



CONTRACT/AGREEMENT FORM FOR TESTING



Electrical Research & Development Association

ERDA Road, GIDC, Makarpura, Vadodara - 390 010

1. Name of Customer Organization	<input type="text"/>		
2. Address of Customer Organization	<input type="text"/>		
	<input type="text"/>		
3. Pin Code No.	<input type="text"/>		
4. Customer code for Organization	<input type="text"/>		
5. Contact Person's Name	<input type="text"/>	Designation	<input type="text"/>
6. Contact Person's Mobile No.	<input type="text"/>	Email Id	<input type="text"/>
7. Name & Address of the Organization making payment (If different from 1 & 2)	<input type="text"/>		
	<input type="text"/>		
	Contact Person's Name	Designation	<input type="text"/>
	Mobile No.	Email Id	<input type="text"/>
8. Customer's Reference No.	<input type="text"/>	Date	<input type="text"/>

Document Information

a. Customer's Request* (on letter head)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	g. Transit Insurance Intimation **	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Sample Description*(As per Tech. form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	h. Drawings/Catalogs/Operating Manual (Pl specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Test Specification*(As per Tech. form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	i. NOC if not the original manufacture	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Test to be Conducted*(As per Tech. form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
e. Delivery Challan	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
f. Transport Intimation **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	* Mandatory field ;	** for samples received from other countries.	
9. Sample Identification	<input type="text"/>				
10. Sealing Details of Sample	<input type="text"/>				
11. Type of testing requested	Evaluation <input type="checkbox"/>	Development <input type="checkbox"/>			
12. Test report required for BIS Certification/Applicant	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

If Yes, single report will only be issued for all tests.

13. Witness Required Yes ☐ No ☐

14. Name of Witnessing Authority/Company/Agency Designation

15. Test reports required: ☐ One report for all tests

Separate test reports for following tests ☐

16. Whether sample will be collected back (not applicable for destructive test) Yes ☐ No ☐

If yes, please collect within 30 days from the date of receipt of Test report.

ERDA will not be responsible thereafter.

17. Is statement of confirmatory remarks required in the report ? Yes ☐ No ☐

a) If No, then only obtained results will be reported.

b) If Yes, please select as applicable;

☐ 1a) Decision on Compliance to specification will be based on the tolerance mentioned in the Standard specification.

☐ 1b) For the tolerance specified by the customer, same will be considered for decision criteria.
(Note: Deviations requested by the customer shall not impact the integrity of the laboratory or the validity of the results).

☐ 2) If Measurement Uncertainty to be considered for decision on compliance, ERDA calculated Measurement Uncertainty at confidence level of approximately 95% will be acceptable.

(Decision criteria cannot be changed after preparation of work order)

18. Sample Description: Please refer applicable technical form.

Terms & conditions:

1. ERDA is responsible, through legally enforceable commitments for the management of all information obtained or created during the performance of testing/calibration activities. ERDA will inform, in advance, of the information it intends to place in the public domain, except for information that the Customer makes publicly available, or when agreed between the ERDA and the Customer (e.g. for the purpose of responding to complaints). All other information is considered proprietary information will be regarded as confidential.
2. ERDA ensures that, whenever required by law or authorized by contractual arrangements to release confidential information of customer or individual concerned, unless prohibited by law, information is provided only after notifying the customer.
3. Information about the customer obtained from sources other than the customer (e.g. complainant, regulators) is treated as confidential between the customer and ERDA. The provider (source) of this information is kept confidential to the ERDA and will not be shared with the customer, unless agreed by the source.
4. ERDA will keep all information confidential except it provides the test report verification service for the authenticity of the reports received against the written request received from utilities, government organizations, PSUs etc.
5. Whenever drawings are submitted by customer, the customer has guaranteed that the equipment submitted for testing has been manufactured in accordance with drawings submitted.
6. If any additional test required by the customer, kindly mentioned with cl. No. or test name in the technical form.
7. Testing of sample will be initiated after submission of these details and payment.
8. We provide the undertaking that the above mentioned samples are manufactured by us and if not the NOC from the manufacturer is submitted along with this test request (NA for calibration).



9. All possible care will be taken in handling the sample, but the risk of damages in transit or during testing rests with the client. ERDA will not be responsible for any damage to the samples during loading, unloading, shifting and testing or due to acts of God like fire, accidents, storms, earthquakes etc.
10. ERDA will not be responsible if a test has to be postponed because of non-availability of power, malfunctioning of the equipments etc.
11. In case of any dispute, the decision of the Director, ERDA shall be final.
12. In case of any dispute, Vadodara will be the exclusive jurisdiction & shall be construed as where the cause has arisen.
13. Acceptance of terms & conditions must be communicated by the customer to ERDA within 7 days. If the same is not received within 7 days, it will be presumed that ERDA's terms & conditions are acceptable to the customer.
14. Tested samples must be removed from ERDA's campus within 30 days from date of issue of test report. In case of samples are not removed within 30 days, applicable demurrage will be charged for next 30 days and thereafter sample will be disposed off at the risk of customer.
15. For development testing, ERDA will not issue any report or document of any kind containing the results.
16. The details mentioned above are correct to best of my knowledge & belief. I abide by the same, and understand its importance. I fully agree upon for no change whatsoever from our side & request to proceed for testing as per allotted schedule.

☐ I agree the terms and conditions

Signature _____

Name _____

Date _____

-----for internal use only-----

1. Sample Quantity Received _____ 2. Sample received physically in good condition Yes ☐ No ☐

3. Gate Inward Number & Date

Signature _____

Name of CRM Representative _____