



राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

National Institute of Solar Energy

(An autonomous Institute of the Ministry of New and Renewable Energy, Govt. of India)

गुरुग्राम - फरीदाबाद मार्ग, ग्वाल पहाड़ी, गुरुग्राम - 122003, हरियाणा, भारत

Gurugram - Faridabad Road, Gwal Pahari, Gurugram – 122003, Haryana, India

Service Request Form No. 1.12

Reference module calibration

1.	File No. (To be filled by office)	
2.	Job No. (To be filled by office)	
3.	Requested By (Name)	
	Address of Company /Individuals (in Capital letters)	
	Contact Details- Email id: Mobile: Landline:	
	PAN:	GST:
4.	a) Manufactured By and address of factory	
	b) Date of Submission of Samples	
	c) Condition of samples on receipt	
	d) Testing procedure / Standards	
	e) Services and type of test requested	
5.	Name of Authorized Contact Person with Mobile Number, Email id:	



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We hereby place an order on you for the services and type of test required as described below:

Reference module calibration

Sr. No	Description	Fees per sample (Rs.)	No. of samples	Total Amount (Rs.)
1	Calibration of reference module (Mono facial) (Note: 1 PV module and 1 representative module/cell per sample)	75,000/-		
			Sub Total	
			GST	
			Grand Total	

Testing Fees Details:

Name of the test	
Transaction Details. & Date	
Bank Name	
Total Amount (Rs)	

Declaration: This is to certify that the information furnished in the service request form is true to the best of my knowledge and belief. NISE or its authorized nominee will be free to visit our works to assess the details provided above by giving advance notice in writing. We also accept the terms and conditions of the NISE annexed with this order.

Date:

Place:

Signature with Seal

Important Note: To be signed by the Company authority or Officer, not below the rank of G.M. / Equivalent.



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General Terms & Conditions

- One report will be issued to the customer for the test (s) conducted by NISE.
- The report shall contain all the parameters measured at NISE along with the parameters required as per the specified standards/ MNRE specifications and claims made by the manufacturer for the test sample.
- The report contains the following disclaimer:
 - This report is for the measurements carried out on the product/samples no. _____ at the NISE.
 - The sample has been selected and submitted by the customer.
 - The data contents in this report do not constitute a qualification certificate under any set of specifications.
 - The measurements made and results reported in this test report are valid at the time of and under stipulated conditions of measurement.
- The test report if reproduced for any purpose, commercial or otherwise, should be reproduced in full. Reproduction of a part of the report or an abstract thereof is not permitted.
- For identification purpose, all material supplied to the NISE for the testing purpose shall be marked clearly and indelibly as per the standard.
- NISE shall not be responsible for any loss or damage caused to the sample during testing.
- This test report is not a legal document and is not valid for any kind of legal formalities.
- The tested sample shall be collected by the customer within 90 days of issue of the test report. After the above said period, NISE is not obliged to return the sample.

Declaration /Undertaking:

I have read the above mentioned General Terms and Condition carefully and agree with the same.

Date

Signature with Seal

Place

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Data required by Test Lab.

1.	File No. (Generated by NISE)	
2.	Job No. (Generated by NISE)	
3.	Capacity/Rating	
4.	Date of Submission of Samples	
5.	Condition of samples on receipt	
6.	Testing procedure/ Standards	
7.	Services and type of test requested	

Declaration: This is to certify that the information furnished in the service request form is true to the best of my knowledge and belief.

Date:

Place:

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Information required by Test Lab.

Sample details

Sr. No	Make (Name of Manufacturing Company)	Model No.	Module Technology	Year of Make	Serial No.	Module Dimensions (L X B)	Module Weight	Power Rating, V_{oc} , I_{sc}	Cell Area (L X B)
1									
2									
3									

Details of the test conducted by Manufacturer (Enclose test results if available):

Sr. No	Description of Test	Remarks

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Date:

Place:

Signature with Seal



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CHECKLIST

For submitting the PV Modules for calibration at NISE, the following Check-List is required to be satisfied.

Sr. No.	Particulars	Annexure	Page From	Page To
1.	Each module shall carry the following clear indelible marking: - Name, Logo or Symbol of Manufacturer, Type Or Model Number, Serial Number, Polarity Or Terminals Or Leads			
2.	Order form duly filled along with the format			
3.	Instruction manual for handling the module – in case of Manufacturer (printed in English & local language)			
4.	Details of the modules, including the type of cells.			
5.	(A) Self –attested copy of manufacturer SSI registration/NSIC/MSME/ acknowledgement from district industrial center. (B) Registration certificate as per Companies Act 1956 or form no.61 (C) PAN (D) GST			
6.	Acceptance to the general terms & conditions			
7.	Request letter for sample submission / collection with the information of authorized person / employee of company (with photo-id card proof)			
8.	Module data sheet, BIS/IEC certificates			

All the documents submitted by the company should be certified by the competent authority.

Date:

Place:

Signature with Seal

Important Note: -

- To be signed by the competent authority or by an officer, not below the rank of G.M./Equivalent.
- The sample will be received at the Customer Service Cell of NISE till 04:00 PM on any working day.