

**Implementation methodology / Procedure for conduct of Energy Audit**

**A.** The consent shall be valid for maximum of six months and may be extended further only once for next six months, on request of applicant with approval of Director DNRE /HAREDA, subject to availability of funds.

**B. Hiring of Energy Auditor Services for conducting energy audit and Man-day Charges.****a) Eligibility Criteria for Energy Auditor**

- (i) BEE empaneled Accredited Energy Auditor Firms / Energy Service Companies (ESCOs) or BEE Certified Energy Auditor firms, having registered office in Haryana / NCR / Chandigarh or Haryana Government Institution/ enterprises having expertise (shall also have at least one BEE Accredited Energy Auditor or BEE Certified Energy Auditor ) in conducting the energy audit, are eligible under the proposal (Documentary prove of above to be provided).
- (ii) The firm shall not be blacklisted by any Government Department / PSU.

**Note:**

1. Energy Auditor/ Firm shall have valid TIN number.
2. Firm conducting the energy audit shall have measuring equipments required for conduct of energy audit.

**b) Rates for Conduct of Energy Audit:** Departments/ Unit Owners who received consent of the Department / HAREDA, shall hire above eligible firms and the firm shall be asked to deploy its energy auditor and / or AEA based on man-days charges approved by Management Advisory Committee of BEE, as communicated vide email dated 30.06.2016 as under:

S. No.	Particulars	Rate (INR) per day
1	Accredited Energy Auditor (AEE)	15,000.00
2	Energy Auditor	6,000.00

Note :Above man-day charges allowed are inclusive of all taxes / service, traveling charges, lodging and boarding charges etc. i.e. inclusive of all and shall be billed accordingly by the firm. The rates may be governed by following conditions:

**Maximum number of man-days for Detailed Energy Audit :**For conducting detailed energy audit, number of mandays may be decided by concerned unit owner / head intended to conduct energy audit of their building, based on their requirement, load profile & size of the building.

**However maximum cap on number of man-days / unit for energy audit, above which no expense shall be allowed are as under:**

Sr. No	Connected load / Contract Demand of Building / establishment	Maximum Cap on Man-days / Unit for energy Audit		Max. Cost of Energy Audit / Building inclusive of all taxes (Rs)
		Energy Auditor	Accredited Energy Auditor	
1	From 10 kW upto 30 kW	2	0	12000/-
2	From 31 kW upto 100 kW	5	0	30000/-
3	From 101 kW upto 250 kW	5	2	60000/-
4	From 251 kW upto 500 kW	7	2	72000/-
5	From 501 kW upto 1000 kW	8	3	93000/-
6	Above 1001 kW	9	3	99,000/-

- Note:**
1. This load does not include diesel generation and connected load as per Discom bill will be considered.
  2. Concerned unit head shall invite counter proposal on the above mandays / rates and lowest proposal of eligible firm shall be selected.

Further, Concerned Department / unit head needs to submit attendance of the energy auditor and/or AEA of the firm. One day attendance, only of Energy Auditor may be relaxed, for compensating the energy audit report preparation and energy auditor report hard copy expenses. However Accredited energy auditor charges shall be paid only if the accredited energy auditor of the engaged firm is physically present at the unit/ building for which energy audit is conducted.

**c) Maximum numbers of energy audits to be performed by eligible firms in a month:** In order to provide, opportunity to maximum firms, eligible firms/ ESCOs will be allowed to perform maximum four energy audits of Government buildings in a month under this proposal. If a firm/ ESCO violate this condition, same may be barred/ blacklisted by the Department/ HAREDA at least for three years, from conducting energy audit in Haryana under State Government schemes.

**C. Scope of work:** Scope of work is defined under Energy Audit scheme guidelines.

**D. Work Order Issuance:** Unit Owner /Department willing to conduct energy audit of their building, on receipt of consent for conduct of energy audit from Department / HAREDA, shall invite counter proposal / reverse bidding on rates specified in para B(b) as above, and issued the work order to firm offering lowest rates, for conducting the energy audit of their building subject to maximum rates defined in para b as above.

**E. Time frame for Conduct of Energy Audit:** Hired firm shall conduct detailed energy audit within two months from award of work order by concerned department and needs to submit three hard copies and soft copy of energy audit report to concerned department. In event of delay, penalty @2% per week of the total work order value, subject to maximum of 10% of total energy audit cost may be imposed on engage firm / ESCO. Thereafter, in event of further delay work order may be cancelled by concerned department.

**F. Release of Financial assistance:** Unit Owner / concerned government department shall submit Invoice raised by engaged firm along with attendance documents of the energy auditor and/ or accredited energy auditor of the firm, dully signed by building / unit in-charge of which energy audit is conducted and one hard copy of energy audit report to Director New and Renewable Energy Department & HAREDA, Panchkula through concerned district ADC office along with the request for release of financial assistance for conduct of energy audit. Energy Auditor of the firm needs to present finding of energy audit, before the Committee of New and Renewable energy Department. On acceptance of energy audit report by Committee, financial assistance may be released to the concerned Department/ unit owner, as per eligibility under the scheme.i.e.

1. Haryana Govt. buildings / State Semi. Government buildings including buildings owned by Haryana Semi government Institutes/ universities/ Semi. Govt. enterprises, corporations, boards, Joint ventures institutes/ universities of Haryana Government Departments having connected load above 100 kW (Category B); 100% Cost of energy audit will be borne by the Department subject to availability of budget, and cost discovered as per this implementation procedure. The free energy audit shall be conducted only for the departments who undertake to implement at least 50% recommendation of energy auditor within one year or as per phasing of the energy auditor in its report.

2.For Private/ Semi. Govt. Buildings or Govt. Buildings not covered in point 1 above (Category A) ; building owners shall be provided with financial assistance @ 50 % of the Energy Audit cost,subject to maximum 50% of the energy audit cost specified in para B (b) above, in two parts:

Part -I: 50% will be released after acceptance of energy audit report certified by the approved committee.

Part-II : Remaining 50 % will be released after the 50 % implementation of energy audit report suggested by the energy auditor and on receipt of 50 % implementation certificateduly certified by the concerned district Project Officers/Asstt. Project Officers