Registration Process:

External Users:

- **Academic Institutions:**
  You can come in-person or send a letter from the Guide / HoD on the Institution’s Original Letter Head along with the Registration Form stating that the analysis is for research purpose, to qualify for academic concession. The letter should be addressed to **Prof. Shamik Sen, Convener, Central AFM Facility, Department of BSBE, IIT Bombay, Powai, Mumbai-400076.**

- **National R & D Lab’s:**
  You can come in-person or send a letter signed by an authorized signatory of your Institution on Original Letter Head along with the Registration Form, stating that the analysis is for research purpose. The letter should be addressed to **Prof. Shamik Sen, Convener, Central AFM Facility, Department of BSBE, IIT Bombay, Powai, Mumbai-400076.**

- **Industry & Non- Government Agencies:**
  You can come in-person or send a letter signed by an authorized signatory of your Organization, along with the Registration Form. The letter should be addressed to **Prof. Shamik Sen, Convener, Central AFM Facility, Department of BSBE, IIT Bombay, Powai, Mumbai-400076.**

You are requested to mention in your request letter that “We agree to acknowledge the BIO-AFM (BSBE) - IRCC BIO Atomic Force Microscopy (BIO-AFM) Central Facility of I.I.T. Bombay when the data from the Bio-AFM lab are used in our papers/reports/thesis”.

The information on such acknowledgements with appropriate reference should be communicated to Bio-AFM lab vide email **bioafm@iitb.ac.in** Kindly send the complete publication reference (Journal name/volume number/names of the authors/date of issue of the publication etc.).
CHARGES FOR EXTERNAL USERS

Basic Charges + GST* (as applicable).

GST* rate as on 1.8.2017:

- If the recipient of the report is from Maharashtra: 9% SGST & 9% CGST.
- If the recipient of the report is from outside Maharashtra: 18% IGST.

<table>
<thead>
<tr>
<th>Description</th>
<th>Academic</th>
<th>National R &amp; D Lab</th>
<th>Industry/Non Govt. Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per 3Hrs slot (Max sample 3/Slot)</td>
<td>₹ 2500/-</td>
<td>₹ 2500/-</td>
<td>₹ 5000/-</td>
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</tbody>
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➢ Payment should be made in advance by a Demand Draft (DD) drawn in favor of "The Registrar, IIT Bombay, P and C Account". The same should be sent to Prof. Shamik Sen, Convener, BIO-AFM Facility, Department of BSBE, IIT Bombay, Powai, Mumbai-400076, along with the Request Letter and Registration Form

OR

You can make the payment ONLINE in favor of BIO-AFM Facility, IIT Bombay.

Bank details as follow,

Bank Name: State Bank of India, IIT Powai Branch, Mumbai-400076, India.
Bank A/c No.: 10725729173. IFSC/RTGS/NEFT: SBIN0001109.
MICR no.: 400002034. Branch Code: 1109.
Swift Code: SBININBB519. Telephone No.: +91-22-2572-1103

➢ Appointment: The users will be informed about their date and time-slot by email. If the day and time-slot is not suitable for you, an email request should be sent immediately for an alternate slot.

➢ Sample Submission: Samples are to be brought along on the date of your appointment for analysis.

➢ Results: After the sample analysis is complete the results will be sent by email (Image Data).
GENERAL INSTRUCTIONS TO THE USERS

1. The experimental data provided is only for research / development purposes. These cannot be used as certificates in legal disputes.
2. A maximum 3 samples will be analyzed against a single Registration Form.
3. The users should know the approximate roughness or elasticity (For force mode) of the sample before submitting it for analysis.
4. MSDS (Material Safety Data Sheet) should be given along with samples to ensure that the samples are not toxic or hazardous. Samples will not be accepted unless accompanied by MSDS.
5. Dry sample will be mounted on glass slide with the help of double sided adhesive tape for strong adhesion, Liquid sample will be mounted on 60mm petri dish, sample may get damaged during removal.
6. Please add GST at prevailing rates to charges.