

Expression of Interest for Empanelment of

**ECBC THIRD-PARTY ASSESSORS**

for implementation of ECBC in Urban Local Bodies (ULBs),  
Urban Development Authorities (UDAs) and  
Gram Panchayats (GPs) of Telangana State  
(Except GHMC & HMDA Areas)

## 1. LETTER OF INVITATION

Directorate of Town & Country Planning (DT&CP), Municipal Administration and Urban Development Department (MA&UD), Telangana is inviting proposals for the empanelment of Third-Party Assessors for implementation of ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs) and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas).

This Request for Expression of Interest (Eoi) is addressed to the Qualified Professionals as per the primary eligibility criteria given in this document. The TPA's empanelment will be valid for a period of three (3) years from the date of issuance of empanelment certificate / Licence.

The proposal/application in response to the Eoi should be complete in all respect enclosing all the documents specified in this document may be sent to the following address by Registered Post / Speed Post / Courier.

Office of the Director of Town and Country Planning (DT&CP), Government of Telangana,  
4<sup>th</sup> & 5<sup>th</sup> Floor, 640 AC Guards,  
Masab Tank, DT&CP Bhavan,  
Hyderabad - 500 004.  
Contact: 040 2331 4622

DT&CP at its sole discretion reserves the right to summarily reject applications that are incomplete and/or where submittals are not as per prescribed format.

DT&CP reserves the right to alter any or all conditions, eligibility criteria and terms specified in this document. The terms and conditions are not exhaustive and additional conditions, as may be included. These conditions are also subject to modifications or deletions, if any considered necessary.

**If any queries, please contact**

1	Shri. D. Ramesh Babu, Joint Director, O/o. DT&CP, Mobile No: +91 9849850149 Email: planner.rbdhatric@gmail.com
2	Shri. Sudhakar Raju, Sr. Development Officer, Energy Conservation, Telangana State Renewable Energy Development Corporation Ltd. (TSREDCO) Mobile No: +91 6304903933 Email: ec@tsredco.telangana.gov.in
3	Shri. Pavan Kumar Parnandi, Assistant Professor - Centre for Energy Studies, Administrative Staff College of India (ASCI) Mobile No: +91 7382228762 Email: pavan@asci.org.in
4	Shri. Sai Kumar Kadali, Consultant - Centre for Energy Studies, Administrative Staff College of India (ASCI) Mobile No: +91 9573757845 Email: saikumar@asci.org.in



## 2. CRITICAL INFORMATION

Availability of Eoi	12-01-2024
Last date for queries	25-01-2024
Last date for receipt	12-02-2024
Opening of Eoi	16-02-2024
Finalization of Eoi	23-02-2024
Place of opening of Eoi	DT&CP, Government of Telangana, 4 <sup>th</sup> & 5 <sup>th</sup> Floor, 640 AC Guards, Masab Tank, DT&CP Bhavan, Hyderabad - 500 004.
Eoi should be addressed to	DT&CP, Government of Telangana, 4 <sup>th</sup> & 5 <sup>th</sup> Floor, 640 AC Guards, Masab Tank, DT&CP Bhavan, Hyderabad - 500 004.

DT&CP Office will use E-mail as a primary mode of communication and will upload all relevant information on website <http://www.dtcp.telangana.gov.in/>

**Note: All the applicants who have previously submitted proposals in response to the Expression of Interest (EOI) for the empanelment of Third-Party Assessors for implementation of ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs), and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas) dated 09-10-2023, are hereby requested to resubmit their applications/ proposals in accordance with the guidelines and prescribed formats outlined in this document.**

**Applicants who have previously made the payment for scrutiny charges / empanelment fee (Rs. 10,000/-) with their initial submission need not make the payment again. Kindly include a copy of the payment receipt or provide relevant details for reference, if available.**

## 3. TELANGANA STATE ENERGY CONSERVATION BUILDING CODE (TS ECBC)

The Energy Conservation Building Code (ECBC) was launched by Bureau of Energy Efficiency (BEE), Ministry of Power in May 2007, revised in 2017 and 2020 (with latest amendments) to establish minimum requirements for energy-efficient design and construction of buildings. The Bureau of Energy Efficiency has taken initiatives in implementing ECBC across the country.

Earlier Government has issued notification on 28.01.2014 to adopt ECBC in mandatory compliance mode vide G.O.Ms.No.30 (Amendment to G.O.Ms.No.168 of M.A&U.D dt. 07.04.2012)

The Technical Committee for ECBC appointed by Government recommended a Third-Party Assessor Model to ensure compliance with the code. As per the committee's recommendations, a TPA would check building design for compliance with ECBC norms and certify the design submitted by building owner or developer in two stages - one, before construction of building and second, after construction of building. Based on certification by TPAs, permissions will be granted in two stages - once at construction approval stage and second after completion of construction, prior to occupancy of the building.

TS ECBC and the relevant G.O can be accessed using the below link:  
[https://tsredco.telangana.gov.in/PDFs/ECBC/1\\_GO\\_30\\_on\\_ECBC.pdf](https://tsredco.telangana.gov.in/PDFs/ECBC/1_GO_30_on_ECBC.pdf)

#### 4. OBJECTIVE AND ROLES & RESPONSIBILITIES OF ECBC THIRD PARTY ASSESSORS

The objective for empanelment of ECBC is to provide technical support to various commercial buildings that includes compliance check with the minimum energy efficiency levels as per the TS ECBC and provide TS ECBC Compliance Certificate in the design and occupancy stages. Following are the responsibilities of the TPA:

- Provide professional services to applicants involve evaluating the compliance of commercial buildings during the design / occupancy stages in accordance with TS ECBC regulations.
- After a thorough examination of the commercial building's design and occupancy stage for compliance with TS ECBC, a comprehensive report, which includes a simulation report along with the TS ECBC Compliance Certificate in the prescribed format, and a copy of the Declaration form obtained from the client will be submitted to the State Designated Agency (SDA), i.e., TSREDCO, for verification against the whole building performance model.
- The BEE, GOI approved software only shall be used for the purpose of simulation.
- The Certificate generated shall be uploaded in the online TS-bPASS portal by the applicant, for which the generated OTP received by TPA shall be shared to the client, if any. The responsibility entirely lies with the TPA for the certificates uploaded in the TS-bPASS portal for which he/she shared the OTP to the client.
- The same TPA is not permitted to carry out compliance assessments for both the design and occupancy stages of a commercial building.
- It is the responsibility of the TPA who carries out the compliance of TS ECBC of a commercial building at occupancy stage to collect the design stage compliance reports from the concern TPA who certifies at design stage.
- The TPA who issues the compliance certificate at design stage shall share the compliance reports to the TPA who verifies the compliance of the commercial building at occupancy stage with the consent of client only.
- The TPA must not levy charges exceeding the rates established for the verification of TS ECBC code compliance.
- TPA shall abide the guidelines issued by DT&CP / State Designated Agency from time to time.
- DT&CP retains the authority to revoke the TPA license at any time if the TPA violates the code of conduct, deviates from ECBC standards, issues inaccurate compliance certifications, or exhibits a continued incompetence, negligence and errors in assessments.



## 5. ELIGIBILITY CRITERIA

S. No	Eligibility Criteria
1	<p>Bachelor's Degree in Architecture from a recognized University or Institute or equivalent. (B. Arch)</p> <p>(or)</p> <p>Bachelor's degree in Electrical/ Mechanical/ Civil Engineering/ Building Science from a recognized University or Institute or equivalent. (BE/ BTech)</p>
2	<p><b>Must have at least one of the below certifications namely:</b></p> <p>BEE certified Energy Auditor (Building) / ECBC Master Trainers / IGBC AP / GRIHA CP / GRIHA Evaluator / LEED AP / LEED AP BD+C / LEED AP O+M / WELL AP / EDGE Expert / ECBC Expert certification issued by SDA (TSREDCO) or any other equivalent certification</p>
3	<p>Minimum 5 years of fulltime experience in the Buildings Sector (Such as Energy Consultant / ECBC Consultant / Structural Engineer / Architect / HVAC Designing / MEP Consultant etc.)</p>
4	<p>Proficiency in any of Bureau of Energy Efficiency approved Software for Demonstrating Compliance with ECBC such as AECOsim, Design Builder, DOE2, Energy Plus, eQUEST, HAP, IDA-ICE, IES-VE, Open Studio, Simergy, Trace700, TRNSYS, Visual DOE, BEP-EMIS etc.</p> <p>&amp; Experience in certified/pre-certified green building projects where the individual has worked on energy credit and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using any of the above BEE, Gol approved software.</p>
5	<p>Individuals who have direct affiliations with any organization responsible for implementing/ enforcing the ECBC in the state of Telangana such as the Directorate of Town and Country Planning (DTCP), MA&amp;UD, State Designated Agency and other relevant governing bodies, are not eligible to participate in the empanelment process</p>
6	<p>The Individual is ineligible to submit EoI, if he/she has been barred or blacklisted by any Central and/or State Government / autonomous institutions / university / public sector organization in India.</p>
7	<p>The Individual, during the preceding 5 years from the date of the submission of the proposals, should have, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.</p>

The details of each criterion and the supporting documents to be provided are mentioned in Section 8.

## 6. SCRUTINY FEE

The interested applicants are required to make payment through the mode of challan generated using the following link [https://ifmis.telangana.gov.in/manual challan entry](https://ifmis.telangana.gov.in/manual_challan_entry) which shall be paid at State Bank of India only. The above scrutiny or empanelment fee is non-refundable.

The payment should be directed to

Treasury: 25-Hyderabad

Sub-Treasury: 2502-Hyderabad Urban

DDO Code 25021803003

PD Account Number: 411

Major Head	Sub Major	Minor Head	Group Sub Head	Sub Head	Detailed Head	Sub De-tailed Head	Non-Plan/Plan	Voted/Charged	Non-Contingency/Contingency
8443	00	111	00	07	000	000	N	V	N

The purpose of payment has to be entered as “Remitting of scrutiny charges into PD Account 411 - ECBC TPA Empanelment with DTCP”.

## 7. PROPOSAL SUBMISSION DETAILS

- Prepare an envelope that includes the Proposal - Application Form (Annexure - A), along with all necessary annexures (A-J) and their supporting documents, copy of the Payment Receipt (Challan), and any pertinent additional documents.
- The envelope shall be super scribed as “Proposal - Application in response to EoI for empanelment of Third-Party Assessors for implementation of ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs) and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas).
- The complete proposals as above must reach the below address on or before last date.
- The complete proposal in response to the Expression of Interest (EOI), including all necessary supporting documents, should be sent to the specified address below through registered post/speed post/courier or submitted in-person.

Address:

Office of the Director of Town and Country Planning (DT&CP),  
Government of Telangana,  
4<sup>th</sup> & 5<sup>th</sup> Floor, 640 AC Guards,  
Masab Tank, DT&CP Bhavan,  
Hyderabad - 500 004.  
Contact: 040 2331 4622



## 8. SELECTION PROCESS

The selection process is detailed below:

To facilitate the screening and evaluation process, DT&CP will establish an Expert Committee. The decisions made by this committee will be final and binding. Applications will be scrutinised based on the eligibility criteria mentioned in this Expression of Interest (EOI), and those found eligible will be considered for empanelment.

The Expert Committee will scrutinize the applications based on their experience and capabilities, assigning credits for various specified selection.

Technical Evaluation criteria outlined below:

S. No	Technical Evaluation Criteria	Max. Score	Min. Score to be obtained	Score	Supporting Document
1	Bachelor's Degree in Architecture from a recognized University or Institute or equivalent. (B. Arch)  (or)  Bachelor's Degree in Electrical/ Mechanical/ Civil Engineering/ Building Science/ from a recognized University or Institute or equivalent. (BE / B. Tech / B.Sc)	10	10	Bachelor Degree: 10	<b>For Architect:</b> Copy of Original Degree Certificate in Architecture and valid registration with the relevant regulatory body, such as the Council of Architects  <b>For BE/ B Tech/ B. Sc:</b> Copy of Original Degree certificate from the recognized University/ Institute
2	Master's degree in Engineering/ Energy Management/ Building Science/ Sustainable Architecture/ or other related field from a recognized University or Institute or equivalent. (ME / M. Tech / MBA / M. Sc)	5	Optional	Master Degree: 5	Copy of Original Degree certificate from the recognized University/ Institute

S. No	Technical Evaluation Criteria	Max. Score	Min. Score to be obtained	Score	Supporting Document
3	<p>Must have at least one of the certifications name-ly:</p> <ul style="list-style-type: none"> <li>• BEE certified Energy Auditor (Building)/ ECBC Master Trainers</li> <li>• GRIHA Evaluator</li> <li>• IGBC AP</li> <li>• GRIHA CP Evaluator</li> <li>• LEED AP /LEED AP BD+C / LEED AP O+M</li> <li>• WELL AP</li> <li>• EDGE Expert</li> <li>• ECBC expert certification issued by SDA</li> </ul> <p>Any other equivalent certification</p>	15	10	<p>For any certification: 10</p> <p>For each additional certification: 2.5</p>	<p>Certificate issued by authorized Institute/ Agency</p> <p>Refer: <u>Annexure C</u></p>
4	<p>Full-time Experience in the Buildings Sector (Such as Structural Engineer/ Civil Engineer / Architect/ HVAC Designing/ MEP Consultant/ Energy Consultant/ ECBC Consultant/ Green Building professionals etc.)</p>	20	10	<p>For each year of work experience: 2</p>	<p>Provide the details of work experience as specified in the</p> <p>Refer: <u>Annexure D</u></p>
5	<p>Work experience in the area of energy efficiency in buildings (as on date of Submission of application)</p>	5	Optional	<p>For each year of work experience: 2.5</p>	<p>Certificates of work experience in Green Certification/MEP Consulting Firms/ Research &amp; Advisory firms that provide services and solutions for improving Energy Efficiency in Buildings/ Sustainable Solutions Firms/ Building Energy Modeling Firms/ Sustainable Construction Management Firms/ Sustainable Architecture Firms where the applicant has worked on energy cre-</p>



S. No	Technical Evaluation Criteria	Max. Score	Min. Score to be obtained	Score	Supporting Document
					<p>mits (savings) for Buildings.</p> <p>Refer: <u>Annexure-E</u></p>
6	<p>Proficiency in any of Bureau of Energy Efficiency (BEE) approved Software for Demonstrating Compliance with ECBC such as AECOSim, Design Builder, DOE2, Energy Plus, eQUEST, HAP, IDA-ICE, IES-VE, Open Studio, Simergy, Trace700, TRNSYS, Visual DOE, and BEP-EMIS etc.</p> <p>and</p> <p>Experience in certified/pre-certified green building project where he/she worked on energy credit and has demonstrated the compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using any of the above BEE, Gol approved software.</p>	20	15	<p>Proficiency in any software: 15</p> <p>For each additional certification: 2.5</p> <p>For each green building /ECBC or equivalent project: 5</p>	<p>Proficiency in any BEE software:</p> <p>Certificates or proof of completion for training courses specific to the software. These can include workshops, seminars, or online training programs provided by the software vendor or authorized training partners or Assessment Test Conducted by SDA.</p> <p>Refer: <u>Annexure F</u></p> <p>Experience in certified /pre-certified green building project</p> <p>Provide the documentation related to green building projects that you have either been certified for or actively participated in during the certification process, by using the BEE approved software.</p> <p>Refer: <u>Annexure G</u></p> <p>Note: If required, candidates must showcase their proficiency in BEE-approved software by explaining their undertaken projects and the methodology for simulation before the committee. They are also expected to demonstrate the simulation of a simple building model as specified by the committee</p>

S. No	Technical Evaluation Criteria	Max. Score	Min. Score to be obtained	Score	Supporting Document
7	Publications or Research Articles: If you have published articles, research papers or technical reports related to energy efficiency in buildings	5	Optional		Refer: <u>Annexure H</u>
8	Attended training programs on Energy Efficiency in Building Sector/ ECBC	10	Optional	Credit for each day of training attended: 1.0 (For half-day programme: 0.5 credit)	Certificates of Training Programme. Refer: <u>Annexure I</u>
9	Conducted training programs (as trainer) on Energy Efficiency in Building Sector	10	Optional	1 Credit for each day of training programme conducted	Details of Training Program conducted and evidence of Training delivery. Refer <u>Annexure J</u>
		100			

**Note:** Please note that experience years cannot be double-counted for both full-time experience and experience in the area of energy efficiency in the application scoring process.

The applicant is obligated to fulfil all the mandatory criteria scoring to be shortlisted for empanelment. Minimum credits for qualification are 60. Those securing less than 60 will be disqualified.



## 9. GENERAL CONDITIONS

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- a. DT&CP shall not be responsible for the delay, loss or non-receipt of the proposals sent by post/courier.
- b. DT&CP shall not be responsible for any expense incurred by any Applicant in connection with the preparation & delivery of the proposals.
- c. DT&CP reserves the right to complete the primary eligibility check based on details furnished in the application without seeking any additional information.
- d. Any queries, discrepancy, error, ambiguity in the EOI and its contents must be brought to the notice of DT&CP. DT&CP reserves the right not to entertain and/or answer any communication.
- e. No response shall be given to any of the queries of individuals. All clarifications, corrigendum, and addendum shall be posted on the website of DT&CP.
- f. All applicants are advised to visit the web site of DT&CP regularly for updates about the EOI.
- g. Applicants shall submit all documents in the form and manner specified.
- h. DT&CP reserves the right to seek more details regarding the proof of qualifications, experience and capabilities of the key personnel.
- i. DT&CP reserves the right to reject any or all applications/proposals without assigning any reason thereof.
- j. All applicants are obligated to maintain all provided information strictly confidential.
- k. DT&CP reserves the right to amend, alter, modify, add and/or delete in part or full any requirements or terms and conditions contained in the Request for Proposal including, but not limited to, the deadlines for submission, the submission requirements, and any other information, at any time during the selection process, which shall be binding on all applicants.
- l. DT&CP reserves the right to issue corrigendum and addendum, at any stage of the selection process, to this Request for Proposal which shall be binding on all applicants.
- m. DT&CP reserves the right to cancel or withdraw this Request for Proposal at any time.

## 10. DISQUALIFICATIONS

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DT&CP may, at its sole discretion and without assigning any reasons whatsoever can reject any application at any stage of the selection process and/or debar the applicant and/or terminate the agreement with the architect selected through this process, if:

- The Applicant has made misleading statements; or any of the documents / certificates as submitted are found to be fabricated or false; or a material misrepresentation is made or discovered; or the Applicant does not provide the responses sought by DT&CP within the stipulated period.
- The applicant submits a proposal that is incomplete or not accompanied by such documents as are required by DT&CP; or the applicant fails to provide clarifications related thereto, when sought.
- The applicant fails to submit document(s) that are sought as a part of this EOI, strictly in the form and manner specified by DT&CP.
- The applicant has been declared ineligible by the Government of India/State/UT Government / public sector organization / autonomous institution / university for corrupt and fraudulent practices, or blacklisted;

- The applicant is found to be indulging in activities that may directly or indirectly attempt to influence the process of selection either in their own favor or against any other participants.

All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.

## **11. CONFLICT OF INTEREST**

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Individuals who have direct affiliations with any organization responsible for implementing/enforcing the Energy Conservation Building Code (ECBC) in the state of Telangana such as the Directorate of Town and Country Planning (DT&CP), Telangana State Renewable Energy Development Corporation Ltd., (TSREDCO) and other relevant governing bodies, are not eligible to participate in the empanelment process. On the other hand, if the empanelled individuals assume a position in such organisations as mentioned above after the process of empanelment, the individual shall not be eligible for issuance of ECBC compliance certificates. If issued, the respective ECBC Compliance certificate shall not be treated as valid and Conduct rules shall be invoked on the respective individual. This conflict of interest disclosure is in effect to preserve the integrity of the certification process and ensure that evaluations are carried out with transparency.

## **12. CONFIDENTIALITY**

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Information relating to evaluation of proposals shall not be disclosed to the applicants. Confidentiality shall be strictly adhered to & no information shall be disclosed to anybody.



# ANNEXURE – A

## Proposal

To

The Director of Town and Country Planning,

4th & 5th Floor, 640, A.C. Guards,

Government of Telangana,

Hyderabad - 500 004.

Sub: Proposal for the empanelment of Third-Party Assessors for implementation of ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs) and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas) - reg.

Sir,

With reference to your EoI for “Expression of Interest for Empanelment of ECBC Third-Party Assessors (Individuals) for Implementation of ECBC in the state of Telangana, I wish to apply for TPA as an Individual after having read and examined in detail all the EoI document.

S. NO	PARTICULARS	DETAILS	
1	Name of the Individual (In BLOCK Letters)		
2	Educational Qualification	Architect	<input type="checkbox"/>
		Engineer	<input type="checkbox"/>
		If Masters, please mention specialization	
<b>Contact Details (Personal)</b>			
3	Phone No		
	Mobile No		
	E-mail ID		
	Address		
<b>Contact Details (Organization)</b>			
4	Name of Organization		
	Nature of Firm (Please specify)		
	Address		
	Phone No		
	Mobile No		
	E-mail ID		
	Website		
<b>Details of Payment (Scrutiny Fee - Rs.10,000/-)</b>			
5	Enter the details of Challan No.		

Further, I hereby certify that:

I have read the provisions of all the clauses of EOI and confirm that notwithstanding anything elsewhere to the contrary, the stipulation of all clauses of EOI is acceptable to me and I have not taken any deviation to any clause.

I further confirm that any deviation to any clause of EOI found anywhere in my application, shall stand unconditionally withdrawn.

I hereby declare that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my application shall be liable to or any compensation in lieu thereof.

Thank you.

Date:

Place:

Signature:

Full Name:

Designation:



ANNEXURE – B

Format for self-declaration

Date:

To  
The Director of Town and Country Planning,  
4th & 5th Floor, 640, A.C. Guards  
Government of Telangana,  
Hyderabad - 500 004.

Sub: Eol for the empanelment of Third-Party Assessors for implementation of ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs) and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas) - reg.

Sir,

I, Mr/Ms \_\_\_\_\_, hereby submit my self-declaration and conflict of interest disclosure in connection with my Expression of Interest (Eol) for the empanelment as an "ECBC Third-party Assessor" to facilitate the implementation of TS ECBC in Urban Local Bodies (ULBs), Urban Development Authorities (UDAs) and Gram Panchayats (GPs) of Telangana State (Except GHMC & HMDA Areas). I acknowledge and affirm the following:

1. I have not been blacklisted or banned by any private or state/central government agencies/organizations.
2. In the preceding five years, I have not failed to perform on any agreement, been expelled from any project or agreement, or had any agreement terminated for breach by me as the Applicant. I understand that providing false information may result in the rejection of my application.
3. I authorize DT&CP or State Designated Agency, Telangana to verify the accuracy of the information provided in this declaration.

Furthermore, I declare that I am fully aware of the conflict-of-interest provisions related to the empanelment process and the issuance of ECBC compliance certificates. I understand that individuals who have direct affiliations with any organization responsible for implementing/enforcing the Energy Conservation Building Code (ECBC) in the state of Telangana, such as the Directorate of Town and Country Planning (DTCP), Telangana State Renewable Energy Development Corporation Ltd., (TSREDCO) and other relevant governing bodies, are not eligible to participate in the empanelment process. I also understand that if I assume a position in such organizations as mentioned above after the empanelment process, I shall not be eligible for the issuance of ECBC compliance certificates. In the event that such certificates are issued, they shall not be considered valid.

Thank you.

Yours faithfully

Sign:

Name:

ANNEXURE – C

Details of certification course done in green buildings

S. No	Name of the Certification	Issued By (Name of the agency)	Date of issue of certification	Brief description of course content	Validity Period of certificate

*\*Enclose the copy of certification issued by the respective agency*

Signature of the applicant



# ANNEXURE – D

## Details of Full-time Experience in the Buildings Sector

S. No	Name of the Firm	Experience from - to	Brief Description of project involved	Designation in the project	Details of work carried out in the area of Building Sector (Briefly mention the roles and responsibilities during your experience)

*\*Enclose the copy of work experience issued by the company or firm*

Signature of the applicant

# ANNEXURE – E

## Details of work experience (as on last date of application mentioned) in the area of Energy Efficiency in Buildings

S. No	Timeline (dd/mm/yy to dd/mm/yy)	Company/Firm details and address	Designation	Details of work carried out in the area of Energy Efficiency in Buildings (Briefly mention the roles and responsibilities during your experience)

*\*Enclose the copy of work experience issued by the company or firm*

Certificates of work experience in Green Certification Consulting Firms/ MEP Consulting firms/ Research and Advisory firms that provide services and solutions for improving Energy Efficiency in Buildings/ Sustainable Solutions Firms/ Building Energy Modelling Firms/ and other companies/firms where the applicant has worked on energy credits for Buildings only acceptable.

### Certificates of Work Experience:

The certificates must be issued by the respective firms and should include the following essential details:

- Applicant's name and job title/position during the employment period.
- Duration of employment (start and end dates).
- A brief description of the applicant's role and responsibilities related to energy credits (savings) for buildings.  
Official seal and contact information of the firm.

Signature of the applicant



# ANNEXURE – F

## Details of Proficiency in any of Bureau of Energy Efficiency approved Software

S. No	Software Name and Version	Date of issue of certificate	Details of certifying institute (Name and Address)	Details of the Projects /Buildings where software used

*\*Enclose the copy of work experience issued by the company or firm*

Note: Applicant must showcase their proficiency in BEE-approved software by explaining their undertaken projects and the simulation methodology before the committee. They are also expected to demonstrate the simulation of a simple building model as specified by the committee, if required.

Signature of the applicant

ANNEXURE – G

Details of experience certified/pre certified green building project where he/she worked on energy credit and has demonstrated compliance through IGBC or LEED or GRIHA or ECBC or any other equivalent rating by using BEE approved software

S. No	Name of Project	Year of Execution	Covered Area (Sq.Mt.)	Details of the Project (Including Client Name and Contact Details)	Please specify the name of the software approved by the BEE, Gol that was used for certification process.	Describe about your responsibility in achieving the Energy Efficiency Rating (Specify the energy savings achieved)
1						
2						
3						

*\*Enclose the Copy of Reports, Building Drawings, Compliance Certificate, and Authorised Letter from the Individual/Firm if worked as a consultant. Only the projects certified using BEE, Gol approved / Equivalent software are considered. Projects done using prescriptive method will not be considered.*

*\*Applicant must showcase their experience by explaining their undertaken projects and the simulation methodology before the committee. They are also expected to demonstrate the simulation of a simple building model as specified by the committee*

Signature of the applicant



ANNEXURE – H

Details of Publications or Research Articles

S. No	Title	Authors	Journal/Conference	Publication Date	Link

*\*Enclose the Copy of Publications or Articles*

Signature of the applicant

ANNEXURE – I

Details of training programs attended on Energy Efficiency in the Building Sector or ECBC (Energy Conservation Building Code)

S. No	Training Program Title	Training Provider/ Organization	Date, Time and Location	Online/ Physical	Duration of training programme (No. of Days)	Topics Covered

*\*Enclose the copy of participation certificate issued by the organiser*

Signature of the applicant

# ANNEXURE – J

## Details of training programs conducted (As trainer) on Energy Efficiency in the Building Sector

S. No	Training Program Title	Date, Time and Location	Online/ Offline	Topics Covered	Number of Participants

*\*Enclose the copy of certificate or acknowledgement issued by the organiser*

Signature of the applicant



## FREQUENTLY ASKED QUESTIONS (FAQ'S)

**1. How can I access the RFP document and submit my application?**

You can access the RFP document online on DT&CP website:  
<http://www.dtcp.telangana.gov.in/>

**2. What is the validity period of the empanelment certificate/license?**

The empanelment will be valid for a period of Three (3) years from the date of issuance of the empanelment certificate/license.

**3. Can the terms and conditions of this document be modified or altered?**

Yes, DT&CP reserves the right to alter any or all conditions, eligibility criteria, and terms specified in this document. Additional conditions may also be included, and existing conditions may be modified or deleted if deemed necessary.

**4. What is the selection process for applicants?**

The selection process involves initial eligibility checks, evaluation based on technical criteria, and a minimum score requirement. Detailed criteria and scoring are mentioned in Section 8 of the RFP document.

**5. Can DT&CP reject applications or proposals without specifying reasons?**

Yes, DT&CP reserves the right to reject any or all applications/proposals without assigning any reason thereof.

**6. Can the same TPA assess both the design and occupancy stages of a commercial building?**

No, the same TPA is not permitted to carry out compliance assessments for both the design and occupancy stages of a commercial building.

**7. What happens if a TPA violates the code of conduct or issues inaccurate compliance certifications?**

DT&CP retains the authority to revoke the TPA license if the TPA violates the code of conduct, deviates from ECBC standards, issues inaccurate compliance certifications, or exhibits continued incompetence, negligence, and errors in assessments.

**8. How can I prove my proficiency in Bureau of Energy Efficiency approved software?**

You can provide certificates or proof of completion for training courses specific to the software. These can include workshops, seminars, or online training programs provided by the software vendor or authorized training partners.

Candidates must showcase their proficiency in BEE-approved software by explaining their undertaken projects and the methodology for simulation before the committee. They are also expected to demonstrate the simulation of a simple building model as specified by the committee

**9. Is it mandatory to have experience in certified/pre-certified green building projects for eligibility?**

No, it isn't mandatory if you have provided a certificate of proficiency in any Bureau of Energy Efficiency authorized software as specified in the EoI for showing ECBC Compliance. But Candidates must showcase their proficiency in BEE-approved software by explaining their undertaken projects and the methodology for simulation before the

committee. They are also expected to demonstrate the simulation of a simple building model as specified by the committee

**10. Can I submit publications or research articles related to energy efficiency in buildings that were co-authored?**

Yes, publications or research articles related to energy efficiency in buildings can be submitted, even if they were co-authored. Please provide details as specified in Annexure G.

**11. What happens if I fail to provide the necessary documents for the application?**

If you fail to provide the required documents in the specified format, your application may be rejected. Please ensure that all documentation is complete and accurate.

**12. How will my application be evaluated based on the marking criteria?**

Your application will be evaluated based on the specified marking criteria, and you will receive scores for each criterion. The minimum score required for qualification is 60. Applications scoring less than 60 will be disqualified.

**13. Can the same years of experience count twice in scoring, both as full-time experience and experience in the area of energy efficiency?**

No, you cannot use the same years of experience for both full-time experience and experience in the area of energy efficiency. If you have more than the required full-time experience, you can claim additional years for that. However, any years used to meet the full-time experience requirement cannot be counted again as experience in the area of energy efficiency. Experience in building sector other than energy efficiency will not be considered under S. No: 5 in the table of Section 8. This rule ensures fairness in the scoring process and avoids double-counting of the same years of experience.

**14. Is there an opportunity for applicants to request a review or clarification of their scores after evaluation?**


The EoI document does not specify a review process for scores. The decisions made by the Expert Committee are typically considered final and binding.

**15. Can I receive partial credit for certain criteria if I partially meet the requirements?**

No, partial credits are not awarded. Scores for each criterion are based on predefined categories, and you must fully meet the requirements specified in each category to receive the corresponding score.

Yours faithfully,  
Sd/-S.Devender Reddy  
Director of Town &  
Country Planning

//t.c.f.b.o.//

  
Joint Director 11/01/2024  
Sd/-  
11/01/24