



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
ALL INDIA RADIO : SAGAR, (M.P.)
Email - sagar@prasarbharati.gov.in/seairsagar@gmail.com



NO. SGR/30(6)/AC/2026-27/137

Date - 19/03/2026

To,

R/Sir,

The office is interested to get done the following work and invite your quotations with the terms and conditions on the reverse.

S.No	Description	Specifica tion/ Quantity	Remarks
(i)	Maintenance of Garden, Seeding, Watering. All the works like ploughing cutting & cleaning of shrubs and unwanted trees in office and colony premises.	One Job (for one year)	
(ii)	Work of filling water in all the coolers in office area during summer.		
(iii)	All other misc. works such as beautification of office campus, managing indoor and outdoor potted plants and sharpening ,cleaning and maintenance of gardening tools and removing grass cutting and bushes from the campus area.		

. The quotation should be sent to wax sealed cover addressed to the Nodal officer, Akashvani Kendra, Civil lines Sagar 470001, so as to reach on or before 27/03/2026 The envelope should be SUPERSCRIBED with following details.

j) Material/ Works for which quotations are enclosed.

k) Reference to letter of enquiry.

l) Due date of opening of quotation.

The quotation should be submitted for one year from the date of work order but billing will be done on monthly basis.

The quotations will be opened in the office of the Nodal office, Akashvani Kendra, Civil lines Sagar 470001 on 27/03/2026 /04.00 PM. in the presence of such tenders or their agents who may choose to attend.

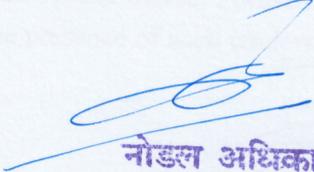
Thanking you,

Yours Faithfully,

उत्तर अधिकारी
Nodal Officer
आकाशवाणी सगर
Akashvani Sagar

TERMS AND CONDITIONS

- 1) Quotation should be sent with valid GST No. of firm should be mentioned on quotation itself.
- 2) Rates should be mentioned in word and figures also.
- 3) The quotations should specifically mention the delivery date, make, terms and conditions of supply. The price should be firm and given as under:
- 4) The unit price should be for the **UNIT** as indicated in the tender enquiry.
- 5) 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.
- 6) **The Firm should visit the premises in week days (Monday to Friday 09:30 hours to 06:00 PM) and estimate the work volume before submitting quotation. The visit report duly sign by station authority must be submitted with quotation.**
- 7) **TERMS OF PAYMENT:** 100% payment will be made within 60 days from the date of receipt of satisfactory work done certificate from concerned official or the date of receipt of bill, whichever is later.
- 8) The quotations submitted should remain open for acceptance for a period of **ONE YEAR** from the date of opening them.
- 9) 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 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 and GST TDS each @2% of tendered amount will be deducted for works worth of Rs. 150000/- and 2,50,000 respectively 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 from the issue of work order positively.
- 15) The Complaint 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.


नोडल अधिकारी
Nodal Officer
आकाशवाणी सागर
Akashvani Sagar