

**STANDARD OPERATING PROCEDURE FOR PROVIDING TEST FACILITIES EXISTING
AT DRDO LAB'S TO THE PRIVATE SECTOR**

1. **Introduction:** DRDO labs situated across India are undertaking cutting edge research to meet the requirements of the Indian Armed Forces. A number of sophisticated test equipments are available at the Labs for testing the products before acceptance by the User services. In order to optimally utilize the test facilities, it has been decided to provide access to these test equipments to Indian private sector involved in designing, developing and manufacturing products for Ministry of Defence/Armed Forces (including under “Make in India” initiative) on payment basis.
2. **List of Equipment:** The list of test facilities is available on DRDO website.
3. **Nodal Agency:** Nodal Agency for provision of test equipment to private industry at Corporate level is DQR&S. Each lab will nominate a nodal officer for dealing with enquiries at lab level and intimate to DQR&S for uploading on the website.
4. **Registration of private entities for use of test facilities:** Each lab may provide facilities to vendors already in their approved vendor list. For new private entities, registration is to be undertaken based on the credentials / track record of the company. For the purposes of registration, the following information is to be sought along with documentary proof:-
 - (a) Company profile.
 - (b) IT returns for last 3 years
 - (c) Audited balance sheet/P&L statement for last 3 years.
 - (d) PAN/TIN
 - (e) Verification will be carried out by the DRDO.
5. **Procedure for availing test facilities:** The following procedure is to be followed for provision /availing test facilities to private industry:-
 - (a) A registered private entity shall submit the end user certificate along with non disclosure declaration form with the test facility request.
 - (b) Items meant for Indian defence applications including under “Make in India” initiative only are to be entertained for testing.
 - (c) The request submitted by the private entity should clearly indicate test specification for example mass and dimension of test specimen, test requirements, copy of specification which is to be followed for testing etc. The private entity must also give the preferred time slot for testing well in advance.
 - (d) The nodal officer will examine the requirement and will ascertain from the concerned departments as to whether the test can be undertaken. The slot availability along with quote will be communicated to the nodal agency in case the available test facilities are capable of meeting the technical requirements.
 - (e) The private entity will place a Service order including acceptance of payment as per the quote and handover the job at DRDO lab premises to carry out the test(s).

- (f) The test(s) will be carried out by DRDO personnel only as per laid down lab procedures.
- (g) The test reports along with the job will be handed over to private entity.
- (h) Wherever there is requirement of Govt authorized QA/certification agency rep, the same is to be allowed.
- (j) Provision of interface structure for mounting of test sample on the system for vibration, acceleration etc is responsibility of the vendor. Special cables, if any required for connecting the system during the testing will also be responsibility of the vendor.

6. General Terms and Conditions

- (a) The test services to private entities will be made available only in case of spare capacity, over and above meeting the internal needs.
- (b) All transportations of the job (including loading/unloading) from DRDO Lab premises is the responsibility of the private entity.
- (c) Personnel from private entities are to produce proof of identity/authorization letter.
- (d) Inspection of the job will be done by security staff before moving the job to / from DRDO lab premises.
- (e) The testing charges are fixed and are generally on hourly basis.
- (f) The test charges are applicable for standard test procedures. In case of additional tests, the charges will be suitably modified depending on the job specifications.
- (g) For cancellation of allotted slot, 25% of the testing charges will be forfeited.
- (h) DRDO will not be responsible for loss/damage to the equipment/instrument while carrying out the test(s).
- (i) If any damage occurs to equipment/property/personnel resulting from the testing of the job of private entity, the private entity should bear the expenses in repair/replacement of the facility. All necessary insurance coverage of the job will be the responsibility of the private entity.
- (j) The test results provided by the DRDO lab are final and no requests for revision of the test results shall be entertained.