

**5****नवभारत****समाचार विशेष**

नागपुर, 5 मार्च 2016

**CHHATTISGARH ENVIRONMENT  
CONSERVATION BOARD****Commercial Complex, C.G. Housing Board Colony,  
Kabir Nagar, Raipur (C.G.) 492 099****e-mail address- hceccb@gmail.com. Telephone no. 0771-2970070****Advt.No. 02/HO/CECB/E-Waste/2016****Raipur, Dt. 02.03.2016****INVITATION FOR REQUEST FOR PROPOSAL FOR  
INVENTORIZATION OF E-WASTE IN RAIPUR,  
BILASPUER, DURG, BASTAR AND SARGUJA  
DIVISIONS OF CHHATTISGARH**

Chhattisgarh Environment Conservation Board invites eligible institutions/ consultancy firms to submit their RFP FOR INVENTORIZATION OF E-WASTE IN RAIPUR, BILASPUR, DURG, BASTAR AND SARGUJA DIVISIONS OF CHHATTISGARH on or before 21.03.2016 at 01.00 P.M. Firms will be selected by the committee constituted by the Board. For Terms of Reference (ToRs), please refer our website [www.enviscecb.org](http://www.enviscecb.org).

**Member Secretary****Chhattisgarh Environment Conservation Board****Samvad -72282****Raipur (C.G.)**

epaper  
**हिन्दुस्तान**

05 March 2016 – New Delhi



**CHHATTISGARH ENVIRONMENT  
CONSERVATION BOARD**

Commercial Complex, C.G. Housing Board Colony,  
Kabir Nagar, Raipur (C.G.) 492099

e-mail address - [hocecb@gmail.com](mailto:hocecb@gmail.com), Telephone no. -0771- 2970070

**Advt. No. 02/HO/CECB/E-Waste/2016, Raipur Dt. 02/03/2016**

**INVITATION FOR REQUEST FOR PROPOSAL FOR  
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**Member Secretary  
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Raipur (C.G.)**

S-72282



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Advt. No. 02/HO/CECB/E-Waste/2016

Raipur Dt. 02.03.2016

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**Member Secretary**  
**Chhattisgarh Environment Conservation Board**  
**Raipur (C.G.)**

CG Samvad - 72282



## CHHATTISGARH ENVIRONMENT CONSERVATION BOARD

Commercial Complex, C.G. Housing Board Colony,  
Kabh Nagar, Raipur (C.G.) 492006

e-mail address - [ncscb@gmail.com](mailto:ncscb@gmail.com) Telephone no. -0771-2870075

Advt. No. 02/HO/CECB/E-Waste/2016, Raipur Dt. 02/03/2016

### INVITATION FOR REQUEST FOR PROPOSAL FOR INVENTORIZATION OF E-WASTE IN RAIPUR, BILASPUR, DURG, BASTAR AND SARGUJA DIVISIONS OF CHHATTISGARH

Chhattisgarh Environment Conservation Board invites eligible institutions/consultancy firms to submit their RFP FOR INVENTORIZATION OF E-WASTE IN RAIPUR, BILASPUR, DURG, BASTAR AND SARGUJA DIVISIONS OF CHHATTISGARH on or before 21/03/2016 at 01:00 P.M. Firms will be selected by the committee constituted by the Board. For Terms of Reference (ToRs), please refer our website [www.ncscb.org](http://www.ncscb.org).

**Member Secretary**  
**Chhattisgarh Environment Conservation Board**  
**Raipur (C.G.)**

S-72283



**CHHATTISGARH ENVIRONMENT CONSERVATION BOARD**

**Commercial Complex, C.G. Housing Board Colony,**

**Kabir Nagar, Raipur (C.G.) 492 099**

**e-mail address - hocecb@gmail.com, Telephone no. - 0771- 2970070**

Advt. No. ....a.l...../HO/CECB/E-Waste/2016, Raipur Dt. 28.1.2016

**INVITATION FOR REQUEST FOR PROPOSAL FOR  
INVENTORIZATION OF E-WASTE IN RAIPUR, BILASPUR, DURG,  
BASTAR AND SARGUJA DIVISIONS OF CHHATTISGARH**

Chhattisgarh Environment Conservation Board invites eligible institutions/consultancy firms to submit their RFP FOR INVENTORIZATION OF E-WASTE IN RAIPUR, BILASPUR, DURG, BASTAR AND SARGUJA DIVISIONS OF CHHATTISGARH on or before 25/02/2016 at 01:00 P.M. Firms will be selected by the committee constituted by the Board. For Terms of Reference (ToRs), please refer our website [www.envis.cecb.org](http://www.envis.cecb.org).

**Member Secretary**

**Chhattisgarh Environment Conservation Board**

**Raipur (C.G.)**



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**e-mail address - hocecb@gmail.com, Telephone no. - 0771- 2970070**

**TERMS OF REFERENCE**

**FOR**

**INVITATION FOR REQUEST FOR PROPOSAL FOR INVENTORIZATION**

**OF E-WASTE IN RAIPUR, BILASPUR, DURG, BASTAR AND SARGUJA**

**DIVISIONS OF STATE OF CHHATTISGARH**

**Project Name:**

**E-Waste Inventorization in Raipur, Bilaspur, Durg, Bastar and Sarguja divisions of Chhattisgarh State.**

**1. Summary of Proposal:**

It is proposed to prepare an Inventory of E-Waste & related components in all the five divisions of Chhattisgarh viz. Raipur, Bilaspur, Durg, Bastar and Sarguja. The overall aim of this initiative is to assess the generators, quantity and present practices for handling of E-Waste in all divisions of Chhattisgarh in accordance with the E-Waste (Management and Handling) Rules, 2011.

**2. Introduction**

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. 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 unaudited, in absence of appropriate inventory of e-waste in most of the states/cities. So the inventorisation of e-waste and related components is the need of the hour.

### **3. E-Waste and associated problems**

E-Waste (Management and Handling) Rules, 2011 defines e-waste as "e-waste means waste electrical and electronic equipment, whole or in part or reject from their manufacturing and repairing process, which are intended to be discarded". 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.

### **4. Need for study:**

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. Chhattisgarh state also generates appreciable amount of WEEE in India. Raipur besides being Capital of the state is also a hub for industrial activities as well as commercial. All the selected five divisions are fast growing regions especially after the creation of the new State.

In the light of above justification, 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) can be formulated and the legislations framed in this context may be implemented effectively.

Accordingly, a rapid WEEE assessment study has been planned by Chhattisgarh Environment Conservation Board for the State whereby, the five divisions of the state viz. Raipur, Bilaspur, Durg, Bastar and Sarguja have been included in the study. The items to be covered in this assessment include personal computers, mobiles phones, televisions, washing machines and refrigerators etc. as mentioned in E-Waste (Management & Handling) Rules, 2011.

### **5. Key Partners:**

The selected bidder shall involve 07 Regional Officers of CECB as the nodal officer in this study. The 07 Regional Offices are located at Raipur, Bilaspur, Durg-Bhilai, Raigarh, Korba, Jagdalpur and Ambikapur.

### **6. Objective of the study:**

The objective of this study is to identify and quantify of 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:

- a. To assess, identify and quantify the WEEE generation.
- b. To examine the existing WEEE recycling system.
- c. To study the problems/risks posed by the recycling system at present/future.
- d. To estimate the existing and future quantity of WEEE in the study area.
- e. To evaluate the capacities/capabilities of existing stakeholders and infrastructure for reuse, recycle and disposal of e-wastes.
- f. To analyze the environmental and social sustainability of present system.
- g. To determine scope of e-trade economics for WEEE.
- h. Preparation of directory of the stakeholders.
- i. Conduct minimum one Sensitizing workshops in each division.

#### **Tasks to be performed:**

A very comprehensive approach has been proposed to carry out this WEEE micro level assessment. The fundamental approach can be summarized in following three phases.

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

#### **7. Scope of Work:**

In order to execute this assignment, it is essential to establish the WEEE business chain linking different stakeholders to understand the trade economics and associated environmental impacts. The study 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 whom this study should include are:

##### **1st group:**

- The Importers, Manufacturers
- The distributors, traders, retailers, dealers
- The consumers – Individual households, Business sector, IT sector, BPO, teaching institutions, Railways, Airlines, Defence establishments, Transport Corporations, PUCs etc



### **2nd group:**

- The Collectors – Scrap dealers, Big Bazaars or malls who are buying the e-waste
- The Recyclers – dissemblers, dismantlers, material recoveries,
- The Road side vendors/
- 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 has been 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.

### **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 (whereas sample basis at least 500 no's in rural and urban area of each district) should be on actual basis.

### **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.

### **8. Study area and duration of Study:**

The study area shall include all the districts of five divisions of Chhattisgarh viz. Raipur, Bilaspur, Durg, Bastar and Sarguja. This study would be carried out in the time frame of six months starting from 31<sup>st</sup> March 2016.

### **Outputs:**

The following outputs to be submitted to CECB by September 2016 on completion of the work:

1. Final reports on all WEEE types & quantitative database of the components including various maps/graphics/pictures- 06 sets (hard copy and digital data) incorporating all the objectives of this study (Please refer point no. 6).
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 CECB.

**Time Frame:**

The project shall be completed by September 2016.

Completion of survey & Inventorization	June 2016
Draft report preparation and submission to CECB	July 2016
Final report submission to CECB	September 2016
Workshops (one in each division)	During the study period

**9. Payment Terms:**

The payment will be made available in three stages as below:

- (i) 25% of the total ordered cost shall be released after acceptance of work order and on submission of Bank Guarantee equivalent to 5% cost of work order.
- (ii) 25% of the total ordered cost shall be released after satisfactory progress report submitted by the consultant on initiation of the work.
- (iii) 25% of the payment shall be released only after submission of draft report.
- (iv) The balance 25% of the payment shall be released only after submission of final Project Report and completion of workshops.

**10. Procedure for Submission of Request for Proposal:**

Interested consultants or consultancy firms fulfilling the above eligibility criteria will submit their Proposals in two sealed Envelops consisting Envelop "A" [Technical] and Envelop "B" [Financial]. The firm will put these two envelops in a bigger envelop duly sealed clearly super scribed "REQUEST FOR PROPOSAL FOR INVENTORIZATION OF E-WASTE IN CHHATTISGARH" addressing to Member Secretary, Chhattisgarh Environment Conservation Board, Raipur. The last date for submission of RFP is on or before 21/03/2016, 01.00 P.M. Envelop "A" shall be opened on the same day i.e. on 21/03/2016 at 03.00 P.M. at the Head Office of CECB,

Raipur. Envelop "A" (Technical) shall contain technical details and supporting documents related to the assignments alongwith Annexure "1"&"2". Envelop "B" (financial) shall be opened of only those bidders who have been declared technically qualified by the Committee. The date & time for opening of Envelop "B" (Financial) will be informed to technically qualified firms, who wish to participate.

#### 11. Other Conditions

- I) Presentation should be made at CECB, Raipur on the progress of work periodically and after completion of the work.
- II) No expenses other than those in the sanctioned budget for traveling, collection of data, analysis of data and any other expenses including those of trips to divisions will be paid by this Board.
- III) The physical progress of the project should be submitted to HO, CECB monthly by the 5th of the following month.
- IV) During study, the concerned Nodal officers should be appraised time to time.
- V) The interested consultancy firms shall furnish Application form and technical information for submitting their Proposal respectively in Annexure "1" and "2", otherwise the proposal will be treated as cancelled.
- VI) The successful consultant or consultancy firm shall have to submit 5% performance security of the total contract value in the form of bank Guarantee for a period of 12 months along with the acceptance of award of contract, other wise 5% amount shall be deducted from the payable amount.

VII) The marking pattern for the screening of top five firms is as follows:

#### Maximum Marks : 100

Background of the firm	Experience of the firm related to E-Waste	Best Service Offered as per Board's TOR (as per objective clause No. 6, a to i)	Qualification and experience of the key experts/Publications
Max. Marks:25 [1 mark per project]	Max. Marks:25 [1 mark per relevant project]	Max. Marks:20	Max. Marks:30 [10 marks each for Team Leader, E-Waste Expert and Supporting Staff-one each] Out of 10 marks, 5 marks will awarded for qualification (2.5 marks for graduation & 2.5 marks for PG) and 5 marks the projects handled/publications (1 marks/ projects handled/publications)

\* Please submit detailed CVs for team leader, e-waste expert and supporting staff.

VIII) Top five selected bidders as per above criteria will be allowed for presentation. The selected bidders shall be duly informed date of presentation. The marking pattern for the Presentation evaluation is as follows:

**Maximum Marks : 50**

Name of the Proposal submitting Consultancy Firms	ELIGIBILITY CRITERIA				Total Marks Obtained
	Overall Presentation	Methodology description	Understanding & Project handled on e-waste	Qualification and Awareness about the project	
	Max. Marks: 15	Max. Marks: 15	Max. Marks: 10	Max. Marks: 10	

- IX) Envelop "B" (financial) shall be opened of only those top five bidders who have been declared technically qualified by the Committee after the presentation. The date & time for opening of Envelop "B" (Financial) will be informed to technically qualified firms, who wish to participate. The final bidder shall be selected on the basis of lowest rate quoted for the aforesaid work.
- X) Notwithstanding anything stated above the Board reserves the right to access the capability and capacity of the bidder to perform the contract, should the circumstances warrant and assessment in the overall interest of the Board.
- XI) Apart from above, other terms and conditions may be incorporated as and when needed.

**Application Form for Request for Proposal**  
**(On the letter head of the Organization)**

1. Name of the Consultant / Consultancy Firm :
2. Registered Office Mailing Address :
3. District / Branch Office Address (if any) :
4. Telephone and Fax Number :
5. Mobile Number :
6. E-mail Address :
7. Name & designation of the person authorized to make commitment to CECB :
8. Year of Establishment of Organization/Firm :
9. Past Experience :
  - Number of years of experience
  - Experience in similar nature in Govt.
10. Experience of key personnel
  - Qualification
  - Relevant Experience
11. Turnover (Give details of the total annual turnover for the last three years):
12. List of the projects completed in the last three years in which the Organization/Firm has delivered services similar to that in this advertisement. Please provide certificates of completion of projects from authorized officials in the Govt. organization.

Name of Project	Year	Contract Value	Organization Name	Short description of the Project
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13. Details of professional employed on permanent or long term contract basis (exceeding 3 years):

Sl. No.	Name	Designation	Qualification	Permanent/ Contract basis	Work Experience (In years)	Summary of work experience (project/role/tasks)
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14. Income Tax Registration Number :  
(furnish copy of PAN No.)
15. Service Tax Registration Number :  
(Furnish copy of Service tax Registration Certificate)

Authorized Signatory [In full and initial]  
Name & designation of Signatory  
Name of the organization / Firm  
Address

**Organization / Firm seal**

**TECHNICAL INFORMATION SUBMISSION FORM**  
**(On the Letterhead of the organization / Firm)**

To,

Member Secretary,  
Chhattisgarh Environment Conservation Board,  
Commercial Complex, C.G. Housing Board Colony,  
Kabir Nagar, Raipur (C.G.) 492 099

Sub.: Request for Proposal for "Hiring Technical Consultants / Consultancy Firms for Inventorization of E-waste in Raipur, Bilaspur, Durg, Bastar and Sarguja Divisions of Chhattisgarh.

Dear Sir,

I the undersigned is pleased to submit our request for proposal including the comments / suggestion on Objectives & Scope of work and information on inventorization of E-waste in Chhattisgarh.

I hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the process.

I hereby declare that our Organization / Firm / Company has not been debarred / blacklisted by any Government / Semi Government organization. I further certify that I am the competent authority in my organization to make this declaration.

We understand that you are not bound to accept any proposal you receive.

**Yours sincerely,**

Authorized Signatory [In full and initial]  
Name & designation of Signatory  
Name of the organization / Firm  
Address

**Organization / Firm seal**