## How to get Calibration / Testing done at FCRI

## Instructions

## FCRI GSTIN: 32AAAAF0138K1Z6

**SAC Codes Testing & Calibration: 998349** 

- Check www.fcriindia.com/service-request for
  - Request for Ouote
  - Service Request form
  - Terms & Conditions
  - Bank Details
  - **GST** Certificate
  - Feedback

1.1. Submit duly filled "Request for Quote" form from www.fcriindia.com/servicerequest to corresponding HOD's email-id.

- 3.1Deposit Equipment
- 3.2 Ensure Equipment availability at FCRI before scheduled activity date. Please mention Quote No. in documents provided along with Equipment

5.1 Generally Report along with invoice will be despatched via Courier within a week to the address mentioned in SRF.

1. Get Quote, Proforma **Invoice** 

2.Make Payment, Submit SRF

3.Deposit/Collection of equipment

4.Perform Calibration/Testing | 5.Invoice/ Report

6.Form 16A

2.1.Make Full Payment including GST by NEFT/RTGS, based on Ouote / Proforma Invoice & Submit duly filled Service Request form (SRF) available at

www.fcriindia.com/service-request via email.

2.2. In case Witnessing of Activity required, Schedule Calibration / Testing can be done on mutually agreed dates.

4.1 Witness Testing/Calibration

4.2 Take back equipment

6.1 FCRI is exempt from Income tax. In case TDS is deducted. details to be furnished in SRF, and a copy of Form 16A to be submitted to FCRI.

Email: customercare@fcriindia.com

Phone: Commercial Enquiry: 0491-2569010 General: 0491-2566120/2566206

Postal Address:

Fluid Control Research Institute

Kanjikode West,

Palakkad – 678623, Kerala, India