**Terms & Conditions for Empanelment of   
“Energy Auditing Agencies/ Individual Energy Auditor”**

**1. Purpose**

NITCON proposes to form a panel of Energy Auditing Agencies/ Individual Energy Auditors for carrying out Energy Audits, Energy Conservation/ Management Studies and energy related surveys/ studies.

**2. Minimum Eligibility Criteria**

The minimum eligibility criteria details are provided in **Annexure‐A**.

**3. Application Submission Guidelines**

The application shall be submitted in accordance with the following guidelines:

(i) Application shall be submitted in the format prescribed at **Annexure‐B.**

(ii) The application shall be unconditional; otherwise it is liable to be rejected.

(iii) All the information/details are to be supported by authentic documents duly certified by the Applicant.

(iv) Applications shall be submitted in a sealed envelope titled “Application for Energy Auditing Agencies” or “Individual Energy Auditor” to NITCON.

**4. Empanelment Period**

The empanelment is for a period of 5 years. However, a review exercise may be made periodically based on performance along with necessary information. NITCON reserves its right to de‐list the name of the agency/ individual at any stage, if found unsatisfactory or does not comply with the NITCON’s requirement.

**Annexure‐A: Eligibility Criteria**

**(i) Empanelment of Energy Audit Agencies**

|  |  |  |
| --- | --- | --- |
| 1) | Who may Apply | Partnership Firm/ Limited Liability Partnership, Company |
| 2) | Eligibility Criteria | * The applicant should have atleast one BEE certified Energy Auditor. * Minimum five years’ experience in Industrial Energy Audits. * Should have conducted atleast 5 detailed energy audits. * Preference would be given to applicant having the following energy related instruments: - * Power Analyser (Kva, Kw, kWh, V, A, PF, etc.), Digital Tachometer, Magger, Lux Meter, Digital Thermometers, Digital Anemometer, Flue Gas Analyser (for Thermal Energy Audit only), Digital Pressure Meter. |

**(ii) Empanelment of Energy Auditors**

Applications are invited from BEE Certified Energy Auditors having an experience of atleast 2 years in the field of conducting Energy Audits of Industrial Units and Buildings.

|  |  |
| --- | --- |
| Eligibility Criteria | * BEE Certified Energy Auditor. * Minimum 2 years of experience in conducting Energy Audits of Industrial Units and Buildings. * Additional preference will be given to professionals who possess the basic instruments required for conduct of energy audits, such as :- * Power Analyser (Kva, Kw, kWh, V, A, PF, etc.), Digital Tachometer, Magger, Lux Meter, Digital Thermometers, Digital Anemometer, Flue Gas Analyser (for Thermal Energy Audit only), Digital Pressure Meter. * Preference would also be given to Certified Energy Auditors who have handled industrial Energy Audits independently. Proof of such involvement in the form of work order or completion certificate, should be enclosed. |

*Note: Energy Audit Agencies/ Auditors empaneled under this category shall be involved in NITCON energy conservation activities as and when required. NITCON is not committing any task allocation through this empanelment process but whenever there is a need for services of the agency, NITCON may call for quotations from the empaneled agencies.*

**ANNEXURE-B: APPLICATION FORM**

**EMPANELMENT OF ENERGY AUDITING AGENCIES/ INDIVIDUAL ENERGY AUDITOR**

**Part-A: Details of Applicant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1) | Name of Organisation / Individual |  | | |
| 2) | Category | (Please “✔” mark at appropriate place) | | |
|  | a) Individual / Proprietary | d) Partnership | | |
|  | b) Public Limited | e) Private Limited | | |
|  | c) Research Institution | f) Others (Please specify) | | |
| 3) | PAN details |  | | |
| 4) | Address |  | | |
|  | Telephone /s (with STD code) |  | | |
|  | Fax No. |  | | |
|  | Email ID |  | | |
| 5) | Name of the Chief Executive |  | | |
|  | Mobile No. |  | | |
|  | Email |  | | |
| 6) | Year of Establishment |  | | |
| 7) | No. of Years of Operation in the Sector |  | | |
| 8) | Turnover / Income from Energy  activities over the past 3 years |  |  |  |
|  |  |  |
| 9 | Particulars of Expertise/ Specialty |  | | |
| (i) | Audit Type | Thermal ⬜ Electrical ⬜ Both ⬜ | | |
| (ii) | Type of Industry/ies |  | | |
| 10 | Details of infrastructure / equipments available, alongwith their photographs |  | | |
| 11 | Appreciation Letters, if any |  | | |
| 12 | Any other strengths/ achievements, you wish to highlight |  | | |

**Part-B : Manpower and Experience**

**(1) Table-I: Details of Technical Manpower**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name and Designation** | **Qualification** | **Experience (years)** | **Field of Expertise** | **Whether BEE Certified Auditor** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

*(Attach resume of each of the team member with credentials. Use separate sheet)*

**(2) Table-II: Projects undertaken during last 3 years**

*(Minimum 10 Nos.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name & Address of the Client** | **Sector** | **Energy Savings projected in Tonne of Oil Equivalent (TOE)** | **Energy Saving as %age of Total Energy Bill** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

*(Please enclose copy of implementation certificate, if any)*

**Declaration**

I/we hereby apply for empanelment as Energy Auditing Agencies/ Individual Energy Auditor in your organisation and declare that:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with NITCON.
2. I/We understand and accept that empanelment shall be at the discretion of NITCON as per requirement and NITCON has a right to reject our application without assigning any reasons therefore.
3. I/We shall submit the reports as per standard formats prescribed by NITCON with correct and full information and without negligence;
4. If my/our application for empanelment in NITCON is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions prescribed by NITCON from time-to-time;
5. I/ We will comply with all statutory/ government provisions/ acts/ laws that may arise from time-to-time as regards the terms & conditions of the services of the persons deputed to work on the agreed assignments during its entire tenure/ till its completion and all liabilities in this respect will be complied with and all expenses met, by me/ us.
6. I/We understand that empanelment as such does not guarantee award of assignments by NITCON;
7. I/We understand that entrustment of assignment is subject to periodical review by NITCON;
8. I/We understand that NITCON reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
9. The assignment shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by NITCON from time-to-time;
10. I/We shall maintain secrecy of the business allotted by NITCON;
11. Under no circumstances, I/we shall use the name or logo of NITCON in my/ our correspondence with other organisations;
12. If any wrong certification is detected, I/We hereby consent that NITCON may take steps as deemed fit;
13. I/We undertake to keep NITCON informed of any events or happenings which would make me ineligible for empanelment as a Individual Energy Auditor/ Energy Auditing Agency;
14. I/We have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure;
15. I/We shall strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”;
16. I/We am/are a citizen/incorporated/registered in India;
17. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
18. I/We have not been found guilty of misconduct in professional capacity; and
19. I/We have not been convicted of an offence/ debarred by any agency/ organisation.

Date: Signature with Seal

**DETAILS WHERE TO SUBMIT APPLICATION FOR EMPANELMENT**

**The duly filled details as above along with enclosures shall be submitted through e mail ADDRESSED TO MR. J.S.LAMBA, SR. GENERAL MANAGER ON THGEIR MAIL** [**projects@nitcon.org**](mailto:projects@nitcon.org) **WITH COPY OF MAIL TO md@nitcon.org**