



Application for Empanelment as EMC Registered Energy Audit Firms (EMCREA)

Energy Audit Firms Empanelment (FORM –A)

PART A: Details of Applicant

1. Name of Organization: _____

2. Category (Please "" mark at appropriate place)

(Attach registration certificate of the firm)

- a) Individual/ proprietorship
- b) Partnership
- c) Private Limited
- d) Govt, PSU, Autonomous body

3. Address (Postal) _____

Pin code : _____

Telephone/s (with STD code): _____

Fax No. _____ / _____

email ID _____

URL (website /blog) _____

4. Name of the CEO and contact details _____

Tele/Fax/Email:

5. Name/s of BEE Certified Auditors 1. _____

(Please specify BEE certification no :)

2. _____

6. Registered with any other

Organisation, if yes name of the organisation(attached copy of proof).

7. Are you registered with BEE, if yes specify whether as ESCO or AEA

7. Details of Support Facilities (Instruments, computer, etc.)
- Instruments
 - Computer (attach list with detailed specification)
 - Others (Pl specify) _____

Part B : Manpower and Experience

1. Table I : Details of Technical Manpower

SI No.	Name & Designation	Professional Qualification & year of passing	Post qualification Experience (years)	Years of experience in Energy Auditing	Whether BEE Certified Auditor Specify BEE certification no
1.					
2.					
3.					

(Attach resume of each of the team member. Use separate sheet if required)

2. Table II: Projects undertaken during last three years.

SI No	Energy Audit (*)	Sector	Name of the Organisation	Month & year of Audit
1.				
2.				
3.				
4.				
5.				

* - Electrical/Thermal/Both (Use separate sheet, if required)

4. Provide documentary evidence in support of your Energy Audit experience :

(Attach separately) e.g. Copy of minimum three energy audit report or Copy of Completion certificate from client.

5. Additional information if any (attach separately)

Declaration

- The information provided in this form is accurate and true to the best of my knowledge.
- We agree to abide by the terms & conditions of empanelment.
- Kindly enrol our name as EMC Registered Energy Audit firms for carry out periodical Energy Audits mandated by G.O.(Rt) No. 2/2011/P.D dated 01-01-2011..
- Please find enclosed DD of Rs. 5900/- drawn in favour of EMC payable at ..., as Annual Registration Fee. (Bank: _____ Date: _____)

Name & Designation of the authorized signatory: _____

(Signature)

(Seal of Organization)

Date: _____

(for office use only)

Date of Receipt : _____

Date of Completion of Evaluation : _____

Approved or not approved : _____

EMCREA no allotted : _____

Guidelines for Registration of energy Audit Firms

Annexure 1

Registration of Energy Audit Firm

1. Energy Management Centre- Kerala (EMC) intends to empanel BEE accredited energy auditors/ ESCOS as well as competent firms having experience and expertise in Energy audit. The eligibility criteria for registration are given in this notification. The EMC Registered Energy Audit firm's (EMCREA) , as they will be termed, to carry out periodical Energy Audits mandated by G.O.(Rt) No. 2/2011/P.D dated 01-01-2011 as well as to form a data base of Energy Auditors available for Energy Audit in the State.
2. Registration Fees: - Rs 5000/- + 18 % GST. The fees will be non-refundable and would be utilized for organizing meetings, workshops and printing directory. Certificate of Registration as EMC Registered Energy Audit firms will be issued by EMC after detailed scrutiny and evaluation of the firm's credibility. Energy Registered Auditors will be governed by the terms and conditions given below.
3. Eligibility Criteria for Registration
 - a. The applicant firm should have minimum one BEE certified Energy Auditor with at least 2 years experience in the field of energy auditing.
 - b. Application for empanelment may be submitted as per the Form A.
 - c. The applicant must have relevant experience in Energy efficiency, Energy conservation & Management and should have experience in conducting actual energy audit in HT/ EHT installations and commercial high rise building. Necessary documents / certificates / proofs and Energy Audit Report prepared by the applicant should be produced.
 - d. The firm should have conducted at least 3 energy audits in the last three years. Copy of three latest Energy Audit Reports, indicating name and Certification Number of Certified Energy Auditor and Team of professionals employed by the firm shall be clearly indicated in the report.
 - e. The firm must possess the basic instruments for required for conducting energy audit. In case, the applicant does not possess costly equipment, necessary proof

of understanding with an equipment supplier/ provider may be submitted. List of instruments are as follows

- Power Analyzer Kit (kVA, kW, kWh, V, A, pf, THD, etc)
- Tachometer
- Lux Meter
- Flue Gas Analyzer
- Ultrasonic flow meter
- Thermometer (contact/ noncontact)
- Hygrometer
- Anemometer
- Manometer/ pitot tube

f. The firm must have the following infrastructure facilities:

- Office Premises (permanent office address) with phone / fax
- PC System
- E-mail ID

g. Personal interview of applicants, wherever found necessary, will be taken prior to granting registration.

4. Terms & Conditions of Registration

- a. The registration shall be only valid for within the State of Kerala for a specified period of 3 years from the date of issuance of Registration Certificate.
- b. The registration is subject to yearly review and renewal by EMC and shall be liable for cancellation in case of non-performance or violation of any of the terms & conditions of registration by the consultant, specified herein.
- c. The EMC Registered Energy Audit firm (EMCREA) shall be obliged to submit yearly Work Report pertaining to their overall activity, as EMCREA, including relevant work done by them privately or under any other schemes anywhere in the country.
- d. The EMCREA shall respond to all or any bids, RFPs, RFQs, Tenders or quotation invited by HT/ EHT installations and commercial high rise buildings covered under G.O.(Rt) No. 2/2011/P.D dated 01-01-2011 in Kerala.

- e. EMCREAs may themselves identify and motivate prospective clients for undertaking energy audit.
- f. The EMCREA shall abide by the scope of work and submit Energy Audit Report as per prescribed Report Template and also abide by the terms & conditions of the Energy Audit Guidelines issued by EMC or BEE.
- g. The assignments have to be completed within time frame as agreed upon with the client in professional manner.
- h. The EMCREA shall be required to participate in all the meetings and workshop convened by EMC.
- i. EMCREA along with the representative of industries should present the finding of the Energy audit before the expert committee and any modification suggested during the presentation should be incorporated in the energy audit report.
- j. No individual Certified Energy Auditor can register with/employed / represent more than one Energy Audit Firm. If same Certified Energy Auditor is found registered with/employed by / represented by more than one firm the firm may be disqualified from Empanelment.
- k. Certificate of Employment, duly signed by the Signatory of the Energy Audit Firm, with employment service history, shall be submitted with the application for empanelment.