**ANNEXURE - I**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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