

**APPLICATION FORM
FOR
ENLISTING/EMPANELMENT AS
ENERGY AUDITING FIRMS
/ENERGY CONSERVATION SOLUTION PROVIDERS/ESCOs**



I	Name of the Organization	
II (a)	Complete address (including Chief Executive's name & designation) with mobile, telephone, fax nos. & e-mail.	
(b)	Year of Establishment	
III	Registered Office address with telephone, fax nos. & e-mail	
IV (a)	Name, designation, address, mobile, telephone, fax nos. & e-mail of responsible person who could be contacted in connection with the application.	
V	PEC Company Registration Status and Category	
VI	Status of Certificate of Incorporation/Registration of Company /Firm and NTN Certification	
1	Organizational set up	
1.1	What is your nature of works and services undertaken? Give brief description about your organization.	
1.2	Please attach a simple schematic diagram showing the Organization Structure and describe overall management structure	
1.3	Please describe the works and Services offered in the field of Energy (Example: Energy Auditing, Energy equipment manufacturer, contractor, consultancy etc.)	

1.4	Works/services undertaken/offered in the field of energy by your organization:	
2	Experience in energy efficiency retrofitting	
2.1	<p>Does your organization have an Energy Audit (EA) Cell? If yes, who heads the EA Cell? Whether energy conservation is his exclusive or additional responsibility? To whom he is reporting?</p> <p>Give salient features of EA Cell's constitution, functions, achievements, future plans and strategy followed to undertake energy auditing / efficiency programmes.</p>	
	Number of audits conducted	
	Type and number of audit instruments available	
	Number of recommendations implemented	
2.2	Implementation	
	No. of Projects completed and contact numbers of clients	
	Linkages with equipment manufacturers for supplying equipment for projects	
	No. of clients	
2.3	Contract Projects	
	Performance Guaranteed: No. of projects and project details:	
	Shared Savings Projects: No. of projects and project details:	
	Leasing Projects: No. of projects and project details:	
2.4	Sectors	
	Describe various sectors to whom services	

	provided by your organization (ex.: Buildings-Hotels, Hospitals, Shopping Malls etc., Industrial-Cement, Aluminum, Pulp & Paper etc.)	
	Utilities (Ex. Compressed air, pumping, HVAC, lighting etc.)	
	Processes (Ex. In Cement, fertilizer etc.)	
	Technologies (Ex. Variable speed drives, building automation, data acquisition systems etc.)	
	Experience (in man months in above sectors)	
3	Professional Competence	
	CVs of Staff (professionals) in energy efficiency retrofitting	
	Competence of staff in Design Engineering Applications for various clients	
	No.& details of Installations undertaken for retrofitting of various equipment	
	Describe No. & details of Maintenance contracts entered for above installations	
	No. of Engineers undertaken ENERCON-PEC Energy Audit Tools & Techniques Courses and Registered with PEC	
4	Finance	
	Annual turnover	
	Specific turnover – Energy Efficiency Retrofitting	
	Credit for Energy Efficiency Business	
	Equity available	
5.	Any other information:	

Important Note:

- **In case of Energy Auditing Firms, it's mandatory to attach Detailed Energy Audit Reports & Contact Nos. of at least three Clients for ENERCON to get your direct feedback.**
- **ENERCON / ECF will evaluate each application and can demand further necessary information if required.**
- **ENERCON / ECF can reject any application without assigning any reason.**

Basic Requirements for Enlistment

Figure 1.1 below provides a graphical representation of the enlistment process. Upon receiving an application, ENERCON/ECF will evaluate the application against the defined qualification criteria which may include competencies such as institutional capacity, technical capability and modalities of providing performance guarantee. The applicant can be provided an option to appeal for reassessment if the respective company can provide valid reasons/justifications for any shortcoming identified.

The enlistment of firms/ESCOs providing energy auditing services is going to be differentiated according to the level of experience of ESCOs and the types of system expertise the ESCO possesses. To qualify for enlistment, ESCO/Energy Auditing Firms must satisfy the following requirements:

a) Existing ESCO/Energy Auditing Firm(In operation for 3 or more years)

- Have under its full-time employment a minimum of one Key Qualified Person (KQP) to carryout and oversee energy audits and implementation of projects;
- Have undertaken a minimum of nine energy audits within the past three years; and
- Have in place a number of relevant calibrated equipment/ instruments to carry out energy audit works.

b) Newly Formed ESCO/ Energy Auditing Firm (In operation for less than 3 years)

A newly formed ESCO may be provisional enlisted on a yearly basis, up to a maximum period of three years, whereupon full or energy auditing enlistment shall be sought. The requirements for provisional accreditation are:

- Have under its full-time employment a minimum of one Key Qualified Person (KQP) to carry out and oversee energy audit and implementation of projects;
- Have available a number of relevant calibrated equipment/ instruments to carry out energy audits.

c) Key Qualified Person (KQP)

In order to qualify as a KQP, the applicant must satisfy the following criteria:

- 1) Relevant engineering degree and completion of minimum three energy audits/assessments/surveys within the past three years either detailed or technology or process specific

✓ **Display of Enlisted firms details on website**

List of Enlisted firms will be displayed on the official webpage of ENERCON, Ministry of Water & Power so that private parties can interact directly with the firms for their queries regarding energy audits without any liability on ENERCON or ECF

✓ **Enlistment Renewal**

The enlistment shall be valid for a period of three (3) years, whereupon a renewal application shall be submitted with the relevant documentation, otherwise the enlistment shall deem to have lapsed.

✓ **Confidentiality**

All materials and information submitted with the application will be held in strict confidence and will be used for assessment purposes only.

✓ **Code of Practice/Conduct**

The enlisted company may have the enlistment withdrawn or suspended for the following reasons:

- Failure to complete any EPC or energy audit work;
- Received complaint(s) by client(s) for poor quality work;
- Financially insolvent;
- Malpractice and/or fraud
- Major change to the company structure and/or personnel

ENERCON has the right to remove an enlisted company from the register/webpage; or temporary suspend any member on the register/webpage for a period deemed appropriate.

✓ **Obligation and Additional Requirements from enlisted ESCOs**

An enlisted company shall be obliged to inform the ENERCON/ECF of any major change in the company. Such major changes may involve the company's ownership, financial status, structure, and/or movement of its Key Qualified Person.

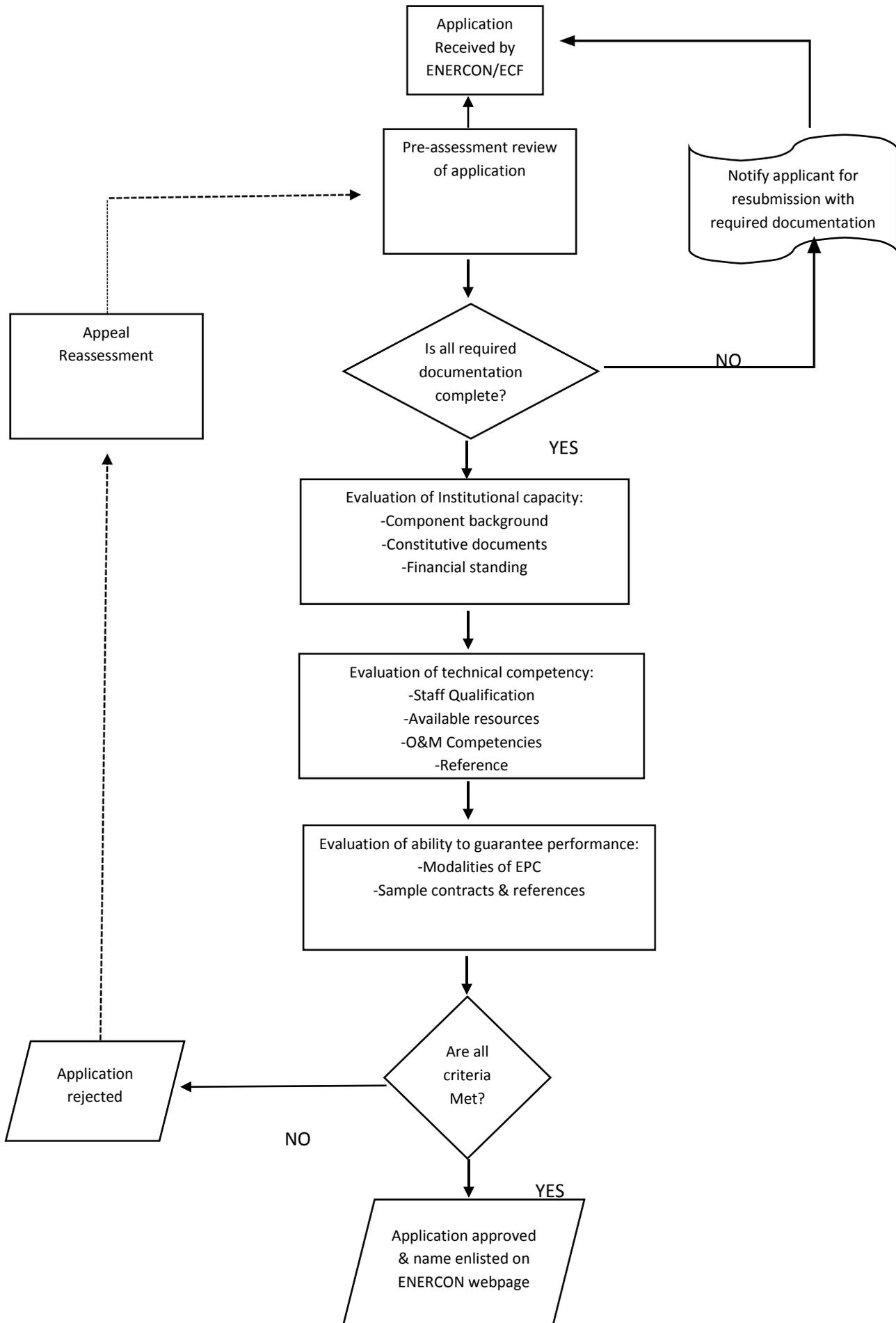
✓ **Database of enlisted ESCOs (Auditing Services)**

The database of enlisted Companies will be made public and available for use by various private and public organizations and agencies in selecting and engaging ESCOs to submit proposal for particular energy efficiency work or project.

✓ **Further Information**

Any inquiry or clarification with respect to an application must be made in writing to the ENERCON at the same address as for the submission of application.

Figure 1.1:



EVALUATION SHEET FOR ENLISTING/EMPANELMENT AS ENERGY AUDITING FIRMS/ENERGY CONSERVATION SOLUTION PROVIDERS/ESCOs

S.No	Organization Name	Complete Set of Required Documents (Company Profile, PEC Registration, SECP Registration)	Qualifications/ Competence of Team Leader and Team Members	Presentation or Onsite Briefing	Availability of Energy Audit Equipments	Quality of Technical Reports & Success Story(ies)/Implemented Projects by firms in operation for more than one year	Quality of Technical Proposals/Reports Submitted to Clients by newly established firms within 1st year of its operation	Total Marks
		10	15	25	20	30	100	
1								
2								
3								
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11								
12								

Name _____

Signature: _____