STANDARD BUYER TEMPLATE · VERSION 23 NOVEMBER 2026

Factory rooftop solar request for quotation

> Replace every bracketed field. Issue the final RFQ only after the buyer's electrical and structural reviewers check it against the site. This blank procurement aid is not an approved specification, electrical drawing, price schedule or guarantee from Heaven Green Energy.

Buyer and project name
[Company / project]

Factory address
[Address]

RFQ number and issue date
[Reference / date]

Bid deadline and contact
[Date / email / phone]

1. Buyer information supplied to every bidder

Attach the same documents to each bidder. Mark missing items honestly; do not let a contractor silently assume a roof, tariff or connection detail.

Site input	Value / attachment	Verified by buyer?
DISCOM, tariff category and consumer number	[ ]	[ ]
Supply voltage and contract demand with unit	[ ]	[ ]
12 months of bills and interval meter data	[ ]	[ ]
Roof plan, age, structure and exclusions	[ ]	[ ]
Latest electrical SLD, transformer and DG details	[ ]	[ ]
Production hours and approved shutdown windows	[ ]	[ ]
Roof ownership / lease and access permissions	[ ]	[ ]

2. Required bidder design response

Propose a DC module capacity (kWp), AC inverter capacity (kW), metering arrangement and point of connection. Show a roof layout with module rows, skylights, vents, shade, maintenance/fire access, cable paths and excluded areas. Identify the structural engineer and the sign-off evidence. Name module and inverter models and attach current datasheets. Show the DC:AC ratio, string design basis, loss assumptions and a production estimate with its weather source.

Energy-use comparison: Supply an interval-based estimate of directly used solar, grid import and grid export for a normal production day and a low-load day. Explain the current utility settlement rule used. Do not value every generated unit at the retail rate without a documented basis.

3. Electrical and approval responsibility

Attach a preliminary SLD marking the revenue meter, CT/PT, transformer, main bus, DG interface, solar tie-in, isolation, protection, earthing and generation/bidirectional meter. State what existing equipment is adequate and what must change. Identify the DISCOM application, technical feasibility, testing, CEI/CEIG review where applicable, commissioning certificate and any network-strengthening estimate. State who prepares each document and who pays each external fee.

Deliverable or responsibility	Owner / included scope	Evidence or exclusion
Roof survey and structural assessment	[ ]	[ ]
SLD and protection design	[ ]	[ ]
DISCOM application and correspondence	[ ]	[ ]
CEI/CEIG approval when applicable	[ ]	[ ]
CT/PT and meter supply / test certificates	[ ]	[ ]
Network strengthening and utility charges	[ ]	[ ]
Shutdown and electrical tie-in permit	[ ]	[ ]
Commissioning, as-built drawings and handover	[ ]	[ ]

4. Equipment and commercial schedule

Item	Model / rating / quantity	Named warranty provider	Included?
PV modules	[ ]	[ ]	[ ]
Inverters	[ ]	[ ]	[ ]
Mounting and roof sealing	[ ]	[ ]	[ ]
DC/AC cables and protection	[ ]	[ ]	[ ]
Panel / transformer changes	[ ]	[ ]	[ ]
Meters, CT/PT and communications	[ ]	[ ]	[ ]
Monitoring, O&M, handover	[ ]	[ ]	[ ]

Provide an itemised ₹ bid with taxes separately identified. Show utility fees, roof repairs, civil work, shutdown work, payment stages, validity, change-order basis and explicit exclusions. Supply a dependency-based programme: survey, design, approval, procurement, roof work, tie-in, testing, metering and commissioning. Do not treat a utility approval date as a contractor-controlled milestone.

5. Compare bids on the same basis

Decision item	Bidder A	Bidder B	Bidder C
DC kWp / AC kW and sizing reason			
Usable roof and structural sign-off			
Electrical tie-in and shutdown scope			
Metering and export assumption			
DISCOM / CEI / test responsibility			
Utility charges and network work			
Equipment and warranty provider			
Taxes, exclusions and change orders			
Monitoring, O&M and handover			

6. Buyer clarification log

Check the current GERC renewable regulation, tariff and the site's DISCOM procedure before issuing this RFQ. This template intentionally contains no project-specific engineering, legal term, approved price or promised energy yield.