

CIBA GST: 33AAAI1830P1ZQ
आदेश/Order No: CIBA/24-25/1013
SUPPLY ORDER CONVEYANCE
F.No. 1-25/21-22/ST
Date: 24.02.2025

To
The Head of Regional Center,
Kakdwip Research Centre of CIBA,
Kakdwip – 743 347.
24 - Parganas, West Bengal.

Sub: Procurement of 16 nos Battery with buy back of 5 KVA Online UPS at KRC- reg.

Ref: Quotation No: Nil Date: 20.12.2025

Sir,

With reference to the above, administrative approval and expenditure sanction of the Competent Authority is hereby conveyed for **Rs. 72,000/-** (Rupees Seventy Two Thousand Only) towards the Procurement of batteries (12V 65 AH) 16 nos for the 5 KVA Online UPS under buyback as detailed below:

SI. No	Product Description	Rate	Qty	Amount	Name of the Firm
1	12 Volt 65 AH Exide Power Safe Battery Type: EP65-12	6,300.00	16 Nos.	1,00,800.00	M/s. Provabati Enterprise Kakdwip (Natan Bazar, Purba Bazar) South 24 Parganas, West Bengal-743347.
Less: Replacement offer for Old Battery (16Nos. @Rs. 1,800/-)				28,800.00	
Grand Total				72,000.00	
(Rupees Seventy Two Thousand Only)					

- ❖ You are requested to issue the supply/work order to the above firm with detailed specifications. After taking delivery of the items/completion of work, the pre-receipted bill in triplicate collected from the firm may be sent to Headquarters along with **Warranty Certificate, Delivery Challan, GST certificate, Bankers Detail (Cancelled Cheque) etc. with stock entries**, complete in all respects for effecting the payment, positively.
- ❖ The standard deductions such as TDS on GST (2%) & TDS on IT (2%) and other statutory levies as per government norms from time to time will be deducted.
- ❖ The Liquidated damages clause may be included in the supply order as below:
“The supply should be completed at the earliest but not later than due date **after which Liquidated damages will be imposed as per** GENERAL CONDITION OF CONTRACT (GCC). (A sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or

performance, up to a maximum deduction of 10% (ten percent) of the delayed goods or services contract price. Once the maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already)".

- ❖ A copy of supply order may also be issued to The CFAO, The DDO, and AAO(Stores) for further necessary action.
- ❖ The H.Qrs order number (CIBA/24-25/1013, Dt.: 24.02.2025) may be mentioned in the Supply Order issued by KRC at appropriate place, so as to locate the file details for further process.

Yours faithfully,

E. Mary Desouza
24-2-25

सहायक प्रशासनिक अधिकारी/
Asst. Administrative Officer

Copy to:

- The Chief Finance & Accounts Officer, CIBA, Chennai.
 - The DDO, CIBA, Chennai.
 - Dr. Debasis De, Principal Scientist, HRC-KRC of CIBA, Kakdwip – 743 347.
 - Dr. Sanjoy Das, Principal Scientist, KRC of CIBA, Kakdwip – 743 347.
- (C.No. 166469, Note #28, dt: 24.02.2025; Pg.11; Fund: Institute – R&M)