The Details/ data required to be submitted by the Private Company

- Company Profile.
- Income Tax Return for last 3 years.

- Audited balance sheet/P&L Statement for last 3 years.
- PAN.
- GSTN NO
- UAM / SME registration No (if available)
- Start-up registration no (if available)

The work flow/ flow chart of the complete process.

- Test facility request.
- Registered private vendor shall submit the end use certificate, Non disclosure declaration
- The Nodal agency in respective BDL unit will study the technical specs of the test to be carried out.

- Slot availability along with quote will be communicated to the vendors in case the available test facilities are capable of meeting the technical requirements.
- Private party shall place Service Order including acceptance of payment terms as per the quote.
- On acceptance of service order by BDL, the party will hand over the item to be tested at respective unit.
- The test(s) will be carried out as per standard procedures by BDL personnel only.
- The item will be returned back to party duly stamped by the BDL security .
- The test reports will be handed over to the private entity after receipt of payment.

The details of nodal officers to be contacted on any working days (except Govt Holidays, Sundays and 1st &3rd Saturdays) from 8 am to 4.45p.m.

Kanchanbagh Unit: Shri.: S. Srikanth Reddy
DGM –QC MILAN.
Phone No 040-24587334 Mobile: 9491453167

Bhanur Unit: Shri .Krishna Sai K S
AGM – QC BU
Phone No 040 23469472 Mobile: 9705667545

Vizag Unit: Shri. BV Rao
Manager BD
Phone No 08912821530 Mobile: 9701236566

<u>Important terms and conditions to be complied by private company requesting for test facility</u>

- The test services to private parties will be made available, only in case of spare capacity, over and above meeting the internal needs.

- All transportation of job/item (including loading/unloading) from/to BDL Unit, testing premises is the responsibility of the private party only.
- Personnel from party are to produce proof of Identity/authorization letter.
- BDL security will check the DC and items and allow the job/item before permitting in /out of its premises.
- The testing charges are fixed at nominal rates taking into account all direct & setup costs (generally on hourly basis).
- The Hourly Rate indicated in the list, are for budgetary purpose only. The rates may vary and the actual rates will be indicated in the quote.
- The test charges are applicable for standard test procedures. In case of any additional tests, charges will be suitably modified depending on the job specifications.
- Applicable charges exclusive of GST.
- The party has to take back the job/item after the completion of test within 30 days beyond which BDL shall not be responsible for returning back the item to party.
- BDL will not be responsible for loss/damage to the job/item while carrying out the test(s).
- All necessary insurance coverage for the job shall be the responsibility of the private party.
- If any damage occurs to equipment/property/personnel resulting from the testing of the job of private party, the private party should bear the expenses.

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