**ANNEXURE - II**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **REQUIREMENT FOR ARCHIVAL FOUR FLAP FOLDERS** | | | | | | | | | |
| **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 | | **Folder Dimensions 420x310x40mm** | 100 |  |  |  |  | |  |
| 2. | | **Estimated time of delivery (Please mention details below)** | | | | | | | |
|  | |  | | | | | | | |
| Each Folder should be manufactured to the following specifications and must present the quality certifications mentioned in Annexure C and D | | | | | | | | | |
| **Annexure C - Folder Features and Design** | | | | | | | | | |
| **Sr No** | **Specifications** | | | | | **To be filled by Vendors** | | | |
|  |  | | | | | **Availability**  **(Tick mark) 🗹** | | | |
| **Yes** | | **No** | |
| 1 | Archival quality paper for storage of paper works | | | | |  | |  | |
| 2 | The folder should have a one piece construction where the cover folds back and the folder opens flat. Every flap has multiple creases to cope with variable thickness of document | | | | |  | |  | |
| 3 | Folders should have four flaps to conceal the paper work | | | | |  | |  | |
| 4 | Folders should be shipped flat and be easily assembled without requiring tape or adhesive | | | | |  | |  | |
| 5 | Ideal for storage of photographs, archival materials and various objects | | | | |  | |  | |
| 6 | Assembly instructions should be provided | | | | |  | |  | |
| 7 | 100%Alpha Cellulose | | | | |  | |  | |
| 8 | Buffered | | | | |  | |  | |
| 9 | PH Between 8.5 and 9 | | | | |  | |  | |

**Annexure D - Certifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Specifications** | **To be filled by Vendors** | |
|  |  | Yes | No |
| 1 | ISO 9706 - Permanency requirements for paper |  |  |
| 2 | Photo Activity Test passed (PAT test)  ISO 18916:2007 Imaging Materials–Processed imaging materials–Photographic activity test (P.A.T) for enclosure materials |  |  |
| 3 | ANSI IT 9.16 / ISO 14523-1999 (PAT test) or  ISO 18916 (PAT test) |  |  |

Authorised signatory

Signature and company seal