

**FORMAT OF APPLICATION FOR EMPANELMENT AS ENERGY AUDITING FIRMS**  
(To be typed on Party's Letterhead)

1. Name of Consultant (s)/ organization:
2. Type of the firm (Proprietary/ partnership/ Limited etc):
3. Permanent Account Number details (please attach a copy of PAN):
4. Name & designation of contact person:

Address :

Fax, Tel / Email:

5. Type of activity being undertaken (please mark in '√' appropriately)

Sl No	Particulars	please mark in '√' if yes
a.	Preliminary energy audit (Thermal/Electrical)	
b.	Detailed energy audit (Thermal/Electrical)	
c.	Consultancy services provided to energy auditors	
d.	Training highlighting special areas	
e.	Trouble shooting in energy conservation areas	
f.	Turnkey project for implementation	
g.	Post energy audit assistance for implementation of audit recommendation	

6. Year of establishment of your organization :
7. No. of consultants/ executives in the organization providing services in:
  - a) Certified Energy Auditors :
  - b) Certified Energy Managers :
  - c) Accredited Energy Auditors :
  - d) ISO-50001 (EnMS) Auditors :
  - e) Other areas (please specify) :

Note: Please provide Bio-Data of Energy Auditor highlighting their engineering qualification and experience in the field.

8. Regional preference to work in (Northern / Southern / Eastern / Western Region) :

(Signature and stamp of the applicant)

9. Please provide details of energy audit instruments available in your organization in the following format: (separate list may be attached, if required)

Instrument	Model No.	Manufacturer / Supplier	Purchase Year	Calibration Status

10. Details of energy audits undertaken in the last three years (separate list may be attached, if required).

Name of Company	Year of Audit	Type of Audit		Work order value	Duration of Audit (days/ weeks/ months)	Major energy areas covered in the audit	Sector
		Preliminary / Detailed	Comprehensive (process) / utility				

11. Please attach the **detailed reports on energy audit already conducted by you** along with '**summary of recommendations**' of three best audits in your opinion in three different industries. \***Please also enclose full reports separately.**

12. Sectors under PAT scheme in which energy audits have been done. (Separate list may be attached, if required).

Name of Company	Year of Audit	Type of Audit		Work order value	Sectors (under PAT scheme)	Major energy areas covered in the audit
		Preliminary / Detailed	Comprehensive (process) / utility			

13. Area of specialization in energy audit field :

14. Please list down energy efficiency projects involving substantial investment, which have been implemented by your clients based on your energy audit recommendations. (Separate list may be attached, if required).

Company	Project implemented	Duration	Investment incurred (in Rs.)	Estimated annual energy savings (in Rs.)

(Signature and stamp of the applicant)

## **Acceptance of Terms & conditions for empanelment as Energy Auditing Firms**

The tender and the job (if awarded) will be governed by the following terms and conditions:

- 1) The job shall be executed with Chief Regional Coordinator ( \_\_\_\_\_ Region) PCRA, as the Engineer-in-Charge in terms of the Contract.
- 2) The job shall be carried out under the directions, guidance and advice of PCRA's Site Engineer as per the job requirements specified in Scope of Work and Special Terms & Conditions.
- 3) All correspondence must be addressed to Chief Regional Coordinator ( \_\_\_\_\_ Region), \_\_\_\_\_ Petroleum Conservation Research Association, \_\_\_\_\_ . Direct correspondence with our client is not permitted.
- 4) Successful tenderer shall mobilize its manpower/ resources at site within 15 days of issuing of Work Order.
- 5) Successful tenderer shall deploy qualified technical personnel having experience to carrying out the energy audit under the scope of work.
- 6) The successful bidder shall have to plan & mobilize the resources so as to complete the entire audit work in schedule time without interrupting the running equipment/operations in the plant/ building.
- 7) The successful bidder shall have to bring all necessary instruments, manpower, tools & tackles required to carry out the audit work successfully.
- 8) The entire measuring instruments to be used for the audit work must be calibrated & certified by authorized agency. Relevant document pertaining to the calibration/certification of the instruments may be required to be produced on demand.
- 9) The responsibility for all safety measures during the audit lies with the contractor.
- 10) Contractor shall ensure that safety rules are observed to avoid accident, which may cause loss of life or damage to their staff / PCRA's client's staff and property. Entire responsibility will be on the contractor for safety.
- 11) The contractor shall insure at his own cost all his staff and workers against accidents and any damages, loss or injury due to fire, accidents, thefts and all other risks including flood, storms, earthquakes, riots, malicious damages etc. PCRA or its client shall not be liable for any damages or compensation payable by law in respect of or in consequence of any accident or injury to any consultant / workman or other person in the employment of the contractor. No claim for any type of loss shall be entertained by PCRA or its client.
- 12) Contractor has to maintain complete and absolute confidentiality of all data and information gathered during the study
- 13) It is mandatory for the successful bidder to make a presentation of the Energy Audit findings in PCRA's office / client place, as and when required.
- 14) The Executive Summary of the Energy Audit Report will contain following:
  - Savings Identified: 1) Electricity in kWh/year; 2) Oil in KL/Year (F.O./Diesel etc. to be converted to oil equivalent with conversion factor to be given), 3) Total savings identified in terms of MTOE.
  - Estimated Yearly Consumption (EYC): 1) Electricity in kWh/year; 2) Oil in KL/Year (F.O./Diesel etc. to be converted to oil equivalent with conversion factor to be given).
- 15) The successful Tenderer shall submit Draft Report (Hard Copy-Spiral Binding) and 1 soft copy within 10 days of completion of the Field Work. 5 sets of Hard Copy-Hard Book Binding and 1 Soft copy) of final report has to be submitted within 7 days from the approval of draft report.

(Signature and stamp of the applicant)

- 16) Penalty Clause: Any delay in completion of work beyond the stipulated date shall attract penalty equivalent to 0.5% (Half Percent) per week of the remaining amount subject to maximum of 10% (Ten Percent) of the total amount of work order value.
- 17) Applicant will accept the tender condition in totality and will not impose any condition from his side.
- 18) The empaneled firm, shall respond to NITs (Notice Inviting Tenders), forwarded to them. In case the empanelled EA firm doesn't respond for three consecutive NITs, the empanelment may be cancelled.
- 19) In case the empaneled EA firm don't perform satisfactorily, the empanelment may be cancelled.
- 20) The empaneled firms shall not impose any condition from their side and in case they do so, their bids as well empanelment shall be liable to be cancelled.
- 21) PCRA reserves its right to make suitable changes in the terms & conditions mentioned above to get jobs done in more effective manner.

**Signature. ....**

**Date: .....**

**Name & Designation .....**

**Organization/Firm's seal. ....**

(Signature and stamp of the applicant)