**ANNEXURE - I**

**(Vendor to print out this page on company letter head)**

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| 1. **REQUIREMENT FOR ARCHIVAL CORRUGATED BOXES**
 |
| **Sr. No** | **Requirements details** | **To be filled by Vendors** |
| **Total No of boxes required (pcs)**  | **Rate per unit INR** | **Total cost****(A)****INR** | **Cost with Taxes****(B)****INR** | **Shipping****(C)****INR** | **Total****(A+B+C)****INR** |
| 1  | **Box Dimensions 440x320x60mm** | 200 |   |   |   |  |  |
| 2. | **Estimated time of delivery (Please mention details below)** |
|  |  |
| Each Box should be manufactured to the following specifications and must present the quality certifications mentioned in Annexure A, B and C |
| **Annexure A - Box Features and Design** |
| **Sr No** | **Specifications** | **To be filled by Vendors** |
|  |  | **Availability****(Tick mark) 🗹** |
| **Yes** | **No** |
|  1 | Archival quality Corrugated board for storage of paper works  |   |   |
|  2 | Duralong wave Archival Micro corrugated board Drop spine box or Heritage Clamshell type corrugated box**Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   |   |
|  3 | The boxes should have a one piece construction where the cover folds back and the box opens flat |   |   |
|  4 | Box should have double thickness walls on longer side of the base and longer of the lid. |  |  |
|  5 | Boxes should be shipped flat and be easily assembled without requiring tape or adhesive |   |   |
|  6 | Box should have self-blocking wings and slots for insertion. |  |  |
|  7 | Ideal for storage of photographs, archival materials and various objects |   |   |
|  8 | Assembly instructions should be provided |   |   |
| **Annexure B - Technical Specification for Material used in Boxes** |
| **Sr No** | **Specifications** | **To be filled by Vendors** |
|  |  | **Specifications****(Tick mark) 🗹** |
| **Yes** | **No** |
|  1 | 100% alpha cellulose  |   |   |
|  2 | Without the use of recycled or wooden fibres and lignin free  |   |   |
|  3 | No optical brighteners  |   |   |
|  4 | Acid Free |  |  |
|  5 | Alkaline reserve (buffer) Calcium Carbonate  |   |   |
|  6 | pH between 7.5 – 8.5  |   |   |
|  7 | Constructed with E flute corrugated or Duralong wave micro corrugated board (please specify quality). **Material:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |   |   |
| 8 | Thickness of corrugated board should be 1.6 mm or 1.7mm |   |   |

Authorised signatory

 Signature and company seal