



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
OFFICE OF THE ADDL.DIRECTOR GENERAL (E) (Z)
AKASHVANI & DOORDARSHAN
SWAMI SIVANANDA SALAI,
CHENNAI - 600 005.



No. ADG (E)(SZ)/AIR/INST/IO /2026-27

Date: 14-05-2026

Sub : Enquiry letter for Repair of of Observation windows at MTR Studios Akashvani Chennai.

This office is inviting quotation from reputed firms to carryout the following works . The Scope/ Description of the work is furnished under.

Sl.No.	Description of item /work	Quantity	Unit Cost	GST	Amount
	Repair of observation windows at MTR Stuidos, Chennai				
1	Repair of observation windows provided in MTR Studios Chennai. The following works to carried out (i). Carefully removing of existing glasses and wooden frames fixed on the observation windows (Size 4.5 ft X2.5 ft) for cleaning of glasses. Providing antitermite treatment inside the observation windows and replacement of damped wooden frames if any with new similar material (ii) After repair , antitermite treatment inside the glasses and refixing of existing glasses and wooden frames on all sides glass and polishing of wooden frames provided surrounding glass inside & outside including Screw, nuts & bolts if any required for refixing	7 No.s			

General terms and conditions:

1. Bidders are advised to visit the site before submitting quotation. If any query bidders may be contact Smt. M. Lakshmi DDEE (Mobile No. 7598351783)
2. All the safety precautions are to be ensured and safety tools/equipment are to be brought by the contractor.
3. The bidder shall carryout the works with utmost care, not to damage any existing equipment. Bidder will be held responsible for any damages caused to property of AIR during the execution of the work.
4. The contractor is liable to compensate the department for any damages to All India Radio property or personnel during the execution of work.

5. The quotation should be sent in sealed cover addressed to Deputy Director (E), Room No.207 O/o Additional Director General (E)(SZ), Akashvani & Doordarshan, Swamy Sivananda Salai, Chennai-600 005 (Tamilnadu) so as to reach on or before 25.05.2026, 11:00 Hrs
 6. The Cover Should be Superscribed with the following :
 - a. Name of the work for which quotation is enclosed
 - b. Reference of letter of enquiry
 - c. Due date of opening Quotation
 7. **The bidder should submit two separate sealed covers**
 - a. **Past experience**
 - b. **Price bid**
- These two sealed cover must be placed together inside one sealed cover. Each inner cover should be clearly labelled with the name of the bid i.e. Past Experience or Price bid.**
8. **The bidders should submit separate sealed cover for Technical bid and price bid . These two covers to be kept in One single cover . On cover Name of the bid i.e Technical or Price bid should be mentioned.**
 9. **Gurantee/Waranty** : The work shall be guaranteed for a period of One year from the date of commissioning. Any failure/fault in the work carried out during guarantee period shall be repaired/replaced free of charges by the contractor at the site
 10. **Delivery Period**: Work should be completed within 30 days from the date of Work Order. In case of delay in Supply of Material/ execution of work , after each week of delay or Part of the delay @ 0.5 % LD per week or part of the week will be imposed
 11. **Eligibility Criteria** : Firm should have carried similar work in any of AIR/DD/ Govt/ PSU organisations Purchase orders/Satisfactory work completion letters should be enclosed. **The firms quotations shall be rejected if eligibility criteria not fulfilled**
 12. All the above have to be carried out in the presence of station head/ Incharge
 13. Payment: 100% Payments will be made after completion of all works satisfactorily
 14. **OPTION CLAUSE**: 25% quantity shall be increase or decrease while placing order
 15. The bidders should mention both PAN and GST No. on on your quotation
 16. The Additional Director (E) (SZ) , AIR&DD reserves the right to reject lowest or all quotations without assigning any reason.
 17. The contractor shall indemnify and hold harmless the purchase against all claims in respect of injury or life to any person howsoever arising out of the work in the course in respect of such installation/work. The contractor shall discharge his entire obligation under the Indian Workmen Compensation Act in as for as it affects workmen in his employment.



(P.Karthikeyan)
Asst.Dircetor (Engg)
For ADG(E-SZ) (BO)

पी.कार्तिकेयन / P.KARTHIKEYAN
सहायक निदेशक (अभि.) / ASSISTANT DIRECTOR(E)
अथवा महानिदेशक (ए) (ई.सी.) का कार्यालय
O/e The Additional Director General (A)(SZ)
आकाशवाणी एवं दूरदर्शन / Akashvani & Doordarshan
स्वामी शिवानन्दा साली / Swami Sivananda Salai
चेन्नई / Chennai - 600 005





