**ANNEXURE - II**

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

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| 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**

|  |  |  |
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| **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