



**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**GRADUATE SCHOOL OF PHARMACY**

**SAMPLE ANALYSIS REQUISITION FORM**  
**(Sophisticated Analytical Instruments Facility: SAIF)**

**A. Information of Indenter/Analyst :**

Name Of Indenter:			
Designation:			
Institute/Company:		Institute Code:	
Address:			
Phone No.			
Email:			

**B. Description of Instrumental facility to be avail (Must be attached)**

Name of the Instrumental facility to be avail:	
Description of method for sample analysis(If space is insufficient, please provide another attachment of detailed method) :	

**C. Description of Sample :**

Name of Samples:	
State(Liquid/Solid):	
Nature (organic / inorganic):	
Amount of the sample sent:	
Composition of Sample:	
Handling/Storage Instruction:	
Whether toxic / Corrosive / hygroscopic / radioactive	
Solvent / media to be used ( Solubility):	



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Sample left should be disposed: (YES/NO):

(If NO, kindly collect sample within one week of completion of analysis)

If YES specify method of disposal for the sample:

Any other information (if required):



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### Terms and Condition

- **Rules and Regulations for testing facilities**

- 1) No sample will be analysed without advance payment.
- 2) For project cost will be decided as per the discussion held with Project coordinator at GTU-GSP. Final Project Cost will be calculated/decided after the completion of the project. Balance amount to be paid before collection of the report from the SAIF coordinator.
- 3) Payment will be done only no any other mode is accepted. The GST rate will be charged extra.
- 4) All concern person, research fellows and students are advised to send their application and sample through supervisor or head of department. The request must be made only on University/College letter/industry Head/pad.
- 5) Samples and payment receipt and other documents should be sent preferably in the same cover. Separate sample should be sent for different analysis. The sample will be also accepted in person.
- 6) The sample name/batch no/ required analysis should be clearly mentioned on sample/requisition form.
- 7) Sample preparation and method development will be charged extra. Varies from material to material and method to method depending on the sample, if required so. Charges will be quoted on a case to case basis.
- 8) The analytical data/spectra are provided only for research/development purpose. These cannot be used as certificates in legal disputes.
- 9) Radioactive material should be clearly mentioned and handed over personally.
- 10) Unstable and explosive compounds are not accepted for analysis.
- 11) Interpretation of results is not undertaken normally, if required charge extra.
- 12) It is also desirable that analysis work done using SAIF – GRADUATE SCHOOL PHARMACY should be acknowledged in the publication thesis and a note in this regard may kindly be to this Centre voluntarily to update the information. For onward transmission to DST/UGC/AICTE etc.

**Name of Principle**  
**Investigator/Guide/Representative of Company**

**Sign of Principle**  
**Investigator/Guide/Representative of Company**