

## Terms of Reference (TOR)

For

### Procurement of 15 Years Sales Data for 30 Categories of Electronic and Electrical Equipment within the Pune Municipal Corporation jurisdiction under the ‘Green Byte Pune’ Project

<p><b>Summary</b></p>	<p>Pune ranks among the top eight Indian cities contributing to the nation's E-waste.<sup>1</sup> A 2016 report by the Pune Municipal Corporation (PMC) shows that the city generated about 16,425 tonnes of E-waste per annum.<sup>2</sup> However, the city does not have any recent data on E-waste generation and its value chain (especially the informal sector) within the city limits.</p> <p>In the context, to build a sustainable and efficient E-waste management system in Pune city, ICLEI- Local Governments for Sustainability South Asia, with the support of Mercedes-Benz Research and Development India (MBRDI), is implementing a project titled “Green Byte Pune.” As part of this project, a comprehensive assessment of E-waste generation needs to be conducted, and its flow across the value chain needs to be established. This is imperative to strengthen the E-waste management system and enhance its transparency and monitoring. ICLEI is assessing an inventory of key Electrical and Electronic Equipment (EEE) items in the city. For inventory development, downscaling of EEE data for the city level is a critical requirement, as data is currently available only at the national and state levels.</p> <p>In order to undertake this assessment, it is necessary to obtain 15 years of Pune city-level sales data for the 30 items listed in Annexure II. In the absence of readily available city-level data, a detailed research exercise needs to be undertaken based on an appropriate methodology using dependent and independent variables for downscaling the state-level data to city-level. In this context, ICLEI South Asia intends to hire a qualified consulting agency to procure 15 years of sales data for 30 critical categories of EEE items within the Pune Municipal Corporation (PMC) jurisdiction. These 30 items are selected from the Schedule I of E- waste Management Rules 2022.</p>
<p><b>Description of the assignment, expected outputs</b></p>	<p>The scope of work is as follows.</p> <ul style="list-style-type: none"> <li>• Geographic Coverage <ul style="list-style-type: none"> <li>• Purchase of Pune city-level sales data of EEE items or State-level EEE sales data will be downscaled specifically to the Pune Municipal Corporation (PMC) jurisdiction</li> <li>• A list of colonies/geographies defining the PMC boundary.</li> </ul> </li> </ul>

<sup>1</sup> <https://indianexpress.com/article/cities/pune/people-are-still-stuck-on-making-profit-out-of-e-waste-6110854/>

<sup>2</sup> <https://www.wisein.org/wp-content/uploads/Enabling-Circular-Economy-for-E-waste-in-Pune-City.pdf>

	<ul style="list-style-type: none"> <li>• <b>EEE Product Coverage:</b> A total of 30 EEE products (as per schedule I of e- waste management rules 2022) across 4 categories as listed in annexure II</li> <li>• <b>Data Coverage:</b> <ul style="list-style-type: none"> <li>• <b>Metric:</b> Market Volume (Unit Sales only — excluding brand/company market share %)</li> <li>• <b>Time Period:</b> Last 15 years</li> <li>• <b>Methodology:</b> City-level data or Downscaling of State data using dependent and independent variables (detailed weightage methodology to be included in the final datasheet)</li> </ul> </li> <li>• The work will be held under the supervision/guidance of ICLEI South Asia and PMC.</li> <li>• In case of any issues with data quality (e.g., inconsistencies, significant gaps, or limited response for critical variables), ICLEI South Asia can ask for re-visiting the data, and the contractor will carry out such re-visiting without any extra charges.</li> <li>• Undertake data entry, cleaning, validation, and preparation of a final report deliverable in excel format.</li> <li>• Coordinate with ICLEI South Asia’s project team regularly so that the dataset structure is compatible with the project requirements.</li> </ul>
<p><b>Concrete deliverables expected</b></p>	<ol style="list-style-type: none"> <li>1. Detailed methodology of weightage allocation, independent &amp; dependent variables used for downscaling</li> <li>2. List of all colonies/areas covered under PMC jurisdiction</li> <li>3. Unit sales data for selected 30 EEE products for the last 15 years for the PMC jurisdiction in Excel format, delivered via email</li> </ol>
<p><b>Location and Time Period</b></p>	<p><b>Location:</b> Pune, Maharashtra, India</p> <p><b>Deadlines:</b></p> <ul style="list-style-type: none"> <li>• TOR prepared and published: 1<sup>st</sup> MayApril 2026</li> <li>• Last date to apply 30<sup>th</sup> May<sup>th</sup> May 2026</li> <li>• Identification and hiring of Consultant/organisation 3<sup>rd</sup> June<sup>th</sup> 2026</li> </ul> <p><b>Deadlines:</b></p> <ul style="list-style-type: none"> <li>• The contractor will submit all the deliverables by <b>20<sup>th</sup> th June 2026.</b></li> <li>• Completion of data for 30 categories (as listed in Annexure 2), 20<sup>th</sup> June 2026.</li> <li>• Submission of State-level EEE sales data for 15 years</li> </ul>

<b>Payment schedule</b>	<ul style="list-style-type: none"> <li>• 10% Signing of the work order and submission of the invoice.</li> <li>• 10% Within 2 days of kickoff, the bidder will share the list of colonies/geographies (to define the geography for Pune Municipal Corporation jurisdiction).</li> <li>• 60% Receiving the first datasheet, 15 Years Sales Data for 30 Categories of Electronic and Electrical Equipment (EEE) within the Pune Municipal Corporation (PMC) jurisdiction. Additionally, a detailed methodology of weightage allocation, independent and dependent variables, and list of areas covered under the Pune Municipal Corporation jurisdiction.</li> <li>• 20% Receiving the final datasheet addressing comments and feedback of ICLEI South Asia.</li> </ul>
<b>Contact</b>	<p>Bedoshruti Sadhukhan Associate Director ICLEI South Asia, C-3, Green Park Extension, New Delhi-110016, India Tel: +91-11-49747200 Fax: +91-11-49747201 Email: <a href="mailto:shruti.sadhukhan@iclei.org">shruti.sadhukhan@iclei.org</a> Website: <a href="http://southasia.iclei.org/">http://southasia.iclei.org/</a></p>

## Annexure I: Bidders' Eligibility Criteria and List of Required Documents

### Bidder Eligibility Criteria

- Technical requirements
  - Research/data analytics/consulting organisations with experience in market research, sales data analytics, data procurement assignments in urban areas.
  - Prior experience in Electronic and Electrical Equipment (EEE), e-waste, consumer electronics, or related market assessment studies will be preferred.
  - Capacity to work on data cleaning, validation, analysis, and preparation of the dataset in Excel format.
- Financial requirements
  - Valid GST registration (for firms).
  - Registration with the Income Tax department and submission of IT returns / certificates for the last three financial years (for firms).
  - For individual bidders (if allowed), a valid PAN, and IT return / declaration for the last three financial years.
  - Documents to be submitted by participating bidders
- Technical Bid:
  - Organisational profile, including registration documents and GST/PAN details as applicable.
  - Evidence of experience on assignments of a similar nature (brief description, client, duration, contract amount, role).

- Detailed approach and methodology for undertaking the current assignment for downscaling state-level EEE data to the city level, identification of dependent and independent variables.
- Proposed workplan with timeline for completion of deliverables. Details of the proposed team members to be involved.
- The bidder shall assess the human resource requirements to undertake the assignment strictly following the time period indicated in the TOR.
- Proposals must be duly signed by the authorised representative on each page and stamped as applicable, with supporting Power of Attorney / Board Resolution.
- Financial Bid:
  - Financial proposal in INR, including cost per sampled respondent and total cost, inclusive of all costs and taxes (including data procurement, analysis, data processing, reporting, communication, and submission of deliverables).
  - The total amount indicated in the financial bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.
  - In case of any discrepancy between the amount quoted in figures and words, the amount quoted in words will be considered for evaluation purposes.
  - Copy of valid PAN and registration papers of the firm.
- Failure to provide the above documents may result in disqualification. Original documents must be produced for verification if requested by ICLEI South Asia.

### **Bid Submission**

- The ToR shall be downloaded free of cost from the ICLEI South Asia website.
- Bids shall be submitted via email to the specified email ID by the stated deadline.

Please note:

- a) The bidder shall familiarise themselves with the assignment requirements, project objectives, and expected deliverables before submission of the proposal. No claim shall be entertained on this issue after the bid has been submitted.
- b) All software, tools, databases, subscriptions, analytical resources, and related requirements necessary for satisfactory completion of the assignment shall be provided by the bidder without extra charges
- c) The bidder shall maintain confidentiality of all the information, documents and communications shared during the work and not disclose any information without taking written consent from ICLEI South Asia.

*Failure to comply with or provide the above-listed items in the Technical Proposal may result in disqualification. The bidder shall produce original documents for cross verification as and*

when requested by ICLEI South Asia. Each page of all the documents mentioned above, as well as technical and price bid documents, shall be duly signed by the bidder.

## Annexure II-List of the Items

<b>Category (i): IT &amp; Telecom Equipment</b>	
<b>Code</b>	<b>Item</b>
ITEW2	Personal Computers (Desktops)
ITEW3	Laptop Computers
ITEW6	Printers incl. cartridges
ITEW12	Telephones (landline)
ITEW15	Cellular telephones
ITEW25	Inverter
ITEW19	Tablets, I-PAD
ITEW24	UPS
ITEW22	Routers
<b>Category (ii): Consumer Electronics &amp; PV Panels</b>	
CEEW1	Television sets (LCD/LED)
CEEW2	Refrigerator
CEEW3	Washing Machine
CEEW4	Air Conditioners (Room/Split)
CEEW8	Set Top Boxes
CEEW14	Solar PV Panels/Cells/Modules
CEEW10	Video Cameras
CEEW19	Digital Camera
<b>Category (iii): Large &amp; Small Electrical/Electronic Equipment</b>	
LSEEW1	Large cooling appliances
LSEEW2	Freezers
LSEEW5	Dish Washing Machines
LSEEW6	Electric cookers
LSEEW9	Microwaves & Microwave Oven
LSEEW14	Electric fans
LSEEW16	Vacuum cleaners
LSEEW20	Iron (clothes iron)
LSEEW31	Hair dryer
LSEEW33	Electric kettle
LSEEW30	Indoor Air Purifier
<b>Category (iv): Electrical and Electronic Tools (With the exception of large- Scale Stationary Industrial Tools)</b>	
EETW3	Sewing Machines
LSEEW2	Radiotherapy equipment and accessories

## **Annexure III: Contract Terms**

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### **1 Specific conditions of contract**

#### **1.1 Contractor to study conditions:**

- The bidder shall be deemed to have carefully examined the scope of work, deliverables, and timelines. In this regard, he/she will be given the necessary information to the best of ICLEI South Asia's knowledge, but without any guarantee of it.
- If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such an authentic pre-clarification.

### **2 General conditions of contract**

- 2.1 The bidder shall address all aspects of the proposed outputs and deliverables mentioned in this TOR
- 2.2 The bidder shall coordinate with ICLEI South Asia to ensure compatibility of datasets, formats, and methodology with the requirements.

### **3 Tender Evaluation & Bid Assessment**

- 3.1 The bids received will be scrutinized and evaluated by ICLEI South Asia. The decision shall be informed to the winning bidder only.

### **4 Award of contract:**

- 4.1 Detailed Work Order will be issued to the winning bidder within two days of announcing the winning bidder
- 4.2 The winning bidder is to forward the signed work order to ICLEI SA at the earliest, or not more than three (3) days after the issue of the work order
- 4.3 In case the winning bidder fails to indicate its intent to undertake the said work within the stipulated time of three (3) days and observe the formalities as above, the Letter of Intent will be cancelled, and the next bidder will be finalised by ICLEI South Asia.

### **5 Compensation for delay**

- 5.1 Time is the essence of the contract, and as such, all works shall be completed within the time stipulated in the contract/ work order
- 5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, ICLEI South Asia shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to

commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

## **6 Confidentiality**

The bidder shall follow ethical protocols, and maintain confidentiality of all the information, communication, documents and datasets received during assignment, and shall not disclose the same to any third party. The datasets generated during the assignment shall be the intellectual property of ICLEI South Asia.

## **7 Extension of date of completion**

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to ICLEI South Asia-

### **7.1 Force Majeure:**

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and drought, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

## **8 Materials/Software and Resources**

8.1 ICLEI South Asia does not undertake any responsibility for providing software, analytical tool, or technical resources for the assignment to the bidder

## **9 Final Inspection**

9.1 ICLEI South Asia team shall make final inspection of all deliverables included in the contract/work order, or any portion thereof, or any completed database forming part of the work of the contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.

9.2 Upon such inspection, ICLEI South Asia shall inform the bidder in writing as to the particular concerns to be remedied before final acceptance can be made.