

REQUEST FOR PROPOSAL (RFP) FOR DISPOSAL OF E-WASTE / OBSOLETE ELECTRICAL & ELECTRONIC ITEMS THROUGH AUTHORIZED / REGISTERED RECYCLING AGENCIES

1. Notice Inviting Proposal

National Health Systems Resource Centre (NHSRC) invites sealed/e-proposals from **CPCB-registered/authorized E-Waste Recyclers / Recyclers / Authorized Waste Management Agencies** for the environmentally sound disposal/recycling of obsolete, unserviceable and condemned electrical and electronic items available at NHSRC.

The selected agency shall be responsible for **collection, loading, transportation, segregation, dismantling/recycling and environmentally sound disposal** of the material in accordance with applicable environmental laws, rules and guidelines of the Government of India/CPCB/concerned State Pollution Control Board.

The E-Waste (Management) Rules, 2022 provide for environmentally sound management of e-waste and require relevant entities dealing with e-waste to comply with registration and other applicable requirements. CPCB also states that e-waste recycling under the E-Waste Rules is to be carried out through registered recyclers. ([Central Pollution Control Board](#))

2. Scope of Work

The scope of work shall include, but not be limited to, the following:

1. Physical inspection and verification of the obsolete/unserviceable items at the NHSRC premises.
2. Submission of item-wise rates/offer for the material listed in **Annexure-I**.
3. Dismantling, segregation, loading and transportation of the material from NHSRC premises.
4. Transportation of e-waste through legally permissible means to the authorized recycling/processing facility.
5. Environmentally sound recycling/recovery/disposal of the material.
6. Proper handling of batteries separately in accordance with the **Battery Waste Management Rules, 2022**, wherever applicable.
7. Secure handling of IT equipment containing data, including computers, laptops, storage devices, printers and other data-bearing equipment.
8. Permanent destruction/erasure of data from storage media before recycling/disposal, wherever applicable.

9. Submission of documentary proof/certificate of recycling/disposal after completion of the activity.
 10. Submission of weighment slips, collection receipts and other relevant documents.
 11. The selected agency shall bear all costs associated with labour, loading, transportation, handling, dismantling and recycling/disposal unless specifically stated otherwise in the final award.
 12. No material shall be disposed of through open burning, dumping, unauthorized dismantling or any other environmentally unsafe method.
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3. Eligibility Criteria

The bidder must satisfy the following minimum eligibility requirements:

3.1 Registration / Authorization

The bidder shall be:

- A **CPCB-registered E-Waste Recycler**, wherever the material falls under the E-Waste (Management) Rules, 2022; and/or
- An entity duly authorized/registered under the applicable statutory framework for the specific category of waste being offered; and
- For waste batteries, appropriately registered/authorized under the **Battery Waste Management Rules, 2022**, wherever applicable.

The bidder shall submit a valid copy of the relevant **CPCB registration/certificate/authorization** along with the proposal.

The E-Waste Rules specifically require entities covered by the Rules to register and prohibit registered entities from dealing with unregistered entities. ([Central Pollution Control Board](#))

3.2 Documents to be submitted

The bidder shall submit:

1. Certificate of Incorporation/Registration.
2. PAN Card.
3. GST Registration Certificate, if applicable.
4. CPCB registration certificate for e-waste recycling.
5. Relevant State Pollution Control Board authorization/consent, wherever applicable.
6. Battery-waste-related registration/authorization, where applicable.

7. Details of authorized recycling facility.
 8. GST return/financial details, if required by NHSRC.
 9. Declaration regarding compliance with applicable environmental laws.
 10. Authorization letter of the signatory.
 11. Bank details/cancelled cheque.
 12. Details of previous similar assignments, preferably with Government Departments/PSUs/Autonomous Bodies.
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4. Inspection of Material

The bidders may inspect the material at the NHSRC premises before submitting their financial offer.

The bidder shall be deemed to have inspected the material and satisfied itself regarding:

- quantity;
- condition;
- model/type, wherever applicable;
- recoverable material;
- transportation requirements;
- dismantling requirements; and
- any other condition affecting the quoted rate.

No claim for additional payment on account of ignorance of the condition of the material shall ordinarily be entertained after award.

5. Financial Bid / Rate Quotation

The bidder shall quote **item-wise rates** against each item mentioned in Annexure-I.

Proposals may be sent by email on it.support@nhsrcindia.org mail ID, an early proposal is requested (proposal received beyond **16 Oct 2026**, will not be considered)

For disposal of obsolete/e-waste through an auction-type arrangement, bidders should preferably quote the **net amount payable to NHSRC for the entire lot/item**, including all applicable costs.

The quoted rate shall include:

loading/labour/transportation/handling/dismantling/recycling/processing/statutory charges/applicable taxes/levies and all other incidental expenses.

6. Basis of Selection

The successful bidder shall be selected on the basis of the **highest overall financial return to NHSRC**, subject to:

1. fulfilment of eligibility criteria;
2. valid statutory/CPCB registration;
3. compliance with the technical requirements;
4. acceptance of all terms and conditions of the RFP; and
5. satisfactory verification of documents.

NHSRC reserves the right to evaluate the bid **item-wise, lot-wise or on an overall basis**, as considered appropriate.

7. Collection and Transportation

The successful bidder shall arrange collection of the material from NHSRC within **seven working days** from the date of issue of the work order/acceptance letter.

The agency shall arrange its own:

- manpower;
- vehicles;
- tools and equipment;
- loading/unloading arrangements; and
- transportation arrangements.

The material shall not be removed from NHSRC premises without written authorization from the designated NHSRC official.

8. Data Security and Destruction

For all IT and electronic equipment containing storage media, including but not limited to:

- Laptop;
- All-in-One Desktop;
- Printer;
- Monitor, where applicable;
- hard disk/SSD;
- USB/storage devices, if found; and
- other data-bearing equipment,

the selected agency shall ensure **secure data erasure or physical destruction of storage media**, as directed by NH

9. Payment Terms

The successful bidder shall deposit the full quoted amount with NHSRC within **seven days** from the date of acceptance/work order and before lifting the material, unless otherwise approved by NHSRC.

The material shall be handed over only after receipt of the required payment/security.

10. Right of Rejection

NHSRC reserves the right to:

- accept or reject any or all proposals;
- reject a proposal if statutory registration documents are not satisfactory;
- seek clarification from bidders;
- cancel the RFP process;
- negotiate/seek revised financial offers, wherever permissible;
- split the award among more than one eligible agency;
- reject bids from agencies not appropriately authorized for the relevant waste category; and
- modify the quantities before award.

No bidder shall have any right to claim compensation merely because its offer has not been accepted.

11. Validity of Offer

The financial offer shall remain valid for a period of **90 days** from the last date of submission of the proposal.

12. Confidentiality

The selected agency and its personnel shall maintain strict confidentiality regarding all information, documents, electronic data and other material obtained during the collection/disposal process.

No information shall be copied, retained, disclosed or used for any purpose other than authorized recycling/disposal.

13. List of E-Waste / Obsolete Items

Annexure-I – Item-wise Schedule

S. No.	Items Description	Qty.	Unit	Rate Offered (₹)	Total Amount (₹)
1	Printer	1	Nos.		
2	Laptop	1	Nos.		
3	All-in-One Desktop – 32"	1	Nos.		
4	Paper Shredder	2	Nos.		
5	UPS	2	Nos.		
6	Monitor	2	Nos.		
7	Telephone Handset	6	Nos.		
8	UPS Battery – 7 AH	2	Nos.		
9	Keyboard	2	Nos.		
10	Cartridges	30	Nos.		
11	Refrigerator – 185 Ltr.	1	Nos.		
12	2 × 2 Panel Light	6	Nos.		
13	LED Bulb	8	Nos.		
14	Down Light	3	Nos.		
15	MCB	8	Nos.		
16	Panel Box	1	Nos.		
17	Exhaust Fan	1	Nos.		
18	Extension Board	3	Nos.		
19	Socket	13	Nos.		
20	Switches	7	Nos.		
21	Kettle Plate	2	Nos.		
22	Ampere Meter	1	Nos.		

23	Voltmeter	1	Nos.		
24	PCB	3	Nos.		
25	Kettle	1	Nos.		
26	Switch Bell	4	Nos.		
27	Lock	1	Nos.		
28	Channel	2	Nos.		
29	Urine Sensor	1	Nos.		
30	Fox Light	7	Nos.		
31	Standing Fan	1	Nos.		
32	Light Chowk	5	Nos.		
33	Tube Light	4	Nos.		
	Total	118	Nos.		

Note: The quantities mentioned above are indicative and shall be physically verified by the bidder/selected agency before collection. The final quantity shall be based on the actual material available at the time of lifting.
