# Factory solar + electrical Project brief

Secured Engineers Pvt. Ltd. | 5 November 2026 | Version 1

Use the same brief with every bidder, including us. Mark information as confirmed, assumed or missing. This is a scoping aid, not a design or approval certificate. Agree the review fee, deliverables and timing first.

## 1. THE DECISION

Company and site: _____

City / state: _____

Project contact and role: _____

Decision needed / target date: _____

Budget status (approved / under review / not set): _____

Package: [ ] Solar integration [ ] Electrical expansion [ ] Combined EPC

Site: [ ] Operating [ ] New build [ ] Expansion

Who approves the investment and who accepts the technical handover?

## 2. INPUTS AVAILABLE

[ ] Complete recent electricity bill; 12 months if available

[ ] Sanctioned load / contract demand and connection voltage

[ ] Daytime load readings, operating shifts, holidays and shutdowns

[ ] Existing or proposed single-line diagram (SLD)

[ ] Transformer, panel, DG and protection details

[ ] New machine list and load schedule for any expansion

[ ] Roof layout, age/condition, structural information and access

[ ] Existing BOQ / quotation and available construction drawings

[ ] Target energisation date and permitted production shutdown window

Missing inputs and who can obtain them: _____

Do not publish private bills, account numbers or drawings. Agree a secure document-sharing channel with the recipient.

## 3. REVIEW OUTPUTS TO AGREE BEFORE WORK STARTS

[ ] Input register: confirmed facts, assumptions and missing evidence

[ ] Solar sizing basis: kWp DC and kW AC distinguished

[ ] Self-consumption, export and curtailment assumptions, where relevant

[ ] Electrical capacity and connection constraints needing verification

[ ] Scope matrix: included / excluded / by client, with named owners

[ ] Required site checks, studies and specialist assessments

[ ] Shutdown dependencies and proposed execution sequence

[ ] Applicable submission responsibilities and fees to confirm

[ ] Proposal basis, exclusions, price validity and next decision

An initial conversation does not commission a design or a free detailed report.

# Compare scope. Request evidence.

## 4. SCOPE BOUNDARIES - COMPLETE FOR EACH BIDDER

For every item record: scope | responsible party | price basis | evidence.

[ ] Roof assessment, strengthening, fixing and waterproofing

[ ] Solar modules, inverters, structure and DC/AC capacity basis

[ ] Panels, transformer/bay works, cables, routes, trays and earthing

[ ] DG operating modes, interlocks, protection settings and tests

[ ] Metering, monitoring access, communications and data ownership

[ ] Utility/inspectorate submissions, fees and attendance where applicable

[ ] Isolation, temporary supply, shutdown and restart coordination

[ ] Civil works, access equipment, lifting and site safety responsibilities

[ ] Commissioning, punch list, acceptance and handover documents

[ ] Warranty issuer, exclusions, claim process and O&M responsibilities

The relevant authority decides approvals; a contractor's scope is not a guarantee.

## 5. COMPARE TOTAL SCOPE, THEN PRICE

[ ] Match capacity, specifications, quantities and makes before comparison

[ ] Separate GST, exclusions, client works and recurring charges

[ ] State quote validity, payment milestones and variation procedure

[ ] Show savings inputs, avoidable charges, O&M and replacement costs

[ ] Test lower daytime self-consumption and shutdown-day scenarios

[ ] Separate projected generation from measured operating performance

[ ] Define any performance commitment, measurement method and remedy

Do not infer an industrial project's savings from roof area or a monthly bill alone.

## 6. EVIDENCE TO REQUEST FROM EVERY EPC BIDDER

[ ] Comparable installation: client, location, scope and current status

[ ] AC/DC capacity basis and completion / commissioning date

[ ] Permitted reference contact and authentic site photographs

[ ] Relevant test, commissioning and handover records

[ ] Equipment warranties and applicable authority documentation

[ ] As-built SLD, operating settings and monitoring handover

[ ] Named project lead, execution resources and service responsibility

Company-wide projects are not the same as commissioned solar installations.

## 7. NEXT ACTION

Unresolved issues: _____

Document / check needed: _____

Responsible person: _____

Agreed next meeting and date: _____

Review scope, fee and timing accepted by: _____

Discuss the project:

https://www.securedengineers.com/industrial-solar-epc/#feasibility-review

Electrical scope:

https://www.securedengineers.com/services/electrical-infrastructure/

Quotation guide:

https://www.securedengineers.com/guides/how-to-evaluate-solar-epc-proposals/