

Terms of Reference for Setting-up and Operation of Decentralised E-waste Collection Centre (DEWCCs) in Pune

Title	Setting-up and Operation of three (3) Decentralised E-waste Collection Centre (DEWCCs), each with a capacity of minimum 1 Tonne per Month (1 TPM).
Location	Three (3) locations in Pune, Maharashtra. Specific locations and catchment areas for each DEWCC will be finalised in consultation with ICLEI South Asia, PMC, and relevant project stakeholders.
Key Dates	<ul style="list-style-type: none"> ● Publication of Tender: 1 July, 2026 ● Submission of Proposal: 12 July, 2026 ● Selection of Bidder: 16 July, 2026 ● Signing of Agreement: 18 July, 2026 ● Site Setup and Commissioning: 20 August, 2026 ● Inauguration of DEWCCs: 25 August, 2026
Pre-Bid Clarifications contact	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: shruti.sadhukhan@iclei.org Website: http://southasia.iclei.org/
Language of Proposal	<ul style="list-style-type: none"> ● This Bid Document has been issued in English language ● Bids shall be submitted in English ● All correspondence exchange shall be in English language
Bid validity period	60 days from submission of proposal

1. Background

ICLEI Local Governments for Sustainability South Asia in collaboration with Pune Municipal Corporation and with support from Mercedes-Benz Research and Development India (MBRDI), is implementing the project 'Green Byte Pune' that aims to strengthen the e-waste management through improving traceability and reducing its diversion to unauthorised channels. The project is supporting the development of Decentralized E-Waste Collection Centres (DEWCCs) as local collection, sorting, temporary storage, and aggregation points of e-waste. In this context, ICLEI South Asia is inviting proposals from eligible bidders to set up and operate three (3) Decentralised

E-waste Collection Centre (DEWCCs) in strategic locations in Pune for a period of 3 years post successful inauguration.

2. Scope of Work:

I. Site Selection

The contractor will be responsible for identifying accessible, safe, and secure sites for setting up DEWCCs in coordination with ICLEI SA. The bidder will negotiate and finalise terms, conditions and legalities of renting the site in discussion with ICLEI SA and remain the signatory of the rental agreement. The contractor needs to ensure site safety and security of the materials over the duration of setting up and operation and maintenance period. The bidder can explore opportunities in the following wards but not limited to Hadapsar-Mundwa, Kothrud-Bavdhan, Shivajinagar, Sinhagad Road.

II. Setting Up of DEWCC

The contractor will be responsible for identifying the equipment required for site preparation and setting up the DEWCCs, and secure approval of the required CAPEX from ICLEI SA. At this time, the selected bidder needs to identify the potential sources for purchasing e-waste with due support from ICLEI SA, which may include residential users, informal collectors and retail stores. Setting up DEWCCs may include the following but not limited to:

- Basic site preparation and minor repair work
- Storage racks, bins, crates, cages, and sorting areas
- Weighing scales and basic operational equipment
- Safety equipment, PPE, and fire safety equipment
- Signage, branding, and information display
- Basic furniture, registers, documentation formats, and digital record-keeping support
- Secure storage arrangements for high-value, sensitive, and hazardous e-waste categories
- Any other setup item approved by ICLEI South Asia

These specifications will be decided based on the exact design capacity and possible composition of incoming e-waste to be finalised in discussion with ICLEI SA. The contractor shall maintain duly signed and stamped bills, invoices, procurement records, and utilisation statements for all CAPEX expenditure. They shall also support ICLEI SA for coordinating with PMC and other relevant stakeholders for inauguration of the DEWCCs.

III. Operation and Management of DEWCCs

The contractor shall operate and maintain the DEWCCs for a period of 3 years post inauguration on regular basis, including receipt, weighing, sorting and safe storage of e-waste, recording incoming and outgoing volume, composition, branding, source and off-taker(s), coordinating dispatch to authorised recyclers/refurbishers, staffing and logistics management, and ensuring that no dismantling or processing activities are undertaken at the centre. The contractor shall have the right to sell the sorted e-waste to authorised dismantler, refurbisher and recycler. They will be responsible to record and share the data with ICLEI SA on bi-monthly basis, after operation starts. Initially the data will be recorded digitally at the DEWCC specific system till the dashboard gets functional, post which the data needs to be fed into the dashboard directly. In perpetuity, the

bidder will be responsible for adhering to the digital monitoring protocol post- May 2027. They need to ensure long-term project sustainability post ICLEI SA’s exit in coordination with PMC.

The selected partner company shall ensure that the DEWCCs operate in a safe and environmentally responsible manner, including safe handling and storage of e-waste, implementation of occupational health and fire safety measures, compliance with applicable e-waste regulations, and prompt reporting of any accidents, incidents, or environmental concerns to ICLEI SA and PMC.

Operation of DEWCCs will entail 2 key components for reducing and accounting for the diversion of e-waste to informal networks and establishing a sustainable line of procurement and downstream linkage.

- **Informal Sector Integration and Facilitation-** The contractor shall develop and implement an approach to integrate informal-sector, including but not limited to engagement of informal e-waste collectors, assessing willingness to supply e-waste to the DEWCCs, strategic socio-economic offerings and establishment of a grievance redressal mechanism. The contractor shall support ICLEI SA in training and capacitating selected informal actors till May, 2027. Subsequently, they shall provide mentoring and follow-up support to trained workers in perpetuity.
- **Authorised Recycler/Refurbisher Partnerships-** The contractor shall identify and coordinate with authorised recyclers/refurbishers and enter into a formal agreement for the onward movement of collected e-waste.

IV. IEC, Branding and Consumer Outreach

ICLEI South Asia will design and conduct the IEC activities in the catchment area of the potential DEWCCs for sensitizing consumers around safe and scientific e-waste disposal practices. The contractor shall support these efforts through stakeholder outreach, facilitating awareness drives, dissemination of approved IEC materials, and communication on DEWCCs services.

3. Financial Arrangement

I. CAPEX

ICLEI South Asia will provide approved one-time CAPEX support for setting up the DEWCCs (details as mentioned in the scope of work). Along with CAPEX, ICLEI SA will separately bear the costing for the following components, not to be included as part of the financial proposal.

- Inauguration program
- Design and executing IEC campaign
- Design and delivery of training and capacity building of informal sector

II. OPEX

The OPEX of the DEWCCs shall be borne by the selected partner company.

4. Schedule of Payment

40%	mobilization advance upon signing of work order
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30%	<p>after the inauguration of the DEWCCs in presence of ICLEI SA, PMC and any other partner as required along with submission of the following</p> <ul style="list-style-type: none"> • CAPEX utilisation statement with supporting bills and invoices • List of onboarded stakeholders from whom e-waste will be procured (IWPs, retail stores, societies) • Agreement with authorised dismantler, refurbisher and recycler
30%	after successful operation of the DEWCCs for period of two months

5. Deliverables and Monitoring

- Site identified and rental agreement executed
- DEWCCs setup completed
- CAPEX utilisation statement with supporting bills and invoices
- List of onboarded stakeholders from whom e-waste will be procured (IWPs, retail stores, societies)
- Agreement with authorised dismantler, refurbisher and recycler
- Bi-monthly collection and dispatch reports

6. Roles and Responsibilities

I. ICLEI South Asia

- Design and execute IEC activities with support of selected bidder
- Provide technical guidance on site selection, design and onboarding of stakeholders for operation and maintenance of DEWCC
- Facilitate coordination with PMC, and relevant stakeholders
- Monitor and review project performance
- Review reports and provide feedback

II. Selected Bidder

- Perform all tasks as mentioned in scope of work.

7. Bidder's Eligibility

The applicant must meet the following minimum eligibility criteria:

- The applicant must be a private limited company or proprietorship firm. NGOs or the companies registered under Section 8 under the Companies Act, 2013 are not eligible to bid for the proposal.
- No Consortium or Joint Venture (JV) shall be allowed or accepted in this ToR.
- The company should have experience in waste management, e-waste management, or collection centre operation. Experience in informal-sector engagement will be an added advantage.
- The company should have an existing operation within Pune District.

- The company should not be blacklisted by any government, semi-government, donor, or public agency.
- Key members proposed for the project should be fluent in Marathi.
- Prior experience working with municipal bodies, recyclers, waste-picker groups, residential societies, retailers, or community-based collection models will be preferred.
- Existing partnerships with authorised recyclers/refurbishers will be preferred.
- Average annual turnover of at least INR 30 lakh for past 3 years.

8. Certifications / Documents Required

The applicant company should submit:

- Company registration certificate.
- GST registration.
- Permanent Account Number (PAN).
- Organisational profile.
- Details of relevant past experience.
- Declaration that the company is not blacklisted.
- Details of existing waste/e-waste operations, if any.
- Any existing MoU/letter/association with recyclers, refurbishers, societies, retailers, institutions, or waste-worker groups, if available.
- Audited financial statements for past 3 financial years

9. Bidding Procedure

The bid will be submitted in two parts: Technical Proposal and Financial Proposal.

Part I: Technical Proposal

The technical proposal should include:

- Company profile.
- Relevant experience in waste management, e-waste management, collection centre operation, logistics, informal-sector engagement, or related environmental services.
- Approach and methodology to execute the operation of DEWCCs including collection, sorting, storage, documentation, payment, dispatch, and daily management.
- The Approach and methodology should also include informal sector engagement and onboarding strategy and the future sustainability plan. The future sustainability plan needs to account for the procurement of e-waste along with other operational expenses and potential revenue generation from selling the e-waste.
- Proposed team structure and staffing plan for DEWCCs operation.
- Required certifications, documents, and declarations.
- Weekly work plan

Part II: Financial Proposal

The Financial Proposal shall include a detailed financial estimate for operationalising DEWCCs, all inclusive of GST, Taxes, procurement, setting up, ground facilitation and engagement cost for all 3 locations. transportation, insurance and installation at location.

OPEX estimate to be borne by the identified contractor.

10. Terms and Conditions

- The selected partner company shall operate the DEWCC in line with the operational framework given by ICLEI SA.
- The partner company shall not undertake dismantling, burning, breaking, acid treatment, or any unauthorised processing at the DEWCC.
- All collected e-waste must be channelised only to authorised recyclers/refurbishers, as applicable.
- ICLEI South Asia shall provide financial support as agreed in the work order.
- The partner company shall bear the entire OPEX.
- The partner company shall maintain proper records of all collection, payment, storage, dispatch, sale, and downstream channelisation.
- ICLEI South Asia may inspect the site periodically.
- ICLEI South Asia and relevant partner logos shall be used on DEWCC site branding and outreach material only with prior approval from ICLEI South Asia.
- Any unauthorised use, alteration, or removal of ICLEI South Asia or project partner logos will be considered non-compliance.
- Any major dispute, conflict, or issue with PMC, recyclers, IWPs, residents, societies, or other stakeholders shall be documented and reported to ICLEI South Asia.
- The selected bidder needs to continue the operation of the DEWCCs after the 'Green Byte Pune' project ends, subject to compliance with applicable rules, authorised downstream linkages, business viability, and mutually agreed terms with PMC.
- The Selected Bidder shall not sub-contract any component of the proposed scope of work. the installation.
- In case the contractor wishes to exit from the DEWCCs operation the exit strategy needs to be decided mutually amongst the contractor, ICLEI SA, and PMC and ensuring continuity of business for the onboarded informal sector.
- Any misuse of CAPEX funds, unsafe handling, non-reporting, non-transparent financial practice, or sale to unauthorised channels may lead to termination.
- All project data, reports, and documentation generated under the assignment shall be shared with ICLEI South Asia.
- The decision of ICLEI South Asia in selection and continuation of the partner shall be final.

11. Force Majeure

In case performance is delayed or hindered by events beyond the reasonable control of the selected partner company, the partner shall promptly notify ICLEI South Asia in writing, specifying the nature of the event and likely delay in performance.

12. Legal Provision

Any dispute arising under the agreement shall first be resolved through mutual discussion. If unresolved, the matter may be referred to arbitration/legal process as per the agreement terms finalised by ICLEI South Asia.

13. Penalty

In case, the contractor discontinue the operation within the stipulated time period of 3 years without prior information and knowledge of ICLEI SA and/or PMC, they will be liable to pay a fine of Rs. 1000/ day of delay until they arrive at a consensual way-forward with ICLEI SA and/or PMC.

If during the site visit by ICLEI SA, PMC, MBRDI, it is detected that DEWCCs are not functioning as per the agreed terms and conditions and there is delay in reporting beyond the agreed frequency, a spot fine of Rs. 5000 per DEWCCs per instance of default will be imposed on the contractor.

13. Contact Information

For further information please contact:

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