

MAHARASHTRA ENERGY DEVELOPMENT AGENCY

A Government of Maharashtra – Institution
2nd Floor, MHADA Commercial Complex,
Opp. Tridal Nagar,
Yerwada, Pune – 411006.
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MEDA/ECN-015/2018-19/

18th July, 2018

CIRCULAR

To all Energy Planner & Energy Audit Firms /Agencies

Sub: Empanelment of Energy Planner & Energy Audit Firms / Agencies

In order to continue its ongoing programme and also in the capacity of designated agency for State of Maharashtra under the Energy Conservation Act, 2001 & Energy Conservation Policy 2017 of the State, MEDA invites the applications from interested Audit Firms / Agencies for temporary empanelment / registration for a limited period of **two years** on the following criteria:-

- i) Empanelment will be given to Energy Planner & Energy Auditing Firms / agencies and individual auditors it will be treated as “**Energy Planner & Energy Auditor**”
- 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, individuals etc. working in India in the similar field.
- iii) Temporary empanelment **up to 2 years** may be awarded to those successful energy planner & energy auditing firms / agencies which have been in the energy auditing business. **This registration process may be carried out once in a start of the year for Renovation.**
- iv) The Energy Auditing Firms / agencies should have to fulfill the following eligibility criteria for registration.

Category A :

Sr. No.	Class A	Value
1.	Certificate of Registration of the Firm issued by competent authority	--
2.	Minimum Experience of Energy Auditing firm	1 year
3.	Minimum basic measuring clip-on-type instruments, power parameters measuring instruments, flue gas analyzer, load analyzer, power manager, RH Meter and temperature measuring instruments.	The Calibration report of each of these instruments along with it's instrument no., year of manufacture, photograph of name plate & Purchase / Invoice copy of each instruments (On Firms Name) should be provided
4.	Full-time energy auditors	1 No (Have to submit a Certificate of EA issued by NPC on behalf of BEE)
5.	Number of Completed energy audit studies in industrial sector. (Undertaking in this regards should be submitted);	10-20 No. along with copies of Work order & EA reports
6.	IT returns / Audited financial statement / Balance sheet of last year	--
7.	CVs of key persons working	--
8.	Client List	--

Category B:

Sr. No.	Class B	Value
1.	Certificate of Registration of the Firm issued by competent authority	--
2.	Minimum Experience of Energy Auditing firm	0 – 1 year
3.	Minimum basic measuring instrument, portable power analyzer and temperature measuring instruments.	The Calibration report of each of these instruments along with it's instrument no., year of manufacture, photograph of name plate & Purchase / Invoice copy of each

		instruments (On Firms Name) should be provided
4.	Full-time energy auditors	1 No. (Have to submit a Certificate of EA issued by NPC on behalf of BEE)
5.	Number of Completed energy audit studies carried out in industrial sector. (Undertaking in this regards should be submitted);	1-10 No. along with copies of Work order & EA reports
6.	IT returns / Audited financial statement/ Balance sheet of last year	--
7.	CV's of key persons working	--
8.	Client List	--

v) **The Energy Planner & Energy Auditing firms have to register their names by paying demand draft of Rs.10,000/- plus 18% GST as a one time registration fee (non-refundable) and demand draft of any nationalized bank of Rs.50,000/- (refundable) in favor of 'Maharashtra Energy Development Agency', payable at 'Pune'.**

vi) If required, MEDA may ask the applicant to make detailed presentation of their work in the field of Energy Audit before issuing empanelment certificate.

vii) It is the responsibility of the empanelled Energy Auditing firm to submit the quarterly report of Energy Audit conducted sector-wise as the state level Energy Efficiency indices needs to be filled & submitted to BEE, GoI.

If any of the empanelled Energy Auditing firm registered for Class A or Class B but not performing actively during the period of empanelment then his registration may be kept on hold giving a chance of six months at the time of renovation.

viii) MEDA at its discretion may visit any of the industry to verify the audit studies carried out by your firm during the period of empanelment.

ix) During empanelment period, if any sort of guidelines, rules & regulations laid by Central or State government, then it will be applicable to empanelled consultants and are abide by the same.

- x) MEDA may withdraw the empanelment of an energy audit firm / agency if it is found on verification that the firm is indulging in unprofessional / unethical practices **& may forfeit the security amount of Rs. 50,000/-**.
- xi) Once registered, during the period of registration the Firms are eligible for Class up gradation from “Class B” to “Class A” provided they have to submit following documents :-

Sr. No.	Particulars	Value
1.	DD of Registration Fee of Rs. 10,000/- plus 18% GST in favor of MEDA, Pune along with covering letter	--
2.	Minimum basic measuring clip-on-type instruments, power parameters measuring instruments, flue gas analyzer, load analyzer, power manager, RH Meter and temperature measuring instruments.	The Calibration report of each of these instruments along with it's instrument no., year of manufacture, photograph of name plate & Purchase / Invoice copy of each instruments (On Firms Name) should be provided
3.	Number of Completed energy audit studies carried out in industrial sector. (Undertaking in this regards should be submitted);	At least 20 Nos. along with copies of Work order & EA reports completed during the period of registration.
4.	CV's of key persons working	--
5.	Client List	--

- viii) The security deposit of Rs. 50,000/- may be refunded to the empanelled Energy Auditing Firms / agencies after successful completion of registration period and their request letter if they are not willing for renovation of registration.
- ix) For Renovation after completion of successful empanelment period, the energy auditing firm has to submit following documents (Once in the start of the year only) :-

Sr. No.	Particulars	Value
1.	DD of Registration Fee of Rs. 10,000/- plus 18% GST in favor of MEDA, Pune along with covering letter	--

2.	Copy of earlier submitted DD of Rs. 50,000/- in favor of MEDA, Pune as a security deposit.	--	
3.	Minimum basic measuring clip-on-type instruments, power parameters measuring instruments, flue gas analyzer, load analyzer, power manager, RH Meter and temperature measuring instruments.	The Calibration report of each of these instruments along with it's instrument no., year of manufacture, photograph of name plate & Purchase / Invoice copy of each instruments (On Firms Name) should be provided	
4.	Full-time energy auditors	1 No. (Have to submit a Certificate of EA issued by NPC on behalf of BEE)	
5.	Number of Completed energy audit studies carried out in industrial sector. (Undertaking in this regards should be submitted);	Class A	Class B
		min. 20 - 30	min. 10 - 20
6.	CVs of key persons working	--	
7.	Client List	--	

- x) Director General reserves the right to modify the any of terms & conditions for empanelment as well as accept or reject any of the application at any given time.

Please write to the MAHARASHTRA ENERGY DEVELOPMENT AGENCY, 2nd Floor, MHADA Commercial Complex, Opp. Tridal Nagar, Yerwada, Pune-411006. Telephones: (020) 26614393/403 Fax: (020) 26615031 for Application Form for Temporary Empanelment of Energy Audit Firms / Agencies. You may also download the Application Form from our Website: www.mahaurja.com. Please send the filled - in Application Form along with the necessary document required to registered the firm under category A or B at the above address along with a demand draft of Rs.10,000/- plus 18% GST & Rs. 50,000/- drawn in favor of 'Maharashtra Energy Development Agency', payable at 'Pune'.

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Director-General

MEDA



MAHARASHTRA ENERGY DEVELOPMENT AGENCY
(Government of Maharashtra – Institution)

**APPLICATION FOR ENERGY AUDIT FIRM / AGENCY
TEMPORARY EMPANELMENT for (Class A) & (Class B)**
(Wherever necessary, please enclose attachments)

(Note: Applications not found attached with a bank draft of Rs.10,000/- plus 18% GST as processing fee & security amount of Rs.50,000/- 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 if applicable)	
8	a) Year of establishment b) Year of commencement of Energy Auditing activities (Please attach copies of the proof for (b)).	
9	No. of resource person(s) in energy auditing a) Full time b) Part-time/on panel (please attach CV for (a) & (b))	
10	No. of detailed energy audit studies completed in the last year (Should be as per the eligibility criteria mentioned above for Class A or Band 01 from commercial / Government building	(This is a sample format, details to be attached separately).

	(Preferably from State of Maharashtra) Attach a list of clients. Also attach copies of the detailed energy audit report as requested above.	
11	Availability of energy monitoring instruments and equipments a) Thermal instruments b) Electrical instruments Along with the calibration reports and photographs of the name plate of instrument	
12	Details of Awards received, if any	
13	System of work (ISO Accreditation, if any).	
14	Processing fee Rs.10,000/- plus 18% GST should submit along with application and security amount of Rs.50,000/-	

We hereby agree to pay registration fee of Rs.10,000/- **plus 18% GST** & security amount of Rs. 50,000/- (Rupees Fifty thousand only) through Bank Draft in favor of 'Maharashtra Energy Development Agency', payable at 'Pune'.

Signature of the Chief Executive/
Authorized Official

Date:

Organization Seal

Name:

Place:

Designation:.....

Note:

- The empanelment will continue only if all the condition is satisfied and if MEDA found the audit is in-correct or not followed the correct procedure as laid down by MEDA, then MEDA has reserve right to cancel the empanelment of respective firm / agency.
- 1) The temporary accreditation will be awarded for the period of **2 years**.
 - 2) In case of any instance of unprofessional / unethical practices being adopted, the temporary empanelment along with **security amount of Rs. 50,000/-** would be automatically be revoked.
 - 3) The empanelled energy audit firm / agency will be required to submit to MEDA a copy of the report on energy audit, as and when conducted and completed by the firm / agency at the Consumer premises.
 - 4) Empanelment will be given to the auditing firm who has submitted the required documents to MEDA after announcement only.
 - 5) Director General, MEDA reserves all rights to accept or reject any or all applications without as signing any reasons and his decision will be final and binding to the party.