

Covering Letter on Institute / College Original Letterhead**

Date:

To,
The Head
SAIF, IIT Bombay.

Sub: _____ (Instrument/facility name) Analysis of Samples at SAIF IIT Bombay.

Dear Sir,

Mr./ Ms. _____, (Name of the user) _____ (Designation)
studying/employed at our Institute under the guidance of _____ (Guide Name) &
_____ (Department) would like to use the Instrument Facility at SAIF IIT Bombay.

We have _____ (No. of Samples) for _____ (name of instrument/facility). The Material Safety Data Sheet (MSDS) is attached herewith for the said analysis.

Further we state that if any of the analysis data / results received from the _____ (Instrument/facility name) facility is used in any Publication or Thesis, we agree to acknowledge the _____ (Instrument/facility name) SAIF, IIT Bombay in our Publication and Thesis. We shall submit a soft copy of the same to office.saif@iitb.ac.in for information.

Further we acknowledge & accept that:

- The contents of the report prepared based on the measurement are purely technical/scientific in nature.
- This report is not a legal document per se and is based on the samples provided by us.
- We (the applicants) understand and accept that this report is not a certificate for any performance / efficacy / efficiency / utility related aspects. This report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes.
- We (the applicants) shall be solely responsible for any intended use / utilization of the report provided and / or the contents thereof. All warranties or representations of any kind pertaining to the report, or its contents are hereby expressly excluded.
- I accept that all the issued reports/results (Soft/hard) will not carry any Signature or Seal and Stamp of SAIF IIT Bombay.
- If our Institute has GST Number. But if we fail to provide the same to you, in that case Invoice / Bill will be generated without GST No. and request to add GST No. after invoice generation will not be entertained by SAIF is acceptable by us.

The GSTIN Registration No. of our Institute is _____

Thanking You,

Signature of Guide / Professor / Head :
Name :
Designation :
Department :

Official Seal

**** This Covering Letter should be on your Institute's Original Letterhead which should have your Institute complete postal address with state and pin code dully signed and with Institute's official seal. Any Letter with incomplete details and without Institute's official stamp will not be entertained.**