

Rate Per Unit should be mentioned in Figure and Words both.

Sl.No.	Particulars	Unit	A0(Paper Size)	A1(Paper Size)	A2(Paper Size)	A3(Paper Size)	A4(Paper Size)
1	Photocopy (Black & White)	Per copy					
2	Photocopy (Colour)	Per copy					
3	Plotting (Colour)	Per copy					
4	Plotting (Black & White)	Per copy					
5	Tracing (Black & White)	Per copy					
6	Tracing (Colour)	Per copy					
7	Digital Printing(Color) 1st copy	Per copy					
8	Digital Printing (Colour) Sub copy	Per copy					
9	Scanning (Colour)	Per copy					
10	Scanning (Black & White)	Per copy					
11	Lamination	Per copy					
12	Spiral Binding	Per copy					
13	Xerox Offset (Without Paper)	1x100					
14	Xerox Offset (Without Paper)	1x200					
15	Xerox Offset (Without Paper)	1x300					
16	Xerox Offset (Without Paper)	1x400					
17	Xerox Offset (Without Paper)	1x500					
18	Xerox Ofset (Without Paper)	1x1000					
	GST(as applicable)		Extra	Extra	Extra	Extra	Extra

Notes: Percentage of GST should be specified