



PRASAR BHARATI/ प्रसार भारती

(INDIA'S PUBLIC SERVICE BROADCASTER)/ भारत का लोक सेवा प्रसारक
ALL INDIA RADIO :: CHHATARPUR (MP)/ आकाशवाणी छतरपुर (म.प्र.)



CHTP/2025-26/OE/MW/Gardener /400

Date-22/08/2025

To,

R/Sir,

The office is inviting quotation for the following work with the terms and conditions as mentioned.

S.No.	Description	Specification/Quantity	Remarks
01	Gardening work on monthly payment basis at office premises of Akashvani Chhatarpur.	One Job (for one year)	Monthly payment basis

The quotation should be sent in wax sealed envelope addressed to the Asstt. Director (E), Akashvani, Chhatarpur (M.P.) 471001, so as to reach on or before 30/09/2025. The envelop should be SUPERSCRIBED with following details.

- Material/ Works for which quotations are enclosed.
- Reference to letter of enquiry.
- Due date of opening of quotation.

The quotation should be submitted for one year (01.10.2025 to 30.09.2026) but billing will be done on monthly basis.

The quotations will be opened in the office of the Asstt. Director (E), Akashvani Chhatarpur (M.P.) 471001 on 30/09/2025 in the presence of such tenderes or their agents who may choose to attend.

Thanking you,

Yours
V.K. Pushpad
22/08/25
V.K. Pushpad

Asst Director Engg.

TERMS AND CONDITIONS

01. Quotation should be sent with valid GST No. of firm should be mentioned on quotation itself.
02. Rates should be mentioned in word and figures also.
03. The quotations should specifically mention the delivery date, make, terms and conditions of supply. The price should be fixed for one year and given as under:
04. The unit price should be for the **UNIT** as indicated in the tender inquiry.
05. Printed terms and conditions on the letter heads of tendering firms will not be considered as forming part of the tender. Conditions applicable should be specifically stated.
06. **The Firm should visit the premises in working days (Monday to Friday 10:00 hours to 17:00 PM) and estimate the work volume before submitting quotations. The visit report duly sign by station authority must be submitted with quotation.**
07. **TERMS OF PAYMENT:** 100% payments will be made within 60 days from the date of receipt of satisfactory work done certificate form concerned official or the date of receipt of bill, whichever is later.
08. The quotations submitted should remain open for acceptance for a period of **ONE YEAR** from the date of opening them.
09. Quotations not properly super scribed will not be considered.
10. The tendered works should carry a guarantee for six months against defects in workmanship.
11. **RIGHT OF ACCEPTANCE:** - This Office reserves the right to reject the lowest tender or any or all the tenders without assigning any reason whatsoever. Further, this office reserves the right to itself for decreasing the quantity of materials/works tendered, depending upon actual requirements. The unit rate quoted in the tender should be applicable to the quantity for which order is placed.
12. Income tax TDS & GST TDS each @2% of tendered amount will be deducted for works worth of Rs. 75,000/- or above in a year.
13. **PENALTY FOR DELAY:-** If the contractor is unable to complete the work within stipulated period limit, the purchaser, may at his option allow additional time as he may consider justified if or without altering the term and conditions of work order. In the event of failure of the contractor to complete above work within the stipulated or extended time, the purchaser had right to impose penalty of Rs. 500/- per week per lac subject to maximum of 5% of contract value.
14. **COMPLETION PERIOD:-** Work is to be completed within one month form the issue of work order positively.
15. The Complaint of work should be attended within 24 hours from time of complaint and should be resolved Rs. 500/- per day charge will be deducted from the bill amount, if the complaint is not attended and resolved within stipulated time as decided by purchaser 24 hours.

(Quotation Form)

1	Name of the contractor /firm/individual/company	
2	Register address	
3	Contact no.	
4	Email-ID	
5	Name of the sole proprietor/partner/directors	
6	Name of the person authorized to execute in which he is authorized	
7	PAN No.	
8	Service Tax no.	
9	GST registration no.	
10	The list with full address of prominent organization where you have implemented job contract work	

Signature with date

Seal of the company

Name in block letters