



Empanelment as EMC Empanelled Energy Audit Firms

Guidelines

1. Energy Management Centre - Kerala (EMC) intends to empanel BEE accredited energy auditors/ ESCOS/Certified Energy Auditors as well as competent firms having experience and expertise in Energy audit. The eligibility criteria for empanelment are given in this notification. The EMC Empanelled Energy Audit firm's (EMCEEA), 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. Empanelment Fees: - Rs 10,000/- (+Applicable taxes). The fees will be non-refundable and would be utilized for organizing meetings, workshops and printing directory. Certificate of Empanelment as EMC Empanelled Energy Audit firms will be issued by EMC after detailed scrutiny and evaluation of the firm's credibility. EMC Empanelled 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.
 - f. 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

g. The firm must have the following infrastructure facilities:

- Office Premises (permanent office address) with phone/Mobile
- Computer Systems and internet facility
- E-mail ID

h. Personal interview / online interview of applicants, wherever found necessary, will be taken prior to granting empanelment.

4. Terms & Conditions

- a. The empanelment shall be only valid for within the State of Kerala for a specified period of 3 years from the date of issuance of Empanelment Certificate. EMCEEA shall conduct at least 3 energy audit in Kerala state or has participated in the tender process before the next renewal.
- b. The registration is subject to a review once in three years 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 Empanelled Energy Audit firm (EMCEEA) shall be obliged to submit yearly Work Report pertaining to their overall activity, as EMCEEA, including relevant work done by them privately or under any other schemes anywhere in the country.
- d. The EMCEEA 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. EMCEEAs may themselves identify and motivate prospective clients for undertaking energy audit.
- f. The EMCEEA 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 EMCEEA shall be required to participate in all the meetings and workshop convened by EMC.
- i. EMCEEA 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.
- l. The review of Energy audit firms as per clause will be conducted by an Expert committee constituted by EMC. Before the review the Energy Audit Firms have to submit their status report of Three years in online mode.
- m. Fee for renewal of empanelment are as follows.
 - i. Energy audit firms which conduct Minimum 30 HT/EHT Energy audits or above within 3 years in Kerala from the date of empanelment / renewal – Rs. 3000 (+ Applicable taxes)
 - ii. Energy audit firms which conduct Minimum 15 up to 29 HT/EHT Energy audits within 3 years in Kerala from the date of empanelment / renewal – Rs. 4000 (+ Applicable taxes)
 - iii. Energy audit firms which conduct Minimum 01 up to 14 HT/EHT Energy audits within 3 years in Kerala from the date of empanelment / renewal – Rs. 6000 (+ Applicable taxes)
 - iv. Energy audit firms conducted No HT/EHT audits within 3 years in Kerala from the date of empanelment / renewal; but has
 - 1. Participated and technically qualifies in at least 3 tender process for HT/EHT Energy Audits – Rs. 7500(+ Applicable taxes)
 - 2. Conducted minimum 5 Energy Audits in LT Consumer (50 kW or Above in case of industry and 30 kW or above in the case of Buildings) Rs. 7500(+ Applicable taxes)
 - v. Energy audits firms who is not satisfying the above conditions (iv.1 & iv.2) has to reregister for Empanelment (Fee 10,000 + Applicable taxes)



Annexure I

Empanelment as EMC Empanelled Energy Audit Firms

Application form

PART A: Details of Applicant

1. Name of Organization :
2. Category (Attach registration certificate of the firm) Mark '✓'
 - a) Individual/ proprietorship
 - b) Partnership
 - c) Private Limited
 - d) Govt., PSU, Autonomous body
3. Address

4. Telephone/s (with STD code) :
5. Fax No. & email ID :
6. URL (website /blog) :
7. Name, Address and contact details of CEO :

Pin: _____

Email:

Mobile No:

8. Name/s of BEE Certified Auditors (Specify BEE certification No.)
 - 1.
 - 2.
 - 3.
9. Registered with any other Organisation, if yes name of the organisation (attach copy of proof). :



10. Are you registered with BEE, if yes :
specify whether as ESCO or AEA
11. Details of Support Facilities : (attach list with detailed specification)
 1. Instruments
 2. Computer & Internet facility
 3. 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 Organization	Month & year of Audit
1.				
2.				
3.				
4.				
5.				

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

3. 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
4. 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 / UTR (Online transaction) of Rs. _____ drawn in favour of Director Energy Management Centre payable at Thiruvananthapuram for Empanelment Fee. (Bank: _____ Date: _____)

EMC Account Details: Account No: 32860100005883; IFSC: BARB0ULLOOR; Bank of Baroda, Ulloor Branch, Thiruvananthapuram

Name & Designation of the :
authorized signatory

Signature :

Date :

(Office Seal)

(for office use only)

Date of Receipt :

Date of Completion of Evaluation :

Approved or not approved :

EMCEEA No. allotted :