

**MAHARASHTRA ENERGY DEVELOPMENT AGENCY**

Government of Maharashtra - Undertaking  
2nd Floor, MHADA Commercial Complex,  
Opp. Tridal Nagar,  
Yerwada, Pune – 411 006.  
Telephones: (020) 2661 4393 / 403  
Fax: (020) 2661 5031

MEDA/ECN-143/2008-09/

June 21st , 2008

**CIRCULAR**

To all Energy Audit Firms / Agencies

**Sub: Empanelment of Energy Audit Firms/Agencies having specialization in Waste Heat Recovery projects**

In order to facilitate Electricity Generation from Waste Heat Recovery MEDA invites the applications from interested Audit firms / Agencies for temporary or permanent empanelment / registration for a limited period of two years on the following criteria:-

- i) Empanelment will be given only to Energy Auditing Firms / agencies/manufacturing units and individuals having exhaustive experience in the field of Waste Heat Recovery and DPR preparation.
- ii) The energy auditing firms / agencies may be autonomous bodies, societies, industry associations, NGOs, Government departments, registered companies, partnership firms, Energy Service companies, academic institutions etc. working in India for last 3 years in the similar field.
- iii) Temporary empanelment up to 2 years till **31<sup>st</sup> March 2009**, may be awarded to those successful energy auditing firms / agencies which have been in this field for last 5 years. The last date for consideration of applications for award of temporary accreditation would be 10<sup>th</sup> January, 2008.
- iv) The Energy Auditing Firms / agencies shall also fulfill criteria of -
  - (a) Organization details including year of establishment, comprehensive experience mentioning the numbers of energy audits carried out, total energy savings achieved etc. (list should be enclosed)
  - (b) Employee's details including Bio-data of individuals, job responsibilities, specific expertise etc.
  - (c) Minimum 2 full-time energy auditors, (Should have the temporary certificate of EA issued by NPC on behalf of BEE).  
Individuals applying for empanelment have to be certified by BEE as energy auditors.
  - (d) Minimum of 3 basic measuring clip-on-type instruments, such as power parameters measuring instruments, flue gas analyzer and temperature measuring instruments (Should submit the latest calibration certificates for the same);

- (g) Income Tax Returns for the last 3 years (true copies of acknowledgments of returns submitted to IT Dept.)
  - (h) Details of Award/s received, if any.
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- v) If required, MEDA may ask the applicant to make detailed presentation of their work in the field of Energy Audit before issuing empanelment certificate.
  - vi) During empanelment period, if any sort of guidelines, rules & regulations are laid by Central or State government, then those would be applicable to empanelled consultants and the consultant has to abide by the same.
  - vii) The application for the Empanelment will be given as and when received the application & there will be no cutoff date for application. Empanelment will be for the rest of the period (i.e. up to 31<sup>st</sup> March 2010) if application is considered by MEDA.
  - viii) Director General, MEDA reserves the right to modify any terms & conditions for empanelment as well as accept or reject any application at any given time.
  - ix) MEDA may withdraw accreditation of an energy audit firm / agency if it is found on verification that the firm is indulging in unprofessional / unethical practices.

Please write to the following address:  
MAHARASHTRA ENERGY DEVELOPMENT AGENCY  
2nd Floor, MHADA Commercial Complex,  
Opp. Tridal Nagar, Yerwada,  
Pune – 411 006.  
Telephones: (020) 26614393 /403 Fax: (020) 2661 5031

Director-General  
MEDA



**MAHARASHTRA ENERGY DEVELOPMENT AGENCY**  
(Government of Maharashtra – Undertaking)

**APPLICATION FOR ENERGY AUDIT FIRM/AGENCY  
FOR TEMPORARY or PERMANENT EMPANELMENT UNDER THE WASTE HEAT  
RECOVERY SCHEME**

((Note: Applications not found attached with a bank draft of Rs.1000/-as processing fee will not be considered)

1	Institutional Name and address	
2	Telephone no. with STD code Fax No. Email	
3	Chief Executive Name & designation	
4	Energy Chief Name & designation	
5	Type of organization (whether government institution, industry association, private, society etc.)	
6	Company profile with list of branch offices (Please attach details)	
7	Annual turnover (please attach copies of the Annual Report / Income Tax Returns for the last 3 years (true copies of acknowledgments of returns submitted to IT Dept.))	
8	a) Year of establishment b) Year of commencement of Energy Auditing activities (Please attach copies of the proof for (b)). (Note: should have at least 5 years of experience in preparation of DPR in the waste heat recovery sector).	
9	No. of resource person(s) in the firm a) Full time b) Part-time / on panel (please attach CV for (a) & (b))	
10	No. of DPRs completed in the past 3 years	

	(Attach a list of clients. Also attach 2 copies of the DPR) Number of projects implemented:	(This is a sample format, details to be attached separately).
11	Availability of energy monitoring instruments and equipments  a) Thermal instruments b) Electrical instruments  (Note: should have minimum of 3 basic instruments such as clip-on-type Power parameters measuring instruments, flue gas analyzer and temperature measuring instrument). (Should submit the latest calibration certificates for the same);	
12	Statement about Training Programme / Seminars / Workshops conducted during the last 3 years, if any.	
14	System of work (ISO Accreditation, if any).	

Signature of the Chief Executive /  
Authorized Official

Date: \_\_\_\_\_ Organization Seal \_\_\_\_\_ Name:.....

Place: \_\_\_\_\_ Designation:.....

**Note:**

- 1) The temporary accreditation will be awarded for a maximum of 2 years or till 31st March, 2010.
- 2) The application for the Empanelment will be given as and when received the application & there will be no cutoff date for application.
- 3) In case of any instance of unprofessional / unethical practices being adopted, the temporary empanelment would automatically be revoked.
- 4) Director General, MEDA reserves all rights to accept or reject any or all applications without assigning any reasons and his decision will be final and binding to the party.