



KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.

REQUEST FOR PROPOSAL

for

ENGAGEMENT OF A CONSULTANCY FIRM

for

**PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR
SET UP OF SMART METER MANUFACTURING FACILITY**

for

KELTRON

RFP NO. KSEDC/KCA/SM/20170310

KELTRON CONTROLS

Aroor, Alappuzha District, Kerala, India. Pin:688534

Tel : + 91-478-282323

Email : kelkca@vsnl.com

REQUEST FOR PROPOSAL (RFP) UNDER TWO BID SYSTEM FOR “ENGAGEMENT OF A CONSULTANCY FIRM FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SET UP OF SMART METER MANUFACTURING FACILITY.”

Kerala State Electronics Development Corporation Limited (KELTRON) invites proposal (RFP) from eligible Bidders for Conduct of Market Study and Preparation of DPR for setting up a Smart Energy Meter Manufacturing & Testing Facility at KELTRON Controls, Aroor, Alappuzha District, Kerala State as per the Scope of work given in this document.

The RFP document shall be available on <http://www.keltron.org> from 13.03.2017. Response to the RFP addressed to the undersigned will be accepted by KELTRON up to **14.00 Hours on 10.04.2017**. The Techno Commercial BID shall be opened on the next working day at **15.00 Hours**. Subsequent to Bid opening, the qualified Bidders shall be required to make a presentation to KELTRON on their understanding of the assignment & other aspects as described under this RFP. Specific details about date and timing of the presentation shall be communicated on the day of opening of the Techno-Commercial BID.

The Bidder shall submit a non-refundable Demand Draft of Rs. 6,500/- (inclusive of service tax) in favour of KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION Ltd. payable at Aroor, Alappuzha District as BID processing fee. A BID Security of Rs.10,000/- (Rupees Ten Thousand only), in the form of Demand draft in favour of KELTRON in a separate envelope, clearly marked as ‘BID SECURITY’ shall be submitted by the Bidder along with their response. The Consultancy Firm selected for award of Purchase Order will have to sign an Agreement and submit Security Deposit of 10% of the order value on receipt of the LOI by way of Demand Draft in favour of KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION Ltd. payable at Aroor. The BID security of the successful Bidder may be adjusted against the Security Deposit. The Bid security of unsuccessful Bidders shall be refunded after signing of the contract with the successful Bidder or within 60 days from the opening of the Financial Bid, whichever is earlier.

The Bidder shall submit a signed and sealed copy of all sheets of the RFP document along with the Bid proposal. Proposals which are found not in accordance with the guidelines stipulated in this Document shall be rejected.

For any clarification prospective Bidders may contact Mr. Balachandran M., Manager, KELTRON CONTROLS, Aroor @ 0478-2872323 or send their query to kelkca@vsnl.com

The Proposal complete in all respects shall be addressed to:

The Manager (Purchase)

KELTRON CONTROLS,

Aroor, Alappuzha Dist,

Kerala, India. Pin – 688534. Tel : + 91-478-2872323

Disclaimer

This RFP document is not transferable. The information contained in this RFP document whether verbally or in documentary or any other form, by or on behalf of the Corporation or any of its employees, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer.

The purpose of this RFP is to provide the interested parties with information that may be useful to them in the formulation of their Bid to this RFP. This RFP includes statements, which reflect various assumptions and assessments, arrived at, by the Corporation in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and make their own assessment of the proposed invitation.

Discrepancy, if any, in the RFP document shall be communicated by the Bidder to the undersigned immediately and if no intimation is received by the office of the undersigned within ten days from the date of issue of this document, it shall be considered that the RFP document is complete in all respects.

Corporation accepts no liability of any nature whatsoever, whether resulting from negligence or otherwise arising from reliance of any Bidder upon the statements contained in this RFP. Corporation may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that Corporation is bound to select pre-qualified Bidders for Bid Stage or to appoint the selected Bidder for the implementation and the Corporation reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

This RFP is not intended to provide the basis of any investment decision and each prospective Bidder must make its own independent assessment in respect of the Project. No person has been authorized by KELTRON to give any information or to make any representation not contained in this RFP.

Nothing in the RFP should be relied on, as a promise or representation as to the future. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid; including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations etc. which may be required by

Corporation or any other costs incurred in connection with or relating to its Bidding. All such costs and expenses will be borne by the Bidder and the Corporation shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to any such act towards any officer/employee of KELTRON or to any other person in a position to influence the decision of KELTRON for showing any favour in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as KELTRON may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Bid Security.

KELTRON reserves the right not to proceed with the work, to alter the time table reflected in this document or to change the process of procedures to be applied for engagement of the Consultant Firm.

Authorized Person for Correspondence:

Name : Mr. Balachandran M
Designation : Manager
Address : KELTRON CONTROLS, Aroor, Alappuzha District, Kerala PIN : 688534
Tel : + 91-478-2872323
E-mail : kelkca@vsnl.com

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1. Introduction & Background

The KELTRON group of companies comprises the holding company; Kerala State Electronics Development Corporation Limited (KSEDC Ltd.), two subsidiary Companies and seven Marketing Offices; located at Ahmedabad, Bengaluru, Kolkata, Chennai, Delhi, Hyderabad and Mumbai. KELTRON is the first State Electronics Development Corporation in India and is fully owned by the Government of Kerala. KELTRON was incorporated on 29th September 1972 under Companies Act, 1956 with its registered office at KELTRON House, Vellayambalam, Trivandrum. KELTRON is a Total Solution Provider to the Government of Kerala and is involved in the IT initiatives of the State.

The focus of KELTRON is in adapting technology to fulfil the needs of its customers with a mission to emerge as a provider of better solutions for combating obsolescence. The major areas of operation include Electronic Components, Security and Surveillance Systems, Strategic Electronics, Intelligent Transportation systems, Automatic Traffic Regulating System, Power Electronics, Information Technology Solutions, Process Automation Systems, Project Consulting etc.

KELTRON started implementing Solar Power Projects from 2011 and has successfully implemented Solar Power Projects in Kerala. Presently KELTRON is focusing on expanding its manufacturing base in the Electronics sector as a part of which KELTRON intends to set up a state of the art manufacturing facility for **manufacture of Smart Energy Meters**.

2. Objectives of this RFP

The objective of this assignment is to assist KELTRON in the following:

- Market Study and Business Projection for Smart Energy Meters within India
- Possibility of export of Smart Energy Meters & Business projection
- Assessment of Financial viability of the Project
- Preparation of Detailed Project Report (DPR) for set up of manufacturing facility for Smart Energy Meters in KELTRON

3. Scope of Work

The scope of this RFP covers Preparation of Detailed Project Report (DPR) for set up of manufacturing facility for Smart Energy Meters at KELTRON CONTROLS, Aroor, Alappuzha District, Kerala. The details to be included as a minimum are listed below, but are not exhaustive and therefore, consultants can propose value additions in the scope of work to meet the objectives of the assignment in a comprehensive manner. The DPR should include as a minimum the following details

3.1. Market Study : Market study and business projection within India including

- a. Current Indian Market Scenario
- b. Present Market Demand and Supply
- c. Estimated Future Market Demand and Forecast
- d. Statistics of Import & Export
- e. Details of Existing Players
- f. Market Segments and Marketing Strategies
- g. Market Opportunity

3.2. Selection of Technology

- a. Review of available technology in the market with comparison chart and suggestions with reasons on the choice of technology
- b. Comparative study of various options available in the market

3.3. Financial viability

- a. Assessment of financial viability of the Project
- b. Comparison indicating the benefits of smart metering vis-à-vis conventional metering and quantification of overall financial benefits of adopting smart metering system to the energy supplier as well as the user

3.4. Site study

- a. Assessment of suitability of the proposed building which is located at KELTRON Controls, Aroor, Alappuzha District which is earmarked for set up of the manufacturing facility. The approximate space available for this Project is 14000 Sq. ft which is a part of the existing shop floor
- b. Capacity of the Manufacturing facility, built up area, infrastructure and amenities required etc.

3.5. Man-power

- a. Man-power with skillset required during the set-up stage
- b. Man-power with skillset required for operation and maintenance of the facility

3.6. Plant and Machinery

- a. List of Plant & Machinery with detailed specifications
- b. Miscellaneous Items
- c. Appliances & Equipments with detailed specifications
- d. Test & Stimulation Equipments & Accessories with detailed specifications
- e. Electrification
- f. Cost aspects of the above
- g. Electric Load & Water consumption
- h. Maintenance Cost
- i. Sources of Plant & Machinery (Suppliers and Manufacturers)

3.7. Generic Technical Details of the Products under comparison

- a. Comprehensive technical description and brief specification of all components comprising the Product
- b. Detailed Bill of Material inclusive of software / driver for data communication
- c. Proposed Smart Meter Network configuration
- d. Details of communication protocol if applicable
- e. Mandatory class of accuracy of components / sub-assemblies
- f. Mandatory class of accuracy of the complete assembly
- g. Details of monitoring / control software
- h. Any other technical information required to be part of this Product

3.8. Calibration & Testing facility

- a. Details of Test benches required for testing and calibration of Smart EnergyMeters
- b. Testing equipments
- c. Tools and tackles required for testing
- d. Details of soldering stations if required
- e. Details of standard instruments required if applicable
- f. Benchmarking equipments if any
- g. Software and communicating testing facility
- h. Any additional facility required for calibration and / or testing
- i. Inward inspection procedures / methods

3.9. Storage and Packing

- a. Details of suggested packing material and methodology
- b. Details of storage specifications if any
- c. Approximate storage space required
- d. Environmental conditions if applicable for storage of raw materials

3.10. Financial aspects

- a. Detailed comprehensive breakup of cost estimates for Plant Set up
- b. Breakup of operation and maintenance costs
- c. Recommendation on the mode of investment
- d. Probable sources of financing, the costs of financing, the cash flow and financial indicators like debt service, return on investment, sensitivity analysis etc.
- e. Profitability analysis
- f. Projected Balance Sheet and Cash flow statement
- g. Financial risks involved

3.11. Legal & regulatory

- a. Details of Legal and Safety aspects if any in relation to the Project.
- b. Clearances if any required from regulatory bodies.
- c. Waste abatement if applicable
- d. Waste generation, transfer, re-cycling, treatment and disposal technologies to be employed if applicable

3.12. Standards & Certifications

- a. Details of relevant certifications and standards pertaining to the product
- b. Details of relevant certifications pertaining to Manufacturing standards & practices
- e. Relevant permissions if any required for data communication modules used in the system
- c. Methodology if any for ensuring that the product is tamper proof
- d. Software security features required
- e. Any other relevant standards / certifications pertaining to the product
- f. Cost involved for the above

3.13. Project implementation

- a. Project implementation schedule indicating key milestones.
- b. The proposed completion plan for set up of manufacturing facility, which among other things, must include (i) proposed PERT Chart which indicates the completion of work in a time bound manner, (ii) inputs required to undertake the job (iii) Manpower requirement for Project implementation and Operation

3.14. Risk Mitigation

- a. Report on potential hazards and risks to be foreseen

- b. Measures for risk mitigation

3.15. Lead time for implementation

Approximate lead time with respect to completion of necessary civil work, ordering & delivery of the equipments and installation and commissioning of the plant has to be worked out by the consultant.

3.16. Inputs for Preparation of Tender Documents for implementation

- a. The submitted document should contain all necessary information for the tendering of Project implementation
- b. Final Detailed Project Report must contain all the topics enumerated in the scope of work failing, which, the report shall be considered incomplete and unacceptable.
- c. Consultant shall submit hard copy (2 copies) and soft & copy (3 editable copies) of all the reports, drawings & assessments to KELTRON.
- d. At any time during development of PV Plant, KELTRON may request the consultant for incorporating any change in Report & Consultant shall acknowledge and address the changes requested by KELTRON in such manner.
- e. Consultant shall also be required to give presentation, on request to Designated State Government Agencies based on the Detailed Project Report.

Any other detail not specifically mentioned above, but, is essentially required for meaningful completion of the DPR, shall be deemed to be included in the DPR.

4. Eligibility Criteria

4.1. Essential

- a. The Bidder should be an Autonomous body, Institution, Govt. body, a registered society, a firm/company or an NGO registered/incorporated in India. Joint bid/consortium/sub-consultant is not allowed.
- b. The Bidder should have a qualified team of technical professionals having Master's degree in Engineering / Bachelor's Degree in Engineering / Technology, from a recognized University or equivalent.
- c. The Bidder should have an annual turnover of at least 25 Lakhs in any two of the last three financial years.
- d. The Bidder should have at least two years' experience in providing consultancy services in smart metering / smart city / smart grid Projects. (Copies of unpriced P.O. copies to be provided)

- e. The Bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.
- f. The Bidder should not be blacklisted by any Central / State Government / Public Sector Undertaking in India
- g. The Bidder should have a positive networth in at least two of the last three financial years

4.2. Desirable

- a. The Bidder should have on its rolls professionals well experienced in handling / executing / integrating turnkey projects which include Electrical, Electronic, Networking and Software domains.
- b. The Bidder should have knowledge about the rules and regulations of various Electricity Boards / Power transmission and Distributing Companies in India.
- c. The Bidder should have a thorough knowledge about relevant certifications applicable to the Smart Metering Industry as well as the Product as such.
- d. The Bidder should be well versed with Smart Metering technology and its application software as also a clear idea about communication systems like RF, Wi-fi, PLCC, TVWS etc.

5. Delivery Schedule

The deliverables as per this RFP shall be delivered within a period of one month from the date of award of Letter of Indent.

The initial draft of the DPR in soft form shall be submitted within 15 days from the date of the LOI. The comments on the draft DPR would be communicated to the selected Consultant Firm within 3 days of receipt of the draft DPR.

6. Terms of Payment

80% against delivery of final DPR. Balance 20% shall be paid after scrutiny of the Document by the Evaluation Committee.

7. Submission of Technical and Financial Bids

The proposals should be submitted in two parts (I) Technical Bid and (2) Financial Bid in the prescribed format enclosed (Annexure – I and II). The Technical and Financial Bids should be submitted in two separate sealed envelopes superscripting “Technical Bid” and

“Financial Bid” respectively. These two separate envelopes would be placed in a single sealed envelope which should be marked **“PROPOSAL FOR ENGAGEMENT OF A CONSULTANCY FIRM FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR SET UP OF SMART METER MANUFACTURING FACILITY.”**

7.1. Technical Bid:

- a. The DPR complete in all respects as explained in the Scope of Work shall form a part of the technical bid.
- b. The non-priced Financial Bid (i.e. with the price masked) shall be submitted along with the Technical Bid
- c. Full particulars of the Consultancy Firm on their financial strengths, constitution / ownership, manpower, infrastructure, offices, registration and area of core competence
- d. Details of major assignments undertaken of a similar nature with supporting documents
- e. Qualification and experience of key personnel & Team Leader.
- f. Minimum number of trained staff which will be full time engaged for this assignment
- g. A detailed approach for undertaking the task and completing the same within the delivery schedule.

Incomplete Technical Bids shall be rejected

- 7.2. **Financial Bid:** The Price Quotes shall be submitted in a separate sealed envelope. The applicable taxes if any should be indicated separately.

The Price Bid of only those Applicants who qualify in the Technical evaluation shall be considered and opened.

7.3. Bid Security

The Bid Security as prescribed elsewhere in this Document shall be enclosed in a separate cover superscripted “Bid Security” and shall be enclosed in the cover superscripted “Technical Bid”

7.4. Bid Processing fee

The Bid processing fee as prescribed elsewhere in this Document shall be enclosed in a separate cover superscripted “Bid processing fee”

8. Evaluation of Technical bids

- 8.1. The Consultancy Firm’s Technical Proposal shall be evaluated by an ‘Evaluation Committee’ to be set up by KELTRON for the purpose.

8.2. Presentations

All technical bids shall be examined thoroughly. Eligible applicants may be required to personally discuss and make presentations on their credentials before the Evaluation Committee constituted for the purpose. The exact date, time and venue for the discussions and presentations would be communicated separately. After evaluation, prospective Applicants will be short listed and their price bid opened.

9. Instructions to Bidders

- 9.1. The intending Bidders must read the terms and conditions carefully and should only submit the tender if he considers himself eligible and he is in possession of all the documents prescribed for participation.
- 9.2. The Applicant is required to examine carefully all the conditions of the RFP Document. Failure to comply with the requirement (s) of the RFP Document will be at the Bidder's own risk and responsibility.
- 9.3. **Corrigendum:** Further corrigendum / addendum, if any, issued to this RFP Document shall be made available in the website mentioned elsewhere in this Document.
- 9.4. Bid and its related attachments as applicable shall be submitted in English. Supporting Documents in other languages, if any, shall be translated to English along with copies of original.
- 9.5. All costs for site visits, obtaining information / data and preparation / meetings etc. in relation with the Bid submission shall be borne by the Applicant.
- 9.6. Bids submitted without supporting Documents as necessary shall be rejected.
- 9.7. KELTRON reserves the right to verify all the credentials and inspect the executed works of the Bidder to satisfy themselves about their performance and capability to execute the work satisfactorily. In case of discrepancy on submitted details, KELTRON reserves the right to forfeit the Bid Security of the Bidder.
- 9.8. KELTRON reserves the right to not choose any Bidder, relinquish the tender process or to reissue the RFP with or without modification at its sole discretion. KELTRON is not bound to furnish any explanation as to its decision to any of the Bidders in this regard.
- 9.9. **Bid validity** : The Bid shall be valid for a period of 60 days from the deadline for submission of the Bid.
- 9.10. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Bid have authenticated the same with their respective signature alongside such interlineations, erasures or overwriting.

- 9.11. **Price in figures and words** : All prices and other information having a bearing on the price shall be written both in figures and words in the prescribed Bid form. In case of discrepancy, the price given in words shall govern.
- 9.12. KELTRON will not be responsible for delay, loss or non-receipt of 'Tender Security' and/or 'Cost of Tender Document' sent by post / courier.
- 9.13. KELTRON shall not be responsible for 'Bid Security' and 'Bid processing fee' delivered to any other place / person in KELTRON (like Tapal) other than the designated officer and does not reach the designated officer before the dead line for submission.
- 9.14. KELTRON may, at its discretion, extend the deadline for submission of Bids by issuing an amendment, in which case all rights and obligations of KELTRON and the Bidder previously subject to the original deadline will thereafter be subject to the deadline as extended.
- 9.15. **Late submission of Bids** : Any Bid received after the deadline for submission of Bids will be liable to be rejected and returned unopened to the Bidder. No further correspondence on this subject shall be entertained.
- 9.16. The Bid submitted in original shall be treated as the final Bid.
- 9.17. **Withdrawal** of a Bid during the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified in this Document / subsequent corrigendum / addendum shall result in the forfeiture of the Bid Security.
- 9.18. Bids of those Bidders who have not submitted valid "Bid Security" and valid "Bid processing Fee" shall be considered as non-responsive and liable to be rejected summarily.
- 9.19. After the opening of Bids, information relating to the examination, clarifications, evaluation and comparison of Bids and recommendations concerning the award of Contract shall be confidential and shall not be disclosed to other persons not officially concerned with such process. Disclosure to any such persons shall be made in confidence and shall extend only so far as it may be deemed necessary for the purposes of such performance.
- 9.20. The Bidder must bid for all the conditions of Bid; partial bidding would disqualify the bidders.
- 9.21. **Payment in Indian Rupees**: All payments to the Consultant shall be made in INR to the designated bank account of the selected Bidder through electronic mode.
- 9.22. Successful Bidder shall be notified through a Letter of Acceptance sent through fax/post/email to be confirmed in writing by Registered/Speed Post/ By hand that its Bid has been accepted.

- 9.23. Upon receipt of the "Letter of Acceptance" (LOA), the Successful Bidder shall return one copy of the Letter of Acceptance duly signed and stamped as an indication of acceptance of the award.
- 9.24. Subsequent to acknowledgement of "Letter of Acceptance" by the Successful Bidder, an Agreement would be executed between the Successful Bidder and KELTRON. The framework of the Agreement would be handed over to the successful Bidder.
- 9.25. In case the Successful Bidder fails or refuses to enter into the Contract within the time limit specified in the Letter of Acceptance or any extension thereof as may be decided by KELTRON, the Bid Security shall be forfeited.
- 9.26. After acknowledgement of the LOA as aforesaid by the Selected Bidder, an Agreement for satisfactory completion of the job shall be executed, pursuant to submission of Performance Security. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.
- 9.27. The Consultant Firm shall commence the Services within 5 (five) days of the date of receipt of the LOA or such other date as may be mutually agreed upon. If the Consultant Firm fails to either sign the Agreement as specified or commence the assignment as specified herein, KELTRON may invite the second ranked Bidder for negotiations. In such an event, the Bid Security of the first ranked Bidder shall be forfeited and appropriated.
- 9.28. The Selected Bidder may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the Consultant Firm under this RFP, unless the bid price is substantially front loaded in the opinion of KELTRON.
- 9.29. The Consultant Firm's liability under the Agreement with KELTRON shall be determined by the Applicable Laws and the provisions thereof prevalent within the Country of India.

Annexure-1

RFP for Engagement of Consultant for set up of Smart Meter manufacturing Facility

TECHNICAL BID

Enclosures

Sl No.	Description of Enclosure	Whether Enclosed
1	Covering Letter	
2	Detailed Project Report complete in all respects	
3	Non-priced Financial Bid	
4	Details as per Clause 7.1 c,d,e,f,g of RFP Document	
5	Bid Security as per clause 7.3 of RFP Document	
6	Bid processing fee as per clause 7.4 of RFP Document	
6	Proof of essential eligibility criteria as per clause 4.1	
8	Proof of desirable eligibility criteria as per clause 4.2	
9	Additional information if any	
10	Signed and sealed RFP Document	

Details of the Bidder

Name of the Consultancy Firm	
Address	
Name of Authorized Signatory	
Telephone No.	
Mobile No.	
Email	
Web Site	
Name of the contact person	
Telephone No.	
Mobile No.	
Email	
Signature and Seal of the Authorized Authority	
Date of submission	

Annexure-2

RFP for Engagement of Consultant for set up of Smart Meter manufacturing Facility

PRICE BID

Sl No.	Description of Items	Price in INR
1	Lumpsum Price for Preparation of Detailed Project Report (DPR) for Set up of Smart Meter Manufacturing Facility as per the scope and conditions of the Request for Proposal	
2	Applicable Taxes	
3	Total cost for Preparation of Detailed Project Report (DPR) for Set up of Smart Meter Manufacturing Facility as per the scope and conditions of the Request for Proposal	

Name of the Consultancy Firm	
Name of Authorized Signatory	
Signature and Seal of the Authorized Authority	
Date of submission	