



अखिल भारतीय आयुर्विज्ञान संस्थान

साकेत नगर, भोपाल (म.प्र.) - 462020

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Saket Nagar, Bhopal (M.P.) - 462020

Requisition form for Photocopy/Printing/Lamination/Binding

Date Submitted	
Date Required	
Name and Designation	
Department/office	
Email/Contact No.	

Certified that the requisition is for official use only.

Officer/Staff Signature

HoD/In-Charge Signature with stamp

Description

Job : Photocopying Printing Binding Lamination Printing on banded doc.

Type of Originals: Hard copy USB E-mail/internet CD/DVD

No. of Originals: No. of Copies One Sided Two Sided

Paper Formats: A-4 A-3 Photo Paper

Type : B & W Color

Binding : Cloth Rexene half leather with clothes Rexene Board Binding

Spiral/Comb Binding : No. of Pages.....

Lamination : No. of Pages..... and Size:.....(A4/A3/Foolscap/ID card/1/6)

Printing on banded document: Gold Ink

Special Instruction: _____

(Pick up arrangement is the responsibility of the customer, Competent authority permission for odd size/ not covered job will also requires)

Cost : (No advance payment will be made in any case)

Receiver Signature

Manager Signature

Photocopy, Lamination, Binding & Printing Services

Central Library AIIMS, Bhopal (M.P.),

Mob : 9893119633, 6261508803 E-mail : newroyalenterprises59@gmail.com

S.No	Item Description	Item Code/Make	Approved Rates		GST in Percentage Applicable
			Rs.	P	
1.	Photocopying per page 70gsm (B&W)				
1.01	A-4 Size Paper (Back to Back)	Photocopy 1	0.68		18%
1.02	A-4 Size Paper (Single Side)	Photocopy 2	0.55		18%
1.03	A-3 Size Paper (Back to Back)	Photocopy 3	3.00		18%
1.04	A-3 Size Paper (Single Side)	Photocopy 4	2.00		18%
2.	Photocopying per page 70gsm (Color)				
2.01	A-4 Size Paper (Back to Back)	Photocopy 5	6.00		18%
2.02	A-4 Size Paper (Single Side)	Photocopy 6	4.00		18%
2.03	A-3 Size Paper (Back to Back)	Photocopy 7	12.00		18%
2.04	A-3 Size Paper (Single Side)	Photocopy 8	8.00		18%
3.	Printing per Page of 75gsm				
3.01	A-4 Size Paper (Black)	Printing 1	0.68		18%
3.02	A-4 Size Paper (Color Text)	Printing 2	5.00		18%
3.03	A-4 Size Paper (Color image normal paper)	Printing 3	6.00		18%
3.04	A-4 Size Paper (Color image photo paper)	Printing 4	12.00		18%
4.	Spiral/Comb Binding with OHP Sheets (Front & Back) of 175 microns				
4.01	Book Containing 1 to 50 Pages	Spiral 1	10.00		18%
4.02	Book Containing 50 to 100 Pages	Spiral 2	15.00		18%
4.03	Book Containing 100 to 200 Pages	Spiral 3	20.00		18%
4.04	Book Containing 200 & above pages	Spiral 4	30.00		18%
5.	Lamination				
5.01	1/6 th Size	Lamination 1	6.00		18%
5.02	A-4 Size	Lamination 2	12.00		18%
5.03	A-3 Size	Lamination 3	17.00		18%
5.04	Foolscap Size	Lamination 4	15.00		18%
5.05	Visiting Card or Identity Card Size	Lamination 5	8.00		18%
6.	Clothes rexine bound in full with crossed/sectional stitching				
6.01	Register & Books < A4 Size	Clothes 1	50.00		18%
6.02	Register & Books = A4 Size	Clothes 2	60.00		18%
6.03	Register & Books > A4 size but < A3 Size	Clothes 3	80.00		18%
6.04	Register & Books < A3 Size	Clothes 4	110.00		18%
7.	Half Leather with Clothes rexine with crossed/sectional stitching				
7.01	Journal & Books < A4 Size	Half Leather 1	160.00		18%
7.02	Journal & Books = A4 Size	Half Leather 2	170.00		18%
7.03	Journal & Books > A4 Size	Half Leather 3	190.00		18%
8.	Board Binding (Free Size)	Board	250.00		18%
9.	Printing- English/Devanagari on Binded Documents				
9.01	Gold Printing	Printing 1	60.00		18%
9.02	Ink Printing	Printing 2	30.00		18%