



Government of Odisha  
Housing & Urban Development Department  
3rd floor, Kharavel Bhavan, Unit-V, Bhubaneswar, PIN:751001

File No.HUD-SANT-SCH-0042-2019 Letter No. 9794 Date: 04.06.2022

From

Kalyan Kumar Rath, OAS (SS)  
Special Secretary to Government

To

The Commissioners of all Municipal Corporations  
The Executive Officers of all Municipalities and NACs

Sub: Selection of agencies authorized by CPCB / SPCB for disposal of E-  
Wastes & Domestic Hazardous Wastes

Ref.: (i) This Department Letter No.: 12619 Dated 20.07.2021  
(ii) This Department Letter No.: 10446 Dated 08.06.2021  
(iii) This Department Letter No.: 2050 Dated 08.11.2019

Madam/Sir,

In inviting reference to the Letters on the subject cited above, I am directed to intimate that suitable instructions have been issued to all ULBs for collection of E-Wastes & Domestic Hazardous Wastes [DHW], accordingly, every Saturday of the week have been designated for collection of E-Wastes & DHW along with wet wastes, but no other dry wastes are collected on Saturdays.

For the purpose of channelizing the collected e-wastes and DHW, a virtual orientation have been conducted with the Sanitation Experts of all ULBs on 02.06.2022 at 11.00 AM for initiating (If not already initiated) process for selection of agencies authorized by Central Pollution Control Board / State Pollution Control Board through floating Limited Tender Call Notice.

Process relating to **Limited Tender Enquiry** has been enumerated under paragraph 13 of the Office Memorandum No. 4939 Dated 13.02.2012 of the Finance Department, wherein basing on selected criteria Firms are approached for participation in the Bid. Bid documents are required to be sent directly to these Firms by the ULBs. Relevant extract from the Office Memorandum referred to above is enclosed as **Annexure-A**.

The minutes of the orientation programme is attached herewith at **Annexure-B**.

List of authorized agencies by Central Pollution Control Board / State Pollution Control Board is also attached at **Annexure-C** for reference.

The ULBs need to prepare the document for floating the Limited Tender Enquiry Notice for selection of agencies.

A model document has been attached at **ANNEXURE-D** which may suitably be modified by the ULBs.

The time line for undertaking different activities is attached at **Annexure-E**.

You are therefore requested to take immediate action for floating of the **Limited Tender Call Notice** within the stipulated timeline for selection of authorized agency for the aforesaid purpose.

Yours faithfully,

*File*  
04.06.2022

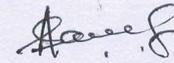
Enclosures: As above

Special Secretary

Memo No. 9795 / HUD

Date: 04.06.2022

Copy along with copy of the enclosures forwarded to the Staff Officer to Principal Secretary to Govt. / PS to the Director, Municipal Administration, Housing & Urban Development Department / PS to Engineer-in-Chief, OWSSB for information and necessary action.

 04.06.2022

Joint Secretary to Govt. &  
Joint Mission Director, SBM(Urban)

Memo No. 9796 / HUD

Date: 04.06.2022

Copy along with copy of enclosures forwarded to all Collectors / the Project Directors, of all District Urban Development Agencies for information and necessary action.

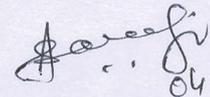
 04.06.2022

Joint Secretary to Govt. &  
Joint Mission Director, SBM(Urban)

Memo No. 9797 / HUD

Date: 04.06.2022

Copy along with copy of enclosures forwarded to the Team Lead, TSU, FSSM / Monitoring and Evaluation Expert, PMU, SBM (Urban) for information and necessary action.

 04.06.2022

Joint Secretary to Govt. &  
Joint Mission Director, SBM(Urban)

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No 4939 /F.,

Date 13.2.12

Codes-27/2011

OFFICE MEMORANDUM

**Sub: Guidelines for Procurement of Goods.**

There is a need for review of the existing policy of the State Government relating to procurement of goods contained in Rule 96 of Orissa General Financial Rules (OGFR) and Appendix-6 thereof so as to make the procurement process efficient, economic, objective and transparent. Government of India in the meanwhile have revamped their procurement system on these lines which are contained in the General Financial Rules (GFR) 2005 and the "Manual on Policies and Procedure for Purchase of Goods" issued by the Department of Expenditure, Ministry of Finance and available in the website of the Ministry of Finance ([www.finmin.nic.in](http://www.finmin.nic.in)). Pending revision of Orissa General Financial Rules, the State Government have, therefore, decided to lay down the following instructions regarding procurement of goods for use in the public service.

1. These instructions are to be followed in conjunction with the provisions of "Manual on Policies and Procedure for Purchase of Goods" issued by the Department of Expenditure, Ministry of Finance and available in the website of the Ministry of Finance ([www.finmin.nic.in](http://www.finmin.nic.in)). However, procurement of goods for Externally Aided Projects funded by loan or grant from bilateral/ multilateral donor agencies like IBRD, IDA, ADB, DFID, JICA etc. would be guided by the procurement procedures envisaged in the respective loan/ credit agreement.

2. **Definition of Goods:** The term 'goods' used in this Office Memorandum includes all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spare parts, instruments, machinery, equipment, industrial plant etc. purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library.

3. **Fundamental principles of public buying:** Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks:-

**13. Limited Tender Enquiry:**

- (i) This method may be adopted when estimated value of the goods to be procured is less than Rs. 5 lakh (Rupees five lakh). Copies of the bidding document should be sent directly by speed post/ registered post/ courier/ e-mail to the registered/approved firms selected for this purpose from the list prepared in terms of the provisions of paragraph 6 and 9 above. The number of supplier firms to be approached for such Limited Tender Enquiry should be more than three. Wherever necessary, efforts should be made to identify a higher number of approved suppliers to, obtain more responsive bids on competitive basis.
- (ii) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.
- (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is Rs. 5 lakh (Rupees five lakh) and above, in the following circumstances.
- (a) The competent authority in the Department/ agency certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Department/ agency should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
- (iv) Wherever felt necessary (for example — number of approved suppliers is not sufficient and all the established sources of supply are not definitely known), Advertised Tender Enquiry may be issued, even if the estimated value of procurement is less than Rs. 5 lakh (Rupees five lakh) only.

## ANNEXURE-B

### Minutes of Orientation on disposal of E-Waste and Domestic Hazardous Wastes held on 02.06.2022 at 11.00 AM under the chairmanship of Special Secretary to Government in virtual mode

An Orientation programme was held on 02.06.2022 at 11.00 AM under the Chairmanship of Special Secretary to Government with Sanitation Experts of all ULBs on disposal of E-Waste and Domestic Hazardous Wastes.

At the outset, presentation was made by the Special Secretary giving a limelight on below mentioned points:

1. In consonance with the provisions contained under the rule 24 of the E-Waste (Management) Rules, 2016, the *“Urban Local Bodies (Municipal Committee or Council or Corporation) shall ensure that e-waste pertaining to orphan products is collected and channelised to authorised dismantler or recycler”*, for which all ULBs are requested to prepare a “Limited Tender Call Notice” (Model attached at **ANNEXURE-D**) intimating agencies duly authorized by CPCB/SPCB for channelizing the collected E-Wastes to participate in the Limited Tender Call Notice.
2. The ULBs are advised to refer the list of agencies (as attached in **ANNEXURE-C**). Agencies other than mentioned in the list may also be considered only if authorized by CPCB / SPCB.
3. ULBs need to execute the selection of agency for channelizing the E-Wastes process adhering to the Scheduled timeline (vide **ANNEXURE-E** ).
4. ULBs shall select the agency for channelizing the E-Wastes on the basis of Terms & Conditions as mentioned in Model Limited Tender Enquiry document. (vide

**ANNEXURE-D).**

5. For Disposal of Domestic Hazardous Wastes (DHW), the ULB shall issue intimation to M/s Ramky Environ Engineers Ltd., Odisha Waste Management Project, Plot No.- 420/6481, Vill- Kanchichuan, P.O Mangalpur, Via- Sukind, Dist.- Jajpur, 755018 which is a "Treatment, storage, disposal Facility (TSDF) located at Sukinda, Jajpur duly authorized by SPCB. Apart from this agency, ULBs may consider any other agency, if only authorized by CPCB / SPCB [Copy of the authorization may be sent to this Department for reference].
6. At the end, all Sanitation Experts are instructed to expedite the process of selection of authorized agency & comply within the stipulated timeline.
7. Further, Sanitation experts have been briefed on the following and instructed to expedite the process:
  - (i) Construction of IHHL / CT in slums;
  - (ii) Enumeration of Waste Pickers; and
  - (iii) Arrangements for Capacity Building training programme for SWM

The Meeting ended with Vote of Thanks to the Chair.

  
02.06.2022

Special Secretary

## List of Authorised E-Waste Collection / Dismantler Centre

Sl. No.	Name of the E-Waste Collection Centre	Letter No. and Date of Issue	Valid upto	Authorised Capacity in Quantity
1	M/s Sani Clean Pvt. Ltd. Dismantling-cum-Collection unit Mr. Mahesh Kumar Agawal, Managing Director, Plot No. 802/947, at-Tangiapada, Niala, Dist-Khurda saniclean@ginniworld.com Ph-0674-2556379,2553844	No. 5042, Dt. 03.04.2017	31.03.2022	3000 MT/Annum
2	M/s Varun Infra Steel Pvt. Ltd. Dismantler MR. Ram Dularay Shaw, Proprietor, Plot No. 1991/3942, At/P.O. Brahmani Tarang, Vedvyas, Rourkela-769004, Dist-Sundargarh M-9437042048 varun.infrasteel@gmail.com	No. 1520, Dt. 05.02.2019	31.03.2023	730 MT/Annum
3	M/s Mirtunjai Udyog (Dismantler) Mr. Vikram Kumar Jaiswal, Proprietor At-AA/2, Civil Township, Rourkela, Dist-Sundargarh M- 9437077382/9437978201	No. 12040, Dt. 05.10.2018	31.03.2027	730 MT/Annum
4	M/s Jagannath E-Waste Recyclers (Dismantler) Mr. Anil Kumar Mohapatra, Managing Partner At-Pinchuli, P.O. Purushottampur, Dist-Ganjam M-9338469046/8018134187 jagannathewaste2@gmail.com	No.6439, Dt. 01.07.2019	31.03.2022	500 MT/Annum
5	M/s Cosmic Net (Dismantler) Mr. Kapil Das, Proprietor, B-25. Saheed Nagar, Bhubaneswar, (Collection Centre, Plot No. 2801, Kesura, Saheed Nagar, Bhubaneswar cosmicnet.net@gmail.com, M-9861095616,9438091660	No.6443, Dt. 01.07.2019	31.03.2022	360MT/Ann um
6	P K Enterprises Collection and Dismantling Mr. Pratap Kumar Swain Proprietor Plot NO. 293/525, Khafa No. 127/4 At/P.O. Kalunga, Dist-Sundargarh	No.6445, Dt. 01.07.2019	31.03.2023	730 MT/Annum
7	Mr. Arakhit Gouda, B.D. Manager, M/s J S Pigments Pvt. Ltd., (Captive Collection Centre) NH-6, At/P.O. Bareipalli, Dist-Sambalpur-768006	No. 12520, Dt. 21.11.2019	31.03.2024	600 MT/Annum

**LIMITED TENDER CALL NOTICE**  
**FOR**  
**SELECTION OF AGENCY FOR DISPOSAL OF**  
**E-WASTE**

**< NAME OF ULB >**

## LIMITED TENDER CALL NOTICE

No. \_\_\_\_\_ / Date: \_\_\_\_\_ /

### **Introduction:**

Sealed Tenders are hereby invited for selection of agencies for **Sale of E-Waste collected from various wards of the ULB and stacked / stored in Material Recovery Facilities [MRF] of the Wealth Centers of <ULB Name>** only from the intending Agencies duly authorized by the Central Pollution Control Board or the State Pollution Control Board.

### **1. SUBMISSION OF BID:**

The authorized Agency having validity of the authorization shall duly submit all the relevant documents / copy of the documents along with the Application Form as at **Annexure-1** attached herewith.

### **2. INITIAL SECURITY DEPOSIT:**

Initial Security Deposit (ISD) in the form of Demand Draft for an amount as indicated below:

Rs.20,000/-(Rupees twenty thousand only) [for Municipal Corporations]

Rs.15,000/-(Rupees fifteen thousand only) [for Municipalities]

Rs.10,000/-(Rupees ten thousand only) [for NACs]

**IN FAVOUR OF** Commissioner / **Executive Officer, <ULB NAME>**

**PAYABLE AT <ULB NAME>**

Any proposal found without the Demand Draft as mentioned above shall be out rightly rejected.

### **3. COPY OF DOCUMENTS TO BE ATTACHED:**

The Bidder must submit the Application Form [Annexure-1] along with all the relevant documents for consideration.

(1) Copy of Letter of Authorization [Having validity] issued by CPCB / SPCB

(2) Initial Security Deposit (ISD) in the form of Demand Draft

(3) GST Registration Certificate

(4) Financial Proposal in Annexure-2 format

(5) Basic Information on the Bidder in Annexure-4 format

**4. QUOTING PRICE:**

The Bidder shall submit Financial Proposal in the format prescribed at **Annexure-2** herewith quoting price per Kg. of e-waste.

**5. LOCATION OF MRF:**

The E-waste collected from different wards of **<ULB NAME>** is stored / stacked in different MRFs of **<ULB NAME>**. The list of such MRFs has been indicated under **Annexure-3** herewith.

**6. LAST DATE FOR SUBMISSION:**

The bidder should submit documents complete in all respect and kept in a duly sealed envelope super-scribed with the words "**TENDER CALL NOTICE FOR SALE OF E-WASTE IN <ULB NAME>**" addressed to the Commissioner / Executive Officer, .....**<ULB NAME>** so as to reach **by 5:30 PM of** .....**[DATE]** through Speed Post / Registered Post / Courier / by hand (To be delivered in the Box kept for the purpose in the office of the ULB).

Applications received after due date and time shall be summarily rejected and **<ULB NAME>** will not be responsible for any delay for such delivery.

ULB shall assume no risk for misplacement of envelope due to improper addressing or not mentioning the name of the work.

**7. OPENING OF BIDS:**

All Bids received by the stipulated time and date shall be opened on ..... **at .....AM / PM** in the .....(Venue), **<ULB NAME>**.

**8. TERMS AND CONDITIONS:**

(1) The Bidder should be authorized by CPCB/SPCB for collection and channelization of the E-Waste.

(2) In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be considered.

- (3) Upon selection and receipt of intimation in this regard, the Bidder shall submit Bank Guarantee of Rs.1.0 lakh [Rupees one lakh only] within seven days to the authorized official of the ULB.
- (4) Upon receipt of the Bank Guarantee from the selected Bidder, the ISD will be refunded.
- (5) ISD of all other Bidders may be refunded within seven days from the date of finalization of the Tender.
- (6) The ULB and the selected Bidder shall mutually decide the quantity of the E-waste to be lifted in one lot.
- (7) Accordingly, thereafter, the ULB will intimate the selected Bidder from time to time for lifting of the E-waste [indicating the weight available for lifting] and provide details of the Bank Account of the Wealth Centre concerned wherein the amount is to be deposited by the Bidder prior to lifting of the E-Wastes.
- (8) The selected Bidder shall deposit the amount and lift the E-Waste from the Wealth Centers [MRF] within 15 days from the date of receipt of the intimation for lifting.
- (9) In case, the Bidder doesn't lift the materials within 15 days from the date of receipt of intimation, the Bidder shall be imposed with a penalty of Rs. 100/- [Rupees one hundred only] per Metric Ton. In case, any valid reason(s) is/are put forth and the ULB considers the same as reasonable, the penalty may not be levied.
- (10) If the Bidder, fails miserably to lift the E-Waste / violates the terms and conditions, the ULB may;
  - (a) Terminate the contract with prior notice to the selected Bidder and after providing a reasonable opportunity of being heard;
  - (b) Report the matter to the Board [CPCB/SPCB, as the case may be] who has issued Letter of Authorisation for collection and channelization of the E-Wastes in favour of the Agency (Selected Bidder);

(c) Take steps for forfeiture of the Bank Guarantee

- (11) The selected Bidder shall provide services for a period of 12 (Twelve) months from the date of finalization / issue of intimation to the Bidder selected in the process.
- (12) Conditional Bids will not be accepted. It must be noted that Consortium / Joint Venture is not acceptable. Interested Bidders may obtain further information and clarification required if any, on any matter relating to the Tender from the office of **<NAME OF ULB>** on any working day during the working hours.
- (13) The Bidder may conduct its own survey of the Wealth Centers for quantity and categories of E-Waste before submitting Bid with due consultation with the ULB.
- (14) The Authority may issue Order to the highest quoted Bidder or Multiple Bidders as deemed proper.
- (15) The authority reserves the right to reject or accept any quotation without assigning any reason thereof. The Bids received in incomplete shape or after due date shall be summarily rejected.

**Commissioner/Authorised Officer/Executive Officer  
< NAME OF ULB >**

**APPLICATION FORM**

To

The Commissioner / Executive Officer,  
**<ULB ADDRESS>**

**Sub:** Submission of Documents for participation for Purchase of E-Waste from Wealth Centers of **<ULB NAME>**

**Ref:** Limited Tender Call Notice No. .... Dated .....

Madam / Sir,

In response to the Limited Tender call Notice referred to above and having reviewed and fully understood all the requirements, this Agency [Name and address of the Agency] being authorized for collection of E-waste by the Central Pollution Control Board [CPCB] / State Pollution Control Board [SPCB] and the said authorization having validity [Copy of Letter of Authorisation having validity enclosed] we intend to participate in the process for the purpose of which document / copy of relevant documents are submitted herewith for consideration.

Yours faithfully,

[Seal & Signature of the authorized signatory of the Agency / Bidder]

[Name of the authorized signatory]

Place:

Date:

Enclosure: List of Documents enclosed

**FINANCIAL PROPOSAL**

To  
The Commissioner / Executive Officer,  
**<ULB ADDRESS>**

**Sub:** Submission of Financial Proposal for Purchase of E-Waste from  
Wealth Centers of **<ULB NAME>**

**Ref:** Limited Tender Call Notice No. .... Dated .....

Madam / Sir,

In response to the Limited Tender call Notice referred to above and having reviewed and fully understood all the requirements, it is hereby agreed to buy the E-Waste as per terms and conditions so prescribed in the rate specified below.

<b>Price per Kg. without GST (INR)</b>	<b>Price per Kg. with GST (INR)</b>	<b>Remarks</b>
In figure	In figure	
In words	In words	

Yours faithfully,

[Seal & Signature of the authorized signatory of the Agency / Bidder]

[Name of the authorized signatory]

Place:

Date:

**LIST OF MATERIAL RECOVERY FACILITY [MRF]**

<b>Sl. No.</b>	<b>ID of the MRF</b>	<b>Location of MRF</b>
1	2	3

**Annexure-4****BASIC INFORMATION ON THE BIDDER**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Name of the Bidder	
2	Address of the bidder	
3	Particulars of the authorization issued by the CPCB / SPCB: a. Name of the SPCB issuing the Authority Letter b. Sl. No. of the Authority Letter c. Date of issue of the Authority Letter d. Authority Letter Valid up to	
4	GST Registration No. Date of registration	
5	Name of the Contact person Contact number E-mail ID	
6	ISD Details DD No. Date Amount Name of issuing Bank Name of the Branch	
7	Other relevant documents, if any	

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**TIMELINE FOR SELECTION OF AUTHORISED AGENCIESTHROUGH LIMITED TENDER CALL NOTICE**

06.06.2022	Limited Tender Call Notice document be prepared (soft copy communicated herewith for reference)
09.06.2022	Approval by competent authority to float the Limited Tender Call Notice
10.06.2022	(1) Despatch of the Limited Tender Call Notice individually to the Agencies authorised by the SPCB, Odisha as enlisted at Annexure-C through Speed Post / Registered Post / Courier / E-Mail (2) Webhosting the Limited Tender Call Notice in the website of the ULB, DUDA and the District.
24.06.2022	Last date for receipt of Bids
27.06.2022	Opening of Bids received in response to Limited Tender Call Notice
29.06.2022	Issue of intimation to selected Agency
02.07.2022	Agency to submit Letter of acceptance to the ULB
18.07.2022	Lifting of 1st lot by the Agency

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