

EXPRESSION OF INTEREST FOR EMPANELMENT OF THIRD-PARTY ASSESSORS FOR IMPLEMENTATION OF ECBC IN MAHARASHTRA

Request for Proposal for Empanelment of organisations as Third-Party Assessors for “Implementation of ECBC in the State of Maharashtra”

1. Introduction

This Expression of Interest (EOI) is being issued for empanelment of organisations as Third-Party Assessors (TPAs) for implementation of Maharashtra Energy Conservation Building Code Rules, 2025 in Maharashtra. TPAs will be empanelled with Maharashtra Energy Development Agency (MEDA), the State Designated Agency of Government of Maharashtra.

As per the Energy Conservation Act 2001, the Bureau of Energy Efficiency (BEE) has developed the Energy Conservation Building Code (ECBC) as a designed intervention for commercial building to harness the energy saving potential. The Bureau of Energy Efficiency updated the ECBC code in 2017 and 2024 while taking initiatives in implementing ECBC across the country. The Bureau of Energy Efficiency (BEE) and Government of India have notified the Energy Conservation Building Code (ECBC) Rules, 2018 dated 13-02-2018.

Accordingly, under the provisions of Energy Conservation Act 2001, Government of Maharashtra has notified the Maharashtra Energy Conservation Building Code Rules, 2025 for new commercial buildings in Maharashtra vide gazette notification dated 29.04.2025.

Energy Conservation Building Code Rules, 2025 shall apply to every commercial building or building complex or a part of building, which is used or intended to be used for commercial purposes having a connected load of 100 kilo-Watt (kW) or greater, or a contract demand of 120 kilo-Watt Ampere (kVA) or greater, or 1000 square meters built-up area or greater.

In order to implement the Energy Conservation Building Code, there is a requirement of Third Party Assessors for the scrutinization and verification of buildings, to inspect the compliance forms & compliance documents, verify the energy performance ratio during the design, construction & completion stages & issue the required certificates as per the forms mentioned in the Maharashtra Energy Conservation Building Code Rules, 2025.

The Empanelled TPA/s (Third Party Assessor) would check building design for compliance with ECBC norms and certify the design submitted by building owner or developer in two stages – one, before construction of building i.e. design stage, and second, after construction of building i.e. completion stage. Based on certification by TPAs, permissions will be granted in two stages –

1. At design/ building permission stage
2. After completion of construction, prior to occupancy of the building.

Therefore, MEDA is inviting an expression of interest from eligible organisations to empanel them as TPAs for ECBC compliance in the State of Maharashtra.

For any clarification, you may contact:

Nodal Officer for State Designated Agency, Maharashtra

1. General Manager (Energy Conservation), MEDA

a. Email: gme@mahaurja.com

2. Manager (Energy Conservation), MEDA

a. Email: eee@mahaurja.com

2. Critical information

Publication Date of EoI	6 th August, 2025
Place of opening of EoI	MEDA office, Pune
EoI should be addressed to	Director General MEDA
Contact Person for queries	General Manager (Energy Conservation) State Designated Agency, Maharashtra gmech@mahaurja.com / eee@mahaurja.com

3. EoI Details

MEDA, is desirous of empanelling organisations as TPAs for compliance verification as part of implementation of ECBC in Maharashtra.

This Request for Expression of Interest (EoI) is addressed to Qualified and Experienced Architects registered with the Council of Architecture, India (CoA), MEP consultants, Energy Auditors (Building) and Environmental design professionals to be a part of organisation as per the primary eligibility criteria given in this document. Eligible applicants must submit their proposals strictly as per the prescribed procedure and formats. MEDA at its sole discretion reserves the right to summarily reject applications that are incomplete and/or where submittals are not as per prescribed format until ECBC Building Energy Auditors are listed/notified by the BEE.

Objective and Roles & Responsibilities of Third Party Assessors

The objective for empanelment of ECBC TPA is to provide technical support to various commercial buildings which includes compliance check with the minimum energy efficiency levels as per the Maharashtra Energy Conservation Building Code Rules, 2025 and provide Compliance Certificate in the design and occupancy stages. Following are the responsibilities of the TPA:

- Provide professional services to applicants involved in evaluating the compliance of commercial buildings during the design / occupancy stages in accordance with Energy Conservation Building Code.
- After a thorough examination of the commercial building's design and occupancy stage for compliance with the Code, a comprehensive report, which includes a simulation report along with the ECBC Compliance Certificate in the prescribed format, and a copy of the Declaration form obtained from the client, will be submitted to the State Designated Agency (SDA), i.e., MEDA.
- The BEE, GoI approved software only shall be used for the purpose of simulation.
- The Certificate generated shall be uploaded in the online BPMS portal by the applicant once integrated in online portal.
- The same TPA is not permitted to carry out compliance assessments for both the design and occupancy stages of a commercial building.
- It is the responsibility of the TPA who carries out the compliance of MH ECBC of a commercial building at occupancy stage i.e. TPA 2, to collect the design stage compliance reports from the concerned TPA i.e. TPA 1, who certifies at design stage.
- The TPA who issues the compliance certificate at design stage i.e. TPA 1, shall share the compliance reports to the TPA who verifies the compliance of the commercial building i.e. TPA 2, at occupancy stage with the consent of client only.
- TPA shall abide the guidelines issued by Authority having jurisdiction / State Designated Agency from time to time.
- MEDA retains the authority to revoke the TPA license at any time if the TPA violates the code of conduct, deviates from ECBC standards, issues inaccurate compliance certifications or exhibits a continued incompetence, negligence and errors in assessment.

4. Eligibility Criteria

Following is the eligibility criteria for the empanelment of ECBC TPA/s in Maharashtra-

The Organisation should either be -

- A company
- Firm
- or any other body of persons consisting of atleast one Energy Auditor and/or Energy Auditor (Building) empanelled with the Designated Agency

and

Sr. No.	Eligibility Criteria
1	Should be registered/ incorporated in India.
2	Should have minimum average annual turnover of INR 5 Lakhs or its equivalent in last three (3) years.
3	Should have minimum 3 years of relevant work experience in the area of energy efficiency in buildings.
4	Must have at least one professional having one of the below certifications and experience: Energy Auditor (Building) (once BEE certifies)/ ECBC Master Trainer / IGBC AP / GRIHA CP / GRIHA Evaluator / LEED AP / LEED AP BD+C / LEED AP O+M / WELL AP / EDGE Expert / or any other equivalent certification who has certified/pre-certified at least 5 green building projects where the individual has worked on energy credit and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using any of the above BEE, Gol approved software.
5	The Organisation should have completed at least 10 projects in the areas related to Green Rating (IGBC/ LEED / GRIHA/ EDGE/ GEM) or completed minimum 15 energy credits and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using any of the BEE, Gol approved software.
6	It should not be black-listed by any Central / State Government / autonomous institutions / university / public sector organization in India.
7	Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this contract.

Note:

- The organisations meeting above listed criteria are required to submit evidence in support – otherwise application may be disqualified.
- The application format is as per **Annexure-A**.
- The details of each criterion and the supporting documents to be provided are mentioned in Section 10.
- In case of change of professional in the organisation, MEDA should be intimated about the new manpower with all relevant self-attested documents from the empanelled firm.

5. Empanelment Fee

- **Organisation** - Rs.25,000/- + 18% GST (Rupees Twenty-Nine Thousand Five Hundred only) payable at Maharashtra Energy Development Agency, Pune towards empanelment fee.
- The empanelled fee who is not meeting the eligibility criteria shall be returned after the final scrutiny of the applications.
- No interest is payable on the empanelment fee.
- The above processing fee is non-refundable.

6. Security Deposit fee

- The applicant shall submit **Rs.50,000/-** as security deposit to MEDA which will be refundable after the time period of TPA over.

7. Validity of TPA

- The validity of TPA will be 02 years from the date of registration issued by MEDA.

8. Submission of documents

Organisations should furnish complete documentary evidence in support of qualification and experience:

- a. Company registration certificate.
- b. Detailed Profile/ Experience certificates
- c. Documentary evidence in support of the green building project where the organisation has worked on energy credit and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating in last five years.
- d. In addition to above, references and certificates that are submitted to support various claims regarding the work experience etc. Should be self-attested.

9. Proposal submission details

The proposal shall constitute the following:

- a. An ENVELOPE containing the proposal spiral bounded/ bonded as per the format prescribed in ANNEXURE-A.
- b. The same envelope shall also contain all the supporting documents as specified in ANNEXURE B, ANNEXURE C, ANNEXURE D, ANNEXURE E, ANNEXURE F and ANNEXURE G.
- c. The envelop shall be super scribed as “Proposal– Application in Response to EOI for EMPANELMENT OF ORGANISATIONS AS THIRD-PARTY ASSESSORS FOR IMPLEMENTATION OF ECBC IN THE STATE OF MAHARASHTRA”.
- d. RTGS of Rs.29,500/- for organisations payable to-

Name	- Maharashtra Energy Development Agency,
Bank Name	- State Bank of India,
Branch	- Pune University Branch,
Account No.	- 52090 5874 59
Account type	- Saving Account
IFSC Code	- SBIN0007339

RTGS receipt of empanelment fee shall be enclosed.

- e. The proposals in response to EoI complete in all respect as prescribed with all supporting documents may be sent to the specified address by registered post / speed - post / courier.

General Manager (Energy Conservation)
 “Maharashtra Energy Development Agency”
 Opposite Spicer College, Next to Commissionerate of Animal Husbandry,
 Aundh Road, Pune – 411 007.

10. Selection Process

The selection process consists of stages as described briefly in the following paragraphs:

- For the purpose of screening and evaluation, the General Manager (Energy Conservation), MEDA, will form an internal team whose decision shall be final and binding on all. Applications will be screened for the primary eligibility criteria given in this EoI. Applicants found eligible will be considered for empanelment.
- The applicants found eligible as per the eligibility criteria shall be further evaluated for their experience and capabilities, by allocation of marks for various criteria.
- Details of these projects such as Project Information document, Energy Simulation Report, role of the consultant supported by documents etc. shall be submitted along with the drawings and designs of ongoing / completed building works.
- The internal team will scrutinize the applications based on their experience and capabilities, assigning credits for various specified selection.

Technical Evaluation criteria outlined below:

Sr. No.	Technical Evaluation Criteria	Max. Score	Min. Score to be obtained	Score	Supporting Document
1	Annual turnover of minimum INR 5.00 Lakhs in last three years.	10	10	10	Bank statement and ITR for last three years.
2	Minimum 03 years of relevant work experience of the organisations in the area of energy efficiency in buildings.	10	5	For additional year of work experience: 1	Provide details of work experience <u>Refer Annexure C</u>
3	organisations should have completed minimum 10 entire projects in the areas related to Green building Rating systems (IGBC/GRIHA/LEED/GEM/EDGE) or Completed minimum 15 energy credits and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other	35	30 For each entire project: 3 and for each Energy credit: 2	For each additional green building project/ energy credit using simulation: 2	Provide documentation related to green building projects/ energy efficiency credit with necessary reports and supporting files <u>Refer Annexure D</u>
4(i)	One professional in the organisations must have any one of the certifications namely- BEE certified Energy Auditor (once BEE certifies)/ ECBC Master Trainers / IGBC AP / GRIHA CP / GRIHA Evaluator / LEED AP / LEED AP BD+C / LEED AP O+M / WELL AP / EDGE Expert / or any	10	5	For any certification: 5	Certificate issued by Authorised Institute/ Agency <u>Refer Annexure E</u>

	other equivalent certification				
4(ii)	Same professional should have certified/pre-certified at least 5 green building projects where the individual has worked on energy credit and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using any of the above BEE, GoI approved software.	10	5 For each project: 1	For each additional green building project: 1	Provide documentation related to green building projects/energy efficiency credit with necessary reports and supporting files <u>Refer Annexure F</u>
5	Proficiency of the organisations in any of the Bureau of Energy Efficiency (BEE) approved software for demonstrating compliance with ECBC such as AECOSim, Design Builder, DOE2, Energy Plus, eQUEST, HAP, IDA-ICE, IES-VE, Open Studio, Simergy, Trace700, TRNSYS, Visual DOE, and BEP-EMIS, etc.	25	10	Any additional software: 5	Certificate or proof of completion for training courses specific to the software <u>Refer Annexure G</u>
	Total	100	65		

The applicant is obligated to fulfil all the mandatory criteria scoring to be shortlisted for empanelment. Minimum credits for qualification are 65. Those securing less than 65 will be disqualified

11. General Conditions

- a) MEDA takes no responsibility for delay, loss or non - receipt of the proposals sent by post/courier.
- b) MEDA takes no responsibility for any expense incurred by any Applicant in connection with the preparation & delivery of the proposals.
- c) All dates, place and time are subject to change and the latest information and clarifications, if any, shall be posted on MEDA website
- d) Applicants are advised to visit the website regularly.
- e) MEDA reserves the right to complete the primary eligibility check based on details furnished in the application without seeking any additional information.
- f) Any queries, discrepancy, error, ambiguity in the EoI and its contents must be brought to the notice of MEDA in writing through the speed post /registered post/E-mail within 30 days of the date of issue of this EoI.
- g) No individual response shall be given to any of the communication. Response to all queries, clarifications, corrigendum, and addendum shall only be posted on the website of MEDA.
- h) Applicants shall submit all documents in the form and manner specified.
- i) MEDA reserves the right to seek more details regarding the proof of qualifications, experience and capabilities of the key personnel.

- j) MEDA reserves the right to reject any or all applications/proposals without assigning any reason thereof.
- k) The documents and other information provided by MEDA or concepts and material submitted by the Applicants to MEDA shall remain or become the property of MEDA.
- l) All Applicants are to treat all information provided as strictly confidential.
- m) MEDA reserves the right to amend, alter, modify, add and/or delete in part or full any requirements or terms and conditions contained in the EoI including, but not limited to, the deadlines for submission, the submission requirements, and any other information, at any time during the selection process, which shall be binding on all applicants.
- n) MEDA reserves the right to issue corrigenda and addenda, at any stage of the selection process, to this EoI which shall be binding on all applicants.
- o) MEDA reserves the right to cancel or withdraw this EoI at any time.
- p) Applicants are requested not to seek any extension in due date of submittals at any stage.

12. Disqualifications

MEDA may, at its sole discretion and without assigning any reasons whatsoever reject any application at any stage of the selection process and/or debar the applicant through this process, if:

- i. The Applicant has made misleading statements; or any of the documents / certificates as submitted are found to be fabricated or false; or a material misrepresentation is made or discovered; or the Applicant does not provide the responses sought by MEDA within the stipulated period.
- ii. The applicant submits a proposal that is incomplete or not accompanied by such documents as are required by MEDA; or the applicant fails to provide clarifications related thereto, when sought.
- iii. The applicant fails to submit document(s) that are sought as a part of this EoI, strictly in the form and manner specified by MEDA.
- iv. The applicant has been declared ineligible by the Government of India/State/UT Government / public sector organization / autonomous institution / university for corrupt and fraudulent practices, or blacklisted;

All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.

ANNEXURE- A

Proposal

To,

The Director General,

Maharashtra Energy Development Agency,

Opposite Spicer College, Next to Commissionerate of Animal Husbandry,

Aundh Road, Pune-411007.

Sub: Proposal for empanelment of Third Party Assessors for implementation of ECBC in Maharashtra

Sir,

With reference to your EOI no. XXXXXXXXXX datedfor “Empanelment of organisations as Third Party Assessors (TPAs) for implementation of ECBC in Maharashtra”, I wish to apply to MEDA as a(type of organisation)

S. No.	Particulars	Details				
A	Name of the Company/Firm/ any other body of persons consisting of atleast one Energy Auditor and/or Energy Auditor (Building) empanelled with the Designated Agency (in BLOCK Letters)					
B	Name of the Owner/Partner					
C	Nature of the organisation and specialization (tick the relevant option)	Architect	Engineer	Energy Auditor	Environmental Design	Others
D	Contact Details –I (Owner)					
Name						
Address						
Phone No.						
Mobile No.						
E-mail ID						
E	Contact Details-II (Organisation)					
Name of Organisation						
Address						
Phone No.						
Email ID						
Website						

F	Number of building projects where the organisation has worked on Energy credit and has demonstrated compliance through IGBC/LEED /GRIHA or ECBC or any other equivalent code in last five years	
G	Details of Payment: RTGS Transaction ID	

Further, I hereby certify that:

I have read the provisions of all the clauses and confirm that notwithstanding anything elsewhere to the contrary, the stipulations of all clauses of EoI are acceptable to me and I have not taken any deviation to any clause.

I further confirm that any deviation to any clause of EoI found anywhere in my bid, shall stand unconditionally withdrawn.

Date:

Place:

Signature& Stamp:

Full Name:

Designation:

ANNEXURE- B

List of documents to be attached by the organisation

S.No	Particular	Attached (Y/N)
1.	Copy of organisation's registration certificate/partnership deed/ MSME Udyam Aadhar/any relevant certificate	
2.	Copy of PAN card	
3.	Copy of GST certificate	
4.	ITR and bank statement for last three years	
5.	Self-attested CVs of Professional with certification and experience	
6.	Awards/ certificates of the organisation	

Note: Enclose all above documents.

Authorised Signatory of the organisation

ANNEXURE- C

Details of work experience of the organisation in Building Sector

Sr No.	Name of the project and address	Period From — to	Category of project	Brief description of projects	Roles & responsibilities of the respective project work

Authorised Signatory of the organisation

ANNEXURE- D

Details of work experience of the organisation in Energy Efficiency of buildings

Sr No.	Name and address of the Project	Area in sq.m.	Year of execution (If in planning stage, please mention)	Client Name & contact details	Certification compliance (IGBC/GRIHA/ EDGE/LEED/ECBC)	Details of work carried out in entire green building certification or energy simulation credit process

**Enclose necessary simulation reports with input output files/certificates/Documents/Drawings*

Authorised Signatory of the organisation

ANNEXURE- E

Details of Certified Professional in the organisation

Sr No.	Name of the Professional	Contact details	Name of the Certification	Issued by (Name of the agency)	Date of Issuance	Brief description of course content	Validity period

**Enclose the copy of certification issued by the respective agency*

Authorised Signatory of the organisation

ANNEXURE- F

Details of work experience in Energy Efficiency in Green Buildings sector by Professional in the organisation

Sr No.	Name of the Professional	Name and address of the Project	Area in sq.m.	Year of execution (If in planning stage, please mention)	Client Name & contact details	Certification compliance (IGBC/GRIHA/EDGE/LEED/EBC)	Details of work carried out in entire green building certification or energy simulation credit process

**Enclose necessary simulation reports with input output files / certificates/Documents/ Drawings*

Authorised Signatory of the organisation

ANNEXURE- G

Details of Proficiency of the organisation in any of Bureau of Energy Efficiency approved Software

Sr No.	Name of the software and version	Date of issuance of certificate	Details of certifying institute (Name & address)	Details of projects where the software is used

**Enclose the copy of certificate issued by the institute*

Authorised Signatory of the organisation