit documents as per the following checklist -

Cover 1	Compliance to Minimum Eligibility Criteria and Technical Bid
PART 1	<ol style="list-style-type: none">a) Covering Letter as per the format specified in EXHIBIT 1b) Attested copy of Power of Attorneyc) Original Receipt of fees for EOI issued by MPCB as per section 6.6.1d) EOI processing fees as per section 6.6.2e) Certificate of incorporation / registration and Service Tax registration certificatef) Copy of order in compliance section 7.1 (2)

7.3. TECHNICAL BID - COVER 1

The Cover 1 submission will also include Technical Bid of the bidder.

1. The technical bid should be in line with the requirements of MPCB and the scope proposed by MPCB in Annexure 2

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PART 2	<ul style="list-style-type: none">a) Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section 7.4.1b) Information as per Exhibit 2 to Exhibit 5c) Expression of Interest highlighting<ul style="list-style-type: none">• Organisation Profile• Resource details<ul style="list-style-type: none">a. Manpowerb. Equipment / Tools (with details whether owned / leased)• Proposed methodology to execute the assignment• Preferred Geographical areas (districts) in Maharashtra, which you would like to undertake for inventorisation• Case studies, highlighting the past (relevant to this assignment) work• Any other salient points that require to be highlighted• Expectations from MPCB for seamless execution of the assignment
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2. The bid should explain proposed methodology for undertaking the project as envisaged in the EOI document.
3. The bid should also explain the resource (manpower, spares, etc) deployment plan, with candidates proposed. Proposed organization structure for MPCB support with escalation matrix needs to be given.
4. The bid should have all relevant testimonials, so as to ensure they score maximum marks under the evaluation system defined in section 7.4.1

7.4. BID EVALUATION CRITERIA & PROCESS

The Bidder shall necessarily submit the Bid Document, detailing his credentials for executing this project and the highlights of the services proposed with respect to scope of work defined in the Bid Document and the benefits that would accrue to MPCB. The Screening Committee appointed for this purpose will do this evaluation. The Bid will contain all the information required to evaluate the bidder's suitability to MPCB for the purpose of this project.

The guidelines for evaluation have been designed to facilitate the objective evaluation of the Bid submitted by the bidder. The information furnished by the bidders in the bid shall be the basis for this evaluation. In case any of the information is not made available, the Committee will assign zero (0) marks to that item.

While evaluating the Bid, MPCB reserves the right to seek clarifications from the Bidders. Bidders shall be required to furnish such clarifications in a timely manner.

MPCB also reserves the right to seek additions, modifications and other changes to the

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submitted Bid. Bidders shall be required to furnish such additions / modifications / other changes in a timely manner.

7.4.1. Evaluation of Bid

The evaluation of the bidders will be done based on the criteria and marking system as specified as follows:

Sr	Criteria	Max. Marks	Testimonial to be presented
1	Evaluation Bids	10	
2	No. of similar orders executed in the past FIVE years Ending March '16 (4 marks per order)	20	Order copies with completion certificate from customer
3	Presentation of a case study where the Bidder has executed a similar project	25	Presentation to be given to MPCB
	TOTAL MARKS FOR EoI EVALUATION	50	

Each responsive Bid will be attributed a **technical score denoted by symbol “S”** . The score shall be out of a maximum of 50 marks.

If in MPCB's opinion, the Bid does not meet the minimum requirements or is otherwise materially deficient / inconsistent in any other aspect; the Bid shall be declared Evaluated & Non-Responsive and shall not be considered for further evaluation.

If any bidder is found to be inadequate to the requirements of MPCB, i.e. if the marks are lower than **30**, then that bidder's bid would be deemed non-responsive for further evaluation and would not be considered further in the bidding process.

7.5. SHORT-LISTING CRITERIA

Short-listing of service Providers for will be based on the scores secured by the bidders based on their responses to this invitation for Expression of Interest. All the respondents who score minimum qualifying marks of **30** or above will be declared as short-listed Service Providers. The formal Request for Proposals will be issued to only these Service Providers and can participate in the formal bidding process for Selection of service Provider for Inventorization of E-Waste in state of Maharashtra.

8. SAFETY CODE

The Service Provider shall observe all necessary precautions for the safety of their own and MPCB personnel as per safety code and rules in force.

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9. RIGHT TO THE CONTENTS OF THE BIDS RECEIVED

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of MPCB and will not be returned after opening of the pre-qualification proposals. MPCB is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. MPCB shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

10. CORRUPT & FRAUDULENT PRACTICES

MPCB requires that the bidder under this EOI document maintains highest standards of ethics during procurement and execution of this project. In pursuance of this policy the board defines the terms set forth as follows

“corrupt practice” means offering, giving, receiving or soliciting of anything of value to influence the action or decision making of public official in the procurement process or execution of the project.

“fraudulent practice” means misrepresentation of facts in order to influence the action or decision making of public official in the procurement process or execution of the project to the detriment of the board, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the board the benefits of free & open competition.

If it is determined that bidder / s are engaged in corrupt & fraudulent practices their bid/s will be rejected and also will be declared ineligible for indefinite period or a stated period to time to participate in any future EOI floated by MPCB.

11. ARBITRATION

All disputes, differences, claims and demands arising under or pursuant to or touching this document shall be settled by arbitration of sole arbitrator to be appointed by both the parties and failing such agreement, by two arbitrators, one to be appointed by each party to disputes. All arbitrations shall be held at Mumbai location.

12. LEGAL JURISDICTION

All legal disputes are subject to jurisdiction of Mumbai courts only.

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13. EXHIBIT – 1

FORMAT OF THE COVERING LETTER

(The covering letter is to be submitted by the Bidder on Company Letterhead)

Date:

Place:

To,

Member Secretary
Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. Cine Planet Cinema, Sion Circle,
Sion (E), Mumbai – 22

Dear Sir,

Sub: Invitation for Expression of Interest for short-listing of Service Providers for Inventorization of E-Waste in state of Maharashtra

Please find enclosed our Bid for "Invitation for Expression of Interest for short-listing of Service Providers for Inventorization of E-Waste in state of Maharashtra" in response to the invitation for Expression of Interest (EOI) Document issued by **MPCB** dated

We hereby confirm the following:

1. The Bid is being submitted by *(name of the Bidder)* who is the Bidder in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by **MPCB** and in any subsequent communication sent by **MPCB**. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from **MPCB**. We agree for unconditional acceptance of all the terms and conditions set out in the EOI document.
3. We have enclosed the processing fees as per the EOI terms.
4. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.
5. We as the Bidder (Please strike out whichever is not applicable), designate Mr/Ms (mention name, designation, contact address, phone no., fax no., etc.), as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments etc. on behalf of us in respect of the Project.

For and on behalf of:

Signature:

(Authorized Representative and Signatory)

Name & Designation of the Person:

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14. EXHIBIT – 2

FORMAT FOR SUBMITTING GENERAL INFORMATION OF COMPANY
(To be submitted on Company Letterhead along with supporting documents)

Date:
Place:

Details of the Organization	
Name of organization	
Nature of the legal status in India	
Legal status reference details	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Number of Branch offices and list of same with addresses (Pls use additional sheets if required)	
Organisation Certifications (List of certifications for the organizations which are relevant with the work defined in EoI)	
Technical and Management Manpower resources available (categorized by roles, relevant certifications and experience)	
Other Relevant Information	
Mandatory Supporting Documents: a) Certificate of Incorporation from Registrar Of Companies(ROC) b) Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company	

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Maharashtra Pollution Control Board, Govt. of Maharashtra
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15. EXHIBIT – 3

FORMAT FOR SUBMITTING FINANCIAL INFORMATION OF COMPANY
(To be submitted on Company Letterhead along with supporting documents)

Date:
Place:

Financial Information			
	FY 2012-13	FY 2013-14	FY 2014-15
Turnover (in INR crores)			
Profit Before Tax (in INR crores)			
Revenue from environment related services (in INR crores)			
Other Relevant Information			
Mandatory Supporting Documents: a. Certificate from Company Auditor certifying the Turnover and Profit Before Tax for the Last three financial years; 2012-13, 2013-14, and 2014-15 b. Certificate from Company Auditor supporting the revenue break-up for environment related services			

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Maharashtra Pollution Control Board, Govt. of Maharashtra
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16. EXHIBIT – 4

FORMAT FOR SUBMITTING PAST EXPERIENCE OF COMPANY
(To be submitted on Company Letterhead along with supporting documents)
(Bidders may use additional sheets to give description of assignment)

Date:
Place:

Information about relevant experience in past				
Sr. No.	Name of Customer	Brief Description of Assignment	Duration of Assignment	Year of Execution

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

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17. EXHIBIT – 5

FORMAT FOR SUBMITTING OTHER INFORMATION / SUGGESTIONS
(To be submitted on Company Letterhead)

Date:
Place:

Sr. No.	Parameter for other information / Suggestions for RFP	Details / Suggestion
1	Preferred Districts in Maharashtra where the Bidder would like to undertake the assignment	
2		

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Maharashtra Pollution Control Board, Govt. of Maharashtra
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18. ANNEXURE – 1
LIST OF LOCATIONS OF MPCB OFFICES WITH RESPECTIVE ADDRESSES

Sr	Office	Address
1	Head Office	Kalpataru Point, 3rd floor, Opp. Cine Planet Cinema, Sion Circle, Sion (E), Mumbai – 400 022
2	Regional Office Amravati	Maharashtra Pollution Control Board “Sahkar Surbhi” Bapatwadi, Near Vivekanand Colony, Amravati- 444606
i	S.R.O. Amravati I	“Sahkar Surbhi” Bapatwadi, Near Vivekanand Colony, Amravati- 444606
ii	S.R.O. Amravati II	“Sahkar Surbhi” Bapatwadi, Near Vivekanand Colony, Amravati- 444606
iii	S.R.O. Akola	Near,
		Shashtri Nagar, Akola-444005
3	Regional Office Aurangabad	Paryavaran Bhavan, A - 4/1, MIDC Area , Chikalthana, Near Seth Nandlal Dhoot Hospital, Jalna Road, Aurangabad- 431210
i	Aurangabad I	Paryavaran Bhavan, A - 4/1 , MIDC Area , Chikalthana, Near Seth Nandlal Dhoot Hospital , Jalna Road , Aurangabad - 431 210
ii	Aurangabad II	Paryavaran Bhavan, A - 4/1 , MIDC Area , Chikalthana, Near Seth Nandlal Dhoot Hospital , Jalna Road , Aurangabad - 431 210
iii	Latur	Dev Towers, Opposite Tahsil Office, Latur - 413512
iv	Nanded	Lahoti Complex, 2nd Floor, Near Shivaji Statue, Vajirabad, Nanded - 431601
v	Parbhani	Devkripa Building, Rangnath Maharaj Nagar, Nandkheda Road, Parbhani - 431401
4	Regional Office Kalyan	Maharashtra Pollution Control Board, Sidhivinayak Sankul, 3rd and 4th Floor, Station Road, Kalyan (West)
i	S.R.O. Kalyan I	Maharashtra Pollution Control Board, Sidhivinayak Sankul, 3rd and 4th Floor, Station Road, Kalyan (West)
ii	S.R.O. Kalyan II	Maharashtra Pollution Control Board, Sidhivinayak Sankul, 3rd and 4th Floor, Station Road, Kalyan (West)
iii	S.R.O. Kalyan III	Maharashtra Pollution Control Board, Sidhivinayak Sankul, 3rd and 4th Floor, Station Road, Kalyan (West)
5	Regional Office Kolhapur	Maharashtra Pollution Control Board, Udyog Bhavan Building, Near Collectarate Office, Kolhapur - 416 002
i	S.R.O. Kolhapur	Udyog Bhavan Building , Near Collectarate Office, Kolhapur - 416 002
ii	S.R.O. Sangli	300/2 , Udyog Bhavan , Near Government, Rest House , Vishrambaug , Sangli - 416 416

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iii	S.R.O. Ratnagiri	Revenue Department Employees Co-Op Credit Society Ltd., Office Building, Collectors Office Compound, Zandgaon, Ratnagiri 415639
iv	S.R.O. Chiplun	Parkar Complex , 1st floor, Behind Nagar Parishad Office, Chiplun Taluka. Chiplun Dist . Ratnagiri
Sr No	Regional Office	Address
6	Regional Office Mumbai	Shri Chatrapati Shivaji Maharaj Municipal Market Building, 4th floor, Mata Ramabai Ambedkar Road, Mumbai 400 001
7	Regional Office Nagpur	Udyog Bhavan , 6th floor , Near Sales Tax Office, Civil Line , Nagpur - 440 001
i	S.R.O. Nagpur I	Udyog Bhavan , 6th floor , Near Sales Tax Office, Civil Line , Nagpur - 440 001
ii	S.R.O. Nagpur II	Udyog Bhavan , 6th floor , Near Sales Tax Office, Civil Line , Nagpur - 440 001
iii	S.R.O. Bhandara	Petkar Building, Sant Tukdoji Ward, Behind LIC Building, Bhandara, Nagpur - 440 001
8	Regional Office Nashik	Udyog Bhavan, First Floor, Trimbak Road, Near ITI, Satpur, Nashik - 422007
i	S.R.O.Nashik	Udyog Bhavan, First Floor, Trimbak Road, Near ITI, Satpur, Nashik - 422007
ii	S.R.O. Jalgaon I	Late Shri Bhikamchand Jain Municipal Market Building , Hall No. A , 3rd floor, Jalgaon - 425 001
iii	S.R.O. Jalgaon II	Late Shri Bhikamchand Jain Municipal Market Building , Hall No. A , 3rd floor, Jalgaon - 425 001
iv	Ahmednagar	Hall No. 2 & 3, Savitribai Phule, Vyaparsankul, Near T.V. centre, Savadi, Ahmednagar -441 003
9	Regional Office Navi Mumbai	Maharashtra Pollution Control Board, Raigad Bhavan, 7th floor, Sector - 11, C.B.D Belapur, Navi Mumbai
i	S.R.O. Navi Mumbai - I	Raigad Bavan, 7th floor Sector - 11, C.B.D Belapur, Navi Mumbai
ii	S.R.O. Navi Mumbai - II	Raigad Bavan, 7th floor Sector - 11, C.B.D Belapur, Navi Mumbai
iii	S.R.O. Taloja	Raigad Bavan, 7th floor Sector - 11, C.B.D Belapur, Navi Mumbai
10	Regional Office Pune	Jog Center, 3rd floor, Mumbai Pune Road, Wakdewadi, Pune - 411003.
i	S.R.O.Pune I	Jog Center, 3rd floor, Mumbai Pune Road, Wakdewadi, Pune - 411003.
ii	S.R.O.Pune II	Jog Center, 3rd floor, Mumbai Pune Road, Wakdewadi, Pune - 411003.
iii	S.R.O.Pimpri- Chichwad	Jog Center, 3rd floor, Mumbai Pune Road, Wakdewadi, Pune - 411003.

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iv	S.R.O.Satara	Manjunath Major Commercial Building, 531, Sadar Bazar, Opp. Science College, Dist Satara - 415002.
v	S.R.O. Solapur	4/B, Bali Block, Civil Lines, Oppsite Government Milk Scheme, Saat Rasta, Solapur - 413003
Sr No	Regional Office	Address
11	Regional Office Raigad	Maharashtra Pollution Control Board, Raigad Bhavan, 6th floor, Sector - 11, C.B.D Belapur, Navi Mumbai
i	S.R.O. Raigad I	Maharashtra Pollution Control Board, Raigad Bhavan, 6th floor, Sector - 11, C.B.D Belapur, Navi Mumba
ii	S.R.O. Raigad II	Maharashtra Pollution Control Board, Raigad Bhavan, 6th floor, Sector - 11, C.B.D Belapur, Navi Mumba
iii	S.R.O. Mahad	Samaik Suvidha Kendra Building, MIDC - Mahad, District Raigad - 402 309
12	Regional Office Thane	Maharashtra Pollution Control Board, Plot No P-30, 5th floor Office Complex Building Mulund Checknaka, Thane.
i	SRO Thane I	Plot No. P-30, 5th floor, Office Complex Building Mulund Checknaka, Thane
ii	SRO Thane II	Plot No. P - 30, 5th floor, Office Complex Mulund Checknaka , Thane
iii	SRO Tarapur I	MIDC Office Building, Boisar Station, Post Taps, Tarapur, Dist.Thane
iv	SRO Tarapur II	MIDC Office Building Boisar Station, Post Taps, Tarapur , Dist Thane
13	Regional Officer Chandrapur	Mahaveer Tower, 2nd floor, Mul Road, Chandrapur, 442 401
i	SRO Chandrapur	Mahaveer Tower, 2nd floor, Mul Road, Chandrapur, 442 401

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19. ANNEXURE - 2

SCOPE OF WORK

In order to execute this assignment, it is essential for the service Provider(s) to establish the WEEE business chain which links different stakeholders, to understand the trade economics and associated environmental impacts.

The Service Provider is expected to plan the execution through following phases

Phase 1: Mobilization and work plan
Phase 2: Data Collection/ Field Work
Phase 3: Report findings

The detailed scope of work will include following key activities

1. Study / survey:

The study / survey shall identify and describe the following:

- The stakeholders
- Their respective geographical distribution in the study area and
- WEEE generation cycle

The study should include the identification of stakeholders, classification of organization as organized/unorganized sector, further their geographical location should be determined in terms of their operating base coverage.

Some of the major stakeholders who should be addressed by this study include:

1st group:

- The Importers, Manufacturers, who supply EEE
- The distributors, traders, retailers

2nd group

- The consumers – Individual households, Business sector, IT sector, BPO, teaching institutions, Railways, Airlines, Defense establishments, Transport Corporations, PSUs, Govt departments, who use EEE and then re-sale / discard / dispose off the same

3rd group:

- The Collectors – Scrap dealers, Big Bazaars or malls who are buying the e-waste
- The Recyclers – dis-assemblers, dismantlers, material recoveries,
- The Road side vendors

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- The authorized/unauthorized Auctioneers, the sellers of the used electronic goods on the footpaths.

The study should also aim at establishing WEEE trade chain using conceptual input output analysis. This idea was developed based on “WEEE material flows” through a region and on its way its disintegration and processing in numerous steps until it rejoins the raw streams or ends in a final disposal.

2. Inventorization:

Inventory of obsolescence rate of each electronic product (viz. Personal computer/ TV/Mobile phones as mentioned in the e-waste rules and guidelines issued by CPCB) using scenario analysis from secondary/market research data. Confirm obsolescence rate from data of primary survey using “tracer technique”. Identify a tracer from each product and follow it from the start of dismantling process till its final disposal. **The inventorization other than households (on sample basis) should be on actual basis.**

3. Analysis of existing WEEE recycling system & quantification of WEEE:

This will include description & documentation of each process used in dismantling of an e- product, the location details. Carry out photo documentation and geographical setting of each step. Estimate the quantity of material dismantled at each step. Estimate the quantity of e-waste for a particular year based on market projections & obsolescence rate.

4. Reporting:

The following reports should be submitted to MPCB by on completion of the work:

- 1 Final reports on all WEEE types & quantitative database of the components including various maps/graphics/pictures THREE (3) sets in hard copy format and digital data.
- 2 A report on the existing WEEE management system in these areas.
- 3 A directory containing names & contact details of e-waste generators in these areas except household.
- 4 Recommendations on suggested improvements.

The quality of the output must meet the requirements of CPCB guidelines, which will be explained to the coordinating/executing officer from the executing agencies from the time to time. The outputs in draft form should be presented before the coordinator and may be submitted in advance to seek acceptance by MPCB.

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5. Workshops for stakeholders

The Service Provider(s) will be required to conduct FOUR (4) workshops in the study area allocated for sensitizing the stake holders regarding the e-waste hazards, extent of generation, statues regarding the E-waste control and disposal prevailing in India, etc.

Study area and duration of Study:

The study area shall include whole state of Maharashtra. MPCB reserves the right to split and allocate the work based on geographical area, to multiple Service Providers.

This study would be carried out in the time frame of six months starting from the date of issue of Work Order.