

Date:

To  
The Director  
Nature Science Foundation  
Coimbatore – 641 004  
Tamil Nadu.

Dear Sir / Madam,

**Sub.: Requesting for Quotation for conduct of Green audits – Reg.**

As per the conversation with the Director / Technical Manager, we request you to send the quotation for the conduct of Green audits as per the NAAC criteria 7. Your audit reports and certificates will be useful for NAAC accreditation process / to maintain the eco-friendly sustainability in our campus. Herewith attached the campus details for your reference.

1. Name of the Organisation:
2. Address of the Organisation:
3. Name of the IQAC / NAAC Coordinator:
4. Email & Contact details:
5. Number of Location or Campus to be audited:
6. Number of Blocks:
7. Number of floors in each blocks:
8. Total Campus Area (in square meter):
9. Total Built up Area (in square meter):
10. Number of Labs inside the Campus:
11. Number of Hostels inside the Campus:
12. Number of Canteens inside the campus:
13. Number of Amenities (stores, bank, ATM, Post office, etc.,) in the Campus:
14. Total Number of Employees:
15. Total Number of Students:
16. Details of the places to be audited in the campus

S.No.	Place	Square meter	No. of. floors
<b>Block details</b>			
<b>Canteens and Hostel details</b>			

Laboratory details			
Any other like Bank, ATM, Post office, Courier office, Stationery shop, etc.,			

**Declaration:**

I hereby declare that the information mentioned above are correct and true to the best of my knowledge.

With regards

Seal and Signature of Head of the Institution

Note:

This details to be filled in the organisation letterhead.