

**Prime Ministers Museum & Library (PMML)**

Teen Murti House  
New Delhi – 110011

**No.: F-3/3/2026 Pres.**

**Date: 24/04/2026**

**Subject: Request for Quotation (RFQ) for Procurement of Paper Rotary Trimmer Cutting Machines for Preservation Section, PMML**

Sealed quotations are invited from eligible and reputed manufacturers/suppliers for the **“Procurement of Paper Rotary Trimmer Cutting Machines for Preservation Section, PMML”** complete in all respects at the premises of Prime Ministers Museum & Library (PMML), New Delhi, as per the specifications mentioned.

**1. Scope of Work/supply:** Procurement of Paper Rotary Trimmer Cutting Machines for Preservation Section, PMML

**2. Specifications:**

- Cutting Length: Typically 14, 24, 48 inches .
- Capacity: Ranges from 1 sheet up to 5-6 sheets, with specialized commercial units handling up to 15-30 sheets.
- Material Thickness: Capable of cutting up to 800 microns (0.8mm) or thicker, often used for paper, photos, and cardstock.
- Structure: Often features a metal baseboard/cutting board, self-sharpening rotating blade, and a manual or automatic clamping mechanism.
- Typical Dimensions: Range from compact (e.g., 430 mm cut) to large format (e.g., 1560x500x110mm for 48-inch models).
- Weight: Varies from light portable units (< 1 kg) to heavier, stable models (12 kg or more).

**Key Features and Options**

- Safety: Blades are generally fully enclosed within a cutting carriage to prevent injuries.
- Maintenance: Replacement blades and cutting mats are usually required for high-volume use.

**3. Quantity:**

Rotary Trimmer	14 Inch	2 No.
Rotary Trimmer	24 Inch	1 No.
Rotary Trimmer	48 Inch	1 No.

**4. Terms & Conditions:**

1. The rate quoted should be inclusive of all taxes, duties, loading/unloading, transportation and installation at site. The material supplied should be brand new and conform to the specifications mentioned. The bidder should be a manufacturer or an authorized dealer/supplier. Documentary proof in this regard must be enclosed with the quotation.
2. Quotations must be duly signed and stamped by the bidder. Photocopy, unsigned quotations will not be considered.

3. Unrealistic, incomplete, vague or conditional quotations shall be liable to rejection.
4. Warranty: Minimum one year warranty from the date of installation.
5. Delivery Period: The items should be supplied within 10 days from the date of issue of the Supply Order.
6. The Competent Authority reserves the right to accept or reject any or all quotations without assigning any reason.
7. Payment shall be released only after satisfactory supply, installation and submission of pre-receipted bill in duplicate.

**5. Submission of Quotation:**

The quotation in a sealed envelope superscribed as: **“Procurement of Paper Rotary Trimmer Cutting Machines for Preservation Section, PMML”** should be submitted at: -

**Reception Counter**

Prime Ministers Museum & Library (PMML)  
Teen Murti House  
New Delhi – 11 0011

on or before **30/04/2026** at **11:00 AM**.

**Format for quotation**

<b>S.No.</b>	<b>Specification</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1.	<p><b>Procurement of Paper Rotary Trimmer Cutting Machines for Preservation Section, PMML</b></p> <ul style="list-style-type: none"><li>• Cutting Length: Typically 14, 24, 48 inches .</li><li>• Capacity: Ranges from 1 sheet up to 5-6 sheets, with specialized commercial units handling up to 15-30 sheets.</li><li>• Material Thickness: Capable of cutting up to 800 microns (0.8mm) or thicker, often used for paper, photos, and cardstock.</li><li>• Structure: Often features a metal baseboard/cutting board, self-sharpening rotating blade, and a manual or automatic clamping mechanism.</li><li>• Typical Dimensions: Range from compact (e.g., 430 mm cut) to large format (e.g., 1560x500x110mm for 48-inch models).</li><li>• Weight: Varies from light portable units (&lt; 1 kg) to heavier, stable models (12 kg or more).</li></ul> <p><b>Key Features and Options</b></p> <ul style="list-style-type: none"><li>• Safety: Blades are generally fully enclosed within a cutting carriage to prevent injuries.</li><li>• Maintenance: Replacement blades and cutting mats are usually required for high-volume use.</li></ul> <p>Rotary Trimmer            14 Inch Rotary Trimmer            24 Inch Rotary Trimmer            48 Inch</p>	2 No. 1 No. 1 No.		
	<b>Total</b>			
	<b>Add GST@18%</b>			
	<b>Grand Total and Rounded off</b>			

**Seal and Signed**

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