

NATIONAL ENERGY CONSERVATION AWARD – 2016

OFFICE BUILDINGS AND BPO BUILDINGS

Award for Excellence in Energy Conservation and Management

OBJECTIVE

The objective of the scheme is to give national recognition to the management of office and BPO buildings who have made systematic and serious attempts for efficient utilization and conservation of energy during the years 2014-15 and 2015 -16.

THE AWARDS

First and second prizes are proposed to be given to the management of nominated office and BPO buildings in the form of a Silver Plaque with appropriate citation on such awards as may be decided by the Ministry of Power. The performance of the nominated office and BPO buildings would be judged through a questionnaire (format enclosed) which would be evaluated by an Award Committee.

From the last year onwards, Office Building category has been divided in to two sub-category namely Office Buildings (having annual electricity consumption less than 10 lakhs kWh, average of 2014-15 and 2015-16) and Office Buildings (having annual electricity consumption equal or more than 10 lakhs kWh, average of 2014-15 and 2015-16)

Office & BPO buildings getting the First Position for the third year in a row will be eligible for a “Top Rank Award” for that year. The Office and BPO building eligible for Top Rank Award for 3rd year in a row would be given the highest prize, namely “**Excellence Award**” (Instead of Top Rank Award) in recognition of its consistent performance.

ELIGIBILITY

The scheme is open to all **OFFICE BUILDINGS and BPO BUILDINGS**, which are **having connected load of 200 kW and above**.

Criteria for Judging Merit

- a) Evaluation of the nominations will be done in two phases, based on the Evaluation and Weightage criteria as given in Annexure-A
- b) In the first phase, evaluation will be made on the basis of the preliminary information, as required in Part - I and the best 10% of the participating office and BPO buildings (subject to minimum of 4 units) from each sector would be short listed.
- c) These shortlisted office and BPO buildings would then have to submit the details of the savings made and the projects implemented, as required in Part-II within 8 days from the date of intimation by BEE.

- d) The members of the Award Committee or their nominees may visit participating office buildings and BPO buildings for verification of data supplied, if felt necessary and it will be obligatory on the part of the participating office and BPO buildings to provide necessary co-operation. The management of the office and BPO building has to bear all the expenditure in this connection.
- e) The Committee's decision would be final and no appeal would be entertained.

Instructions for Filling up the 'Award Questionnaire'

- a) The data required for the questionnaire pertains to the accounting years (2014-15 and 2015 - 16) If calendar year is the accounting year, then data should pertain to the years 2014 and 2015.
- b) The enclosed questionnaire is only a format and thus information sought should be separately computer printed or neatly typed or to be downloaded from the Bureau's Website: www.beeindia.gov.in.
- c) The answers to the questions should be precise and specific and should be supplied in total compliance with the questionnaire format. The deviations may lead to improper evaluation or the rejection of the nomination.
- d) The information sought under any head should be highlighted under the same and no separate annexure should be attached.
- e) Each and every query mentioned in the questionnaire needs to be answered. Even, if answer is 'NO' or 'NOT APPLICABLE' the same may be stated, instead of ignoring it.
- f) The questionnaire should be filled in by a competent and responsible person of the office building. He/ she should be fully conversant with the energy terms and units, conversion / multiplying factors etc. The duly filled-in questionnaire should be signed by the Chief Executive of the office building.

Submission of nomination

The filled in questionnaire should reach the office of

**Director General
Bureau of Energy Efficiency
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110 066
Tel. No.: 011-2617 9699 (5 lines) ,Fax No.: 011- 2617 8328, 2617 8352**

Latest by 28th September, 2016

Note:

1. The current year's Questionnaire is a revised version and contains some changes at appropriate places. Therefore, please do not use the last year's Questionnaire while submitting your application for consideration of Award
2. You may download the Questionnaire from www.beeindia.gov.in.
3. The filled in application can also be e-mailed at ecaward2016@beenet.in, ecaward16@gmail.com; ecaward2016@rediffmail.com followed by submission of duly signed hard copy by post at BEE office address.

NATIONAL ENERGY CONSERVATION AWARD - 2016

OFFICE BUILDINGS AND BPO BUILDINGS

"Award Questionnaire"

Note: Office and BPO Buildings having connected load of 200 kW or above are eligible to participate in the Award Scheme. Office Building category has been divided in to two sub-category namely Office buildings (above 10 lakh kWh/year consumption) and Office buildings (less than 10 lakh kWh/year consumption).

Sl. No	General Description	
1	Name of the organization owning and maintaining the nominated Office / BPO Building	
2	Specific name of the nominated building	
3	Year of commencement of the official/ commercial activities in the building Whether ISO 50001 Certified (Yes/No) ? If yes, please attach a copy of certificate.	
4	Complete address of building's location (including Chief Executive's name & designation) with telephone, fax nos. & E-Mail (All details to be submitted)	
5	Name, designation, address, telephone, mobile, fax nos. & E-Mail of responsible person who could be contacted in connection with the application for Award (All details to be submitted)	

6 Description of the Building and Connected Load (kW)

6 (a) Building Status (Please tick appropriate box) ☐ Stand alone building ☐ Part of a building complex

6 (b) No. of floors _____

6 (c)	Building Area and Connected Load	2014-15	2015 - 16
(i)	Total Built up Area (in m ²)		
(ii)	Air-conditioned area (in m ²)		
(iii)	Non-Airconditioned area (in m ²)		
(iv)	Total Connected Load (in kW)		
6 (d)	Building contract demand with electric utility company (kVA)		
6 (e)	Average power factor for the period		
6 (f)	Building operating hours		

7 Electrical Energy Consumption in the Office Building

	Energy used	Units	2013-14	2014 - 15
(a)	Electricity Purchased	Lakh kWh		
(b)	Self generated	Lakh kWh		
(c)	Total Electricity Consumption (a+b)	Lakh kWh		
(d)	Total electricity consumption/ Total built-up area (in kWh/m ²) = $\frac{7(c)}{6(c)(i)} \times 10^5$	kWh/m ²		

8 Achievement of energy savings from implementation of new Energy Efficiency Projects during the year 2015-16 (The energy savings achieved shall only from the projects which have been implemented during 2015-16)

	Year	Annual Electricity Savings (Lakh kWh)	
	2015-16		
	Year	Annual Energy Savings in Rs. Lakhs	One time Investment in Rs. Lakhs
	2015-16		

9 Summary

Please summarize the information and data provided in this questionnaire as per the format given below:

NATIONAL ENERGY CONSERVATION AWARD –2016 OFFICE AND BPO BUILDINGS SUMMARY SHEET

Office / BPO Building Name

9a. Specific Energy Consumption (SEC) Reduction during the period 2013 - 2015 (S.No. 7 (d))		
Year	Total electricity consumption/ Total built-up area (kWh/m ²)	% Reduction over 2014 - 2015
2014 - 2015		--
2015 - 2016		
9b. Absolute Savings		
Elect. Saving (Lakh kWh) in 2015-16 (i)	Elect. Consumption (Lakh kWh) in 2014-15 (ii)	% Elect.Saving (savings achieved/ electricity consumption of previous year) (i) / (ii) x 100

I, Solemnly declare that to the best of my knowledge the information given in the Award Questionnaire (National Energy Conservation Award-2016) thereto is correct and complete.

(Signature of the Chief Executive)

Name & designation of the

Chief Executive.....

Mobile No.

Date:

Place:

Organization Seal

PART-II (To be submitted after intimation by BEE)
NATIONAL ENERGY CONSERVATION AWARD - 2016
(OFFICE AND BPO BUILDINGS)
"Award Questionnaire"

1	Name of the Office/BPO Building							
2	The Sector to which unit's nomination should be considered							
3	Complete address of office building location (including Chief Executive's name & designation) with mobile, telephone, fax nos. & e-mail							
4	Name, designation, address, mobile, telephone, fax nos. & e-mail of responsible person who could be contacted in connection with the application for Award							
5	Please provide details in the following format on major energy efficiency improvement projects/ measures including in-house R&D efforts, technology innovation, energy substitution and renewable energy systems commissioned during the year 2015-2016 giving energy savings achieved. (please also fill-up the Part II - Annexure for the Energy Conservation Measures implemented during the year 2015-2016).							
Year of Commissioning of the projects		Project description	Achievement of Annual energy savings in 2015-16				Investment incurred on the project (Rs. Lakhs)	
			Electricity	Fuels		Total savings (Rs. Lakhs)		
			(Lakh kWh)	FO/HSD (KL)	Gas (lakhs Nm ³)			Total fuel (M kCal)
		(i) Please list the projects title names which were implemented during the year (ii) Please mention the achievement of energy saving against each projects in the suitable columns.						
2015-2016								

* Delete or add fuels as the case may be

I, Solemnly declare that to the best of my knowledge the information given in the Award Questionnaire (National Energy Conservation Award-2016) thereto is correct and complete.

Date: _____

Place: _____

(Signature of the Chief Executive)

Name & designation of the Chief Executive

Mobile No.

Organisation Seal

DOCUMENTS ATTACHED:

1. Copies of Certificate pertaining to statutory requirements such as safety and pollution control(as applicable) for the period 2015-16 are enclosed.
2. A brief write up of the Office & BPO buildings (not more than 3-4 pages) along with photographs depicting equipment / locations where energy efficiency activities have been undertaken and a CD containing the same is attached (Sample writeup may be seen at www.bee-india.nic.in)

Note: The Part-II and Part-II-Annexure to be kept ready and to be dispatched immediately after the intimation sent by BEE

NECA - 2016 - Evaluation & Weightage criteria - Office Buildings and BPO Buildings		
Sr. No.	ITEM	Max 50 marks
1	ENERGY SAVINGS - Electrical	
	Electrical Energy savings in 2015-16	
	% Saving in EE over the previous year 2014-15	(35 marks)
2	SPECIFIC ENERGY CONSUMPTION REDUCTION	
	% reduction in Electric energy consumption/Total built-up area during 2015-16 over 2014-15	(13marks)
3	ISO 50001 EnMs Certification	(2 marks)

- 1 The above evaluation and weightage criteria is common for all the Office and BPO Buildings. If due to some peculiar characteristics of the participating office/BPO buildings, the application of the above criteria may not be feasible. Therefore, Award Committee reserves the right to modify the criteria, which shall be uniformly applied to all the participating Office Buildings.
- 2 The office and BPO buildings having negative specific energy consumption reduction shall not be considered for the award
- 3 For all the evaluation criteria, if the difference between the first and second building in the particular criteria is more than 10% in the percentage score, then the second best building will be awarded 10% less marks than that of the first unit and prorate will start from that building onward. Similarly, if the difference between second and third building is also found to be more than 10% the above methodology will be followed till the completion of the evaluation criteria of all the units
- 4 Questionnaires received from Data Centres will be considered under General Category

(To be submitted along with Part –II after intimation by BEE)

Energy Conservation Measure implemented in 2015-16(To be filled up separately for each Energy Conservation Measure implemented and to be e-mailed at ecaward2016@beenet.in, ecaward16@gmail.com; ecaward2016@rediffmail.com)

ID to be filled by BEE	Title of the measure		Sector: Office / BPO Building		
Year: 2015-16			Technology		
Description of the energy conservation measure:					
Picture/ sketch/ drawing before modification (if available)			Picture/ sketch/ drawing after modification		
Agency that executed the project (with complete address and email):					
Total investment, Rs.			Year of implementation:		
First year energy cost savings, Rs.					
First year other savings, Rs.					
On annual basis	kWh	Coal (Tonnes)	Gas Nm ³	Oil (kL)	Other
Energy consumption before					
Energy consumption after					
Energy tariff, Rs/ kWh/ Tonnes/ Nm ³ / kL ...					
Office Building complete address:				We authorise Bureau to use this information for dissemination	
Contact person who could be contacted for more information:				Signature	
				Date	

Note: Please submit this sheet separately for each Energy Conservation Measure implemented in 2015-16 and a CD containing the above information may be enclosed.