



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

Requisition form for _____

Terms and Conditions:

1. Samples should be submitted along with the duly filled & signed Requisition Form in envelopes with the facility name and experiment superscripted on the envelope.
2. Payment should be made online in advance in favour of **Name of Account: RTMNU Research consultancy, Account number: 876210210000136, IFS code: BKID0008762, (payment gateway link)** and Receipt having transaction ID should be enclosed with the samples sent.
3. The expected time of results can range from two weeks to a month (downtime of instruments due to any technical reason shall be excluded while calculating the aforementioned duration. In case of such delays there will be no financial implications on RTMNU).
4. Samples without payment receipt will not be run/analysed.
5. There will be no obligation on part of RTMNU to return the samples after the run/analysis.
6. RTMNU will provide an invoice once in a month (second week of every month).
7. RTMNU reserves the right to accept /reject the samples received, or to analyze any particular sample on priority basis. The amount paid by the client for analysis will be refunded by RTMNU pro-rata, if the samples are not run/analysed.
8. No sample would be analysed if the payments are made without following the above mentioned procedure. Any refund shall be made upon the written request submitted on the letter head duly signed by the competent authority of Institute/organization along with the bank details. The refund will be made after deduction of 10% of the total amount paid towards the administrative charges.

Payment details:

Bank reference no.	Date of payment	Amount

(NOTE: Before making payment, kindly clear all queries about sample from the corresponding Instrumental Incharge.)

Place:

Date:

Seal & Signature

1. Name of contact person:.....
2. Name of Supervisor:
3. Name of Organization/Institute:
4. Address:
.....
5. E-mail:
6. Contact no./ Fax. No.:
7. Sample Information:

S.No.	Sample ID	Sample description (Powder/Pellet/Thin-film/Bulk/any other form)	Remark, If any

8. Experimental Parameters (e.g.):

Sr No	Sample type	Measurement specifications	Charges
1.			
2.			
3.			

9. Samples Are Air/Light Sensitive:.....
(Yes/ No)
10. Storage conditions:
11. Any other information:

Forwarded by

Sign and seal of head of institution

Sign and seal of mentor (if any)

Submit the requisition form to consultancy incharge: