

Prime Ministers Museum & Library (PMML)

Teen Murti House
New Delhi – 110011

No.: F/PMML/Procurement Cell/2026-2027/000028

Date: 13/07/2026

Subject: Notice Inviting Quotation (NIQ) for Annual Maintenance Contract (AMC) of Microfilm Readers

Sealed quotations are invited from eligible and reputed manufacturers/suppliers for the **Annual Maintenance Contract (AMC) of Microfilm Readers**, complete in all respects at the premises of the **Prime Ministers Museum & Library (PMML)**, New Delhi, as per the specifications mentioned.

1. Scope of Work/supply: Annual Maintenance Contract (AMC) of Microfilm Readers

2. Specifications:

The AMC shall be **non-comprehensive** and shall cover preventive maintenance, servicing, inspection, troubleshooting, and repair of the following existing microfilm readers installed at PMML. **Spare parts, consumables, and accessories, if required, shall be replaced only after approval and shall be paid separately.**

Equipment Covered under AMC:

- **Indus Super Carrel Microfilm Reader** – 6 Nos. (Library)
- **Zeutschel Microfilm Reader (OL2 Size)** – 3 Nos. (Library)
- **Zeutschel Microfilm Reader (OL3 Size)** – 2 Nos. (Reprography Section)

Scope of Work

1. The service provider shall carry out **one preventive maintenance visit every month** (minimum one visit per calendar month) for inspection, cleaning, lubrication, adjustment, testing, and servicing of all equipment covered under the AMC.
2. In addition to the monthly preventive maintenance, the service provider shall attend **breakdown calls** as and when required during the AMC period.
3. Service reports shall be submitted after each preventive maintenance visit and breakdown service.
4. The equipment shall be maintained in satisfactory working condition throughout the AMC period.

Basic Equipment Features

1. Standalone microfilm readers suitable for viewing **16 mm and 35 mm roll microfilms**.
2. Equipped with an optical viewing system and image projection screen.
3. Manual/electronic controls for film transport, focus, and image adjustment.
4. Used for viewing and reference of archival and library microfilm records.

3. Duration : 1 year

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. The Competent Authority reserves the right to accept or reject any or all quotations without assigning any reason.

5. Submission of Quotation:

The quotation in a sealed envelope superscribed as: **“Quotation for Annual Maintenance Contract (AMC) of Microfilm Readers”** should be submitted at:

Reception Counter

Prime Ministers Museum & Library (PMML)

Teen Murti House

New Delhi – 11 0011

on or before **20/07/2026** at **11:00 AM**.

FORMAT FOR QUOTATION

S.No.	Specification	Duration	Rate	Amount
1.	The AMC shall be non-comprehensive and shall cover preventive maintenance, servicing, inspection, troubleshooting, and repair of the following existing microfilm readers installed at PMML. Spare parts, consumables, and accessories, if required, shall be replaced only after approval and shall be paid separately. Equipment Covered under AMC: • Indus Super Carrel Microfilm Reader – 6 Nos. (Library) • Zeutschel Microfilm Reader (OL2 Size) – 3 Nos. (Library) • Zeutschel Microfilm Reader (OL3 Size) – 2 Nos. (Reprography Section) Scope of Work 1. The service provider shall carry out one preventive maintenance visit every month (minimum one visit per calendar month) for inspection, cleaning, lubrication, adjustment, testing, and servicing of all equipment covered under the AMC. 2. In addition to the monthly preventive maintenance, the service provider shall attend breakdown calls as and when required during the AMC period. 3. Service reports shall be submitted after each preventive maintenance visit and breakdown service. 4. The equipment shall be maintained in satisfactory working condition throughout the AMC period. Basic Equipment Features 1. Standalone microfilm readers suitable for viewing 16 mm and 35 mm roll microfilms. 2. Equipped with an optical viewing system and image projection screen. 3. Manual/electronic controls for film transport, focus, and image adjustment. 4. Used for viewing and reference of archival and library microfilm records.	1 year		
	Total			
	Add GST@18%			
	Grand Total and Rounded off			

Seal and Signed
Prime Ministers Museum & Library (PMML)
Teen Murti House
New Delhi – 110011