



**Energy Management Institute**  
**Energy Management Centre – Kerala**  
**Department of Power, Govt. Of Kerala**

**Certificate Course for Energy Efficiency Ambassadors  
on Energy Management and Auditing**

**REQUEST FOR PROPOSAL FOR  
EMPANELMENT AS RESOURCE AGENCY (EMI-RA)**

**1. INTRODUCTION**

The Energy Management Centre Kerala invites proposals from Empaneled Energy Auditing firms / Academic Institutions other than schools / R&D Institutions / NGOs from Kerala State to facilitate its Online Certification Program entitled "Energy Efficiency Ambassadors" under the Energy Management Institute of the Energy Management Centre.

**2. RESOURCE AGENCY**

Resource Agency (RA) is an agency that can work closely with the Energy Management Institute to create content, organize and coordinate online educational courses under the mentorship of EMC. The following agencies can apply for Empanelment as RA.

- i. EMC Empaneled Energy Auditing firms
- ii. Academic Institutions other than schools in Kerala State
- iii. R&D Institutions in Kerala State
- iv. NGOs in Kerala State

**3. COURSES OFFERED**

In the initial phase, Resource Agency shall conduct two courses as offered by Energy Management Institute. After reviewing the success of these program, EMI & RA will discuss & decide on more course contents on mutual agreement.

- Energy Efficiency Ambassadors- Energy Management & Auditing in Thermal Utilities
- Energy Efficiency Ambassadors- Energy Management & Auditing in Electrical Utilities

#### **4. ELIGIBILITY & APPOINTMENT OF EMI-RAs**

Resource Agencies (EMI-RAs) are appointed by Energy Management Institute based on the following criteria.

- Institutional Capacity
- Availability of Infrastructure
- Qualifications of Permanent/Guest Faculty (Minimum Qualification – Graduate Engineer) \*
- At least one faculty should be a BEE Certified Energy Auditor (Guest / Permanent)\*
- Previous experience in conducting similar activities
- Past association with EMC

\*One Faculty cannot associate with more than one EMI-RA.

After acceptance of the proposal, a formal agreement will be executed between EMI-RA & Energy Management Centre to conduct Certificate course for Energy Efficiency Ambassadors on Energy Management and Auditing of Energy Management Institute. The agreement shall be made on a Stamp paper of Rs.200/-

#### **5. DUTIES & RESPONSIBILITIES OF EMI-RA**

- Schedule the course & Notify with an attractive prospectus as approved by EMC
- Registration of the students
- Conducting the course
- Submitting detailed report to EMC
- Course Duration must be minimum of 15 hours

#### **6. DUTIES & RESPONSIBILITIES OF EMI, EMC**

- Creation of Course structure & Syllabus
- Approving the batch and students registered undergoing the courses
- Conducting examination and issuing e-certificates

#### **7. TARGET PARTICIPANTS OF THE COURSE**

- Graduates
- Students undergoing post-graduate/under-graduate Degree Programs.

## **8. EMI-RA FEE**

- EMI-RA fee is the amount has to be remitted by EMI-RA to EMC, which is Rs. 500/- (+Applicable taxes) per participant.

## **9. COURSE FEE**

- Course fee is the fee that can be collected by EMI-RA from participants. Maximum course fee is limited to Rs.2000/- (+Applicable taxes) which is inclusive of EMI-RA fee, Examination Fee, Registration fee etc.

## **10. REVIEW OF EMPANELMENT**

- EMC will conduct a review of EMI-RA at the end of each course period and annual renewal of EMI-RA will be on the basis of that review, feedbacks collected from participants and results. EMC has the right to cancel the empanelment of EMI-RA at any point of time with a prior notice of 30 days.

## **11. ENCLOSURES**

- Annexure 1 – Course Structure & Syllabus
- Annexure 2 – Application Format

## Annexure -1 Course Structure

Energy Efficiency Ambassadors		
<b>1. Certificate Course – Energy Management &amp; Auditing Thermal Utilities</b>		
Course overview (15 hours)	Day 1	<ul style="list-style-type: none"> <li>• Introduction to Energy &amp; Energy Conservation, Climatic Change and Power Scenario (1 hour)</li> <li>• Energy Efficiency in Domestic Sector (2 hour)</li> </ul>
	Day 2	<ul style="list-style-type: none"> <li>• Introduction to Energy Management , EC Act 2001 and related policies (2 hour)</li> <li>• Introduction and Scope of Energy Audit (1 hour)</li> </ul>
	Day 3	<ul style="list-style-type: none"> <li>• Energy Efficiency in Thermal Utilities (3 hour)</li> </ul>
	Day 4	<ul style="list-style-type: none"> <li>• Lighting (1 hour)</li> <li>• HVAC and Refrigeration (1 hour)</li> <li>• Instruments (1 hour)</li> </ul>
	Day 5	<ul style="list-style-type: none"> <li>• How to prepare an Energy Audit Report (1 hour)</li> <li>• Case study (2 hour)</li> </ul>
<b>2. Certificate Course – Energy Management &amp; Auditing Electrical Utilities</b>		
Course overview (15 hours)	Day 1	<ul style="list-style-type: none"> <li>• Introduction to Energy &amp; Energy Conservation, Climatic Change (1 hour)</li> <li>• Energy Efficiency in Domestic Sector (2 hour)</li> </ul>
	Day 2	<ul style="list-style-type: none"> <li>• Introduction to Energy Management, EC Act 2001 and related policies (2 hour)</li> <li>• Power Scenario (1 hour)</li> </ul>
	Day 3	<ul style="list-style-type: none"> <li>• Energy Efficiency in Electrical Utilities – Motor, Fans, Pumps etc. (3 hour)</li> </ul>
	Day 4	<ul style="list-style-type: none"> <li>• Lighting (1 hour)</li> <li>• Instruments (1 hour)</li> <li>• Introduction and Scope of Energy Audit (1 hour)</li> </ul>
	Day 5	<ul style="list-style-type: none"> <li>• How to prepare an Energy Audit Report (1 hour)</li> <li>• Case study (2 hour)</li> </ul>
Who can participate?	<ul style="list-style-type: none"> <li>• Graduates</li> <li>• Any students undergoing under-graduate/post-graduate degree programs</li> </ul>	
Assessment for certification	<ul style="list-style-type: none"> <li>• 65% mark on objective type quiz conducted after the completion of course. Certificate Will be issued by EMC</li> </ul>	

**Annexure -2**  
**Format of Application for RA Empanelment**

<b>Section A :Basic Information</b>					
<b>1.</b>	<b>Name of the Organisation</b>				
<b>2.</b>	<b>Address for Communication</b>				
<b>3.</b>	<b>Telephone</b>				
<b>4.</b>	<b>Email</b>				
<b>5.</b>	<b>Name &amp; Contact No of a contact Person</b>				
<b>6.</b>	<b>Details of Faculties</b>				
	<b>SI No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification*</b>	<b>Internal /External (Specify)</b>
	*State weather BEE Certified Energy Auditor. *Attach supporting documents and CVs of Faculties				
<b>7.</b>	<b>Previous Experience in Conducting courses or classes*</b>				
	1. 2. 3. 4. *Attach Supporting documents				
<b>8.</b>	<b>Previous Engagements with EMC</b>				
	1. 2. 3. 4. *Attach Supporting documents				
<b>9.</b>	<b>Annual Turnover of last 3 financial years*</b>				
	FY 2019-20 - FY 2018-19 - FY 2017-18 -				

	*Attach balance Sheets
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**Declaration**

- i. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.
- ii. Certified that the ..... (Name of Organization) have not been blacklisted/debarred by any government and private agency in the past.
- iii. I hereby declare that guidelines are read and is willing to empanelled as resource agency of Energy Management Institute

(Office seal)

Signature

Name and Designation

Place:

Date:

Application without signature and seal of the Organisation will not be considered.