**University Instrumentation Center (UIC-MRU)**

**REQUISITION FORM**

1. User Name ………………………………….

2. Name and Address of Organization …………………………………

3. Department ……………………………………..

4. Email id……………………………………………..

5. Phone No………………………………………………………..

6. Internal / External

6.1 UG/PG/PhD/RA/Others……………………..

6.2 Name of the Supervisor (As applicable) ..................

7. REQUISITION FOR: (Make a tick)

7.1 Instrument Name………………………………………………….

7.2 Samples Details

(i) Name ……………………………………………………

(ii)Number………………………………………………….

(iii)Liquid/Solid/polymer/etc…………………………………………

(iv) Any special care………………….

8. Payment Details

8.1 Total charges including GST…………………………………..

8.2 UTR Number……………………………………………………..

**Signature of User**

**For Office Use Only**

Amount Deposited and Date ………………………………………

Schedule Allotted …………………………………………………

SRN No…………..……………………………………..

**Signature of UIC Incharge**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Instrument Name | Charges Per sample | No of samples | Charges + GST\* (18%) | Sample details and description of Measurement |
| FTIR with ATR | **500** |  |  |  |
| UV-Vis.Spectro. | **250** |  |  |  |
| GC-MS | **1200** (qual).  **2500** (Qual. + Quant.) |  |  |  |
| STA Thermal Techniques (DTG/TG) | **1500** |  |  |  |
| ICP-OES | **2000** for 4 elements. Additional 300 Rs per elements if many elements present in the sample | - | - |  |
| RF-Sputtering | **2000** per Run (for 4 pieces of 1x1 cm). Additional 300 Rs per piece |  |  |  |
| Programmable  High Temperature Furnace (RT to 1400 o C) | **500** |  |  |  |
| XRD  (Miniflex-600 Rigaku) | **700 per sample**  **2500 per hour** |  |  |  |

\* GST 18% or as applicable

**\*Note**: The data will be collected by the user in print/cd which has to be brought at the given time of analysis.

**Terms & Conditions:**

In special cases data analysis/interpretation services can be provided on payment of extra charges on a case to case basis.

Standard operating procedure will be followed for analysis. Special method development may be undertaken as per the information provided by the user on an extra payment basis.

All possible care will be taken in handling the samples. Center will not be responsible for any damage during transit or handling. If analysis cannot be carried out on any sample, the same will be returned.

Potentially hazardous samples may not be accepted for analysis. Users will be responsible for any damage/injury to the instruments/technician/staff because of detrimental nature of samples. Charges will be applicable for such users as per the norms of the University.

Collect unutilized samples if any, at the time of collecting the report. Samples which are not collected within a week from the date of sample analysis will be disposed of immediately without any further notice.

Any discrepancy in results has to be cleared in a week from the date of dispatch of result.

Analytical data/spectra will be provided either in printed or in digital format (CD/DVD) as applicable.

Data will be archived for 30 days from date of acquisition and will not be available to user after that period.

The analytical data/spectra are provided only for research/development purposes. These cannot be used as certificates in legal disputes, any commercial -consultancy purpose and the content of the report shall not be used for any advertisement, evidence, litigation or quote as certificate to a third party without prior permission of UIC.

50% rebate will be given to users, if they are sending more than 20 samples for the same instrument in one slot only. No clubbing of instruments is allowed to avail rebate.

Acknowledgement shall be duly acknowledged in all publications of research work.

**I Agree to Terms & Conditions. Yes/No**

**Signature of User**